

# ST. JOSEPH'S THEOLOGICAL INSTITUTE

## QUALITY ASSURANCE

### PA 6 QUALITY ASSURANCE

#### PA 6.1 The Marking System

PA 6.1.1 There is one marking system for both assignments and examinations, with the exception that the maximum mark that can be given in the case of a supplementary assignment and/or examination cannot exceed 54% (see paragraph PA 5.2.2 above).

PA 6.1.2 The marking system adopted by the Institute is the following:

The Marking System		
80%+	First Class Pass	( <i>Summa Cum Laude</i> )
75% – 79%	Upper Second Class Pass	( <i>Cum Laude</i> )
65% – 74%	Second Class Pass	
50% – 64%	Third Class Pass	
40% – 49%	Fail with option to Supplement *	
below 39%	Fail (Module to be Repeated)	

\* 'S' next to a mark represents 'Supplement'

PA 6.1.2.1 The marking system is – in ALL instances – to be applied, interpreted and, in cases of Appeal, adjudicated with reference to the regulations and directives as set out in Section PA 8 on Assessment. PA 8 is to be the primary reference point in matters of marking and other forms of assessment.

PA 6.1.2.2 See further the marking guidelines indicated in Annexure 6: *Guidelines for the Evaluation of Scripts*.

PA 6.1.3 Assessment Below 40%

PA 6.1.3.1 An automatic independent assessment is to be given in the case of a mark below 40%.

PA 6.1.3.2 A lecturer who marks below 40% must immediately inform the Head of Department who is to arrange for an independent assessment as soon as possible.

PA 6.1.4 Generally, the marks for the assignments and final examination are combined for the final mark in each module. Unless the Head of Department or the Subject or Field Committee determines otherwise, lecturers may use their discretion in assigning a weight to the requirements of the module as set out in paragraph PA 4.2.2, for example: class presentation 10%, assignment 40%, final examination 50%.

PA 6.1.5 The final mark for the module is determined according to the weighting of the requirements of the module as set down by the lecturer, Head of Department or Subject or Field Committee. Depending on the said weighting, it is therefore possible

for a student to fail an examination and still pass the module. This is, however, to be read in the light of paragraph PA 5.1.12.4.

PA 6.1.6 In the case of a student getting two different marks because of having repeated a module, the better of the two marks is recorded in the official transcript.

PA 6.1.7 Students are to be clearly informed at the beginning of each semester, preferably on the first day of class, as to the manner of assessment and the proportion of weight given to each element of the module.

PA 6.1.8 The principle must be observed that careful and objective assessment is a constitutive element of learning and professional tuition, therefore lecturers are expected to mark students' assignments and return them within 4 weeks of receiving them. Likewise, in all instances excepting for exit level examinations, the marked final written examinations are to be returned to the students.

PA 6.1.9 Marks for each student must be submitted to the Registrar at the end of each semester. Forms for these are prepared and made available by the office of the Registrar. Lecturers may use the space provided on the same forms to make relevant comments relating to the student's academic performance, especially in the case of weak or struggling students who may require assistance. The Registrar is to communicate such concerns to the student's Academic Advisor.

PA 6.1.10 The Registrar sends out marks to the student's sponsoring authority as soon as possible after the end of the semester.

PA 6.1.11 In the case of students sponsored by the Institute's stake holders, the marks at the end of the first semester are sent to the local superiors. At the end of the second semester the marks are sent to both the local superiors as well as to regional or provincial superiors, or bishops. It is the presumption that the superiors communicate these marks to their students.

PA 6.1.12 Marks for students who are not sponsored by the stake holders of the Institute are sent directly to the students.

PA 6.1.13 Individual students who wish to have a copy of their marks at the end of the second semester may request them by leaving a self-addressed and stamped envelope at the Registrar's office before the end of the semester.

PA 6.1.14 This sub-section (PA 6.1) is to be read in the light of section PA 8 on assessment.

## ***PA 6.2 Module Evaluation By Students***

PA 6.2.1 Students play a crucial role in the quality assurance of all modules and programmes offered by the Institute. Refer also to section IS 9 of this *General Prospectus*.

PA 6.2.2 At least once in each semester all students are required to submit to the Academic Dean an evaluation of each module they are taking.

PA 6.2.3 The module evaluation shall follow a standard format approved by the Academic Dean.

PA 6.2.4 In making the module evaluation, the following areas, among others, are to be taken into particular consideration:

- a) the title and code of the module
- b) the specific learning outcomes of the module
- c) the content of the module
- d) the bibliography (especially the primary texts) for the module
- e) the mode of assessment for the module
- f) the delivery of the module material (e.g. method of teaching used)

PA 6.2.6 In undertaking a module evaluation, students are required to pay particular attention to the aspects of the module that require improvement and, over and above this, to indicate concrete ways in which this improvement might be brought about.

PA 6.2.7 The Academic Dean, in consultation with the Head of Department, shall communicate the results of a generally negative assessment of a module to the relevant lecturer, with whom rests the onus of addressing the concerns raised by the students about the module.

PA 6.2.8 If the results of a module evaluation by students are of such a nature and of such gravity that an official response or action in respect of the module itself, or in respect of the lecturer teaching it, is warranted, the Academic Dean shall forward the matter to the President of the Institute who, in consultation with the Board of Directors, shall decide on the nature of the response to be given or the action to be taken.

PA 6.2.9 This sub-section (PA 6.2) is to be read in the light of section PA 8 on assessment.

### ***PA 6.3 Module Evaluation By The Academic Dean***

PA 6.3.1 Within two weeks of the commencement of each semester all lecturers are required to submit to the Academic Dean an electronic version of the outline of their modules clearly showing:

- a) the title and code of the module
- b) a breakdown of the Notional Study Hours (NSH) and how they are to be observed
- c) the specific outcomes of the module as a unit as well as in relation to the overall programme outcomes
- d) a structured breakdown of the main contents and a clear indication of the intended progression of the module
- e) the method of delivery in teaching the module
- f) a basic bibliography for the module, with a clear indication of the required primary texts
- g) the type, timing and purpose of assessment(s) determined for the module, including the mode in which the assessment(s) will be conducted (written, oral, case study, etc.)

PA 6.3.2 The Academic Dean shall determine, with the assistance of the Head of Department and in consulting this General Prospectus and other statutes of the Institute, whether the proposed module descriptors are in keeping with the academic standards of the Institute. The Academic Dean may require lecturers to rework their module descriptors and outlines.

#### ***PA 6.4 Module & Programme Evaluation By The Heads of Departments***

PA 6.4.1 Academic offerings at the Institute are done in three Departments: (a) Department of Philosophy, (b) Department of Theology, (c) Department of Religious Studies.

PA 6.4.2 Each Department has a Head of Department whose main task is to oversee and co-ordinate the programmes offered in the respective Department, as well as to facilitate programme and module design and development, oversee, with the assistance of the Academic Dean, the running of examinations, and to chair all meetings of the Department.

PA 6.4.3 It is the primary responsibility of the Head of Department to ensure that the programme and modules offered in the Department are of the highest quality and international standards.

PA 6.4.4 Heads of Departments are to meet with their staff and the Academic Dean at least once a term for the purpose of reviewing and evaluating both the modules and the programmes offered in their Departments.

PA 6.4.5 In addition, during such a meeting the Head of the Department is to continually assess the adequacy or inadequacy of lecturing staff in the Department and, together with the Academic Dean and the President of the Institute, plan accordingly. However, the decision to employ or not to employ, as well as the decision to terminate a lecturer's services rests with the Board of Directors.

PA 6.4.6 See further sub-section PG 3.2.3.

PA 6.4.7 This sub-section (PA 6.4) is to be read in the light of section PA 8 on assessment.

#### ***PA 6.5 Quality Assessment by External Examiners***

PA 6.5.1 External examiners are among the most objective means of quality control, and their assistance is to be sought at all times.

PA 6.5.2 In addition to internal examiners, all exit level examinations shall be independently assessed by academics of quality appointed for that purpose for the Institute, and in areas of their particular expertise.

PA 6.5.3 The regulations stipulated in paragraphs PA 5.3.2 and PA 5.3.3 are to be rigorously adhered to in the appointment of external examiners.

#### ***PA 6.6 Quality Assessment by the Stake holders***

PA 6.6.1 The stake holders provide the Institute with the bulk of its students and lecturers, in accordance with the requirements of the laws of the Roman Catholic Church in respect of students preparing for active ministry within the Church and in society.

PA 6.6.2 The stake holders see to it that the highest possible standards are maintained at the Institute both in terms of academic and formative methods, as well as in the integrity of the lecturing staff.

PA 6.6.3 The stake holders have their own forum, the Superiors' Meeting, during which the academic programmes and other aspects of the Institute's life are assessed and proposals for change and other concerns can be addressed to the Board of Directors.

### ***PA 6.7 Quality Assurance During the Institute's Annual Open Day***

PA 6.7.1 The Institute's Annual Open Day (AOD) each year provides the occasion for lecturers, students and stake holders to evaluate the standard of the programmes and modules offered at the Institute.

PA 6.7.2 The Board of Directors sees to it that proposals and resolutions of the AOD that are, in the judgment of the Board of Directors, good for the Institute's progressive development as well as for its governance are effected.

### ***PA 6.8 Quality Assurance by the Institute's Strategic Alliance Partners***

PA 6.8.1 The Institute's partners in strategic alliances are the University of KwaZulu-Natal (School of Religion and Theology), the Catholic University of Tilburg, the Netherlands (Faculty of Theology), and the Evangelical Seminary of Southern Africa. They play a major role in objectively ensuring the high quality of the programmes and modules offered at the Institute.

PA 6.8.2 This is done through, among other things, joint ventures in publications, conferences, staff days, student interaction, and other joint academic projects.

### ***PA 6.9 Quality Assurance by QUAAC***

PA 6.9.1 QUAAC is the official quality assurance and standards setting body of the Institute.

PA 6.9.2 All academic programmes offered at the Institute are thoroughly assessed and evaluated by QUAAC in conjunction with other bodies and committees of the Institute such as Department meetings, the PRC's, the PSC, as well as subject committees.

PA 6.9.3 See further paragraphs PG 3.2.14 (d), PG 3.2.2, PG 3.3.1, PG 3.3.3 and PG 3.3.5.

PA 6.9.4 This sub-section (PA 6.9) is to be read in the light of section PA 8 on assessment.