



Maryvale Institute



Higher Institute of Religious Sciences

**Ecclesiastical Bachelor of Divinity
Programme**

validated by

*The Ecclesiastical Theology Faculty
of The Ecole Cathédrale, Paris*

Information Folder

2023-2024

Welcome to the Maryvale Higher Institute of Religious Sciences!

In this information pack we will outline exactly what you can expect from our Bachelor of Divinity programme. Our validators and our students tell us that our unique blend of part-time, distance and residential learning is of the highest academic quality. It offers the possibility of gaining a theology qualification recognised by the Holy See while at the same time continuing your daily life.

Whether you study with us to start working for the Church in a variety of capacities, as a preparation for a chaplaincy role of any kind, to deepen your knowledge of the Faith as a layperson or in the religious life, priesthood or diaconate, or simply because you want to know more about Catholicism, the Bachelor of Divinity Degree offers an in-depth immersion into the Faith.

In the pages that follow you will learn a little about our origins, our deep commitment to St John Henry Newman's vision on learning, the structure of our programme, the way it is delivered, and the wide range of staff involved in teaching.

If you have any questions, or simply want to have a chat about our programme and how it would fit into your life, Deacon Dr Harry Schnitker, our Admissions Tutor, is always happy to have a Zoom or Skype call. He can be reached via email: researchcentre@maryvale.ac.uk

If you have queries about the modules and content of the programme, please contact the Programme Director, Rev Dr Michael Cullinan:

bdivdirector@maryvale.ac.uk

If you have any questions about fees or other finance matters, please contact Magdalena Edwards via email:

financemanager@maryvale.ac.uk

If you wish to apply, please contact the Programme Administrator, Viktoria Meszaros via email:

undergrad@maryvale.ac.uk

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What Our Graduating Students said:

‘The material covered on the course, its delivery in such a prayerful setting and the professionalism of the instructors was awesome. ... Each module was like a chapter of the most exciting book I had ever started.’

‘The overall quality of the Maryvale Course has been wonderful for me. The Coursebooks have presented a clear presentation of the faith which is comprehensive and orthodox.’

‘Distance learning has been very beneficial and Maryvale has facilitated it very well.’

‘The last five years have been a journey that, looking back, has had its ups and downs, its smooth and rocky patches but one that has shaped my outlook on life and deepened my faith. I can’t imagine my life before I started this course and it has inspired me to proceed further.’



What Our Validators said:

'As usual, there was a very good cooperation spirit between our team and our Maryvale colleagues, including the examiners sitting for the first time on juries.'

'The quality of student's work matched what is expected for a Baccalaureate degree in religious science. Presentations and answers to the questions ranged from fair to excellent.'

'Student performance demonstrates a very good quality of teaching and learning. Students are capable of clearly presenting the knowledge acquired, oriented towards true pastoral care.'

Our Aim:

The Maryvale Higher Institute of Religious Sciences was born at Maryvale House in Birmingham. This was Saint John Henry Newman's first home as a Catholic, and although like him we have moved from the house, he remains our main inspiration. This is what he said:

What I desiderate in Catholics is the gift of bringing out what their religion is. I want a laity ... who know their religion, who enter into it, who know just where they stand, who know what they hold and what they do not, who know their creed so well that they can give an account of it, who know so much of history that they can defend it.



I want an intelligent, well-instructed laity. I wish you to enlarge your knowledge, to cultivate your reason, to get an insight into the relation of truth to truth, to learn to view things as they are, to understand how faith and reason stand to each other, what are the bases and principles of Catholicism I have no apprehension you will be the worse Catholics for familiarity with these subjects, ...

You ought to be able to bring out what you feel and what you mean, as well as to feel and mean it; to expose to the comprehension of others the fictions and fallacies of your opponents; to explain the charges brought against the Church, to the satisfaction, not, indeed, of bigots, but of men of sense, of whatever cast of opinion.

The Present Position of Catholics in England, 1851.

When, in 1851, St John Henry Newman spoke of having a laity 'who know their religion, who enter into it, who know just where they stand, who know what they hold and what they do not', in essence, a 'well-instructed laity', who would 'enlarge' their 'knowledge', 'cultivate' their 'reason' and 'get an insight into the

relation of truth to truth, to learn to view things as they are, to understand how faith and reason stand to each other' and the 'basis and principles of Catholicism', he was making a brave new statement. At that time formation in theology and philosophy were largely in the realm of the Church and reserved for priests and religious. Over 100 years later, in 1980, when Maryvale International Catholic Institute, under the auspices of the Archdiocese of Birmingham, opened its doors to adult students, this bold vision of Newman's underpinned the education provided – it does to this day.

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1. Historical Introduction

1.1 Maryvale Institute

The Maryvale Institute is an international Catholic college, specializing in distance-learning, part-time programmes, and is part of the Archdiocese of Birmingham.

The main aim of the Institute is to educate and train men and women in Catholic Theology, Scripture, Religious Education, Catechesis, Liturgy, Spirituality, and other related disciplines, to equip them intellectually, personally and spiritually for their personal and professional lives. Based on a methodology pioneered by the Open University, Maryvale's collaborative-learning method is a unique form of distance learning with short teaching periods specially adapted in accordance with the pedagogical principles outlined by the Holy See.

In 1989, Maryvale Institute was granted official recognition by the Holy See through the Catechetical Office of the Congregation of the Clergy. In 1990, it began a postgraduate diploma course validated by the University of Oxford. That same year, Maryvale was recognised by the Congregation for Catholic Education as an Institute affiliated to the Pontifical University, St Patrick's College, Maynooth, Ireland and the distance-learning, five-year **B.A. (Divinity)** degree in Theology was launched, validated by Maynooth, and ran successfully until 2013.

In 1998, a Cert. HE in Applied Theology was validated by the OUVS, which, in 2000, became the **B.A. (Hons) in Applied Theology**. This was revalidated in 2006, with the highest commendations.

1.2 Maryvale Higher Institute of Religious Sciences

On 25 March 2011, the Solemnity of the Annunciation, Maryvale Institute was erected by the Holy See as an Ecclesiastical Institute, known as a *Higher Institute of Religious Sciences* (HIRS) according to the Norms laid down for such institutes by the Congregation for Catholic Education in Rome. This allowed the establishment of the **Ecclesiastical Bachelor of Divinity Degree**, a Programme recognised by the Church. On 29 September 2016 the Congregation renewed its approval of the HIRS and confirmed its Statutes as an entity within, but distinct from, Maryvale Institute.

The B.Div. is a five-year, part-time, collaborative-learning programme leading to a Bachelor of Divinity degree validated by the Ecclesiastical Theology Faculty of the Ecole Cathédrale de Notre

Dame, Paris (**Faculté Notre Dame**), as authorised by the Congregation for Catholic Education of the Holy See. It gives its students a thorough grounding in all areas of theology.

The Programme is delivered in English and evidence of competence in the language may be required of those for whom English is not their first language. This degree meets the requirements of the Bologna Convention by which there is co-recognition of undergraduate degrees across EU countries.

The HIRS also offers an Ecclesiastical Licence in Divinity. If you are interested in this programme, please contact the Admissions Tutor.

1.3 Our Spiritual Roots: Maryvale House, the Sacred Heart, Mission and St John Henry Newman

The Maryvale Higher Institute of Religious Sciences has its historical and spiritual roots in Maryvale House, Old Oscott, Birmingham. As was the norm during the long centuries of anti-Catholic discrimination after the reformation of the sixteenth century, it fell to individual families, usually of some local or national standing, to provide hubs for the remaining Catholics. In the West Midlands, this was the Bromwich family. Their home, Oscott House, was to become a Catholic beacon, a shrine and the base for several Catholic institutes. This was a place where, however surreptitiously, Mass could be said, and the Hours that sanctify the day and the calendar of saints and feasts that sanctify the year could be observed.

In 1753, the old house was substantially reconstructed in the Georgian style, with the chapel on the first floor. It became a three-storey building that was intended to house the Vicar Apostolic of the Midland District, the forerunner of the Birmingham Archdiocese. For the rest of the eighteenth century, priest continued to arrive at Oscott House after their education and ordination on the Continent. The 1778 Catholic Relief Act allowed Fr Pierce Parry to construct a new and large chapel, which had to conform to the restrictions of the Relief Act and so was built in unobtrusive brick, and which is still in existence and use today. In 1820, the Sacred Heart Shrine was opened, the first outside France: the devotion to the Sacred Heart remains an important spiritual element to our Institute. For almost four decades, the West Midlands' seminary was based here, before moving to New Oscott. The old house then became the home of St John Henry Newman. Here he lived for the first years after becoming a Catholic, here he developed the idea for the Oratory, and here he began formulating his ideas on education, which have such a major influence on our own approach to teaching and learning. For a few years from 1849, the house was the home for the Oblates of Mary Immaculate, one of the major missionary orders of the Church. They too, impact on our own sense of mission: like the OMI, our mission is global.

Having served as an orphanage for the Sisters of Mercy for many decades, Maryvale House became a centre for religious education in the Archdiocese of Birmingham under the direction of Archbishop George Patrick Dwyer from 1980 onwards. Having served as the base for the Institute for more than four decades, the old house was deemed no longer fit for purpose. Other changes had come too, more particularly the internet, which had transformed the possibilities of distance learning. Change has been the norm for the Church over two millennia and the global Catholic community in 21st century England is not that of the Victorian era or of the later 20th century.

However, that change has to be rooted in the past if a certain set of values and identities are to continue to evolve: this is what St John Henry Newman referred to as ‘authentic or true’ development. His reference was to doctrine, but his idea was firmly rooted in a wider reality.

The essence of Maryvale House and of its educational role over the centuries informs a new, more digital Maryvale that has moved away from the house but remains true to its mission. Above all, St John Henry Newman’s ideas on education, the education of the whole person, are timeless and spaceless: they can and will continue regardless of where Catholic education takes place.

1.4 Faculté Notre Dame de Paris

Based in the heart of the French capital Paris, sits the Collège des Bernardins, the stunning architectural home to our validating partners, the Faculté Notre Dame de Paris (FND). Maryvale Higher Institute of Religious Sciences is extremely proud of its association with this leading seat of learning in the Catholic Church. Founded by Cardinal Jean-Marie Lustiger in 1984, it is a revival of what was the premier seat of learning in the Middle Ages since the time of Charlemagne. Its degrees, *baccalauréat en théologie*, *licencié de théologie* and *docteur en théologie*, are recognized by the Holy See. FND is constituted in accordance with Pope Francis’s apostolic constitution, *Veritatis gaudium*, and is under the umbrella of the École Cathédrale, part of the Archdiocese of Paris. Like Maryvale, FND teaches both clergy, religious and laity.

Please visit FND’s website for more information

<https://www.collegedesbernardins.fr/la-faculte-notre-dame>



2. Introduction to the Programme: Aims and Objectives

2.1 General

This is a five-year, part-time, collaborative-learning programme leading to a Bachelor of Divinity validated by the Ecclesiastical Theology Faculty of the Ecole Cathédrale, Paris. There are two ‘pathways’, the first provided at Maryvale (Pathway ‘M’), the second (Pathway ‘D’) oriented to formation for diaconal ministry. Both pathways provide formation in catechesis and apologetics.

Although based at Maryvale Institute in Birmingham, the Programme is intended to attract students from the whole of United Kingdom and abroad. The distance-learning and part-time characteristics of the Programme make it accessible to those in part-time or full-time employment. **The student is expected to be able to study approximately 15–20 hours per week.**

Whilst it is an education in academic theology, it is not merely so. It is designed and delivered to promote the religious and theological formation of the students so that they may participate more fully in the life and mission of the church.

The Maryvale Programme is open to any student capable of learning at an academic level and who wishes to advance his or her theological education. It aims to enable students to:

- *Develop an understanding of Christian Doctrine through study of the Sacred Scriptures, the writings of the Fathers and Doctors of the Church, and the documents of the Magisterium;*
- *Discover and realise their vocation in the Church;*
- *Nourish their spiritual life through growth in understanding;*
- *Develop a critical sense and academic judgement so as to evaluate theological positions.*

This does not mean that only those who are members of the Catholic Church will benefit from the Programme. While the general rule is that ecclesiastical degrees are intended for Catholics, it is possible for non-Catholics to be accepted and, in fact, over the years, students from many different backgrounds have enjoyed the Programme and benefitted from it.

The Catholic orientation of this Programme means that, as a degree specialising in Catholic theology, academic discipline is combined with the life of Christian worship. Students from all backgrounds are invited (but never compelled) to share in this. They will also become aware of what the Catholic Church actually teaches, as opposed to incorrect versions of its teaching. This will increase their understanding of Christianity.

This approach does not demand any lowering of academic standards, which are rigorously monitored by Maryvale Institute and by Faculté Notre Dame. It demands that the context and dynamic of learning is a living faith-community. This, we believe, is a particular advantage in our approach.

2.2 Exit Awards

It is possible to leave the Programme before the end of the full five years and still receive a Maryvale award.

- After two years of part-time study by collaborative learning the student reaches the level of a Certificate in Higher Education, equivalent to the first year of a BA (Hons) and can exit the programme with a *Maryvale Certificate* of credit.
- After four years of part-time study, equivalent to the second year of a BA (Hons), you can exit the programme with a *Maryvale Diploma* of credit.

3. Teaching and Learning Strategy

The Programme is a part-time, distance-learning programme of five years duration. It involves a ten-month academic year consisting of directed home-based study assisted by residential schools at Maryvale. The teaching and learning strategy adopted within Maryvale Institute derives from the Open University distance-learning methodology, which has been adapted to the specific situation of Maryvale Institute over twenty-five years with the guidance of the Open University and then through the training and experience gained in developing and delivering collaborative-learning courses at all levels.

Many elements make up the complete collaborative-learning strategy which all help to enable students to use the system effectively in their lives. These include written modules or *Coursebooks*, study guides and handbooks, online lectures, one-to-one online contact between students and staff, teaching periods, introductions to staff, fellow students and Maryvale's facilities for supporting students at a distance such as the library services and the Moodle platform.

3.1 Coursebooks

The Coursebooks, prepared by specialist staff, are the teaching texts which provide the basis for the local, home-based study and assignment work. Authors prepare texts in the specialised style that

good distance-learning requires in order to maximise the involvement of the student. This involves course book authors pointing the students to specific texts to read, recognising what, in the reading, needs commentary or careful explanation and showing how students can consolidate and expand their learning through tasks and exercises. The course books are written, therefore, not as learned monographs in which the author has the *subject* at the forefront of his mind but as self-contained teaching and learning manuals, in which the author keeps the *student* at the forefront of his mind.

The Coursebooks then, are not books in the normal sense of the word, but are written lessons of a much larger and cohesive programme; they are learning aids; tutorials in print; guided ways into fields of knowledge.

3.2 Teaching periods

There are three teaching periods or ‘residentials’ each year (either three weekends or two weekends and a midweek period of 4 days), **which are mandatory**. *They are a vital part of Maryvale’s distance-learning methodology, allowing students to interact and be encouraged as well as participating in lectures and seminars.*

Of these, two are delivered online, and one is in person. For the academic year 2023–24, the in-person residential is planned for May. The online residentials are planned for October and January.

Those who cannot attend for appropriate reasons, including but not limited to disability, distance, and caring responsibilities, will need to provide adequate notice and evidence to the Programme Team. Reasonable accommodations will be made so that those with these exemptions are not adversely affected by missing the valuable teaching provided at these teaching periods.

3.3 Programme Director

The role of the Programme Director is to guide students through the course and to monitor both their progress with their studies and the effect of the course on them. He or she monitors all the students’ assessed work. He or she also acts as a tutor and operates an email/telephone/Zoom helpline for all the students of the course. One-to-one tutorial and evaluation discussions are held at all teaching periods. Students are encouraged to contact the Programme Director with any questions or problems concerning the course.

3.4 Academic Tutors

Academic Tutors are responsible for lecturing, marking assignments, and providing reports. The role of the Academic Tutor is both to assess the work and to provide substantial tutorial feedback on the assignments and advice on academic progress. The method of marking assignments, by detailed annotation, is specifically designed to be of maximum help to the student at a distance. Maryvale uses Turnitin for this purpose. Tutors are also available at designated periods for an online office hour, during which essay questions can be discussed.

3.5 Advisers

Designated recent graduates are available as Advisers to help students with everyday problems.

3.6 Study at home

Students are expected to devote approximately 15–20 hours per week studying. There are two months of vacation each year. Students can obtain advice and help about study techniques and methods and good time-management skills at the teaching periods, from the B.Divinity office at Maryvale, and from designated programme staff, especially during the first year.

3.7 Other Resources

- Students are provided with lists of additional recommended books and articles. These may be purchased or borrowed from libraries.
- Students have access to library facilities at the Institute for reference purposes. The Librarian is available to offer advice and guidance, for example in searching for local theological libraries. Student cards are provided to identify students wishing to use other libraries.
- Advice from the Librarian can also be given to students on relevant academic internet sites, and audio-visual resources.
- Maryvale library also has access to many online resources and collections. HIRS students also have access to the libraries of FND.
- There are regular online seminars and lectures to which all students have access.

4. Assessment

Each academic year of the degree programme a student submits assignments electronically via an online facility within a prescribed Academic timescale. There are examinations at the end of the academic year, usually in June. All assignments are to be completed before the exams. The assignments are marked, and feedback is given electronically also within a prescribed Academic timescale. Students are assessed at the end of each academic year through a grade derived from the marks awarded for assignments and the examination and these results are released after the Examination Board meeting usually in the end of July.

Assignments and written examinations are initially assessed by academic tutors and examiners. Assignments are monitored and moderated by the Programme Director. Any student receiving consistently poor grades will be counselled at an early stage concerning the appropriateness or otherwise of continuing with the Programme. At the end of the academic year, samples of all work are scrutinised by an external examiner.

The Holy See requires that each student show some competency in a foreign language and in the final year submit a dissertation and take an oral examination. The foreign language requirement may be satisfied either by already having a qualification in a modern language or by a one-day course provided in Year 4 or 5.

All reports and grades are presented for approval by the Examination Board which is responsible for final decisions.

Maryvale Institute currently uses the normal degree classification followed by most universities in the UK: First Class Honours, Second Class Honours – Grade One (2:1), Second Class Honours – Grade Two (2:2), Third Class Honours and Pass. The final assessment is calculated from the marks obtained over the five years.

5. Programme Structure and Content

The Maryvale Institute's Bachelor of Divinity structure relates to the aims and learning outcomes of the Programme and its elements should be understood as an integrated whole.

There are four modules to each year except the last, with an examination on each at the end of the academic year. Each module has at least one assignment and each half-module has one assignment. Students are required to complete **six** assignments during the year including at least one from each module and half-module. The curriculum is as follows:

YEAR ONE

- (1) Faith (HALF-MODULE).
- (2) The History of the Church
- (3) Philosophy
- (4) History of Philosophy
- (5) Revelation (HALF-MODULE)

YEAR TWO

- (1) Introduction to the Sacred Scriptures: Old Testament I
- (2) Old Testament II
- (3) Introduction to the New Testament
- (4) Holy Trinity, One God

YEAR THREE

- (1) Christology
- (2) Paul and Acts
- (3) Fundamental Moral Theology
- (4) Fall and Redemption

YEAR FOUR

- (1) Ecclesiology and Mariology
- (2) Grace and Glory
- (3) Special Moral Theology
- (1) Apologetics (HALF MODULE)
- (4) Canon Law (HALF MODULE)

YEAR FIVE

- (2) Biblical Catechesis (HALF MODULE)
- (3) Sacraments
- (4) Liturgy (HALF MODULE)
- (5) Spiritual Theology
- (6) Dissertation

6. Entry Requirements

Academic requirements are:

- A degree passed in any subject given by a recognised University, **OR**
- Entrance qualifications to university which are so recognised by academic authorities in the UK, **OR**
- Any other qualification and/or work and vocational experience deemed by Maryvale Institute to be sufficient for a student applying to begin the Programme.

The Institute participates in credit transfer arrangements. Those interested in further information concerning these arrangements should contact the Director of the Programme.

Maryvale Institute welcomes students with disabilities, specific learning difficulties and chronic medical conditions, who are selected for courses according to the same academic criteria as other candidates. We will endeavour within its limited capacity to ensure that all individual requirements are met so that each student has an enjoyable, positive and fulfilling experience during their academic studies.

The Institute appreciates that deciding to disclose any accessibility needs can be a difficult choice for students applying to Further & Higher Education. Whilst we accept that this is a personal decision, we strongly recommend that students inform us in order that their individual requirements can be addressed.

The Institute continues to develop a range of services for students with accessibility needs that is overseen by the Accessibility Coordinator who can indicate support that is already in place or work towards developing a reasonable adjustment.

7. Admissions Process

An application form must be completed and accepted, together with a 500-word explanation of the reasons for applying for the course. You must also arrange for references to be sent to Maryvale (these references are treated as confidential between the referee and the Institute) and enclose payment of an application fee. The application will then be considered by the Admissions Committee of Maryvale HIRS. If necessary, you might be asked to an interview either face-to-face or by Zoom but this is not usual. You will be informed when you apply when a decision will be made about your admission.

Assuming that your application is successful you will be sent an Acceptance Pack including further information about Maryvale Institute and the course, details of how to apply for a student card and some indication of preliminary reading. You will be asked to sign a statement agreeing to abide by the Regulations and support the ethos of Maryvale Institute, and you will be sent an invoice.

Once we have received your fees for the first year, **which must be paid before the start of the Programme**, and your signed statement you are formally enrolled as a student of the Institute.

If for any reason your application for a place on the course is not successful, the Institute reserves the right, because of the elements of confidentiality involved in the admissions process and the collection of references, not to give the reasons for this decision. If at any stage you are dissatisfied with the admissions process we would advise you to follow the complaints procedure of the Institute: a copy of this can be found on the Institute's website. We shall ensure that your questions are dealt with promptly and professionally.

Please note that the delivery of the course takes place only when a minimum number of applicants have enrolled.

8. Fees

(a) Cost per annum

The cost per annum for the B. (Divinity) Programme for 2023 is presently £3,220, this applies to both UK and EU students as well as non-EU students.

There is also a £50 registration fee upon application.

The course fees are non-refundable 14 days from the date of your acceptance letter. The fee includes tuition, examinations registration and office administration, the resources for the Library and other facilities provided.

There will be separate fees for board and lodgings for the annual residential. The Institute aims to keep these costs to an acceptable level.

Please Note: *Healthcare in the UK is not free to overseas visitors. Students attending residential are expected to ensure that they have adequate health insurance cover before visiting. The Institute cannot accept responsibility for students' personal health, all students are expected to take reasonable precautions to safeguard their own health and wellbeing.*

While the Institute endeavours to keep the course fees at a reasonable level, it cannot guarantee that fees will remain the same throughout the duration of the programme. The Institute reserves the right to amend its course fees at any time to reflect inflation and any other financial changes which may impact on the efficient and economic running of the Institute.

(b) Grants

Fees charged do not represent the actual cost of running the degree programme. No government grants are available to Maryvale Institute unlike, for instance, the Open University. Maryvale is funded by its Course fees, any projects undertaken and by a grant from the Archdiocese of Birmingham and from any projects or courses it offers. The Institute will support applications of students to any source of grants.

Students would be well advised to investigate the possibility of obtaining grants from other educational sources. In addition, local dioceses, deaneries and parishes may well be prepared to fund part of a student's fees, especially if the degree programme is seen as training for a more effective catechetical and pastoral work in the church. The Institute will also support applications of students who propose to make such arrangements with their local church which may give help with fees to students in return for vocational service either rendered in the present or promised in the future.

9. Programme Management

(a) Maryvale HIRS Council

The B.Div Degree is provided by Maryvale HIRS which is affiliated to the Faculté Notre Dame de Paris (FND) in accordance with the Norms for such Institutes issued by the Congregation for Catholic Education which approved its Statutes.

The Council of the HIRS, presided over by the Director of the HIRS, oversees all the undertakings of the HIRS. It is also responsible for the oversight of the content, delivery and standards of the ecclesiastical degree programmes. Membership of the Council includes the President of FND or his delegate, the Director of the HIRS, the permanent faculty of the HIRS, two representatives of the non-permanent staff of the HIRS, **two student representatives**, the Academic Registrar, and any co-opted person or persons.

(b) The Programme Board

Maryvale HIRS participates in the Institute's quality assurance structures. This means that there is a Programme Board which oversees the running and development of the Programme. The Board is drawn from the Faculty of the Programme and includes student representatives. The Programme Board reports to the Maryvale Academic Board which has also established a number of other committees for the effective delivery of the various degree and other programmes – especially the Academic Standards Committee. There is also an Examinations Board.

(c) The Director and Staff of the Programme

The HIRS Director is appointed by the Archbishop of Paris with the prior approval of the Archbishop of Birmingham and FND. The HIRS Faculty is appointed by the Archbishop of Birmingham. The appointment of permanent faculty requires the approval of FND.

The Programme Director, Rev Dr Michael Cullinan is responsible for establishing and developing all aspects of the Programme. The Academic Administrator is Mrs Viktoria Meszaros. There is a large Associate Staff comprising Academic Tutors, Lecturers, Examiners, Moderators, and Advisers.

(d) Regulations and Complaints

The **Institute Regulations** and the **Complaints** policy and procedures can be found on the Maryvale website. These are reviewed annually.

10. Annual Programme cycle for students

The following chart summarises the learning cycle process.

The Institute has three terms, each punctuated by a teaching period, two virtual and one in person.

For 2023–2024, the terms are:

Michaelmas Term:	22 September to 11 December
Lent Term:	9 January to 25 March
Easter Term:	15 April to 22 June
Michaelmas Term Teaching period (Online):	6-7 October
Lent Term Teaching period (Online):	26-27 January
Easter Term Teaching period (In person):	3-5 May

Year I: Pre-Study period:

1.Read Acceptance pack, sign and return

Programme Acceptance, ID Card Application & photos. Make your payment of the programme fees.

2.First Teaching period (Online) Michaelmas Term:

Introduction to Programme, meet the Programme Staff and Fellow students, the provision of Programme Materials, ID card and Resources information & access is given for the: Library, Turnitin (*Electronic Submissions*) & the VLE – Moodle, lectures are provided on the core modules, Tutorial support is given, and Study Skills are provide. Participation in spiritual and academic community.

3.Independent learning of programme materials:

Distance learning support; Programme Director, Administrators, via Zoom, Skype, Email, Telephone etc.

4.Online Class:

Students meet with subject Tutor to ask questions about the current Module.

5.Completion of assessments Marker(s) assessment feedback and guidance

6.Independent learning of programme materials:

Distance learning support; Programme Director, Administrators, via Zoom, Skype, Email, Telephone etc.

7.Second Teaching period (Online) Lent Term:

Lectures on the core modules, guidance for after the first submission, library time participation in spiritual and academic community. Tutorials, guidance on study skills and peer/student support.

8.Online Class

Students meet with subject Tutor to ask questions about the current Module.

9.Completion of assessments Marker(s) assessment feedback and guidance.

10.Third Teaching period (In Person) Easter Term:

Lectures on the core modules, Examination prep and Excursion (*if applicable*) tutorials, guidance on study skills and peer/student support. Participation in spiritual and academic community

11.Completion of examinations Marker(s) assessment feedback and guidance.

12.Examination Board (July each year).

13.Confirmation of previous year result