

## MAJOR SEMINARY ST. WILLIBRORD, DIOCESE OF HAARLEM-AMSTERDAM

### STUDY AND EXAMINATION REGULATIONS (Chapter 9 of the General Study Programme)

The students are expected to attend the lectures. For special reasons, the Rector can grant an exemption. The student himself should take care of informing the lecturer. In order to complete a course with final exam, attendance in at least 2/3 of the lectures is required.

In addition to the lectures, students are expected a study load of three hours a day. It will be also necessary to study during weekends. Study will not be required during recollection (silent) days.

The content of the lectures is intended as subject material. In addition, the lecturer may also provide a number of pages of compulsory literature. If the content does not correspond to the lecture material, but constitutes an extension of it, the lecturer will take into account the number of ECTS that are connected to his lecture. The guideline is that literature that is an extension of the lecture material will not exceed 75 pages for a course of three ECTS. If the full number of lecture hours has not been given, five pages can be added per missing lecture hour.

There are two exam periods during the academic year, at the end of each semester. The exams take place during these periods. Postponement of exams is only possible for compelling reasons, with approval of the Prefect of Studies. An exam can be anticipated, in agreement with the lecturer, only if the lectures of that subject are completed.

The teacher determines in which form the exam is held. For written exams, the Prefect of Studies will set a date in the exam period. Oral exams (usually about 20 minutes) can be agreed with the teacher, but they must be taken before the end of the exam period. Seminars require no final exam: the students receive a grade based on their participation in the discussion during the lectures and their presentation on a theme specified by the lecturer. The size of a presentation must be 3-5 pages.

Exams are compulsory (unless exemption was granted by the Prefect of Studies); if a student hands in a blank sheet, his grade will be one (1). The student is given one opportunity to obtain a higher grade, during the re-exam period and only if he has achieved a sufficient grade in the first place.

It is possible to split an exam in multiple parts, in agreement with the lecturer and the Prefect of Studies; the previously examined topics will be no longer be considered as subject material during the final exam.

In special cases and with the permission of the Prefect of Studies, the lecturer may replace the exam with assignments to be carried out. This possibility can also be discussed by the board of teachers, on the recommendation of the Rector, of the Prefect of Studies or of the teacher himself.

An exam has been passed if at least a 6 has been given (on a scale of 1 - 10). A lower grade means that a re-exam must take place.

If fraud is detected during the written exam, the exam will be annulled, and the student will be excluded from the rest of the current exam period.

The grades are passed on to the Academic's Office as soon as possible and at least one day before the teacher's meeting. The grades will be announced after they have been discussed in the teacher's meeting.

Re-exams are taken in agreement with the lecturer. Re-exams of courses of the first semester must be taken well before the end of the academic year (see the end date in the annual program). Re-exams of courses of the second semester are taken in July or September (see the end dates in the annual program).

In some cases, an extended exam may be allowed by the lecturer, i.e. the candidate will have the chance to show that he masters the content of the course, in a short time and in any case before the end of the exam period. If it turns out that the student does not master a certain part of the exam material, the lecturer may agree for a partial exam.

If all exams have been passed, the student is admitted to the following year. If no more than three re-exams have to be done, he passes conditionally. The re-exams must be taken in September and October; if the re-exams have not been taken before the Christmas holidays, the student will not be admitted to the exam period of the first semester. The Prefect of Studies may act differently, in agreement with the Rector, for good reasons and in individual cases.

The students write a paper every year. In the first year, they must write a summary (about five pages) of a book on a theme of spirituality; theme and project are agreed with the Spiritual Director. This paper is handed in to the Prefect of Studies. In the second year, the student should thoroughly study a philosophical work of an important philosopher or theological work of a church teacher or a document of the Magisterium of the Church and write a paper on the basis of a number of questions posed by the supervising lecturer. In the third year, the student writes a philosophical paper and in the fourth year a theological paper. In these two years, the paper can be a comparative study between different books or articles in which the views of the student will be discussed during the writing process, or a treatise on a specific subject or theme. The paper can be ten to twenty pages long. During the last years (starting from the fourth year) the student may write a more extensive treatise in the field of theology in the broadest sense, or a final paper on a topic ranging from philosophy to theology (including pastoral). The final paper must be submitted six weeks before the Baccalaureate exam. The year program also specifies the date on which the final paper must have been handed in. The papers must be submitted in bundled form with a filled in exam sheet for the lecturer, while a digital version is sent to the Prefect of Studies.

For all questions regarding the studies, one can refer to the Prefect of Studies. All contacts with the lecturers regarding the studies and the supervision of the students will take place via the Prefect of Studies.

#### Baccalaureate exam

Requirements for the exam: to be in possession of a high school diploma that provides access to a university study in the country of origin and to have followed the whole curriculum of the seminar with sufficient results.

Board of Examiners: representative of the Faculty (chairman), three teachers of theology.

Exam material: 10 themes (key words) chosen in such a way that offers the chance to make a real theological synthesis.

Exam:

a) Short presentation of the thesis.

b) The candidate must set out a theme that he chooses from three themes chosen by lottery one hour before the exam. The members of the Examination Board can ask questions about all three themes.

End result:

a) 5/6 curriculum; 1/6 baccalaureate exam (thesis and oral exam).

b) According to the qualification in force at the Pontifical Lateran University (qualification in / 30):

Qualification:

probatus 18 - 19.99

bene probatus 20 - 22.99

cum laude 23 - 25.99

magna cum laude 26 - 28.99

summa cum laude 29 - 30

July, 13, 2018.