

# **Education and Examination Regulations Master's Program Christianity and Society 2018-2019**

## **Section 1 General Terms**

### **Article 1.1 Applicability of the regulations**

These regulations apply to the educational program and the (preliminary) examinations of the Master's program Christianity and Society, henceforth to be called 'the program'. The program is offered by the School of Catholic Theology of Tilburg University, henceforth to be called 'the School'.

### **Article 1.2 Definitions**

In these regulations, the following definitions apply:

- a. the law: the law on higher education and academic research (WHW, Wet op het hoger onderwijs en wetenschappelijk onderzoek);
- b. student: the person registered at the university to receive instruction and/or take (preliminary) examinations that are part of the program;
- c. course: a unit of study in the program, in the sense intended by the law;
- d. practicum: a practical exercise, as referred to in article 7.13 of the law, in one of the following forms:
  - the writing of a Master's thesis
  - the writing of a paper or a test design
  - the execution of a research assignment
  - participation in fieldwork or an excursion
  - doing an internship
  - participation in any other educational activity that is aimed at acquiring particular skills;
- e. final examination: the master's examination of the program;
- f. semester: segment of the academic year, starting on Monday in the week of September 1<sup>st</sup> and ending no later than January 31<sup>st</sup>, or starting no later than February 1<sup>st</sup> and ending on August 31<sup>st</sup>;
- g. examination: the test of the student's knowledge, insight and skills as referred to in article 7.10.1 of the law, part of every course of the program, and the assessment of results of this test. The assessment concerns:
  1. answering a set of questions, orally or in writing
  2. the translation or transcript of a text
  3. a report of activities performed, in writing or orally (paper, essay and oral presentation)
  4. the Master's thesis;
- h. EC (European Credits): credit points in accordance with the European Credit Transfer System. EC-points (or EC) should be read as ECTS-credits. 1 ECTS-credit = 28 hours of study;
- i. pre-Master's program: the study program consisting of 60 EC, which prepares a student for the Master's program.

The other terms have meanings accorded to them by law.

### **Article 1.3 Objectives of the program**

This program is aimed at:

- providing knowledge and sensibility in the field of dialogue and interaction between Christianity and modern society;
- strengthening critical reflection and social responsibility;
- developing skills which will enable students to work in the public and private sectors, in functions that require knowledge of the mutual relations of religion and society.

### **Article 1.4 Final attainment level**

On completion of the program, students are expected to be able to:

- demonstrate knowledge of the crucial points of Christianity and the contemporary interaction of Christianity and society;
- demonstrate an understanding of the important questions that Christianity and society are struggling with;
- demonstrate dialogue skills, research skills and a scholarly attitude;
- apply their knowledge, understanding and problem solving abilities in new or unfamiliar environments within broader (or multidisciplinary) contexts related to their field of study;
- demonstrate skills to integrate knowledge, insights, values and standards originating from religion, traditions, science and culture, in light of Catholic social thought;
- communicate their conclusions as well as the knowledge and rationale underpinning these, to specialist and non-specialist audiences in a clear and unambiguous way;
- undertake further study that may be largely self-directed.

### **Article 1.5 Form of the program**

1. The program is conducted over one year full-time, with the option of part-time study conducted over two years. The program is offered in Tilburg.
2. The program is taught and examinations (oral and written) are taken in English.
3. The actual content of education is described in the Osiris Course Catalog.
4. At the end of each semester students are invited to evaluate the courses they followed by filling out a questionnaire.

### **Article 1.6 Examinations of the program**

In this program, the Master's examination can be taken.

## Section 2 Organization of the program

### Article 2.1 Study load

1. The program has a study load of 60 ECTS-credits.
2. The study load is expressed in whole numbers.
3. The study load of each unit of study is 6 ECTS-credits, except for the Thesis Seminar (3 ECTS) and the Master's Thesis (15 ECTS-credits).

### Article 2.2 Content of the program

The program comprises three major sections: *Fundamentals*, *In dialogue with* and *In conclusion*.

#### I. Fundamentals (18 ECTS credits)

In this section, students are thoroughly introduced to the mutual influence of Christianity and society in past and present. This section consists of three compulsory courses:

- Christian Theology: Fundamental Issues and Contemporary Questions
- Catholic Social Thought in Contemporary Society
- Sources and History of Social Thought

#### II. In Dialogue with (18 ECTS credits)

In this part of the program, courses focus on a specific area in which religion and society interact. In this section, students have to follow three courses. Students can exchange one of the three courses offered in the program for a Master-level course outside of the program.

- Christianity in Dialogue with Contemporary Politics, Government and Law
- Christianity in Dialogue with the Economic World
- Christianity in Dialogue with the World Religions

#### III. In Conclusion (24 ECTS credits)

This section consists of two compulsory courses:

- Research and Hermeneutics (6 ECTS)
- Thesis Seminar (3 ECTS)
- Master's Thesis (15 ECTS credits)

### Structure of the program

The program is conducted over one year full-time, with the option of part-time study conducted over two years, according to the following two schedules.

*Full-time (one year)*

Sem.					
1	Sources and History of Social Thought (6) U20087-M-6	Christian Theology: Fundamental Issues and Contemporary Questions (6) U40059-M-6	Catholic Social Thought in Contemporary Society (6) U20086-M-6	Christianity in Dialogue with the Economic World (6) U40062-M-6	Research and Hermeneutics (6) U20088-M-6
2	Christianity in Dialogue with Contemporary Politics, Government and Law (6) U40061-M-6	Christianity in Dialogue with the World Religions (6) U40064-M-6	Thesis Seminar (3) U40070-M-3	MA Thesis (15) U40071-M-15	

*Part-time (two years)*

Sem.			
1	Sources and History of Social Thought (6) U20087-M-6	Christian Theology: Fundamental Issues and Contemporary Questions (6) U40059-M-6	Catholic Social Thought in Contemporary Society (6) U20086-M-6
2	Christianity in Dialogue with Contemporary Politics, Government and Law (6) U40061-M-6	Christianity in Dialogue with the World Religions (6) U40064-M-6	
3	Christianity in Dialogue with the Economic World (6) U40062-M-6	Research and Hermeneutics (6) U20088-M-6	
4	Thesis Seminar (3) U40070-M-3	MA Thesis (15) U40071-M-15	

**Article 2.3 Practicum**

The following course mentioned in article 2.2 contains, in addition to or in place of education in the form of a combination of lectures and seminars, education in the form of a practicum:

- Thesis Seminar
- Research and Hermeneutics

## **Section 3 (Preliminary) examinations**

### **Article 3.1 Periods and frequency of the (preliminary) examinations**

1. In every academic year, there are two opportunities for taking exams for the courses referred to in Article 2.2.
2. Contrary to the rule defined in subsection 1, students are offered at least one opportunity to take examinations for courses not offered in a particular academic year.
3. If the examination takes place on the basis of a project, a paper or an essay, the student must hand the project, paper or essay in at the latest:
  - on the Sunday before the first Monday of the second semester for courses from the first semester;
  - on July 1 for courses from the second semester;unless the course's study guide has stricter deadlines. A student is obliged to report to the lecturer when he/she does not adhere to these deadlines. If a student does not adhere to these deadlines, the examination will count as a missed opportunity. A missed opportunity will be graded as 4 (quite insufficient). The student is still entitled to a second opportunity.
4. If a student uses the second opportunity, if need be for a revised version of a paper or an essay, he/she must hand it in at the latest:
  - on March 30 for courses from the first semester;
  - on August 5 for courses from the second semester.After these dates, the examination will count as a missed opportunity. A missed opportunity will be graded as 4 (quite insufficient). The student must enroll anew for the course in the following academic year if he/she wishes to take the examination again.
5. In case of a first opportunity, the lecturer will determine the results of the assessment of a project, paper or essay that is covered by the above-mentioned regulation at the latest:
  - within three weeks after the submission date for a course from the first semester;
  - on July 22 for a course from the second semester;and at the latest on the same day will notify the faculty's administration of the results.
6. In case of a second opportunity, the lecturer will determine the results of the assessment of a project, paper or essay that is covered by the above-mentioned regulation at the latest:
  - on April 20 for a course from the first semester;
  - on August 25 for a course from the second semester;and at the latest on the same day will notify the faculty's administration of the results.
7. If a student cannot comply with the set deadlines due to circumstances beyond his/her control, he/she can get a postponement for the above-mentioned dates. Hereto the student must send in a written request to the Examining Board within seven working days after the deadline. The Examining Board will assess if it is a case of force majeure.
8. If a lecturer, otherwise than through force majeure, does not comply with the above-mentioned deadlines, he/she will be held accountable in a performance appraisal.

### **Article 3.2 Form of the (preliminary) examinations**

1. Examinations of the courses referred to in article 2.2. will be taken orally or in writing, in accordance with the information in the Osiris Course Catalog. A written examination also comprehends an examination that consists of writing one or more assignments, a project, a report or a thesis.
2. At the student's request, the Examining Board can give students permission to take examinations in a different way and at a different time than originally specified.
3. Students with functional limitations are given the opportunity to take examinations in a way that is adapted as much as possible to their individual situation. If taking the exam in an adapted fashion requires particular facilities or a special form of examination, students must file a request for special arrangements at the Digital Report Desk Functional Limitations.
4. For all parts of a practicum course, attendance and participation is compulsory.
  - 4a. For 6 lectures of 2 x or 3 x 45 minutes, only one lecture may be missed. The lecturer must be informed beforehand of a student's absence. The student will receive an assignment in replacement for the missed lecture.
  - 4b. If a student misses 3 or more lectures out of a series of 12 meetings, he/she must enroll anew for the course in the following academic year. Only in case the student missed more lectures than allowed due to circumstances beyond his/her control, he/she can compensate for his/her absence by means of a replacement assignment. Hereto the student must make a written request to the Examining Board that will assess if it is a case of force majeure.

### **Article 3.3 Oral (preliminary) examinations**

1. In oral (preliminary) examinations, not more than one person will be tested at the same time, unless the Examining Board decides otherwise.
2. An oral (preliminary) examination is a public event, unless the Examining Board or the examiner concerned decides otherwise, or unless the student objects.

### **Article 3.4 Determination and publication of (preliminary) examination results**

1. The examiner determines the results of a written (preliminary) examination within 15 working days after the day on which the (preliminary) examination was taken and at least five working days before the resit. Also, the examiner provides the Administration Department of the School with the necessary data for announcing the results. The results are published on the Tilburg University website. For determining the results of the examination of a project, a paper or an essay, deviating terms count that are described in article 3.1, sections 5 and 6.
2. The examiner determines the result of an oral examination no later than 5 working days after the exam has taken place, and provides the student with a written statement specifying the result.

3. For a (preliminary) examination that is neither a written nor an oral exam, the Examining Board decides beforehand how and when students will receive a written statement specifying the result.
4. Students can file an appeal with the Examinations Appeal Board, up to six weeks after the announcement of the results of an examination.

### **Article 3.5 Period of validity**

1. In principle, courses passed by students have unlimited validity; results obtained for interim tests and interim papers remain valid only during the academic year in question and the following year, unless the Examining Board decides otherwise.
2. Contrary to the rule defined in subsection 1, the Examining Board can impose an additional or replacement examination for a course, when the examination for that course was passed more than five years (for full-time students) or eight years (for part-time students) previously, before the student is admitted to take the final examination.
3. Subsections 1 and 2 also apply with regard to the period of validity of an exemption for a course.

### **Article 3.6 Right of inspection**

1. During at least six weeks after the examination results have been announced, students have the right to inspect their graded examination. Also, students will be given a copy of the exam if requested.
2. During the period mentioned in subsection 1, any student can inspect the questions and the assignments of the examination in question, and, if possible, be given the norms on the basis of which the assessment has taken place.
3. The Examining Board may determine that inspection occurs at a fixed place and at least two fixed points in time. If the person concerned can prove to be or to have been, unable to come at this fixed place and time, he or she will be offered another opportunity, if possible within the period mentioned in subsection 1.

### **Article 3.7 Exemptions**

1. At the student's request, after having heard the examiner concerned, the Examining Board can grant a student an exemption for an examination, if the student:
  - has completed a course at a university that is comparable in terms of content, study load, and level
  - or
  - can show that he/she possesses sufficient knowledge and skills as a result of work or professional experience.
2. The request is to be submitted to the secretary of the Examining Board, together with the necessary papers substantiating the student's claim, and must include a specification of the applicant's reasons for making the request.

### **Article 3.8 Examination**

1. The Examining Board determines the results of the examination as soon as the student has submitted sufficient proof of the preliminary examinations passed and of the academic skills thus acquired.
2. Before determining the result of the examinations, the Examining Board can inquire into the student's knowledge with respect to one or more topics or aspects of the program, if and insofar as the results of the preliminary examinations in question give the Board cause to do so.
3. The result of the examination can only be determined when the student has successfully completed the bachelor's program or pre-Master's program which gives permission to start the master's program Christianity and Society.

### **Article 3.9 Degree**

1. The degree of 'Master of Arts' is awarded to those who have passed the examination.
2. The degree conferred is specified on the degree certificate of the examination.



## Section 4 Admission / Entrance requirements

### Article 4.1 Admission

All prospective students must apply for enrollment in the Master's program. The Examining Board functions as Admissions Committee and decides about admission of individual students.

### Article 4.2 Educational entrance requirements

1. The program starts once a year, around September 1st.
2. For admission to this program, an academic bachelor's degree accredited by the NVAO (the Accreditation Organisation of the Netherlands and Flanders) or an equivalent qualification is required. Students who have completed two years of philosophy and four years of theology at any (inter) diocesan seminary are also eligible for admission to the program.
3. In addition, students as referred to in subsection 2 are required to demonstrate proficiency in English in one of the following ways:
  - Academic IELTS (min. 6.5 overall / 6.0 on parts)
  - TOEFL (min. paper based: 577, internet based: 90-91).
  - Cambridge Proficiency Examination
  - Cambridge English: Advanced (min. C)

The above test must be less than two years old at the time of application.

A student is *exempt* from an English test if:

- He/she is a native English speaker, i.e. if he/she is a citizen of one of the following countries: Australia, Canada (with exception of Quebec), Ireland, New Zealand, United Kingdom and United States of America.
- He/she completed all his/her university education in English. This only applies to scholars from the following countries: Australia, Canada (with exception of Quebec), Ireland, New Zealand, United Kingdom and United States of America.
- He/she completed a 4-years Bachelor's program (of at least 240 ECTS credits) fully in English in an accredited University of Applied Sciences (HBO) in the Netherlands.
- He/she completed a 3-years Academic Bachelor's program (of at least 180 ECTS credits) fully in English in an accredited Research University the Netherlands.
- He/she completed a 1 or 2-years Academic Master's program (of at least 60 or 120 ECTS credits respectively) fully in English in an accredited Research University the Netherlands.

Dutch applicants who have passed an examination in a pre-university education (VWO) or Senior General Secondary Education (HAVO) program will be presumed to have taken English as part of this examination and are therefore exempted from an English proficiency test.

4. In addition, students as referred to in subsection 2 are supposed to have a basic knowledge of Christianity. An individual study program is available for prospective students lacking this knowledge to improve their basic knowledge of Christianity and theology.

5. Students who have a Bachelor's degree from a non-university institution of higher education that is accredited by the NVAO (the Accreditation Organisation of the Netherlands and Flanders) or an equivalent degree will need to complete a pre-master program to be eligible for this program.

The Examining Board decides in all cases that are not explicitly provided for in this section.

#### **Article 4.3 Admission inquiry: procedure**

1. A request to be admitted to the program must be submitted by post to the Examining Board during the academic year, though no later than:
  - 1 April for non-EEA applicants;
  - 1 July for EEA applicants;
  - 1 August for Dutch applicants.
2. Within six weeks after the application, as referred to in subsection 1, is submitted, the Examining Board will come to a decision and communicate it to the candidate.
3. In view of admission to the program, the Examining Board inquires into the knowledge, insight, skills and motivation of the candidate. To complement written evidence of the preceding course(s) of study and training program(s) completed by the candidate, the Examining Board may decide to have certain skills and knowledge tested by experts within or outside the university.
4. Admission is granted subject to the condition that, at the latest on the starting date of the program, the candidate meets the requirements with respect to knowledge and skills, evidenced by certificates of the training programs completed successfully.
5. In the written statement with respect to admission, the student is made aware of the possibility of appealing to the Examinations Appeal Board.

## **Section 5 Academic advising**

### **Article 5.1 Monitoring students' progress**

1. The Student Administration registers the student's individual course results.
2. The Student Administration is responsible for the accessibility of the student's progress data on the internet, as well as for providing information on this.

### **Article 5.2 Academic advising**

1. As part of the admission procedure, the School will make an arrangement with the student about the individual organization of the program he or she is taking.
2. The School takes care of the introduction and the academic advising of the students that are enrolled in the educational program, and helps them familiarize themselves with possible study tracks within and outside of the educational program.

### **Article 5.3 Dual Career**

1. Students who engage in a Dual Career can apply for a Talent status, which entitles them to additional facilities (e.g. student support and guidance and/or financial remuneration). The school will do its utmost to provide appropriate additional facilities in terms of student support and guidance. Criteria for eligibility for a Talent status can be found in the Dual Career Regulations which is an appendix to the Student Charter.
2. Students with a Talent status who wish to avail themselves of the above-mentioned facilities should reach an agreement with their program coordinator at the beginning of the academic year or as soon as the Board of the University has acknowledged the Talent status to draw up a study plan.

## **Section 6 Transitional and final definitions**

### **Article 6.1 Changes**

1. The Dean decides on changes in these regulations, after hearing the Educational Committee and after consulting the School Council.
2. Changes in these regulations will only take effect in the academic year following that in which they have been decided upon, unless it can reasonably be argued that postponing entry into force of such changes would be detrimental to the interests of the students.
3. Additionally, no changes in these regulations must adversely affect any earlier decision by the Examining Board concerning a student if this decision was taken by virtue of these regulations and if the changes are detrimental to the aforementioned students.

### **Article 6.2 Publication**

1. The Dean sees to the fitting publication of these regulations, of the rules and guidelines laid down by the Examining Board, and of the changes in these documents.
2. Any interested person can obtain a copy of the documents referred to in subsection 1 from the School's office. The documents can also be found on the university website.

### **Article 6.3 Unexpected circumstances**

1. In exceptional individual cases in which applying the Education and Examination Regulations would lead to situations of extreme unfairness, the Examining Board has the power to make an exception in favor of the student.
2. In cases not provided for by the Education and Examination Regulations, the Examining Board will decide.

### **Article 6.4 Date of entry into effect**

These regulations shall enter into effect on 1 September 2018.

Adopted by the Dean on 29 June 2018.