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Understanding Society

**Rules and Regulations  
for Colloquium Doctum  
University Entrance Examination  
Tilburg School of Catholic Theology**

**Admission Test for the program:  
Bachelor Theology (English)**

## **Artikel 1: General**

- 1.1 The Colloquium Doctum is an admission test to assess candidates' (prospective students') general knowledge and their aptitude for pursuing a university education. It is intended to find out if outside of the regular school system of formal education candidates have acquired sufficient general knowledge and/or enough knowledge and insight to take up a course of study at a university with a fair chance of success. The test provides an indication for the candidate as well as the faculty that the efforts intended will not be fruitless.
- 1.2 The Colloquium Doctum may contain oral as well as written components (tests).
- 1.3 The entrance test in principle has to be taken before the start of the academic year and only provides admission to the academic year immediately subsequent to the one in which the test is taken.
- 1.4 The Colloquium Doctum that is administered provides admission only to the program for which it is set and does not provide admission to any other program offered by Tilburg University.
- 1.5 The entrance test is administered by the Colloquium Doctum Board of Tilburg School of Catholic Theology, consisting of members of the Examining Board, in consultation with (if so desired) the Academic Advisor. The Examining board can appoint members of the scientific staff as examiners.
- 1.6 The Rules and Regulations for Colloquium Doctum apply to the entrance examination for the following Bachelor's program: Theology (English), hereinafter called: the (Bachelor's) program. The program is offered in Tilburg by the School of Catholic Theology of Tilburg University, hereinafter called: the School.
- 1.7 The Rules and Regulations for Colloquium Doctum are based on the corresponding article in Section 6 of the Teaching and Assessment Regulations of the program. The Rules and Regulations of the program likewise apply.

## **Artikel 2: Target Group**

- 2.1 The Colloquium Doctum is intended for persons who want to take up a university Bachelor's program without possessing a Dutch VWO certificate (certificate of pre- university education), an HBO certificate (certificate of Higher Professional Education), or a university or HBO propaedeutic certificate (proof of successful completion of the first year of a university or Higher Professional Education Bachelor's program), or without possessing an equivalent qualification obtained from a foreign institution of upper secondary or higher education.
- 2.2 Candidates are eligible only for a Colloquium Doctum if they are over the age of 21 (i.e., 21 or older) at the moment they intend to start on the Bachelor's program.

### **Artikel 3: Application procedure**

- 3.1 Candidates who want to be eligible for a Colloquium Doctum need to apply for this in writing by filing a written request.
- 3.2 The request for admission to the Colloquium Doctum is to be directed to the secretary of the Colloquium Doctum Board. The following documents need to be enclosed with the request:
  - A completed and signed application form Entrance Exam Colloquium Doctum;
  - A copy of one's birth certificate or certificate of residence;
  - A photocopy of one's valid passport or identification card;
  - Photocopies of the relevant diplomas/certificates with the accompanying transcript of final grades;
  - An up-to-date Curriculum Vitae or résumé, including at least the following elements: previous studies/courses and the results scored in/on them; the positions one has worked in/jobs one has held;
  - A short motivation specifying why one feels attracted to the program.
- 3.3 The regular start of Bachelor's programs is in September. Candidates who want to qualify for starting on a Bachelor's program in September, need to file their request for admission to the Colloquium Doctum test at the latest on March 1<sup>st</sup> of the year in which they want to start on the program in September.
- 3.4 The secretary of the Colloquium Doctum Board investigates if the request is in accordance with legal provisions. Within four weeks of receipt of the request, candidates are invited for an exploratory interview with the Academic Advisor and with the Chair person (if applicable). On the basis of this interview, the Board decides whether and if so in which subjects the Colloquium Doctum will be administered. This includes the possibility of the Board awarding exemptions. (see Chapter 4)
- 3.5 Within three weeks after the interview(s) has/have taken place, candidates are either informed that there are no further requirements for admission to the Bachelor's program, or they receive a letter specifying the components of the Colloquium Doctum. The letter also specifies the names of the examiners.
- 3.6 If there are no additional requirements, candidates receive an official decision from the Executive Board of Tilburg University that they have been admitted to the Bachelor's program. Candidates need this document for the admission procedure adhered to by the Centraal Bureau Aanmelding en Plaatsing (CBAP) in Groningen (central Dutch administrative agency for university enrollment).
- 3.7 In certain cases, such as an exceptionally low level of education for instance, the chairperson may advise against taking the Colloquium Doctum.
- 3.8 All candidates have the right to an interview (a talk) with the examiner prior to the test of the Colloquium Doctum that the examiner is to administer.

#### **Artikel 4: Exemptions**

If candidates are in possession of a VWO modular certificate (indicating that the VWO exam for that particular subject was passed), or can otherwise prove they have the required prior knowledge, no additional requirements will be set for the subject in question in the Colloquium Doctum test.

#### **Artikel 5: Testing procedure**

The tests of the Colloquium Doctum are planned in mutual consultation. The planning must be made before May 1<sup>st</sup>, and the tests must be administered before June 1<sup>st</sup>.

#### **Artikel 6: Criteria for passing the Colloquium**

To be admitted to the Bachelor's program, all the components of the Colloquium Doctum test have to be passed (with a minimum score of 6 out of 10) (cf. Rules and Regulations).

#### **Artikel 7: Result and Resit possibilities**

- 7.1 The tests comprising the Colloquium Doctum are to be taken within a year after written notification as specified in article 3.5 has been given by the Board.
- 7.2 Within three weeks after candidates have taken the Colloquium Doctum, the Board informs them in writing about the results of the test.
- 7.3 Candidates have the opportunity to resit the tests once. They have to avail themselves of this opportunity within the year after the written notification specified above.
- 7.4 Applications for resitting a test need to be filed with the secretary of the Colloquium Doctum Board at the latest one month before the one-year period specified above has expired.
- 7.5 Those who have failed the resit(s) need to file a new request (i.e., start the entire process of applying for a Colloquium Doctum from scratch) according to the procedure described above.

#### **Artikel 8: Decision**

- 8.1 The Colloquium Doctum Board puts its decision before the Executive Board, with a copy of the candidate's birth certificate or certificate of residence, a photocopy of the candidate's valid passport or identification card and photocopies of the relevant diplomas/certificates, after which the candidate in question receives from the Executive Board a positive or negative decision regarding admission to the Bachelor's program.

- 8.2 The positive decision is equivalent to admission for the CBAP in Groningen.
- 8.3 The Executive Board sends the decision regarding admission to the candidate and to the School.

### **Artikel 9: Appeals against the decision**

Candidates can lodge an appeal against a negative decision or against the procedure followed, according to the rules applying to such appeals, with the Board of Appeals for Exams of Tilburg University.

## **Content of the Colloquium Doctum for the program: Theology (English)**

### **Components of the Colloquium Doctum**

The Colloquium Doctum in principle comprises the following components:

- English
- History

### **The requirements for English**

The requirements for English can be met by presenting a certificate (testifying to successful completion) of one of the following English proficiency tests.

Candidates are themselves responsible for planning the tests with the relevant institutions and for payment of the costs involved in taking the tests.

The certificate must not be older than two years at the moment of application.

- Academic IELTS (minimum score 6.0 overall and a minimum score of 5.5 for all subscores);
- TOEFL (minimum score of 80 for the internet based test, 550 for the paper-based test. TOEFL institutional code for Tilburg University is 9860)
- Cambridge Proficiency in English (CPE, score A, B or C)
- Cambridge Advanced English (CAE, score A, B or C).

### **The requirements for History**

- Candidates are expected to prepare for the test by reading John Morris Roberts, *A History of Europe*, Allen Lane/Penguin Press, 1996.
- The candidate writes an essay of maximum 5 pages. The theme and subject of the essay are given to the student on the spot.
- The candidate may use the specified book when writing the essay.
- The use of other books or digital aids is not permitted during the test.
- The essay tests the candidate's ability to see and describe historical connections and developments, with reference to the information in the book.
- The test must be taken in the Netherlands.
- The time allotted for the test is three hours.
- The test is conducted in English.

Adopted by the Dean of Tilburg School of Catholic Theology on 24 January 2019.