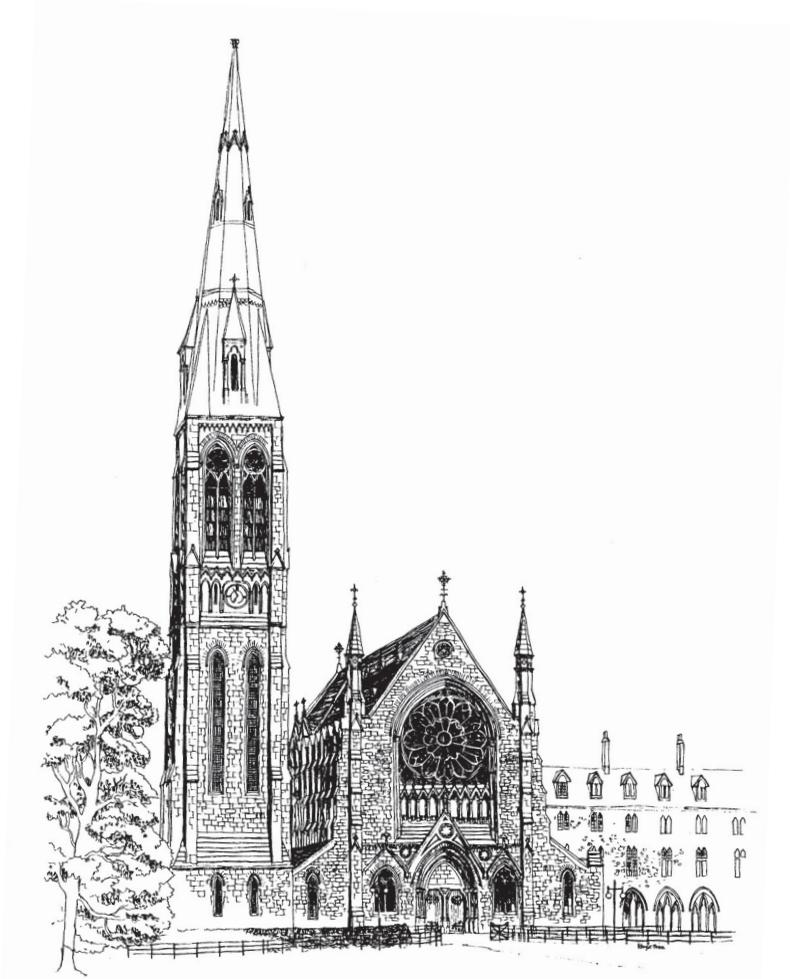


Chapter II

The Pontifical University

at Maynooth



The College Chapel at Saint Patrick's College, Maynooth

Degree and Diploma Courses in the *Pontifical University at Maynooth*

The *Pontifical University at Saint Patrick's College*, Maynooth offers the following Degree and Diploma Courses. These courses are outlined in detail in later chapters.

IN THE FACULTY OF THEOLOGY

Baccalaureate in Divinity (BD)

Licentiate in Divinity (STL)

Doctorate in Divinity (DD)

Baccalaureate in Theology (BTh)

Baccalaureate in Theology and Arts (BATH)

Master's Degree in Theology (specialisation in Christianity, Human Rights and Society) (MTh) One Year

Master's Degree in Theology (specialisation in The Bible as Scripture) (MTh) One Year

Master's Degree in Theology (MTh) Two Years

Master's Degree in Theology (specialisation in Pastoral Theology) (MTh) Two Years Full-Time or Three Years Part-Time

Master's Degree in Liturgical Music (MLM) Two Years

Doctoral Degree in Theology (PhD)

Higher Diploma in Theological Studies

Post-Graduate Certificate in Catholic Religious Education and Theological Studies

Diploma in Catholic Education

Diploma in Theology

Diploma in Mission Studies

Diploma in Religious Studies

Higher Diploma in Pastoral Theology

Diploma in Pastoral Theology

Higher Diploma in Pastoral Liturgy

Diploma in Pastoral Liturgy

Certificate in Catholic Religious Education and Theological Studies

IN THE FACULTY OF CANON LAW

Licentiate in Canon Law (LCL)

Doctorate in Canon Law (DCL)

IN THE FACULTY OF PHILOSOPHY

Baccalaureate in Philosophy (BPh)

Licentiate in Philosophy (LPh)

Doctorate in Philosophy (DPh)

Diploma in Philosophy and Arts

Higher Diploma in Philosophy

Pontifical University Mission Statement



St Patrick's College, Maynooth, has been internationally recognised and respected as a premier Catholic institution of theological, philosophical, humanistic and scientific education since 1795. Since 1896 it has been a University Institution with Pontifical Faculties of Theology, Canon Law and Philosophy.

Today, the *Pontifical University at Saint Patrick's College* is committed to:

- Achieving the highest standards at undergraduate and postgraduate levels in Systematic Theology, Moral Theology, Sacred Scripture, Philosophy, Canon Law, Liturgical Studies, Ecclesiastical History & Patrology, Mission Studies and Pastoral Theology;
- Equipping students with the required academic formation for ministry and the civil position or profession that they are likely to follow;
- Promoting excellence and innovation in teaching, research and publication that respond to contemporary developments in ecumenical, inter-religious and cultural dialogues in an increasingly complex and diverse Irish society;
- Broadening access in higher and continuing education through interdisciplinary and focused programmes that meet contemporary needs;
- Creating a supportive, learning and reflective environment, equipped with the best structures and resources available, to enable the academic, spiritual and human development of the student in an atmosphere which respects diversity and difference.

Pontifical University Scholarships

The Pontifical University at Saint Patrick's College, Maynooth awards the following scholarships. Preference is given to applicants who do not hold any other scholarship or educational award. Scholarships are awarded initially for one year, but may be renewed from year to year during the holder's course of studies.

Postgraduate Scholarships:

Scotus Eriugena Research Scholarship leading to PhD in Theology

Two scholarships are offered over a 3 year period for PhD candidates in one of the following areas: Fundamental Theology / Philosophical Theology

Systematic Theology

Moral Theology / Theological Ethics

Biblical Studies / Sacred Scripture

Ecclesiastical History

Faith and Culture

Each scholarship includes tuition fees, accommodation and on-site meal plan.

Scholastic Trust Doctoral Scholarships in Theology:

Graduates in Theology wishing to pursue a PhD in Theology are invited to apply. Applicants must have a Master's Degree in Theology graded at *Magna cum Laude* (Second Class Honours Grade 1 / B) or its equivalent.

This scholarship is valued at €15,000.00 per annum, and is awarded annually to a full time scholar for a maximum of three years.

Maynooth Union Postgraduate Scholarship

The Maynooth Union was founded in June 1895, during the Centenary Celebration of Saint Patrick's College, Maynooth. The object of the Union is to foster a spirit of mutual sympathy between the College and its past students and friends.

The Maynooth Union has funded a Postgraduate Scholarship for a student to study for a Masters or Doctoral Degree in the Pontifical University at Maynooth.

The Scholarship is valued at €3,000.00 per annum.

The Matthew O'Donnell Scholarships:

Two Postgraduate Scholarships, one in Philosophy and one in Theology are available from the *Maynooth Scholastic Trust* in memory of Monsignor Matthew O'Donnell. Scholarships are valued at €2,600.00 in Philosophy and €3,200.00 in Theology per annum.

Monsignor O'Donnell was appointed Professor of Ethics in 1960, later becoming Professor of Philosophy. He served as President from 1994 until his death in 1996.

The Michael Devlin Scholarship:

This scholarship is awarded annually by the *Maynooth Scholastic Trust* to a

Maynooth graduate engaged in postgraduate studies at *St Patrick's College*, Maynooth, or abroad. Nominations for this scholarship will be received from the Faculty of Theology, the value of which is €3,300.00.

College Scholarships:

Two College Scholarships are available to lay students taking a Postgraduate Degree in Theology. These scholarships are valued at €2,000.00 per annum.

The Daniel & Mary Mulvihill Scholarship:

This scholarship to the value of €5,000 is available annually for the post-graduate study of Theology at doctoral level. Dr & Mrs Mulvihill have supported Catholic Education in Maynooth for twenty five years.

The Loughlin J Sweeney Scholarship:

This scholarship to the value of €5,000 is available annually for the post-graduate study of Theology at doctoral level. Mr Sweeney was Director of Development in the College from 1981 until 1991, and was involved for twenty five years with the Development Programme.

Government of Ireland Research Scholarships in the Humanities & Social Sciences:

Students in Theology who are pursuing a doctoral or master's degrees by research are eligible to apply for one of these scholarships.

The Thomas Gilmartin Scholarships Master's Degree in Theology (History of Christianity)

The Thomas Gilmartin Scholarship may be applied for by students who choose to pursue the Masters in Theology (History of Christianity) programme. Successful applicants for this scholarship will have their fees for this programme waived in full.

Undergraduate Scholarship:

College Scholarship:

A College Scholarship is available for a lay student taking the Bachelor of Divinity Degree (BD). The Scholarship is valued at €1,400.00.

Application Procedure:

Information on closing dates and application forms for all scholarships are available On-line at www.maynoothcollege.ie/students/scholarships

Completed application forms must be submitted to by email to scholarships@spcm.ie A Postgraduate supervision report should accompany you application

Erasmus+ EU Programme

ERASMUS+ is an exchange programme set up by the European Union. *Erasmus* students usually spend one full academic year at a European university as part of their degree programme.

OUTGOING ERASMUS STUDENTS

Costs

No fees have to be paid to the host university. Students are entitled to an Erasmus contribution towards the cost of their mobility.

Credit for work done while abroad

Students are assessed in their host universities for courses followed and such assessments are recognised by the home university, according to the European Credit Transfer System (ECTS).

ECTS was proposed by the European Commission as a way of creating common academic procedures for the different European countries. The aim of the system is to guarantee the recognition of studies carried out abroad. It is a “common academic coinage” for measuring and comparing students' performances and transferring examination results from one institution to another.

One year's (or two semesters') work is regarded as being equivalent to 60 credits. The number of credits attaching to any course will reflect the number of hours (in lectures, seminars, tutorials, etc.) demanded by that course. Thus, a course to which 10 credits are attached is assumed to represent one sixth of the student's full year's work-load. It should be noted that ECTS does not refer to the assessment for courses.

BATH *Erasmus* students must take 60 credits in total, at least 30 of which must be in Theology. *Erasmus* students must pass these 60 credits to be eligible for the BATH International award. BATH *Erasmus* students complete four years of study in total.

Who may apply?

Full-time registered students on the BATH programme and postgraduate programmes are eligible to apply.

Application

Students must complete an “Expression of Interest” application form which can be collected from the Pontifical University Office or downloaded from our website: <http://maynoothcollege.ie/pontifical-university/erasmus/>

Deadline for receipt of completed application forms: - 1st March

INCOMING ERASMUS STUDENTS

Incoming Erasmus students must be nominated by their home university to study in the Pontifical University, St Patrick's College, Maynooth. These students must then complete our Erasmus Application form. Available on <http://maynoothcollege.ie/pontifical-university/erasmus/>

Closing date for receipt of application:

Semester 1: 15th May

Semester 2: 15th December

Modules:

Incoming Erasmus students can choose modules from the following undergraduate programmes: BTh; BATH; BD. See Chapter IV.

Students may choose some postgraduate modules, subject to availability and/or agreement with relevant lecturer. See Chapter VI.

<http://maynoothcollege.ie/pontifical-university/kalendarium/>

Language Requirements

While abroad, an *Erasmus* student follows courses in the language of the host country, with the exception of University of Leuven (Belgium), University of Malta, University of Ljubljana (Slovenia), University of Palacky (Czech Republic), University of Helsinki (Finland), and Newman Institute, Uppsala (Sweden), all of whom offer an English-language theology programme to foreign students. The University of Tilburg, (Netherlands) and the University of South Bohemia (Czech Republic) both offer some theology lectures in English. Some universities offer free language courses to *Erasmus* students.

Links between Maynooth's *Pontifical University* and other universities:

In the *Erasmus* inter-university exchange programme, Saint Patrick's College, Maynooth has inter-institutional agreements with Faculties of Theology in the following countries.

| | |
|-----------------|--|
| Belgium: | Catholic University of Leuven |
| Croatia: | University of Split University of Zagreb |
| Czech Republic: | University of South Bohemia University of Palacky, Olomouc |
| England: | Heythrop College, London |
| Finland: | University of Helsinki |
| France: | Institut Catholique de Paris Institut Albert le Grand (Ircom) |
| Germany: | University of Augsburg Sankt Georgen, Frankfurt am Main University of Freiburg im Breisgau |

| | |
|--------------|--|
| | Fulda University |
| | Catholic University of Applied Sciences, Mainz |
| | University of Regensburg |
| | University of Trier |
| | University of Tübingen |
| | University of Munich |
| | University of Wurzburg |
| | University of Münster |
| Malta: | University of Malta |
| Netherlands: | Tilburg University, Utrecht |
| Norway: | MF Norwegian School of Theology, Oslo |
| Poland: | Pontifical University of John Paul II, Cracow |
| Portugal: | Universidade Católica Portuguesa |
| Slovenia | University of Ljubljana |
| Spain: | Universidad Pontificia de Salamanca |
| Sweden: | Newman Institute, Uppsala |



Admissions Office
 Pontifical University
Saint Patrick's College
 Maynooth
 County Kildare
 IRELAND

E-mail: admissions@spcm.ie
 Web: www.maynoothcollege.ie

Telephone:
 Ireland: 01-708-4772 / 708-3600
 International: +353-1-708-4772

Fax:
 Ireland: 01-708-3441
 International: +353-1-708-3441

Student Representation on the Council of the *Faculty of Theology*

1. Two students shall be elected each year and shall be invited to attend meetings of the Council of the Faculty of Theology.
2. One shall be elected from among those taking courses for canonical degrees or related courses (BD, diploma and seminarist courses, diploma in pastoral theology, STL, DD); one shall be elected from among those taking other degrees (BATH, BTh, MTh, PhD).
3. The Dean shall arrange for an election from each group. Nominations shall be requested and an election shall take place before the first ordinary meeting of the Faculty in October.
4. The students elected shall act as representatives until the end of the academic year.
5. Their term shall be for one year and they shall not be available for re-election.
6. They shall be notified regarding all meetings that they are invited to attend; they shall receive copies of agenda, minutes and relevant documentation; they shall be entitled to propose items for inclusion on the agenda.
7. When matters under discussion affect the reputation of a student, the Council of the Faculty may decide to discuss them in the absence of the student representatives.
8. Student representatives shall not be entitled to sit on committees of the Council of the Faculty; they may however be co-opted by the Council of the Faculty.
9. They shall not be present for discussion of, or to vote on appointments or promotions. They shall not attend examination board meetings or portions of meetings devoted to examinations.
10. In areas not covered in these norms, the Chairman of the Council of the Faculty shall have full discretion.

Examinations: Grades & Distinctions

All examinations, tests and essays are graded according to the following scale.

70%+: Summa cum Laude / First Class Honours / A

Excellent: A comprehensive, highly structured, focused, concise, relevant, creative and effective use of material, demonstrating:

- An extensive and detailed knowledge of the material being assessed;
- An exceptional ability to organise, analyse and present the material;
- Evidence of extensive but relevant reading supported by reference / quotations.
- Demonstrating critical understanding, creativity and insight;
- A fluent, lucid, stimulating and original presentation with minimal spelling or grammatical errors.

60-69%: Magna cum Laude / Second Class Honours, Grade I / B

Very Good: A thorough and well-organised response to a question, demonstrating:

- A broad knowledge and understanding of the material with some original insight;
- A consistent ability to analyse, apply and organise the material to answer the question logically and convincingly;
- Evidence of substantial background reading;
- A clear presentation of contrasting arguments and viewpoints;
- Clear and fluent expression with few presentation errors.

50-59%: Cum Laude / Second Class Honours, Grade II / C

Good: A reasonable, adequate and competent answer to a question, demonstrating:

- An adequate and reasonable familiarity with, if not complete knowledge of, the relevant material;
- Clear presentation of statements, ideas and arguments with omission of some important elements of an answer or the appearance of a number of minor mistakes;
- A coherent presentation of the material with weaknesses in clarity and structure;
- Evidence of some background reading but not well supported by citation or quotation;
- Presentation and expression of sufficient quality to convey meaning with some lack in fluency and presentation errors (spelling and grammar).

45-49%: Third Class Honours / D

Satisfactory: A modest but acceptable response to the question, demonstrating:

- A basic grasp of the material but somewhat lacking in focus and structure;

- Main points covered but poor in detail with several minor errors or isolated but significant mistakes in fact or comprehension;
- Answer displaying only a basic capacity of understanding with limited or basic development of argument and independent thought;
- Little or no evidence of background reading;
- Satisfactory presentation with an acceptable level of presentation errors.

40-44%: Pass / E

Acceptable: A very basic and limited understanding of the material, demonstrating:

- Shows a basic grasp of the subject matter, poorly focused and structured contain irrelevant material;
- Demonstrated a minimum appreciation of the facts and basic concepts presented with some incoherence;
- Containing serious and several substantial errors;
- No evidence of background reading;
- Poor expression with the minimum acceptable standard of spelling and grammatical presentation.

35-39%: Fail / F

Marginal: An answer that does not meet the minimum acceptable standards or requirements of question asked, demonstrating:

- Little understanding even of class material;
- Answer displays major deficiencies in structure, relevance or focus;
- Replete with serious mistakes in fact or theory;
- Incomplete, incoherent and confused answer;
- Serious problems with presentation, spelling and grammar.

30-34%: Fail / G

Unacceptable: Demonstrating:

- Gross errors and major inaccuracies;
- Incomplete;
- Unacceptable standards of presentation, spelling and grammar.
- Copying / Plagiarism.

Below 30%: Fail / No Grade

Unacceptable: Demonstrating:

- Entirely irrelevant material to the question posed;
- No knowledge displayed relevant to the question posed.
- Extensive plagiarism / copying.
- Illogical.
- A few lines.

Pontifical University

Rules, Marks and Standards in Examinations

Students are expected to attend all their courses satisfactorily. A student, whose attendance is unsatisfactory, in the judgement of the Faculty, will be debarred from presenting for the relevant examination.

Examinations will only be set on courses that have been given in the current or preceding year. Students may be debarred from passing an examination on the grounds of extreme weakness in one or other part of the course.

The Degree programme is divided into 3 'years of study'. The pass mark in a year of study is 40%. In order to pass a year of study and progress to the next year a student must pass:

- All Theology Modules required for that year of study
- All Philosophy Modules required for that year of study for BTh students
- All Arts Modules required for that year of study for BATH students
- All other requirements of the year of study.

Modules:

In order to pass a module a student must obtain at least 40% in the module, and in addition fulfil all the requirements of the module. These requirements are outlined in the module description in the Kalendarium / Calendar. Such requirements may demand that a student achieve a minimum standard:

- in continuous assessment
- in an oral / practical examination
- in the assigned essays
- in the written examination
- in such conditions as are otherwise appropriate.

A module once passed is passed in perpetuity. If a required module has been passed more than 5 years previously then a Head of Department may require supplementary work of a student in order that the student may progress.

Where a student fails to present for a Spring / Summer Examination in a module, a judgement of *Absent* is recorded for that module. *Absent* is counted as an attempt at an examination.

Given that first semester theology results are *provisional* an indicative grade shall be given at that point rather than an official result.

Essays:

Every *5 credit* module requires an essay (1000 – 1500 words) or equivalent. The dates for the submission of essays and other written work in each semester will be posted by each department during the first week of each semester.

Late Submission of Essays:

- No penalties apply if an extension has been granted.
- The following penalties apply if an essay extension was not sought or granted or if the extension date was not honoured; up to 1 week late 10% deducted from the mark awarded; up to 2 weeks late 20% deducted from the mark awarded.
- The lecturer responsible for a particular module has, in exceptional circumstances, discretion in applying the penalties outlined above.

Compensation: Students who fail a module can compensate if a] they have achieved at least 35% in the failed module, b] have an average of 40% in their combined modules [included failed module], c] compensation applies to one module only per academic year.

Repeat Examinations:

Where a student fails a ‘year of study’, through failure to complete all requirements of the ‘year of study’, these requirements must be subsequently fulfilled before progression can take place. Students who fail to pass a required module must repeat that module (or a suitable approved substitute module) in the subject that they failed.

The repeat examinations for first and second semester modules shall be held in the Autumn. Where a student repeats in the Autumn, the continuous assessment component will normally be carried forward from the Spring / Summer to the Autumn repeat session.

Repeating students will be examined on the content of the module of the current academic year. Under no circumstances will examination papers be prepared based on content more than one year out of date. The department will also endeavour to accommodate ‘external repeat’ students by the provision of alternative questions where the content of the module may have altered significantly.

There shall be no continuous assessment for external repeating students, but in Theology, Heads of Department may prescribe a mandatory essay.

Students who fail a Theology module, and subsequently fail the autumn repeat examination, shall normally be permitted to repeat the module only once internally and / or once externally.

Repeating for Betterment in Theology:

Having passed all modules, third year degree students (BATH, BD, BTh) may repeat for betterment (once only) up to 15 credits only (of the 60 available) in the autumn examination or in the subsequent year. The fee for repeating for betterment is the same as the fee fixed for the autumn examinations.

Having passed all modules, third year degree students (BATH, BD, BTh) may reject their degree result and elect to repeat their entire degree examination (once only) in a subsequent year. The fee for repeating for betterment in this case is the same as the fee for internal or external repeating.

Third year Bachelor of Arts and Theology students may retain their result in theology and repeat for betterment in their Arts subject (once only) in its entirety (subject to the Marks and Standards Rules of Maynooth University), in a subsequent year.

In all cases, a student who chooses to repeat a passed module, or to take a new module in lieu of a passed module, in order to try and improve a result must relinquish the mark first obtained and accept either 40% or the mark obtained at the second sitting. Obtaining a lower result on such a module may result in a lower overall grade being awarded in both the subject and/or the overall qualification than originally offered.

The provision for repeating for betterment is a provision for students who due to certified illness or uncertified illness, trauma, stress, bereavement, unique personal circumstances or other factors may have been absent from or underperformed in some components of their examinations. For this reason, repeating for betterment is subject to the approval of the Registrar or his deputy.

Students must apply for repeating for betterment within the same time limits as those advertised for the autumn examinations.

External Examiners in the Pontifical University

The Pontifical University has followed the long-standing practise of the Irish Universities in appointing External Examiners in each of the major theological disciplines. The system of extern examining has contributed to maintaining the standard of theological excellence of the College, the standing of its degrees, both nationally and internationally, and their comparability with those offered in similar institutions.

External Examiners are normally appointed for a term of three years. They monitor the maintenance of academic standards within a subject area and ensure equity in the results of examinations.

External Examiners are appointed by the Faculty of Theology on recommendation of the appropriate Department. Persons nominated as External Examiners are normally teaching at university level in the area they are to examine.

Prior to Examinations:

Heads of Department will communicate to the External Examiner full information on the courses to be examined (e.g. module descriptions from the *Kalendarium*), as well as copies of examination papers from previous years if necessary and a description of the methods of assessment used, including Continuous Assessment.

External Examiners approve the examination papers. Draft papers should be sent in sufficient time to enable them to propose changes and to permit discussion of such proposed changes to take place.

The External Examiner will be informed as early as possible of proposed dates for Examination Board.

Examinations:

All examination scripts, essays and other course work contributing to the final grade should be available to the External Examiner. In practise, a sufficient number of scripts and other written work will be sent to the External Examiners which will permit them to determine that the internal marking has been appropriate and consistent. They should normally see a sample of scripts drawn from the top, middle and bottom of the mark range: they should also be sent scripts of borderline candidates.

Where necessary, External Examiners will participate with Internal Examiners in oral examinations.

Following the Examinations:

External examiners will be invited to attend Departmental meetings to discuss the examination results. They will also be invited to attend the Faculty Examination Board meetings.

External Examiner's Report:

Following the Examination, the External Examiner shall submit a brief report to the Department. Where appropriate, the External Examiner may also submit a report to the President.

The External Examiner and Examination Appeals:

External Examiners may be consulted in relation to matters arising from examination appeals.

Examiners at Postgraduate Level

Examiners at Postgraduate Level are appointed by the Faculty of Theology. Their role corresponds to that of External Examiners at Undergraduate level.

Programme External Examiners will be appointed for Masters Degree in Pastoral Theology, the Higher Diploma in Theological Studies, the MTh (Liturgy) and the MTh (Liturgical Music) programmes.

For the degrees of Licentiate and Master, it is appropriate that an External Examiner be nominated who has expertise in the area of the thesis.

For the Degree of Doctor (DD and PhD), the External Examiner must have specialist knowledge of the area of thesis. Names and professional details of the proposed examiners will be submitted by the director to the Postgraduate Board who will bring same to the Faculty Meeting.

For the Doctorate in Divinity, the External Examiner attends the public defence of the thesis.

For the PhD in Theology, the External Examiner attends the *viva voce* examination, along with the Supervisor of the dissertation, the Internal Reader and the Chair of the *viva* board.

External Examiners will submit a report on the thesis submitted for their attention.

Procedures for the Discussion, Checking and Appeal of Examination Results

The Supervisor of Examinations shall implement the following procedures:

1. Procedures for Discussion of Examination Results:

The Faculty shall arrange a specific date within ten days of notification of examination results, on which students may discuss their theology examination results with the relevant departments of the Faculty. (This arrangement to be in addition to any other arrangement which Departments may make).

2. Procedures for Checking of Examination Results:

- (i) Students may formally request the Supervisor of Examinations, Theology Office, in writing, within two weeks from the date of publication of results in College, or, in exceptional circumstances, within such extended period as allowed by the President of the College, to arrange a check of their examination result.
- (ii) The Supervisor of Examinations shall communicate with the relevant Head of Department or his / her nominee, who shall arrange to have the results checked as soon as possible. The formal check shall ensure that all parts of the examination (including continuous assessment) have been marked and that no errors occurred in the recording, collating or combining of marks which determined the result.
- (iii) The outcome of the checking of examination results shall be communicated in writing by the Head of Department or his / her nominee, to the Supervisor of Examinations who shall, if such an error has occurred, make the necessary arrangements to have the result amended and inform the student concerned without delay.
- (iv) The fee for checking an examination result is €25 per subject.

3. Procedures for Appeal of Examination Results:

3.1 Grounds for Appeal

- (i) there is evidence of substantive irregularity in the conduct of the examination;
- (ii) the student has grounds to indicate that the checking of his / her examination result was not properly carried out;
- (iii) there are circumstances which the Examination Board was not aware of when its decision was taken.
 - Note: Students who are appealing under ground 3.1(ii) above are obliged to request a recheck through the Theology Office. Any subsequent appeal will be based on the outcome of this initial recheck, and must be lodged within two weeks of the notification of the recheck.
 - Note: Students who are appealing under 3.1(iii) must outline the steps taken to notify the department concerned of the circumstances relevant to

their appeal, and the response to any notification. If no steps were taken in this regard, they must explain why this was the case.

3.2 Appeal Procedures

(i) A student who wishes to appeal an examination result must do so in writing, setting out the grounds for the appeal in full, and any supporting evidence, to the Supervisor of Examinations, Theology Office, within three weeks of the issuing of the examination results. There shall be a fee for an examination appeal that will be €60 per subject.

(ii) Upon receipt of a written appeal, the Supervisor of Examinations shall inform the Examinations Appeal Board and the relevant Head(s) of Department(s) that an appeal has been lodged. Where an appeal arises in an Arts Subject the Board of Appeal shall be that of Maynooth University.

(iii) Pending the outcome of an appeal, students should be advised as follows:

- An appeal may not be successful
- Students should avail themselves of any opportunity to re-present for examination, on the understanding that a re-sitting of an examination would not prejudice their appeal in any way
- The conferring of a degree, where relevant, may be deferred, pending the final outcome of the appeal.

3.3 Examinations Appeal Board

(i) The Examination Appeals Board shall consist of four members appointed by the Faculty of Theology. Three of these shall be members of the Faculty and one external member. The Supervisor of Examinations shall not be a member of the Board. The quorum for any meeting of the Board shall be three members. The Faculty shall appoint one of its members Chairperson of the Board.

(ii) The Faculty of Theology shall also appoint three alternate members, who will be called on in the event of the unavoidable absence of a member of the Board or his / her involvement in the appeal under consideration. The alternate members may include extern examiners from subjects other than that involved in the appeal. The President of the College may, on the request of the Chairperson of the Board, appoint additional alternate members provided that such appointments shall lapse unless ratified by the next meeting of the Faculty.

(iii) The Examinations Appeal Board shall consider the appeal and the grounds on which it is based, and may, as appropriate, consult with the internal and external examiner(s). The Board's decision shall be by majority vote, and, in the event of equality of votes, by the casting vote of the chairperson. The chairperson of the Board shall inform the President, the Faculty and the student regarding the outcome of the appeal.

(iv) The Examinations Appeal Board shall complete its business with reasonable expedition, normally within four weeks of the date of the acceptance of the appeal.

(v) The decision of the Examinations Appeal Board shall be final.

