

Proposed Handbook for the Royal Outlands Interkingdom University

Discussion Group at

<http://groups.yahoo.com/group/ROIUniversity/>

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I. Purpose of the Royal Outlands Interkingdom University

The purpose of the Royal Outlands Interkingdom University is to encourage the teaching and attending of formal classes within the Kingdom of the Outlands and elsewhere.

II. Colleges and Divisions within the University

There are four Colleges within the University. Each College offers a number of divisions representing different categories of classes.

A. College of Arts – These divisions follow the same guidelines as the Outlands Kingdom A&S categories.

1. Visual Arts – Paint and Ink
2. Fiber Arts – Fiber Arts, Costuming
3. Domestic Arts – Brewing and Beverage, Cooking, Flora and Fauna
4. Performing Arts – Performing Arts, Letters
5. Sciences - Sciences
6. Functional Arts – Metal, Leather, Earthenware, Stone, Glass, Wood

B. College of Martial Arts – e.g. fighting styles, weapons, armor, etc.

1. Heavy Weapons
2. Light Weapons
3. Archery
4. Thrown Weapons
5. Equestrian
6. Field Arts – e.g. marshaling, field heraldry, lists, tactics, etc.

C. College of History – “In persona” classes may also qualify here, as they reflect the mindset and background of a person in a historic time period.

1. Prehistory-1100
2. 1100-1200 (12th c)
3. 1200-1300 (13th c)
4. 1300-1400 (14th c)
5. 1400-1500 (15th c)
6. 1500-1600 (16th c)

D. College of SCA Studies

1. Offices and Administration
2. Event Management – e.g. event stewardship, feast planning, etc.
3. Heraldry
4. SCA Life – e.g. writing A&S documentation, preparing for War, etc.
5. Period Living – e.g. persona development, period encampments, camp cooking, etc.
6. SCA History and Interkingdom Anthropology

E. Qualifying Classes

1. Only classes taken after a student registers with the ROIU may qualify toward advancement.
2. Qualifying events can be held in any Kingdom or region of the Known World.
3. Classes must be scheduled at an official SCA event.
4. Regularly scheduled local group A&S or Guild classes also qualify if they are published in the local group's newsletter or calendar.
5. If a discrete class (i.e. a unique instance of a class) is being used as a qualification for one Major or Minor of Study, it may not also be used as a qualification for another Major or Minor of Study. (See II. F. Interdisciplinary Classes.) In other words, a single discrete class may not be counted twice.
6. Since different teachers can bring different insight to a subject, a student may take classes on the same subject from different teachers for qualifying credit.
7. The class must have at least 3 students in attendance to qualify to be included toward a teaching tier.
8. Teaching a class does not qualify as attending a class toward a student's degree. However, a teacher may attend a class of the same subject matter taught by another teacher for student degree credit.

F. Interdisciplinary Classes

1. An individual class might readily qualify under two or more Colleges or Divisions. For example, a class on "Camp Cooking" could as easily qualify for Arts/Domestic Arts as SCA Studies/Period Living. However, a class on "The Construction of a 15th Century Houppelande" would only qualify for History/1400-1500 if the class included a substantial amount of the history and culture that surrounded the garment.
2. A class' College/Division designation may be changed for graduation requirements.
3. Once a class has been turned in as a qualification for a Major of Study, Minor of Study, or Professorial Focus, the College/Division designation of the class may not be changed. Exceptions may be considered at the Provost's discretion on a case-by-case basis.

G. Classes Outside the SCA

1. ROIU relevant classes and lectures outside the SCA may include classes taught by local mundane guilds or other historic recreation organizations, or lectures sponsored by mundane colleges or universities. Enrolled classes at a mundane college or university will not qualify.
2. Any class taught or attended outside the SCA must be approved by a Provost prior to the submission of an advancement packet. Any unapproved outside classes will not qualify towards advancement.
3. Signed ROIU Documentation Forms will still be required for classes taught or attended outside the SCA.

H. Online Classes

The ROIU is not currently accepting online classes. However, SCA Corporate is exploring how to make them available for A&S activities. Should this investigation prove fruitful, online classes may be considered for inclusion in the ROIU.

III. Degree Programs

The University recognizes three levels of scholarship.

A. Scholar – A Scholar has:

1. Registered with the ROIU. Students must contact the Provost to register with the University. An applicant may register as a student and a teacher at the same time.
2. Attended 20 classes in any College or Division. These classes may be applied toward a Major or Minor of Study for a higher degree.

B. Bachelor – A Bachelor has:

1. Attained a degree of Scholar.
2. Completed a Major of Study in a chosen College.
3. Completed a Minor of Study in a chosen College. The Minor of Study must be in a College other than the one chosen for the Major of Study.
4. Attended 10 elective classes in any College or Division. These 10 elective classes may be in the same College as the Major or Minor of Study, but may not count towards their qualifications. These classes may be applied toward a Major or Minor of Study for a higher degree.

C. Philosopher – A Philosopher has:

1. Attained a degree of Bachelor.
2. Completed a Major of Study in two chosen Colleges. The Majors of Study must be in 2 different Colleges.
3. Completed a Minor of Study in a chosen College. The Minor of Study must be in a College other than the ones chosen for the Majors of Study.
4. Attended 10 elective classes in any College of Division. These 10 elective classes may be in the same College as the Majors or Minor of Study, but may not count towards their qualifications. These classes may be applied toward an additional Major or Minor of Study.

D. Qualifications for a Major of Study

1. Attended 20 classes in any College.
2. At least 2 classes must come from each Division.
3. The remaining classes may be in any Division within the chosen College.

E. Qualifications for a Minor of Study

1. Attended 10 classes in any College
2. At least 1 class must come from each Division.
3. The remaining classes may be in any Division within the chosen College.

F. Continuing Education – Philosophers are welcome and encouraged to pursue Majors in all four Colleges.

IV. Professorship Programs

The University recognizes three tiers of teaching. Those who have registered as teachers will be referred to as faculty.

A. Fellow – A Fellow of the university has:

1. Registered with the ROIU as a teacher. Teachers must contact the Provost to register with the University. An applicant may register as a student and a teacher at the same time.
2. Attained a degree of Scholar or higher. A teacher may pursue a Scholar's degree and a Fellowship at the same time, i.e. they may attend classes towards their Scholar's degree concurrent to teaching classes towards their Fellowship.
3. Taught 12 classes in any College or Division.
4. A class may be taught multiple times, but the list of documented classes must include at least 3 classes/syllabi on different topics. Related but distinct classes (e.g beginning, intermediate, and advanced classes on the same subject) count as separate syllabi.

B. Lector – A Lector has:

1. Attained a Fellowship. Classes taught to attain a Fellowship will count toward attaining a Lectorship.
2. Completed a Professorial Focus.
3. Taught 12 additional classes in any College or Division. The additional classes must be in a College(s) other than the one chosen for a Professorial Focus.
4. A class may be taught multiple times, but the list of documented classes must include at least 6 classes/syllabi on different topics: at least 3 distinct classes for item IV.B.2., and at least 3 distinct classes for item IV.B.3. Related but distinct classes (e.g beginning, intermediate, and advanced classes on the same subject) count as separate syllabi.

C. Professor – A Professor has:

1. Attained a Lectorship. Classes taught to attain a Fellowship and Lectorship will count toward attaining a Professorship.
2. Completed two Professorial Foci.
3. Taught 12 additional classes in any College or Division. The additional classes must be in a College(s) other than the ones chosen for a Professorial Focus.
4. A class may be taught multiple times, but the list of documented classes must include at least 9 classes/syllabi on different topics: at least 6 distinct classes for item IV.C.2. (3 distinct classes for each College), and at least 3 distinct classes for item IV.C.3. Related but distinct classes (e.g beginning, intermediate, and advanced classes on the same subject) count as separate syllabi.

D. Qualifications for a Professorial Focus

1. Taught 12 classes in a chosen College.
2. A class may be taught multiple times, but the list of documented classes must include at least 3 classes/syllabi on different topics. Related but distinct classes (e.g. beginning, intermediate, and advanced classes on the same subject) count as separate syllabi.

E. Continuing Education – Professors are welcome and encouraged to pursue Professorial Foci in all four Colleges.

V. Documentation and Graduation

A. Documentation of Student Classes

1. Students are responsible for maintaining their own records of classes.
2. Students must complete a Class Documentation Form for each class attended for University credit. This form must be signed by the teacher.
3. When a student has completed the requirements for a degree, the student will submit the assembled Class Documentation Forms to the Provost for review. Ideally, this will be an electronic file of scanned forms.

B. Documentation of Teaching Classes

1. Teachers are responsible for maintaining their own records of classes.
2. Teachers must complete a Teaching Documentation Form for each class taught for University credit. This form must reflect the attendance of at least 3 students.
3. When a teacher has completed the requirements for a tier, the teacher will submit the assembled Teaching Documentation Forms to the Provost for review. Ideally, this will be an electronic file of scanned forms.

C. Graduation

1. A graduation ceremony may be held at least once a year. If no students or teachers have reached a Level of Achievement in the previous year, no ceremony need be held.
2. Teachers and students who reached a Level of Achievement in the previous year or time period will be recognized at Graduation. They will be recognized by the year or season of their advancement (e.g. Class of A.S. LII or Class of Winter, A.S. IL).

VI. Regalia

Advancement within the University carries no precedence. All students and faculty may wear a full-length black gown open down the front with tube or split-tube sleeves. The badge of their achievement may be displayed on the breast of their gown.

A. Levels of Achievement

1. Scholar – When a student achieves the degree of Scholar, the student may bear the badge of the University.

2. Bachelor – When a student achieves the degree of Bachelor, the student may bear the badge of the University encircled by a bordure, the color reflecting the College in which they received a Major of Study.

3. Philosopher

a. When a student achieves the degree of Philosopher, the student may bear the badge of the University encircled by 2 bordures, the colors reflecting the Colleges in which they received Majors of Study.

b. Should a student complete any additional Major of Study, an additional bordure of the appropriate color may be added. One bordure per College may be displayed.

4. Fellow – When a teacher becomes a Fellow of the University, they may bear the badge of the faculty of the University.

5. Lector

a. When a teacher becomes a Lector of the University, they may bear the badge of the faculty of the University with a degree stripe on the sleeve, the color of the stripe reflecting the College in which they have completed a Professorial Focus.

b. A Lector may add a degree stripe to each sleeve of their University gown, the color of the stripe reflecting the College in which they have completed a Professorial Focus.

6. Professor

a. When a teacher becomes a Professor of the University, they may bear the badge of the faculty of the University with 2 degree stripes on the sleeve, the colors of the stripes reflecting the Colleges in which they have completed a Professorial Focus.

b. A Professor may add 2 degree stripes to each sleeve of their University gown, the colors of the stripes reflecting the Colleges in which they have completed a Professorial Focus.

c. Should a teacher complete any additional Professorial Focus, they may add an additional stripe of the appropriate color to their faculty badge and to each sleeve of their University gown. One set of stripes per College may be displayed.

B. Badges of the University

1. The Badge of the University is Or, a graduate's cowl sable without and vert within. (Passage through the College of Heraldry is in process.)

2. The Badge of the Faculty of the University is Or, a doctoral gown sleeve sable. (Passage through the College of Heraldry is in process.)

C. College Colors

1. College of Arts – Purple

2. College of Martial Arts – Red

3. College of History – Blue

4. College of SCA Studies - Green

VII. Administration

Any member of the University Board must be registered as both a student and a teacher in the ROIU, but need not be a graduate or confirmed faculty member.

A. There shall exist a University Board that shall administer the University.

1. Members of the University Board shall be volunteers.
2. Ideally, there will be at least 5 members of the Board. Members may be added or removed as needed and as volunteers are available.
3. The University Board will meet on a quarterly basis. Online meetings via teleconferences or message boards are acceptable.

B. Dean

1. The Dean of the University shall be the head of University Board.
2. The Dean shall be the liaison between the University and Their Majesties and the Kingdom Officers.

C. Provost

1. The Provost(s) shall be a member(s) of the University Board.
2. The Provost(s) shall be responsible for registering students and teachers with the University.
3. The Provost(s) shall be responsible for confirming the records of student and teacher class lists.
4. Based on Kingdom need, Provost responsibilities may be divided out
 - a. by region or group
 - b. by specific duties – e.g. admissions, event management, students, teachers, etc.

D. Bursar (Note: more verbiage from the Kingdom Exchequer is forthcoming)

1. Should the University become responsible for any incoming or outgoing funds, the position of Bursar shall be created. The Bursar shall be a member of the University Board.
2. The Bursar shall be responsible for maintaining the financial records and administering any financial transactions of the University.
3. The Bursar shall be a warranted Exchequer of the Society.
4. The Bursar may not also be the Dean of the University or the financial officer of another group or organization within the SCA. The Bursar may not live in the same household as the Dean of the University.

E. Other positions may be added to the Board as deemed necessary by circumstance and need.

F. Application for Board Membership

1. Applicants for Board membership will submit a request for consideration to the Board. This request may include reasons for wanting to serve, qualifications for Board membership, and a description of past services to the SCA or other organizations.

2. New members will be voted onto the Board by a majority vote of the Board.

G. Term Limits

1. A term limit of 3 years will be set for all Board members.
2. At the end of a term, a Board member may reapply and be considered for membership to the Board.

H. Resigning from the Board

1. A Board member may voluntarily step down from the Board at any time.
2. Failure to attend 3 quarterly meetings in a row will constitute a voluntary resignation.
3. Should it be deemed necessary, a Board member may be removed from the Board by a two-thirds (2/3) vote of the Board and the Kingdom Minister of Arts and Sciences.

VIII. Changes to This Document

The Handbook for the Royal Outlands Interkingdom University is to be considered a “living document” in that it will change to reflect the changing demands and desires of the Kingdom of the Outlands and its populace.

A. Changes may be proposed by any registered member of the student body or faculty by petitioning the University Board.

B. Changes will be approved by a majority vote of the Board.

C. Changes will be submitted to Their Majesties and the Kingdom Arts and Sciences Minister for approval before being incorporated into the Handbook.

1. Should the proposed changes impact the College of Martial Arts, the Kingdom Earl Marshall will also be consulted for approval.
2. Should the proposed changes impact the College of SCA Studies, the Kingdom Seneschal will also be consulted for approval.

Royal Outlands Interkingdom University

Class Documentation Form

Student Name:

(SCA) _____

(Mundane) _____

Date: _____

Sponsoring Event and Location : _____

Class Title: _____

Synopsis: _____

Taught by: _____

Teacher's Signature: _____

I intend this class to qualify for: (Circle appropriate College and Division. This designation may be changed at the discretion of the Provost, or at the request of the Student to meet graduation requirements.)

College of Arts

1. Visual Arts
2. Fiber Arts
3. Domestic Arts
4. Performing Arts
5. Letters
6. Functional Arts

College of History

1. Prehistory-1100
2. 1100-1200
3. 1200-1300
4. 1300-1400
5. 1400-1500
6. 1500-1600

College of Martial Arts

1. Heavy Weapons
2. Light Weapons
3. Archery
4. Thrown Weapons
5. Equestrian
6. Field Arts

College of SCA Studies

1. Offices and Administration
2. Event Management
3. Heraldry
4. SCA Life
5. Period Living
6. SCA History and IK Anthropology

Royal Outlands Interkingdom University Teaching Evaluation Form

(Use of the Teaching Evaluation Form is purely voluntary for the benefit of the teachers.)

Teacher's Name:
(SCA) _____

Date: _____

Sponsoring Event and Location : _____

Class Title: _____

Would you be willing to discuss your thoughts with the teacher? _____ Yes _____ No

If so, please include your name and contact information:

What worked well in this class?

What did not work so well in this class?

What suggestions, if any, would you offer to improve this class?

Royal Charter of the Royal Outlands Interkingdom University

Let all the people of the known world be advised that the organization of learning known as the Royal Outlands Interkingdom University is hereby chartered under the authority and protection of the Crown and Throne of the Outlands, as a Royal University with all traditional autonomy from civil political authority, save for the direct and express authority of the Crown of the Outlands, whose authority shall be exercised only if the University should seriously depart from the goals, spirit, and purpose of the Society for Creative Anachronism, Inc.

Be it also ordered that the University shall be governed by a Dean and a University Board, and that all policy shall ultimately be determined by that Dean and University Board, that the University shall be self-supporting and exempt from taxation in all localities, and that the University shall enjoy the right to establish such by-laws as are necessary for its continued operation.

May all who seek to share in the growth and enrichment of knowledge enter their ranks, that they and the fruits of their scholarly pursuits may flourish and benefit us all.

Done by Our Hands this 2nd day of September, Anno Societatis 47, being 2012 in the common reckoning of years.

Flanagan
Rex

Drahomira
Regina

THL Thorvald Thórólfsson
Kingdom Seneschal