Admissions Policy: The Queen's Foundation
2026-27

1. The **remit** of this policy extends to admission 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 a provider of higher education registered with the Office for Students Approved (fee cap) 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. We are required by OfS to monitor the diversity of our applicants and details you might provide about your background will be supplied in a separate equalities form which will not be considered as part of your application.

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. All students (except those studying purely via distance learning) 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.

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. Foundation Award in Theology, Ministry & Mission

(60 credits at level 4)

Standard Entry requirements

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

At least 1 pass at Advanced level (Grade E or above)
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, or taster course offered by the Foundation.
- 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

Applicants will need to demonstrate their potential to benefit from study at level 4 in Theology, Ministry and Mission.

- 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 an overall score of 6.5 with no component under 6.0 in an IELTS examination, or equivalent

APL

APL is not permitted for the Foundation Award.

Progression

Students who have successfully completed the Foundation Award are eligible to apply to continue to the Certificate or Diploma (HE) in Theology, Ministry and Mission programme.

Mode

This programme may be studied part time by campus based or distance learning study.[1]

[1] http://www.queens.ac.uk/study/programmes/modes and https://www.queens.ac.uk/academic-information/academic-programmes/foundation-award-in-theology-ministry-and-mission/

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B. 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 or Foundation Taster 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 an overall score of 6.5 with no component under 6.0 in an IELTS examination, or equivalent.

APL

Up to a maximum of 40 credits of accredited prior learning may be granted to students who have evidence of, or can demonstrate learning that fulfils, the relevant learning outcomes of the CertHE programme (by completing a portfolio of work, for example).

Progression

Students who have successfully completed the Cert HE are eligible to apply to continue to the Diploma (HE) in Theology, Ministry and Mission (120) programme. The Diploma in HE is made up of all credits awarded in the Cert HE at level 4, plus a further 120 credits at level 5 (240 credits in total).

Mode
This programme may be studied full or part time by campus-based study or part time by Distance Learning.[2]

[2] https://www.queens.ac.uk/study/programmes/modes and https://www.queens.ac.uk/academic-information/academic-programmes/certificate-of-higher-education-in-theology-ministry-and-mission/

D. 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 with no component under 6.0 in an IELTS examination, or equivalent.

APL
Up to a maximum of 80 credits of accredited prior learning may be granted to students who have evidence of, or can demonstrate learning that fulfils, the relevant learning outcomes of the DipHE programme (by completing a portfolio of work, for example).

Progression
Students who have successfully completed the Dip HE are eligible to apply to continue to the BA in Theology, Ministry and Mission (120) programme. The Diploma in HE will be made up of all credits awarded in the Cert HE at level 4, plus a further 120 credits at level 5 and a new 120 credits at level 6 (360 credits in total).

Mode
This programme may be studied full or part time by campus-based study or part time by Distance Learning. [3]

[3] http://www.queens.ac.uk/study/programmes/modes and https://www.queens.ac.uk/academic-information/academic-programmes/diploma-of-higher-education-in-theology-ministry-and-mission/

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E. 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 with no component under 6.0 in an IELTS examination, or equivalent.

APL
Up to a maximum of 120 credits of accredited prior learning may be granted to students who have evidence of, or can demonstrate learning that fulfils, the relevant learning outcomes of the BA programme (by completing a portfolio of work, for example).

Progression
Students who have successfully completed the BA are eligible to apply to continue to the MA or other Level 7 Award in Theology.

Mode
This programme may be studied full or part time by campus-based study or part time by Distance Learning. [4]

[4] http://www.queens.ac.uk/study/programmes/modes and https://www.queens.ac.uk/academic-information/academic-programmes/bachelor-of-arts-hons-in-theology-ministry-and-mission/

F. Graduate Certificate in Theology, Ministry & Mission (60 credits)

Standard Entry Requirements

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

An honours degree (normally an upper second class or above) in Theology or any other subject
OR An equivalent academic qualification.
OR Completion of a Diploma of Higher Education or Foundation Degree in Theology for Ministry (to distinction or merit level).[5]

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 with no component under 6.0 in an IELTS examination, or equivalent.

APL

Up to a maximum of 20 credits of accredited prior learning may be granted to students who have evidence of, or can demonstrate learning that fulfils, the relevant learning outcomes of the Graduate Certificate programme (by completing a portfolio of work, for example).

Progression

Students who have successfully completed the Graduate Certificate are eligible to apply to continue to the Graduate Diploma by studying a further 60 credits to complete this award of 120 credits. They are also eligible to apply to continue to the MA or other level 7 Award with the Foundation.

Mode

This programme may be studied part time by campus-based study or part time by Distance Learning.[6]

[5] Students whose award was not classified in this way should produce a transcript to show module results.
[6] http://www.queens.ac.uk/study/programmes/modes and https://www.queens.ac.uk/academic-information/academic-programmes/graduate-certificate-in-theology-ministry-and-mission/

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

Standard Entry Requirements

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

An honours degree (normally an upper second class or above) in Theology or any other subject

OR An equivalent academic qualification.

OR Completion of a Diploma of Higher Education or Foundation Degree in Theology for Ministry (to distinction or merit level).[7]

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 with no component under 6.0 in an IELTS examination, or equivalent.

APL

Up to a maximum of 40 credits of accredited prior learning may be granted to students who have evidence of, or can demonstrate learning that fulfils, the relevant learning outcomes of the GradDip programme (by completing a portfolio of work, for example).

Progression

Students who have successfully completed the Graduate Diploma are eligible to apply to continue to the MA or other level 7 Award with the Foundation.

Mode

This programme may be studied full or part time by campus-based study or part time by Distance Learning.[8]

[7] Students whose award was not classified in this way should produce a transcript to show module results.

[8] http://www.queens.ac.uk/study/programmes/modes and http://www.queens.ac.uk/study/programmes/registration

H. Post Graduate Certificate in Theology for Ministry and Mission (60 credits)

Standard Entry Requirements
Students enter the PG Cert in TMM programme under one of the following categories:

- A good degree (or other HE Level 6 qualification, such as a Graduate Certificate or Graduate Diploma) in Theology (normally awarded with an overall mark of at least 60).
- A good degree (normally classed as first class or 2:1 honours) in other disciplines; plus experience of Theology or Religious Studies at HE Level 4 (normally awarded 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 with no component under 6.5 in an IELTS examination, or equivalent.

APL
Up to a maximum of 20 credits of accredited prior learning may be granted to students who have evidence of, or can demonstrate learning that fulfils, the relevant learning outcomes of the PGCert programme (by completing a portfolio of work, for example).

Progression
Students who have successfully completed the credits for the Post Graduate Certificate are eligible to apply to continue to the Post Graduate Diploma or MA or other level 7 Award with the Foundation. Credits from the PGCert will be absorbed into these awards by studying a further 60 or 120 credits respectively.

Mode
This programme may be studied full or part time by campus-based study or part time by Distance Learning.[9]

[9] http://www.queens.ac.uk/study/programmes/modes and https://www.queens.ac.uk/academic-information/academic-programmes/postgraduate-certificate-in-theology-and-transformative-practice/

I. Post Graduate Diploma in Theology for Ministry and Mission (120 credits)

Standard Entry Requirements
Students enter the PG DIP in TMM programme under one of the following categories:

- A good degree (or other HE Level 6 qualification, such as a Graduate Certificate or Graduate Diploma) in Theology (normally awarded with an overall mark of at least 60).
- A good degree (normally classed as first class or 2:1 honours) in other disciplines; plus experience of Theology or Religious Studies at HE Level 4 (normally awarded 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 with no component under 6.5 in an IELTS examination, or equivalent.

APL
Up to a maximum of 40 credits of accredited prior learning may be granted to students who have evidence of, or can demonstrate learning that fulfils, the relevant learning outcomes of the PGDip programme (by completing a portfolio of work, for example).

Progression
Students who have successfully completed the credits for the Post Graduate Diploma are eligible to apply to continue to MA or other level 7 Award with the Foundation. Credits from the PGCert will be absorbed into these awards by studying a further 60 credits respectively.

Mode
This programme may be studied full or part time by campus-based study or part time by Distance Learning.[10]

[10] http://www.queens.ac.uk/study/programmes/modes and https://www.queens.ac.uk/academic-information/academic-programmes/postgraduate-diploma-in-theology-and-transformative-practice/

J. **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 HE Level 6 qualification, such as a Graduate Certificate or Graduate Diploma) in Theology (normally awarded with an overall mark of at least 60).
- A good degree (normally classed as first class or 2:1 honours) in other disciplines; plus experience of Theology or Religious Studies at HE Level 4 (normally awarded 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 with no component under 6.5 in an IELTS examination, or equivalent.

APL
Up to a maximum of 60 credits of accredited prior learning may be granted to students who have evidence of, or can demonstrate learning that fulfils, the relevant learning outcomes of the MA programme (by completing a portfolio of work, for example).

Progression
Students who have successfully completed the MA are eligible to apply to consider a PhD with the Foundation.

Mode
This programme may be studied part time by campus-based study or part time by Distance Learning.[11]

[11] http://www.queens.ac.uk/study/programmes/modes and https://www.queens.ac.uk/academic-information/academic-programmes/master-of-arts-in-theology-ministry-and-mission/

K. **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: admissions@queens.ac.uk.

See the APL Policy and Procedure for full details: http://www.queens.ac.uk/about/policies

L. Admissions Complaints

For further information on pursuing complaints relating to the admissions process, please contact admissions@queens.ac.uk.
Further complaints policy information can be found at: http://www.queens.ac.uk/about/policies

M. Admissions Queries

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