



SEVENTH DAY ADVENTIST THEOLOGICAL SEMINARY

Master of Arts (Religion)

2019/2020 Program Handbook

Off Campus Extensions

INTRODUCTION

The purpose of this handbook is to inform students and faculty regarding the policies of the MA (Religion) Interdisciplinary Track, off campus

Welcome

Welcome to the MA (Religion) Interdisciplinary off campus program!

Seminary's Mission Statement

We serve the Seventh-day Adventist Church by preparing effective leaders to proclaim the everlasting gospel and make disciples of all people in anticipation of Christ's soon return.

Seminary's Vision Statement

The Seventh-day Adventist Theological Seminary prepares spiritual leaders to impact the world for Christ. We are a culturally diverse learning and worshiping community that nurtures excellence, provides theological leadership, and shares our ministry and resources around the world.

Program Outcomes:

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MA Religion

International Prospective Students are advised to complete and submit all the application requirements at least 3 months before the deadlines listed above to allow enough time for processing the immigration documents.

Transcripts

Your application will be processed based on Unofficial Transcripts and you will be able to upload a copy of your Unofficial Transcripts directly in your Graduate application. If the admission decision is to accept you into the program Official Final Transcripts will be required. You may also be required to submit a copy of your diploma if your transcripts do not include the date when your degree was conferred.

Domestic and International Prospective students who graduated from an educational institution outside the U.S. are recommended to have transcript evaluations done through one of our approved credential

Paperbased TOEFL (ITP)	550
IELTS (Academic)	6.5
PTE (Academic)	54

English Proficiency tests must be taken within 2 years prior to admission.

x THST 540 - Doctrine of Salvation (2 credits)
Area of interest (8-14)

reserves the rig

Guest StudentIs for students holding a U.S. bachelor's degree from an institution accredited by a validated accreditation body or its equivalent outside the U.S. The Guest Student status is especially designed to allow the enrollment of qualified students in special classes including workshops and guest students from other universities. Guest Student is a temporary enrollment designation, not an admission category.

Guest Student Status is for

- x Applicants who have no intention of earning a graduate degree from Andrews University.
- x Graduate students who are not enrolled at Andrews University and who wish to take classes as guest students.
- x Students who have applied for admission to a graduate program but, for some reason, the application has not yet been completely processed. In such cases, Guest Student status is available for one semester only. See current bulletin for additional policies and restrictions that apply to the Guest Status category.

Guidelines

- x Enrollment on Guest Student status does not guarantee or imply future admission to a degree program.
- x Normally, transcripts are not required for Guest Student enrollment.
- x

- x A student whose cumulative GPA drops below 3.00 in any given semester is placed on academic probation. Such a student must work with the advisor to develop a schedule of courses that ensures the student will raise his/her cumulative GPA above the required 3.00 in a timely manner—normally, the following semester. The dean/graduate program coordinator of the school/college must approve such a plan. A student who does not meet such a plan may not continue except by the recommendation of the dean/graduate program coordinator and approval by the dean of the School of Graduate Studies & Research.
- x Normally, students who accumulate more than 12 semester credits below B- (including U) are not allowed to continue. Petitions for exceptions must include a plan to maintain the required GPA for the degree and be approved by the appropriate dean/graduate program coordinator of the college/school and the dean of the School of Graduate Studies & Research.
- x Students who have been accepted provisionally to a degree program must meet the planned schedule for removing any deficiencies or earning a minimum GPA.
 - o English-language deficiencies must be met by the time the student has completed no more

- x An official transcript listing transfer credits is on file in the Office of Academic Records. Credits received from institutions generally considered to be diploma/degree mills are not eligible to be transferred into a degree program.

Seminary professional degree programs have transfer limitations unique to each program. See the appropriate section of this bulletin for details.

Transferring Credit from an Andrews Graduate Certificate Program to Another Program

All credits in an Andrews University graduate certificate program are eligible for transfer into a graduate degree program subject to approval by the program faculty and the school dean if taken within the established time limits for the degree.

Transferring Master's Degree Credits from Another Andrews Program

Graduate courses taken at Andrews University as part of another graduate degree may be transferred subject to the following conditions:

- x The grade earned in each course is at least a B (3.00) and the overall GPA at Andrews University is at least 3.00.
- x The courses meet similar requirements or electives within the new master's program.
- x A minimum of 80% of the requirements for the master's degree must be taken as Andrews University credits that are not applied towards any other Andrews University master's degree.
- x The grades earned in courses transferred from another master's program at Andrews University are included in the computation of the GPA. Both the overall GPA and the GPA of the remaining courses taken for the master's degree must meet the minimum required (3.00) for graduation.
- x The credits to be transferred were taken fewer than six calendar years before the expected graduation year of the master's program.

Seminary professional ministerial degree programs have special transfer limitations. See the appropriate section of this bulletin for details.

Exceptions Exceptions to course-transfer regulations must be approved by the dean of the School

Governing Bulletin

Normally, students meet the requirements of the bulletin in force when they begin their graduate program. As long as they remain on active status, students may elect to meet the requirements of any bulletin in force during their graduate program. The graduate program begins at the beginning of the

2. Out-of-class student work during the remaining time.

For intensives or other classes that do not meet for fifteen weeks, an equivalent amount of direct faculty-student contact and out-of-class student work is required.

An equivalent total amount of academic work is also required in activities such as laboratory, independent study, practicum, studio, distance, distributed, tours and other learning modalities. More time may be expected for co-op work, internships and similar applied learning experiences where learning may take longer to be achieved.

Grading System and Grade Point Averages

Grades and Quality Points. The right to assign grades rests with the teacher of the course. Quality points (on a 4.00 scale) are given to each letter grade (A–F) for use in figuring a student’s grade-point average (GPA). The GPA is the average number of quality points earned per credit hour in all courses which are assigned grades A–F.

A	4.00	C+	2.33
A-	3.67	C	2.00
B+	3.33	C-	1.67
B	3.00	D	1.00
B-	2.67	F	0.00

How to Compute Your GPA

- You may calculate your semester GPA by following these steps:
- x Multiply the number of credit hours by the number of quality points given to the letter grade earned in each class. (Do the same for each class graded A–F.)
 - x Add the number of quality points earned in all classes for the semester.
 - x Divide the total number of quality points by the total number of credit hours attempted.

Other Grade Report Entries

Additional grades that may appear on a student’s academic record are defined below.

AU—Audited Classes (including HN, UA and UH) A grade of AU is given for an audited course if the student has met the obligations of the audit agreement. It is possible to audit any class except private music lessons and independent study courses provided (1) there is room in the class, (2) the student has an appropriate background, and (3) the instructor gives permission to attend. The term audit refers to registration for attendance only. All auditors, including honors auditors (HN), are expected to attend all class appointments as agreed upon when the instructor granted auditing privileges.

Auditors must attend at least 80% of the class periods. Those who fail to do so are given 2.3(riv).3(s)1.7(t a)13.6(tt.2(c)-1

department and approved by the dean of the appropriate school and/or graduate program committee.

An instructor may designate a time limit for a given course or a specific situation for the DG to be changed to a letter grade. All DGs are required to be cleared before a student can graduate, unless they are DGs earned in another currently enrolled degree. An instructor may change the DG to a letter grade (A-F), S/U or DN (**Deferred and Not Completable**) as appropriate.

DN—Deferred and Not completable A DN indicates the course has not been completed and no longer can be completed because time has run out.

I—Incomplete An Incomplete (I) indicates that the student's work is incomplete because of illness or unavoidable circumstances and not because of negligence or inferior performance. Students will be charged an incomplete fee for each incomplete grade issued.

An I may be given when the instructor and the student agree to terms stated in an Incomplete Contract. The I is given to a student when the major portion of the work for the course has been completed. The contract states (1) the remaining work to be completed, (2) a plan with timelines for completion of the work, (3) the time limit, and (4) the grade the student will receive if the work is not completed by the agreed-upon time.

Ordinarily, an I shall be removed during the following semester. However, an I contracted in the spring semester may be extended to the autumn semester. Any request for an extension of time beyond the contracted time shall be made in writing before the end of the contracted date and approved by the dean of the college/school in which the course is offered. The number of I's on a student's record affects the student's class and workload.

Undergraduate restrictions: Students with 8 credits of Incompletes may not register for more than 12 credits of new courses; for those with 12 or more credits of Incompletes the number of new credits is limited by the dean of the respective college/school. Incompletes must be removed before graduation.

R—Reregistered Assigned only for designated remedial courses. Students who obtain this grade are required to reregister for the course in question.

S/U—Satisfactory/Unsatisfactory The grading pattern for lecture and lecture/laboratory courses is A–F. Certain designated courses, such as independent/individual study/readings, independent research, research projects, workshops, seminars, field/clinical experiences and practica may be graded with either an S/U or A–F pattern as the college/school decides. When more than one grading pattern is possible, the determination of which pattern shall be used for a given class shall be made at the beginning of the class. Completed theses/dissertations (except for undergraduate theses) are always graded on an S/U basis. Grading patterns may not be mixed within a given course for any grading period except for independent study courses, as in next paragraph. An S means, for an undergraduate, that a C (2.00) or higher has been earned; for a graduate, a B (3.00) or higher. The letter grade U signifies unsatisfactory performance. Credit is earned only if an S is received. No quality points are assigned S/U courses and an S/U notation does not affect the GPA.

By definition, independent/individual study/reading/research courses imply potentially a different set of purposes, goals, objectives, activities and outcomes for each student. They are not intended to serve as a substitute for a required class or for canceled classes, and they must have an evaluation plan. All students taking one of these courses with the same acronym, course number and section number under the same instructor are typically listed on the same grade sheet, and therefore mixing grading patterns for these courses in a given term is permitted.

W—Withdrawal. Withdrawal is recorded when a student withdraws within the date limitations indicated by the academic calendar. Under certain circumstances the institution may initiate the withdrawal.

Repeating Classes Students may repeat a course in which they receive an unsatisfactory grade. In such a case, the record of the first attempt is not erased. However, in the case of undergraduate students only, the credits and quality points earned in the course with the higher grade are used to calculate the GPA. In the case of graduate students the course may be repeated once. The credits and quality points earned in the most recent course will be used to calculate the GPA. Course grades may be replaced only by grades for course work repeated on campus. When a course with a laboratory is repeated, the laboratory part also must be repeated.

In sequence-type courses (course numbers ending in 1, 2, or 3) a student who earns an F f.4(a)-3.5.9(3)3(5-10.2(i)-3.3(n)

include the reasons for the student's belief that the grade was assigned as a result of carelessness, arbitrariness, or capriciousness. If the chair is also the instructor in question, the chair should direct the grade complaint to the next highest officer for processing. The written grade complaint must be filed within the semester (not counting the summer terms) after the grade was given. Complaints filed after a full semester has elapsed since a grade was given, or a written grade complaint that does not detail the evidence called for above, shall not be investigated. A department chair or the instructor's immediate supervisor can recommend or make a grade adjustment only if his/her findings reveal clear evidence of carelessness, arbitrariness, or capriciousness on the part of the instructor. The department chair or the instructor's immediate supervisor is to render a written report on his/her findings within a week (if school is in session; if not, within the first week after school reconvenes). If the student does not receive a report or remains dissatisfied, he/she may proceed with Step 3.

Step 3: Grade Grievance. A student may file a written grade grievance with a dean of a relevant school to resolve a grade problem. The grade grievance must be filed within three weeks of receiving a response to the original filing of the written grade complaint. The written grade grievance shall provide evidence for the claim that the grade was assigned as a result of arbitrariness, capriciousness, or carelessness. Should the dean be the instructor in question, the dean shall direct the grade grievance to the provost. A written grade grievance that does not detail the evidence called for above, or that is filed more than three weeks after the response to the original filing of the complaint, will not be investigated.

Providing the student has met the conditions for filing a grade grievance, the relevant dean or the provost shall appoint a Grade Review Committee of three (3) faculty members with authority to investigate the matter further and to recommend a resolution.

The dean or provost shall issue a written verdict in response to a specific Grade Review Committee within one week after having received the written recommendations of the Committee. This shall be final

Core Christian Values
Students

9. Hazing, defined as an intentional or reckless act that the person knew or should have known endangers the physical health or safety of an individual and that is done for the purpose of being initiated into or affiliating with an established group or organization
10. Participation in org

26.

Disciplinary action may be retroactive if academic dishonesty becomes apparent after the student leaves the course, program or university.

Departments and faculty members may publish additional, perhaps more stringent, penalties for academic dishonesty in specific programs or courses.

For a synopsis of the current policy on academic integrity, please see the Student Handbook.

Peer-to-Peer File Sharing Policy

Many people utilize peer-to-peer file sharing software such as BitTorrent, Gnutella, Kazaa and others to download music, movies, software or books. If you do not have the permission of the copyright owner, it is illegal to download these files. The software may also make the files you have on your computer available to be downloaded by others on the Internet. This is always an issue unless you personally own the copyright to the work. Even if you have a legal right to a copy, you may not have the right to share it with the general public.

Copyright Related Laws and Sanctions:

Copyright is the legal protection that creators have over the use, distribution and reproduction of their works, including music, movies, books and software. Copyright infringement occurs when people use, distribute or reproduce these works without the permission of the creator or copyright owner. The Digital Millennium Copyright Act (DMCA) further defines the penalties for copyright infringement, related to digital works.

Courts may award penalties for copyright infringement up to \$30,000 per work. If the violation is considered "willful infringement" the penalties may be up to \$150,000 per work infringed. There can also be attorney's fees and willful copyright infringement can result in imprisonment of up to 5 years and additional fines.

The Higher Education Opportunity Act requires colleges and universities, including Andrews University to take certain steps to respond to and attempt to prevent the illegal sharing of files.

The Andrews University Computers and Networks Policy includes the "storage or transmission of

sanctions. Additionally, the individual's name and contact information may be made available to the organization sending the DMCA notices.

advisor. The function of the committee is to guide the student in his/her research and writing of the project/thesis.

A student's supervisory committee may be augmented with additional members for the oral defense of the thesis. These additional committee members have full voting rights.

The term of service of a student's committee is deemed to have expired when a student has graduated or when registration has been terminated.

Comprehensive Examinations

Most masters- and all specialist- and doctoral-degree candidates are required to take prescribed written and/or oral comprehensive examinations as required by the department.

Master's Thesis To fulfill the thesis option for the master's degree, a student is required to write a

photocopied on bond paper; (b) three approval sheets signed by the thesis/project advisor, the site coordinator, and the MA Religion Director; (d) a Thesis Completion form, signed by the MA Religion Director or a person appointed to represent him/her.

GRADUATION REQUIREMENTS

Awarding Degrees for Graduate Programs

General Minimum Requirements for a Master's Degree

(MA, MAT, MBA, MMus, MS, MSA, MSMLS, MSW, MIDA, MSCID)

While additional specific departmental requirements are described under each degree in later sections

of this bulletin, the general minimum requirements are as follows: (a) 6.6(003 Tw -23.80.6(A)6.9(.).2(m)-6.3(r)-3(s(4 t)-404 -0 040.

1. General Criteria

Graduate students who lack only completion of an unregistered practicum or internship or student teaching requirement which could be expected to be completed before the next graduation event.

OR

Master of Divinity students who lack no more than 6 semester credits for degree completion, including practical field work courses. Credits lacking include I's, DG's and unregistered work.

2. Master or Specialist students without a thesis or project option who have been advanced to degree candidacy, lack no more than 4 semester credits for completion and by the official deadlines have met all other graduate degree requirements, including passing comprehensive exams (if required in the program). Credits lacking include I's, DG's and unregistered work.

3. Master or Specialist students with a thesis or project option who have completed all coursework, passed comprehensive exams (if required), and obtained approval of their thesis/project by the appropriate graduate committee, but have yet to file the thesis/project, as required. Notification of thesis/project approval must reach the Office of Academic Records no later than 10 days before graduation.

4. Doctoral students who have completed all coursework, have met all graduate degree requirements, including passing comprehensive exams.

- x Diplomas and Transcripts: contact Academic Records (diplomas@andrews.edu)
- x Grades: contact Julie Dronen (grades@andrews.edu)
- x Registration: contact Academic Records (bread@andrews.edu or baxterb@andrews.edu)

STUDENT RESOURCES:

Academic Resources:

Andrews University Standards for Written Work online edition can be found at <https://www.andrews.edu/grad/documents/sww11.pdf>

Center for Adventist Research

James White Library, Lower Level
car@andrews.edu

The Center for Adventist Research (CAR) contains historical materials and resources on Seventh-day Adventist history and Ellen G. White, a key founder of the Seventh-day Adventist denomination. Comprised of the Adventist Heritage Center, the Ellen G. White Estate Branch Office, and AU Archives, the Center holds the largest collection of research materials on Seventh-day Adventism in the world. The CAR was formed in the fall of 2003 to better serve the campus community as well as the world community of Seventh-day Adventists by providing research support services as well as a significant outreach component. The Center and the Seminary Library cooperate to support theological education.

Adventist Heritage Center

Located within the Center for Adventist Research, the Adventist Heritage Center contains material on the history and development of the Millerite Movement and the Seventh-day Adventist Church since the 1840s to the present. Among the materials preserved at the Center are over 51,000 books and pamphlets, 24,000 periodical volumes, 12,500 microforms, 12,000 sound recordings and 3,000 video tapes. A sizeable number of the periodicals are non-English and represent the finest collection of its kind in the world including many one-of-a-kind titles. The Center holds nearly 300 collections (1,200 linear feet) of personal papers of notable church figures such as pioneers, administrators, teachers, ministers and missionaries. These collections provide a wide range of primary source documents. The center's archives contain 30,000 photographs of denominational and campus interest, an obituary file of nearly 200,000 names, and the records of early Adventist congregations. The SDA Periodical Index is edited at the Center.

Special collections of the Heritage Center include the Advent Source and the Conditional Immortality Source Collections which document the origins of Seventh-day Adventists, the development of prophetic interpretation and the history of the doctrine of conditional immortality. The George B. Suhrie Bible Collection features an extensive collection of Bibles. Rare materials include books dating as early as the 15th century and several original editions of Martin Luther and other Reformers' pamphlets. In 2005, the Review and Herald Publishing Association donated their rare book library (approximately 2,500

from university-sponsored archaeological excavations at Tel Gezer, Israel; and Tall Hisban, Tall al-Umayri and Tall Jalul, Jordan.

The museum building, which is shared with the Institute of Archaeology (see Institute of Archaeology), contains offices, work rooms, the Siegfried Horn Archaeological Library, and the collection display area. Eleven oil-painted murals by Nathan Greene help visitors understand the cultures of Bible times. A special viewing room contains the Andrews University Cuneiform Texts (formerly the Hartford Cuneiform Tablet Collection). This collection has 3,000 ancient clay tablets dating from the Sumerian period to Neo-Babylonian times. The museum sponsors a regular lecture series, occasional field trips and a quarterly subscription newsletter.

[Institute of Archaeology](#)

hornmuseum@andrews.edu

The Andrews University Institute of Archaeology coordinates the archaeological programs and activities

The tasks of the IHM include providing graduate-level study for Hispanic pastors both on and off campus and assisting in various ways a continuing education for Hispanic ministers. It coordinates the Hispanic MA in Pastoral Ministry and supports Hispanic courses in the MDiv and DMin programs. The IHM also provides support systems for Hispanic ministry and churches that are in transition culturally and linguistically. It encourages research and the dissemination of its findings for the Seventh-day Adventist Church at large.

Institute of Jewish-Christian Studies

Seminary Hall, Room N107

269-471-3349

Jews and Seventh-day Adventists share much of the same spiritual heritage and the same ideals of hope and life.

resources include approximately 150,000 books, 500 periodical subscriptions and 18,000 volumes of bound periodicals.

Biblical studies and practical theology are the major strengths of its holdings. Subject areas of special interest to Seventh-day Adventists are especially strong, including the biblical books of Daniel and Revelation, creationism, the Sabbath, and the second-advent. Together with the Center for Adventist Research, the Seminary Library provides the most complete research collection for Adventist studies anywhere. Graduate level collections on systematic theology, missions, church history and biblical archaeology are also featured.

accommodations in college can be found at the government website:

The Christian Leadership Center is an interdisciplinary organization of Andrews University providing

available for students, faculty and staff personal use for the cost of the media. ITS also maintains a limited phone assistance service for hardware or software questions.

Telecommunications services provided by ITS in residence hall or apartment packages include local phone service with unlimited local calling, caller ID, call waiting and basic CATV service. Premium CATV service is provided for an additional fee. (For more information call 471-3455).

A general-purpose computer lab is available for use by any student, faculty or staff member. The computing lab, located in Bell Hall, Room 182, may also be reserved for instructional use. The lab contains Microsoft Windows-based systems with a variety of software. Laser printing is available for a fee. Additional computer labs exist in various schools and departments.

Institute for Diversity and Multiculturalism

The Institute for Diversity and Multiculturalism (IDM) fosters understanding and inclusiveness in matters of race, ethnicity, culture, mental and physical abilities, age and gender in several ways.

1. The IDM provides assistance and training through lectures, workshops and seminars for Andrews University administration, faculty, staff and students.
2. It conducts workshops, seminars and conferences on diversity for a variety of other audiences.
3. The Institute provides consultation and training services to businesses, church organizations, law enforcement agencies, human resource professionals and educational entities.
4. The IDM is a resource for the world church in dealing with the increasing multicultural and diverse nature of its membership and its mission.
5. The Faculty Research Forum, a unit within the Institute, researches issues of diversity and multiculturalism and disseminates its findings.

LithoTech

litho@andrews.edu

LithoTech provides full service in digital color and black and white printing. In addition, LithoTech offers offset printing and bindery services. Brochures, black and white copies, color copies, color posters, church bulletins, resumes, paperback books, newsletters, letterhead and envelopes, business cards and a wide variety of paper are a few of the items

Graduate Forms found at <https://www.andrews.edu/grad/resources/>

Application for Graduation- must be filled out online by student the semester before planning to graduate and before the semester deadline. [Graduate Graduation Application](#)

Graduate Petition- filled out with advisor when requesting exceptions to current policies and procedures of your bulletin.

Transfer Credit Request fill out in your first semester with advisor requesting courses/credits from other programs or institutions transferred into your current program. Courses/Credits must meet transfer requirements.

Forms provided by MAR Office <https://www.andrews.edu/sem/mareligion/>

MAR Student Discount Form must be filled out every semester in order to receive discount. Must have a 3.0 GPA and be fulltime.

Spouse Discount Form must be filled out every semester. Seminary student must be fulltime in order for spouse to receive discount.

Thesis Topic Approval Form must be filled out before starting work on thesis.

Add/Drop Forms

Thesis Defense Approval Form must be filled out and signed by committee members at the time of defense.

Student Course Check Sheet provided at Orientation. Document tracks student's courses and program progress.

Add/Drop Forms- used to add or drop classes after the Add/Drop deadlines have passed. Form will require a signature from one or more of the following: instructor, advisor, associate Dean.

Web Addresses and Emails you should know:

Andrews IT Help Desk – helpdesk@andrews.edu

James White Library - <https://www.andrews.edu/library/index.cgi> , email for off campus students: silas@andrews.edu

Learning Hub - <https://www.andrews.edu/sed/resources/adjunct/3-4-moodle.html>

Admission: Graduate Enrollment Management - graduate@andrews.edu

Degree requirements/ Course advising: MAR Office- mareligion@andrews.edu

Diplomas: Julie Dronen - diplomas@andrews.edu

Grades: Julie Dronen - grades@andrews.edu

Registration (Off-Campus): Barbara Read - bread@andrews.edu or Beth Baxter- baxterb@andrews.edu

Transcript Requests: Sheila Jones transcripts@andrews.edu

Verifications: Beth Baxter verifications@andrews.edu

Code of Student Conduct -MA Religion webpage <https://www.andrews.edu/sem/mareligion/> or the online Andrews bulletin at <https://bulletin.andrews.edu/content.php?catoid=13&navoid=1978>