

	<b>BIRMINGHAM BUDDHIST ACADEMY QUALITY MANUAL</b>	<b>Effective Date: 01 Jan 2012</b>	
	<b>QUALITY MANAGEMENT SYSTEM</b>	<b>Version : 0</b>	<b>Revision: 00</b>

# **BIRMINGHAM BUDDHIST ACADEMY (BBA) QUALITY MANUAL**

## **4 QUALITY MANAGEMENT SYSTEM**

### **CONTENTS**

#### **4.0 INTRODUCTION**

#### **4.1 GENERAL REQUIREMENTS**

#### **4.2 DOCUMENTATION REQUIREMENTS**

##### **4.2.1 General**

##### **4.2.2 Quality Manual**

The structure of the Quality Manual

Quality system procedures

Work instructions

##### **4.2.3 Control of Documents**

##### **4.2.4 Control of Records**

#### **4.3 RESPONSIBILITY IN GENERAL**

<b>Prepared by:</b>	<b>Verified: Spiritual Director</b>	<b>Approved: Spiritual Director</b>
<b>Name: CMN</b>	<b>Name: D.O.N.</b>	<b>Name: D.O.N.</b>
<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>

	<b>BIRMINGHAM BUDDHIST ACADEMY QUALITY MANUAL</b>	Effective Date: 01 Jan 2012	
	<b>QUALITY MANAGEMENT SYSTEM</b>	Version : 0	Revision: 00

#### 4.0 INTRODUCTION

On 25<sup>th</sup> November 2010 Dr.Ottara Nyana , during his visit to Myanmar , submitted an application to the State Sangha Committee , in Yangon , for the establishment of a Buddhist Academy at the Birmingham Buddhist Vihara, UK and approved by the Committee on 28<sup>th</sup> December 2010 .

The Committee unanimously agreed to establish, as a branch of International Theravada Buddhist Missionary University (ITBMU), namely the “Birmingham Buddhist Academy” at Birmingham Vihara, UK.

It is the golden dream of Dr Rewata Dhamma who is the founder of the Birmingham Buddhist Vihara, UK.

Establishing BBA will be a great achievement for the UK as well as Europe in learning the dhamma of Buddha not only theory but also practical “intensive retreat” by those who are seeking peace in mind and mindfulness.

It is intended that BBA will deliver accredited courses leading to a Diploma and or MA in Buddhism.

Short Courses such as “Awareness of Buddha Dhamma”, “Awareness of Satti Pattarna”, “the leading of short and long-term meditation retreats both theory and practice”, and “hospital chaplaincy training “etc. will be offered in the academy.

To Lead and operate Birmingham Buddhist Academy successful achievement, it is required to manage it in a systematic and visible manner.

Achievement will result from establishing, implementing, and maintaining a quality management system that is designed to continually improve the effectiveness and efficiency of the BBA’s performance by considering the needs of the interested parties.

Top management shall establish a customer-oriented organization.

The followings are the reasons for creating a documented quality management system:

- to ensure products and services satisfy customer requirements;
- maintain the standards which have been successful in achieving;
- to improve standards in those areas where performance is wanting;

<b>Prepared by:</b>	<b>Verified: Spiritual Director</b>	<b>Approved: Spiritual Director</b>
<b>Name: CMN</b>	<b>Name: D.O.N.</b>	<b>Name: D.O.N.</b>
<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>

	<b>BIRMINGHAM BUDDHIST ACADEMY QUALITY MANUAL</b>	Effective Date: 01 Jan 2012	
	<b>QUALITY MANAGEMENT SYSTEM</b>	Version : 0	Revision: 00

- to harmonize policies and practices across all departments;
- improvement of efficiency;
- creating stability and minimizing variance;
- eliminating complexity and reducing processing time;
- benchmarking current performance;
- focus on attention on quality;
- to ensure products and services are delivered on time;
- reduction of operating costs;
- effective and efficient learning of the dhamma;
- Customer's satisfaction;

#### **4.1 GENERAL REQUIREMENTS**

The BBA shall establish, document, implement and maintain a quality management system and continually improve its effectiveness in accordance with the requirements of the International Standard ISO 9001.

The BBA shall:

- identify the processes needed for the quality management system and their application throughout the organization;
- determine the sequence and interaction of these processes;
- determine criteria and methods needed to ensure that both the operation and control of these processes are effective;
- ensure the availability of resources and information necessary to support the operation and monitoring of these processes;
- monitor, measure and analyse these processes;
- implement actions necessary to achieve planned results and continual improvement of these processes.

#### **4.2 DOCUMENTATION REQUIREMENTS**

##### **4.2.1 General**

The quality management system documentation shall include:

- documented statements of a quality policy and quality objectives;
- a quality manual;

<b>Prepared by:</b>	<b>Verified: Spiritual Director</b>	<b>Approved: Spiritual Director</b>
<b>Name: CMN</b>	<b>Name: D.O.N.</b>	<b>Name: D.O.N.</b>
<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>

	<b>BIRMINGHAM BUDDHIST ACADEMY QUALITY MANUAL</b>	Effective Date: 01 Jan 2012	
	<b>QUALITY MANAGEMENT SYSTEM</b>	Version : 0	Revision: 00

- documented procedures required by the ISO 9001;
- documents needed by the organization to ensure the effective planning, operation and control of its processes;
- records required by the International Standard ISO 9001.

#### 4.2.2 Quality Manual

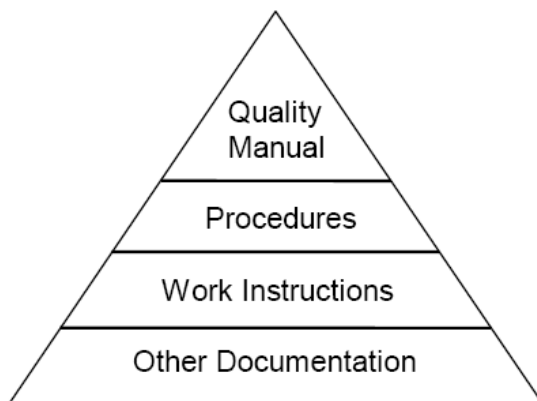
The BBA shall prepare a Quality Manual covering the requirements of the ISO 9000 series and also requires the Quality Manual to include or make reference to the quality management system procedures and outline the structure of the documentation used in the system.

The Quality Manual includes:

- the scope of the quality management system, including details of and justification for any exclusions;
- the documented procedures established for the quality management system, or reference to them;
- a description of the interaction between the processes of the quality management system.

The Quality Manual defines the BBA quality policy in relation to each clause of the standard ISO 9001. It states the quality policy to meet the requirements of Customers.

#### The structure of the Quality Manual



Level 1: Defines Approach and Responsibility

Level 2: Defines Who, What, When

Level 3: Answers How

Level 4: Results - shows that the system is operating

<b>Prepared by:</b>	<b>Verified: Spiritual Director</b>	<b>Approved: Spiritual Director</b>
<b>Name: CMN</b>	<b>Name: D.O.N.</b>	<b>Name: D.O.N.</b>
<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>

	<b>BIRMINGHAM BUDDHIST ACADEMY QUALITY MANUAL</b>	<b>Effective Date: 01 Jan 2012</b>	
	<b>QUALITY MANAGEMENT SYSTEM</b>	<b>Version : 0</b>	<b>Revision: 00</b>

The Quality Manual shall describe, in broad terms, the overall adaptation of ISO 9001 to the working environment of the BBA.

It is described how each applicable section of the standard is to be implemented. It shall also establish the structure, authority, and responsibility for the maintenance of the BBA's Quality Management System.

Contents of the Quality Manual:

- introduction, covering purpose, scope, applicability, and definitions;
- performance, overview describing the nature of the performance;
- corporate policy, covering the mission, vision, values, objectives, and quality policy;
- operational management, covering planning, organization, and management control including quality system management, audits, reviews, and improvement;
- operational policies, structured to align with the sequence of key processes from receipt of customer enquiry through to delivery and customer support, referencing to implementing control procedures;
- cross reference matrix between manual and ISO 9001.

**Quality system procedures**

These prescribe the actual detail of how the BBA operates. It is written in simple, straightforward in english appropriate to meet the needs of internal staff.

The listed operating procedures prescribe in detail how the requirements of the Documented Quality Management System and the customer contract requirements will be met.

The procedures shall be numbered so that they relate to the section of the Quality Manual that has been implemented. The Operating Procedures in particular are strictly commercial in confidence.

Quality Procedures shall contain clear, detailed descriptions of those processes which are related to the application of ISO 9001. These would include such functions as quality auditing, documentation and its control, customer-complaint handling, Quality Management System reviews, etc.

Contents of procedures

An effective procedure shall contain some or all the following elements:

<b>Prepared by:</b>	<b>Verified: Spiritual Director</b>	<b>Approved: Spiritual Director</b>
<b>Name: CMN</b>	<b>Name: D.O.N.</b>	<b>Name: D.O.N.</b>
<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>

	<b>BIRMINGHAM BUDDHIST ACADEMY QUALITY MANUAL</b>	<b>Effective Date: 01 Jan 2012</b>	
	<b>QUALITY MANAGEMENT SYSTEM</b>	<b>Version : 0</b>	<b>Revision: 00</b>

- a flowchart of the process that depicts the sequence of actions and decisions, inputs, outputs, and interfaces with other procedures
- paragraphs describing the actions and decisions required, indicating the role responsible by matching the flowchart in the sequence in which they occur;
- the minimum information and equipment needed to perform each activity or make each decision.
- the criteria for decisions as a list of aspects to be considered or a statement of requirement which the decision should satisfy
- the criteria for choosing optional routes and the sequence of steps to be taken
- the entry conditions for starting the process, in terms of the minimum inputs and approvals to be satisfied before the procedure may commence
- the exit conditions for ending the process or task, in terms of the minimum outputs and approvals to be satisfied for successful completion of the process
- the source of information or product needed, in terms of from what process, what procedure, what person (role) or organization it comes
- the routing instructions for information or product emerging from the procedure
- any precautions needed to prevent incident, accident, error, problems etc.
- any recording requirements to provide evidence of actions or decisions or to enable traceability in the event of subsequent problems
- any rules that have to be followed in order to ensure that the task is carried out in a uniform manner and satisfies statutory obligations
- controls needed to verify the quality of any products with feedback loops
- controls needed to verify that the process or task achieves its purpose and to verify that critical activities and decisions occur when required
- any forms to be completed, together with form-filling instructions and responsibilities, the numbering system to be used, and the registers to be maintained
- cross reference to other documents in which essential supplementary information can be found.

### **Work instructions**

Work Instructions shall be prepared according to the needs of individual tasks, jobs or contracts. Any instructions need to be written simply and in plain language. They may incorporate diagrams or photos if appropriate. The Quality Policy Manual and associated Operating Procedures contain Mandatory requirements on all of the staff.

They are 'living' documents and will be continually amended and updated as required. Work Instructions provide a means by which a manager can describe exactly how some function

<b>Prepared by:</b>	<b>Verified: Spiritual Director</b>	<b>Approved: Spiritual Director</b>
<b>Name: CMN</b>	<b>Name: D.O.N.</b>	<b>Name: D.O.N.</b>
<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>

	<b>BIRMINGHAM BUDDHIST ACADEMY QUALITY MANUAL</b>	Effective Date: 01 Jan 2012	
	<b>QUALITY MANAGEMENT SYSTEM</b>	Version : 0	Revision: 00

within his authority should be carried out. Any work instruction needs to be constantly reviewed to ensure it is accurate and describes the optimum way to carry out the task.

### 4.2.3 Control of Documents

A document is an information and its supporting medium. Examples are record, specification, procedure document, drawing, report, standard etc.

The standard ISO 9001 requires that the organization establish and maintain documented procedures to control all documents and data that relate to the requirements of the standard. There are three types of controlled documents:

- policies and practices including control procedures, guides, operating procedures, and internal standards
- documents derived from these policies and practices, such as drawings, specifications, plans, work instructions, technical procedures, and reports
- external documents referenced in either of the above.
- A documented procedure shall be established to define the controls needed:
  - to approve documents for adequacy prior to issue
  - to review and update as necessary and re-approve documents
  - to ensure that changes and the current revision status of documents are identified
  - to ensure that relevant versions of applicable documents are available at points of use
  - to ensure that documents remain legible readily identifiable
  - to ensure that documents of external origin are identified, and their distribution controlled
  - to prevent the unintended use of obsolete documents, and to apply suitable identification to them if they are retained for any purpose.

Relationship between documents, data and records:



<b>Prepared by:</b>	<b>Verified: Spiritual Director</b>	<b>Approved: Spiritual Director</b>
<b>Name: CMN</b>	<b>Name: D.O.N.</b>	<b>Name: D.O.N.</b>
<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>

	<b>BIRMINGHAM BUDDHIST ACADEMY QUALITY MANUAL</b>	<b>Effective Date: 01 Jan 2012</b>	
	<b>QUALITY MANAGEMENT SYSTEM</b>	<b>Version : 0</b>	<b>Revision: 00</b>

#### 4.2.4 Control of Records

A record is a document stating results achieved or providing evidence of activities performed. Records shall be established and maintained to provide evidence of conformity to requirements and of the effective operation of the quality management system. Records shall remain legible, readily identifiable, and retrievable. A documented procedure shall be established to define the controls needed for the identification, storage, protection, retrieval, retention time and disposition of records.

All quality records have one thing in common: they describe the results of activities, the results of inspections, tests, reviews, audits, assessments, calculations etc.

These are several records to be created and maintained.

- management review records
- contract review records
- design review records
- design verification measures
- process/product change implementation records
- product identification records
- qualified process records
- qualified equipment records
- qualified personnel records
- inspection and test records
- verification records for test hardware and test software
- non - conformance records
- non - conformance investigation records
- audit result records
- follow-up audit records
- training records.

In addition, the following records should be maintained:

- procedure change records
- customer complaints
- failure analysis reports
- 

<b>Prepared by:</b>	<b>Verified: Spiritual Director</b>	<b>Approved: Spiritual Director</b>
<b>Name: CMN</b>	<b>Name: D.O.N.</b>	<b>Name: D.O.N.</b>
<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>



	<b>BIRMINGHAM BUDDHIST ACADEMY QUALITY MANUAL</b>	<b>Effective Date: 01 Jan 2012</b>	
	<b>QUALITY MANAGEMENT SYSTEM</b>	<b>Version : 0</b>	<b>Revision: 00</b>

### 4.3 RESPONSIBILITY IN GENERAL

Quality Tasks	Responsibility			
	①	②	③	④
Implementation of the quality management system	D	A	A	A
Documentation of the quality management system	D	A	E	A
Establishment of the Quality Manual	D	I	E	I
Control of documents	D	E	E	E
Control of records	D	E	E	E
etc.	...	...	...	...

① Management
② Commercial department
③ Management representative
④ Engineering department

D → decide
E → execute
A → advise
I → inform

<b>Prepared by:</b>	<b>Verified: Spiritual Director</b>	<b>Approved: Spiritual Director</b>
<b>Name: CMN</b>	<b>Name: D.O.N.</b>	<b>Name: D.O.N.</b>
<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>

	<b>BIRMINGHAM BUDDHIST ACADEMY QUALITY MANUAL</b>	Effective Date: 01 Jan 2012	
	<b>QUALITY MANAGEMENT SYSTEM</b>	Version : 0	Revision: 00

## Table of Contents

### Section 1 Introduction

### Section 2 BIRMINGHAM BUDDHIST ACADEMY(BBA) Organisation & Management Structure

- 2.1 BBA organisation
- 2.2 Governing Body
- 2.3 Academic Council
- 2.4 Internal Audit Sub-Committee of Governing Body
- 2.5 Management Groups
  - 2.5.1 Senior Management Team
  - 2.5.2 Total Management Team
  - 2.5.3 Academic Management Team
- 2.6 General Committees
  - 2.6.1 Health, Safety and Welfare Committee
  - 2.6.2 Student Services Committee
- 2.7 Roles and Responsibilities of BBA Management
  - 2.7.1 President
  - 2.7.2 Registrar
  - 2.7.3 Librarian
  - 2.7.4 IT Manager
  - 2.7.5 Academic Administration and Student Affairs Manager
  - 2.7.6 Head of Academy
  - 2.7.7 Head of Department
  - 2.7.8 Finance Manager
  - 2.7.10 Human Resources Manager
  - 2.7.11 Head of Development and External Services
  - 2.7.12 Head of Lifelong Learning

### Section 3 Procedures for Design and Approval of New Programmes & Modules

- 3.1 Introduction
- 3.2 Purpose of Procedures

<b>Prepared by:</b>	<b>Verified: Spiritual Director</b>	<b>Approved: Spiritual Director</b>
<b>Name: CMN</b>	<b>Name: D.O.N.</b>	<b>Name: D.O.N.</b>
<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>

	<b>BIRMINGHAM BUDDHIST ACADEMY QUALITY MANUAL</b>	Effective Date: 01 Jan 2012	
	<b>QUALITY MANAGEMENT SYSTEM</b>	Version : 0	Revision: 00

3.3 Documents Supporting the Design and Approval of New Programmes

3.4 Procedures for the Validation of New Courses leading to Major Awards

3.4.1 Stage One: Initiation of a New Course

3.4.2 Stage Two: Management Review

3.4.3 Stage Three: Internal Review

3.4.3.1 Internal Programme Review Board (IPRB)

3.4.3.2 Criteria to be used in Evaluating a Course Submission Proposal

3.4.3.3 Outcome of Internal Review Process

3.4.4 Stage 5: External Review

3.4.4.1 Composition of the External Evaluation Panel

3.4.4.2 Accreditation Criteria for the External Evaluation Panel

3.4.4.3 Outcome of External Review

3.4.5 Stage 5: Final Approval

3.4.6 Stage 6: Implementation

3.5 Procedures for the Validation of New Courses leading to  
Minor, Supplemental and Special Purpose Awards

3.5.1 Definitions

3.5.2 Titles of Minor, Special Purpose and Supplemental Awards

3.5.3 Standards for Minor, Special Purpose and Supplemental Awards

3.5.4 Procedures for Validation of Minor, Special Purpose and  
Institute of Technology Tallaght Taught Programme Supplemental Awards

3.5.4.1 Stages in the Validation Process

3.5.4.2 Special Purpose Course Validation Panel

3.5.4.3 Outcome of Review by Course Validation Panel

3.6 Procedures for Modifying Existing Programmes

3.6.1 Minor Change Process

3.6.2 Major Change Process

3.6.3 Mid-term Review Process

3.7 Procedures for the Validation of Joint Programmes

## **Section 4 Procedures for the Assessment of Learners**

4.1 Introduction

4.2 Purpose of the Procedures

4.3 Scope

<b>Prepared by:</b>	<b>Verified: Spiritual Director</b>	<b>Approved: Spiritual Director</b>
<b>Name: CMN</b>	<b>Name: D.O.N.</b>	<b>Name: D.O.N.</b>
<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>

	<b>BIRMINGHAM BUDDHIST ACADEMY QUALITY MANUAL</b>	Effective Date: 01 Jan 2012	
	<b>QUALITY MANAGEMENT SYSTEM</b>	Version : 0	Revision: 00

- 4.4 Assessment Procedures
  - 4.4.1 The Regulations Concerning Assessment
  - 4.4.2 The Assessment Schedule Outlining the Weighting of Assessments
  - 4.4.3 Registration for Examinations
  - 4.4.4 Semester Examinations
  - 4.4.5 Semester Examination Papers, Solutions and Marking Schemes
  - 4.4.6 Assessment of Scripts
  - 4.4.7 Compiling of Marks
  - 4.4.8 Meeting of Board of Examiners
  - 4.4.9 Notification of Examination Results
  - 4.4.10 Procedures for Dealing with Requests for Examination Rechecks and Reviews
  - 4.4.11 General Examination Regulations
  - 4.4.12 Academic Disciplinary Board Procedures for Students Allegedly Breaching Examination Regulations
  - 4.4.13 Regulation for Examination Invigilators
  - 4.4.14 Continuous Assessment
  - 4.4.15 Provision of Appropriate Feedback on Continuous Assessment
  - 4.4.16 Grading Scheme
  - 4.4.17 BBA Programmes
  - 4.4.18 Professional Body Programmes
  
- 4.5 Placement Assessment and Evaluation Procedures
  - 4.5.1 Introduction
  - 4.5.2 Placement Learning Objectives
  - 4.5.3 The Placement Partnership & Procedures for Assessment and Evaluation
  
- 4.6 Plagiarism Policy and Procedures
  - 4.6.1 Plagiarism Policy
  - 4.6.2 Plagiarism Procedures

## **Section 5 Procedures for Ongoing Monitoring of Programmes**

- 5.1 Introduction
- 5.2 Purpose of Procedures
- 5.3 Scope
- 5.4 Monitoring

<b>Prepared by:</b>	<b>Verified: Spiritual Director</b>	<b>Approved: Spiritual Director</b>
<b>Name: CMN</b>	<b>Name: D.O.N.</b>	<b>Name: D.O.N.</b>
<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>

	<b>BIRMINGHAM BUDDHIST ACADEMY QUALITY MANUAL</b>	Effective Date: 01 Jan 2012	
	<b>QUALITY MANAGEMENT SYSTEM</b>	Version : 0	Revision: 00

- 5.5 Programme Boards
  - 5.5.1 Programme Board Meeting
  - 5.5.2 Programme Board Reports
- 5.6 Department Student Committees
- 5.7 Programme Monitoring: Review Data
- 5.8 Module/ Programme Appraisal by Learners  
Institute of Technology Tallaght Taught Programme Quality Manual –
- 5.9 External Examiners' Report
- 5.10 Graduate Destination Survey

### **Section 6 Procedures for Evaluation of Each Programme at Regular Intervals**

- 6.1 Introduction 64
- 6.2 Purpose of the Procedures
- 6.3 Scope
- 6.4 Objectives of a Programmatic Review
- 6.5 Programmatic Review Stages
- 6.6 Self Evaluation Process and Programmatic Review Report
- 6.7 Internal Self Evaluation Review Group
- 6.8 External Evaluation Review Group
- 6.9 Audit of Programmatic Review Recommendations
- 6.10 Programmatic Review Process Steps

### **Section 7 Procedures for the Selection, Appointment, Appraisal and Development of Staff**

- 7.1 Introduction
- 7.2 Purpose of the Procedures
- 7.3 Scope
- 7.4 Procedures
- 7.5 Procedures for the recruitment of Pro Rata Assistant Lecturer Posts
- 7.6 Reports
- 7.7 Records of Process
- 7.8 Procedures for the Appraisal of Staff
- 7.9 Procedures for Staff Training & Development
- 7.10 Stakeholders

<b>Prepared by:</b>	<b>Verified: Spiritual Director</b>	<b>Approved: Spiritual Director</b>
<b>Name: CMN</b>	<b>Name: D.O.N.</b>	<b>Name: D.O.N.</b>
<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>

	<b>BIRMINGHAM BUDDHIST ACADEMY QUALITY MANUAL</b>	Effective Date: 01 Jan 2012	
	<b>QUALITY MANAGEMENT SYSTEM</b>	Version : 0	Revision: 00

## 7.11 Scope

### **Section 8 Procedures for Evaluating Premises, Equipment and Facilities**

- 8.1 Introduction
- 8.2 Evaluation of Premises, Equipment and Facilities
- 8.3 Procedures for Out-of Hours Access to Institute
- 8.4 Room Condition Audits
- 8.5 Timetabling
- 8.6 EU and National Procurement Procedures

### **Section 9 Procedures for Evaluating Services Related to Programmes of Higher Education and Training**

- 9.1 Library and Information Services
  - 9.1.1 Mission Statement
  - 9.1.2 Library Service Objectives
  - 9.1.3 Evaluation
- 9.2 Computing Services
- 9.3 Learner Support Systems
  - 9.3.1 Overview 85
  - 9.3.2 The Registrars Office
  - 9.3.3 Academic Learner Supports

- 9.3.3.1 Academic Administration
- 9.3.3.2 Admissions
- 9.3.3.3 Programme Information and Advice
- 9.3.3.4 Application
- 9.3.3.5 Registration
- 9.3.3.6 Examinations
- 9.3.3.7 Student Records
- 9.3.3.8 Academic Regulations
- 9.3.3.9 Grants 86

- 9.3.3.10 Reception
- 9.3.3.11 Academy Administration

<b>Prepared by:</b>	<b>Verified: Spiritual Director</b>	<b>Approved: Spiritual Director</b>
<b>Name: CMN</b>	<b>Name: D.O.N.</b>	<b>Name: D.O.N.</b>
<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>

	<b>BIRMINGHAM BUDDHIST ACADEMY QUALITY MANUAL</b>	Effective Date: 01 Jan 2012	
	<b>QUALITY MANAGEMENT SYSTEM</b>	Version : 0	Revision: 00

- 9.3.3.12 Academic Information System-Banner
- 9.3.4 Part-time Student and Lifelong Learning Supports
  - 9.3.4.1 Lifelong Learning Student Supports
  - 9.3.4.2 Quality Assurance Processes and Procedures
- 9.3.5 Teaching and Learning Supports
- 9.4 Student Services
  - 9.4.1 Accommodation Service
  - 9.4.2 Access
  - 9.4.3 Disability Support
  - 9.4.4 Careers and Appointments
  - 9.4.5 Chaplaincy
  - 9.4.6 Counselling Service
  - 9.4.7 Medical and Health Service
  - 9.4.8 Health, Safety and Welfare
  - 9.4.9 Sports and Recreation Service
  - 9.4.10 Students Services Committee
  - 9.4.11 Student Union
  - 9.4.12 Student Induction
  - 9.4.13 Communications of Service Provision to Students
  - 9.4.14 Monitoring, Evaluation and Customer Feedback on Student Services
- 9.5 Freedom of Information
- 9.6 Technical Services
- 9.7 Premises Servicing and Maintenance
  - 9.7.1 Maintenance/Minor Works Requests
  - 9.7.2 Health and Safety
- 9.8 Communications
  - 9.8.1 Scope and General Introduction
  - 9.8.2 Internal Communications
- 9.9 Information Provision
  - 9.9.1 Print Publications for the Public
  - 9.9.2 Publication of Information on the BBA Website

**Section 10 Procedures for Evaluating the Effectiveness of Quality Assurance  
Procedures**

- 10.1 Introduction
- 10.2 Scope

<b>Prepared by:</b>	<b>Verified: Spiritual Director</b>	<b>Approved: Spiritual Director</b>
<b>Name: CMN</b>	<b>Name: D.O.N.</b>	<b>Name: D.O.N.</b>
<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>

	<b>BIRMINGHAM BUDDHIST ACADEMY QUALITY MANUAL</b>	<b>Effective Date: 01 Jan 2012</b>	
	<b>QUALITY MANAGEMENT SYSTEM</b>	<b>Version : 0</b>	<b>Revision: 00</b>

- 10.3 Management Quality Review Group
- 10.4 Internal Peer Review
- 10.5 Audits by Consultant Auditors
- 10.6 Audit sub-Committee of Governing Body
- 10.7 Audits by the Comptroller and Auditor General
- 10.8 Audits by HETAC
  - 10.8.1 Delegated Authority Review
  - 10.8.2 BBA Review
- 10.9 Continuous Improvement
- 10.10 Quality Review Recommendations: Follow-up Procedures

<b>Prepared by:</b>	<b>Verified: Spiritual Director</b>	<b>Approved: Spiritual Director</b>
<b>Name: CMN</b>	<b>Name: D.O.N.</b>	<b>Name: D.O.N.</b>
<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>



	<b>BIRMINGHAM BUDDHIST ACADEMY QUALITY MANUAL</b>	Effective Date: 01 Jan 2012	
	<b>QUALITY MANAGEMENT SYSTEM</b>	Version : 0	Revision: 00

**Birmingham Buddhist Academy (BBA)  
Post Diploma Course in Buddhist Studies**

It is proposed that the Post Diploma Course in Buddhist Studies should be taught as one year's full-time course based at the BBV's Teaching Hall. Alternatively, this course may also be offered to part-time students as a distance learning course.

This course is designed to provide the student with an in-depth knowledge and understanding of Theravada Buddhism. It is also intended that this course should provide a wide knowledge base for those wishing to go on to do M A in Theravada Buddhist studies.

It is proposed the one years' full-time course should consist of final examination and essays in each paper. A student must submit paper 3500 or 5000 words. If a student writes a paper 5000 words, he is not necessary to sit final examination and to write other papers. A student will get a certificate, if he passes a paper and if he passes three papers, he will get **Post Diploma in Buddhist Studies**.

First Semester

Duration: 15-week semesters (September-December)

Contact Time: 3 modules per semester; each module comprising of two hours teaching every 3 weeks.

7 Modules will be offered from:

1. Monastic Disciplinary Rules (Vinaya)
2. Doctrine (Sutta)
3. Philosophical Psychology of Buddhism (Abhidhamma)
4. Meditation (Samatha) – Theory and Practice
5. Pali Grammar
6. Morality & Social Ethics (Dhammanuloma)
7. Buddhist Chaplaincy

**8. History of Theravada Buddhism**

<b>Prepared by:</b>	<b>Verified: Spiritual Director</b>	<b>Approved: Spiritual Director</b>
<b>Name: CMN</b>	<b>Name: D.O.N.</b>	<b>Name: D.O.N.</b>
<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>

	<b>BIRMINGHAM BUDDHIST ACADEMY QUALITY MANUAL</b>	<b>Effective Date: 01 Jan 2012</b>	
	<b>QUALITY MANAGEMENT SYSTEM</b>	<b>Version : 0</b>	<b>Revision: 00</b>

**Second Semester**

Duration: 15-week semesters (February-May).

Contact Time: 3 modules in the first semester; each module comprising of two hours teaching every 3 weeks and a 5,000-word dissertation starting in the final semester with a submission date of 31<sup>st</sup> August.

Core Module:

Pali Grammar

The 2 remaining Modules from:

Monastic Disciplinary Rules

Doctrine

Philosophical Psychology of Buddhism

Meditation – Theory and Practice

Morality and Social Ethics

Buddhist Chaplaincy

History of Theravada Buddhism

<b>Prepared by:</b>	<b>Verified: Spiritual Director</b>	<b>Approved: Spiritual Director</b>
<b>Name: CMN</b>	<b>Name: D.O.N.</b>	<b>Name: D.O.N.</b>
<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>

	<b>BIRMINGHAM BUDDHIST ACADEMY QUALITY MANUAL</b>	Effective Date: 01 Jan 2012	
	<b>QUALITY MANAGEMENT SYSTEM</b>	Version : 0	Revision: 00

**POSTGRADUATE COURSES  
DIPLOMA PROGRAM  
FIRST SEMESTER**

**A. PARIYATTI  
VINAYA 101 – 109**

**101 Introduction to Vinaya Studies (Monastic Displanary Rules)**

**3 units**

This course covers the following aspects: two aspects of the Buddha'a teaching, Dhamma and Vinaya; its classification into *PiÔaka* and *NikËya*; the background of the Vinaya,; aims and objectives; seven types of offences (*Ëpatti*); an introduction into the Vinaya disciplinary rules, *sikkhËpada*.

The development of ordination (i.e. eight types of ordination); the great offences for monks (*garukËpatti*); and the search, maintenance, use and proper use of various requisites (*parikkhËra & nissaya*).

**SUTTANTA 111 - 119**

**111 Introduction to the Suttanta Studies (Buddhist Doctrine)**

**3 units**

This course introduces the students with some of the discourses delivered by the Buddha on various occasions. *C/Äakammavibha~ga-sutta* explains kamma and its resultant effects. *NakhasikË-sutta* convinces us that to be reborn as a human being is very difficult. *Sabramaka-sutta* explains the meaning of real Brahma. *KasibhËradvËja-sutta* depicts the Buddha's encounter with the Brahmin.

*CEÄËvaka-sutta* presents the Buddha's answers to the questions of CEÄËvaka such as how to obtain knowledge. *Dhammacakkapavattana-sutta*, the First Sermon of the Buddha, explains the two extremes to be avoided, the Four Noble Truths, and the Middle Way to be taken.

<b>Prepared by:</b>	<b>Verified: Spiritual Director</b>	<b>Approved: Spiritual Director</b>
<b>Name: CMN</b>	<b>Name: D.O.N.</b>	<b>Name: D.O.N.</b>
<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>

	<b>BIRMINGHAM BUDDHIST ACADEMY QUALITY MANUAL</b>	Effective Date: 01 Jan 2012	
	<b>QUALITY MANAGEMENT SYSTEM</b>	Version : 0	Revision: 00

**112 Introduction to unspecified sutta(s).**

This course covers selective suttas, such as *MahÈkammavibha~ga-sutta Sallekha-sutta*, etc.

**3 units**

**ABHIDHAMMA 121 - 129**

**121 Introduction to Abhidhamma Studies. (Philosophical Psychology of Buddhism)**

**3 units**

This course explains the history of Abhidhamma and PaÒÒatti and Paramattha. Out of four ultimate realities: citta (consciousness) and Cetasikas (mental factors) are explained here. This course covers 89 or 121 types of citta (Consciousness).

Fifty-two types of cetasikas; how to associate cetasikas with cittas (Sampayoga); and how to associate citta with cetasikas (Sa~gaha).

**B. PA®IPATTI1 131-139**

**131 Meditation 131-135**

**3units**

**1.The Essence of the Buddha’s Teachings**

- (i) Basic process
- (ii) Purpose of meditation
- (iii) Benefits of meditation
- (iv) Hindrances
- (v) Five powers
- (v) Meditation in everyday life

**2. An Overview**

The Forty Meditation Subjects

The Kasinas

<b>Prepared by:</b>	<b>Verified: Spiritual Director</b>	<b>Approved: Spiritual Director</b>
<b>Name: CMN</b>	<b>Name: D.O.N.</b>	<b>Name: D.O.N.</b>
<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>

	<b>BIRMINGHAM BUDDHIST ACADEMY QUALITY MANUAL</b>	Effective Date: 01 Jan 2012	
	<b>QUALITY MANAGEMENT SYSTEM</b>	Version : 0	Revision: 00

Foulness  
The Recollections  
The Illimitable  
One Perception  
One Analysis  
The Immaterial States

Analysis of suitability  
Analysis of Development

**3. Basic Factors**

Signs  
Temperament  
Hindrances  
Three Stages of Development  
Absorption  
Five kinds of Ability  
Higher Knowledge

**C. LANGUAGE & LITERATURE  
PCEI LANGUAGE 141 - 149**

**141 Introduction to PĒĀi Studies**

**3 units**

This course covers: PĒĀi alphabet, Declension of masculine nouns ending in-a; Declension of neuter nouns ending in-a; the gerund/absolute; the infinitive; the present participle, masculine and neuter genders; Conjugation of verbs-present tense, active voice and the future tense; the optative/potential mood and the imperative mood.

**MORALITY & SOCIAL ETHICS 151-159**

<b>Prepared by:</b>	<b>Verified: Spiritual Director</b>	<b>Approved: Spiritual Director</b>
<b>Name: CMN</b>	<b>Name: D.O.N.</b>	<b>Name: D.O.N.</b>
<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>

	<b>BIRMINGHAM BUDDHIST ACADEMY QUALITY MANUAL</b>	Effective Date: 01 Jan 2012	
	<b>QUALITY MANAGEMENT SYSTEM</b>	Version : 0	Revision: 00

### 151 Introduction to Central Buddhist Practice (Dhammanuloma)

**3 units**

The first section of this course provides the students basic and sound knowledge of Buddhism such as Paying homage to the Triple Gem. Three modes of paying homage, Taking the Threefold refuge, the meaning of the Buddha, Dhamma and Saṅgha, and also the supreme attributes of the Triple Gem. This course helps one to understand the Three basic principles-dāna, sīla and bhēvaṇē. This course will enable one to distinguish between Wholesome and Unwholesome actions (Kusala and Akusala Kamma). It also explains Kamma and its results.

- a. Five Precepts
- b. Two Lokapala (Maintainer of World)
- c. Four Brahma Vihara (Four Humanities)
- d. Mangala Sutta (38 Blessing).
- e. Metta Sutta (Loving-kindness)

This also explains four sublime states of living (Brahma-vihāra) with the emphasis on Radiating loving-kindness (Metta-sutta) and Benefits of mettā.

### BUDDHIST CHAPLAINCY 161-166

#### 161- Buddhist Chaplaincy

**4 units**

#### COURSE CONTENT

The themes for the meetings are drawn from the document 'Developing a Healthcare Chaplains' Capabilities and Competencies' (produced by South East Strategic Health Authority) and are intended to be equally relevant to all areas of chaplaincy.

#### Session 1 – Spiritual assessment and intervention (9.2.1)

- He gives what is difficult to give (*duddadam dadāti*)

The chaplain, in partnership with the individual and the healthcare team, assesses the spiritual needs and resources of the individual and their family/carers and responds with interventions which can include referral to other internal and external care providers.

<b>Prepared by:</b>	<b>Verified: Spiritual Director</b>	<b>Approved: Spiritual Director</b>
<b>Name: CMN</b>	<b>Name: D.O.N.</b>	<b>Name: D.O.N.</b>
<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>

	<b>BIRMINGHAM BUDDHIST ACADEMY QUALITY MANUAL</b>	Effective Date: 01 Jan 2012	
	<b>QUALITY MANAGEMENT SYSTEM</b>	Version : 0	Revision: 00

Key content:

Literature relating to needs, especially spiritual needs  
 Knowledge of internal and external sources of spiritual support  
 Local and national directory of sources of spiritual support (KSF C1, 6; HWB2, 4, 6, 7; IK1, 2)

Competencies

Assess spiritual needs and resources of individuals  
 Respond to assessment with spiritual care  
 Respond to assessment in cases of divergent beliefs  
 Facilitate spiritual care suitable for any belief group  
 Facilitate referrals to other forms of spiritual care  
 Protect individuals from unwanted visits  
 Record assessments

**Session 2 – Religious assessment and intervention (9.2.2)**

- He does what is difficult to do (*dukkaram karoti*)

The chaplain/spiritual care giver, in partnership with the individual and the healthcare team, assesses the religious needs and resources of the individual and his or her family/carers and responds with interventions which can include referral to a faith community or belief group representative.

Key content:

National and local manuals for spiritual and religious care  
 Knowledge of belief groups and faith communities and the different denominations and strains of thought within them  
 Knowledge of religious rites and practices  
 Directories of local and national faith community and belief group representatives  
 (KSF C1, 6; HWB2, 3, 4, 6, 7; IK1, 2)

Competencies:

Assess religious needs of individuals  
 Respond either through own faith tradition or facilitate through another  
 Facilitate suitable resources for religious observance of any faith  
 Protect individuals from unwanted visits  
 Record religious interventions

**Session 3 – Practicing ethically (9.1.2)**

<b>Prepared by:</b>	<b>Verified: Spiritual Director</b>	<b>Approved: Spiritual Director</b>
<b>Name: CMN</b>	<b>Name: D.O.N.</b>	<b>Name: D.O.N.</b>
<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>

	<b>BIRMINGHAM BUDDHIST ACADEMY QUALITY MANUAL</b>	Effective Date: 01 Jan 2012	
	<b>QUALITY MANAGEMENT SYSTEM</b>	Version : 0	Revision: 00

- *He patiently endures what is difficult to endure (dukkhamam khamati)*

*The chaplain maintains and develops his or her knowledge of culture, diversity, ethical, professional, and legal theory and frameworks. This knowledge is used to support interactions with individuals using spiritual care services.*

Key content:

Professional code of conduct

Literature on ethical theory

Literature on ethical issues, e.g. informed consent, decision making, culture and diversity, duty of care, ethics, and legalities (KSF C6; HWB4; IK3)

Competencies:

Understand and apply ethical principles

Differentiate personal beliefs from healthcare ethics

Provide ethical, pastoral, and theological resource to individuals and the organisation

**Session 4 – Communication skills (9.1.3)**

- *He reveals his own secrets (guyha-massa avikaroti)*

The chaplain maintains and develops the communication skills necessary for the spiritual and religious care of individuals and groups.

Key content:

Communication skills theory

Communication skills education and training

Literature on counselling, pastoral care, or listening skills (KSF C1; HWB2, 6)

Competencies:

Use communication skills to provide pastoral care to individuals

Identify language needs and access interpreting services

Communicate with individuals on complex matters

Contribute to inter professional communication

Maintain confidentiality and obtain informed consent

<b>Prepared by:</b>	<b>Verified: Spiritual Director</b>	<b>Approved: Spiritual Director</b>
<b>Name: CMN</b>	<b>Name: D.O.N.</b>	<b>Name: D.O.N.</b>
<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>



	<b>BIRMINGHAM BUDDHIST ACADEMY QUALITY MANUAL</b>	Effective Date: 01 Jan 2012	
	<b>QUALITY MANAGEMENT SYSTEM</b>	Version : 0	Revision: 00

## D. HISTORY OF BUDDHISM

### ELECTIVE SUBJECTS 171 - 179

#### **171 Introduction to World Religions**

**3 units**

This course covers aims and objectives of Comparative study; the definition and study of religion; World Religions; and other disciplines.

#### **162 Introduction to Buddhist Culture and History**

**3 units**

This course covers Culture and History relating to Buddhism. It includes definition of culture from different viewpoints; historical origins of Buddhist culture in ancient Pyu and Bagan; Buddhist culture in everyday life and ceremonies.

#### **163 Introduction to Myanmar History and Culture**

**3 units**

This course covers introduces to History of Myanmar with special reference to culture and religion. It consists of: Geographical setting and Anthrpological pattern; Prehistoric settlements; Pre-Bagan and Bagan Period; Pinya, Inn-wa, and Hanthawady (Bago) Period.

#### **164 Introduction to Selective Philosophy**

**3 units**

This course covers the introduces to Philosophy, Buddhist philosophy, Brahmanism and Jainism.

#### **165 Introduction to Buddhist Psychology or Sociology**

**3 units**

This course covers the introduction to Buddhist Psychology or Sociology with references to Buddhist perspectives.

<b>Prepared by:</b>	<b>Verified: Spiritual Director</b>	<b>Approved: Spiritual Director</b>
<b>Name: CMN</b>	<b>Name: D.O.N.</b>	<b>Name: D.O.N.</b>
<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>

	<b>BIRMINGHAM BUDDHIST ACADEMY QUALITY MANUAL</b>	Effective Date: 01 Jan 2012	
	<b>QUALITY MANAGEMENT SYSTEM</b>	Version : 0	Revision: 00

## Diploma Course

### SECOND SEMESTER

#### A. PARIYATTI VINAYA 106 - 110

#### 106 Introduction to Vinaya Studies

**3 units**

This course seeks to further the knowledge of Vinaya with the study of purity of precept on the four essential requisites (*catupÈrisuddhi-sila*); four categories of disputes and seven types of their resolution (*adhikaraÓa & adhikaraÓa-samatha*).

Monastic rules related to laity and woman (*gihipaÓisamyutta & mÈtugÈma-paÓisamyutta-sikkÈpada*); decor (*sekhiaya*); procedures of various important rituals such as the *uposatha*, ordination, the *pavÈraÓa* and the *kathina*.

#### SUTTANTA 116 - 120

#### 116 Introduction to the Suttanta

**3 units**

This course is the continuation of the discourses delivered by the Buddha. It includes Ma~gala-sutta; Ma~gala-sutta explains Thirty-eight ways to blessing; ParÈbhava-sutta explains the cause of downfall.

Si~gÈlovÈda-sutta explains the duties in society; Vasala-sutta explains the causes of becoming a wretch; NidhikaÓda-sutta explains the way of treasure store; and the Dhammapada (Yamakavagga).

#### 116 Introduction to unspecified sutta(s).

**3 units**

This course covers Pu~~ovÈda-sutta, kÈÌÈma-sutta and so on.

<b>Prepared by:</b>	<b>Verified: Spiritual Director</b>	<b>Approved: Spiritual Director</b>
<b>Name: CMN</b>	<b>Name: D.O.N.</b>	<b>Name: D.O.N.</b>
<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>

	<b>BIRMINGHAM BUDDHIST ACADEMY QUALITY MANUAL</b>	Effective Date: 01 Jan 2012	
	<b>QUALITY MANAGEMENT SYSTEM</b>	Version : 0	Revision: 00

### ABHIDHAMMA 126 - 129

#### 126 Introduction to the study Abhidhamma

**3 units**

This course covers Enumeration of material phenomena and Nibbana

Classification of matter, The origination of matter, The grouping of material phenomena; The occurrence of material phenomenal. It will continue the following classifications: feelings, roots, functions, doors, objects, and bases.

(Five Khandha, Twelve Ayatana, Eighteen Datu and Four Sacca)

**B. PA<sup>®</sup>IPATTI**

**Insight Meditation 136 -139**

#### 136 COMPENDIUM OF INSIGHT

**3 units**

##### **Analysis of Purification**

- Purification of Virtue
- Purification of Mind
- Purification of View
- Purification by Overcoming Doubt
- Purification of Path and Not-Path
- Purification of the Way
- Purification by Knowledge and Vision

##### **Analysis of Emancipation**

- Three Door of Emancipation
- Emancipation in the Path and Fruit
- Emancipation in the Fruition Attainment

##### **Analysis of Individuals**

- The stream –Enterer
- The Once –Returner
- The Never-Returner

<b>Prepared by:</b>	<b>Verified: Spiritual Director</b>	<b>Approved: Spiritual Director</b>
<b>Name: CMN</b>	<b>Name: D.O.N.</b>	<b>Name: D.O.N.</b>
<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>

	<b>BIRMINGHAM BUDDHIST ACADEMY QUALITY MANUAL</b>	Effective Date: 01 Jan 2012	
	<b>QUALITY MANAGEMENT SYSTEM</b>	Version : 0	Revision: 00

The Arahant

**Analysis of Attainment**

Accessibility

The Attainment of Cessation

Emergence from Cessation

**C. LANGUAGE & LITERATURE**

**(PĀLI LANGUAGE) 146-149**

**146 Introduction to PĀli Studies**

**3 units**

This is the continuation of the Introduction PĀli Studies. This covers the past tense, Declension of feminine nouns ending in-Ē, the past participle, Declension of feminine nouns ending on-i and -Ē, the present participle; feminine gender; The future passive participle; The causative.

Declension of feminine nouns ending on -u and -|, Declension of agent nouns and nouns indicating relationships; Declension of masculine nouns ending in-i and -u, ending in -vantu and -mantu, Declension of personal pronouns, relative, demonstrative and interrogative.

**MORALITY& SOCIAL ETHICS 156-159**

**156 Morality & Social Ethics (Dhammanuloma)**

**3 units**

This course is the continuation of the Introduction to Central Buddhist Practices.

It covers the Principles for happiness and prosperity such as four Wheels prosperity, Wealth and Happiness, Division of income for attainment that people accumulate, Proper use of hard-earned wealth and why some families rise while others fall.

**137 Introduction to Buddhist Rituals, Part II**

**3 units**

This course includes Novitiation; Higher Ordination; the fivefolds dullabha; the fourfold samāpatti; the four types of individual (puggala); the three types of neyya; Sotāpattiya<sup>3</sup>ga (the four conditions to stream-entry) and five elements of effort (padhāniya<sup>3</sup>ga).

<b>Prepared by:</b>	<b>Verified: Spiritual Director</b>	<b>Approved: Spiritual Director</b>
<b>Name: CMN</b>	<b>Name: D.O.N.</b>	<b>Name: D.O.N.</b>
<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>

	<b>BIRMINGHAM BUDDHIST ACADEMY QUALITY MANUAL</b>	Effective Date: 01 Jan 2012	
	<b>QUALITY MANAGEMENT SYSTEM</b>	Version : 0	Revision: 00

## Basic Buddhism (Dr Nagasena)

### BUDDHIST CHAPLAINCY 166-169

#### 166 Buddhist Chaplaincy

**3 units**

##### Session 5 – Team working (9.3.1)

- He keeps one's secrets (*guyha-massa pariguyhati*)

The chaplain/ spiritual care giver recognises and works to promote the place of spiritual care within the spiritual care team, local multidisciplinary teams and the wider healthcare team.

##### Key content:

Understanding of local spiritual care team, multidisciplinary teams and the wider healthcare team;

Knowledge of teams, groups, and team building

Understanding of communication within teams and team dynamics (KSF C1, 3, 4, 5)

##### Competencies:

Practice with agreed protocols

Contribute to multi disciplinary working

Understand dynamics within teams

##### Session 6 – Reflective practice (9.4.1)

- *He does not abandon one in misfortune (āpadāsu na-jahati)*

As part of the process of continuing professional development the chaplain/ spiritual care giver demonstrates the ability to reflect upon practice to develop and inform his or her practice.

##### Key content:

Methods and models of reflective practice

Professionalism and therapeutic boundaries

Developing self awareness and practice (KSF C2; G1, 5, 6)

##### Competencies:

Understand different models of reflective practice

Use a structured method of reflective practice for case material

Use a structured method of reflective practice for therapeutic relationships

<b>Prepared by:</b>	<b>Verified: Spiritual Director</b>	<b>Approved: Spiritual Director</b>
<b>Name: CMN</b>	<b>Name: D.O.N.</b>	<b>Name: D.O.N.</b>
<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>

	<b>BIRMINGHAM BUDDHIST ACADEMY QUALITY MANUAL</b>	Effective Date: 01 Jan 2012	
	<b>QUALITY MANAGEMENT SYSTEM</b>	Version : 0	Revision: 00

Facilitate reflective practice for others  
Discuss the limits of own capabilities and competencies to develop practice

**Session 7 – Personal spiritual development (9.4.2)**

**He does not despise one because of one’s loss (*khinena na-atimaññati*)**

The chaplain/spiritual care giver reflects theologically or philosophically on his or her professional practice.

Key content:

- Spiritual and religious literature
- Working with a spiritual director
- The use of praxis, or theologically informed practice
- The use of meditation
- Retreat or pilgrimage
- Literature related to personal development (KSF C2, 6)

Competencies:

- Keep informed of theological developments relevant to chaplaincy
- Integrate personal beliefs and external experiences
- Maintain the discipline expected within the chaplain’s own faith community
- Acknowledge and work to proper boundaries
- Maintain proper and reasonable personal self care

**Summary of Course Aims**

- The course is open to any person interested in practising Buddhist Chaplaincy in any of several contexts (Hospitals, Hospices, Armed Forces, Schools, Colleges etc).
- Members of the training group do not have to be serving chaplains, an interest in working for the benefit of others is sufficient.
- You will be encouraged, where possible, to seek opportunities to work as a volunteer.
- The practice of Buddhist Chaplaincy included in the course is, where possible, underpinned by a faith-informed approach to the work.
- A broad-based approach to Buddhism is intended to include individuals from the wide diversity of Buddhist schools and groups available in the UK.

<b>Prepared by:</b>	<b>Verified: Spiritual Director</b>	<b>Approved: Spiritual Director</b>
<b>Name: CMN</b>	<b>Name: D.O.N.</b>	<b>Name: D.O.N.</b>
<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>

	<b>BIRMINGHAM BUDDHIST ACADEMY QUALITY MANUAL</b>	Effective Date: 01 Jan 2012	
	<b>QUALITY MANAGEMENT SYSTEM</b>	Version : 0	Revision: 00

#### D. ELECTIVE 171 - 179

##### **176 Introduction to World Religions, Part II**

**3 units**

This course is the continuation of Introduction to World Religions Part I. This covers Introduction to five major religions in Myanmar namely, Animism, Hinduism, Buddhism, Christianity and Islam. It also explains Comparative study of the key concepts of the major religions.

##### **177 Introduction to Buddhist Culture and History, Part II**

**3 units**

This course is a continuation of the Introduction to Buddhist Culture and History, Part I. It includes Buddhist culture and festivals, its transmission, Promotion of Buddhist culture by the state (tangible culture), and Buddhist culture and modern age.

##### **178 Introduction to Myanmar History and Culture, Part II**

**3 units**

This course is also a continuation of the Introduction to Myanmar Culture and History, Part I. This paper deals with History of Myanmar during Rakhine Period (2 - 18 AD), Taungo Period (AD 1486-1599), Nyaung Yan Period (AD 1599-1752), Early Konbaung Period (AD 1752-1819), Late Konbaung Period (AD 1819-1889), The British Colonial Period (AD 1885-1941), The Period of Japanese Occupation (1941-1941), and Post-War Period (1954-Present).

##### **179 Introduction to Selective Philosophy, Part II**

**3 units**

This course covers the introduction to Philosophy; Sankhya and yoga.

##### **180 Introduction to Buddhist Psychology or Sociology, Part II**

**3 units**

This course covers the introduction to Buddhist Psychology or Sociology with references to Buddhist perspectives.

<b>Prepared by:</b>	<b>Verified: Spiritual Director</b>	<b>Approved: Spiritual Director</b>
<b>Name: CMN</b>	<b>Name: D.O.N.</b>	<b>Name: D.O.N.</b>
<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>

	<b>BIRMINGHAM BUDDHIST ACADEMY QUALITY MANUAL</b>	<b>Effective Date: 01 Jan 2012</b>	
	<b>QUALITY MANAGEMENT SYSTEM</b>	<b>Version : 0</b>	<b>Revision: 00</b>

## Birmingham Buddhist Academy (BBA)

### MA in Buddhist Studies

It is proposed that the MA in Buddhist Studies should be taught as one year's full-time or two years' part-time course based at the BBV's Teaching Hall. Alternatively, this course may also be offered to part-time students as a distance learning course.

This course is designed to provide the graduate student with an in-depth knowledge and understanding of Theravada Buddhism. It is also intended that this course should provide a wide knowledge base for those wishing to go on to do a doctorate in Theravada Buddhist studies.

It is proposed the two years' part-time course should consist of a core module (assessed by translating text), six compulsory modules (assessed by long essays) and a final 15,000-word dissertation.

#### Year 1

Duration: two 15-week semesters (September-May).

Contact Time: 3 modules per semester; each module comprising of two hours teaching every 3 weeks.

Core Module:

Pali Grammar

4 Modules will be offered from:

Monastic Disciplinary Rules

Doctrine

Philosophical Psychology of Buddhism

Meditation – Theory and Practice

Morality and Social Ethics

History of Theravada Buddhism

<b>Prepared by:</b>	<b>Verified: Spiritual Director</b>	<b>Approved: Spiritual Director</b>
<b>Name: CMN</b>	<b>Name: D.O.N.</b>	<b>Name: D.O.N.</b>
<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>



	<b>BIRMINGHAM BUDDHIST ACADEMY QUALITY MANUAL</b>	<b>Effective Date: 01 Jan 2012</b>	
	<b>QUALITY MANAGEMENT SYSTEM</b>	<b>Version : 0</b>	<b>Revision: 00</b>

Year 2

Duration: two 15-week semesters (September-May).

Contact Time: 3 modules in the first semester; each module comprising of two hours teaching every 3 weeks and a 15,000-word dissertation starting in the final semester with a submission date of 31<sup>st</sup> August.

Core Module:

Pali Grammar

The 2 remaining Modules from:

Monastic Disciplinary Rules

Doctrine

Philosophical Psychology of Buddhism

Meditation – Theory and Practice

Morality and Social Ethics

History of Theravada Buddhism

15,000-word Dissertation

<b>Prepared by:</b>	<b>Verified: Spiritual Director</b>	<b>Approved: Spiritual Director</b>
<b>Name: CMN</b>	<b>Name: D.O.N.</b>	<b>Name: D.O.N.</b>
<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>

	<b>BIRMINGHAM BUDDHIST ACADEMY QUALITY MANUAL</b>	<b>Effective Date: 01 Jan 2012</b>	
	<b>QUALITY MANAGEMENT SYSTEM</b>	<b>Version : 0</b>	<b>Revision: 00</b>

### M.A. Programme

The ITBMU Master of Arts Degree Programme runs a combined course of teaching and research; the course is a two years programme, after which the candidate is required to submit a Thesis within one year. The programme offers seven major subjects and Three compulsory subjects, related to Theravada Buddhism. The candidate is required to choose one major subject and two Minor subjects.

#### (1) Major Subjects

1. Vinaya Pā'ī and Commentaries
2. Suttanta Pā'ī and Commentaries
3. Abhidhamma and Commentaries
4. Visuddhimagga (Or) Patisambhidamagga Pā'ī and Commentary
5. Pā'ī Grammar
6. Buddhist Culture, History, and Inscription

Inscription:

- (a) Kalyani Inscription
- (b) Pagan Inscriptions
- (c) Asoka Edicts
- (d) Inscriptions in Sri Lanka
- (e) Inscriptions in Thailand

7. Buddhist Philosophy and Psychology

Other Philosophy:

- (a) Early Indian Philosophy
- (b) Chinese Philosophy
- (c) Western Philosophy

<b>Prepared by:</b>	<b>Verified: Spiritual Director</b>	<b>Approved: Spiritual Director</b>
<b>Name: CMN</b>	<b>Name: D.O.N.</b>	<b>Name: D.O.N.</b>
<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>

	<b>BIRMINGHAM BUDDHIST ACADEMY QUALITY MANUAL</b>	<b>Effective Date: 01 Jan 2012</b>	
	<b>QUALITY MANAGEMENT SYSTEM</b>	<b>Version : 0</b>	<b>Revision: 00</b>

Choose one from the above seven subjects.

**(2) Minor Subjects**

1. Research Methodology (All)
2. (a). Saṃva<sup>1</sup>/<sub>4</sub>anā-vicaya  
(b) Nayu-pacara-vicaya  
(c) Vacanattha-vicaya
3. Ganthabharana

<b>Prepared by:</b>	<b>Verified: Spiritual Director</b>	<b>Approved: Spiritual Director</b>
<b>Name: CMN</b>	<b>Name: D.O.N.</b>	<b>Name: D.O.N.</b>
<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>

	<b>BIRMINGHAM BUDDHIST ACADEMY QUALITY MANUAL</b>	<b>Effective Date: 01 Jan 2012</b>	
	<b>QUALITY MANAGEMENT SYSTEM</b>	<b>Version : 0</b>	<b>Revision: 00</b>

**MA Programme First Year**

**First Semester**

**Vinaya 401- 402**

**401. Analytical study of the Vinaya Pā'ī and Commentaries, Part I** 3 units

This course generally introduces students to the Vinaya canonical and its commentarial texts, focussing particularly on the Parajika Pā'ī and the Samantapasadika, Vol. I.

**402. Analytical study of an unspecified Vinaya text(s), Part I** 3 units

This course looks at some development of the Theravada Vinaya literature by studying three important extra-canonical texts, namely the Kuddasikkha, the Mulasikkha and the Vinaya-vinicchaya.

**Suttanta 411-419**

**411. Analytical study of the Suttanta-pitaka (Pā'ī and Commentaries), Part I** 3 units

This course studies analytically the prescribed suttas in the Majjhima-nikāya and Saṃyutta-nikāya with a critical approach. It covers Ana<sup>3</sup>gana-sutta, Vomaṃsaka-sutta, Ra<sup>3</sup>Yhapāla-sutta, Mahāsuññata-sutta, Sakka-saṃyutta, pa<sup>3</sup>hamavagga, lābhasakkāra-saṃyutta, Vacchagotta-saṃyutta, Mātugāma-saṃyutta, and Iddhipāda-saṃyutta.

**412. Analytical study of an unspecified the Suttanta-pitaka, Part I** 3 units

This course studies the prescribed sutta in the A<sup>3</sup>guttara-nikāya and Khuddaka-nikāya with a critical approach. It deals with Sacetana-sutta, Tamotama-sutta, Pathama/dutiya/tatiya Saddhammasammosa-suttas, Devatā-sutta, Bhaddiya-sutta, Mettābhāvanā-sutta, Uttarāvimana-vatthu, Khalla<sup>3</sup>iyapeta-vatthu, and Mahākappinattheragāthā.

<b>Prepared by:</b>	<b>Verified: Spiritual Director</b>	<b>Approved: Spiritual Director</b>
<b>Name: CMN</b>	<b>Name: D.O.N.</b>	<b>Name: D.O.N.</b>
<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>

	<b>BIRMINGHAM BUDDHIST ACADEMY QUALITY MANUAL</b>	<b>Effective Date: 01 Jan 2012</b>	
	<b>QUALITY MANAGEMENT SYSTEM</b>	<b>Version : 0</b>	<b>Revision: 00</b>

**Abhidhamma 421- 429**

**421. Analytical study of the Abhidhamma-pitaka, Part I** 3 units

This course provides the students with a deeper understanding of Abhidhamma. It includes: the study of Dhammasa<sup>3</sup>ganø, and Notes on AYYhsālinø AYYhakathā.

**422. Analytical study of an unspecified Abhidhamma text Part I** 3 units

This course provides the students with a deeper understanding of Abhidhamma. It includes: the study of Dhātukathā Pā<sup>1</sup>i (aya-kauak), and Pañcappakara¼a-aYYhakathā.

**Patipatti 431 - 439**

**431. Analytical study of the Visuddhimagga Commentary, Part I** 3 units

This course is the continuation of the Study of Practice of Samatha Meditation Part V. It covers two Sections, namely Søla-niddesa and Samādhī-niddesa.

**432. Analytical study of an unspecified Text** 3 units

This course is to be studied in the selective part of Patisambhidamagga and its commentary.

**Pā<sup>1</sup>i**

**441. Advanced Pā<sup>1</sup>i, Part III** 3 unti

This course covers Rupasiddhi, Part I.

<b>Prepared by:</b>	<b>Verified: Spiritual Director</b>	<b>Approved: Spiritual Director</b>
<b>Name: CMN</b>	<b>Name: D.O.N.</b>	<b>Name: D.O.N.</b>
<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>

	<b>BIRMINGHAM BUDDHIST ACADEMY QUALITY MANUAL</b>	<b>Effective Date: 01 Jan 2012</b>	
	<b>QUALITY MANAGEMENT SYSTEM</b>	<b>Version : 0</b>	<b>Revision: 00</b>

**442. An unspecified Pā'li grammar text(s), Part I**

3 units

This course covers Bedacinta and Kaccyanasara.

#### Buddhist History and Culture

**451. Buddhist arts, rituals... etc., the emergence of different schools, Part I**

3 units

With regard to history, This course deals with expansion of Buddhism from India and various countries; and the emergence of various schools; and, on culture, it concerns with a systematic understanding of the value system and the normative foundation of the Buddhist culture and their manifestations among people.

#### Buddhist Philosophy

**461. Buddhist Philosophy: Theravada, Mahayana and Vijaryana.**

3 units

In this course, the students are expected to have a good understanding of the fundamentals of Buddhist philosophy and their application, such as the Four Noble Truths, Anatta, criterion of good and bad and causality; philosophy related to liberation and the differences among the major current Buddhist schools on liberation and means to achieve it.

#### Research Methodology

**471. Research Methodology, Part I**

3 units

This course helps the students understand the procedure and method in carrying out a research or writing a thesis or dissertation. The course includes: The meaning of research: Research and everyday life (a way of progress); Study of research methods; Research methodology and its stages; detailed study of some significant stages (finding the problem, collecting data, forming hypothesis, deducing generalization and theories).

#### Second Semester

<b>Prepared by:</b>	<b>Verified: Spiritual Director</b>	<b>Approved: Spiritual Director</b>
<b>Name: CMN</b>	<b>Name: D.O.N.</b>	<b>Name: D.O.N.</b>
<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>

	<b>BIRMINGHAM BUDDHIST ACADEMY QUALITY MANUAL</b>	<b>Effective Date: 01 Jan 2012</b>	
	<b>QUALITY MANAGEMENT SYSTEM</b>	<b>Version : 0</b>	<b>Revision: 00</b>

#### Vinaya 406-409

**406. Analytical study of the Vinaya Pā'i and Commentaries, Part II** 3 units

In this course, students are expected to further and deepen the previous paper, 401 with particular attention paid to the Parajika Pā'i and the Samantapasadika, Vol. II.

**407. Analytical study of an unspecified Vinaya text(s), Part II** 3 units

Some of the texts expected to be studied in this course, with the purpose of assisting the Students to specialise in further development of the Theravada Vinaya tradition, including the Kuddasikkhā, the Mplāsikkhā and the Vinaya-vinicchaya.

#### Suttanta 416-419

**416. Analytical study of the Suttanta-pitaka (Pā'i and Commentaries), Part II** 3 units

This course is a continuation of the previous paper. This course studies analytically the prescribed suttas in the Majjhima-nikāya and Saṃyutta-nikāya with a critical approach. It deals with five suttas each from Majjhima nikāya and Saṃyutta nikāya.

**417. Analytical study of an unspecified the Suttanta-pitaka, Part II** 3 units

This course studies the prescribed suttas in the A<sup>3</sup>guttara-nikāya and Khuddaka-nikāya with a critical approach. This studies four suttas from A<sup>3</sup>guttara-nikāya and five suttas from Khuddaka-nikāya.

#### Abhidhamma 426-429

**426. Analytical study of the Abhidhamma-pitaka, Part II** 3 units

<b>Prepared by:</b>	<b>Verified: Spiritual Director</b>	<b>Approved: Spiritual Director</b>
<b>Name: CMN</b>	<b>Name: D.O.N.</b>	<b>Name: D.O.N.</b>
<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>

	<b>BIRMINGHAM BUDDHIST ACADEMY QUALITY MANUAL</b>	<b>Effective Date: 01 Jan 2012</b>	
	<b>QUALITY MANAGEMENT SYSTEM</b>	<b>Version : 0</b>	<b>Revision: 00</b>

This course provides the Students with a deeper understanding of Abhidhamma. This includes: the study of Vibha<sup>3</sup>ga Pā<sup>1</sup>i and Sammohavinodanø.

**427. Analytical study of an unspecified Abhidhamma text, Part I**

3 units

This course provides the students with a deeper understanding of Abhidhamma. This includes: the study of Dhātukathā Pā<sup>1</sup>i (aya-kauak) and Puggalapaññatti.

**Patipatti 436-439**

**436. Analytical study of the Visuddhimagga Commentary, Part II**

3 units

This course is the continuation of the previous paper, and explains Paññābhpmi-niddesa from Visuddhimagga.

**437. Analytical study of the Vimuttimagga, Part II**

3 units

This course is to be studied in comparison with the Visuddhimagga.

**Pā<sup>1</sup>i 446-449**

**446. Advanced Pā<sup>1</sup>i, Part IV**

3 units

This course covers Rupasiddhi, Part II.

**447. An unspecified Pā<sup>1</sup>i grammar text(s), Part II**

3 units

This course covers Saddaniti- Suttamala

<b>Prepared by:</b>	<b>Verified: Spiritual Director</b>	<b>Approved: Spiritual Director</b>
<b>Name: CMN</b>	<b>Name: D.O.N.</b>	<b>Name: D.O.N.</b>
<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>



	<b>BIRMINGHAM BUDDHIST ACADEMY QUALITY MANUAL</b>	Effective Date: 01 Jan 2012	
	<b>QUALITY MANAGEMENT SYSTEM</b>	Version : 0	Revision: 00

### Buddhist Culture and History

**456. Buddhist arts, rituals... etc., the emergence of different schools, Part II**

3 units

This course is to be continue of 451.

### Buddhist Philosophy

**467. Mahayana and Vijaryana Philosophy.**

3 units

This course allows the candidate to widen his/her knowledge of the Mahayana philosophy by focussing on the Sunyata as presented in the Madhyamaka-karika.

### Research Methodology

**472. Research Methodology, Part II**

3 units

This course is to be continue the Research Methodology, Part I. and this practically introduces the candidates to writing a thesis or dissertation. It includes: Application of research techniques in religious studies; Writing a report with footnotes and a bibliography; and Practical presentation of a post-graduate term paper including bibliography and footnotes.

Second Year

First Semester

Vinaya 501-509

<b>Prepared by:</b>	<b>Verified: Spiritual Director</b>	<b>Approved: Spiritual Director</b>
<b>Name: CMN</b>	<b>Name: D.O.N.</b>	<b>Name: D.O.N.</b>
<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>

	<b>BIRMINGHAM BUDDHIST ACADEMY QUALITY MANUAL</b>	<b>Effective Date: 01 Jan 2012</b>	
	<b>QUALITY MANAGEMENT SYSTEM</b>	<b>Version : 0</b>	<b>Revision: 00</b>

**501. Analytical study of the Vinaya Pā'i and Commentaries, Part II** 3 units

In this course the students are expected to further and deepen the previous paper, 401 with particular attention paid to the Pācittiyādi Commentary.

**502. Analytical study of an unspecified Vinaya text(s), Part III** 3 units

This course covers Vinayasa<sup>3</sup>gaha commentary, and Vinayāla<sup>3</sup>kāra-Ḥøkā for further development of the Theravāda Vinaya tradition.

#### Suttanta 511-519

**511. Analytical study of the Suttanta-pitaka, Part III** 3 units

This course is a continuation of the previous course, 416. This deals with five suttas each from Majjhima-nikaya and Saṃyutta-nikāya.

**512. Analytical study of an unspecified the Suttanta-pitaka, Part III** 3 units

This course is also a continuation of the previous course, 417. This paper studies five suttas each from A<sup>3</sup>guttara-nikāya and Khuddaka-nikāya.

#### Abhidhamma 521-529

**521. Analytical study of the Abhidhamma-pitaka, Part III** 3 units

This course provides the students with a deeper understanding of Abhidhamma. This includes: the study of Kathāvatthu and Commentary (An analytical study with annotations).

**522. Analytical study of an unspecified Abhidhamma text Part III** 3 units

This course provides the students with a deeper understanding of Abhidhamma. This includes: the study of The Yamaka-pā'i (*aya-kauak*), (An analytical study with annotations).

<b>Prepared by:</b>	<b>Verified: Spiritual Director</b>	<b>Approved: Spiritual Director</b>
<b>Name: CMN</b>	<b>Name: D.O.N.</b>	<b>Name: D.O.N.</b>
<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>

	<b>BIRMINGHAM BUDDHIST ACADEMY QUALITY MANUAL</b>	<b>Effective Date: 01 Jan 2012</b>	
	<b>QUALITY MANAGEMENT SYSTEM</b>	<b>Version : 0</b>	<b>Revision: 00</b>

**Patipatti 531-539**

**531. Analytical study of the Patisambhidamagga and Commentary, Part I** 3 units

This course studies the different kinds of knowledge with reference to Paṭisaṃbhidāmagga and its Commentary.

**532. Analytical study of an unspecified Vipassana texts** 3 units

In this course, the candidate is expected to do a textual study of some of the texts on Vipassanā meditation in Myanmar, for example, the Ledidipani. It is to be studied to furnish the candidate with different techniques of vipassanā Meditation.

**Pāṭi**

**541. Advanced Pāṭi, Part V** 3 units

This course covers Rupasiddhd, part III

**542. An unspecified Pāṭi grammar text(s), Part I** 3 units

This course covers Padamālā

**Buddhist Culture and History**

**551. Buddhist arts, rituals... etc., the emergence of different schools, Part IV** 3 units

This course is to be continue of 451

<b>Prepared by:</b>	<b>Verified: Spiritual Director</b>	<b>Approved: Spiritual Director</b>
<b>Name: CMN</b>	<b>Name: D.O.N.</b>	<b>Name: D.O.N.</b>
<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>

	<b>BIRMINGHAM BUDDHIST ACADEMY QUALITY MANUAL</b>	<b>Effective Date: 01 Jan 2012</b>	
	<b>QUALITY MANAGEMENT SYSTEM</b>	<b>Version : 0</b>	<b>Revision: 00</b>

### Buddhist Philosophy

**567. Theravada, Mahayana and Vijaryana Philosophy; Madhyamika etc., Part IV** 3 units

This course is to be continue of 452

### Second Semester

#### Vinaya 506-509

**506. Analytical study of the Vinaya Pā'i and Commentaries, Part II** 3 units

This course is intended to further students' knowledge of the Vinaya, both canonical and commentarial. It covers the Cp<sup>1</sup>avagga, the Mahāvagga and the Parivāra together with their Commentaries.

**507. Analytical study of an unspecified Vinaya text(s), Part II** 3 units

This course is to continue the Vinaya-sangaha- commentary and Vinaya-lankara-Ḥokā, 502.

#### Suttanta 516-519

**516. Analytical study of the Suttanta-pitaka, Part III** 3 units

This course is a continuation of the previous course, 511. This also deal with five suttas each from Majjhima-nikāya and Saṃyutta-nikāya.

**517. Analytical study of an unspecified the Suttanta-pitaka, Part III** 3 units

<b>Prepared by:</b>	<b>Verified: Spiritual Director</b>	<b>Approved: Spiritual Director</b>
<b>Name: CMN</b>	<b>Name: D.O.N.</b>	<b>Name: D.O.N.</b>
<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>

	<b>BIRMINGHAM BUDDHIST ACADEMY QUALITY MANUAL</b>	<b>Effective Date: 01 Jan 2012</b>	
	<b>QUALITY MANAGEMENT SYSTEM</b>	<b>Version : 0</b>	<b>Revision: 00</b>

This course is also a continuation of the previous course, 512. This studies five suttas each from A<sup>3</sup>guttara-nikāya and Khuddaka-nikaya.

#### Abhidhamma 526-529

**526. Analytical study of the Abhidhamma-pitaka, Part II** 3 units

This course enhances the students' understanding of Abhidhamma. This includes: the study of Dhātukathā, Puggalapaññatti, Yamaka and Commentaries.

**527. Analytical study of an unspecified Abhidhamma text, Part IV** 3 units

This course is prescribed for deeper understanding of Abhidhamma by the candidates. This includes: the study of the Paṅḡhāna-pā'i and (*aya-kauak*) (An analytical study with annotations).

#### Patipatti 536-539

**536. Analytical study of the Patisambhidamagga & Commentary, Part I** 3 units

This course is to continue 531, and it studirs the different kinds of knowledge with reference to Paṅḡsambhidāmagga and its Commentary.

**537. Analytical study of Vipassana texts** 3 units

This course is to continue 532. This paper is prescribed to furnish the candidate with a higher understanding of Vipassanā Meditation, for example, Døpanø, Mahasi etc.

#### Pā'i

**546. Advanced Pā'i, Part V** 3 units

This course covers Rupasiddhi, Part IV.

<b>Prepared by:</b>	<b>Verified: Spiritual Director</b>	<b>Approved: Spiritual Director</b>
<b>Name: CMN</b>	<b>Name: D.O.N.</b>	<b>Name: D.O.N.</b>
<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>

	<b>BIRMINGHAM BUDDHIST ACADEMY QUALITY MANUAL</b>	<b>Effective Date: 01 Jan 2012</b>	
	<b>QUALITY MANAGEMENT SYSTEM</b>	<b>Version : 0</b>	<b>Revision: 00</b>

**547. An unspecified Pā'li grammar text(s), Part II**

3 units

This course covers Saddanōti (Dhatumālā)

#### Buddhist Culture and History

**556. Buddhist arts, rituals... etc., the emergence of different schools, Part IV**

3 units

This course is to continue the previous course, 551.

#### Buddhist Philosophy

**567. Theravada, Mahayana, and Vijaryana Philosophy; Part IV**

3 units

This course is to continue the previous course, 561.

#### PhD Programme

##### First Year

The ITBMU PhD programme consists of seven major areas in the study of Theravada Buddhism. After completing MA Degree, it is compulsory to take the entrance examination for Ph D programme to be registered as Ph D candidate.

1. In the first year, the candidate is to prepare his/her Dissertation work

with one supervisor together with the two co-supervisors.

2. In the third year, the candidate is qualified to submit his/her academic

<b>Prepared by:</b>	<b>Verified: Spiritual Director</b>	<b>Approved: Spiritual Director</b>
<b>Name: CMN</b>	<b>Name: D.O.N.</b>	<b>Name: D.O.N.</b>
<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>

	<b>BIRMINGHAM BUDDHIST ACADEMY QUALITY MANUAL</b>	<b>Effective Date: 01 Jan 2012</b>	
	<b>QUALITY MANAGEMENT SYSTEM</b>	<b>Version : 0</b>	<b>Revision: 00</b>

work to the board of examiner together with recommendation letter of his/ her supervisor.

3. The board of examiners need to assist the candidate for selecting the internal examiner and external examiner after submitting to complete his/her academic work.

to qualify as before being becoming a Ph D, under which the area of research by the candidate is expected to come. In the first year, the candidate is required to follow a taught course, leading to a written test at the end of the Academic Year. And, as a part of the requirement for the Doctor of Philosophy Examination, the candidate should submit a written work of not exceeding 100,000 words; the submission may be granted, given the thesis meets an expected standard, after the completion of two and half years of study. The following are the seven major subjects from which the candidate may choose to form a taught course.

**(1) Major Subjects**

- A. Vinaya Pā'i, Commentaries and Sub-commentaries
- B. Suttanta Pā'i Commentaries and Sub-commentaries
- C. Abhidhamma Commentaries and Sub-commentaries
- D. Visuddhimagga Commentary and Sub-commentaries
- E. Pā'i Grammar
- F. Buddhist Culture and History
- G. Buddhist Philosophy

**Second Year**

<b>Prepared by:</b>	<b>Verified: Spiritual Director</b>	<b>Approved: Spiritual Director</b>
<b>Name: CMN</b>	<b>Name: D.O.N.</b>	<b>Name: D.O.N.</b>
<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>

	<b>BIRMINGHAM BUDDHIST ACADEMY QUALITY MANUAL</b>	<b>Effective Date: 01 Jan 2012</b>	
	<b>QUALITY MANAGEMENT SYSTEM</b>	<b>Version : 0</b>	<b>Revision: 00</b>

Practical work and the submission of a written work, not less than 10, 000 words, related to his/her research field.

**Dr Ottara Nyana (Aggmaha Pandita)**

**Birmingham Buddhist Academy**

**Birmingham, UK**

**05/09/2020 (4.30pm)**

### **Application for Admission to Graduate Studies**

This form should be completed and returned (along with supporting documentation as required) to the Postgraduate Admissions Office, Birmingham Buddhist Vihara, 29-31 Osler Street, Ladywood, Birmingham B16 9EU. Two sealed and stamped references should be included with this application form. Please complete this form in BLOCK CAPITALS or type.

#### **PERSONAL DETAILS**

Surname/Family name: \_\_\_\_\_ First/given names: \_\_\_\_\_

<b>Prepared by:</b>	<b>Verified: Spiritual Director</b>	<b>Approved: Spiritual Director</b>
<b>Name: CMN</b>	<b>Name: D.O.N.</b>	<b>Name: D.O.N.</b>
<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>



	<b>BIRMINGHAM BUDDHIST ACADEMY QUALITY MANUAL</b>	<b>Effective Date: 01 Jan 2012</b>	
	<b>QUALITY MANAGEMENT SYSTEM</b>	<b>Version : 0</b>	<b>Revision: 00</b>

Previous surname/Family name \_\_\_\_\_: Title (Dr, Mr, Mrs, Ms, Miss, etc):\_\_

Date of birth: \_\_\_\_\_ Sex (male or female): \_\_\_\_\_ Present nationality: \_\_\_\_\_

Country of birth: \_\_\_\_\_ Country of permanent residence: \_\_\_\_\_

**ADDRESSES**

Permanent home address: \_\_\_\_\_ Address for correspondence  
(This must be filled in) (If different to permanent address)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_ Postcode: \_\_\_\_\_

Tel: \_\_\_\_\_ Tel: \_\_\_\_\_

Fax: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

**PROGRAMME OF STUDY**

**COURSE TITLE** (for taught courses only) \_\_\_\_\_

**DEPARTMENT** (for taught courses) \_\_\_\_\_

**EDUCATION AND QUALIFICATIONS**

Give details of further or higher education since leaving school. Please provide information on qualifications already obtained and examinations still to be taken.

<b>Prepared by:</b>	<b>Verified: Spiritual Director</b>	<b>Approved: Spiritual Director</b>
<b>Name: CMN</b>	<b>Name: D.O.N.</b>	<b>Name: D.O.N.</b>
<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>

	<b>BIRMINGHAM BUDDHIST ACADEMY QUALITY MANUAL</b>	<b>Effective Date: 01 Jan 2012</b>	
	<b>QUALITY MANAGEMENT SYSTEM</b>	<b>Version : 0</b>	<b>Revision: 00</b>

Name of institution / address	Dates (month – year) of attendance	Qualification/award
_____	from	_____
_____	to	_____
_____	from	_____
_____	to	_____
_____	from	_____
_____	to	_____
_____	from	_____
_____	to	_____
_____	from	_____
_____	to	_____
_____	from	_____
_____	to	_____

*NB: Photocopies of all diplomas, certificates and course transcripts awarded for these qualifications must be enclosed with this application. In addition to diplomas and certificates, international applicants are requested to provide official copies of their entire course transcripts including explanations of the mark schemes used and, where possible, an indication of their class ranking/position in class.*

<b>Prepared by:</b>	<b>Verified: Spiritual Director</b>	<b>Approved: Spiritual Director</b>
<b>Name: CMN</b>	<b>Name: D.O.N.</b>	<b>Name: D.O.N.</b>
<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>

	<b>BIRMINGHAM BUDDHIST ACADEMY QUALITY MANUAL</b>	<b>Effective Date: 01 Jan 2012</b>	
	<b>QUALITY MANAGEMENT SYSTEM</b>	<b>Version : 0</b>	<b>Revision: 00</b>

## ENGLISH LANGUAGE COMPETENCE

Students educated outside the UK in countries where English is not the first language must provide, before they can be admitted to their chosen degree programme at the University, evidence that they have sufficient command of both spoken and written English. Acceptable evidence includes: GCSE/O-level English Language at grade C or above; an overall score of 6.0-6.5 in the British Council IELTS test (depending on the department); a score of 600 (80/90 IBT) in TOEFL, with a score of 4.0 in the Test of Written English (TWE). You will be required to submit originals or certified copies of any certificates and score reports.

- a) Is English your first language? Yes/ No
- b) Is/was English the language of instruction of your first degree? Yes/ No

If yes, please provide written confirmation from the institution where you undertook your studies, that English was the language of instruction.

- c) Please list any formal English Language qualifications with results obtained (i.e IELTS, TOEFL, GCE, GCSE) and the dates you took the test, or will be taking the test.

English Qualification: Result: Date:

\_\_\_\_\_

<b>Prepared by:</b>	<b>Verified: Spiritual Director</b>	<b>Approved: Spiritual Director</b>
<b>Name: CMN</b>	<b>Name: D.O.N.</b>	<b>Name: D.O.N.</b>
<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>

	<b>BIRMINGHAM BUDDHIST ACADEMY QUALITY MANUAL</b>	Effective Date: 01 Jan 2012	
	<b>QUALITY MANAGEMENT SYSTEM</b>	Version : 0	Revision: 00

## Graduate Reference Form

### Postgraduate Admissions Office

This is one of two Graduate Reference Forms provided with your Application Form. Please complete this section before forwarding one form to each of your two referees, requesting that they complete Section 2. The forms should be sealed and stamped and returned with your application form.

Surname/Family name: \_\_\_\_\_ First names: \_\_\_\_\_ Title (Dr, Mr, Ms, etc)

**PROGRAMME OF STUDY COURSE TITLE** (for taught courses only) \_\_\_\_\_

**DEPARTMENT** (for taught courses and research degrees) \_\_\_\_\_

### SECTION 2: TO THE REFEREE

The above-named is applying for admission to graduate studies at the Birmingham Buddhist Vihara, 29-31 Osler Street, Ladywood, Birmingham B16 9EU, and has named you as a referee. We would be grateful to receive, in confidence, your opinion of the candidate's suitability for the proposed course of study. When commenting on his/her academic performance please give, if possible, the applicant's class ranking /position in class (including the total number of students in the class). If an exact position cannot be given, indicate the quartile in which you believe he/she has performed.

Please return this form sealed and stamped to the applicant concerned. Thank you for providing a reference.

Please note that the University may, if applicant/student makes a request, show this reference to the applicant/student.

Surname/Family name: \_\_\_\_\_ First names: \_\_\_\_\_ Title (Dr, Mr, Ms, etc):

Position: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

<b>Prepared by:</b>	<b>Verified: Spiritual Director</b>	<b>Approved: Spiritual Director</b>
<b>Name: CMN</b>	<b>Name: D.O.N.</b>	<b>Name: D.O.N.</b>
<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>

	<b>BIRMINGHAM BUDDHIST ACADEMY QUALITY MANUAL</b>	Effective Date: 01 Jan 2012	
	<b>QUALITY MANAGEMENT SYSTEM</b>	Version : 0	Revision: 00

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel: Fax: \_\_\_\_\_

<b>Prepared by:</b>	<b>Verified: Spiritual Director</b>	<b>Approved: Spiritual Director</b>
<b>Name: CMN</b>	<b>Name: D.O.N.</b>	<b>Name: D.O.N.</b>
<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>	<b>Date: 01 Jan 2012</b>