

Ecclesiastical Awards

Baccalaureate of Sacred Theology (S.T.B.)

Licence in Sacred Theology (S.T.L.)

Doctorate in Sacred Theology (S.T.D.)

INTRODUCTION

The Catholic Institute of Sydney as an ecclesiastical faculty, confers academic degrees by the authority of the Holy See. These degrees are the Baccalaureate, the Licence and the Doctorate in Sacred Theology. The canonical norms for these awards are governed by the Apostolic Constitution of Pope John Paul II, *Sapientia Christiana*.

Although these canonical degrees are recognised in their own right outside of Australia, and in particular by pontifical and ecclesiastical universities and faculties, within Australia all recognised tertiary awards must be accredited through the appropriate State government body. An ecclesiastical award may only be conferred in conjunction with the conferral of a civilly recognised award of the SCD.

It is possible for students wishing to fulfil the requirements of an ecclesiastical award to do so in conjunction with one or more distinct SCD awards.

The standard correlation of awards is S.T.B. = Bachelor of Theology (often in conjunction with the Associate Degree in Christian Thought and Practice or the Bachelor of Ministry); S.T.L. = Master of Theology, S.T.D. = Doctor of Theology. In each case, however, the ecclesiastical degree has specific requirements over and above the corresponding SCD degree.

Where a student, in the course of fulfilling the requirements of an SCD award, also fulfils the requirements of an ecclesiastical degree, this will be noted on the graduate's testamur. Both the testamur and the academic transcript will be signed and sealed according to SCD Policy and Procedures and will also bear the seal of CIS and, for the Baccalaureate, the signatures of the President and Registrar at CIS; for the Licence and Doctorate, the signatures of the Chancellor, the President and the Registrar. In this arrangement, the one course of studies leads, not to two awards, but to a single award which is recognised in two jurisdictions.

The requirements for the ecclesiastical awards are set out below. Students intending to take out an ecclesiastical degree should register their intention with the Registrar, and should ensure that they undertake such courses as are required for the ecclesiastical degree they are seeking. When a candidate for an ecclesiastical award becomes eligible to graduate with an appropriate SCD degree, they should apply for the recognition of the relevant ecclesiastical degree on their testamur.

GUIDELINES

1. In keeping with Australian legislation, an ecclesiastical award may only be awarded in conjunction with a civilly accredited award. Hence students must fulfill both the civil and the canonical requirements in respect of admission criteria, pre-requisites, demand hours and assessment demands.
2. A student enrolls in an ecclesiastical award, the Baccalaureate in Sacred Theology, the Licence in Sacred Theology, or the Doctorate in Sacred Theology by enrolling in an appropriate civil award.
 - a. For the S.T.B., this would normally be the civil B.Th. at CIS
 - b. For the S.T.L., this would normally be the civil M.Th. at CIS
 - c. For the S.T.D., this would normally be the civil Th.D. at SCD
3. Upon enrolling in the appropriate civil award, the student is to give the Registrar notification that the enrolment is being undertaken with the intention of an ecclesiastical award.
4. This notification will be recorded both on the enrolment application and on subsequent semester registration sheets for coursework degrees and in the student's file for the S.T.D..
5. The Registrar shall validate that the student meets the requirements of entry into the ecclesiastical award.
6. The student is to be advised by the Registrar of the particular requirements of the ecclesiastical award and the manner in which these requirements influence the choice of course units or other requirements in the corresponding civil award.
7. A student who, though not enrolled in an ecclesiastical award, is completing or has completed the requirements for a civil SCD award (e.g., the B.Th.) and who wishes to receive a corresponding ecclesiastical award (e.g., the S.T.B.), must apply to the Registrar and submit his or her SCD transcript. The Registrar will advise the student about his or her eligibility for the ecclesiastical award in accordance with the procedures outlined in this document.
8. A mandatory component of the S.T.B. is a comprehensive examination in oral or written format. Only students who have maintained an average of at least 75% throughout their coursework may apply to complete the examination as a written integrative essay. This examination/essay is to be conducted under the supervision of the Academic Dean.
9. A mandatory component of the S.T.L. is the oral comprehensive examination. This is to be conducted under the supervision of the CIS Research Committee.
10. A mandatory component of the S.T.D. is the public defence of the dissertation. This is to be organized by the CIS Research Committee.
11. The Registry will maintain a register of all those who have enrolled in a civil award with the intention of an ecclesiastical award. The register will detail:
 - a. The name of the student
 - b. The ecclesiastical award enrolled
 - c. The semester/year of enrolment
 - d. A list of course units completed annually with their mark
 - e. The date of completion of the award or the date of withdrawal from the ecclesiastical award. If the student withdraws from the

ecclesiastical award, but continues with the requirements of the corresponding civil award, a note is to be made to this effect

- f. The final marks in the award
- g. The qualification of the award.

12. The S.T.B. and S.T.L. are granted with the civil award in the following manner:

- a. Application for graduation is made for the civil award in the usual manner
- b. With such application, notice is given by the student that they wish also to graduate with the ecclesiastical award
- c. At the civil graduation, the student is granted **two** transcripts
 - i. The official SCD transcript according to the civil award, signed by the Registrar of CIS and the Registrar of the SCD
 - ii. An official CIS transcript according to the ecclesiastical award, signed by the CIS Registrar. The CIS transcript shall note the qualification given with the award:

1. <i>summa cum laude probatus</i>	90-100
2. <i>magna cum laude probatus</i>	80-89
3. <i>cum laude probatus</i>	70-79
4. <i>bene probatus</i>	65-69
5. <i>probatus</i>	50-64

This qualification is determined in the following manner:

For the S.T.B. 80% Course Work
 20% Comprehensive Examination

For the S.T.L. 40% Course Work
 30% Comprehensive Examination
 30% Thesis

- d. The student is granted **one** testamur which is received at the civil graduation
 - i. The B.Th. testamur shall have the additional wording:
 - 1. "and having fulfilled the requirements prescribed by the Statutes of the Catholic Institute of Sydney has been admitted by the Institute Senate to the award Baccalaureate of Sacred Theology"
 - 2. In addition to the SCD signatures, the testamur is also signed by the CIS President, Academic Dean, and the Registrar.
 - ii. The M.Th. testamur shall have the additional wording:
 - 1. "and having fulfilled the requirements prescribed by the Statutes of the Catholic Institute of Sydney has been admitted by the Institute Senate to the award Licence in Sacred Theology"

2. In addition to the SCD signatures, the testamur is also signed by the CIS Chancellor, the President, Academic Dean, and Registrar.
13. The S.T.D. is granted with the civil award in the following manner:
- a. The S.T.D. cannot be awarded until the CIS Research Committee has informed the Registrar that all requirements of the S.T.D. have been met. Because the S.T.D. requirements are in excess of those of the Th.D., there is often a period of several years between the conferral of the Th.D. and the award of the S.T.D.. For this reason, the S.T.D. candidate is to apply to graduate with the Th.D. in the usual manner as soon as she / he is eligible.
 - b. Once the CIS Research Committee informs the Registrar that all requirements of the S.T.D. have been met, the registrar will write to the graduand regarding graduation procedures.
 - i. The S.T.D. graduand is required to return the initial SCD Doctor of Theology testamur to the CIS Registrar. The CIS Registrar will liaise with the SCD Academic Registrar to organize for the initial Doctor of Theology testamur to be destroyed.
 - ii. An updated Doctor of Theology testamur will be produced by the SCD. The new Doctor of Theology testamur, will include the statement “and having fulfilled the requirements prescribed by the Statutes of the Catholic Institute of Sydney has been admitted by the Institute Senate to the award Doctor of Sacred Theology with the qualification [*probatus / bene probatus / cum laude probatus / magna cum laude probatus / summa cum laude probatus*] on this day of [DD-month-YYYY]”.
 - iii. The qualification is determined by the CIS Research Committee on the basis of the S.T.D. examiners’ written reports and the result of the S.T.D. defence.
 - iv. In addition to the SCD signatures, the testamur for the S.T.D. is also signed by the CIS Chancellor, the President, Academic Dean, and Registrar.
14. For the S.T.B., S.T.L., and S.T.D., the CIS Academic Dean will take a motion from the CIS Academic Board to the CIS Senate that the student, having fulfilled the requirements of the degree be awarded the degree. The Academic Dean will then move a motion that the Chancellor confers the award.
- a. It is understood that these recommendations may be made consequent to the civil graduation but should be made at the earliest opportunity subsequent to the civil graduation.
15. The Registrar will maintain, on an annual basis, the official CIS Register of Ecclesiastical Awards that have been so granted.
16. Because ecclesiastical degrees are only awarded in conjunction with civil awards, graduates are only permitted to use *either* ecclesiastical or civil postnominals.
- a. For the Baccalaureate of Sacred Theology: e.g., AssocDegChThPr, B.Th. OR S.T.B.;
 - b. For the Licence in Sacred Theology: e.g., M.Th. OR S.T.L.; and,
 - c. For the Doctorate of Sacred Theology: e.g., Th.D. OR S.T.D..

BACCALAUREATE OF SACRED THEOLOGY (S.T.B.)

PROGRAM REQUIREMENTS

The S.T.B. comprises five years full-time or part-time equivalent. It includes two years study of philosophy and humanities and three years study of theology and related disciplines. It is the foundational ecclesiastical award in theology and preparation for further studies.

This program of studies ensures that “students obtain an integral and systematic formation in theology, philosophy and the associated sciences. Each subject is taught in accordance with the scientific method proper to it, and in accordance with the principles of accepted tertiary pedagogy” (*CIS Statutes Art 36*)

Students will be introduced progressively to theological, scientific methodology. They will develop the capacity to reflect in a theologically coherent fashion and to apply their theological knowledge to the various pastoral situations they may encounter in their future ministry.

Only course units in Pastoral Theology with a theological content may be credited towards the S.T.B.. Accordingly, candidates for ordination undertaking the S.T.B. will need to complete additional course units in the area of Pastoral Theology in order to complete the requirements for ordination.

Candidates for the S.T.B. with previous studies in the arts and humanities may be granted advanced standing towards the S.T.B.. A maximum of 144 credit points of advanced standing or cross institutional studies may be counted towards the S.T.B..

If a student already has a previous degree with appropriate majors in philosophy and the humanities, the requirements for the ecclesiastical baccalaureate would be fulfilled by completing requirements for the civil B.Th. (excluding the requirements in Humanities and Philosophy). Such students may also be awarded 36 credit points towards the B.Th./S.T.B. on the basis of possessing a completed bachelor’s degree.

Where it is considered, on the advice of the Philosophy Department, that additional course units in Philosophy are required, these may form part of the B.Th. studies.

If a student’s previous degree does not include the study of Philosophy then that student will be required to complete at least 72 credit points in Philosophy as additional work to the B.Th..

SPECIFIC REQUIREMENTS

- 40 course units (360 credit points) extending over not less than five years and (normally) not more than ten years
- 10 course units (90 credit points) in Philosophy, including the standard SCD major
- 8 course units (72 credit points) in Theology, including the standard SCD major
- 6 course units (54 credit points) in Biblical Studies, being the standard SCD major
- 4 course units (36 credit points), an SCD sub-major, in Christian Ethics
- 4 course units (36 credit points), an SCD sub-major, in one of the following subject areas: Church History, Worship and Liturgy, or Christian Spirituality
- 3 course units (27 credit points) in ancient languages: including A7132 Ecclesiastical Latin and at least one unit (9 credit points) from A7110 Introduction to Biblical Hebrew or A7120 Introduction to New Testament Greek. The remaining unit (9 credit points) can be chosen from any other of the CIS offerings of ancient languages. [NB: Those intending to proceed to the

STL in Biblical Studies are encouraged to develop more in-depth competency by completing 2 units (18 credit points) in the same biblical language (i.e., 18 credit points in Biblical Hebrew OR 18 credit points in New Testament Greek)].

- 4 elective course units, available from the following subject areas: Biblical Studies, Christian Ethics, Christian Spirituality, Church History, Humanities, Liturgical Studies, Missiology, Pastoral Theology and Practice (up to 2 course units as specified below), Philosophy, Theology
- up to 2 course units (18 credit points) may be included from the following course units in Pastoral Theology and Practice:
 - P7101 Introduction to Pastoral Theology and Ministry
 - P7205 Contextual Theology for Ministry
 - P7362 Canon Law and the Sacraments
 - P7363 Selected Themes in Canon Law
- one comprehensive examination

The Comprehensive Examination

- The capstone project of the S.T.B. is referred to as the comprehensive examination. It will normally be conducted by written examination although students may apply to take the exam orally.
 - Students who have maintained an average of 75% or higher may apply to the CIS Academic Board to write the capstone project (comprehensive examination) in the form of an integrative essay of 5000 words.
- The comprehensive exam can only be taken during or after the student's final semester of studies.
- The comprehensive exam will be held at the end of each semester. Students must register for it with the Academic Dean at the beginning of the semester. The Academic Dean will publish at the beginning of the semester the date on which the examination will be held and the essay is due.
- In the case of the written or oral exam, the Academic Dean will give students a list of topics for the exam upon registration. The list will include thirty topics from the major areas of study.
- The written examination will be of three hours duration. Students will be expected to answer four questions from ten that will appear on the examination paper.
- A student may opt to take an oral exam of forty-five minutes with three teachers in lieu of taking the written exam. Application for an oral exam should be made by week 10 of the semester.
- In the case of the essay, the Academic Dean will publish the essay topic at the beginning of the semester. The essay should attempt to synthesise the studies undertaken and give the student an opportunity to demonstrate their capacity to reflect in a theological way. The essay will be marked by three examiners.

LICENCE IN SACRED THEOLOGY (S.T.L.)

This ecclesiastical award is an advanced cycle of studies designed to develop the student's skills in scientific research, to qualify them to teach theology in seminaries, theological colleges or faculties or equivalent institutions, or assume leadership roles in the apostolate. (*CIS Statutes, Art 45*). The S.T.L. extends over not less than two years and normally not more than four years. It is offered with a specialisation in "Faith and Culture". Within the specialisation, concentration is available in one of three disciplines: Biblical Studies, Christian Life and Ministry, or Theology. The program is comprised of: 8 coursework units, a comprehensive oral examination, and a Dissertation/Research Essay.

ADMISSION REQUIREMENTS

- The CIS S.T.B. at the level of 70% or above (*cum laude probatus* or better) or equivalent
- Admission into the SCD M.Th. program
- A7132 Ecclesiastical Latin or equivalent
- *Either* A7110 Introduction to Biblical Hebrew *or* A7120 Introduction to New Testament Greek or equivalent
- Demonstrate reading knowledge in one modern language, other than English, usually French or German, which relates directly to the field of intended research. This proficiency must be demonstrated no later than two semesters into the program. This proficiency may be demonstrated by transcript evidence or the student may choose to sit a language examination organized by the CIS Research Committee. Proficiency is the ability to read theological texts with the aid of a standard dictionary. It is roughly the level of skill acquired by passing two semester units in the language at university level.

PROGRAM REQUIREMENTS: COURSEWORK STAGE

- The coursework stage of the program is comprised of: 8 coursework units and a comprehensive oral examination.
- 7 course units (63 credit points) at 8500 or 9600 level from the list of Approved S.T.L. units:
 - 5 course units (45 credit points) at 8500 or 9600 level must be taken in the discipline area of concentration; and,
 - 2 course units (18 credit points) at 8500 or 9600 level must be taken in discipline areas other than the discipline of concentration. Providing they are chosen from a discipline outside the area of concentration, these two units may be chosen from any of: Biblical Studies, Christian Life and Ministry, Humanities in the Christian Tradition, or Theology.
- 1 course unit 'X8500 Research Methodology' (9 credit points) in the discipline of concentration.
- A maximum of five 8500 level units, including the unit X8500 Research Methodology, may be taken as part of the S.T.L..
- A maximum of 27 credit points of advanced standing or cross institutional studies may be counted towards the S.T.L.'s Coursework Stage.
- A comprehensive oral examination based on the S.T.L. coursework.

Comprehensive Examination

The CIS Research Committee coordinates the Comprehensive Examination. Before an S.T.L. candidate may be permitted to sit the comprehensive examination, the CIS Research Committee must confirm with the Registrar that all course components and examinations – with the possible exception of X8500 Research Methodology – have been completed.

The comprehensive examination for the Second Cycle consists of a one hour oral examination before three examiners on a list of 10 arguments. The arguments are prepared by the candidate in consultation with the dissertation supervisor. Forty minutes of the exam will be devoted to the student's concentration, and twenty minutes to the other course components.

The result of the comprehensive examination, as a percentage mark and grade, will be recorded by the CIS Registrar in a note for the candidate's student file.

PROGRAM REQUIREMENTS: DISSERTATION STAGE

- A Dissertation/Research Essay Proposal that conforms to the CIS/SCD Research Essay guidelines.
- A Dissertation/Research Essay (36 credit points) of 23,000–25,000 words within the discipline of concentration.
- The CIS Research Committee approves the topic and supervisor.
- When the supervisor determines that the Dissertation/Research Essay is worthy to be approved for the S.T.L., the Dissertation/Research Essay is submitted to the CIS Research Committee – three soft-bound copies and one electronic version in either PDF or MS Word format – along with the names of three potential examiners.
- The CIS Research Committee will then organize for the Dissertation/Research Essay to be examined by in the normal way.

Further Language Proficiency

Notwithstanding the admission requirements, at the discretion of the appointed Dissertation/Research Essay supervisor, a student whose concentration is in the discipline of Biblical Studies may be required to undertake further studies in either Biblical Hebrew or New Testament Greek should a dissertation so require it. Other languages or studies in biblical archaeology/history may also be recommended.

UNITS APPROVED FOR THE S.T.L.

NB: No more than five 8500 level units, including X8500, may be taken as part of the S.T.L.

NB: No more than 18 credit points in generic Independent Guided Studies or Research Projects may be taken as part of the S.T.L.

Biblical Studies

- B9603 Interpretation of the Bible
- B9605 Old Testament Theology
- B9608 New Testament Theology
- B9610 Israel's Beginnings: the Books of Genesis and Exodus
- B9629 Wisdom and Poetry in Israel
- B9636 Isaiah
- B9640 Jeremiah
- B9652 Apocalyptic Literature
- B9657 Lukan Literature
- B9668 Gospel According to John
- B9672 Romans
- B9680 Dead Sea Scrolls

Christian Life and Ministry

- C8522 Pastoral Perspectives on Moral Decision Making
- E9600 Themes in Fundamental Moral Theology
- E9646 Justice and Peace
- E9647 Human Life, Family, and Society
- E9690 Case Study in Applied Ethics
- M8543 Introducing Islam
- M9625 Faith, Mission and Culture
- M9642 Interreligious Dialogue
- M9672 Justice in the Mission of the Catholic Church
- P9601 Practical Theology and Future Church
- P9634 New Paradigms of Christian Ministry
- P9695 Issues in Political Theology
- S8559 The Christian Spiritual Tradition
- S8572 Spirit in Context: Australian Spirituality
- S9645 Christian Spirituality in the 20th Century
- S9695 Issues in Christian Spirituality

Humanities in the Christian Tradition

H9642 Christian Culture of the Middle Ages

H9671 Vatican II and its Reception

H9695 Issues in Australian Catholic Biographies [or other H9600 level 'Issues in...']

W9612 Religion and Modernity

W9624 Theories and Issues in Ethics

W9640 Philosophical Theology

W9651 Ways of Knowing

Theology

T9609 Theological Methodology

T9618 Collegiality and Primacy

T9631 Major Questions in Christology

T9633 Focused Study in Trinitarian Theology

T9639 Theological Perspectives on the Environment

T9643 Mary: Disciple and Symbol of the Church

T9653 Faith and Theology in Context

T9666 Readings in Selected Theologians

Generic Units

X8500 Research Methodology

X9690 Research Essay (S.T.L. Dissertation)

X9691 Research Project (9 credit points)

X9692 Research Project (18 credit points)

X9693 Independent Guided Study (9 credit points)

X9694 Independent Guided Study (18 credit points)

X9697 Seminar [Topic]

DOCTORATE IN SACRED THEOLOGY (S.T.D.)

This award is designed to bring the student's scientific formation to completion, to develop in the student a matured and proven ability to engage in theological research and teaching, especially in ecclesiastical faculties and similar institutions, and to fit them for the exercise of pastoral ministries that require specialization. (*CIS Statutes Art 50*)

The S.T.D. is awarded, in conjunction with the SCD Doctor of Theology (Th.D.), to those candidates who have fulfilled the requirements of the CIS Statutes.

ADMISSION REQUIREMENTS

- The CIS S.T.L. at the level of 70% or above (*cum laude probatus* or better) or equivalent
- Admission into the SCD Th.D.
- The Veech Library must be the Th.D. student's home library
- The student's principal Th.D. thesis supervisor must be a permanent member of faculty at CIS
- Language requirements:
 - *For admission into Provisional Candidature:* demonstrate reading knowledge in one modern language, other than English, usually French or German, which relates directly to the field of intended research. Proficiency may be demonstrated by transcript evidence or the student may choose to sit a language examination organized by the CIS Research Committee. Proficiency is the ability to read theological texts with the aid of a standard dictionary. It is roughly the level of skill acquired by passing two semester units in the language at university level.
 - *For acceptance into Confirmed Candidature:* reading knowledge of a second modern language, other than English, usually French or German, which relates directly to the field of intended research, must be demonstrated no later than one semester into the program (two semesters for part-time students). Proficiency may be demonstrated by transcript evidence or the student may choose to sit a language examination organized by the CIS Research Committee. Proficiency is the ability to read theological texts with the aid of a standard dictionary. It is roughly the level of skill acquired by passing two semester units in the language at university level.
 - Notwithstanding these admission requirements, at the discretion of the S.T.D. Supervisory Panel, a student whose research is in the field of Sacred Scripture may be required to undertake further studies in Biblical Hebrew, New Testament Greek, other ancient languages, or biblical archaeology/history should a dissertation require such skills for its successful completion.
- Applicants must submit together with their application a Summary of Research Intentions, sufficient for the CIS Research Committee to determine the general suitability of the topic and availability of appropriate resources and supervision. The Summary of Research Intentions must be approved by the CIS Academic Board.

ADMISSION PROCEDURES

Within one month of being accepted to the SCD Th.D., a student wishing to apply for S.T.D. candidature should contact the CIS Academic Dean to arrange an application interview. If the student meets S.T.D. admission requirements, the CIS Academic Dean will inform the CIS Research Committee Chair and the student's principal Th.D. supervisor that the student has been admitted to S.T.D. Provisional Candidature.

PROGRAM STRUCTURE AND REQUIREMENTS

S.T.D. Candidature

There are two stages in the S.T.D.:

1. **Provisional candidature** during which time a student meets remaining language requirements and composes a formal Dissertation Proposal;
2. **Confirmed candidature** during which time a student writes, publically defends, and then publishes the dissertation.

S.T.D. Supervisory Panel

Candidates for the S.T.D. will work under the direction of a Supervisory Panel to prepare a dissertation which makes a real contribution to the progress of theological science. The panel will be comprised of at least three members with a usual maximum of five:

- The Chair of the panel will normally be a permanent teacher of the Institute. The S.T.D. panel Chair is normally also the principal Th.D. thesis supervisor.
- The Th.D. thesis associate supervisor will normally be a member of the S.T.D. supervisory panel.
- The third member of the panel will normally be a permanent teacher of the Institute.
- On the recommendation of the Panel Chair, in consultation with the CIS Research Committee, up to two other specialists may be appointed to the panel as required.
- The CIS Research Committee will notify the SCD Research Committee of the members of the S.T.D. Supervisory Panel.

Provisional Candidature: Dissertation Proposal and Language Requirements

Candidature remains provisional until a formal Dissertation Proposal is submitted to the CIS Research Committee. For full-time students this can be no later than one semester into the program; part-time students are permitted to take two semesters to submit the formal Dissertation Proposal.

The formal Dissertation Proposal must be accepted by the SCD Research Committee as meeting the requirements of the Th.D. Thesis Proposal.

At this time, if the second modern language competency has also been demonstrated, a student is admitted to Confirmed Candidature in the S.T.D.. The CIS Research Committee will organize an S.T.D. Confirmation Seminar in which the student presents her/his research plan to the CIS faculty. This is to occur within one month of the student being admitted to Confirmed Candidature.

Confirmed Candidature: The Dissertation

The S.T.D. dissertation must meet the requirements of the SCD Th.D.: 80,000 words maximum, including footnotes/endnotes but excluding bibliography and appendices, AND compulsory participation in the SCD Research Degree Workshop and Research Seminars. The student may also be required to participate in CIS seminars.

The period of candidature for the degree – provisional and confirmed candidature combined – is normally three to four years full-time or six to eight years part-time.

Th.D. Examination and S.T.D. Dissertation Defence

The Submission of the Thesis

Before an S.T.D. dissertation is submitted to the SCD to be examined as a Th.D. thesis, the Supervisory Panel Chair must consult with all members of the Supervisor Panel. By majority vote the panel must agree that the dissertation is ready to be examined. In the event of a tied vote, the CIS Research Committee Chair decides whether or not an S.T.D. dissertation is ready to be examined as a Th.D. thesis. In reaching this conclusion, the Supervisory Panel must be convinced that a substantial part of the dissertation – at least 50% – can be published in peer-reviewed journals or as a monograph with a peer-reviewed academic press without the need for major corrections.

The Supervisory Panel can decide that:

1. The S.T.D. dissertation is ready to be submitted for examination as a Th.D. thesis; or,
2. Changes must be made to the dissertation before it is submitted for examination. In this instance, the Supervisory Panel must reassess the readiness of the dissertation for examination once the required changes have been made.

If the Supervisory Panel does not agree that the dissertation is ready to be examined, but the student does not wish to modify the thesis as the Supervisory Panel recommends, the student may decide to withdraw from the S.T.D. program and approach the SCD Research Committee to have their research examined solely as a Th.D. thesis.

If the Supervisory Panel agrees that the dissertation is ready to be examined, the Panel Chair must inform the CIS Research Committee Chair of the decision in writing. The candidate must then submit four soft-bound copies of the dissertation: three are submitted to the SCD in the manner prescribed for a Th.D. thesis. One copy is submitted to the CIS Research Committee Chair who will keep a copy of the dissertation until the Th.D. examination process is finalized. The CIS Research Committee Chair is to liaise with the SCD Research Committee as to the result of the Th.D. examination and to obtain copies of the examination reports.

The Th.D. Examination: Preparation for the S.T.D. Dissertation Defence

If the Th.D. thesis fails outright, a student's S.T.D. candidature is terminated.

If the Th.D. thesis must be resubmitted, then the S.T.D. defence cannot proceed until such time as the Th.D. is resubmitted and then granted without amendment, or passed with minor or major amendments.

If minor or major amendments are required to the Th.D. thesis, then these amendments must be completed to the satisfaction of the S.T.D. Supervisory Panel. By majority vote the panel must agree that the required amendments have been made. In the event of a tied vote, the CIS Research Committee Chair decides whether or not an S.T.D. dissertation is ready to proceed to the defence stage.

If the Th.D. is granted without amendment, then the approval of the Supervisory Panel is automatic and the S.T.D. dissertation is deemed ready to proceed to the defence stage.

The Dissertation Defence

Once the Supervisory Panel approves the dissertation for examination, the Supervisory Panel Chair informs the CIS Research Committee Chair. The CIS Research Committee Chair, in consultation with the Supervisory Panel Chair, assembles a jury for the defence.

The Jury

The dissertation must be defended publicly before a jury of three voting examiners. One of these examiners will be the Supervisory Panel Chair. Two other examiners are also appointed to the panel. They may be of the Institute staff or, if opportune, taking into account the importance of ecclesiastical qualifications, from another Faculty or University. The CIS Research Committee Chair will normally act as a non-voting Defence Chairperson; alternatively, the CIS Research Committee Chair may appoint another member of faculty to act as the Defence Chairperson.

Convening the Defence

The three voting members of the jury have two months to examine the dissertation and provide a written report to the CIS Research Committee. In receiving the reports, the CIS Research Committee Chair confirms that the jury members have examined the dissertation and are ready to proceed to the public defence. Once the Chair has received this confirmation, the CIS Research Committee Chair organizes the public defence.

The Public Defence

The public defence will be held at the Catholic Institute of Sydney unless the President nominates another venue. One member of the jury may be present via teleconference or videoconference.

The defence lasts for no more than two hours. The form of the defence is as follows:

- a) the chairperson welcomes the public and explains the format of the defence, including the order of questioning, the two rounds of questioning, and the possible outcomes;
- b) the candidate provides an exposition of the research topic and findings for up to 30 minutes;
- c) the three voting members of the panel are each permitted a total of 15 minutes of questioning maximum in the first round of questioning;
- d) the chairperson will offer each voting member of the panel an additional 5 minutes of questioning maximum in the second round;
- e) the jury and the chairperson withdraw to determine the outcome of the defence. The qualification will be determined by the CIS Research Committee, in consultations with the jurors, at a later date.

There are five possible outcomes of the defence:

- a) Pass. The student passes outright. The dissertation is acceptable as submitted. To achieve this grade, the dissertation must be free, or almost entirely free, of typographical and stylistic errors. The voting members of the panel will provide a

short written judgment and a recommendation on the final S.T.D. grade (qualification) to the CIS Research Committee within two weeks of the defence. The CIS Research Committee, after considering the written reports, will recommend a final grade (qualification) to the CIS Academic Board.

b) Pass with Minor Amendments. The student passes with minor revisions to the dissertation required (e.g., stylistic or clarifying changes that will take no more than one month to complete). They are to be completed to the satisfaction of the CIS Research Committee. The voting members of the panel will provide a short written judgment and a recommendation on the final S.T.D. grade (qualification) to the CIS Research Committee within two weeks of the defence. The CIS Research Committee, after considering the written reports, will recommend a final grade (qualification) to the CIS Academic Board.

c) Pass with Major Amendments. The student passes with major modifications to the dissertation required (e.g., changes in the dissertation that will take no more than three months to complete). The CIS Research Committee will consult with the jurors and compose a list of required changes which is provided to the student. These changes are to be completed to the unanimous satisfaction of the CIS Research Committee. The CIS Research Committee, after seeking short written judgments from the jurors with respect to the final grade (qualification), will recommend a final grade (qualification) to the CIS Academic Board.

d) Adjournment and Revision Required. Significant revisions are required in the dissertation and the defence is adjourned. The voting members of the panel will provide a list of required modifications to the CIS Research Committee within four weeks of the defence. The CIS Research Committee will advise the student of the required changes. The same examination panel, in so far as it is practicable, is reconvened and the revised dissertation is re-examined within one year of the first defence. The resubmitted dissertation can only be passed or failed at the second defence: adjournment is not possible a second time.

e) Failure. The dissertation fails and it may not be resubmitted for defence. The student exits the program with the Th.D. only.

After the Defence

Changes to the Dissertation and Lodgment in the Veech Library

If the dissertation required changes, they are to be made to the satisfaction of the Supervisory Panel Chair and the CIS Research Committee. Once the CIS Research Committee confirms that any required changes have been made to the dissertation, the student must submit a hard-bound copy of the dissertation to the CIS Research Committee. The hardcopy must be submitted within one month for an outright pass, within three months for a pass with minor amendments, and within six months for a pass with major amendments. The CIS Research Committee will record that the final dissertation has been submitted and then lodge it with the Veech Library.

Publication Requirements

Before the S.T.D. is approved, the majority of the dissertation must be published in peer-reviewed journals or with a suitable peer-reviewed press. The CIS Research Committee oversees this process. A contract for publication is not sufficient. If the dissertation has been published in the form of journal articles, then two copies of journal articles suitably bound and with an explanatory preface must be received by the CIS Research Committee. If the dissertation has been published in the form of a monograph, two copies must be received by the CIS Research Committee. The Research Committee decides on the adequacy of the publications (i.e., it ensures that the publication/s is/are peer reviewed and that the majority of the dissertation has indeed been published) before this requirement is deemed to have been met. If

the publication/s is/are deemed inadequate then the student is so informed. If the publication/s is/are adequate then the CIS research committee will record the details of the publications and then forward one copy to the Veech Library and one copy to the Holy See.

Determining the Qualification of the Doctorate

The CIS Research Committee determines the qualification (final grade/classification) of the doctorate on the basis of the written examiners' reports and the result of the defence. The CIS Research Committee may seek additional comment from the examiners in determining the qualification of the S.T.D.. Once the CIS Research Committee finalizes the qualification Academic Board, the Registrar and Academic Dean are notified of the result.