

## ADMISSION PROCESS

### 1. Admission Requirements

Applicants will be admitted according to the standard policy of the Kenya Ministry of Higher Education Sciences and Technology and the requirements of Salesian Pontifical University. The following are the minimum qualifications required:

- (i) To have completed their secondary education (or its equivalent in other countries) and obtained a mean grade required by their respective countries to join a university.
- (ii) To have completed at least a two-year course of Philosophy, in accordance with *Veritatis Gaudium*, General Norms art. 74a and in compliance with the requirements of its *Norms of Application*, Art. 55, n.1a.
- (iii) Be recommended by an appropriate religious superior (in the case of religious), or other sponsoring authority as determined by the College authorities.
- (iv) Language: Candidates must have fluency in English language both in comprehension and writing skills. International students from non-English speaking countries must have a certificate of completed **English Course** through a recognized Centre for Language Studies.

#### (v) New Students are Required to Submit the Copies of the Following

- Official Secondary / High School result slip and certificate with a minimum grade of C+ and above.
- Philosophy Certificate and Transcript
- Other professional (university /college) Certificate and Transcript

### 2. Official Documents, Recommendation / Committal Letter

(i) **Provincial** (s) for the respective province (applies to Salesians of Don Bosco {SDB Students}) to attach recommendation letter and copies of official documents of the joining student (Soft Copies of Scanned Original Documents).

(ii) **All Non-SDB students** should have a signed and stamped Recommendation/committal letter from their Superior / Sponsor.

(iii) **Official document of a student** should be submitted to the Registrar's Office, and the student must also present his original documents for verification.

(iv) **Only photocopies** of the original documents are kept by Registrar for future reference.

### 3. Transfer Applicants

Students joining in the Second or Third year of Study at Don Bosco Utume-Salesian Theological College, should additionally submit the following:

- (i) Certified copies of progress report/transcripts obtained from the previous College or University
- (ii) Recommendation letter from the former school
- (iii) Copy of Student Pass previously held

*NB: All the documents in foreign Languages should be translated into English.*

Such applicants must attend the Courses offered at Don Bosco Utume-Salesian Theological College for at least two academic years in order to obtain the award of a degree or the Four-Year Diploma in Pastoral.

If a student has completed a full three-year course in theology in another Theological Institute / Seminary, he has to attend Don Bosco Utume Salesian Theological College for one year in order to obtain the award of a Degree in theology or one year (Fourth-Year) Diploma in Pastoral.

When approved for admission the following Document (s) should be submitted with the certificates and transcripts requested:

- (i) A dully filled, signed and stamped Application Form from Registrar's Office.
- (ii) Two recent Coloured Passport size photographs with white background.
- (iii) Copy of valid Kenya National Identity Card (Kenyan Citizen)
- (iv) Copy of valid national passport (the Bio-Data Page)
- (v) Current immigration status for the student (if in the country)

#### **4. Recommendation/Sponsorship Requirement**

Students are admitted to the Degree of Theology or Diploma in Pastoral only if they are recommended and sponsored by an appropriate religious superior or diocesan authority. This authority is responsible for their formation. If that authority withdraws its responsibility for the sponsorship, the affected student is to discontinue his Theological study until he finds an alternative recommending authority in the form of a congregation or diocese.

In addition, the student is to show proof that he is able to meet the financial requirements to complete his studies.

#### **5. Transfer of ECTS (Exemption)**

At the beginning of enrolment, a student may complete the "Exemption Request Form" claiming equivalence for Units done in other institutions, which were completed within a period of five years previous to the commencement of studies at Don Bosco Utume – Salesian Theological College, and at the level of University education (as an undergraduate or postgraduate course). The total number of credits transferred shouldn't exceed 49% of the credits required for the Theological Programme.

Students must apply for equivalences within the first two weeks of the semester. Attached to it there should be a detailed course description, hours and the level at which the unit was followed, together with certification of credits and grade awarded. Equivalence will not be granted unless there is a mark equivalent to a C (i.e., 65 and above) on the Don Bosco Utume assessment scale. The Exemption Request Form, with valid documents attached, should be handed over to the Registrar, who will pass it to the Principal for due evaluation. The eventual decision will be communicated to the student through the Registrar.

#### **6. English Language Proficiency**

The language of instruction and assessment at the Don Bosco -Salesian Theological College (Nairobi) is English. Units will be taught and assessed in English. Students are required to demonstrate English language proficiency level as demanded by the units of study. Those coming from non-Anglophone areas are advised to take a minimum of six months of English Language Course before seeking admission at the College. International students from non-English speaking countries must have a certificate of completed English Course through a recognized Centre.

At the beginning of the Scholastic Year, all fresh students will be required to do an exam on English Language proficiency, and if they fall below the required expectations of the College, they will be advised to take adequate steps to improve on the language (both in terms of comprehension and writing). Failure in the test could also lead to delaying admission to the Theological Programme.

#### **7. Attendance at Lectures and Punctuality**

Students are required to attend all lectures in units in which they are registered, including elective units. Any student who misses 10% of the total of the class hours or programmed learning sessions per subject automatically loses credit for that class. They will need to register and repeat the unit when it is next in offer. If an absence from lectures occurs, the student is to notify the Principal through the Registrar, through a form to be filled in and submitted. A decision to be absent from class must be taken with the permission of his or her Formator / Sponsor. Absences of any type will be counted towards the 10% of absence for a specific unit that disqualifies from credit.

Students must formally petition for credit if they have missed 10% of the total of class unit, noting the reasons why this rule should be waived. In case of serious illness, a student may be permitted to be absent from classes to a maximum of two consecutive weeks. He has to present a doctor's attestation confirming this. Once recovered the student is to liaise with the lecturers concerned to make up for the missed class units. Absence for more than two consecutive weeks leads to automatic deregistration from all units of that semester.

Every Class representative is to keep a record of the attendance of students for each of the subjects taught, and present this record monthly to the Registrar's Office. Lecturers too are advised to keep a record of the attendance of the students using the form that is supplied by the Registrar's Office.

Both students and lecturers are required to be punctual for the lectures, unless unavoidable. In case of any foreseen delay, it is important to inform the lecturer concerned, through the Class representative or directly. The Class representative will act as the link between the class and the lecturer, between the Class and the College Administration.

#### **Tutorials**

If a student has been absent for more than two weeks of classes on legitimate grounds as explained above, then he must do the make-up through tutorial sessions with an understanding with the Principal. The lecturer concerned will be remunerated for the sessions. In very exceptional cases (to be approved by the Principal) a course may be completed and requirements met with a proportionate and adequate number of tutorials. This will also be dependent on the availability of the lecturer for the tutorial sessions.

#### **Makeup classes**

Lecturers are advised to have make up classes for the lecture hours that they missed. The Class representative is to assist the lecturer concerned to find the most appropriate time for the make-up classes. All students concerned are expected to attend the make-up classes. In case of foreseen absence of the lecturer, he/she could schedule the make-up classes even prior to the class date so as to avoid late make-ups.

#### **Lecture Hours and Private Study**

The vocation to the ministers of the Gospel to the young people and others, requires engaging one's human

capacities of seeing, thinking, reflecting and judging, and committing oneself to a lifelong learning process. This is especially true for students of theology for whom study is a primary activity taking place both in lectures and through contact with teaching staff, and in private reading, research and writing.

## **8. ECTS Credits**

A credit is understood as one lecture hour per week for fourteen weeks. For instance, a course which has three lecture hours per week is a three-ECTS course or a two-credit course. A semester runs for fourteen weeks on lecturing and two weeks for the end-of-semester examinations. In addition to attending the lectures, a substantial amount of time is to be devoted to private study on a regular basis. Currently the academic programme operates on the European Credit Transfer System (ECTS). It's a standard means for comparing academic credits, i.e., the "volume of learning based on the defined learning outcomes and their associated workload. For successfully completed studies, ECTS credits are awarded. For instance, 5 ECTS credits are normally equivalent to 3 Credit (Cr). ECTS credits are used for a standard grading scale, to facilitate transfer and academic progression of students.

Therefore, since the students have 5 lecture hours per day, they are hence expected to find an additional 3 hours at least every day for personal reading/writing and study. Faithfulness to this will also assist in *developing a life-long learning mentality*.

## **Academic Papers and Academic Integrity**

Throughout the four years both the lecturers and students are encouraged to promote personal research and study by writing scientific papers (cf. *Veritatis Gaudium*, General Norms art. 39 c). Every Unit with 5 or more ECTS credit points are encouraged to have one academic research paper as a form of evaluation.

## **9. Mode of Evaluation**

Every lecturer is expected to furnish the students with the Course Outline and the mode of Evaluation at the beginning of the Semester. Lecturers are expected to make it clear to the students from the very beginning what would be required of them during and at the end of the semester by way of evaluation. Lecturers will try to evaluate the course according to the credits they carry. As a *recommendation*, all courses with 3 ECTS will have either one Continuous Assessment Test (CAT) or one Term Paper which will carry 20 to 40 % and final exam 60 to 80%. Courses with 5 ECTS and above will have two CATs or one CAT and a Paper or Class Presentation carrying 30 to 50% and final exam 50 to 70%.

End of the semester examinations should be done at the prescribed examination period (except for the language courses & Salesian Studies). Only for grave reasons the Principal may authorize a lecturer to anticipate the end of the semester examination.

The final exam may be written or oral. The lecturer is to keep a record of the oral exam and submit it to the Registry in the given Form. The final marks are to be presented to the Principal or the Registrar in a given Template.

Release of Final Marks is formalized. After the tabulation it will be released officially and emailed to the respective formators. There shouldn't be any enquiry to the Registrar about marks gained for a unit until the marks are formally released from the Registrar's office.

## **Examination Regulations**

**(i)** All students should be seated in the examination Hall 10-15 minutes before the examination begins. No student will be allowed in the examination room 30 minutes after the commencement of the examination.

**(ii)** No student shall enter the examination room with materials other than what is specifically required for that examination. Students will be notified earlier should there be need for additional examinations aids. Holy Bible is provided by the college or the students can use their personal bible if the lecturer concerned approves its use.

**(iii)** No student shall bring into the examination room the following items: briefcases, bags, printed materials/exercise books, audio materials, smart watches and cell phones. (N.B.: Students must switch off all cell phones and put them away. No cell phones shall be used during the entire examination session).

**(iv)** All students are required to sign an attendance list upon commencement of the examination and again upon submission of the examination script. Students who fail to either fill in or out the attendance list/form will be considered to have missed the examination.

**(v)** There shall be no conversing or exchanging of material between students during examinations. All queries or requests for assistance should be addressed to the invigilator.

**(vi)** Students must fill out the cover page in full. Students are advised to write their registration number on the examination answer sheet.

**(vii)** Students should not leave the examination room within the first hour.

**(viii)** Academic/exams integrity: Students should refrain from any form of cheating, irregularity or contravention of the rules of examinations or the rules given during the examinations. If the students are caught in the act of copying, they will have to write a letter of apology, will be disqualified in the exam, a written warning be given to them by the Principal, and will have to repeat the exam by one's own expenses. In addition, by the virtue of his office, the Principal may decide to give other appropriate penalties for those students found cheating exams.

**(ix)** Students must have a valid College ID card. This should be placed on the desk or in a position where it is visible to the invigilator.

(x) The question paper has to be returned to the invigilator if the lecturer/invigilator has instructed the students to submit it along with the answer script.

(xi) Students must adhere to all the instructions, rules and regulations given during examinations.

(xii) Failure to take an examination at the scheduled time will result in an “F” grade. Requests to take an examination late without a valid and justifiable reason will not be granted. An accumulation of six (6) “F” grades will result in discontinuation from the College.

### Marking System:

For the marking system, Don Bosco Utume assigns marks out of 100 (**one hundred**) and the grades from **A** to **D** follow the marks:

<b>85-100</b>	<b>A</b>
<b>70-84</b>	<b>B</b>
<b>60-69</b>	<b>C</b>
<b>50-59</b>	<b>D</b>

### Qualitative equivalence for the Grading Scale

**A (85-100) = Outstanding performance** manifesting a comprehensive mastery of the subject matter, excellent powers of analysis, critical reflection and exposition, and an ability to present arguments in a creative and original manner. In addition to the familiarity with required reading, the student has shown personal initiative in consulting other books and journals pertaining to the topic. He also shows the capacity to articulate and defend what is presented. His arguments are marked by clarity, focus, cogency and precision.

**B (70-84) = A very good performance**, demonstrating a good grasp of the subject-matter, clear awareness of the salient points of the unit, and above average level of insight. The student has the ability to weigh and evaluate evidence, and present arguments accurately and in an organized manner. In addition, he also shows evidence of reading of the required sources and a good breadth of knowledge, though lacking any striking originality and comprehension of thought and perhaps marked by some unevenness of presentation.

**C (60-69) = A basically good performance** showing satisfactory understanding of the main issues presented in the Unit and a reasonable familiarity with the relevant literature, though with some minor errors and omissions of important materials. The student is competent and faithfully reproduces the major material presented in the class. His arguments are more descriptive than analytical, with ideas just stated rather than developed. While containing some errors of fact and interpretation, the work is generally satisfactory.

**D (50-59) = Below average performance**, showing rudimentary knowledge of the essentials of the Unit, a limited familiarity with the required literature, and a minimal competence in the organization and presentation of the arguments and conclusions. Though he passes the Unit, his ideas are poorly developed and presented. Overall, the performance lacks clarity of focus, cogency of argument and depth of understanding. While there is evidence that some learning outcomes have been achieved, there is little development of ideas or integration of knowledge.

### Examination Scripts

The graded final examination scripts are the property of the College. Students may be allowed to review the scripts, after filling a form from the registry and approval by the Principal. After the review students are expected to give written report of their findings to the registrar. The scripts will be in the custody of the College for 4 years. After 4 years the scripts will be disposed of.

Students who have fulfilled the academic and financial requirements and have sat for their exams are entitled to receive a record of their performance during the course of their studies. Before the beginning of a new semester, every student who has completed all the requirements shall receive results slip showing marks and grades of the Units he has completed in the previous semester.

### Supplementary Exams (Re-sit exams)

The Registrar releases the names of students who are required to sit supplementary examinations and notifies them of the date for the supplementary examinations. So, as long as there is a Fail (F), the course will be recorded as incomplete and a student can apply for the re-sit of an exam within the first two weeks (14 continuous days) of the following semester. The re-sit will be in the 3<sup>rd</sup> week. If the student passes, the result would be recorded as 50%. If a student does not re-sit the exam or does not reach the Pass Mark (50%) the student will have to repeat the entire course before the completion of the three-year study. The student must take the responsibility of following up the process for re-sit. At the end of his **three years of study, the College will not accept any responsibility, if the concerned student will have** not completed some courses in Bachelor Theology or pastoral courses at the end of fourth year (Pastoral Year).

Every student has the right to refuse the final mark given in an exam, if he is not satisfied with it. In this case, the student will apply for a re-sit Exam or re-marking (written) with the Registrar's Office within two weeks (14 continuous days) and re-sit or re-mark (written) the exam within the first three weeks (21 days) of the following semester. The result that will be put in the records will be the new one, even if it be lower than the previous one, but this grade remains final. For the re-marking of an examination, the reasons advanced must strongly justify re-marking as the best alternative.

It is not proper for students to complain directly to the lecturer about the marks they received, given that the

system of marking in place provides for a re-sit. Lecturers are to submit marking scheme to the principal. Upgrading re-sits will attract an additional fee to cater for the cost of marking and administration.

## **ACADEMIC DEGREE AND OTHER QUALIFICATIONS**

### **Bachelor's Degree in Theology**

- The Bachelor's Degree in Theology introduces students to theological reflections on Christian Revelation in the light of the Tradition of the Church. It acquaints them with all the basics of Catholic doctrine and initiates them into the methods of scientific research (cfr. *VG*, General Norms, art. 74a).
- The courses are covered in six academic semesters (three years), at the end of which a Bachelor's Degree in Theology, that is equivalent to the academic degree of Baccalaureate in Theology, may be conferred.
- To obtain a Bachelor's Degree in Theology, besides fulfilling the other requirements, a student must successfully complete all the principal and auxiliary disciplines and examinations which account for a minimum of 180 European Credit Transfer System (ECTS).
- The programme of Baccalaureate Degree in Theology concludes with the written work and oral defense before a panel of at least two teachers which must include the guide of the written work.

### **Conferment of Academic Degrees**

- The academic degree of Bachelor's Degree in Theology, which is equivalent to Baccalaureate in Theology, is conferred by the Faculty of Theology of Salesian Pontifical University (cfr. *VG*, General Norms, arts. 45-47).
- Only those students who have fulfilled the conditions laid down in the Statutes of Don Bosco Utume College, are eligible to obtain this degree.
- The official documents conferring the degree are issued by the General Secretariat of the Salesian Pontifical University.
- The Affiliated Institute issues any further documents such as the Mark list or the Transcript of Records which attests to the examinations sat by the student.

### **Diploma in Pastoral Year**

- A diploma in Pastoral Year is offered by Don Bosco Utume – Salesian Theological College on those students aspiring to the priesthood who, after the completion of the Bachelor's Degree in Theology, undertake one-year (two semesters) in Pastoral Courses (cfr. *VG*, General Norms, art.76 §2; *Instruction*, art. 29 §2).
- To obtain a diploma in Pastoral, besides fulfilling the other requirements, a student must successfully complete all the disciplines and examinations which account for a minimum of 60 ECTS, as listed in the Appendix II to these Statutes.