

# The Queen's Foundation for Ecumenical Theological Education

## Admissions Policy

### 1. Admission to Undergraduate Programmes

Centre Directors receive and respond to enquiries, advising enquirers about suitable programmes of study and giving further information about Open Days and the admission's process.

Those who have been selected by a sponsoring church – the Church of England, the Methodist Church and the Wesleyan Holiness Church – have undertaken selection procedures which include rigorous testing to establish a candidate's fitness for academic study. Queen's receives a full report about their academic abilities and any potential learning difficulties. For such students Queen's accepts the selection processes of the Churches for admission to the Foundation and an offer will be made accordingly. Students will be contacted at this point to confirm admission requirements for the relevant validating university and the programme of study approved by the sponsoring church and requested by the student. There are also data requirements placed about the Foundation by government agencies which require the collection of additional information; this will be different according to the levels of information provided by different sponsoring churches. This process may include provision of copies of original certificates, attendance at formal interview, submission of a piece of work, evidence of former study etc.<sup>1</sup>

For independent students or those being sponsored by Churches whose selection procedures we have not agreed, all applicants are required to:

- Make a formal application on the form designated by Queen's
- Pay a registration fee
- Submit proof of prior qualifications/awards
- Submit proof of right to study in the UK
- Provide at least one and normally two referees
- Attend an interview with at least one member of staff

Offers will be made according to the following criteria for Newman Programmes:

- Students currently enter the programme at **level 4** under one of the following categories:  
3 passes in approved subjects at Advanced level

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<sup>1</sup> All students must demonstrate the right to study in the UK prior to commencing any programme. Sponsored students have their right to work in the UK checked by their professional body and this would prevent any such student reaching the Foundation admission process without meeting this criterion. However, as a separate legal entity the Foundation is required by law to review this evidence independently and students are asked to provide these details before study can commence. Students independent of sponsorship are asked to provide these details as part of the application process.

- OR 2 passes in approved subjects at Advanced level & 2 passes at Advanced Supplementary level
- OR Satisfactory completion of a recognised Access course
- OR Other formal qualifications deemed to be equivalent to the above
- OR Recommendation by a Church selection committee and satisfactory performance at a formal interview, together with sufficient evidence to demonstrate ability at University level.

Students may study for the Certificate in HE as ‘occasional’ students, accumulating credits over several years on a variable plan, as part of the Birmingham Diocese and Methodist Regional Learning for Discipleship programme. Formal admission to a planned programme is, however, required for higher (Diploma and BA) awards. It is expected that students on the LfD programme will take modules worth at least 30 credits a year in order for them to be registered on the B.A. programme.

- Students may enter the programme at **level 5** under one of the following categories:
  - Candidates who have completed satisfactorily all the requirements for the Certificate in Higher Education within the last five years may enter at level 5 of the BA directly. If they have received the Certificate, this must be returned as a condition of their admission.
  - OR
  - Candidates who have completed satisfactorily all the requirements for the equivalent of 120 credits worth of work at level 4 in another recognised institution of higher education may enter the second level of the Undergraduate Diploma directly, if their studies in the last five years include elements that can substitute for the mandatory 30 credits of the Level 4 programme.
- Students may enter the programme at **level 6** under one of the following categories:
  - Candidates who have completed satisfactorily all the requirements for the Foundation Degree in Mission & Ministry (or Diploma in Higher Education equivalent) through Queen’s/NUC within the last five years may enter the third level of the BA directly.

## **2. Admission to Post Graduate Programmes (as determined by Newman University College)**

The director of studies (post graduate) receives and responds to enquiries, advising enquirers about suitable programmes of study and giving further information about Open Days and the admission’s process.

An Admissions Panel is constituted by the director of studies (post graduate) and pathway tutors.

Those who have been selected by a sponsoring church – the Church of England, the Methodist Church and the Wesleyan Holiness Church – or have been selected for a SALT scholarship will have their applications scrutinised by the Admissions Panel. The panel may request to see further evidence, typically a piece of written work to demonstrate capacity to work at level 7. For non EU students the Panel will also ensure that all immigration requirements are met, including English language tests. For such students Queen’s requires a formal registration form and are issued with a letter of offer sent by the Principal.

For independent and self funding students all applicants are required to:

- Make a formal application on the form designated by Queen’s
- Pay a registration fee
- Submit proof of prior qualifications/awards
- Provide at least one and normally two referees
- Give proof of English language competence (If a non EU applicant) that meets UKBA requirements
- Normally submit one piece of written work

- Submit evidence of right to study in the UK
- Attend an interview with at least one member of staff

Offers will be made according to the following criteria (subject to validation):

- Entry requirements for the full-time MA:
  - a good relevant first degree (2:1 or above); or a relevant first degree (2.2 or above) and professional accreditation such as ordination or equivalent; or prior theological education to Diploma level together with relevant previous experience. Those who do not have a relevant degree may be asked to write a written piece to assess academic suitability.
- Entry requirements for a part-time PG Certificate:
  - theological education to Diploma level (or equivalent) together with relevant previous experience.
- Entry requirements for part-time PG Diploma and MA:
  - successful completion of the PG Certificate.
- APL may be granted up to 60 M Level credits, excepting the dissertation.

### **Related Policies**

Admissions –Common Awards.

Admissions - Research