



## **Graduate Studies**

Faculty of Theology

# **STUDENT HANDBOOK**

**2022-2023**

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## **WELCOME TO THE FACULTY OF THEOLOGY**

Our Faculty is proud of its long-standing Dominican tradition and hopes you will benefit fully from it during your studies.

Ours is a tradition rooted in a life of study, thought and reflection, and focused on direct examination of writings. Reading, far beyond mere information-gathering, is a careful exegesis and analysis of philosophical works.

It is also a tradition of dialogue inspired by the great thinkers of the past as well as by contemporary ideas, in the quest for truth and knowledge.

The following practical advice and information are intended to help make your student life within the Faculty as rewarding as possible.

# ACADEMIC CALENDAR 2022-2023

## Fall Session 2022 (September-December)

- September 5 Labour Day (DUC closed)
- September 6 Registration
- September 7 Meetings, student association events, mass
- September 8 Start of the fall session
- September 15 Last day of registration for fall term
- September 23 Deadline for changes to course selection
- September 29 Payment deadline for tuition fees
- October 7 Authorized withdrawal deadline
- October 10 Thanksgiving Day (DUC closed)
- October 24 - 28 Study week
- November 20 Convocation
- December 1 Pre-registration for the winter session
- December 14 Last day of classes
- December 15 – 21 Exams
- December 22 – Jan 2 Christmas Break (DUC closed)

## Winter Session 2023 (January-April)

- January 5 Registration/Start of the winter session
- January 13 Last day of registration for the winter term
- January 20 Deadline for changes to course selection
- January 28 St. Thomas Aquinas Feast Day
- January 31 Payment deadline for tuition fees
- February 3 Authorized withdrawal deadline
- February 20 Family Day (DUC closed)
- February 20 – 4 Reading Week (Ontario)
- Feb. 27 – March 3 Reading Week (Québec)
- April 6 Holy Thursday (DUC closed)
- April 7 Good Friday (DUC closed)
- April 9 Easter Monday (DUC closed)
- April 17 Last day of classes
- April 18 - 24 Exams

## Spring Session 2023 (May-August)

- May 1 Registration/Start of the spring session
- May 19 Deadline for changes to course selection
- May 22 Victoria Day (DUC closed)
- May 31 Payment deadline for tuition fees
- June 24 St. Jean Baptiste Day (DUC closed)
- July 1 Canada Day (DUC closed)
- August 1 Civic Holiday (DUC closed)
- August 25 End of the spring session

# **PRACTICAL ADVICE**

## **Your Studies**

- Attend all classes regularly. If you must miss a class, inform the professor in advance.
- Do required reading before each class. This will not only enrich your understanding of the subject matter, but will contribute to a better classroom experience for all students as well as for the professor.
- Follow the professor's instructions. Each professor has different methods of teaching and evaluation.
- If you encounter difficulties in a course, speak to your professor immediately. Consult the Dean if needed.
- Start planning and research for your assignments promptly. Work closely with your professor in order to achieve the best possible results. Respect deadlines. Some professors will refuse late assignments or will subtract marks.
- Please note that it is the student's responsibility to notify the Registrar when he or she has completed his or her studies, so DUC can process the request to have the student's diploma issued.

## **The Institution**

- Follow the registration procedure.
- Pay your tuition fees on time.
- Keep your student record up-to-date and in order, in keeping with regulations and timelines.
- All operations and changes concerning your student record must be effected by the Registrar (Office 310). The Dean does not accept forms directly from students.
- Participate actively in the College's activities. Attend our conferences, lectures and workshops in Philosophy and Theology. You will have the opportunity to hear and meet distinguished scholars, thereby increasing your knowledge. This is an essential part of student life.
- Our College is located in a Dominican House, where Brothers lead a monastic life. Please respect this environment.

## **Administrative Services**

### **The Dean and Director of IDEST**

Usually, the Dean and Director of IDEST is available during regular office hours or, preferably, by appointment.

Any changes in course selection, topics for papers and dissertation, type of degree, full-time/part-time registration and extension periods for papers/dissertations or exams must be authorized by the Dean and Director of IDEST. Requests for these changes must be submitted in writing to the Registrar (room 310).

### **The Professors**

Professors are more than willing to meet students and help them out in their studies. However, professors request that appointments be made with them in order to better plan their work and use of time.

## **Administrative Officers**

In order to ensure the smooth operation of the Administrative Services, please note the following distribution of responsibilities:

### **Registrar (Room 310)**

- Modifications to the student's academic file
- Transcript, diploma and attestation
- Financial aid (OSAP, Prêts et bourses Québec, Foundation Bursary, OGS, SSRHC)
- Income tax declaration (T2202A and Relevé 8)
- Student Card
- Change of program, course registration and modification
- Complaints (Sexual violence and harassment policy)
- Submission of papers and dissertations
- Portal *Dominicus*.

### **Coordinator of Academic and University Services (Room 309)**

- Submission of exam selection forms
- Codes and payments for photocopies
- Information on courses (timetables, credits, rooms)
- Room reservations
- Locker allocation
- Course evaluation
- Submission of masters' dissertation and doctoral thesis.

## **Director of Finances – (room 303)**

- Payment of tuition fees: The best method for students to pay their tuition is via Interac e-Transfer at finances@dominicanu.ca. Please be advised that the due dates for tuition fees is May 31st for the summer semester, September 30th for the fall semester and January 31st for the winter semester.

## **Library**

The Library hours will be the following:

- |                        |                        |
|------------------------|------------------------|
| • Monday               | 9:00 a.m. to 4:00 p.m. |
| • Tuesday and Thursday | 9:00 a.m. to 5:00 p.m. |
| • Wednesday            | Closed                 |
| • Friday               | 12 p.m. to 4 p.m.      |
| • Saturday and Sunday  | Closed                 |

Students must obey the Library's rules regarding the use and borrowing of books and periodicals, the reserving of work stations, and the use of computers and copiers.

Whenever students have directly taken a book or a periodical from a shelf, they must place a cardboard (called "phantom") indicating the number of the work station where the book or the periodical is being used. When use is over, please put the book or the periodical on the borrowing counter, at the Library's entrance.

# **GENERAL REGULATIONS**

## **Registration and Student Records**

- The academic year for graduate studies is divided into three terms semesters (Fall, Winter and Summer). Students have to be registered for each term during their programme of studies.
- Students are responsible for maintaining their student record in order. All forms and thesis proposals must be delivered to the Registrar (Room 310). Students must have paid their fees in order to be allowed to attend classes and to consult a thesis director.
- Students must complete their program according to the Program Sequence/Timeframe. Full fees are payable until completion, submission and successful defence of thesis.
- Deadlines for the submission of thesis per term: August 31st (Spring/Summer), December 31st (Fall), April 30th (Winter). Example: if a thesis is submitted and successfully defended on September 1st, full fees for the Fall Term must be paid.
- Registration must be done through the student portal, *Dominicus*, before the deadline for each semester. A penalty of \$5 per working day will apply to late submissions.

## **Graduate Courses**

- Graduate courses serve to complete students' knowledge, point to research avenues from which thesis topics can be identified, and afford opportunities for interaction among students and their professors.
- Courses generally take the form of seminars. Students will be expected to read their papers to the group. Professors may also use the lecture method. However, seminars are intended to provide constructive discussion forums. Students are expected to make substantial contributions to each class.
- Students who fail to obtain a passing grade in two courses must withdraw from the programme.

## **Language Requirements**

- All graduate Theology students must demonstrate proficiency in a second language, including languages relevant to their area of research. The thesis director is responsible for ensuring that these language requirements are met. The Faculty's Graduate Studies Committee may revise such requirements in specific cases.
- Students may write their examinations, assignments and thesis in either official language. When it is feasible or if warranted by specific assignments, students may be allowed to submit one or several papers in their second language as proof of their language skills.

## **Leave of Absence**

- In exceptional circumstances, students may be granted a leave of absence for valid reasons, with supporting documentation. A leave of absence is for the duration of a semester (4 months). The leave of absence request must be submitted at the beginning of each semester, otherwise, a new admission request must be submitted. A student can request a maximum of 3 leaves of absence for the duration of their program.

### **WARNING**

Student who abandon their studies (without having first applied for a leave of absence form and received the authorization for it) and who wish to reactivate their student record will be charged a monetary penalty equivalent to fees for three terms of full-time studies.

## **Student Involvement**

### **Research assistantships**

The Faculty will attempt to offer research assistantships and lecturing opportunities to qualified graduate students in Theology. Positions will be posted at the College in September and March.

## **Conferences**

Students are encouraged to attend conferences both at the DUC and in other institutions, as well as to present their work on such occasions. Some travel grants are allotted for this purpose. In addition, the DUC student association (Association étudiante du Collège dominicain d'Ottawa- AECDO) holds an annual conference in which all Theology graduates are invited to offer a paper.

## **Research Seminars**

Graduate students are expected to conduct a research seminar in connection with their thesis research at least once during their programme of studies.

## **Active Involvement**

The Faculty regularly holds seminars with distinguished guest scholars. Students in residence should attend all of the Faculty's public seminars, workshops and lectures.

## **Applications for SSHRCC/OGS Scholarships**

Students with an outstanding academic grade who intend to apply for a graduate scholarship (Master's level) or a doctoral fellowship from the Ontario Graduate Scholarship (OGS) must submit their application form to the Registrar's office no later than November 1<sup>st</sup>.

## **Application for scholarships from DUC's Foundation**

Students enrolled in a program who intend to apply for a scholarship from the Foundation of Dominican University College must submit their application form to the Registrar's office no later than November 1<sup>st</sup>.

# Academic Regulations for the Master's Programme in Theology

## The Graduate Studies program includes:

- Required seminars on topics that vary from year to year, aiming at a systematic analysis of an exegetical, historical, patristic or theological issue.
- One required course aiming to introduce students to theological methods and assist them in developing their research project. The first block aims at initiating the student to methodology of research in Theology and to help the research project. The two other blocks present the different methods used in the study of sources (biblical studies and history) and systematic or moral Theology.
- Optional Masters level courses, on topics that vary from year to year regarding various theological subjects.
- Courses common with the optional part of undergraduate studies or graduate studies in Philosophy that allow students to complete the number of required credits according to their personal interest.

## OBJECTIVES AND GENERAL ORIENTATION

In relation to undergraduate studies, graduate studies aim at building on this basic undergraduate foundation. In this respect, students:

- Will be able to deepen their reflection on an aspect or a problem previously seen at the undergraduate level; to study key questions that affect the faith today; or to participate, with regard to a given subject, in interdisciplinary projects concerning exegetes, theologians, and historians.
- Will be able to take on the task of scientific work in theology while perfecting methods used at the undergraduate level or by acquiring other skills needed for research with a strong emphasis on the student's personal work.

### Seminars

Seminars allow for the acquisition of a more developed knowledge of an area in theology and the progressive mastering of methods through the study of a particular question under the advisement of a professor. Seminars also permit the disciplined exchange of ideas in addition to collaborative research.

### Seminar Reports

Participation in seminars includes, in the course of the session, writing a paper of around 20 pages, in accordance to the requirements given by the professor.

## **Courses**

The courses aim at enlarging the student's reflection on one or several theological problems.

## **Final Exam**

The final exam consists of a limited number of questions that require from the student an ordered knowledge of the Christian mystery and a rigorous method.

## **Thesis**

The research thesis allows the students to work on one question and to expound their method. This thesis must follow the requirements listed further below according to whether the student is enrolled in a Master of Theology (M. Th.) or Master of Arts in Theology (M.A. Th.).

## **Tutorials**

The thesis advisor can also take on the role of tutor. This also pertains to areas external to the topic of the thesis.

## **MASTER IN THEOLOGY (M.Th.)**

### **Conditions for Admission**

To be admitted to the M.Th. program, applicants must have:

- A bachelor's degree in theology (B.Th.), or studies judged equivalent, with a minimum average of B (75%).
- A perfect command of French or English and a working knowledge (reading and listening) of the other language (English or French).

The possibility of admitting an applicant who does not have any previous knowledge of the required languages and who cannot acquire one before the beginning of the Master's program will be evaluated on an individual basis at the time of admission.

### **Coursework**

The Master in Theology program consists of a total of 24 credits and is completed full-time over the course of a year or 3 semesters: 2 semesters of coursework or 18 credits, and 1 semester during which the student will write the master's thesis. The requirements of scholarship are as follows:

- 6 Seminar credits;
- At least 6 credits within the Graduate Studies Course Program;
- A maximum of 6 credits of courses in common with the undergraduate level and tutorials;
- Comprehensive exam (6 credits), explained in the next paragraph.

## **Exams**

The student must follow the course program and take part in research seminars. In addition to written or oral exams for each of the courses in the program, students are required to pass, at the end of their coursework, an oral Candidacy exam of one hour before a committee of two members of the Faculty. This Comprehensive exam consists of nine important subjects in theology, structured as follows:

- 3 subjects in relation to theological questions studied at the undergraduate level and researched in more detail at the graduate level;
- 3 subjects in relation to theological questions studied at the graduate level;
- 3 subjects in relation to the thesis research domain.

## **Thesis**

Students must also, with the agreement of the Director of IDEST, ask a member of the Faculty to advise them on a chosen thesis topic. This thesis must be at least 50 pages long. It must demonstrate the student's ability to carry out theological work and a good knowledge of the scientific research areas on the chosen thesis topic. The thesis must be handed in within 2 years, at the latest, after the completion of the courses and examinations. It will be submitted to a jury of at least two members appointed by the Faculty.

## **Requirements**

To graduate, the candidate must:

- Maintain an average of not less than B- for all courses and seminars, having obtained a grade of at least C for each course or seminar.
- Obtain a mark of at least B- on the special examination.
- Obtain a grade of at least B- for the thesis.

Any student who fails an exam can retake the exam only once; if he fails a total of 6 credits, then he fails the entire program.

## **MASTER OF ARTS (M.A.Th.) AND LICENCE IN THEOLOGY**

### **Conditions for Admission**

#### **Masters of Arts in Theology (M.A.Th.)**

To be admitted to the M.A.Th. Program, applicants must have:

- A bachelor's degree in theology (B.Th.), or studies judged equivalent, with a minimum average of B (75%).
- A perfect command of French or English and a working knowledge (reading and listening) of the other language (English or French).

## **Licence in Theology (ecclesiastical degree)**

To be admitted to the Licence in Theology Program, applicants must have:

- A canonical degree in theology (S.T.B. or civil B.Th. with philosophy training equivalent to two years full-time);
- A perfect command of French or English and a working knowledge (reading and listening) of the other language (English or French);
- A knowledge of Latin.

The possibility of admitting an applicant who does not have any previous knowledge of the required languages and who cannot acquire one before the beginning of the Master program will be evaluated on an individual basis at the time of admission.

### **Coursework**

The Master of Arts in Theology (M.A.Th.) program consists of 36 credits and is normally completed full-time over the course of 2 years of 3 semesters each. The requirements of are as follows:

- 12 credits in seminars (one per semester);
- At least 10 credits from the Graduate Studies Course Program;
- A maximum of 8 credits of courses in common with the undergraduate level;
- Comprehensive exam 6 credits, detailed below.

### **Elective Courses**

For the students interested in learning more about different theological milieus and to enrol in a special course or to take part in research seminars that relate directly to their thesis, the Faculty can recognize a maximum of 6 credits obtained at another Faculty of Theology. In this case, the student must consult the Director of IDEST beforehand concerning this option.

### **Exams**

The students must follow the course program and take part in research seminars. In addition to written or oral exams for each of the courses in the program, the students are required to pass an oral Candidacy exam of 1 hour before a committee of 2 members of the Faculty. This Comprehensive exam consists of 9 important subjects in theology structured as follows:

- 3 subjects in relation to theological questions studied at the undergraduate level and further researched at the graduate level;
- 3 subjects in relation to theological questions studied at the graduate level;
- 3 subjects in relation to the thesis research domain.

## Thesis

Having completed their courses and examinations, students in accordance with the Director of IDEST must ask a member of the Faculty to advise them on a chosen thesis topic. This thesis must have at least 100 pages and not more than 150 pages. It must demonstrate the student's ability to carry out serious theological work on the chosen thesis topic of Theology. The M.A.Th. thesis resembles doctoral research in its aim to be original. The thesis must be completed within 3 years, at the latest, after having completed scholasticity. It will be submitted to a jury of at least two members appointed by the Director of IDEST. During the writing of the thesis, student must be registered for the three semester of the academic year.

## Requirements

To graduate, the candidate must:

- Maintain an average of not less than B for all courses and seminars, having obtained a grade of at least B- for each course or seminar.
- Obtain a mark of at least B- on the special examination.
- Obtain a grade of at least B for the thesis.

Any student who fails an exam can retake the exam only once; if he fails a total of 6 credits, then he fails the entire program.

## Choosing a Thesis Topic and Advisor

M.Th. or M.A.Th. candidates must, in accordance with the Director of IDEST and **before October 15** of the first year choose a thesis topic and a thesis advisor, fill the form and submit it to the Director of IDEST.

## The Advisor's Role

The thesis advisor will accompany the candidate:

- In delineating the thesis topic;
- In researching the thesis bibliography;
- In overseeing the elaboration of the thesis.

## Deadlines

The M.Th. thesis must be submitted no later than 2 years after the completion of courses, and the M.A.Th. thesis no later than 3 years. **Two copies of this thesis must be deposited bound or in ringed binder in room 309.**

## Thesis Evaluation

The thesis presented by the candidate is submitted to a jury of at least 2 members designated by the Director of IDEST. Members of the jury have two months to complete their evaluation. To be accepted, the M.Th. must receive a mark of at least C and the M.A. Th. thesis must receive a mark

of at least B+. Once the required corrections are made (and only those), **the candidate will submit one final hard copy version of his/her thesis and one copy on a USB key** to the academic secretary, room 309.

## **Academic Regulations for the Doctoral Programme in Theology**

### **CIVIL DOCTORATE (Ph.D.)**

#### **Conditions for Admission**

To be admitted to the Ph.D. program (civil degree), applicants must have:

- A Masters of Arts in Theology (M.A. Th.) or studies deemed equivalent with a minimum average of A- (80%).
- A perfect command of French or English and a working knowledge (reading and listening) of the other language; a working knowledge of another modern language is also required if the research subject requires it.
- A working knowledge of one or more of the ancient languages (Latin, Greek, Hebrew) necessary for the development of the research subject and the study of the documentary source required for the research.

The possibility of admitting an applicant who does not have any previous knowledge of these languages and who cannot acquire one before the beginning of the Ph.D. program will be evaluated on an individual basis at the time of admission.

### **CANONICAL DOCTORATE (S.T.D)**

Conditions for admission are the same as for the civil doctorate degree, plus the following conditions:

- To hold a canonical license (S.T.L or L.Th.) (including the requirement to have a philosophy degree equivalent to two years full-time).
- To have a knowledge of Latin.

#### **Coursework**

The doctoral program in Theology (Ph.D.) requires a residency of at least 2 years of 3 semesters and the coursework consists in 3 seminars. During the first year, students must complete:

- Two research seminars among which, as far as possible, one in the field of specialisation of the student.
- The methodological seminar for doctorate students (DTHY 6080).

## **Comprehensive Examination**

At the end of the coursework, students must successfully pass an oral comprehensive exam of 2 hours and a half on 9 topics related to the thesis and the research seminars. Those questions must be approved by the Faculty.

It is a real qualification exam in which the student must show clear abilities for research and also a level of thinking and analysis proper to the doctorate.

On each question, the candidate can write a one-page sketch that will be used as a reminder during the exam. Submitted to the Director of IDEST a week before the exam, the sketches are given to the professors and then given back to the candidate at the beginning of the exam.

The jury is composed of five professors of the Faculty. The passing mark must be at least B-.

## **Thesis**

After satisfying the requirements of coursework, the students must, in accordance with the Director of IDEST, ask a member of the Faculty to advise them on a chosen thesis topic. This thesis must have a maximum of 300 pages and be a substantial scholarly work showing mastery of a specific field and making an original contribution to theological science. The canonical degree also requires at least the partial publication (at least 50 pages) of the thesis.

## **The Advisor's Role**

The thesis advisor must accompany the candidates:

- In delineating the thesis topic;
- In the assimilation of the latest research on this topic;
- In overseeing research method, approach, and thesis' process;
- In finalizing methodology;
- In overseeing the elaboration of the thesis.

## **Official Submission of the Thesis Subject**

During the three-month period following the end of their studies or, at the latest, the comprehensive exam, students registered for the doctorate must complete the "Official submission of the thesis subject" form. The electronic version can be obtained by contacting the secretariat of university services room 309. After the submission, the dean will set up a committee of professors (including the thesis director) who will study it and, if necessary, will discuss it with the candidate. The committee will submit a written report to the Dean

Once writing the thesis has begun, students in the doctoral program could be invited to a meeting with the dean and the professors who supervise them in order to: 1- Present the progress of their research project and answer questions teachers and other students of the same level; 2- Submit a chapter or part of a chapter. These meetings, the dates of which will be communicated to students by email, are mandatory.

## Thesis Evaluation and Oral Defence

The thesis must be defended within 7 years following the first registration. **Five copies of this thesis must be deposited bound or in ringed binder** to the office of the Academic Services Secretary room 309. These copies are considered property of the College. The thesis can be written in French or English.

The doctoral thesis (Ph.D) is defended before a jury of four members (civil degree) or five (canonical degree) designated by the Director of IDEST. The jury members have three months to submit their evaluation. If the thesis receives favourable evaluations, the Director of IDEST convenes the doctoral candidate and the jury members for the final oral defence of the thesis.

The defense lasts 2 hours and a half and is done in the following way: The candidate presents his/her thesis and each member of the jury discusses with him / her for half an hour.

Once the required corrections and changes are made (and only those), **the candidate will submit one final hard copy version of his/her thesis and one copy on a USB key** to the academic secretary, room 309.

## CONDITIONS FOR FURTHER STUDIES AND GRADUATION

To be able to stay in the program the candidate must:

- Maintain an average of not less than **B-** at the end of the three seminars (having obtained for each a grade of at least **B-**).
- Get a grade of at least **B-** on the doctoral examination.
- Submit their thesis proposal no later than the end of the first year.
- To obtain their diploma, the candidate must also:
  - Defend their thesis successfully (at least a grade of **B**) during a thesis defence, preceded by an authorization to submit and a jury evaluation of five professors, including one external to the DUC.
- In order to acquire the **canonical** Ph.D. the student must publish, at least partially (50 pages), their thesis.