

The Royal University Of Meridies

Docendo Discimus

Student/Provost Handbook

Spring 2007

Purpose of The Royal University Of Meridies

The purpose of the Royal University of Meridies is to aid in the education of the populace of Meridies on all aspects of the Middle Ages through local and kingdom Collegiums and by distributing information via a Resource Center. The University is administered by the Chancellor of the University with the supervision of the Seneschal of Meridies and the Crown.

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The Collegium System

The Collegium System is the main educational branch of the University and is administered by the Dean of Academic Studies with the aid of a Board consisting of the Deans of the individual colleges. The provosts are responsible for maintaining records and overseeing all the University activities within their local groups. In addition to the practicums and classes normally held during collegiums, local colleges may hold sessions not at collegium events throughout the year for which University credit may be given. A Royal University Collegium is held once a year and consists of practicums and classes, waiver exams and commencement exercises. Other educational activities may be held as well.

Colleges Within The University

There are now courses of study within six Colleges of the University. The College of Culinary Sciences, the College of Heraldic Arts, the Equestrian College, The College of Bardic Arts, the College of Middle and Far Eastern Studies, and the Meridien Medieval Military College are administered by Deans who are responsible for the curriculum and administration of their individual Colleges subject to the supervision of the University. Degrees may be obtained from one of the specialized Colleges by completing the proscribed course of study and any other requirements set by those Colleges. Although some of the requirements may be the same, a degree from a college and a degree from the University are separate achievements. A student is not required to complete a Scholar's degree in order to pursue a college degree unless that requirement is written into that particular college's charter.

There are several criteria for being a college.

- 1) A college must have a graduate able curriculum of study that students follow to obtain a degree.
- 2) A college must have its proscribed course of study, policies outlined in a charter, which is submitted for approval to the Royal University and the Crown.
- 3) Each college under the direction of its dean is responsible for providing a minimum of six courses to be taught at each session of the Royal University and for actively pursuing the instruction of the College's curriculum.
- 4) Each College must sponsor classes or activities for at least one other event a year and provide a contact at the Royal University collegium to answer questions and to represent the College at the end of the event meeting.
- 5) Finally, all college deans must report on a regular basis to the Dean of Academic Studies. Most importantly a college must have students. Any gentle seeking to start a college must first of all ascertain whether or not there is sufficient interest among the populace to support the college. Contact the Dean of Academic studies and/ or the Chancellor for further information or aid.

Registration

All members of the populace are automatically enrolled in the Royal University of Meridies when they take a class that is reported to the Dean of Academic Records. Advanced level candidates should consult with the Dean of Academic Studies to determine their course of study and degree requirements.

The University welcomes out-of-kingdom students and will credit courses taken in other kingdoms when provided a copy of a transcript of some other verifiable evidence. Credit from mundane universities will be accepted with a copy of transcripts.

Financial Information

The Royal University graduation and tuition fees are as follows:

Graduation: There is a one-time fee of \$2.00 for a student graduating from the University.

Tuition: A tuition fee of \$2.00 will be included in the event fee at the annual University collegium. The tuition fee permits the student to attend all classes. Instructors may add reasonable workshop fees for handouts or materials needed for their class or require their students to bring materials instead of an additional fee. The Royal University retains the tuition collected at the annual Universitas Meridies and uses it to cover the costs incurred in the collegium. A tuition fee of \$1.00 per student *may be* included in the event fee for a local collegium. Tuition is retained by the sponsoring group or college for a local collegium. Most groups do not charge a tuition fee for classes taught to their own group during regular meetings and workshops.

Resource Center

The Dean of Academic Research directs and maintains the Resource Center. Available materials held by the Center include research papers, bibliographies, reprints from the University Library, and publications of original works submitted by the populace. The populace is encouraged to send articles and bibliographies to the Resource Center. Teachers at the annual Universitas are especially encouraged to make extra copies of handouts and materials for their classes for the Resource Center. The Dean of Academic Research also coordinates a library that is available at the Universitas Meridies and at other events at the Dean's discretion. This library is made up of the Resource Center materials as well as books and other materials donated to the library for the duration of that event.

Provosts

A provost heads local branches of the University in baronies and shires. The provost is responsible for scheduling local collegia classes and for collecting tuition fees for any collegium held in their group. Provosts are also responsible for maintaining local class records and for forwarding all class attendance sheets to the Registrar. All funds must be handled in accordance with standard kingdom financial policies.

Reporting: Provosts should make quarterly reports to the Dean of Academic Studies. Quarterly report should be received by the dean no later than *April 10, July 10, October 10, and January 10*. (Report forms are included in the appendix of this catalog.) At least once a year the report should include copies of transcripts, which will be forwarded to the Registrar to update the University files.

Class attendance Sheets must also be mailed to the Registrar as soon as possible after the class has been taught to insure prompt recording with the University. An Event report form should be sent to the Dean of Academic Studies for any classes taught at an event hosted by the local group. Any provost or group wanting help with classes for a local event or questions about certification of teachers or classes should contact the Dean of Academic Studies or the Chancellor of the University.

Kingdom Collegium Bids

Any group may submit a bid to host Universitas Meridies, the premier event for the Royal University. The annual collegium is held on the third weekend of July and includes classes for all degree levels, workshops, a meeting of the Board of Regents, and graduation exercises. Any group hosting the collegium should submit a Bid form (included in the appendix of this catalogue) to the chancellor of the university and the Kingdom Seneschal no later than November 15.

The Chancellor will review all bids and submit a recommendation to the Seneschal and the Crown and the bid awarded by December 1. A \$2.00 fee must be included in the event fee for the Royal University. The money should be noted separately when sending the final accounting to the kingdom Exchequer and is not included in funds split for profit between the host group and the Kingdom of Meridies. This is the Universities sole source of income. If bidding groups feel this additional fee makes the cost of the event prohibitive, please contact the Chancellor before submitting your bid. The hosting group is responsible for securing the site, registration, setting up the site, meals, clean-up, a Kingdom fund raiser, and sending the flyers to the Kingdom Chronicler for publication in Popular Chivalry.

All classes for the Collegium are scheduled by the Dean of Academic Studies, and the hosting group should include that information in the event flyer appearing in Popular Chivalry. The Dean's office will provide a tentative class schedule to the hosting group to be published in the July Popular Chivalry if space is available. A local provost is not required for hosting the Kingdom collegium.

Degree Programs

There are four degree programs within the University: Scholar, Lector, Magister, and Philosopher.

Scholar Degree Program

The Scholar program is general and comprehensive. This program is intended to provide the student with a broad and basic familiarity with the Middle Ages and the SCA. The required courses listed below cover both SCA subjects and general facets of medieval life. Each course receives one-hour credit for a total of 24 curriculum hours needed for the Scholar degree. Credit may also be received by teaching a certified course.

Scholar Degree Program of Study

Current Middle Ages (Complete 5)
CMA-1000 SCA Structure and Administration
CMA-2000 Protocol and Precedence
CMA-2001 Honor and Courtesy
CMA-3100 Research and Documentation
CMA-4000 History of Meridies
History (Complete 2 + 1 Elective)
HIS-1000 Life in Medieval Times
Literature Class
Martial Arts (Choose 1)
MAR-1000 Introduction to SCA Combat
MAR-1001 Non-Fighter's Guide to Combat
Performing Arts (Choose 2 + 3 Electives)
PFA-1000 Beginning European Dance
PFA-2000 Introduction to Period Music
PFA-3000 Beginning Middle Eastern Dance
PFA-5000 Role of the Bard in the Middle Ages
Sciences (Choose 3 + 2 Electives)
SCI-1000 Feast Appreciation
SCI-3000 Basic Heraldry
SCI-3100 Name Research
SCI-5000 Chirurgeon's Field Tactics
SCI-6000 Basic Coursing
SCI-9000 Introduction to Board Games
MAR-5000 Role of the Horse in the Middle Ages
(Students may receive credit for SCI500 for feastcratting an event.)
Static Arts (Complete 3 + 2 Electives)
STA-1000 Silhouette of Fashion
STA-1001 Basic Costuming
STA-4000 Beginning Calligraphy
(It is recommended that the electives be chosen from the following types of courses: History of Art, Medieval Textile Construction, Basic Embroidery etc.)

Lector Degree Program

The Lector Degree Program builds upon the Scholar Program. It allows the student to focus on one of the broader areas of study. Classes are chosen by the student to fit the individual program of study. Ten hours of additional classes in the chosen area of study are required. For example, a student having completed the Scholars degree who took or taught ten more hours of classes under the heading of Sciences would receive a Lector's degree in the Sciences.

Magister Degree Program

The Magister Degree Program concentrates on one specific area within a student's basic Lector Program. For example, if the Lector majored in SCA studies, their Magister program must focus on some area of SCA studies, such as founding a group.

Magister Degree Program Requirements

The candidate must:

1. Teach five separate classes in the chosen area of study.
2. Submit a short paper suitable for publication in Seasons (Meridies' Arts & Sciences newsletter)
3. Complete a Master Project of the candidate's choice. The Master Project may be based on existing work; however, it must represent original work and ideas and be totally executed by the student. The project may take any form. For example, a student mastering in Falconry may earn a state Falconer's license as their Master Project.

Master Projects must be cleared with the Dean of Academic Studies before initiation to ensure their feasibility.

Philosopher Degree Program

Any Student completing five Magister Degrees in any area(s) of study and a Philosopher's project will be granted a Philosopher Degree. The current areas of study, in addition to the individual colleges, are Martial Arts, History, Static Arts, Sciences, Current Middle Ages, and the Performing Arts. The Philosopher's Project must be similar in nature and design to the Magister Degree Project, and must be approved in advance by the Chancellor and the Dean of Academic Studies and evaluated before graduation by the Graduate Review Board. Prospective Candidates may contact the Dean of Academic Studies for Project suggestions.

Graduation

Eligibility: Scholar and Lector candidates will be eligible for graduation upon completions of the degree requirements. Magister and Philosopher candidates will be eligible for graduation upon completion and certification of their project by the Graduate Review Board. Students may obtain a request for graduation form from the local provost or the Dean of Academic Studies.

Graduate Review Board: The purpose of the Graduate Review Board is to evaluate the projects of Magister and Philosopher candidates to determine if their chosen project meets the standards for degree requirements. The review Board will consist of the Chancellor, Dean of Academic Studies and three other members of the populace considered knowledgeable on the subject of the project under review.

Commencement Exercises: Commencement is held during court at the annual collegium. Graduates will be presented to the Crown and the populace and will receive their diplomas. Lector, Magister, and Philosopher may also receive

hoods. Graduates not present at that event will receive their diplomas and regalia from their local provost.

Honorary Titles: Recognition of achievements within the Royal University of Meridies is through honorary titles that carry no rank or precedence. Students are entitled and encouraged to wear the academic regalia as specified in the appendix. The Royal University of Meridies is a non-accredited institution and degrees awarded are not associated with any mundane college or university

Core Course Descriptions

CMA-1000 – SCA Structure and Administration

A general outline history of the SCA and its structure is covered, how the business part of the SCA is run and what is meant by membership in the SCA. The various types of groups, the hierarchy, the officers of each group and their respective duties and responsibilities will be described. This class also contains a general overview of Corpora and Kingdom Law.

CMA-2000 – Protocol and Precedence

This class is an introduction to titles and their meanings. This class will cover the different titles in the SCA; simple awards of arms, grants of arms, peerages, and royal peerages with attention to what the titles are for, how they are achieved and how they rank. (How they are addressed is covered in CMA401 Honor and Courtesy) Also covered are territorial barons, court barons, and local awards. This class is also listed as SCI401.

CMA-2001 – Honor and Courtesy

This course is an introduction to chivalrous and courtly conduct. What to call people with rank, how to behave when called into court, and how to behave in general SCA society. Emphasis is made on chivalry towards others, (whether you are a male or a female) and on SCA manners that will make one an asset to the society and a pleasure to be around.

CMA-3100 – Research and Documentation

An overview of the resources available for conducting proper SCA research. How to utilize the local libraries, card catalog, inter-library loan, etc. are discussed. An explanation of the differences in primary, secondary and tertiary sources is also provided.

CMA-4000 – History of Meridies

This class encompasses an overview of the history of our Kingdom. It will cover the history of Meridies from its early days with the East, the switch to Atenveldt, becoming a principality, and finally, Kingdom status. It will also cover key people of the Kingdom such as Duke John the Bearkiller, Duke Orlando, Mistress Rondallyn, Master Cathal, etc. and local figures of importance.

HIS-1000 – Life in Medieval Times

This is a survey of the everyday life of peasants, nobles, and clerics. This class will cover the details of everyday life: how the manors and castles were run and by whom, who were the castle servants and where did they come from. What the lord and lady of the manor did, how children were trained for their future position, fostering and marriage among the nobility, feudal obligations, amusements, and responsibilities. It will also cover the daily life of the peasant, such as it was. The class will also touch on the merchant class and the clergy, how their lives differed and how one became a clergy or guild member.

MAR- 1000 – Introduction to SCA Combat

This class covers the very basics of SCA fighting. Topics included are rules of the list, pieces of equipment, styles of armor in period, types of weapons, and basic conduct on the field. Also included is an overview of how a list is run, how to cooperate with the heralds and the Mistress/Master of the List. Also discussed are the basic precautions to take before fighting, what to do if you or someone you fight gets hurt, and some first aid essentials.

MAR-1001 – Non-fighter’s Guide to SCA Combat

Topics discussed in this class include what happens during a list, how to prepare for watching a list, how to care for a fighter, how to observe a list intelligently, entertaining oneself during lulls in the list, and how to take care of items brought to the field. Brief instruction on how to cover mundane items such as chairs and coolers are included.

MAR-5000 – The Role of the Horse in the Middle Ages

This class will describe and discuss the use and role of the horse during period. It will include a brief history of the horse as to origins and types and will briefly touch on the use of the horse before the Middle Ages during Greek and Roman times. In-depth coverage on usage in period will include farming/hauling, cart/chariot use, processional/riding, hunting, and the warhorse. The various types of horses used for various reasons will also be discussed.

PFA-1000 – Beginning European Dance

An introduction to court and country dances. This class will cover dancing from the beginning. How to ask someone to dance in a graceful or courtly manner, bowing and courtesy, manners while dancing and after dancing. It will also cover basic steps in a pavan such as single and double steps and a standard “Belle Qui” pavan will be danced. Finally a basic country dance such as Sellinger’s Round or Hole in the Wall will be taught, covering the types of steps, moving to the music, etc.

PFA-2000 – Introduction to Period Music

This class is an introduction to different styles of European music. Which includes what instruments that were developed to cause this change in style, as well as, socioeconomic factors.

PFA-3000 – Beginning Middle Eastern Dance

This class includes an overview and a brief history of Middle Eastern dance. Instruction on head moves, arm moves, shoulder moves, chest moves, abdominal and hip moves are given. The class also includes a discussion of period Arabic music tapes.

PFA-5000 – Role of the Bard in the Middle Ages

An overview of what a Bard was, how they were trained, different courses of study, the role they played in society, and the political importance of Bards.

SCI-1000 – Feast Appreciation

This is a basic course which covers the period styles in food, the history of feasting, and appreciation of feasts in the SCA. It also includes an introduction of period foods, preservation techniques, beverages, and new-world foods. Medieval feast days, traditions, and banquets as well as period kitchens and cooking techniques will also be discussed. A general discussion approaching the task of preparing and SCA feast including the research and adaptation of recipes, modern sanitation and hygiene, budgeting, planning, cooking, and presentation will also be part of this course. *Credit for this course may also be earned by serving as a feaster at an event.*

SCI-3000 –Basic Heraldry

An introduction to mundane English Heraldry covering the basic terms such as the colors, metals, furs, divisions and charges and an introduction to blazoning. Also covered is the SCA rules for heraldic devices, a look at examples of kingdom and local arms and the submission process.

SCI-3100 –Name Research

A class on basic name research, approved and non-approved naming practices, requirements for a name (linguistic, temporal, style and restrictions. Examples of suitable sources are given as well as an explanation of the submission process.

SCI-5000 – Chirurgeon's Field Tactics

This class provides the student with a working knowledge of armor and how to remove it and how to work with the marshals. Topics covered include recognizing the various pieces of armor, when and when not to remove the armor and using armor for medical purposes, i.e. a shield for a back board, etc. Also covered are basic field tactics such as getting on and off the field of battle and how to properly transport the battle injured.

SCI-6000 –Basic Coursing

An overview of how greyhound coursing is done in the SCA. The course covers how to care for the dogs, how to set up a turn out yard, how to set up the course, and how to conduct a Queen's Favor Run.

SCI-9000 –Introduction to Board Games

An introduction to board games which covers the types of games played during period. How games such as chess differed from current methods of play and rules for some of

the standard games such as backgammon will be covered. Students will also be introduced to some of the more obscure games.

STA-1000 – Silhouette of Fashion

A survey of clothing styles from 1000-1600AD. This class will concentrate on the look of the periods – whether clothes were loose or tight, exaggerated or simple, and types of fabrics used. It will not cover specifics of each costume type but will look at the general silhouette of the period and how that was achieved, i.e. corseting or 16 yards of material.

STA-1001 – Basic Costuming

Introduction to creating basic medieval costumes including the “A” and “T” tunics as well as constructing and adapting modern patterns for medieval clothing.

STA-4000 – Beginning Calligraphy

An overview of the history of writing showing the scripts, materials, and layouts in and out of Period. The class includes hands-on use of a writing instrument and practice on one Alphabet style.

Electives

Course descriptions for elective courses, previously accredited by the University, are available from the Dean of Academic Studies.

Exemption Examinations

Students who have been able to master a subject on their own may receive University credit. Several of the required courses for the Scholar’s Degree may be exempted by a short examinations given one time a year at Universitas Meridies. Exemption exams can also be offered at local collegia at the request of the autocrat and at the discretion of the librarian. Exemption exams are available for the following courses.

CMA-1000 SCA Structure and Administration

CMA-2000 Protocol and Precedence

CMA-2001 Honor and Courtesy

CMA-3100 Research and Documentation

CMA-4000 History of Meridies

HIS-1000 Life in Medieval Times

HIS-2000 Introduction to Medieval Literature

MAR-1000 Introduction to SCA Combat

MAR-1001 Non-Fighter’s Guide to Combat

MAR-5000 Role of the Horse in the Middle Ages

SCI-1000 Feast Appreciation

SCI-3000 Basic Heraldry

SCI-9000 Introduction to Board Games

STA-1000 Silhouette of Fashion

A student must complete at least 75% of the exam correctly in order to pass the exam and exempt the course. Notification of the results will be forwarded to the student and

the Registrar for recording. Exams may be taken as many times as necessary to exempt the course. If a student would like to review their exam after receiving notification of their results, they may contact the Dean of Academic Research. Having met with the Dean for a review of the exam, they will no longer be eligible to take that particular exam.

Instructors

Those who wish to teach are always welcome at the Royal University. Instructors whose classes have been certified by the Dean of Academic Studies will receive credit towards graduation. Instructors are responsible for certifying their classes by sending a short synopsis of the course to the Dean of Academic Studies. An instructor may receive credit only once for teaching a course. Similar but different courses may be credited once each. For example, "SCA Structure and Administration" and "History of the SCA" may cover some of the same areas of a subject, but the majority of material in the two courses is different. The Teaching Guidelines Sheet and Synopsis form are included in the appendix of the catalog.

Course Accreditation

Existing Courses

To receive accreditation for classes that have already been certified by the University, whether required Scholar degree courses or electives, the local provost or prospective teacher must submit a Class synopsis form to the Dean of Academic Studies. The form need list only the course number, the class title, and the instructor information. It is not necessary to include a description or synopsis of the class since the subject matter has been previously approved and accredited by the University.

New Courses

To receive accreditation for a class not previously certified by the University, the local provost or instructor must submit a Class Synopsis Form to the Dean of Academic Studies. Handouts, bibliographies, outlines, etc. may accompany the synopsis but only to provide additional information. Any accompanying material will be forwarded to the Dean of Academic Studies to be used in the resource center. After accredited classes have been taught, it is the responsibility of the Provost to forward the class attendance sheet to the Registrar for recording. Students cannot be given credit for taking a certified course unless the Class Attendance Sheet has been recorded with the Registrar.

Official Dress and Regalia

Students attending a collegium are encouraged to wear academic regalia in order to add to the academic atmosphere. Patterns for the tabard and gown are available from the University. I. Undergraduates may wear a black tabard, open down the sides. II. All graduates and faculty may wear a full length black gown open down the front with split tube sleeves. Gowns may be faced along the front Opening with black velvet. Hats, either the "John Knox," "Pileus" or "Pork Pie," are optional.

III. In addition, the following distinctions apply: Chancellor: Crimson gown, gold hood with crimson lining Vice Chancellor: Crimson gown, black hood with crimson lining Deans: Crimson gown, black hood with crimson lining Provosts: Black gown, crimson hood, lining with groups colors Scholars: Black gown alone Lectors: Black gown with black hood Magister: Black gown and hood with colored degree stripe. Philosopher: Black gown and hood bearing five stripes of degree colors and outer gold band.

Department Colors

- Current Middle Ages – Crimson
- History – Purple
- Performing Arts – Dark Blue
- Martial Arts – White
- Sciences – Yellow
- Static Arts - Green

Appendix

Class Attendance Form A

Event Report Form B

Teacher Guidelines C

Class Synopsis D

Scholar Transcript..... E

Graduation Request Form F

Event Hosting Bid Guidelines G

Event Bid Form H

Annual Provost Report Form..... I

Quarterly Provost Report Form. J

Royal University of Meridies Event Report Form

Event: _____ Host Group: _____ Event Date: _____

Financials:

Number of adults attending _____ x \$2.00 Tuition = _____

Graduation Fees _____ x \$2.00 Registration = _____

TOTAL UNIVERSITY INCOME: _____

Please make the check or money order payable to the Kingdom of Meridies, SCA, Inc. and make a note in the memo section of the check the funds are for the Royal University of Meridies.

Additional Event Information:

Number of classes taught _____ Number of students attended _____

Were any children's programs held ____ Y ____ N

Do you feel that any of the teachers did not do a good job teaching? ____ Y ____ N

(If Yes, Please Comment)

Event

Comments: _____

Seneschal Signature: _____ Date: _____

Provost Signature: _____ Date: _____

Royal University of Meridies

Teaching Guidelines

Anyone can teach; no mundane degree or level of achievement in the SCA is required. We welcome all who are willing to share their skills, knowledge, and interests. The following is a list of guidelines to assist you in preparing and presenting an interesting class.

SUBJECT MATTER: There are two types of classes: those required for the Scholar Degree Program and elective classes. If you are interested in teaching a required class, please contact your provost or the Dean of Academic Studies to discuss general outlines on the class. Elective classes have no set outline but should be well researched. Each class should run at least 60 minutes in order for students to earn the 1-hour credit. As these classes are for the education of our members, and you, as teacher, will also be receiving credit, we ask that your class be well informed and well organized. We do not wish to imply that PhD work is required in order to teach a class; however, we do try to discourage poor research and presentation. We suggest that you prepare handouts, diagrams, timelines, etc. to enhance your class. If you wish to delve into a new subject, and then teach others what you have learned, we certainly encourage you to do so.

REQUIREMENTS: Teachers are required to present a **Class Synopsis Form** to the Dean of Academic Studies. The Dean is responsible for accrediting classes for the University. If the class is one of the required courses or an elective which have already been certified, you will not need to fill out the synopsis part of the form, as you will be teaching the same subject matter. However, you will need to complete the rest of the form so that you can be approved as the instructor. If you wish to teach a class that has not already been accredited, then please provide a thorough synopsis in the space provided on the form. It is not required that you provide a written copy of your class; however, any information that could be of benefit to future instructors would be greatly appreciated. Additional information included with your synopsis form (outlines, handouts etc.) will be forwarded to the Resource Center. If the class covers a topic that cannot be researched, such as "Setting up an SCA Office," please list your qualifications to teach this class (i.e. what office you set up) under the Bibliography section.

SPECIAL NEEDS: If you have any special needs, i.e. electricity, floor space for dancing, a darkened room to show slides, etc., please list these in the Special Needs section. We will try to accommodate those needs as much as possible. It is the responsibility of the instructor to provide equipment such as CD player, computer, projectors, etc. Material fees, class size restrictions etc. should also be listed in this space.

Royal University of Meridies

Scholar Transcript

Society Name: _____ Mundane Name: _____
Home Group: _____ Student/Member Number: _____

Current Middle Ages

CMA-1000 SCA Structure and Administration Date Completed _____
CMA-2000 Protocol and Precedence Date Completed _____
CMA-2001 Honor and Courtesy Date Completed _____
CMA-3100 Research and Documentation Date Completed _____
CMA-4000 History of Meridies Date Completed _____

History

HIS-1000 Life in Medieval Times Date Completed _____
Literature Class _____ Date Completed _____
Elective _____ Date Completed _____

Martial Arts (Choose 1)

MAR-1000 Introduction to SCA Combat Date Completed _____
MAR-1001 Non-Fighter's Guide to Combat Date Completed _____

Performing Arts (Choose 2 + 3 Electives)

PFA-1000 Beginning European Dance Date Completed _____
PFA-2000 Introduction to Period Music Date Completed _____
PFA-3000 Beginning Middle Eastern Dance Date Completed _____
PFA-5000 Role of the Bard in the Middle Ages Date Completed _____
Elective _____ Date Completed _____
Elective _____ Date Completed _____
Elective _____ Date Completed _____

Sciences (Choose 3 + 2 Electives)

SCI-1000 Feast Appreciation Date Completed _____
SCI-3000 Basic Heraldry Date Completed _____
SCI-3100 Name Research Date Completed _____
SCI-5000 Chirurgeon's Field Tactics Date Completed _____
SCI-6000 Basic Coursing Date Completed _____
SCI-9000 Introduction to Board Games Date Completed _____
MAR-5000 Role of the Horse in the Middle Ages Date Completed _____
Elective _____ Date Completed _____
Elective _____ Date Completed _____

Static Arts

STA1000 Silhouette of Fashion Date Completed _____
STA1001 Basic Costuming Date Completed _____
STA4000 Beginning Calligraphy Date Completed _____
Elective _____ Date Completed _____
Elective _____ Date Completed _____

Appendix: F

Royal University of Meridies Graduation Request Form

Please fill out the following information by **PRINTING LEGIBLY**:

SCA Name: _____

Mundane Name: _____

Mundane Address: _____

Telephone Number: _____ Email Address: _____

Membership Number: _____ Student Number: _____

Local SCA Group _____

Degree Applying For: _____

Do you wish to participate in graduation ceremonies at Royal University of Meridies?
__ Y _ N

Do you want a pattern for a hood and robe? ___ Y ___ N

Please submit the following forms along with this request form:

For Scholar's and Lector's Degrees:

A transcript of classes taken to fulfill degree requirements.

For Magister's Degree:

A transcript of classes taken to fulfill degree requirements. Copies of class registration forms for five classes taught, a copy of the paper submitted for publication, and a copy of your Masters Project.

Magister's degree candidates must have all relevant paperwork submitted TWO months prior to intended graduation date for consideration.

For Philosopher's Degree:

Copies of five Magister's degrees and Philosopher's Project.

Philosopher's degree candidates must have all relevant paperwork submitted Two months prior to intended graduation date for consideration.

University of Meridies

Event Hosting Bid Guidelines

WHAT IS THE KINGDOM COLLEGIUM?

Universitas Meridies is an annual kingdom event held on the third weekend of July. As a kingdom-level event, it may not have any event scheduled against it, and the profits are split 50/50 between the kingdom and the hosting group. It will include classes for all degree levels, workshops, a meeting of the Board of Regents, evaluation of master and philosopher projects, and graduation exercises.

SUBMITTING A BID

Groups wishing to host the kingdom collegium need to send in a fully completed bid form to the Chancellor of the Royal University and to the Kingdom Seneschal by November 15. The Chancellor will review all bids and present the Kingdom Seneschal and the Crown with a recommendation. The bidding group who receives the bid will be notified, as will the Kingdom Chronicler, no later than December 31.

RESPONSIBILITIES OF THE HOSTING GROUP

The hosting group is responsible for securing the site, registration, setting up the site, meals, clean up, and sending flyers to the Kingdom Chronicler. The University will be responsible for all class scheduling, but the local group should have a provost or a deputy autocrat to work with the University on scheduling classes.

SITE The site for the collegium should be amenable to summer conditions and should be able to sleep at least 150 people. In addition, there should be at least four areas to hold classes and meetings in, not including the main hall.

FOOD The host group will provide breakfast on Saturday and Sunday, and the feast on Saturday evening. Lunch may be provided at the discretion of the host group.

FLYERS The host group is responsible for making sure that flyers are in the kingdom newsletter for at least three months prior to the event. This means that, for a July event, the first flyer must be in the Chronicler's hands by March 25. The first flyer should emphasize the need for teachers and request that they contact the Dean of Academic Studies if they wish to teach. The finalized list of classes should be available for the July newsletter, at the latest, which means in the Chronicler's hands by May 25. As this is a Kingdom event, the host group is entitled to have a full page flyer, and the "Deduct \$5.00 with proof of membership" should be in the flyer.

FUNDRAISER As a kingdom event, the host group is responsible for holding a kingdom fundraiser during the event. This can take any form, if legal and in good taste. Please note the ideas for the fundraiser on the bid form; this does not mean that the group is committed to this idea.

FEES AND COSTS

Fees for the collegium will include the site fee, food costs, and \$2.00 per person tuition fee. These costs should be reflected in the price charged for the event. Day trip fees shall include the cost of the feast and tuition. Children, those between 5 and 12, should receive a discount. Fees should be broken down as listed on the bid sheet. Please remember that we are trying to keep this event as inexpensive as possible, but that we do not wish to lose money. Monies remaining after expenses are paid shall be divided evenly between the Kingdom and the host group. Neither the Kingdom nor the University shall be held liable for any debts incurred by the host group. Tuition money should be subtracted from the event income before profits are calculated. Registration fees (\$2.00 one-time fee for new students) should be recorded separately from the event income, as those monies belong to the University, solely. All University and Kingdom monies and the event report should be sent to the Kingdom Exchequer no later than one month after the event. Likewise, the Chancellor should also be sent a copy.

ADDITIONAL NOTES

Since the Kingdom has an active Ministry of Children, the Royal University will no longer administer a separate Grammar School Program. All bidding groups are encouraged to provide supervised children's activities.

University of Meridies

Event Bid Form

GROUP NAME

SENESCHAL

AUTOCRAT(S)

FEASTCRAT(S)

BREAKFASTCRAT (S)

NAME OF SITE

LOCATION

PRIOR EVENTS AT THIS SITE

BEDS _____ MAIN HALL holds _____

OF MEETING ROOMS (in addition to main hall) _____

AIR-CONDITIONED CLASSROOMS? _____ AIR-CONDITIONED CABINS? _____

DATE FOR EVENT: Third weekend in July SITE RESERVED? _____

WEATHER: Average High _____ Average Low _____

OTHER PERTINENT INFORMATION?

ESTIMATED COSTS per person (not event fee)

Adult: Site _____ + Food _____ + \$2.00 Tuition = _____

Child: Site _____ + Food _____ = _____

PROPOSED FEES

Both Days:

Date 1 _____ Fee _____ Date 2 _____ Fee _____

At the Door Fee _____ Off Board Fee _____

Day Trip:

Date 1 _____ Fee _____ Date 2 _____ Fee _____

At the Door Fee _____ Off Board Fee _____

Children:

Date 1 _____ Fee _____ Date 2 _____ Fee _____

At the Door Fee _____ Off Board Fee _____

Royal University of Meridies Quarterly Provost Report Form

Name of Group _____

Quarter: 1st 2nd 3rd 4th

Provost's Name _____

Mundane Name _____ Date _____

Address _____

Phone Number _____

Email _____

Total number of current enrollment _____

How many of the above number were enrolled this quarter? _____

Number of certified classes taught by your group _____

Were any of these classes taught at an event sponsored by your group? Yes No

If yes please provide the following information

Total number of classes taught at the event _____

Total number of event guests who participated in classes _____

Are any members of your group nearing completion of the Scholar Degree? Yes No

(If yes, please provide their names and number of hours short of the total 25 required.)

Please list any members of your group pursuing Lector, Magister, or Philosopher Degrees.

Comments/ Observations/ Questions
