



2018

Why study Theology?

Theology (from the Greek *theos*, “God” and *logos*, “meaning”) holds a central place in the life and mission of the Catholic Church. It is through theology that Christians come to understand their own faith and explain that faith to others. Education in theology is indispensable for every believer’s mission to bring the good news of Jesus Christ to the society in which we live.

Catholic theological tradition has explored important issues such as the nature of God, revelation in Jesus Christ, the nature of the person, human identity and existence, our origins and destiny, making life choices, the Christian community, the relationship between Church and the world, and God’s abiding presence in the Holy Spirit. The discipline of theology can be organised around broad categories: Scripture Studies, Doctrinal or Systematic Theology, Moral Theology, Church History, and Pastoral Theology.

Educational Principles

The Church highly values the growth of the intellectual dimension as a natural complement to spiritual development. Christians are called to bridge their religious experience with knowledge of doctrine and the scriptures. Saint Anselm of Canterbury summed up this striving - thus also describing the discipline of theology - as “faith seeking understanding”. Adopting the spirit of this dictum, CTIS provides the space and curriculum of disciplined study to enable students to seek a mature understanding of the Christian

faith they profess. In partnership with the St. Francis Xavier Major Seminary, CTIS structures its courses for candidates for ordination and the religious life as well as lay students. In addition to contact time with lecturers and in-class study, CTIS students will take responsibility for their own learning journey; keeping up with course readings, submitting written assignments, and allocating sufficient time for self-study, research, and project work.

Students are encouraged to work in groups to reap the benefits that learning in a community brings. CTIS recommends students to assimilate their learning into personal reflection and spiritual direction, to fruitfully unite religious knowledge with the growth of faith and life-action.

Entry Requirements

A minimum academic qualification of GCE-A level or equivalent is required to apply for CTIS programmes. Further suitability will be determined through the application process. Students are expected to be fluent in either English or Mandarin. Class instruction and examinations will be carried out in the respective programmes in these languages.

Each applicant for part-time or full-time study will be required to obtain a signed letter of recommendation for study at CTIS from their respective parish priest or local Ordinary.

Credits & Grading

Credit

CTIS programmes confer a certification after the completion of a prescribed list of subjects or courses. Each course has a credit value to indicate its work load. One credit (cr) corresponds with up to 16 lecture-hours. Lecture-hours allocated to a course do not include the time needed for assigned take-home reading and self-directed study, which the student must factor in when deciding how many courses to take per semester.

For example a 2 cr course would have 32 lecture-hours, a 3 cr course would have up to 48 lecture-hours, and so on. Lecture-hours correspond to time spent in class engaged in the activities associated with the respective course. These activities include but are not limited to: group work, team research projects, practicum, presentations, seminar or tutorial work, and lecturer-directed examination preparation. The time taken for the final examination of a course is not included in its lecture-hours.

Grading

All students undergoing assessment in each unit will be graded using the following table.

Unit Grade	Percentage score	Description
A	90-100%	Excellent
B	80-89%	Good
C	70-79%	Average
D	60-69%	Pass
E	50-59%	Fail (to take re-examination)
F	0-49%	Fail (to retake unit)
W	-	Withdrawn
I	-	Incomplete

Academic Year 2018

Semester 1		Semester 2	
Quarter 1	Quarter 2	Quarter 3	Quarter 4
Jan 15 - Mar 9	Mar 19 - Jun 1	Jul 9 - Aug 31	Sep 10 - Nov 21

Jan	12	New students briefing	Jun	1	First semester closes
	15	First semester commences			
	18	Inauguration Mass	Jul	9	Second semester commences
Feb	14	Ash Wednesday (No classes)	Aug	9	National Day (PH)
	16-17	Chinese New Year (PH)		15	Assumption of BVM (No classes)
				22	Hari Raya Haji (PH)
Mar	3	Graduation Ceremony 2018	Sep	1-9	Mid-term break
	10-18	Mid-term break			
	29	Maundy Thursday (No classes)	Oct	6	Enrollment for first semester 2019 opens
	30	Good Friday (PH)			
Apr	2	Easter Monday (No classes)	Nov	1	All Saints Day (No classes)
	7	Enrollment for second semester 2018 opens		6	Deepavali (PH)
				15	Examination week begins
May	1	Labour Day (PH)		21	Second semester closes
	10	Ascension Day (No classes)			
	28	Examination week begins			
	29	Vesak Day (PH)			

Note the change of class timings from 2018 onwards: Morning class times for seminarians and religious will be 9:15am to 1:15pm. Evening class times for lay students will be 8:00pm to 10:00pm.

Note the change of class venues from semester 2, 2018 onwards: classes will be held at 618 Upper Bukit Timah Road, Singapore 678214.

Certificate in Theology

The Certificate in Theology (Cer.Th) programme provides an introduction to the study of Christian faith in the context of the contemporary Church.

It is a 12-credit programme that aims to bring students to a first contact with theological study that relates to the central concerns of Christian faith. It is anticipated that students completing the Certificate in Theology will become more informed about the faith of the Catholic Church, and more confident of themselves as believers living the faith in the world today.

The Certificate in Theology is a platform for students to begin considering further studies in theology through CTIS or other institutes of higher theological learning.

Students who complete the Certificate in Theology programme and wish to take their studies further at CTIS may: (a) opt for the Diploma in Theology extension programme, or (b) register for other individual courses, provided respective course prerequisites are met. Students may consult the Academic Director to explore these options.

Regulations

1. Entry Criteria

The Certificate in Theology programme has the option for part-time or full-time study. Students may enroll after successfully completing the CTIS application process. Participation in this programme will be governed by the CTIS Academic Code.

Those who enroll in this programme as auditing students will not be eligible for assessment. Auditing students will receive a letter of attendance for attending all prescribed units.

2. Prescribed Courses

CE001	Introduction to the Bible	2 cr
CE002	Salvation History	2 cr
CE003	Christian Philosophy	2 cr
CE004	Introduction to Theology	2 cr
CE005	Basic Moral Theology	2 cr
CE006	The Second Vatican Council	2 cr

3. Duration

The standard duration for this programme is two semesters of full-time study. One academic year has two semesters. Students opting for part-time study must take at least one course per semester, and are permitted to complete the Certificate in Theology within six continuous semesters from the date on which they began the programme.

4. Comprehensive Examination

There is no final comprehensive examination for this programme.

5. Graduation

Successful completion of the prescribed courses - with a minimum D grade average - is required in order for a student to graduate with the Certificate in Theology.

6. Cost

The subsidised rate for the Certificate in Theology programme is SGD\$1500.

7. Enrollment

CTIS enrolls students for the Certificate in Theology programme twice a year. Students may begin the programme in either the first or second semester of the academic year. Refer to the CTIS office for timetable details. Completing the Certificate in Theology programme, or its equivalent, is a prerequisite for registering in other CTIS courses.

Diploma in Theology

The Diploma in Theology (Dip.Th) is an extension programme to the Certificate in Theology offering a more comprehensive immersion in study of the Christian faith in the context of the contemporary Church.

It is a 12-credit programme that is offered for students who have completed the Certificate in Theology programme or its equivalent. The Diploma in Theology programme is particularly suited for more experienced students who wish to build upon their prior studies. Although it is intended for those who are preparing for or already involved in some form of Christian ministry, the Diploma in Theology programme can also serve others who wish to enroll for personal enrichment.

The Diploma in Theology programme is a platform from which students can seriously consider further studies in theology through CTIS or other institutes of higher theological learning. Students who complete the Diploma in Theology programme and wish to take their studies further at CTIS may extend their study in elective courses offered as part of the St. Francis Xavier Major Seminary's programme.

Regulations

1. Entry Criteria

The Diploma in Theology extension programme has the option for part-time or full-time study. Students may enroll after successfully completing the Certificate in Theology programme or its equivalent. Participation in this programme will be governed by the CTIS Academic Code.

Those who enroll in this programme as auditing students will not be eligible for assessment. Auditing students will receive a letter of attendance for attending all prescribed units.

2. Prescribed Courses

DP001 The Church	2 cr
DP002 Basic Christology	2 cr
DP003 Introduction to Catholic Spirituality	1 cr
DP004 The Sacraments	2 cr
DP005 Introduction to Liturgy	1 cr
DP006 Canon Law	2 cr
DP007 Social Ethics	2 cr

3. Duration

The standard duration for this programme is four semesters of full-time study. One academic year has two semesters. Students opting for part-time study are permitted to complete the Diploma in Theology within six continuous semesters from the date on which they began the programme.

4. Comprehensive Examination

There is no final comprehensive examination for this programme.

5. Graduation

Successful completion of the prescribed units - with a minimum D grade average - is required in order for a student to graduate with the Diploma in Theology.

6. Cost

The subsidised rate for the Diploma in Theology extension programme is SGD\$150 per credit.

7. Enrollment

CTIS enrolls students for the Diploma in Theology extension programme twice a year. Students may begin the programme in either the first or second semester of the academic year. Refer to the CTIS office for timetable details.

Application

Application Guide

CTIS will offer the Certificate in Theology, and the Diploma in Theology programmes for 2018. Prior courses attended offers CTIS some indication of your past study experience. They do not factor in the decision for admission.

Interested applicants are required to submit in hard copy:

1. The application form. Also available on the CTIS application web page.

2. A recommendation letter from a Catholic priest. The template for the recommendation letter is included in this brochure.

3. Diploma of highest education received (certified true copy by a notary).

4. A 500-1000 word typewritten essay. Chosen from one of the topics found on the CTIS application web page.

<http://www.ctis.sg/#!application/cee5>

Only complete applications submitted before December 2, 2017 will be processed.

Please post all applications to:

Ms. Janice Ng

CTIS Admissions

The Catholic Centre

55 Waterloo Street, 05-04

Singapore 187954

Audit Students

Audit students are not required to fulfill course requirements and will not undergo assessment. A letter of participation will be awarded for adequate attendance. If audit students wish to obtain CTIS certification at a future time, they will have to take courses again as full-time or part-time students. Audit students have a two semester window to attend the course signed up for, starting from the date of application.

For admission inquiries please contact the CTIS Office:

Tel: +65 6434 8004

E-mail: janiceng@ctis.sg



Application form

Attach passport size colour photograph here. Please write your name behind the photograph.

In Compliance with Guidelines for the Protection of Personal Data

By filling this form I consent to: (a) The collection, storage, retention, adaptation, modification, reading, retrieval, use, transmission, blocking, erasure or destruction ("Processing") of the personal data provided by me in this form ("Personal Data"); (b) CTIS processing my Personal Data for the purpose of my studies at CTIS or for the purpose of a contractual relationship with CTIS; (c) CTIS transferring my personal data to other church entities within the Catholic Archdiocese of Singapore. Please refer to the CTIS Personal Data Protection policy behind this form.

Please attach supporting documents for your highest academic qualification (certified by a notary). Full time and part time students are required to submit a recommendation letter from a priest.

Please circle where appropriate.

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Programme Cer.Th / Dip.Th		Student type full time / part time / audit	Full name <small>as in NRIC/FIN, please underline surname</small>		
Sex M / F	Race	Date and place of birth ___ / ___ / ___	Nationality	Residential status Singaporean citizen / PR / other	Marital status
NRIC/FIN		Occupation	Highest academic qualification <small>attach supporting documents</small>		
Mobile telephone		Residential telephone	E-mail		
Residential address <small>postal code ()</small>					
Religion		Name of parish church <small>if applicable</small>	Ministry / religious order <small>if applicable</small>		

Prior pertinent courses attended		
Conducted by	Title	Year attended

Full-time & Part-time Students only

Name of recommending priest 	<small>attach recommendation letter</small>
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Signature 	Date
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I verify that the information I have supplied in this form is true at the time of completion

Catholic Theological Institute of Singapore (CTIS)



Application form

For office use only

2 of 2

Date received	Enrollment form serial number
Interview date	If applicable
	cleared () not cleared ()
CTIS student enrollment serial number	Processed by

.../end

CTIS Personal Data Protection Policy

- CTIS collects information of students ("Personal Data") to support its functions including, but not restricted to, the teaching and personal development of students, research, and administration of CTIS. Relevant Personal Data may be shared within CTIS or with third party church agencies on a need-to-know basis and for what CTIS deems a reasonable official or educational interest, unless such sharing is prohibited by law.
- "Personal Data" means any personally identifiable information relating to the student which is received from the student or arises out of the student's course of study in the CTIS, or information relating to the student's whereabouts or physical or mental condition and well-being. It excludes information that: (i) is publicly known or available from other sources who are not under a confidentiality obligation to the source of the information; (ii) subsequently becomes public by publication or other means through no action or fault of the CTIS; (iii) has been lawfully received from a third party without a breach of this privacy statement; (iv) is already known by or available to the CTIS without a confidentiality obligation; (v) is disclosed with prior written approval of the student; or (vi) is required to be disclosed under the law or pursuant to a court order.
- Without affecting the generality of paragraph (1) and for the avoidance of doubt, the following shall be deemed to meet the requirement for disclosure stated in paragraph (1) above:
 - A request for information by the Ministry of Education or the Council for Private Education;
 - Sharing of information or data with Government agencies or statutory bodies or non-government agencies authorised to carry out public functions, services or duties;
 - Sharing of information with third parties, including members of the student's family or medical or security personnel, in a situation if the CTIS deems it necessary in order to protect the health or safety of the student or other persons; or publication or release of information that is customary by educational institutions, including but not limited to awards of prizes, medals, scholarships, and other marks of distinction, and student or graduation status
- Access to Personal Data for purposes other than those based on an official or educational interest may also be granted at the discretion of the CTIS, provided that a student has provided his or her consent for such disclosure. A student provides such consent in his or her Application Form and Student Agreement at the time of his or her admission to the CTIS or at such other appropriate juncture.
- Students are deemed to have consented to CTIS providing information on students to the recommending priest and/or staff of the parish.
- For the convenience of students, CTIS may also indicate to individual students data that the individual student had previously supplied to the CTIS or other Government agencies. In the event that a student provides consent (in the manner set out at paragraph (4) above) for the disclosure or use of information other than for an official or educational purpose, the CTIS will retain a student's personal data only as necessary for the effective delivery of CTIS services to the student.
- To safeguard a student's personal data that had been provided electronically or had been converted into an electronic form, the CTIS will take reasonable steps to secure all electronic storage and transmission of personal data with appropriate security technologies.
- This Policy is subject to any applicable law and all students and users agree to submit to the exclusive jurisdiction of the Singapore Courts.

This Policy is subject to revision at the discretion of the CTIS from time to time. If you have any questions or concerns with regard to the Privacy Statement, please speak with the CTIS Data Protection Officer.

+65 6434 8003
CTIS Data Protection Officer

The Rector
Catholic Theological Institute of Singapore
55 Waterloo Street, 05-04, Singapore 187954

Dear Father,

Recommendation Letter

This testimony for _____ (name of prospective student) vouches for his/her desire and aptitude for studies at the Catholic Theological Institute of Singapore for the Certificate / Diploma in Theology.

I have confidence that he / she will be able to complete the course of study and be a contributive member of his / her local Church.

In Christ's peace,

(signature)

(name)

(date)

