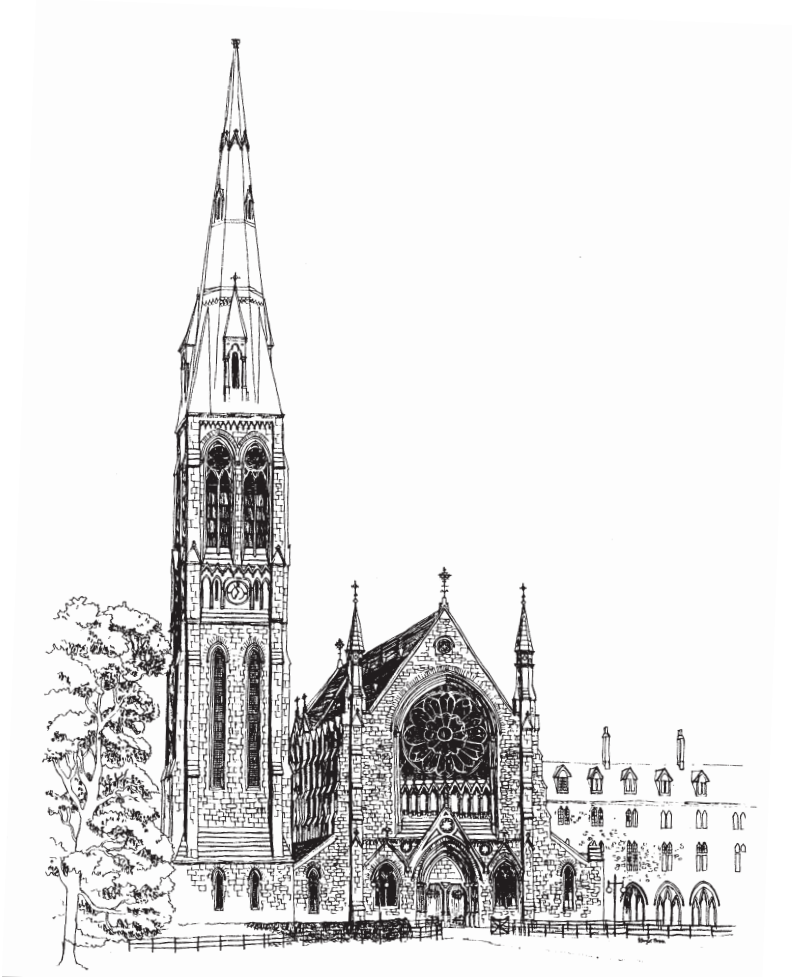


*Chapter II*

*The Pontifical University*

**at Maynooth**



*The College Chapel at Saint Patrick's College, Maynooth*

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# **Degree, Diploma and Certificate Courses in the *Pontifical University at Maynooth***

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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**

Licentiate in Divinity (STL)  
Doctorate in Divinity (DD)  
Doctoral Degree in Theology (PhD)

### **Undergraduate Courses**

Baccalaureate in Divinity (BD)  
Baccalaureate in Theology (BTh)  
Baccalaureate in Theology and Arts (BATH)  
Certificate in Catholic Religious Education and Theological Studies

### **Postgraduate Courses**

#### **Research Masters in Theology (Mode A or Mode B) with specialisation in:**

Systemic Theology  
Moral Theology  
Biblical Theology

#### **Professional Masters in Theology**

Pastoral Liturgy 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

#### **Taught Masters in Theology (MTh)**

Contemporary Ethics MTh Two Years, Part-Time  
Biblical Spirituality Years, Part-Time  
Master's in Theology: General Theology One Year, Full-Time

Higher Diploma in Theological Studies  
Post-Graduate Certificate in Catholic Religious Education and Theological Studies  
Post-Graduate Diploma Christian Communications and Media Practice  
Diploma in Catholic Education  
Higher Diploma in Pastoral Theology  
Diploma in Pastoral Theology

Higher Diploma in Healthcare Chaplaincy  
Higher Diploma in Pastoral Liturgy

**Continuing Education**

Diploma in Pastoral Liturgy

**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

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# *Pontifical University Mission Statement*

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## **Our Mission**

With an original foundation in 1795, St. Patrick's College, Maynooth is, since 1896, a Pontifical University, dedicated to the disciplines of philosophy and theology.

*Drawing on its Catholic tradition, the College is committed to the highest level in teaching and learning, research, and publication. As an institution it promotes the intellectual, human, and professional development of its students within an environment that respects autonomy and diversity.*

*The Faculty of Theology, further, strives to communicate, to conserve, and to innovate from within the Christian theological tradition and so contribute creatively to the wider church, society, and culture.*

## **Our Vision**

As a Catholic theological faculty rooted in the Gospel, our vision is to flourish in the service of church, society and culture, nationally and internationally, through a community of research and learning that fosters intellectual, pastoral and professional excellence.

## **Graduate Attributes**

Graduates of the Pontifical University, St Patrick's College, Maynooth are fluent in the Catholic intellectual tradition, open, integrated and socially engaged.

## **Central Values and Supporting Pillars**

Animated by the Gospel and the Catholic tradition the Faculty of Theology values

- Achievement of the highest standards in teaching and learning, research, and vocational formation, marked by academic accountability, critical reflection, experience, and flexibility

- Respect towards the uniqueness of each individual, responding to the diversity of backgrounds and need
- Relationships which are mutually beneficial with students, alumni, professions, government, higher education institutions, NGO's, the Catholic Church, other Christian denominations and world religions, at local, national and international levels, and contribute to the common good characterised by a special concern for people who are marginalised and the natural environment.

Upholding our values and mission are

- Expertise as the largest theological institute in the Catholic tradition in Ireland, offering a complete range of theological disciplines delivered by a highly-qualified staff, sustained by resources, publication, dialogue, innovation and mutual support.
- Rootedness in a rich Catholic intellectual tradition and community, and commitment to ethical and academic values
- Collaboration characterised by attentiveness to students, engagement with the wider academic community, and constructive interaction with church, society and culture.

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# *Pontifical University Scholarships & Grants*

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*The Pontifical University at Saint Patrick's College, Maynooth* awards the scholarships outlined below and also provides a number of grants. These scholarships and grants may be awarded to current and incoming postgraduate candidates in order to promote and foster excellence in scholarship and research, but also to support postgraduates in their studies, to enhance their experience of postgraduate study and research, and to broaden their academic horizons. Preference is given to applicants who do not hold any other scholarship or educational award. Scholarships and grants are awarded initially for one year, but may be renewed from year to year during the holder's course of studies. Prospective candidates whose application has been submitted and approved but who have not yet been admitted to the Pontifical University may apply for scholarships.

Scholarships are awarded to successful candidates specifically in recognition of their academic excellence and potential. Grants can be assigned to successful candidates on a financial needs basis in all other cases.

## **Postgraduate Scholarships/Awards/Fee Remission:**

### **Scotus Eriugena Research Scholarship leading to PhD in Theology**

Two scholarships are offered over a four-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

Each scholarship includes tuition fees, accommodation and on-site meal plan. The Scholarships and Grants Board may, at the request of a Scotus Eriugena Scholar, consider offering a scholarship of equivalent monetary value.

### **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 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.

**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.*

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

This scholarship may be awarded to candidates in the Masters in Theology (History of Christianity) programme. This scholarship is valued up to €3,000.

**College Scholarships/Awards:**

These scholarships or awards are available to lay students taking a Postgraduate Degree in Theology. These scholarships are valued up to €2,000.00 per annum. These Scholarships and Awards maybe funded from the College's 'Alive in Hope' Funds

**Fee Remission for Theology Graduates pursuing Masters courses:**

Students who obtain a 1st class honours in the undergraduate degree, and who undertake One-Year Masters are to receive a 25% fee reduction. Students who obtain a 1st class honours and who take on to do a Two-Year Masters are to receive a 50% reduction of the Fee in Year 1 only.

Students who have achieve a 2.1 at undergraduate, undertaking a Two-Year Masters are to receive a 25% reduction of the Fee in Year 1 only

All those eligible for the above fee remissions must present at registration and pay at least 50% of the respective postgraduate fee. The remission will be confirmed subsequent to registration, and will be deducted from the 2<sup>nd</sup> fee moiety. In the case of a person paying the entire fee at registration, the known remission or reduction can be taken into account with immediate effect.

## **Undergraduate Scholarships/Awards:**

### **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. This Scholarship maybe funded from the College's 'Alive in Hope' Funds

### **Emma Mhic Mhathúna Award**

*The late Emma Mhic Mhathúna returned to education to study theology and Irish at Maynooth while also caring for her children.*

This Award will be given to a student who is a parent while studying for their first degree. The value is up to €5,000 inclusive of the Student Registration Fee, if payable.

### **Entrance Scholarships:**

Incoming Undergraduates who achieve 400 points in their Leaving Certificate qualify for a €500 Entrance Scholarship for use on the Campus

Incoming Undergraduates who achieve 550 points in their Leaving Certificate qualify for a €1,000 Entrance Scholarship for use on the Campus.

### **Other Notes concerning all Scholarships/Awards**

All those in receipt of Scholarships or Awards must present at registration and pay at least 1/2 the applicable fee. They will be asked to confirm in writing post registration whether they elect to have their scholarship or award deducted from the 2nd half of their fee or to be paid to them in two halves. In case of a person paying the entire fee at registration, their scholarship or award will be paid out in two moieties in November and February.

### **Application Procedure:**

Information on closing dates and application forms for all scholarships are available on-line at <http://maynoothcollege.ie/scholarships-funding>

Completed application forms must be submitted online: by email to [scholarships@spcm.ie](mailto:scholarships@spcm.ie) and within the indicated deadlines. Applications for postgraduate scholarships and grants are to follow the guidelines indicated in the relevant invitation letter. Postgraduate candidates, other than incoming candidates, are asked to note the importance of the annual supervision report in the assessment of funding applications.



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# *Erasmus+ EU Programme*

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Co-ordinator: Rev. Dr. John-Paul Sheridan

Admissions Officer: Ms. Barbara Mahon

*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.

## **Links between the Pontifical University, St Patrick's College, Maynooth 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:	Katholieke Universiteit Leuven
Croatia:	Sveučilište u Splitu (University of Split) University of Zagreb - UniZG
Czech Republic:	Charles University, Prague University of South Bohemia České Budějovice University of Palacky, Olomouc
Finland:	University of Helsinki
France:	Institut Catholique de Paris Institut Albert le Grand (Ircom) Institut Catholique de Toulouse
Germany:	University of Augsburg Technische Universität, Dortmund Sankt Georgen, Frankfurt am Main University of Freiburg im Breisgau Fulda University Catholic University of Applied Sciences, Mainz - Katholische Hochschule Mainz Munich School of Philosophy - Hochschule für Philosophie, München Paderborn University - Institut für Katholische Theologie University of Regensburg University of Trier University of Tübingen University of Würzburg
Malta:	University of Malta
Netherlands:	Tilburg University, Utrecht
Norway:	MF Norwegian School of Theology, Oslo
Poland:	Akademia Ignatianum w Krakowie Pontifical University of John Paul II, Cracow

Portugal:	Pontifical University of Theology in Wroclaw
Slovenia:	Universidade Católica Portuguesa
	Catholic University of Ruzomberok
	University of Ljubljana
Spain:	Universidad Pontificia de Salamanca
	CEU San Pablo University Madrid (Faculty Agreement)
Sweden:	Newman Institute, Uppsala

## **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.

### **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.

### **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 that 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: 1<sup>st</sup> 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: 15<sup>th</sup> May

Semester 2: 15<sup>th</sup> December

### **Modules:**

Incoming Erasmus students can choose modules from the following undergraduate programmes: BTh; BATH; BD. See Kalendarium – Chapter IV. Students may choose some postgraduate modules, subject to availability and/or agreement with relevant lecturer. See Kalendarium – Chapter VI.



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

E-mail: [admissions@spcm.ie](mailto:admissions@spcm.ie)

Web: [www.maynoothcollege.ie](http://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

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

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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.

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# Assessments: Grades and Distinctions

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Unless otherwise required by assessment types that attain the particular learning outcomes of a module, 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.

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# *Pontifical University*

## **Marks and Standards**

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The benchmark for quality assurance in Europe, *The Standards and Guidelines for Quality Assurance in the European Higher Education Area* (ESG), requires students to ‘be assessed using published criteria, regulations and procedures which are applied consistently’ (Standard 1.3). The following describes the Marks and Standards for programmes of the Pontifical University, St Patrick’s College, Maynooth. The Pontifical University uses the European Credit Transfer System (ECTS). These Marks and Standards should be read in conjunction with the Programme Specification, Module Information, other requirements outlined in the Kalendarium / Calendar, and where applicable, the Marks and Standards of Maynooth University.

### **Definitions**

#### **Module**

A module is a unit of study. The typical workload required to complete a module is indicated by the credit value of the module. While students may vary in pace of work, the general calculation is that one credit represents 25 hours of student work. A normal academic year of full time study over two semesters is 60 credits. Programmes which involve full time study for the full year (12 months) are normally 90 credits.

#### **Programme**

A programme is a course of study leading to an award of the University. The programme description outlined in the Kalendarium / Calendar will include the subjects to be studied in each period of study or year, the modules which comprise the programme and the number of credits required in each subject and period of study.

#### **Subject**

A subject is a subset of a programme of study, normally focussed on a specific discipline. Some programmes are single subject programmes. A subject may have defined requirements which must be met in order to progress in that subject, or graduate with an award in that subject.

#### **Period of Study**

A programme of study, and a subject, may be divided into periods of study, which are normally academic years. Students are normally required to reach a certain standard in each period of study before progressing to the next.

## Terminology

	Possible Outcomes
Module	Passed Passed by compensation Incomplete / Not passed
Programme	Completed Incomplete
Period of Study	Progress Passed by compensation Passed with deficit Not Progress
Subject (in a period of study)	Passed Passed by compensation Incomplete / Not passed

## Registration

Students must register for their overall programme of study or qualification, each subject therein and all modules that they are taking during the year at the registration period at the beginning of each academic year. Restrictions may apply for enrolment in optional/elective modules that have restricted entry.

Where allowed by the programme specification

- first-year undergraduate students of the BATH programme may change subjects and modules up to the end of the fourth week of the first semester.
- other students may change their module choices, where choices are available, in the first three weeks of Semester 1, or the first two weeks of semester 2.

Changes after these dates are only possible with the agreement of the Registrar, the Head of Department, and the relevant Module deliverer.

Full-time undergraduate students must register for 60 credits per year and no more than 35 in any one semester.

Full-time students may withdraw from a Module up to 6 weeks after the start of the first semester, and register for a replacement module in the second semester (with the permission of the Registrar and Head of Department) provided that their credits remain at least 25 and that there are extra appropriate credits available in the second semester. After this date withdrawal is not allowed.



### ***Status of modules within a subject or programme***

**Compulsory or optional:** Within a subject or programme a module may be either compulsory or optional. A compulsory module is one which must be taken by all students taking the subject, because the content of the module is considered essential. A student may not complete the programme of study and receive the award in that subject without passing all the compulsory modules.

**Required for progression:** Within a subject, a module may also be required for progression. A required module is a module which must be passed without compensation (i.e. a mark of 40% achieved) in order to progress in that subject.

**Pre-requisite:** A module may have defined pre-requisites, that is a module or modules which must have been passed in a previous period of study in order to register for the module.

**Co-requisite:** A module may have defined co-requisites, which are modules which a student must take, or have taken, in order to register for the module.

**Disallowed combination:** Where modules have very similar learning outcomes they may be classified as disallowed combinations. In this case a student cannot be awarded credit for more than one module of the disallowed combination.

### ***Discretion of the Board of Examination***

The Examination Board of the relevant Faculty has the right to adjust the marks of any student, taking into account the advice of the relevant module deliverer, the advice of the relevant external examiners and the overall performance of the student. This is particularly relevant in borderline cases.

In addition, the Head of Department, in consultation with the external examiner, may authorise adjustments to marks of a student, based on medical or other personal circumstances that in their professional opinion have resulted in the examination marks not being a fair result for the student.

### **Prizes and Awards**

It is not intended that the provision for supplemental examinations should create a pressure to re-sit unnecessarily. Therefore, prizes and awards are typically based on performance excluding results from resits/supplemental examinations.

### **Passing A Module**

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.

A module is passed when a mark or grade in the passing range is achieved.

Where a student achieves a result in the compensation range, this may be classified as a pass by compensation if the performance in the other modules taken in the same period of study merits compensation.

Where a required component is not submitted, the module is graded “incomplete”. The grade is evaluated on completion within an allocated time, allotted by the Module Deliverer and Registrar.

Where the module is not passed, no credits are earned.

A module outcome is expressed either as a

- As a mark, which is a whole number in the range 0 to 100.
- As a letter grade. Where modules use letter grades, A, B, C, D and E are passing grades, F is a grade which can allow pass by compensation, and E is a non-passing grade. See *Assessments: Grades and Distinctions*
- As a result, indicated as either Passed or Incomplete/Not Passed.

*Note: It is the practice of the Pontifical University that semester results are provisional. Therefore, an indicative ‘letter’ grade is provided to the student after preliminary examination boards or by the module deliverer. The official ‘whole number’ mark is made available to the student after the final exam board.*

**Module components:** A module may have components which are assessed separately and combined to give the overall module result.

**Module conditions:** A module may have conditions which prescribe that some components must be passed in order to pass the module. Where a student does not meet these conditions the mark in the module is capped at 35 (where marks are used) or as an E (where grades are used).

**Module Assessment:** The pass mark in a year of study is 40%. For criteria for compensation, see below.

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 that are otherwise appropriate.

Assignments in 5 credit modules are of 1,500-word essays or equivalent. The dates for the submission of essays and other written work in each semester will be posted during the first week of each semester.

### Late submission of essays:

- No penalties apply if an extension has been granted, by way of an *Assignment Extension Form*
- 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.

**Module Attendance:** Students are expected to attend all modules satisfactorily. A student, whose attendance is unsatisfactory, in the judgement of the relevant Faculty, may be debarred from presenting for the relevant examination.

**Supplementary Modules:** Students may choose to undertake an additional module from the suite of Elective and Special Modules, above the required credits. In such cases, the lowest mark of an equivalent credit weighted module from within the suite will be discarded from the calculation of the overall mark.

**Ungraded modules:** Some modules may be included on an ungraded basis. In this case, the student is awarded the credits associated with the module once the module is passed, but no mark or grade is included in the calculation of annual or subject marks. This is typically done for:

1. Work placements and other experiential learning.
2. Modules taken in other institutions where there is not an agreement to accept the marks/grades awarded elsewhere.
3. Modules within a structured PhD/research master's programme.

### Possible module outcomes

Passed	Meets the required standard and all module conditions.
Passed by compensation	A result in the compensation range, and performance in other modules in the same sitting justifies compensation, as defined in the compensation regulations. A module passed by compensation is treated as passed for purposes of credit accumulation, and completion of award. However, a module that is "required" in a subject must be passed without compensation to meet the subject completion and progression requirements.
Incomplete / Not Passed	A student is considered not to have successfully completed a module in ANY of the following cases: <ul style="list-style-type: none"><li>• The mark is less than the compensation threshold.</li><li>• The student did not meet the minimum attendance requirement (where there are stated mandatory attendance thresholds).</li><li>• Do not complete the required elements of assessment</li></ul>

## Pass standards

Pass standard	40% or higher	Grades A,B,C, D, E
Compensation range	Marks of at least 35%, but less than 40%	Grade F
Incomplete / Not Passed	Marks below 35 %	Grade G

For further detailed information, see *Assessments: Grades and Distinctions*

A module once passed is normally passed in perpetuity. However, if a module has been passed more than two years previously, a Head of Department may require supplementary work or require the student to take the module again in order to progress.

## Completing A Programme

In order to complete a programme and be eligible for the award a student must:

1. Complete and pass modules to the required credit value for the programme, for example 180 credits for three-year full time degrees.
2. Complete and pass the minimum number of credits in each subject taken to degree level.
3. Complete and pass the modules specified in the programme specification, including the prescribed modules in each subject, and all compulsory modules.

## Composition of the award mark

The award mark is the annual mark of the final year of study.

### *Undergraduate Degree Programmes*

For the three-year degree programme, the award mark is the annual mark for each year after first year, weighted towards the final year. The normal weighting for undergraduate programmes is that the final year contributes 70% to the final mark, and the other years after first year contribute the other 30%, as shown below.

The final mark award mark is calculated by combining the individual module marks obtained in all modules taken after first year, excluding ungraded modules, using only modules in which credits are earned (i.e. passed modules) and eliminating duplicated results for modules which were repeated (using the rules defined in the section on repetition).

Where students take a period of study abroad, or are on a placement, this is normally assessed on an ungraded basis (unless explicitly stated) and excluded from the calculation of the award mark.

## Weighting of the award mark

Three-year degree		Three-year degree with study abroad	
Second year	30%	Second year	30%
Final year	70%	Study Abroad	Excluded
		Final year	70%

**Important:** For students completing the three-year undergraduate degree programmes in 2019, and registered in 2016, the final award mark is calculated by combining the individual module marks (using passed modules only and taking the latest attempt) obtained in all modules taken after first year. Students registered before 2016 will be operate under the previous Marks and Standards, whereby the final award mark will be annual mark of the final year of study only.

### Postgraduate Programmes

In postgraduate taught programmes (except professional/taught doctorates) all modules other than ungraded modules contribute to the calculation of the award.

In postgraduate research programmes, students are required to complete a specified number of credits in approved modules, to complete the programme. However, the award of the degree is based on assessment of the research thesis.

### Transfer Students and Exemptions

Students transferring from other recognised universities or higher education institutions may receive credit for work done in the other institution, in accordance with the credit value of the work done and its relevance to the programme they wish to pursue at the Pontifical University.

Modules taken in other institutions will normally be treated as ungraded modules, and therefore add to the credits earned by the student but make no contribution to the annual, subject or award mark. Similarly, where students are granted exemptions, this will contribute to the credit value but the marks/grades earned elsewhere will not contribute to the annual, subject or award mark/grade.

### Award Grades

	Award Mark
First Class Honours	70-100%
Second Class Honours Grade I	60-69%
Second Class Honours Grade II	50-59%
Third Class Honours	45-49%
Pass	40-44%

## Progression within a programme

A student who passes the modules taken in a period of study is allowed to progress to the next period of study.

Where a student does not meet this standard, but is sufficiently close to allow compensation or progression with a deficit, may progress in subjects in which the progression standards have been met.

Where the overall result is not within the compensation/deficit range, a student may not progress to the next period of study, regardless of the performance in individual subjects.

In an undergraduate programme of more than a year in duration, a student is normally expected to reach a required standard in one period of study before progressing to the next.

The annual mark is calculated as the credit weighted average of module marks taken in the period of study, excluding modules assessed on an ungraded basis, using only modules in which credits are earned (i.e. passed modules) and eliminating duplicate results for modules which were repeated (using the rules defined in the section on repetition).

The possible outcomes for a period of study are:

Progress	A student who passes all modules in a period of study will be allowed to progress to the next period of study.
Progress by compensation	A student will be allowed to progress if they are within the compensation parameters, namely <ul style="list-style-type: none"><li>• One module is in the compensation range above 35%;</li><li>• No module has a mark below 35%;</li><li>• The overall weighted average mark across all modules is 40% or above.</li></ul>
Progress with a deficit	A student may be allowed to progress on the judgement of the relevant Faculty, where: <ul style="list-style-type: none"><li>• The modules with marks below 35% amount to no more than 5 credits;</li><li>• The weighted average mark in the remaining modules, excluding the deficit modules, is over 40%;</li><li>• With sufficient reason and permitted by the Examination Board.</li></ul>
Not progress	A student who does not meet any of the above criteria is not allowed to progress.

For the *Baccalaureate in Theology and Arts*, the following applies

Progress	A student who passes all modules in a period of study will be allowed to progress to the next period of study.
Progress by compensation (otherwise known as Restricted: compensation)	A student will be allowed to progress if they are within the compensation parameters, namely <ul style="list-style-type: none"> <li>• The overall weighted average mark across all modules is 40% or above;</li> <li>• No module has a mark below 35%;</li> <li>• At least half of the credits taken in the period have been passed (i.e. 40% or above).</li> </ul>
Progress with a deficit (otherwise known as a Restricted: deficit)	A student may be allowed to progress on the judgement of the relevant Faculty, where: <ul style="list-style-type: none"> <li>• The modules with marks below 35% amount to no more than 10 credits;</li> <li>• The weighted average mark in the remaining modules, excluding the deficit modules, is over 40%;</li> <li>• At least half of the credits taken in the period have marks of 40% or above.</li> <li>• With sufficient reason and permitted by the Examination Board.</li> </ul>
Not progress	A student who does not meet any of the above criteria is not allowed to progress.

### ***Progression Carrying a Credit Deficit***

Progression carrying a deficit is allowed only where this does not conflict with the subject progression requirements.

Where a student progresses carrying a deficit, the student will need to take additional modules to make up the deficit before becoming eligible for the award. This can be done by taking additional modules allowable in the programme of study or by repeating the incomplete modules (subject to timetable constraints).

A student may normally progress to study abroad or a placement carrying a deficit of up to 10 credits.

A student who reaches the end of the normal duration of the programme with a deficit will not be eligible for the award of the degree, but may re-register for an additional period to make up the deficit.

## Subject progression/passing

In the *Baccalaureate in Theology and Arts*, the subject mark is calculated as the credit weighted average of the most recent marks in the modules taken by the student that constitute the programme of study for that subject in the year in question, excluding ungraded modules.

The possible outcomes for a subject in a period of study are:

Passed	A student who passes all modules in a period of study will be allowed to pass the subject and progress to the next period of study.
Passed by Compensation	A student may pass by compensation in a subject where: <ul style="list-style-type: none"><li>• The overall weighted average mark across all modules taken in the subject is 40% or above;</li><li>• No module has a mark below 35%;</li><li>• At least half of the credits taken in the subject have marks of 40% or above;</li><li>• The student has passed all required modules without compensation.</li></ul>
Incomplete / Not passed	A student who does not meet any of the criteria is not allowed to progress in the subject. In exceptional circumstances an Examination's Board may, after a review, recommend allowing a student to progress in the subject with an allowable deficit. The allowable deficit is as defined in the section on progression in the period of study.

In exceptional circumstances a Faculty may approve progression in a subject carrying a deficit of up to 10 credits in that subject. Where this is done, the student must make up the deficit before becoming eligible for the award.

## Repetition

Where a student fails a 'period of study,' through failure to complete all requirements of that 'period 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 they have failed.

- A supplemental assessment allows a student to re-sit part or all of the assessment of a module which has not been passed during the same period of study.
- Repeating a module involves re-registering for a module and retaking all of the assessment associated with the module in a subsequent academic year.



### ***Supplemental assessments***

Where the assessment of a module includes a university scheduled examination, the University will normally provide an opportunity to re-sit the examination in a supplemental examination within the same period of study.

a) Supplemental examinations are normally provided for undergraduate modules assessed by examination. Results in supplemental examinations are not capped. Resitting supplemental examinations of the first and second semester shall be held in the Autumn.

b) Where a student resits the examination component of a module, the results from other components are carried forward. Where a student repeats in the Autumn, the continuous assessment component shall be carried forward from the Spring/Summer to the Autumn repeat session.

In some modules, a student is allowed to re-sit other components of assessment of a module, or to submit an alternative assignment in its place. In exceptional cases a Department may allow the result in an examination to be carried forward, while allowing a resit of other components.

In exceptional cases, the Board of Examination may allow

- a student to submit an alternative assignment in place of the re-sit assessment
- a result in an examination to be carried forward, while allowing a resit of other components.

Resitting 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. Relevant Faculties will also endeavour to accommodate 'external repeat' students by provision of alternative questions where the content of the module may have altered significantly.

Although there is no continuous assessment for external repeating students, a mandatory essay may be prescribed on agreement between the module deliverer and the head of department.

### ***Repeating a module***

A student who does not pass a module may repeat the module or a suitable substitute module in a subsequent academic year. As modules may be changed from time to time, a student may not always be able to repeat exactly the same module in a subsequent year.

Students who fail a module, and subsequently fail the Autumn Supplementary Resit Examination, shall normally be permitted to repeat the module only once internally and / or externally.

A student may not normally repeat a module which has been passed with a mark over the pass threshold (40%), except where the progression requirement is higher than the pass mark or the rules regarding betterment apply.

Where a student repeats a module, the student must normally register for the full module, and complete all of the assessment components. In exceptional circumstances a student may be allowed to repeat components of the assessment and carry forward the results from other components.

### ***Repeating for betterment / Repeating in lieu***

A student may not normally repeat a module which has been passed. Exceptions to this regulation include:

- Final year students of the three-year undergraduate degree programmes may apply to repeat/resit up to 15 credits of modules which have been passed in the Autumn examinations or in the subsequent year. The fee for repeating for betterment is the same as the fee fixed for the autumn examinations.
- Repetition of passed modules may be allowed where the University has convincing evidence to suggest that a student significantly underperformed as a result of extenuating circumstances.

Having passed all modules, final year students of the three-year undergraduate programmes 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.

- Final 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 of Maynooth University) in a subsequent year.

A student who chooses to repeat a passed module (40% or over) 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% on the original module or the mark obtained at the second sitting. Obtaining a lower result on such a module may result in 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.

### ***Time Limit on Repetition***

A student may normally repeat a period of study only once. In exceptional circumstances the University may decide to allow additional repetition opportunities.

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# External Examiners in the Pontifical University

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*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.

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# Procedures for the Discussion, Checking and Appeal of Examination Results

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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.