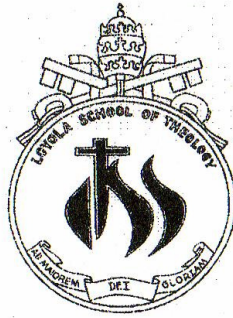




loyola school of theology
s t u d e n t h a n d b o o k



LOYOLA SCHOOL OF THEOLOGY STUDENT HANDBOOK

2007 EDITION

**LOYOLA SCHOOL OF THEOLOGY
Ateneo de Manila University
Loyola Heights, Quezon City, Philippines**

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INTRODUCTION

001. Loyola School of Theology is an Institute for theological and pastoral education conducted by the Philippine Province of the Society of Jesus. The School is open to any qualified student—lay, religious, or clerical—desirous of pursuing theological studies at the graduate level. The LST programs are also designed to provide the theological preparation for those intending to serve as priests of the Catholic Church.¹

LST offers the following ecclesiastical degrees in theology: the Bachelor of Sacred Theology (STB), Licentiate in Sacred Theology (STL), and the Doctorate in Sacred Theology (STD).

LST follows the norms that the Roman Catholic Church proposes for the education and formation of candidates to the priesthood especially as these are applied to the Philippines by the Catholic Bishops Conference of the Philippines (CBCP) in its general norms.²

For purposes of offering state-recognized academic degrees in theology, LST is affiliated with the Ateneo de Manila University, subject to the norms and authority of the Commission on Higher Education (CHED) of the Republic of the Philippines.

Furthermore, LST is also guided by the laws and authority of the Society of Jesus, specifically by those norms laid down for the formation of Jesuits and applied to LST by its own Statutes and By-Laws.

002. Historical Sketch: LST evolved from the original fusion of the faculties of Berchmans College (the former Jesuit Philosophate) and San Jose Seminary. As a theological faculty, it traces its origins to San Jose Seminary, founded in Manila more than three and a half centuries ago on 25 August 1601. In 1965 the newly merged theological-philosophical school was transferred to the Loyola House of Studies complex on the Ateneo campus. In June 1968 Loyola School of Theology (under the name of Loyola House of Studies, School of Theology and Ecclesiastical Studies) formally began to function as a federated unit of the Ateneo de Manila University.

On December 1, 1994 the Sacred Congregation for Catholic Education approved the LST Statutes and granted LST definitive aggregation to the Jesuit Faculty of Theology at Fujen University for purposes of granting ecclesiastical degrees.

On August 13, 1999, LST was established as an Ecclesiastical Faculty of Theology by the Congregation for Catholic Education and it was authorized to give in its own rights the ecclesiastical degrees of Bachelor in Sacred Theology, Licentiate in Sacred Theology and Doctor in Sacred Theology.

003. Vision and Mission Statement: In 1995 the following Vision Mission Statement was formulated and adopted by the LST academic community.

¹ Loyola School of Theology Statutes, I, Art. I, A.

² The principal Church norms: the Second Vatican Council's decrees *Presbyterorum ordinis* (1965) and *Optatam totius* (1965); the *Apostolic Constitution 'Sapientia christiana' on Ecclesiastical Universities and Faculties* (1979) promulgated by John-Paul II along with the Norms of Application of the Sacred Congregation for the Correct Implementation; the *Ratio fundamentalis institutionis sacerdotalis* (1980) issued by the Sacred Congregation for Catholic Education; Pope John-Paul II's *Apostolic Exhortation 'Pastores dabo vobis'* (1992); the *Acts and Decrees of the Second Plenary Council of the Philippines* (Manila: Catholic Bishops' Conference of the Philippines, 1992); and *The Updated Philippine Program for Priestly Formation* (Manila: CBCP Episcopal Commission on Seminaries, 2006).

LST is a Jesuit and Filipino institution and community of learning dedicated to formative theological education and research within the Catholic tradition. It is responsive to contemporary ecclesial and social concerns for the building up and service of the Church in the Philippines and in neighboring countries.

Through its inculturated courses, programs and institutional and human resources, the mission of Loyola School of Theology is to educate in the faith, sustain personal theological growth, and assist in effective empowerment of all who desire to serve God's people by ministries in and of the Church. It labors so that the members of its academic community may become academically competent, spiritually well-grounded, and apostolically motivated for Christian discipleship, renewed evangelization, social transformation, and responsible stewardship of the earth.

This Handbook seeks to provide the user with key information on the academic community of LST, its programs of academic formation, requirements, examinations, theses, library policy, etc.³ This current edition of the Handbook was approved by the Faculty Assembly (FA) on 22 February 2007 and the Faculty and Student Representatives Assembly (FASRA) on 22 March 2007. It is meant to be a handy tool for working successfully at LST.

³ Guidelines on moral conduct and decorum in school are laid out in a separate booklet, the *LST Code of Discipline*, published in 2002.

Chapter I

THE ACADEMIC COMMUNITY

A. FACULTY AND STUDENT REPRESENTATIVES ASSEMBLY

004. FASRA: This body is composed of the President, the Dean, the Executive Secretary, the Librarian, all permanent members of the faculty and four duly elected student representatives. It is the academic policymaking body of the school. It is responsible for the policies governing curriculum, academic standards, admissions, student welfare, faculty recruitment, and for policies governing research and the library.

B. ADMINISTRATIVE OFFICIALS AND COMMITTEES

005. The President: The President is the chief executive and academic official of Loyola School of Theology. The following committees assist the President in the discharge of his office.

{a} The Administrative Council: The council is composed of the President as chair, the Dean, the Executive Secretary, and two elected members of the permanent faculty. The committee is the ordinary consultative body to the President for the regular administration of the school.

{b} The Agenda Committee for FASRA: This committee is composed of the Administrative Council and a student representative from FASRA. It is intended to ensure greater participation and safeguard the freedom of FASRA in choosing the items on its agenda. It decides what will be taken up in FASRA meetings.

{c} The Advisory Council of Superiors: This consultative body of the seminary program advises the administration regarding the objectives, policies, and procedures of the school in view of the performance of the students under their supervision.

006. The Dean: The Dean is the administrator of the LST theology programs. He executes the policies of the school with the assistance of the following committees.

{a} The Admissions Committee: This committee assists in the screening and admission of students for the various degree and diploma programs of LST.

{b} The Curriculum Committee: This committee assists in revising and updating the LST curriculum.

{c} The Standards and Degrees Committee: This committee proposes policies that will help maintain the academic standards of the school. It also helps the dean in the screening and admission of STL, and doctoral students. In addition, it hears appeals of students in certain academic matters.

007. The Executive Secretary: The Executive Secretary keeps the minutes of the Administrative Council, the Faculty Assembly, and the FASRA, as well as the documents and the seal of the school. This official helps the Dean in coordinating and administering the civil degree programs of the school.

008. The Treasurer: The Treasurer is the financial administrator in charge of all its finances of the school, subject to the discretion and approval of the President.

009. The Librarian: Under the President, the Librarian is directly responsible for the administration of the library. The Librarian is assisted by the Library Committee.

- **The Library Committee:** This committee is concerned with overall policies and programs of the library.

010. The Director of Advanced Graduate Students: The Director looks after the general welfare of doctoral and licentiate students. He/she orients them on the requirements of their doctoral and licentiate programs and helps them choose subjects to enroll in. He/she helps them find mentors of their dissertation. He/she acts as a liaison between the students and their mentors, and between the students and the Dean. He/she meets the doctoral and licentiate students on a regular basis—either individually or as a group—to monitor their progress. He/she organizes a forum of doctoral and licentiate students for the purpose of sharing the fruit of their research with one another. The Director of Advanced Graduate Students is *ex-officio* (non-voting) resource person for the Standards and Degrees Committee.

C. THE FACULTY

011. The Faculty Assembly (FA), composed of the permanent faculty, with unranked faculty encouraged to attend, discusses matters pertaining to the courses of studies. It also provides the administration with recommendations for the updating and improvement of the school program.

012. The Faculty: To ensure that carrying out of its mission, Loyola School of Theology is provided with an adequate staff of competent and qualified professors and lecturers, and professional librarians. The professors and lecturers are devoted to research and giving solid theological education to the regular students of theology through their teaching. They also have a special concern for those preparing for the priesthood.

Conscious of the fact that they teach in the name of the Church and in the name of a school directed by the Society of Jesus, the faculty is governed by the norms laid down in the *Apostolic Constitution 'Sapientia christiana' on Ecclesiastical Universities and Faculties*, with the Norms of Application of the Sacred Congregation of Catholic Education for the Correct Implementation; *The Acts and Decrees of the Second Plenary Council of the Philippines* (1991), *The Updated Philippine Program for Priestly Formation* (2006) issued by the CBCP Commission on Seminaries.

{a} Permanent Faculty: The permanent members of the faculty of Loyola School of Theology are the Full Professors and Associate Professors. They constitute the core of the teaching staff.

After one year Instructors and Assistant Professors share some of the rights and duties of the permanent members: they may vote at FASRA meetings and serve on committees.

The Instructors and Assistant Professors may be appointed and missioned canonically by the Vice-Chancellor to the permanent faculty after three consecutive years of satisfactory service.

{b} Ranked Professors: These are the Instructors, the Assistant Professors, the Associate Professors, and the Full Professors.

{c} Unranked Professors: These are the Lecturers, the Visiting Professors, the Research Associates, and the Professional Librarians.

{d} Research Assistants: The Research Assistants are chosen from outstanding students of theology of Loyola School of Theology who are candidates for the master's or licentiate or doctorate degrees in theology. Upon the *placet* of the faculty member, candidates are to be recommended by the Dean for appointment by the President. Appointments can be renewed by concurrence of the parties involved.

The Research Assistants aid the professor to whom they are signed with general research, bibliography work, initial evaluation of exams, and scientific interaction with students. The research assistants form a needed "middle level" of scholarship in the academic community.

D. THE STUDENTS

013. Classification of Students

{a} Degree Students: Students who have been accepted to the civil and ecclesiastical degree programs. Some of these may be

- **Students Admitted Provisionally:** These are students who have been provisionally admitted to a degree program until they shall have fulfilled all the admission requirement within a period set by the school: e.g., those who have not yet submitted their official Transcript of Record and other admission requirements; or those taking propaedeutic courses—in Philosophy, Theology, English—to fulfill academic prerequisites or language proficiency requirement.
- **Students on Academic Probation:** Some students are on academic probation until they have earned a certain number of units in their course work, after which they are evaluated by the Standard and Degrees Committee for definitive acceptance to the degree programs.

{b} Non-Degree Students: Students who, while studying in LST, are not in any of the degree programs, either by choice or disqualification.

{c} Students in the Certificate/Diploma Programs: Students registered for specific courses for a professional certificate.

{d} Auditors: These are students who attend certain courses on a noncredit basis. They attend the course for their own personal interest; they do not take final examinations and cannot gain degree credit for such courses.

{e} Cross-Registrants: These are students from other schools who take subjects on a credit or audit basis, with the approval of the Dean. Cross-registrants must secure a letter from the Registrar of their home school granting them permission to cross-enroll at the Loyola School of Theology.

014. The Student Council: The Student Council, composed of student representatives elected from among the full-time degree students in theology, constitutes the ordinary organ and voice of the student body. The aim and purpose of the student council is to foster a continuous and

constructive dialogue between students and professors, and to foster a responsible participation of the student body in the academic life of the school.

The Student Council has its own by-laws regulating elections, meetings, and activities. It nominates from among its members representatives to FASRA and various committees for terms of at least one year. These include four student representatives to FASRA, one representative each to the curriculum committee, library committee, and to the agenda committee for FASRA.

Chapter II

ADMISSIONS, REGISTRATION, & OTHER PROCEDURES

A. ADMISSION TO THE ECCLESIASTICAL DEGREE PROGRAMS (STB, STL, STD)

015. Application Period & Deadlines: Applicants to the Bachelor in Sacred Theology (STB) program are normally admitted only in the First Semester; but applicants to the Licentiate in Sacred Theology (STL) or Doctorate in Sacred Theology (STD) programs may be admitted in either First or Second Semester.

Schedules and deadlines for application are published on the bulletin and website of Loyola School of Theology (<http://www.lst.edu>).

- **Deadline for International Applicants:** To allow sufficient time to process applications, international applicants applying from abroad are strongly advised to submit the required forms and documents at least six months before the beginning of the semester or term in which they intend to start graduate studies.

Application forms as may be obtained from Loyola School of Theology Registrar's Office for a fee. The applicants fill out and submit the forms together with the other requirements to LST.

016. Entrance Tests: All applicants to the ecclesiastical degree programs are required to take the graduate school entrance tests administered for LST by the Ateneo Center for Psychological & Educational Assessment (ACESS). These are usually held on specific dates in the months of 7 January to March for the summer, March to May for the First Semester, and August to October for the Second Semester. The test results are sent directly by the testing center to LST.

Graduates from LST or Ateneo de Manila University who have already taken the Ateneo graduate school entrance tests need not retake the same examination.

017. Transcript of Record: The application must be accompanied by a Transcript of Record bearing the original signature of the Registrar and the school seal.

The Transcript of Record must attest to a college degree required for admission to the STB program, an STB degree required for admission to the STL program, or an STL degree required for admission to the STD program.

A minimum of 12 units of undergraduate theology and 36 units of systematic philosophy is required for applicants to the STB program. Moreover, they must have attained at least a general undergraduate average of 2.5 (B) with no grade of "failure" or "condition".

Applicants to the STL/STD program must have attained at least a general average of 2.0 (B+) in the STB/STL course.

- **Authenticated English Translation:** A Transcript of Record in a language other than English must be accompanied by a duly authenticated English translation.

018. TOEFL: International applicants are expected to have a sufficient grasp of both written and spoken English to be able to do graduate level work in LST.

International applicants based abroad must take the Test of English as a Foreign Language (TOEFL). A minimum score of 550 on the paper-based test or 213 on the computer-based test is required for admission. Scores cannot be older than two years.

International applicants based abroad who were accepted on the basis of their TOEFL or other English proficiency test results have to take the Ateneo entrance examinations for validation purposes when they come to the Philippines to enroll.

019. Requirements upon Application: The following documents must be submitted to the LST Registrar's Office upon application:

- Duly accomplished application form
- Bio-data
- Results of Graduate School Entrance Tests, administered by the Ateneo Center for Psychological & Educational Assessment (ACCESS)
- Result of Test of English as Foreign Language (TOEFL) for applicants from non-English-speaking countries
- Photocopy of original Transcript of Record from previous school (undergraduate or graduate), and its English translation if the Transcript is in a foreign language
- Photocopy of original diploma or certificate of graduation
- Three ID pictures (2" x 2")
- Personal Essay
- If a candidate for the priesthood, an endorsement letter from his bishop or religious superior
- Application fee

Additional Requirements for STL and STD Applicants:

- Applicants to the STL program are required to submit one major research paper they have written in their STB course work.
- Applicants to the STD program are required to submit a copy of their licentiate *tesina*. In addition, they must also submit an essay describing why they are pursuing the doctorate, mentioning the area they wish to pursue in their dissertation.

020. Requirements upon Admission: The following documents must be submitted to the LST Registrar's Office not later than one month after provisional admission:

- Original Transcript of Record (graduate or undergraduate), bearing the school seal and the original signature of the Registrar or Dean. However, if the original Transcript has been submitted to the Ateneo Registrar for the purpose of admission to the civil degree program, then the student must submit to LST an authenticated copy of the original.

021. Screening and Acceptance to the Programs:

{a} Acceptance to the STB Program: Applicants are accepted to the STB program by the Dean upon the recommendation of the Admissions Committee which evaluates the applicants on the basis of their academic records, entrance test results, essays, bio-data, etc. On the recommendation of the committee, some students may be required to take propaedeutic courses as a condition for their acceptance to the program.

{b} Acceptance to the STL Program: Applicants to the STL program are accepted to the program by the Dean upon the recommendation of the Standards and Degrees Committee which evaluates the applicants on the basis of their academic records, entrance test results, the major research paper, essays, bio-data, etc.

- **STB Graduates from the Loyola School of Theology:** STB graduates from the Loyola School of Theology with a weighted average of B+ or 2.0 are admitted automatically into the STL program, the second cycle of theology.
- **STB Graduates from Other Schools of Theology:** STB graduates from other schools of theology with a grade better than *cum laude* can be admitted without a qualifying examination. Those with an average of *cum laude* may be required to take a qualifying examination.
- **Graduates from Other Schools of Theology without an STB:** Students finishing three years of theology in a school that does not offer ecclesiastical degrees have to do one more year at LST to obtain the STB.
- **Seminary Graduates without an STB:** Graduates with an average of B+ or 2.0 for the normal four year theology course from a school of theology that does not give church degrees can be admitted into the STL program.

{c} Acceptance to the STD Program:

Provisional Acceptance – Applicants to the STD program are accepted provisionally by the Dean upon the recommendation of the Standards and Degrees Committee. The criteria for the provisional acceptance are the grades, the entrance test results, the licentiate *tesina*, essay, etc. In addition to the academic records, the committee considers the following priorities: full-time enrollment, knowledge of languages, and involvement in ministry.

Definitive Acceptance – Full acceptance to the doctoral program is decided by the Dean in consultation with the Standards and Degrees Committee only after the students have satisfactorily completed nine (9) units of course work. The bases of definitive acceptance are the grades, the professors' evaluations, and at least one major research paper written in the doctoral course work (cf. 064c).

Without definitive acceptance to the program the doctoral students will not be allowed to enroll beyond the 9 units of course work.

B. ADMISSION TO THE CIVIL DEGREE PROGRAMS (MA, PHD)

022. Application Period & Deadlines: Students may apply for admission to any of the civil programs in either semester or during the summer session.

Schedules and deadlines for application are published on the websites of the Loyola School of Theology (<http://www.lst.edu>) and the Ateneo de Manila University Office of Graduate Services (<http://www.ateneo.edu/ogs>).

- **Deadline for International Applicants:** To allow sufficient time to process applications, international applicants applying from abroad are strongly advised to submit the required

forms and documents at least six months before the beginning of the semester or term in which they intend to start graduate studies.

Application forms may be obtained from the Ateneo de Manila University Office Graduate Services (OGS) for a fee. Alternatively, the downloadable version of the application and recommendation forms may be printed and the application fees paid upon filing of the application.

The applicants fill out and submit the forms together with the other requirements by the deadlines set by the Ateneo Office of Graduate Services.

023. Entrance Tests: All applicants for the civil degree and certificate programs are required to take the Ateneo de Manila University Graduate School entrance tests. These are usually held on specific dates in the months of January to March for the summer, March to May for the First Semester, and August to October for the Second Semester. The test results are forwarded by the testing center to LST.

Graduates from LST or Ateneo de Manila University, who have already taken the Ateneo Graduate School entrance tests, need not retake the same examination.

024. Transcript of Record: The application must be accompanied by a Transcript of Record bearing the original signature of the Registrar and school seal. Transcripts from Philippine schools should contain the notation, "Copy for the Ateneo de Manila University-Loyola Schools."

The Transcript of Record must attest to a bachelor's degree required for admission to the MA programs, or a master's degree required for admission to the PhD program.

A minimum of 12 units of undergraduate theology is required for applicants to the MA programs. Moreover, they must have attained at least a general undergraduate average of B (2.5).

Applicants to the PhD program must have attained at least a general average of B+ (2.0) in the MA course.

- **Authenticated English Translation:** A Transcript of Record in a language other than English must be accompanied by a duly authenticated English translation.
- **Certificate of Degree Equivalency:** International applicants may be required to submit a Certificate of Degree Equivalency issued by the Philippine consulate in the country where the Transcript of Records was issued.

025. TOEFL: International applicants are expected to have a sufficient grasp of both written and spoken English to be able to do graduate level work.

International applicants based abroad must take the Test of English as a Foreign Language (TOEFL). A minimum score of 550 on the paper-based test or 213 on the computer-based test is required for admission. Scores cannot be older than two years.

International applicants based abroad who were accepted on the basis of their TOEFL or other English proficiency test results have to take the Ateneo entrance examinations for validation purposes when they come to the Philippines to enroll.

026. Requirements upon Application: The following documents must be submitted to the Ateneo Office of Graduate Service upon application:

- Duly accomplished application forms
- Graduate School Entrance Test, administered by the Ateneo Center for Psychological & Educational Assessment (ACCESS)
- Test of English as Foreign Language (TOEFL) for applicants from non-English-speaking countries
- Two photocopies of original Transcript of Record from previous school (undergraduate and/or graduate), and its English translation if the transcript is in a foreign language
- Two photocopies of original diploma or certificate of graduation
- If needed, Certificate of Degree Equivalency issued by a Philippine consulate abroad.
- Honorable Dismissal from previous school
- Three ID pictures (2”x 2”)
- Personal Essay
- Three recommendation letters
- Two photocopies of birth certificate
- Two photocopies of marriage certificate (for married woman applicant)
- Application Fees

Additional Requirements for PhD Applicants:

- Applicants to the PhD program are required to submit a copy of their master’s thesis or its equivalent, on which their capacity to write a dissertation will be evaluated.
- In addition, they must also submit an essay describing why they are pursuing the doctorate, mentioning the area they wish to pursue in their dissertation.

027. Requirements upon Admission: Filipino students are given one month to submit the following to the Ateneo Office of the Registrar:

- Original copy of Transcript of Record
- Transfer Credential/Honorable Dismissal issued by the school where the student were last enrolled
- Special Order Number and Certificate of Graduation (as needed)

International students must submit the following documents to the Ateneo Office of the Registrar at least two weeks before the start of registration:

- Valid Visa / Study Permit / CRTS / validated ACR of international students
- For Student Visa applicants: 6 copies of Personal History Statement, and a Notarized Affidavit of Support & Bank Statement.

028. Screening and Acceptance to the Programs:

{a} Acceptance to the MA Pastoral Ministry Program: Applicants to the MA Pastoral Ministry program are accepted to the program by the LST Dean upon the recommendation of the Admissions Committee which evaluates the applicants on the basis of their academic records, entrance test results, essays, bio-data, etc. On the recommendation of the committee, some students may be required to take propaedeutic courses as a condition for their acceptance to the program.

{b} Acceptance to the MA Theological Studies Program:

Provisional Acceptance – Applicants to the MA Theological Studies program are accepted provisionally by the LST Dean upon the recommendation of the Admissions Committee which evaluates the applicants on the basis of their academic records, entrance test results, essays, bio-data, etc. On the recommendation of the committee, some students may be required to take propaedeutic courses as a condition for their acceptance to the program.

Definitive Acceptance – Definitive acceptance to the MA-TS program is decided by the Dean upon the recommendation of the Admissions Committee only after the students have completed 18 units of course work. The bases for the definitive acceptance are the grades, the professors' evaluations, proficiency in English, and at least one major research paper written in the MA-TS course work (cf. 073).

Students who are not approved for definitive acceptance to the MA-TS program may shift to the non-thesis MA program

{c} Acceptance to the PhD Programs:

Provisional Acceptance – Applicants to the doctoral program are accepted provisionally by the LST Dean upon the recommendation of the Standards and Degrees Committee. The committee evaluates the applicants on the basis of their academic records, entrance test results, essays, master's thesis or its equivalent, etc. In addition to the academic records, the committee considers the following priorities: full-time enrollment, knowledge of languages, and involvement in ministry.

Definitive Acceptance – Definitive acceptance to the doctoral program is decided by the LST Dean in consultation with the Standards and Degrees Committee only after the students have satisfactorily completed 18 units of coursework. The bases for definitive acceptance are the grades, the professors' evaluations, and at least one major research paper written in the doctoral course work (cf. 064c).

Without definitive acceptance to the program the doctoral students will not be allowed to enroll beyond the 18 units of course work.

029. Admission Procedures for International Applicants: The specific admission procedures, deadlines, and forms for international applicants applying from abroad or from the Philippines may be downloaded at <http://www.ateneo.edu/ogs>.

The Loyola School of Theology reserves the right to ask its international applicants for additional proof of academic competence.

Acceptance letters are issued through the Office of Graduate Services. Students are normally admitted on a probationary/provisional status.

The accepted international applicants must submit/present the documents indicated on the admission notice to the International Students Section of the Office of the Registrar located at the 2nd Floor, Bellarmine Hall by the stated deadline before the start of registration for the semester or summer term.

Registration forms for all international students are issued by the International Students Section of the Office of the Registrar.

030. Legal Documents Required of International Students: Once admitted, international students on student visas are required to submit the following to the Office of the Registrar at least two weeks before the start of registration:

- For Philippine-born aliens and those with permanent resident status - an Alien Certificate of Registration (ACR) issued by the Bureau of Immigration.
- For other international students - their passport, visa, ACR, and Certificate of Residence for Temporary Students (CRTS) valid for the semester / summer term of enrollment.

Holders of non-student visas valid for enrollment in the Philippines also have to submit the required admission documents to the Office of the Registrar at least two weeks before the start of registration.

C. REGISTRATION

031. Registration Information and Schedules: These are posted on the bulletin board and website of Loyola School of Theology. Various categories of students are usually assigned different dates for registration.

Registrations in the ecclesiastical and civil degree programs are all held in Loyola School of Theology.

032. Dual Registration: There is only one process of registration for both ecclesiastical and civil degree programs. Students may enroll their subjects to earn credits for both ecclesiastical and civil programs.

The Registrar's copy of the registration form is the official record of subjects in which the students enrolled. Any change must be accomplished by students on the official Load Revision Form (LRF).

033. Advisement: The Dean and several professors give advisement of subjects during the registration. The students must first seek advice from any of them before enlisting for subjects.

034. International Students in the Civil Degree Programs: International students are subject to the rules and regulations of the Bureau of Immigration and the Commission on Higher Education.

International students on student visas must register for subjects to earn credit (and grades) and must carry full academic loads.

International students who wish to transfer to another school should present a letter citing the reason(s) for transfer addressed to the Officer-in-Charge of the International Students Office of the CHED. Transfer credentials will be issued by the Loyola Schools upon receipt of the CHED clearance.

International students who intend to temporarily leave the Philippines must apply for an Emigration Clearance Certificate and Special Return Certificate with the Philippine Bureau of Immigration if they wish to retain their student visas.

An International Student's Fee is charged every enrollment in the civil degree program in addition to the regular tuition and fees.

035. Fees and Payments: The regulations governing the payment of tuition and other fees are issued from time to time by the Loyola School of Theology Office of the Treasurer.

The Loyola School of Theology complies with all CHED requirements regarding increases in tuition and fees.

Students are not considered officially enrolled until they have paid the assessed amount of tuition and fees.

Students shall not be allowed to receive any degree, diploma, or certificate, nor be given a Transcript of Record, unless all financial obligations to the Loyola School of Theology have been settled.

Fees for Transcript of Record, diploma, certificate, etc. obtained from the Ateneo de Manila must be paid to the University cashier; while those obtained from Loyola School of Theology must be paid to the LST cashier.

D. OTHER ACADEMIC PROCEDURES

036. Cross-Registration: A student may cross-enroll in another school only with the approval of the Dean and the Registrar. The student must also secure the signatures of the Dean and Registrar of the receiving school.

The LST Dean must determine if the course to be cross-registered is a course in the LST program. For a cross-enrolled course to be validated it must be graded above average (i.e., B or above). The Dean may also require the student to take a validation exam for the cross-enrolled course to be credited in LST. The student must find out the conditions for validation before cross-enrolling.

The Request to Cross-Register Form may be obtained from the Ateneo Office of the Registrar for the civil degree programs, and/or from the LST Office for the ecclesiastical degree programs.

037. Validation of Courses & Transfer Credits: A student who transferred from another graduate school to LST may have his/her Transcript of Record evaluated by the Dean. The Dean will indicate which courses, if any, will be validated as having their equivalence in the LST program. For a course to be validated it must be graded above average (i.e., B or above) and must have the same number of credits as its LST counterpart. Official forms—from LST for the ecclesiastical degree programs and/or from the Ateneo for the civil degree program—must be completed for the validation to be effective.

038. Shifting to Another Program or Concentration: A student who wants to shift to another program or concentration should file an official request that must be approved by the Dean. The Load Revision Form (LRF) obtained from the Ateneo Office of Graduate Services is used for this purpose.

039. Withdrawing from, Adding, or Substituting Courses: The student who wants to withdraw from, or add, or substitute courses should file an official request that must be approved by the Dean on or before the deadline set by the school. The Load Revision Form (LRF) obtained from the Ateneo Office of Graduate Services is used for this purpose.

Withdrawal from a course without permission merits a failing grade. Likewise, no recognition is given for courses added or substituted without permission.

While request is pending, the student should attend all classes of courses he/she is currently enrolled in.

040. Changing Status from Credit to Audit or from Audit to Credit: A student who wants to change status from credit to audit or from audit to credit should file an official request that must be approved by the Dean on or before the deadline set by the school. The Load Revision Form (LRF) obtained from the Ateneo Office of Graduate Services is used for this purpose.

041. Overloading: The students who wish to enroll beyond the maximum credit load of 12 units in the civil degree program must seek the approval of the Dean.

042. Leave of Absence: Students who expect not to register for a semester should file a leave of absence that must be approved by the Dean. The Leave of Absence Form may be obtained from the Ateneo Office of the Registrar.

Students on leave of absence cannot enroll in another school for the purpose of pursuing another civil degree program.

Leave of Absence does not substitute for Official Withdrawal from courses. To withdraw from courses, the students should apply for a load revision, not for a leave of absence.

043. Reinstatement: Students who do not register for two consecutive semesters without a leave of absence must apply for reinstatement. The reinstatement must be approved by the Dean before they are allowed to register.

044. Readmission: Students who do not register for three consecutive semesters or more without a leave of absence are automatically dropped from the program. Should they wish to return to the program, they must apply for readmission. The readmission must be endorsed by the Standards and Degrees Committee and approved by the Dean.

045. Time Limit for Obtaining the Degree: All work for the degree should ordinarily be completed within five (5) years from the date of first registration (including, if any, the period on leave of absence). Appeals for extensions may be made within three years after the comprehensive examination for the STL and MA programs, or within five years after the comprehensive examination for the STD and PhD programs.

046. Time Limit for Course Credits to Remain Valid: No credits are given for courses completed more than eight (8) years ago for the STL and MA programs, or more than ten (10) years ago for the STD and PhD programs.

047. Request for a Change of Grade: The request for a change of grade may be initiated by either the student or the professor. The reasons for it must be explained in writing, and supported, if necessary, by material evidence such as test papers, reports, assignments, projects, etc. A request initiated by the student must be evaluated and endorsed by the professor before it is submitted to the Dean for his approval. Request for a change of grade cannot be entertained after one semester has lapsed since the grade was given.

048. Class Attendance: As a general policy, the student is required to attend classes in order to pass the course. If the student's absences reach 25% of the total number of class hours allotted for the course, he/she should officially withdraw from the course, or else be given a failing grade.

049. Alternative to Attending the Class: A student who is exceptionally bright may be allowed by the professor to study on his/her own instead of attending the class. However, such privilege entails pre-arranged meetings with the professor for reading assignments, tutorial lessons, and supervision of the research. For grading purpose the student may be required to take the exams given to the class, or to submit a major research paper in lieu of the exams.

Chapter III

ECCLESIASTICAL DEGREE PROGRAMS

A. BACHELOR IN SACRED THEOLOGY

050. Program Description: Studies for the STB are designed to give the students mastery of the Christian message and the ability to communicate it. The organization of courses is basically genetic and corresponds to contemporary theological methodology. Students are introduced to the sources and the development of doctrine integrated within a synthetic overview of the great themes of Christian theology. In this way, the school tries to help them acquire that degree of personal mastery of Christian sources which will enable the students themselves to adapt the Christian message to the manifold situations in which they will work.

The program is open to any qualified student—lay, religious, or cleric—who desires to get a thorough and solid training in Catholic theology.

The aims of the STB program are: {a} To present in an organic manner the whole of Catholic doctrine; {b} To introduce the student to the scientific method in theology; {c} To assure student comprehension through appropriate required examinations.

051. Areas of Theology: The course of studies, which all students pursuing the STB are expected to take, covers the following areas of theology:⁴

{a} Biblical Theology: The courses in sacred Scripture are designed to provide a survey of Old and New Testament literature, as well as an in-depth study of individual books and subjects. The opportunity to study biblical languages is given and the learning of such language is highly encouraged.

{b} Systematic Theology: The purpose of the study of systematic theology is to provide the student with a reflective understanding reached by reason under the light of faith, of the mysteries of the Christian faith. Courses in this area, while recapitulating what remains valid in traditional systematization, deal also with new theological problems that arise in our contemporary context. They further seek to show the mutual interrelation of the Christian mysteries, they are bearing upon the total human way of life here and hereafter, and their relationship to other areas of human knowledge.

{c} Historical Theology: These cover the major doctrinal developments and controversies of the Christian tradition. Through an emphasis on the historical context in which Christian doctrines have been formulated, the study of historical theology is meant to make the student aware of both the original significance of the central Catholic doctrines and all the various ways in which doctrines and theological systems come to be formulated.

{d} Moral Theology: The courses in moral theology are designed to enable the student to study the moral norms a person must follow as well as focusing on the formation of character, vision of life, and basic values and convictions, which enable a person to do the good and attain his/her final goal in the light of Christian faith and reason.

⁴ *Updated Philippine Program*, pp. 52-59.

{e} Sacramental Theology and Sacred Liturgy: Courses in this field are meant to inculcate in the students “a solid grasp of the meaning of the sacraments and their place in Christian living.”⁵

{f} Spiritual-Pastoral Theology: The study of pastoral theology, both in course work and in field work, is directed to preparing future pastoral workers to deal directly with the more practical aspects of Christian life, sacraments, liturgy, canon law, Christian secular spheres like family and the city.

{g} Missiology: In response to the call for the Philippine Church to become truly a Church-in-Mission, studies on missiology and evangelization are an integral part of the STB program.⁶

052. Academic Prerequisite: To get accepted to this program the applicants must have a bachelor’s degree with at least 12 units of undergraduate theology and at least a general average of 2.5 (B). They must also have completed the philosophical studies required by the Church. While course descriptions and the distribution of matter will vary from place to place the following will generally be considered as normative in determining whether the minimum requirements of the philosophical studies have been met:

- Philosophy of the human person (two semesters)
- Philosophy of religion (one semester)
- Foundations of moral value (one semester)
- History of philosophy (ancient, medieval, modern; three semesters)
- Logic, metaphysics, theory of knowledge (epistemology), philosophy of science (cosmology), and philosophy of language (one semester for each course)

While there may be variations in curricula, students must have completed two years or four semesters in which an "organic exposition of the various parts of philosophy was imparted, which included treating the world, human being and God." It also should have included the history of philosophy, together with an introduction into the method of scientific research.

053. STB Course Work:

First Year

| First Semester | | Second Semester | |
|----------------|---|-----------------|---|
| Theo 216 | Pentateuchal Studies | Theo 217 | Prophets of Israel |
| Theo 205 | Revelation-Faith | Theo 234 | Scripture-Tradition-Magisterium |
| Theo 209 | Christian Worship | Theo 208 | Fundamental Moral Theology |
| Theo 272 | Church History I: 1 st -13 th Centuries | Theo 273 | Ch Hist II: 14 th to Present Century |
| | | Theo 288 | Frontlines I: Basic Past. Methods |

Second Year

| First Semester | | Second Semester | |
|----------------|------------------------------------|-----------------|--------------------------|
| Theo 225 | Synoptic Gospels | Theo 226 | Paul |
| Theo 207 | Christology | Theo 204 | Ecclesiology |
| Theo 239 | Th Ant I: Creation-Sin-Eschatology | Theo 251 | Sacraments of Initiation |
| Theo 262 | SpMorTh I: Sexual-Medical Ethics | Theo 270 | Canon Law I |
| | [Elective] | | [Elective] |

⁵ Updated Philippine Program, pp. 56-57.

⁶ Updated Philippine Program, p. 59.

Third Year

| First Semester | | Second Semester | |
|----------------|--|-----------------|--------------------------------------|
| Theo 237 | God One & Triune | Theo 227 | John |
| Theo 263 | SpMorTh II: Christian Social Ethics | Theo 240 | Th Ant II: Grace |
| Theo 275 | ChHist III: Philippine Church History | Theo 252 | Penance-Anointing / Matrimony |
| Theo 289 | Pastoral Psychology & Counseling [Elective] | Theo 271 | Canon Law II [Practicum Elective] |

Fourth Year

| First Semester | | Second Semester | |
|----------------|-------------------------------------|--------------------|--|
| Theo 218 | Psalms; or Theo 219 Wisdom Lit. | Comprehensive Exam | |
| Theo 253 | Holy Orders | | |
| Theo 200 | Synthesis (2Q & 3Q) | | |
| Theo 288.1 | Frontlines 2: Adv. Pastoral Methods | | |

- **Priesthood Track:** Seminarians and scholastics aspiring for ordination to the priesthood take additional courses and exams to prepare themselves for the priestly ministry: e.g., homiletics, presiding on the liturgy, the administration of the sacraments, and preparation for and examination on hearing confessions.

054. Major Research Paper: Towards the end of third year, all STB students must submit to the LST Registrar one major research paper they had written in one of their theology courses.⁷ The paper must conform to the following specifications:

- It must be between 15-30 pages in length.
- It must be formatted according to *LST Style Manual* based on Turabian, 6th edition.
- It must include footnotes and at least one full-page bibliography listing only the titles of books and articles that have actually been cited in the paper.
- It must have received a grade of at least 2.5 (B)

Note: The sources of quotations and borrowed ideas must be fully acknowledged in the footnotes. Failure to do so is tantamount to *plagiarism*, which is penalized with a failing grade in the course and an appropriate sanction (*Code of Discipline*, pp. 9-10).

055. STB Dogma Comprehensive Examination: All students in the STB program take an oral dogma comprehensive examination after completing all required course work. This examination aims to determine whether students have attained sufficient theological knowledge for the fruitful exercise of their ministry.

The matter for this comprehensive examination is distributed to the students at least three months before the examination date. Since early publication of the composition of the board of examiners is judged to be detrimental to the review and preparation for the examination, the names of the examiners are made public only two days before the examination date.

Depending on academic performance, students take either an honors or an ordinary comprehensive examination:

⁷ In courses that do not require a term paper, writing a major research paper may be done at the initiative of the student, provided the following protocol is observed: {a} The student must first ask permission from the professor to write a major research paper. {b} Before embarking on the research the student must have the topic of the paper approved by the professor. {c} The student must submit the paper before the end of the semester.

{a} The Ordinary Comprehensive Examination: The ordinary comprehensive examination lasts 45 minutes before a board of three professors. The basis of the examination is the ordinary comprehensive theses sheet. Each professor questions the examinee for 15 minutes.

{b} The Honors Comprehensive Examination: It is a 90 minute examination before a board of three professors. The preparation for it affords an opportunity for the students to achieve more thorough overview of the whole STB program and to assimilate it in a more personal and creative way. The examination itself allows the students to manifest exceptional mastery of the program in theology in view of their ministry.

Qualification: Students in the STB program with a 1.00-1.75 weighted average take the honors comprehensive examination.⁸ This average is computed from all the courses taken. Those whose average falls between 1.76 and 2.00 may appeal to the Standards and Degrees Committee to be allowed to take the honors comprehensive examination.

Students who have four or more of the STB courses taken from another school—i.e., 12 or more of STB credit-units obtained from “transfer credits”—are allowed to take only the ordinary comprehensive examination.

Procedures: The honors examination consists of two parts. In the first, the candidate is examined by each of the three professors for 20 minutes each on the basis of the ordinary comprehensive examination theses sheet. After a break, the candidate presents his synthesis within ten minutes. He is then questioned on the synthesis presented by the examiners for 20 minutes. Each examiner gives a mark based on the total performance. The first part counts for 2/3 and the second for 1/3 of the final grade for the examination.

Synthesis: The synthesis is intended to help honors students personally integrate the main themes of their study of theology by articulating it in relation to a particular focus. The theses studied in preparation for the comprehensive examination express the main areas of the Christian message that should be included in the synthesis. In presenting their syntheses, students are expected to show a creative grasp of the contents of the Catholic faith as it relates to a topic that they have found meaningful, and which has relevance for an inculturated theology.

The synthesis is normally five to ten pages in length. It is prepared in consultation with his/her mentor. The synthesis should be submitted to the mentor at least two weeks before the comprehensive examination.

Three days before the examination, five typed copies of the synthesis, approved by the mentor, should be submitted to the Dean. Forms for assigning the mentor and for obtaining approval of the synthesis may be obtained from the Loyola School of Theology Office.

B. LICENTIATE IN SACRED THEOLOGY

056. Program Description: The purposes of the STL program are: {a} In general, to prepare research scholars, teachers, and professional practitioners in their field and to provide the

⁸ The principal theological disciplines (Scripture, Fundamental Theology, Systematic-Historical Theology, Moral and Spiritual Theology, Pastoral Theology, Liturgy, Church History, and Canon Law) are given the weight of 3 points. Other theological courses are given 2 points; and electives receive 1 point. (See *LST Statutes*, art 36 C).

necessary formation and grounding for the doctorate in theology. {b} In particular, to deepen and enlarge the knowledge of the students in a field of specialization: Scripture, dogmatic theology, moral theology, spirituality and pastoral theology, or religious education. {c} To initiate them into the methods of scientific theological research.

Upon admission to the licentiate program the student must choose his/her area of concentration from any of the following:

- Scripture
- Dogma/Systematic Theology
- Moral Theology
- Spirituality-Pastoral Psychology
- Religious Education

057. Academic Prerequisites: To get accepted to this program the applicants must have the ecclesiastical degree Bachelor in Sacred Theology (STB) with at least a general average of 2.0 (B+). Those who finished four years of theology from a seminary that does not offer the STB may also qualify for the STL program provided they have good grades (at least a general average of 2.0 or B+) and they can offer some proof (e.g., a research paper they have written in their seminary course, etc.) of their capacity to write a *tesina*.

058. STL Language Requirements: The STL program requires a working knowledge of one modern language, besides English, in which significant theological writing has been done (e.g., German, French, or Spanish), one Biblical language, and Ecclesiastical Latin. The requirements may be satisfied either by {a} taking language courses of two semesters each language in any university/college, provided that at least a grade of B is attained; or by {b} passing a proficiency test administered by LST in any or all of these languages. The test, lasting for 30 minutes, consists in translation of a page of Biblical Hebrew, Biblical Greek, or Ecclesiastical Latin, or German, or French, or Spanish, with the aid of a dictionary. The language requirements must be fulfilled before writing the *tesina*.

059. STL Course work: The program requires at least three semesters of course work in which the student must successfully complete eleven (11) licentiate or doctoral level courses – a total of 33 credit units.

{a} Concentration (21 units): Seven courses or seminars are drawn from the student's field of concentration.

{b} Reading Courses: Two of the seven concentration courses must be reading courses specifically geared toward the topic of the student's *tesina*. At the end of each reading course, the student must submit a written report in the form of a *Review of Literature*, i.e., a survey and evaluation of books and articles dealing with a specific research topic. The review must cover all the books and articles assigned by the professor as well as other readings that the student may have discovered for himself/herself in the course of the research. The reading course includes pre-arranged meetings with the professor to discuss the reading materials.

Note: Before enrolling in the reading courses, they must first be approved by the Director of Advanced Graduate Students and/or the Dean. A clear distinction should be made between reading courses and tutorial courses. Reading courses are tailor-made to suit the specific topic of the student's *tesina*. Tutorial courses may also involve reading assignments on a course bibliography, but the readings may not necessarily deal with the topic of the student's *tesina*.

{c} Electives (12 units): Four courses are electives chosen from outside the field of concentration.

060. STL Comprehensive Examination: After successfully completing the STL course work the student must pass an oral comprehensive examination.

With the help of a professor, the student prepares four (4) to six (6) general thesis statements from courses in his/her field of concentration, each thesis supported by a short, pertinent bibliography. When his/her theses have been judged to be satisfactory by the professor, these are submitted to the Dean for his approval. The thesis statements are then submitted to the examiners, and the student is given at least one month to prepare for the examination.

On a date set by the school the student takes the oral examination before a panel of three professors, one of whom is the mentor. Each professor is given 15 minutes to examine the candidate.

In case of failure, only one retake is allowed. A second failure automatically disqualifies the student from the program.

061. STL Tesina: The STL program requires the writing and successfully defending a *tesina*. Students who are ready to begin work on the *tesina* must register for Thesis Direction and obtain from the Loyola School of Theology Office a copy of the guidelines for writing a *tesina*.

{a} Nature of the STL Tesina: The *tesina* grows out of the work of the seminars and reading courses and presents the principal work of the program. It is not necessary that the *tesina* make an original contribution to theology. However, on the level of method, it should show a sound grasp of theological method, rigorous application, and precision of expression – in short, an aptitude for scientific theological research. It should have the quality of a research article in a scientific theological publication. The *tesina* is prepared under the direction of a mentor appointed by the Dean.

{b} The STL Tesina and the MA Thesis: The Licentiate *tesina* can fulfill the requirements of the MA thesis or *vice versa*. The MA ministry project, as long as it exhibits a grasp theological method, can also fulfill the requirements of the STL *tesina*.

{c} STL Tesina Proposal Defense: Under the guidance of the mentor appointed by the Dean,⁹ the student writes a *tesina* proposal. The proposal, which can serve as the first chapter of the *tesina*, should present and discuss the following: [1] The Problem of the *Tesina*; [2] Scope and Limitations; [3] The Significance of the Problem; [4] Methodology; [5] Definition of Key Terms; and [6] Basic Bibliography

The proposal (excluding bibliography) should normally not exceed 10 pages and should follow the *LST Style Manual* (based on Turabian, 6th edition).

Once approved by the mentor, five (5) copies of the *tesina* proposal are submitted to the Dean who appoints a panel of two professors plus the mentor to examine the proposal. On a date specified by the school the student defends his proposal orally before the panel.

The defense consists in [1] a clear presentation (for about 15 minutes) of the written proposal by the writer, covering the *tesina's* basic problem or theme, its scope and limitation, its

⁹ With the help of the Director of Advanced Graduate Students, the student may look for his/her *tesina* mentor from among the LST professors with a licentiate or a doctorate degree in Theology who are competent on the topic of his/her research. In case an mentor cannot be sought from the LST faculty, the student may also consider an extern professor to be his/her mentor. The *tesina* mentor must be approved and appointed officially by Dean.

importance, and the basic sources (bibliography) and methods to be used; [2] each professor reviews the proposal with the writer through questions, suggestions, etc., usually for a period of 10 to 15 minutes, depending upon the particular needs of the proposal.

The professors may offer brief written recommendations, analyses, suggestions, etc. to the writer, copies of which are also given to the mentor and the Dean's Office.

{d} STL Tesina Writing: After the proposal has been approved by the panel, the student may now proceed to writing the *tesina* chapter by chapter. All throughout the writing of the thesis the student must seek the guidance of his/her mentor. Each chapter must be approved by the mentor one at a time. The STL *tesina* should be between 80 to 150 pages in length (excluding Bibliography).

{e} STL Tesina Public Defense: After the mentor has formally certified the *tesina* ready for public defense, a second reader is assigned by the Dean. Ideally, the second reader is chosen from among the panel of the *tesina* proposal defense.

It is the task of the second reader to ascertain that the *tesina* is ready for defense. He/she has the right to order any changes in the *tesina* he/she considers necessary for it to be truly ready for defense. He/she has the right to declare the *tesina* not ready for defense and send it back to the student and mentor for further work.

No *tesina* can be submitted to the other examiners and be scheduled for defense before the second reader has approved it. In case of an unsolvable conflict between the second reader and mentor, an independent panel appointed by the Dean will decide the issue.

After the second reader declares the *tesina* ready for defense and after all his/her suggested corrections or changes have been made, the *tesina* will be submitted to the other readers that, together with the second reader, shall make up the panel of examiners. A date for the defense is then scheduled.

For a *tesina* of ordinary length, four weeks must be allowed for the second reader to finish his task of reviewing the *tesina*. An additional two weeks needs to be allowed for the other reader to prepare for the defense of the *tesina*. The *tesina* mentor will be the third member of the panel of examiners.¹⁰

062. Final Grade: The final grade for the STL program is computed in the following way: forty percent for course work, thirty percent for the *tesina*, and thirty percent for the final comprehensive examination.

C. DOCTORATE IN SACRED THEOLOGY

063. Program Description: The scope and purpose of the doctorate in theology is {a} to form competent scholars who are experts in their own theological disciplines, prepared to "deepen in the knowledge of Christian revelation . . . enunciate systematically the truths contained therein, consider in the light of the revelation the most recent progress of the sciences, and present them to the people of the present day in a manner adapted to various cultures,"¹¹ especially in the context of the Philippines and Asia; {b} to equip candidates with the knowledge and expertise to

¹⁰ Note the cut off date for defense in the academic calendar of the school for each semester.

¹¹ *Sapientia christiana*, I. Art. 3, #1.

collaborate with the hierarchy of the Philippines and Asia;¹² {c} finally, to equip men and women who can train students to a level of high qualification in their own disciplines according to Catholic doctrine.¹³

In the doctoral program the student normally pursues the same specialization as the one he/she has chosen for the licentiate program. The following fields of concentrations are available in the in the STD program:

- Biblical Theology
- Systematic Theology
- Moral Theology
- Spirituality-Pastoral Psychology
- Religious Education

064. Academic Prerequisite: Students seeking admission to this program must have the ecclesiastical degree Licentiate in Sacred Theology (STL) with a grade of *cum laude* (1.75) or better.

065. STD Language Requirements: The STD program requires a working knowledge of two modern languages, besides English, in which significant theological writing has been done (e.g., German, French, or Spanish), Biblical Hebrew or Greek, and Ecclesiastical Latin.

All these language requirements must be fulfilled before writing the dissertation. The requirements may be satisfied either by {a} taking language courses of two semesters each language in any university/college, provided that at least a grade of B is attained; or by {b} passing a proficiency test administered by LST in any or all of these languages. The test, lasting for 30 minutes, consists in translation of a page of Biblical Hebrew, Biblical Greek, or Ecclesiastical Latin, or German, or French, or Spanish, with the aid of a dictionary.

066. STD Course Work: The STD program requires at least a year of course work in which the student must complete successfully five doctoral level courses – a total of 15 credit units.

{a} Concentration (15 units): The five doctoral level courses must all belong to the student's field of concentration.

{b} Probation Period: Before successfully completing nine (9) units of course work, the doctoral student is on academic probation status. He/she cannot enroll beyond the nine units until he has been approved for definitive acceptance to the doctoral program by the Dean upon the recommendation of the Standards and Degrees Committee.

{c} Major Research Paper: During the probation period, in one of first three courses,¹⁴ the student must write at least one major research paper on the basis of which his/her capacity to write a dissertation can be judged by the Standard and Degrees Committee. The paper should conform to the following specifications:

- It must be between 30-40 pages in length.

¹² *Sapientia christiana*, I. Art. 3, #3.

¹³ *Sapientia christiana*, I. Art. 3, #2.

¹⁴ In courses that do not require a term paper, writing a major research paper may be done at the initiative of the student, provided the following protocol is observed: {a} The student must first ask permission from the professor to write a major research paper. {b} Before embarking on the research the student must have the topic of the paper approved by the professor. {c} The student must submit the paper before the end of the semester.

- It must be formatted according to *LST Style Manual* based on Turabian, 6th edition.
- It must include footnotes and at least two full-page bibliographies listing only the titles of books and articles that have actually been cited in the paper.
- It must have received a grade of at least B+ (2.0)

Note: The sources of quotations and borrowed ideas must be fully acknowledged in the footnotes. Failure to do so is tantamount to *plagiarism*, which is penalized with a failing grade in the course and an appropriate sanction (*Code of Discipline*, pp. 9-10).

{d} Reading Courses: Two of the five concentration courses must be reading courses specifically geared toward the topic of the student's dissertation. At the end of each reading course, the student must submit a written report in the form of a *Review of Literature*, i.e., a survey and evaluation of books and articles dealing with a specific research topic. The review must cover all the books and articles assigned by the professor as well as other readings that the student may have discovered for himself/herself in the course of the research. The reading course includes pre-arranged meetings with the professor to discuss the reading materials.

Note: Before enrolling in the reading courses, they must first be approved by the Director of Advanced Graduate Students and/or the Dean. A clear distinction should be made between reading courses and tutorial courses. Reading courses are tailor-made to suit the specific topic of the student's dissertation. Tutorial courses may also involve reading assignments on a course bibliography, but the readings may not necessarily deal with the topic of the student's dissertation.

067. STD Comprehensive Examination: After the completion of all course work, the student takes the comprehensive examination. The matter of the comprehensive examination arises out of the bibliography assigned to the student in the field of concentration. The process is as follows:

The student formulates six thesis statements—each thesis supported by a short, pertinent bibliography—with the help of a professor who shall approve the thesis statements for submission to the school.

Once the thesis statements are approved by the Dean, the student prepares for the comprehensive examination. The preparation time shall be not less than two months and not more than one semester. After the preparation, the student applies at the LST Office for an examination date.

Twenty-four hours before the examination proper, the student is informed which particular thesis he/she will have to present and defend. The examination board is composed of three professors. The student presents the thesis for 30 minutes. Presentation, however, should not be reading a prepared paper, but actually teaching the matter as if the examinee were before a class of students. He/she should teach the matter clearly and in a well-ordered way within the allotted timeframe of 30 minutes.

Each of the three professors questions the student for fifteen minutes. The entire examination lasts one hour and fifteen minutes.

In case of failure, only one retake is allowed. Students who fail the retake are dropped from the program unless, for special reasons, the Standards and Degrees Committee recommends that a second retake be given.

068. STD Dissertation

{a} STD Dissertation Proposal: Guided by a mentor officially appointed by the Dean,¹⁵ the student prepares a brief of the first chapter of the proposed dissertation including the following: [1] The Problem of the thesis; [2] The Justification of the problem; [3] The Methodology to be followed; [4] Definition of key terms; and [5] Basic Bibliography

The proposal (minus bibliography) should normally not exceed 10 pages and should follow the *LST Style Manual* based on Turabian, 6th edition.

Once approved by the mentor, five (5) copies of the dissertation proposal are submitted to the Dean who appoints a panel of professors to examine the proposal. On a date specified by the school the student defends his proposal before the panel.

The oral defense consists in [1] a clear presentation (for about 15 minutes) of the written proposal by the writer, covering the basic problem or theme of the dissertation, its scope and limitation, its importance, and the basic sources (bibliography) and methods to be used; [2] each professor reviews the proposal with the writer through questions, suggestions, etc., usually for a period of 10 to 15 minutes, depending upon the particular needs of the proposal.

The professors may offer brief written recommendations, analyses, suggestions, etc. to the writer, copies of which are also given to the mentor and the Dean's Office.

{b} STD Dissertation Writing: After the proposal has been approved by the panel, the student may now proceed to writing the dissertation chapter by chapter. All throughout the writing of the dissertation the student must seek the guidance of his/her mentor. Each chapter must be approved by the mentor one at a time.

The dissertation should be between 180 and 220 pages in length with an upper limit of 250 pages. In addition, it should follow the *LST Style Manual* (based on Turabian, 6th edition). The dissertation must make an original contribution to the field of concentration and must manifest an appropriate standard of scientific theological research.

{c} STD Dissertation Public Defense: When the whole dissertation is finished and meets the approval of the mentor, it is submitted to the school.¹⁶ The Dean appoints a second reader,

¹⁵ With the help of the Director of Advanced Graduate Students, the student may look for his/her dissertation mentor from among the LST professors with a doctoral degree in Theology who are competent on the topic of his/her research. In case a mentor cannot be found among the LST faculty, the student may consider an extern professor to be his/her mentor. The dissertation mentor must be approved and appointed officially by Dean.

¹⁶ A doctoral dissertation must be submitted at least nine weeks before the semestral examination week in order for the defense to be scheduled in the week prior to examination week. The cut-off dates are clearly marked in the school's academic calendar. [1] Five Weeks for the Second Reader: For a dissertation of normal length, i.e. between 180 and 220 pages, the second reader will finish his review of the dissertation within five weeks. If the second reader cannot do it within this timeframe, he or she should inform the office to negotiate for more time or decline the task. In any case, the student needs to be informed and needs to agree otherwise another second reader needs to be found. [2] Three Weeks for the Other Readers: The defense will normally be scheduled in the third or fourth week respectively after the copies of the dissertation have reached the other readers. The other readers who make up the panel of professors for the defense normally have three weeks for a doctorate thesis. If they cannot do it within that time, they should either refuse the task or negotiate up front for more time. [4] Exceptions to the normal time flow: For a dissertation that exceeds the normal length an extra week will be granted the second reader and the other readers for every 50 pages in excess. A dissertation on a topic requiring special readers from other institutions may take more time due to the time constraints of the required experts. There may still be other exceptions to the normal time flow.

who, ideally, should come from the panel that examined the dissertation proposal. It is the task of the second reader to ascertain that the dissertation is ready for public defense. He/she has the right to order any changes in the dissertation that he considers necessary for it to be truly ready for defense. In case of an unsolvable conflict between the second reader and mentor, an independent panel appointed by the Dean will decide the issue.

After the second reader declares the dissertation ready for defense, unbound copies of the dissertation are submitted to the other readers who, together with the second reader, shall make up the panel of examiners for the defense. A date for the defense is then scheduled.

After successfully defending the dissertation, the student must submit to the school two bound copies of the corrected and approved final edition of the dissertation.¹⁷

{d} Publication of the STD Dissertation: The doctoral program requires the publication of at least the main parts of the dissertation.¹⁸ The mentor, the second reader, and the Dean must approve which parts may be published.

¹⁷ Two-thirds of the grade given for the dissertation is based on the written work and one-third on the oral defense.

¹⁸ *Sapientia christiana*, VII, Art. 49, #3.

Chapter IV

CIVIL DEGREE PROGRAMS

A. MA IN PASTORAL MINISTRY

069. Program Description: The MA in Pastoral Ministry (MA-PM) program serves the following purposes: To help priests, pastors, catechetical coordinators, religious educators, social action leaders, and various ministerial workers to acquire the knowledge and skills requisite for effective work in their chosen field of service.

Rather than concentrating on a sharply and narrowly focused degree, this offers a variety of courses, electives and practicum-seminars that directly touch the work of pastoral workers and educators. This program requires no thesis writing.

The professional degree program has the following areas of specialization:

- Family Ministries and Counseling
- Spirituality and Retreat Direction
- Religious Education
- Pastoral Ministry, with further concentration on any of the following:
 - *Scripture*
 - *Systematic and Sacramental Theology*
 - *Moral Theology*
 - *Pastoral Theology*

070. Academic Prerequisite: To get accepted to the MA in Pastoral Ministry program the applicants must have a government-recognized (civil) bachelor's degree with at least 12 units of undergraduate (college) theology courses. Moreover, they must have attained at least a general undergraduate average of B (2.5 or 85) with no grade of "failure" or "condition".

The MA-PM Family Ministries and Counseling program is jointly run by Loyola School of Theology and the Center for Family Ministries (CEFAM). Hence, to get accepted to this program, the applicants must be accepted as well by CEFAM which has its own admission requirements.

071. MA-PM Course Work: This program requires at least four semesters of course work in which the student must complete successfully fifteen (15) master's level courses. In the MA-PM Spirituality and Retreat Direction, MA-PM Religious Education, and MA-PM Pastoral Ministry, the fifteen courses must belong to the following categories:

{a} Foundation Courses (15 units): The five core courses: [1] Revelation-Faith (3 units); [2] Christology (3 units); [3] Ecclesiology (3 units); [4] Fundamental Moral Theology (3 units); and [5] Christian Worship (3 units).

{b} Professional Courses (15 units): Five courses or seminars in the student's area of specialization or concentration.

{c} Electives (15 units): Five electives courses chosen from outside the student's area of concentration. Courses in excess of the minimum requirements under Professional Courses may count as electives.

The MA-PM Family Ministries and Counseling program requires that the professional courses be taken in their proper sequence, and that two of the five elective courses must be practicum courses in the area of family ministries and counseling.

The MA-PM Religious Education program restricts the choice of electives to the following courses: Old Testament Seminar IV; Church and Mission; Toward a Filipino Inculturation of the Sacraments; Christian Morality and Moral Education; Inculturation of Theology in the Philippines; Pastoral Liturgy; Moral Development; Introduction to Pastoral Methods; and any course in excess of the minimum requirements under Professional Courses.

MA-PM Spirituality and Retreat Direction program: The modular courses of the Center for Ignatian Spirituality (CIS), if duly registered for MA credit in LST, can count as professional courses in this program.

072. MA-PM Comprehensive Examination: After completing his/her course work, the student must pass a written comprehensive examination. The students must be registered with the Ateneo de Manila University to take the comprehensive examination. Note: one cannot register for comprehensive examination while still on course work or still have an incomplete grade (INC) in his/her course work.

The comprehensive examinations are scheduled once each semester and in the summer. Students who cannot take the comprehensive examination during the regular schedule must wait until the next examination period. Those who cannot complete the two parts of the examination at the schedule must repeat the entire comprehensive at the next examination period.

At the beginning of the semester an orientation is given to those who will take the comprehensive examination. The review matter for the comprehensive examination is distributed eight to ten weeks in advance of the examination.

The two-part written examination is given on two successive Saturdays: Part I covers the foundation courses (Revelation-Faith; Christology; Ecclesiology; Fundamental Moral Theology; and Christian Worship); and Part II covers the courses the student has taken in his/her area of concentration.

The two parts of the exams are graded separately. The passing grade for the comprehensive examination is 2.5 (B). In case of failure, only one retake is allowed. Students who fail the retake are dropped from the program unless, for special reason, the Standards and Degrees Committee recommends a second retake. In retake comprehensive examination, students need to repeat only the parts failed.

The STB dogma comprehensive examination may serve as the MA comprehensive examination for students taking both STB and MA-PM programs simultaneously. In this case, the student must be registered with both LST and the Ateneo to be able to take the comprehensive exam.

B. MA IN THEOLOGICAL STUDIES

073. Program Description: The MA Theological Studies (MA-TS) program has the following purposes: {a} To prepare teachers for college-level theology in the Philippines; {b} To present a sound and serious grounding in the basic theological disciplines (biblical studies, systematic-historical, and moral-pastoral theology) relating to both the Christian tradition and to the

contemporary life of the Christian community; {c} To foster a capacity for disciplined reflection and effective communication, principally on the college level.

Upon admission into the program, the student may choose his/her area of concentration from any of the following:

- Scripture
- Systematic and Sacramental Theology
- Moral Theology
- Pastoral Theology

074. Academic Prerequisite: To get accepted to the MA Theological Studies program the applicants must have a government-recognized (civil) bachelor's degree with at least 12 units of undergraduate (college) theology courses. Moreover, they must have attained at least a general undergraduate average of B (2.5 or 85) with no grade of "failure" or "condition".

075. MA-TS Course Work: This program requires at least three semesters of course work in which the student must complete successfully 10 master's level courses belonging to the following categories:

{a} Foundation Courses (15 units): The five core courses: [1] Revelation-Faith (3 units); [2] Christology (3 units); [3] Ecclesiology (3 units); [4] Fundamental Moral Theology (3 units); and [5] Christian Worship (3 units).

{b} Concentration (9 units): Three courses or seminars in the student's area of concentration.

{c} Electives (6 units): Two elective courses chosen from outside the student's area of concentration. Courses in excess of the minimum requirements under Professional Courses may count as electives.

- **Probation Period:** Before successfully completing eighteen (18) units of course work, the student is on academic probation status. He/she cannot enroll beyond the eighteen units until he/she has been approved for definitive acceptance to the MA-TS program by the Dean upon the recommendation of the Admissions Committee. The bases for the definitive acceptance are the grades, the professors' evaluations, proficiency in English, and at least one major research paper written in the MA-TS course work.¹⁹
- **Major Research Paper:** The paper should conform to the following specifications: [1] it must be between 15-30 pages in length; [2] it must be formatted according to *LST Style Manual* based on Turabian, 6th edition; [3] it must include footnotes and at least one full-page bibliography listing only the titles of books and articles that have actually been cited in the paper; [4] it must have received a grade of at least B (2.5).

Note: The sources of quotations and borrowed ideas must be fully acknowledged in the footnotes. Failure to do so is tantamount to *plagiarism*, which is penalized with a failing grade in the course and an appropriate sanction (*Code of Discipline*, pp. 9-10).

¹⁹ In courses that do not require a term paper, writing a major research paper may be done at the initiative of the student, provided the following protocol is observed: {a} The student must first ask permission from the professor to write a major research paper. {b} Before embarking on the research the student must have the topic of the paper approved by the professor. {c} The student must submit the paper before the end of the semester.

Students who are not approved for definitive acceptance are automatically dropped from the MA-TS program. However, they may shift to the non-thesis MA program.

076. MA-TS Comprehensive Examination: After completing his/her course work, the student must pass a written comprehensive examination. The student must be registered with the Ateneo de Manila University to take the comprehensive examination. Note: one cannot register for comprehensive examination while still on course work or still have an incomplete grade (INC) in his/her course work.

The comprehensive examinations are scheduled once each semester and in the summer. Students who cannot take the comprehensive examination during the regular schedule must wait until the next examination period. Those who cannot complete the two parts of the examination at the schedule must repeat the entire comprehensive at the next examination period.

At the beginning of the semester an orientation is given to those who will take the comprehensive examination. The review matter for the comprehensive examination is distributed eight to ten weeks in advance of the examination.

The two-part written examination is given on two successive Saturdays: Part I covers the foundation courses (Revelation-Faith; Christology; Ecclesiology; Fundamental Moral Theology; and Christian Worship); and Part II covers the courses the student has taken in his/her area of concentration.

The two parts of the exams are graded separately. The passing grade for the comprehensive examination is 2.5 (B). In case of failure, only one retake is allowed. Students who fail the retake are dropped from the program unless, for special reason, the Standards and Degrees Committee recommends a second retake. In retake comprehensive examination, students need to repeat only the parts failed.

The STB dogma comprehensive examination may serve as the MA comprehensive examination for students taking both STB and MA-TS programs simultaneously. In this case, the student must be registered with both LST and the Ateneo to be able to take the comprehensive exam.

077. MA-TS Research Thesis: The MA-TS program requires a research thesis or its equivalent. The student must enroll for Thesis Direction every semester, for as long as he/she is engaged in thesis writing, until the semester the thesis will be defended.

{a} MA-TS Thesis Proposal: Under the guidance of a mentor appointed by the Dean,²⁰ the student writes a thesis proposal. The proposal, which can serve as the first chapter of the thesis, should present and discuss the following: [1] The Problem of the Thesis; [2] Scope and Limitations; [3] The Significance of the Problem; [4] Methodology; [5] Definition of Key Terms; and [6] Basic Bibliography

The proposal (excluding bibliography) should normally not exceed 10 pages and should follow the *LST Style Manual* (based on Turabian, 6th edition).

²⁰ The student may look for his/her thesis mentor from among the LST professors with at least a master's or a licentiate degree in Theology who are competent on the topic of his/her research. In case a mentor cannot be found among the LST faculty, the student may consider an extern professor to be his/her mentor. The thesis mentor must be approved and appointed officially by Dean.

Once approved by the mentor, five (5) copies of the thesis proposal are submitted to the Dean who appoints a panel of professors to examine it. On a date specified by the school the student defends his proposal before the panel.

The oral defense consists in {a} a clear presentation (for about 15 minutes) of the written proposal by the writer, covering the basic problem or theme of the thesis, its scope and limitation, its importance, and the basic sources (bibliography) and methods to be used; {b} each professor reviews the proposal with the writer through questions, suggestions, etc., usually for a period of 10 to 15 minutes, depending upon the particular needs of the proposal.

The professors may offer brief written recommendations, analyses, suggestions, etc. to the writer, copies of which are also given to the mentor and the Dean's Office.

{b} MA-TS Thesis Writing: After the proposal has been approved by the panel, the student may now proceed to writing the thesis chapter by chapter. All throughout the writing of the thesis the student must seek the guidance of his/her mentor. Each chapter must be approved by the mentor one at a time.

An MA-TS thesis should be between 80 to 150 pages in length (excluding Bibliography). The thesis must conform to all the requirements of the Graduate School of the Ateneo de Manila University regarding form, style, and method of registration.

{c} MA-TS Thesis Public Defense: When the whole thesis is finished and meets the approval of the mentor, it is submitted to the school.²¹ The Dean appoints a second reader, who, ideally, should come from the panel that examined the dissertation proposal. It is the task of the second reader to ascertain that the thesis is ready for public defense. He/she has the right to order any changes in the thesis he considers necessary for it to be truly ready for defense. In case of an unsolvable conflict between the second reader and mentor, an independent panel appointed by the Dean will decide the issue.

After the second reader declares the thesis ready for defense, unbound copies of the thesis are submitted to two other readers who, together with the second reader, shall make up the panel of professors for the defense. A date for the defense is then scheduled.

The readers assigned for the defense may ask for revisions of the thesis. The student should discuss these revisions with his mentor. In case of disagreement, readers and mentor should reach a suitable accommodation. Impasses may be resolved by the Standards and degrees Committee.

²¹ An MA thesis must be submitted at least six weeks before the semestral examination week in order for the defense to be scheduled in the week prior to examination week. The cut-off dates are clearly marked in the school's academic calendar. [1] Four Weeks or One Month for the Second Reader: For a thesis of normal length, i.e. an MA thesis of between 80 and 120 pages, the second reader will finish his review of the thesis within three weeks. If the second reader cannot do it within this timeframe, he or she should inform the office to negotiate for more time or decline the task. In any case, the student needs to be informed and needs to agree otherwise another second reader needs to be found. [2] Two Weeks for the Other Readers: The defense will normally be scheduled in the third week after the copies of the thesis have reached the other readers. The other readers who make up the panel of professors for the defense normally have two weeks prior to the defense for an MA thesis. If they cannot do it within that time, they should either refuse the task or negotiate up front for more time. [3] Exceptions to the Above: For a thesis that exceeds the normal length an extra week will be granted the second reader and the other readers for every 50 pages in excess. A thesis on a topic requiring special readers from other institutions may take more time due to the time constraints of the required experts. There may still be other exceptions to the normal time flow.

After the successfully defending the thesis, the student must submit to the school two bound copies of the corrected and approved final edition of the dissertation.²²

078. Alternatives to the MA-TS Research Thesis: Besides the usual research thesis, the program offers three possible alternatives. With the approval of the Dean anyone of these may be substituted for the thesis.

{a} Four Major Papers: The first alternative consists of four major papers and two additional 3-unit courses (to replace the 6 units assigned for thesis research). Each of the four papers must conform to the *LST Style Manual* based on Turabian, 6th edition. This alternative is approved principally for those who desire a broader, less narrowly specialized, technical formation, and who wish to deepen the work of four of their major courses while adding two additional courses. Recommended length of each paper is 15-30 pages. The four major papers 'thesis' does not need a thesis proposal defense.

The professor in whose course a major paper was written can suggest further changes and elaboration of the paper until the paper can be approved by him for inclusion in a four major paper 'thesis.' Under the guidance of an overall mentor chosen from among the professors who mentored the four major papers, the student writes a preface to introduce the four papers and a conclusion to recapitulate the main points of the papers. The overall mentor may still require whatever revisions he/she thinks are necessary before the four major papers can be submitted for public defense.

The Dean appoints a second reader who should not have mentored two of the four major papers. It is the task of the second reader to ascertain that the four major papers are ready for public defense. He/she has the right to order any changes he considers necessary for them to be truly ready for defense. The rules and procedures governing MA thesis defense also apply to the four major papers.

{b} Religious Education/Ministry Project: The second alternative is a religious education/ministry project which, following the basic format of a thesis, concentrates on the effective communication of a particular doctrinal, moral, or pastoral response to a definite contextualized problem. This "project" substitutes for a thesis and is approved for those wishing to develop an applied, inculturated theology which responds more directly to the Philippine and Asian scene.

The rules and procedures governing MA thesis proposal, writing, and public defense also apply to the religious education/ministry project.

{c} Translation Work: The third alternative is a translation into a major Philippine language of an important Church document or a significant portion of a key theological work, together with a critical introduction. The choice of language presupposes that the school has the personnel who have enough theological and linguistic background to handle the project.

The translation work does not need a thesis proposal defense, but all other rules and procedures governing MA thesis writing and public defense apply to translation work.

²² Two-thirds of the grade given for the thesis is based on the written work and one-third on the oral defense.

C. PHD IN THEOLOGY

079. Program Description: The PhD in Theology (PhD-Th) program has the following purposes: {a} To help students acquire a high professional and scientific competence in one of the following areas of theology: Biblical Theology, Dogmatic Theology, Moral Theology, Religious Education. {b} To help them manifest in a scholarly dissertation the capacity for disciplined research, for clear communication, and for both critical and creative theological reflection regarding situations and problems facing the Christian community in the Philippines and Asia. {c} To equip men and women who can train students to a level of high qualification in their own disciplines according to Catholic doctrine.²³

Upon admission to the program, the doctoral student must choose from any of the following area of concentration:

- Scripture
- Dogma
- Moral Theology
- Religious Education.

080. Academic Prerequisite: To get accepted to the PhD in Theology program the applicants must have a government-recognized (civil) Master's degree in Theology with a thesis: e.g., MA in Theological Studies, and at least a general average of B+ (2.0).

Those with a non-thesis MA degree (in Pastoral Ministry; Religious Education; Family Ministries; Spirituality and Retreat Direction, etc.) may also be accepted to the PhD in Theology program provided they have outstanding grades and they can submit proof of their capacity to write a doctoral dissertation. The proof can be a major research paper they have written in their MA course, or a scholarly article they have published, etc.

081. PhD-Th Language Requirements: The PhD-Th program requires a reading knowledge of two modern languages, besides English, in which significant theological writing has been done (e.g., German, French, or Spanish). Latin or Greek may substitute for one of these. The PhD-Th with concentration in Scripture will demand Biblical Hebrew for those specializing in the Old Testament, or Biblical Greek for those specializing in the New Testament. All these language requirements must be fulfilled before writing the dissertation.

The requirements may be satisfied either by {a} taking language courses of two semesters each language in any university/college, provided that at least a grade of B is attained; or by {b} passing a proficiency test administered by LST in any or all of these languages. The test, lasting for 30 minutes, consists in translation of a page of Biblical Hebrew, Biblical Greek, or Church Latin, or German, or French, or Spanish.

082. PhD-Th Course Work: The PhD-Th program requires at least four semesters of course work in which the student must complete successfully sixteen (16) doctoral level courses belonging to the following categories:

{a} Philosophical Theology (9 units): Three courses chosen from the following: Theological Method; Methods in Religious Education; Multidisciplinary Foundation for Theological Reflection; Faith and Culture; Faith and Science.

²³ *Sapientia christiana*, I. Art. 3, #2.

With the approval of the Dean, any doctoral level course offered by the Philosophy Department of the Ateneo de Manila University may be taken.

{b} Concentration (30 units): Ten courses or seminars in the student's area of concentration, two of which must be reading courses that are specifically geared toward the topic of his/her dissertation. At the end of each reading course, the student must submit a written report in the form of a *Review of Literature*, i.e., a survey and evaluation of books and articles dealing with a specific research topic. The review must cover all the books and articles assigned by the professor as well as other readings that the student may have discovered for himself/herself in the course of the research. The reading course includes pre-arranged meetings with the professor to discuss the reading materials.

Note: Before enrolling in the reading courses, they must first be approved by the Director of Advanced Graduate Students and/or the Dean. A clear distinction should be made between reading courses and tutorial courses. Reading courses are tailor-made to suit the specific topic of the student's dissertation. Tutorial courses may also involve reading assignments on a course bibliography, but the readings may not necessarily deal with the topic of the student's dissertation.

{c} Electives (9 units): Three courses chosen from outside the student's area of concentration.

- **Probation Period:** Before successfully completing eighteen (18) units of course work, the student is on academic probation status. He/she cannot enroll beyond the nine units until he/she has been approved for definitive acceptance to the PhD-Th program by the Dean upon the recommendation of the Standards and Degrees Committee.

The six courses taken during the probation period must already include courses in Philosophical Theology and in the area of concentration, in which the student must write at least one major research paper that conforms to the following specifications: [1] it must be between 30-40 pages in length; [2] it must be formatted according to *LST Style Manual* based on Turabian, 6th edition; [3] it must include footnotes and at least two full-page bibliographies listing only the titles of books and articles that have actually been cited in the paper; [4] it must have received a grade of at least B+ (2.0).²⁴

- **Definitive Acceptance:** The bases for definitive acceptance are the grades, the professors' evaluations, and at least one major research paper written in the doctoral course work. Without definitive acceptance to the PhD-Th program the doctoral student will not be allowed to enroll beyond the 18 units of course work.

083. PhD-Th Comprehensive Examination: After the completion of all course work, the student takes the comprehensive examination. The matter of the comprehensive examination arises out of the bibliography assigned to the student in the field of concentration. The process is as follows:

The student formulates six thesis statements—each thesis supported by a short, pertinent bibliography—with the help of a professor who shall approve the thesis statements for submission to the school.

²⁴ In courses that do not require a term paper, writing a major research paper may be done at the initiative of the student, provided the following protocol is observed: {a} The student must first ask permission from the professor to write a major research paper. {b} Before embarking on the research the student must have the topic of the paper approved by the professor. {c} The student must submit the paper before the end of the semester.

Once the thesis statements are approved by the Dean, the student prepares for the comprehensive examination. The preparation time shall be not less than two months and not more than one semester. After the preparation, the student applies at the Office for an examination date.

Twenty-four hours before the examination proper, the student is informed which particular thesis he/she will have to present and defend. The examination board is composed of three professors. The student presents the thesis for 30 minutes. Presentation, however, should not be reading a prepared paper, but actually teaching the matter as if the examinee were before a class of students. He/she should teach the matter clearly and in a well-ordered way within the allotted timeframe of 30 minutes.

Each of the three professors questions the student for fifteen minutes. The entire examination lasts one hour and fifteen minutes.

In case of failure, only one retake is allowed. Students who fail the retake are dropped from the program unless, for special reasons, the Standards and Degrees Committee recommends that a second retake be given.

084. PhD-Th Dissertation: The doctoral dissertation is expected to manifest the student's firm grasp of theological method and criticism and his/her ability to control and marshal pertinent data around some original specialized topic.

The dissertation must fulfill all the requirements of the Graduate School of the Ateneo de Manila University regarding form, style, and method of registration. The doctorate thesis should be between 180 and 220 pages in length with an upper limit of 250 pages.

{a} PhD-Th Dissertation Proposal: Guided by a mentor officially appointed by the Dean,²⁵ the student prepares a written dissertation proposal containing the following: [1] The Problem of the Thesis; [2] Scope and Limitation; [3] Significance of the Problem; [4] Methodology; and [5] Bibliography.

The proposal (excluding bibliography) should normally not exceed 10 pages and should follow the *LST Style Manual* based on Turabian, 6th edition.

Once approved by the mentor, five (5) copies of the dissertation proposal are submitted to the Dean who appoints a panel of professors to examine it. On a date specified by the school the student defends his proposal before the panel.

The oral defense consists in [1] a clear presentation (for about 15 minutes) of the written proposal by the writer, covering the basic problem or theme of the dissertation, its scope and limitation, its importance, and the basic sources (bibliography) and methods to be used; [2] each professor reviews the proposal with the writer through questions, suggestions, etc., usually for a period of 10 to 15 minutes, depending upon the particular needs of the proposal.

The professors may offer brief written recommendations, analyses, suggestions, etc. to the writer, copies of which are also given to the mentor and the Dean's Office.

²⁵ With the help of the Director of Advanced Graduate Students, the student may look for his/her dissertation mentor from among the LST professors with a doctorate degree in Theology who are competent on the topic of his/her research. In case a mentor cannot be found among the LST faculty, the student may consider an extern professor to be his/her mentor. The dissertation mentor must be approved and appointed officially by Dean.

{b} PhD-Th Dissertation Writing: After the proposal has been approved by the panel, the doctoral student may now proceed to writing the dissertation chapter by chapter. All throughout the writing of the dissertation the student must seek the guidance of this mentor. Each chapter must be approved by the mentor one at a time.

The doctoral dissertation should be between 180 and 220 pages in length with an upper limit of 250 pages. In addition, it should follow the *LST Style Manual* (based on Turabian, 6th edition). The dissertation must make an original contribution to the field of concentration and must manifest an appropriate standard of scientific theological research.

{c} PhD-Th Dissertation Public Defense: When the whole dissertation is finished and meets the approval of the mentor, it is submitted to the school.²⁶ The Dean appoints a second reader, who, ideally, should come from the panel that examined the dissertation proposal. It is the task of the second reader to ascertain that the dissertation is ready for public defense. He/she has the right to order any changes in the dissertation he considers necessary for it to be truly ready for defense. In case of an unsolvable conflict between the second reader and mentor, an independent panel appointed by the Dean will decide the issue.

After the second reader declares the dissertation ready for defense, unbound copies of the dissertation are submitted to the other readers who, together with the second reader, shall make up the panel of professors for the defense. A date for the defense is then scheduled.

After the successfully defending the dissertation, the student must submit to the school two bound copies of the corrected and approved final edition of the dissertation.²⁷

²⁶ A doctorate dissertation must be submitted at least nine weeks before the semestral examination week in order for the defense to be scheduled in the week prior to examination week. The cut-off dates are clearly marked in the school's academic calendar. [1] Five Weeks for the Second Reader: For a dissertation of normal length, i.e. between 180 and 220 pages, the second reader will finish his review of the dissertation within five weeks. If the second reader cannot do it within this timeframe, he or she should inform the office to negotiate for more time or decline the task. In any case, the student needs to be informed and needs to agree otherwise another second reader needs to be found. [2] Three Weeks for the Other Readers: The defense will normally be scheduled in the third or fourth week respectively after the copies of the dissertation have reached the other readers. The other readers who make up the panel of professors for the defense normally have three weeks for a doctorate thesis. If they cannot do it within that time, they should either refuse the task or negotiate up front for more time. [4] Exceptions to the normal time flow: For a dissertation that exceeds the normal length an extra week will be granted the second reader and the other readers for every 50 pages in excess. A dissertation on a topic requiring special readers from other institutions may take more time due to the time constraints of the required experts. There may still be other exceptions to the normal time flow.

²⁷ Two-thirds of the grade given for the dissertation is based on the written work and one-third on the oral defense.

Chapter V

BIBLICAL EXEGESIS PROGRAMS

A. MA IN BIBLICAL EXEGESIS

085. Program Description: The MA in Biblical Exegesis (MA-BE) program is meant for people who wish to engage in serious study of the Bible. The study of Biblical Hebrew and Greek will enable them to translate and interpret the biblical texts in the original languages. Knowledge of the history and culture of Ancient Israel will enable them to understand the Bible in its original context, and thus be able to appropriate its message for the present time. Moreover, the students will be introduced to various methods of exegesis—both synchronic and diachronic—that will provide them the skill to discover rich layers of meaning of the biblical text.

086. Academic Prerequisite: To get accepted to this program the applicants must have Bachelor's degree in Theology, or any major with 6 units of Fundamental Theology (Revelation-Faith; Scripture-Tradition-Magisterium) and at least 6 units of introductory courses in Scripture²⁸ plus: Biblical Hebrew I & II (6 units) and Biblical Greek I & II (6 units)²⁹

087. MA-BE Modern Language Requirement: This program requires a reading knowledge of at least one modern language often used in biblical studies (German, or French, or Spanish) besides English. The language requirement must be fulfilled before writing the *tesina*.

The requirement may be satisfied either by {a} taking language courses of two semesters in any university/college, provided that at least a grade of B is attained; or by {b} passing a proficiency test administered by LST in any or all of these languages. The test, lasting for 30 minutes, consists in translation of a page of German, or French, or Spanish, with the aid of a dictionary.

088. MA-BE Course Work: This program requires at least four semesters of course work in which the student must complete successfully thirteen (13) master's level courses belonging to the following categories: {a} Advanced Biblical Language Courses: Biblical Hebrew III & IV (6 unit), Biblical Greek III & IV (6 units); {b} Isagogic Courses: Biblical Hermeneutics (3 units), History of Israel (3 units), Textual Criticism (3 units); {c} Exegesis Courses: 2 OT Exegesis courses; (6 units), 2 NT Exegesis courses (6 units); {d} Biblical Theology: OT or NT Biblical Theology (3 units); {e} Seminar: 1 OT or NT Seminar (3 units).

These courses must be taken according to the following sequence:

| First Year / First Semester | First Year / Second Semester |
|-----------------------------|------------------------------|
| Biblical Hebrew III | Biblical Hebrew IV |
| Biblical Greek III | Biblical Greek IV |
| History of Israel | Textual Criticism |
| Biblical Hermeneutics | Biblical Theology |

²⁸ The pre-MA credits may be obtained from Scripture courses in college, and/or seminary program (STB), and/or propaedeutic classes in LST.

²⁹ Those who studied Biblical Hebrew and Greek in another school or on their own may be exempted from this admission requirement if they pass a qualifying test given by LST.

Second Year / First Semester

Exegesis course
 Exegesis course
 Exegesis course
 Seminar course

Second Year / Second Semester

Exegesis course
 Tesina
 Comprehensive Exam

089. MA-BE Comprehensive examination: The review matter is assigned at the beginning of the semester. The particular Biblical passages on which the student will be examined are made known to the student forty-eight hours before the exam. The three-hour written comprehensive examination is meant to test the knowledge and exegetical skill of the student. The following books are at the disposal of the student during the examination: *Biblia Hebraica Stuttgartensia, Septuaginta* (ed. Rahlfs et al.); *Biblia Sacra Vulgata* (ed. Fischer et al.); *Greek New Testament* (Nestle-Aland); *Hebrew & English Lexicon of the Old Testament* (Brown-Driver-Briggs); *Greek-English Lexicon* (Bauer); Hebrew and Greek concordances of the Bible.

090. MA-BE Tesina: The *tesina* (6 units) is a scholarly research paper of about 50-80 pages (exclusive of bibliography), written according to the style of writing prescribed by the *Society of Biblical Literature* (SBL) or the *Catholic Biblical Quarterly* (CBQ), on any topic of biblical exegesis or biblical theology chosen by the student and guided by a mentor appointed by the Dean. The student is required to meet periodically with the mentor so he/she can properly be guided in the research and writing of the *tesina*. The end product should have the quality of a research article in a scholarly theological or biblical journal. The *tesina* needs the approval of both the mentor and a second reader before it can be defended in public.

The procedures to be followed for the *tesina* proposal, writing, and public defense are the same as those for the STL *tesina*.

B. PHD IN BIBLICAL EXEGESIS

091. Program Description: The PhD in Biblical Exegesis (PhD-BE) program has the following purposes: {a} To help students acquire a high professional and scientific competence in biblical exegesis and biblical theology. {b} To help them manifest in a scholarly dissertation the capacity for disciplined research, for clear communication, and for both critical and creative theological reflection regarding situations and problems facing the Christian community in the Philippines and Asia. {c} To train scholars to interpret the Bible in the light of the Catholic tradition and approach to biblical exegesis.

092. Academic Prerequisites: Depending on their academic credentials, the students may be accepted to either the short or the long track.

{a} Short Track: Those who have an MA in Biblical Exegesis (MA-BE) or a Licentiate in Sacred Scriptures (SSL) may be accepted to the short track with 48-unit course work.

{b} Long Track: Those who have MA in Theological Studies (MA-TS)³⁰ or Licentiate in Sacred Theology (STL) and have taken Biblical Hebrew I & II (6 units) and Biblical Greek I & II (6 units) may be accepted to the long track with 60-unit course work.

³⁰ Those with MA-TS must also take the course on “Scripture, Tradition, Magisterium” if they have not yet done so.

093. PhD-BE Modern Language Requirement: This program requires a reading knowledge of two modern languages often used in biblical studies besides English. These must be fulfilled before writing the dissertation. The language requirement must be fulfilled before writing the dissertation.

The requirement may be satisfied either by {a} taking language courses of two semesters each language in any university/college, provided that at least a grade of B is attained; or by {b} passing a proficiency test administered by LST in any or all of these languages. The test, lasting for 30 minutes, consists in translation of a page of German, or French, or Spanish, with the aid of a dictionary.

094. PhD-BE Course Work:

{a} Short Track: 2 Biblical Theology courses (6 units); 8 OT and/or NT Exegesis courses (24 units); 2 seminar courses (6 units); 2 reading courses (6 units); *lectio coram* (6 units).

{b} Long Track: Biblical Hebrew III & IV (6 units); Biblical Greek III & IV (6 units); Biblical Hermeneutics (3 units); History of Israel (3 units); Textual Criticism (3 units); 1 Biblical Theology course (3 units); 8 OT and/or NT Exegesis courses (24 units); 1 seminar course (3 units); 1 reading course (3 units); *lectio coram* (6 units).

095. PhD-BE Lectio Coram: The *lectio coram* serves as the comprehensive exam of the doctorate program. It is a public lecture at the end of the doctoral course work, in which a particular book of the Bible is assigned to the student as an area of research during the semester. Two days (48 hours) before the public lecture, passages from that book are assigned as the topic of a one-hour public lecture. At the end of the lecture, a panel of three professors takes turn to ask questions, each for about 15 minutes. The public may also ask questions. The basis for the grade will be the average of the scores given by the three professors.

096. PhD-BE Dissertation: The doctoral dissertation can be on any topic in biblical exegesis or biblical theology that the student would propose and defend before a panel of three professors and a mentor. After the topic has been approved by the panel, the doctoral student may now proceed to writing the dissertation chapter by chapter. The student must seek the guidance of his/her mentor all throughout the writing of the dissertation. Each chapter must be approved by the mentor one at a time. When the whole dissertation is finished and meets the approval of the mentor, the school assigns a second reader to evaluate whether the dissertation is ready for public defense. The dissertation is defended in public before a panel of three professors who make judgment on the merit of the dissertation. Publication of the dissertation is a requirement.

The procedures to be followed for the dissertation proposal, writing, and public defense are the same as those for the PhD-Th or STD dissertation.

Chapter VI

ACADEMIC STANDARDS: GRADES & HONORS

097. Dual Marking System: Since courses in LST may be applied to both ecclesiastical degree (STB, STL, STD) and civil degree (MA, PhD) programs, the school uses a dual system of marking. In general, the ecclesiastical degree programs use number grades while the civil degree programs use letter grades. The table below shows their equivalence:

| Ecclesiastical Degree Programs | | Civil Degree Programs | |
|--------------------------------|----------------------------|-----------------------|------------------------------|
| 1.0 | Excellent | A | Excellent |
| 1.5 | Very Good | A- | Very Good |
| 2.0 | Above Average | B+ | Above Average |
| 2.5 | Average | B | Average |
| 3.0 | Passing | B- | Passing, but earns no credit |
| 3.5 | Conditional Failure | | |
| 4.0 | Outright Failure | C | Failure |
| 5.0 | Egregious Failure | | |
| INC | Incomplete | INC | Incomplete |
| WP | Withdrawal with permission | WP | Withdrawal with permission |
| P | Passed | | |
| F | Failed | | |

098. Academic Standards in the STB Program

Students in the STB program must attain a general course work average of at least 1.75 to qualify for the honors comprehensive examination.

Students in the STB program must maintain a semestral average of at least 2.5 after First Year to remain in the program.

Although 3.0 is a passing grade in the STB program, it cannot earn credits for the MA program.

The grade of 3.5 is a temporary grade that signifies a “conditional failure,” i.e., the student’s performance is not sufficient for passing (3.0), yet better than an outright failure. This may be either upgraded to 3.0 or downgraded to 4.0 depending on the results of the retake examination.

The grade of 4.0 signifies an “outright failure” to achieve the minimum mastery of the content and methodology of the course.

The grade of 5.0 signifies an “egregious failure” indicating a comprehensive failure to achieve the goals of the course with extremely poor performance in tests and assignments.

Students who incur two failing grades (two of 4.0 and/or 5.0) are automatically disqualified from the STB program.

Subjects required by the STB curriculum that receive a failing grade (4.0 or 5.0) must be repeated. Electives receiving a failing grade (4.0 or 5.0) may just be replaced by other elective courses that can earn credits.

099. Academic Standards in the MA Programs

Students in the MA program must maintain a semestral average of at least B to remain in the program.

Although still passing, B- in core courses *required* by the MA program (e.g., Revelation-Faith; Christology; Ecclesiology; Fundamental Moral Theology; Christian Worship; etc.) would necessitate repeating such courses until credits are earned from them (which means obtaining the grade of B or above). On the other hand, B- in courses that are *not required* by the MA curriculum may just be replaced by other courses that can earn credit (i.e., subjects with a grade of B or above).

The grade of C signifies “failure” to achieve the minimum mastery of the content and methodology of the course.

Students in the MA programs who incur two failing grades (two Cs) are automatically disqualified the program.

The grade of B-, which signifies below average academic performance, does not earn credit in the graduate school (for the MA or PhD programs).

100. Bases for Grading and their Relative Weights: The professor determines the bases for grading (e.g., quizzes, tests, research, papers, etc.), their relative weights, and the manner of computing the grades, and explains these to the class at the beginning of the school term.

101. Computation of the Final Grade and General Average: In the computation of the course grade, only the final grade is rounded off to the first decimal place. Averages that fall exactly between two number grades are raised to the higher grade, e.g., 2.75 becomes 2.5. Below the halfway point, they are dropped to the lower grade, e.g., 2.76 becomes 3.0.

{a} Team Taught Courses: In a course taught by several professors, the student receives only one final grade computed from the grades given by the individual professors.

{b} Compound Courses: In a course consisting of two or more disparate subjects—such as e.g., “Penance and Anointing // Marriage”—that are taught by only one professor, the student receives also only one final grade, which is the average of the grades given for individual components of the course. If the student fails in any one component of the course (say “Marriage”) he/she needs to repeat only that part of the course.

{c} Dogma Courses: The final grade for the dogma courses is the average of the semestral and final oral examination grades. Students who receive a failing semestral grade must attain at least 2.5 in their final oral exam in order to pass the course. Students who fail an oral dogma examination must retake the examination even if the final mark (average of semestral and final exam grades) is passing.

The general average of all the courses taken in a particular program is computed to the second decimal place, e.g., 1.68; 2.18; etc.

102. Procedures with regard to Failures: A final grade of 3.5 (“Conditional Failure”) in any course means a student must retake the examination. The retake exams for non-dogma courses

are scheduled for the first Saturday after the opening of classes of the following semester; for the dogma courses they are scheduled for the second Saturday.

In retake examinations, a failure means the course must be repeated. Passing it raises the course grade to a passing grade (3.0 or B-).

Courses required by the STB curriculum that receive an outright or egregious failing grade (4.0 or 5.0) must be repeated. Similarly, courses required by the MA curriculum that received a failing grade (C) or a grade that does not earn credits (B-) must be repeated.

103. Incomplete Mark: This is a temporary mark given at the discretion of the Professor to a student who has a *valid excuse* for not being able to fulfill all the course requirements at the end of the term. To avail of an Incomplete Mark (INC), the student must write, before the end of the term, an appeal letter to the Professor explaining why he/she is unable to fulfill the requirement on time. In the absence of an appeal letter or a valid reason, the Professor may give outright a failing grade to the student.

Students who receive an INC mark must complete all course requirements and obtain a course grade by the end of the following semester. Otherwise the INC automatically turns to a failing grade (C in the civil degree programs or 4.0 in the ecclesiastical degree programs).

104. Withdrawal from a Course with Permission: Students who withdraw from a course with the permission of the Dean gets a WP mark at the end of the term. After a certain deadline set by the school, withdrawal from a course is no longer permissible. Withdrawal from course without permission is graded with C or 4.0.

105. Grade in the Oral Comprehensive Exam or Thesis Defense: In Oral Comprehensive Examinations or Thesis Public Defense, each member of the board gives a grade based on the *total* performance of the student. If the majority of the board (e.g., 2 out of 3) gives a failing grade, then the student fails the exam and receives automatically 4.0 or C, without the need to compute the average of the grades given by all the examiners. If the majority of the board gives a passing grade, then the student passes the exam or defense and gets a grade based on the average of the grades given by all the examiners.³¹

| | Passing Grade |
|---|---------------|
| STB Ordinary Comprehensive Examination | 3.0 |
| STB Honors Comprehensive Examination | 2.5 |
| STL or STD Oral Comprehensive Exam / Thesis Defense | 2.5 |
| MA or PhD Oral Comprehensive Exam / Thesis Defense | B |

Note: Although 3.0 is a passing grade in the STB ordinary comprehensive exam, its equivalent in the MA comprehensive exam is a no-credit grade of B-. As a result, 3.0 fulfills only the requirement of the STB program, but not the MA program. The student must take another exam—the *written* MA comprehensive exam—and pass it (with a grade of B at least) to fulfill the requirement of his/her MA program.

106. Marks in the Ad Auds: In the examination on hearing confessions, the student receives either a passing (P) or a failing (F) mark. The student may also be required to see the professor for admonition or advice.

³¹ Even if the majority of the board gives a passing grade, it is still mathematically possible for the average to fall short of a passing score. Should this happen the examinee is just given the minimum passing grade.

107. Honors Awarded to STB Graduates: The academic honors awarded to STB graduates are determined on the basis of {a} the grade of the honors comprehensive examination and {b} the weighted average of the STB course work, each computed as 50% of the final average.

| | Final Averages |
|------------------------|----------------|
| <i>Summa cum laude</i> | 1.00 - 1.25 |
| <i>Magna cum laude</i> | 1.26 - 1.50 |
| <i>Cum laude</i> | 1.51 - 1.75 |

Chapter VII

THE RALPH GEHRING LIBRARY

Formerly owned by the Philippine Province of the Society of Jesus and donated to Loyola School of Theology in 1996, the Ralph Gehring Library is intended primarily for use by the faculty and students of Loyola School of Theology.

108. Library Hours & Service: The library is open from 7:45 AM to 5:00 PM, Monday through Saturday, throughout most of the year. It is closed on Sundays, school or legal holidays, and announced days for inventory.

Upon entering the library, a client must present a validated LST ID card with his/her photo on it. Bags, brief cases, knapsacks, umbrellas, etc. must be deposited at the entrance.

The library main door is equipped with a sensing device that detects library books that have not been checked out (i.e., processed for borrowing) at the circulation counter. If the device sounds an alarm, the exiting client must return to the counter and allow his/her bag, briefcase, etc. to be inspected.

109. Categories of Clients: The library fee, paid to the LST cashier during registration, entitles various categories of clients to the following privileges:

{a} LST Students Enrolled in Degree or Certificate Programs: LST students enrolled in degree or certificate programs may borrow up to ten (10) books for two weeks, with a possibility of renewal if the books are not otherwise needed. Students writing STD/PhD dissertations may borrow up to fifteen (15) books for two weeks, with the possibility of renewal if the books are not otherwise needed.

{b} Cross-Registrants: Cross-registrants from the Ateneo de Manila University have the same privileges as regular LST students. Cross-registrants from other schools may borrow books, up to three at one time, for a period of two weeks, with the possibility of renewal.

{c} Auditors: Auditors may use the library, but may not borrow books, except upon deposit of five hundred pesos (500 PhP) per book. This deposit is refunded after library clearance is obtained.

{d} Doctoral Students of the Consortium of Theological Studies: By virtue of the agreement on the mutual sharing of resources and facilities by member-schools, doctoral students of other schools belonging to the Consortium are granted the privilege of using the LST library. They may use the materials and facilities inside the library, but the books may not be lent out to them.

{e} Researchers from Other Schools or Institutions: Researchers from other schools or institutions may be granted permission by the President or Dean to do research work in the LST library provided they pay a spot-fee every day they use the library. They may use the materials and facilities inside the library, but books may not be lent out to them.

110. Library Orientation: Library orientation sessions are conducted for new students at the beginning of each semester.

111. Borrowing and Returning Books: ID Cards are personal and thus non-transferable. This means both that the card may not be lent, and that the card-holder may borrow library books only for his/her own use and may not lend these to others. Note: Anyone violating this rule may be stripped of his borrowing privileges.

{a} Procedure: Books are borrowed and returned at the LST library circulation counter upon presentation of the library-loan card.

{b} Recall of Books: Books must be returned at once if they are recalled by the library staff, even if the deadline for returning them has not yet arrived.

{c} Returning Deadlines: All borrowed books must be returned to the library before the end of each semester. Borrowing privileges will not be renewed for clients who fail to observe this rule.

Fourth Year STB students must return all books borrowed from the library at least 48 hours before their oral comprehensive examinations.

Students who are writing their thesis must return all books from the library before they submit to the LST Office the final draft of their thesis for defense.

{d} Intra-Library Loans: A system of “intra-library” loans with the Ateneo Rizal Library is fully functioning. Books needed from the Rizal Library for LST purposes are transferred, upon request, to the LST Library and loaned to LST card-holders and vice versa. Books borrowed from the Rizal Library under the auspices of the LST library, are also returned to the LST library counter. Consult the special policy guidelines that govern this kind of loan.

112. Periodicals, Reference Materials, and Reserved Books: Periodicals (bound or unbound), reference books, and reserved books are not loaned out of the library. They may be used only inside the library. After use, they must be returned to the exact location from which they were taken. If users are not sure where to return them, they must seek the assistance of the library staff.

113. Use of Other Library Materials within the Library: Library materials other than periodicals, reference books, and reserved books should not be returned to the shelves, but should normally be left on the reading tables for re-shelving by the library staff.

114. Fees, Fines, Penalties: Library semestral fees and deposits are paid at the Accounting Office, receipts are shown to the library staff. Fines, reimbursements, spot-fees (of visitors) are paid at the circulation counter.

{a} Fee for Overdue Books: A fine of 5.00 PhP per calendar day is charged for overdue books. This mean includes Sundays, holidays, vacations, etc.

{b} Fine for Lost Books: Fines accumulate up to the day that the loss is reported. The borrower of the lost book should pay, within one month after notification of loss, the full cost of replacing it. If payment is not paid, fine resumes. In addition, all books that are still charged out must be returned and all library access and privileges are forfeited.

{c} Repair Cost: Any damages caused by the user should be brought to the attention of the library staff, and provision made to meet the cost of repairs.

115. Library Access during Summer: Students enrolled for the degree programs have access to the library until the first day of summer registration. By this day, all books must be returned and library clearance obtained before enrolling for the summer. During the months of April and May only students with cards revalidated for the summer may be admitted to the library.

116. Clearances: Students who have not returned overdue books or who have overdue fines and/or unpaid reimbursement charges, are not allowed to register in the next term. Delinquent cross-registrants are not given clearances for the release of their grades and/or transcripts. Offenders who are about to finish their studies in LST cannot not be given clearance for graduation as well as for the release of their grades, transcripts, and diplomas.

117. Library Computer Room: Computers linked to the Internet are available to library users. In addition, the library makes available to clients bibliographical as well as theological and biblical resource materials on CD-ROM. Special guidelines govern the use of these computers.

118. Library Online Public Access Catalogue: On every floor of the library building special computers are available for searching the library online public access catalogue (OPAC). The OPAC is also accessible through the Internet at this address:

<http://www.lst.edu/webopac/>

119. Photocopying Services: Low-cost photocopying service is offered on a first-come-first-served basis. A chapter or more to be photocopied is usually scheduled by the operator for pick-up later. Copying of fragile materials (e.g., newspaper, old books, etc.) must be authorized by the Librarian. Theses and dissertations may not be copied in whole or in part without explicit permission from the Librarian.

TABLE A: APPLICATION & ADMISSION REQUIREMENTS

| ADMISSION: | ECCLESIASTICAL DEGREE PROGRAMS (LST) | | | CIVIL DEGREE PROGRAMS (LST & AdMU) | | | | |
|--------------------------------------|--|-------------------------------|-------------------------------|---|----------------------|-------------------------------|----------------------|-------------------------------|
| REQUIREMENTS UPON APPLICATION | <ul style="list-style-type: none"> ▪ Duly accomplished application form (for LST) ▪ Bio-Data ▪ Graduate School Entrance Test, administered by the Ateneo Center for Psychological & Educational Assessment (ACCESS) ▪ Test of English as Foreign Language (TOEFL) for applicants from non-English-speaking countries ▪ LST English Proficiency Test ▪ Photocopy of original Transcript of Records from previous school (undergraduate or graduate), and its English translation if needed. ▪ Photocopy of original diploma or certificate of graduation ▪ Three ID pictures (1" x 1") ▪ Personal Essay ▪ If a candidate for the priesthood, an endorsement letter from his bishop or religious superior ▪ Application Fee (for LST) | | | <ul style="list-style-type: none"> ▪ Duly accomplished application forms (one for LST; another for AdMU) ▪ Graduate School Entrance Test, administered by the Ateneo Center for Psychological & Educational Assessment (ACCESS) ▪ Test of English as Foreign Language (TOEFL) for applicants from non-English-speaking countries ▪ LST English Proficiency Test ▪ Two photocopies of original Transcript of Records from previous school (undergraduate and/or graduate), and its English translation if needed. ▪ Two photocopies of original diploma or certificate of graduation ▪ If needed, Certificate of Degree Equivalency issued by a Philippine consulate abroad. ▪ Honorable Dismissal from previous school ▪ Three ID pictures (1"x 1") ▪ Personal Essay ▪ Three recommendation letters ▪ Two photocopies of birth certificate ▪ Two photocopies of marriage certificate (for married woman applicant) ▪ Application Fees (one for LST, another for AdMU) | | | | |
| REQUIREMENTS UPON ADMISSION | <ul style="list-style-type: none"> ▪ Original copies of Transcript of Records, Diploma. | | | <ul style="list-style-type: none"> ▪ Original copies of Transcript of Records, Diploma, & Certificate of Degree Equivalency ▪ For International Students: Valid Visa / Study Permit / validated ACR ▪ For Student Visa applicants: 6 copies of Personal History Statement, and a Notarized Affidavit of Support & Bank Statement. | | | | |
| PROCESSING OFFICE | LST Registrar's Office | | | Ateneo Office of Graduate Services | | | | |
| PROGRAMS | STB | STL | STD | MA-PM | MA-TS | PhD-Th | MA-BE | PhD-BE |
| SCREENING | Admissions Committee | Standards & Degrees Committee | Standards & Degrees Committee | Admissions Committee | Admissions Committee | Standards & Degrees Committee | Admissions Committee | Standards & Degrees Committee |

TABLE B: Ecclesiastical Degree Programs

| PROGRAMS: | STB | STL | STD |
|--------------------------------|--|---|---|
| CONCENTRATION | None | <ul style="list-style-type: none"> ▪ Scripture ▪ Dogma/Systematic Theology ▪ Moral Theology ▪ Spirituality-Pastoral Psychology ▪ Religious Education | <ul style="list-style-type: none"> ▪ Scripture ▪ Dogma/Systematic Theology ▪ Moral Theology ▪ Spirituality-Pastoral Psychology ▪ Religious Education |
| ACADEMIC PREREQUISITES: | <ul style="list-style-type: none"> ▪ Bachelor's degree <u>WITH</u> ▪ 36 units of Philosophy ▪ 12 units of Theology ▪ At least a general average of 2.5 (B) | <ul style="list-style-type: none"> ▪ STB degree <u>OR</u> ▪ Four-Year Seminary Course; <u>with</u> ▪ At least a general average of 2.0 (B+) | STL degree with Tesina and at least a grade of <i>cum laude</i> (1.75) |
| LANGUAGE REQUIREMENT | None | One modern language besides English + Biblical Hebrew or Greek + Latin | Two modern languages besides English; + Biblical Hebrew or Greek + Latin. |
| PROBATION PERIOD | None | none | Definitive acceptance only after 9 units of course work + at least 1 major research paper |
| COURSE WORK | <ul style="list-style-type: none"> ▪ 28 core courses ▪ 4 electives | 7 courses in field of concentration, (2 of which must be reading courses) | 5 courses in the field of concentration (2 of which must be reading courses) |
| OTHER REQUIREMENTS | <p><u>For all:</u> One major research paper Dogma Comprehensive Exam.</p> <p><u>For students on the priesthood track:</u> Moral Comprehensive, Ad Auds, Presiding in Liturgy,</p> | Comprehensive Exam; Tesina writing & defense | Comprehensive Exam; Dissertation writing, defense, and publication |

TABLE C: CIVIL DEGREE PROGRAMS IN PASTORAL MINISTRY & THEOLOGY

| | MA-PM | MA-TS | PhD-Th |
|------------------------------|--|---|---|
| CONCENTRATION | <ul style="list-style-type: none"> ▪ Family Ministries and Counseling ▪ Spirituality and Retreat Direction ▪ Religious Education ▪ Pastoral Ministry, with the following <u>sub-majors</u>: <ul style="list-style-type: none"> ○ Scripture ○ Systematic & Sacramental Theology ○ Moral Theology ○ Pastoral Theology | <ul style="list-style-type: none"> ▪ Scripture ▪ Systematic & Sacramental Theology ▪ Moral Theology ▪ Pastoral Theology | <ul style="list-style-type: none"> ▪ Scripture ▪ Dogma ▪ Moral Theology ▪ Religious Education |
| ACADEMIC PREREQUISITE | <p>Government-recognized Bachelor's degree with 12 units of Theology & at least a general average of B (2.5 or 85)</p> | <p>Government-recognized Bachelor's degree with 12 units of Theology & at least a general average of B (2.5 or 85)</p> | <p>MA-TS or Theology with a thesis, with at least a gen. ave. of B+ (2.0) (Those with a non-thesis MA degree may also be accepted if they can present evidence of their capacity for writing a dissertation.)</p> |
| LANGUAGE REQUIREMENT | None | none | Two modern languages (Latin or Biblical Greek may be substituted for one of these) |
| PROBATION PERIOD | None | Definitive acceptance only after 18 units of course work + at least 1 major research paper | Definitive acceptance only after 18 units of course work + at least 1 major research paper |
| COURSE WORK | <ul style="list-style-type: none"> ▪ 5 Foundation courses in Theology ▪ 5 Concentration Courses ▪ 5 Electives | <ul style="list-style-type: none"> ▪ 5 Foundation courses in Theology ▪ 3 Concentration Courses ▪ 2 Electives | <ul style="list-style-type: none"> ▪ 3 Philosophical Theology courses ▪ 10 Concentration Courses (two of which must be reading courses) ▪ 3 Electives |
| OTHER REQUIREMENTS | <ul style="list-style-type: none"> ▪ Comprehensive Exam | <ul style="list-style-type: none"> ▪ Comprehensive Exam ▪ MA Thesis | <ul style="list-style-type: none"> ▪ Comprehensive Exam ▪ Dissertation |

TABLE D: CIVIL DEGREE PROGRAMS IN BIBLICAL EXEGESIS

| | MA-BE | PhD-BE |
|------------------------------------|--|---|
| CONCENTRATION | None | OT or NT, depending on the topic of the dissertation |
| ACADEMIC PREREQUISITE | <ul style="list-style-type: none"> ▪ Government-recognized Bachelor's degree, <u>WITH:</u> ▪ 2 Fundamental Theology courses ▪ 2 Introductory courses on Scripture ▪ Biblical Hebrew I & II ▪ Biblical Greek I & II | <ul style="list-style-type: none"> ▪ MA-BE or SSL (for short track) <p><u>OR</u></p> <ul style="list-style-type: none"> ▪ MA-TS or STL (for long track) with ▪ Biblical Hebrew I & II ▪ Biblical Greek I & II. |
| MODERN LANGUAGE REQUIREMENT | Reading knowledge of 1 modern language besides English | Reading knowledge of 2 modern languages besides English |
| PROBATION PERIOD | None | None |
| COURSE WORK | <ul style="list-style-type: none"> ▪ <u>Advanced Biblical Language Courses:</u> Biblical Hebrew III & IV (6 unit), Biblical Greek III & IV (6 units); ▪ <u>Isagogic Courses:</u> Biblical Hermeneutics (3 units), History of Israel (3 units), Textual Criticism (3 units); ▪ <u>Exegesis Courses:</u> 2 OT Exegesis courses; (6 units), 2 NT Exegesis courses (6 units); ▪ <u>Biblical Theology:</u> OT or NT Biblical Theology (3 units); ▪ <u>Seminar:</u> 1 OT or NT Seminar (3 units). | <p><u>Short Track:</u> 2 Biblical Theology courses (6 units); 8 OT and/or NT Exegesis courses (24 units); 2 seminar courses (6 units); 2 reading courses (6 units); <i>Lectio coram</i> (6 units).</p> <p><u>Long Track:</u> Biblical Hebrew III & IV (6 units); Biblical Greek III & IV (6 units); Biblical Hermeneutics (3 units); History of Israel (3 units); Textual Criticism (3 units); 1 Biblical Theology course (3 units); 8 OT and/or NT Exegesis courses (24 units); 1 seminar course (3 units); 1 reading course (3 units); <i>Lectio coram</i> (6 units).</p> |
| OTHER REQUIREMENTS | <ul style="list-style-type: none"> ▪ Written Comprehensive Exam ▪ Tesina | <ul style="list-style-type: none"> ▪ <i>Lectio coram</i> (public lecture) ▪ Dissertation |