



Admissions Policy: The Queen's Foundation

1. The **remit** of this policy extends to admissions on Durham University Common Awards programmes and undergraduate and postgraduate to level 7. Common Awards programmes have the approval of a number of Church Partners: The Church of England, The Methodist, the Baptist and United Reformed Churches. This Admissions Policy is written in alignment with Durham University and Common Awards policies and frameworks. Common Awards programmes are open to students active within any Christian denomination and who meet entry criteria set out below.
2. **Related Policies:**
 - Accreditation of Prior Learning (APL) Common Awards
 - Admissions Complaints Common Awards
 - Admissions (Research) (University of Amsterdam-VU)
 - Admissions (Newman University)
3. The Queen's Foundation is a Registered Charity, a Company Limited by Guarantee and an provider independent of Government funding of higher education in accordance with the aims of the Foundation.
4. We seek applications from those who are passionate for God's work in God's world of any age wishing to study theology or related subjects and who can benefit from studying at Queen's.
5. As an Ecumenical College, we like difference. At Queen's we recognise that God made the world to be full of creativity and difference. Our differences help us to know ourselves better, see God more clearly, love God more deeply, and learn how to serve God's people. We welcome applications from all students irrespective of background. All selection for admission takes place without regard to sex, marital status, race, ethnic origin, colour, sexual orientation, social background or other irrelevant distinction. Applications from students with disabilities are considered on exactly the same grounds as those for other candidates. We are committed to making arrangements wherever practicable to enable such students to participate as fully as possible in student life.
6. Decisions on admissions are based solely on the individual merits of each candidate, their suitability for the course they have applied to study (bearing in mind any requirements laid down by any professional body or the requirements of their sponsoring church), and assessed by the application of entry criteria appropriate to the course of study.
7. Admissions procedures are kept under regular review to ensure compliance with this policy.
8. Decisions are made based on an evaluation of a variety of evidence discussed below, by the Academic Planning Group. Appeals against decisions of this committee are not permitted, but if procedural irregularities are suspected please ask for a copy of the admissions complaints policy to take this further.

A. Certificate of Higher Education in Theology, Ministry & Mission (120 credits)

Standard Entry Requirements

Students enter the Certificate in TMM programme at **level 4** under one of the following categories:

- At least 1 pass at Advanced level
- OR 2 passes at Advanced Supplementary level
- OR Other formal qualifications deemed to be equivalent to the above by the admissions committee

Non-standard Entry Requirements

For students sponsored for recognised ministerial training (lay/ordinand) by a CTiGB member church:

- This will normally be dependent upon recommendation by the appropriate Church selection committee and satisfactory performance at a formal interview, together with sufficient evidence to demonstrate ability to work at University level.
- Students may be asked to produce a piece of theological writing that demonstrates their capacity for working at level 4 of undergraduate study.
- Further supporting evidence may be gleaned through, for example, the provision of references.

For any other student not meeting standard entry requirements:

- Students will be asked to produce a piece of theological writing that demonstrates their capacity for working at level 4 of undergraduate study. This may include satisfactory completion of a recognised Access course.
- Students will be asked to demonstrate their capacity for working at level 4 of undergraduate study, by producing a piece of theological writing, and perhaps also by satisfactorily completing a recognised Access course.
- All such applicants are required to satisfactorily complete a face-to-face interview (either in person or online). They should also supply at least two satisfactory references.

For all applicants

- All applicants should complete an appropriate admissions form, and supply references if so requested. All information supplied is treated as confidential, and is shared with the relevant admissions staff as appropriate.
- If a student is not registered by the start date of their offered programme, the admissions file will be retained for 12 months, and destroyed after that period.
- Applications of registered students are held for the duration of their period of study.
- Students for whom English is their second language should have achieved a score of 6.0 in an IELTS examination, or equivalent.

B. Admissions Policy: Queen's Foundation

Certificate of Higher Education in Christian Ministry & Mission (180 credits)

Standard Entry Requirements

Students enter the Certificate in CMM programme at **level 4** under one of the following categories:

- 2 passes at Advanced level
- OR 1 pass at Advanced level & 2 passes at Advanced Supplementary level
- OR Other formal qualifications deemed to be equivalent to the above by the admissions committee

Non-standard Entry Requirements

For students sponsored for recognized ministerial training (lay/ordinand) by a CTiGB member church:

- This will normally be dependent upon recommendation by the appropriate Church selection committee and satisfactory performance at a formal interview, together with sufficient evidence to demonstrate ability to work at University level.
- Students may be asked to produce a piece of theological writing that demonstrates their capacity for working at level 4 of undergraduate study.
- Further supporting evidence may be gleaned through, for example, the provision of references.

For any other student not meeting standard entry requirements:

- Students will be asked to produce a piece of theological writing that demonstrates their capacity for working at level 4 of undergraduate study. This may include satisfactory completion of a recognised Access course.
- All such applicants are required to satisfactorily complete a face-to-face interview (either in person or online). They should also supply at least two satisfactory references.

For all applicants

- All applicants should complete an appropriate admissions form, and supply references if so requested. All information supplied is treated as confidential, and is shared with the relevant admissions staff as appropriate.
- If a student is not registered by the start date of their offered programme, the admissions file will be retained for 12 months, and destroyed after that period. Applications of registered students are held for the duration of their period of study.
- Students for whom English is their second language should have achieved a score of 6.0 in an IELTS examination, or equivalent.

C. Admissions Policy: Queen's Foundation

Diploma of Higher Education in Theology, Ministry & Mission (240 credits)

Standard Entry Requirements

Students enter the Diploma in TMM programme under one of the following categories:

- 2 passes at Advanced level
- OR 1 pass at Advanced level & 2 passes at Advanced Supplementary level
- OR Other formal qualifications deemed to be equivalent to the above by the admissions committee

All applicants are required to satisfactorily complete a face-to-face interview either through the appropriate Church selection committee or through the Queen's admissions process. Further supporting evidence may be gleaned through, for example, the submission of written work or the submission of at least two satisfactory references

For all applicants

- All applicants should complete an appropriate admissions form, and supply references if so requested. All information supplied is treated as confidential, and is shared with the relevant admissions staff as appropriate.
- If a student is not registered by the start date of their offered programme, the admissions file will be retained for 12 months, and destroyed after that period. Applications of registered students are held for the duration of their period of study.
- Students for whom English is their second language should have achieved a score of 6.5 in an IELTS examination, or equivalent.

D. Admissions Policy: Queen's Foundation

Bachelor of Arts in Theology, Ministry & Mission (360 credits)

Standard Entry Requirements

Students enter the BA in TMM programme under one of the following categories:

- 3 passes at Advanced level
- OR 2 passes at Advanced level & 2 passes at Advanced Supplementary level
- OR Other formal qualifications deemed to be equivalent to the above by the admissions committee

All applicants are required to satisfactorily complete a face-to-face interview either through the appropriate Church selection committee or through the Queen's admissions process. Further supporting evidence may be gleaned through, for example, the submission of written work or the submission of at least two satisfactory references

For all applicants

- All applicants should complete an appropriate admissions form, and supply references if so requested. All information supplied is treated as confidential, and is shared with the relevant admissions staff as appropriate.
- If a student is not registered by the start date of their offered programme, the admissions file will be retained for 12 months, and destroyed after that period. Applications of registered students are held for the duration of their period of study.
- Students for whom English is their second language should have achieved a score of 6.5 in an IELTS examination, or equivalent.

E. Admissions Policy: Queen's Foundation

Graduate Diploma in Theology, Ministry & Mission (120credits)

Standard Entry Requirements

Students enter the Grad Dip in TMM programme under one of the following categories:

- An upper second honours degree or above in Theology or any other subject
- OR Equivalent academic qualification.
- OR Completion of a Diploma of Higher Education or Foundation Degree in Theology for Ministry to distinction or merit level+.

All applicants are required to satisfactorily complete a face-to-face interview either through the appropriate Church selection committee or through the Queen's admissions process. Further supporting evidence may be required for any applicant and will be required for those without a full degree. This will be gleaned through, for example, the submission of written work, evidence of other study, production of transcripts showing results, or the submission of at least two satisfactory references.

For all applicants

- All applicants should complete an appropriate admissions form, and supply references if so requested. All information supplied is treated as confidential, and is shared with the relevant admissions staff as appropriate.
- If a student is not registered by the start date of their offered programme, the admissions file will be retained for 12 months, and destroyed after that period. Applications of registered students are held for the duration of their period of study.
- Students for whom English is their second language should have achieved a score of 6.5 in an IELTS examination, or equivalent.

+students whose award was not classified in this way to produce a transcript to show module results.

F. Admissions Policy: Queen's Foundation

Master of Arts in Theology, Ministry & Mission (180 credits)

Standard Entry Requirements

Students enter the MA in TMM programme under one of the following categories:

- A good degree (or other level 6 qualification, such as a Graduate Diploma) with an average of 60% across module results) in Theology
- Graduates (normally classed as first class or 2:1 honours) in other disciplines with experience of Theology or Religious Studies to at least undergraduate Certificate level (awarded with credit or distinction, or with an overall mark of at least 60%)

All applicants are required to satisfactorily complete a face-to-face interview either through the appropriate Church selection committee or through the Queen's admissions process. Further supporting evidence may be gleaned through, for example, the submission of written work or the submission of at least two satisfactory references

For all applicants

- All applicants should complete an appropriate admissions form, and supply references if so requested. All information supplied is treated as confidential, and is shared with the relevant admissions staff as appropriate.
- If a student is not registered by the start date of their offered programme, the admissions file will be retained for 12 months, and destroyed after that period. Applications of registered students are held for the duration of their period of study.
 - Students for whom English is their second language should have achieved a score of 7.0 in an IELTS examination, or equivalent.

G. Accredited Prior Certificated Learning (APCL)

Students may apply for the accreditation of prior certificated learning (APCL) and this is normally discussed at point of interview with the TEI. Students may facilitate the process through submission of the appropriate academic material – i.e. academic transcript and original(s) of university certificate. All APCL submissions/processing should be completed prior to starting the course of study, and are subject to University approval and ratification.

Queries relating to the APCL handling should be directed to Katherine Onion (admissions@queens.ac.uk).

Admissions Complaints

For further information on pursuing complaints relating to the admissions process, please contact Katherine Onion (k.onion@queens.ac.uk).

Admissions Queries

Queries relating to admissions matters should be directed in the first instance to Katherine Onion, Academic Registrar (admissions@queens.ac.uk). Final decisions on admissions matters are taken by the Queen's admissions committee, chaired by the Principal.