# TRINITY COLLEGE WITH BRISTOL BAPTIST COLLEGE

# ADMISSIONS POLICY AND PROCEDURES

## General responsibility for process of Admissions

- Undergraduate, taught postgraduate and ordinand admissions process (Trinity College) - Admissions officer (Naomi Baker)
- Undergraduate, taught postgraduate and ministerial students admissions process (Baptist College) - Baptist College manager (Sophie Atkinson)
- Postgraduate research admissions process (Trinity and Baptist College) – Postgraduate research administrator (Pavla Slugenova)
- Part-time programmes admissions process (Trinity College) – Part-time programmes administrator (Jo Norman)
- Youth, Schools and Children's Ministry programme admissions process (Baptist College) - Course administrator (Abi Reid)
- General policy – Executive director (Andrew Lucas)

## Aims

1. To admit people selected and funded by the Church of England to undertake ordination training.
2. To admit people selected and funded by other denominational bodies, as well as other member bodies of the Anglican Communion.
3. To admit people recommended for Baptist ministerial training by Baptist Association Ministerial Recognition Committees.
4. To select and admit people who have the ability and motivation to benefit from their intended programmes of study and who will make a positive contribution to the life of the Colleges.
5. To select and admit students of high level academic ability to research degree programmes in accordance with the admission requirements of Aberdeen University (the validating institution for research programmes).
6. To select and admit candidates for Youth, Schools and Children's Ministry programmes.
7. To comply with the QAA's UK Quality Code for Higher Education, Chapter B2 and all relevant legislation, including the Equality Act 2010
8. To ensure a process of recruitment, selection and admissions that is professional, transparent, explicit, courteous, fair and consistently implemented.
9. To comply with all relevant policies of the validating universities.

## General

The colleges' Senior Management Teams (SMT) take overall responsibility for setting the number of places that can be made available to prospective students at the two colleges, having regard to the resources needed to ensure the quality of experience of all students admitted to the colleges. The balance of available resource to student numbers is reviewed on a regular basis by the SMT, and at least annually at the point of budget setting.

Applicants are required to provide truthful information in their applications. False or fraudulent information may lead to the application being rejected.

Staff involved in the selection and admissions process are provided with appropriate and specific induction and training.

### *Entry requirements*

Details of entry requirements can be found on the website or in specific programme information (available on request) and are appended to this policy statement in Appendix 1. For all prospective students one-to-one interviews are an important part of assessing motivation and preparedness to engage on the programme being applied for. Where an applicant does not meet the academic entry criteria, consideration may be given to previous learning, professional qualifications, life skills, work experience, references and potential, depending on the programme of study applied for. In such cases the colleges will want also to see evidence of the ability to work at the level applied for through the satisfactory completion of an assignment given by the colleges. Candidates may also be admitted to a lower level programme for which their academic qualifications make them eligible, the successful completion of which may enable them to move to the higher level.

### Recruitment and Selection

Relevant information about courses and studying at the colleges is made available through the college websites, prospectuses and leaflets. Programme specifications and module delivery guides are available on request.

Students are selected according to a process of matching ability, aptitude and motivation with the demands of the programme. In this way the colleges endeavour to make it likely that students complete their studies successfully. Ability, aptitude and motivation are assessed by means of academic references, reference to records of past academic attainment and achievement in the field of work or ministerial practice and, normally, by means of one-to-one interviews with members of the relevant college's faculty. Where the student is to participate in the life of the residential community, assessment is made by means of personal interviews and references. Selection to programmes recognised by the Ministry Division of the Church of England, the Baptist Union of Great Britain or other denominational bodies is subject to the requirements of those bodies.

Responsibility for the selection of students is taken according to the category of student by the following personnel:

- Church of England ordinands - principal and at least one other member of faculty
- Baptist and independent ministerial students and Youth and Children's ministry students (Baptist College) - two members of the Baptist faculty and external assessor(s)
- Non ministerial undergraduate students - two members of the faculty
- Taught postgraduate (PGT) students (Trinity) - the MA course leader
- Postgraduate research (PGR) students - the director of postgraduate research working with the Research Applications Committee
- Undergraduate and taught postgraduate students (Baptist College) - two members of Baptist faculty
- Part-time programme students – the director of the part-time programmme

Most candidates are invited to interview. During the interview day, candidates are given an overview of the course curriculum, learning pathways and academic programmes, as well as an example of a typical week of

study. In addition, each candidate has the opportunity to talk with a member of the teaching staff about their course choice and another member of staff about their particular needs and concerns regarding welfare and support, including issues relating to funding.

All applicants to all programmes are required to obtain enhanced disclosure through the Disclosure and Barring Service in cases where their course provides for placements involving contact with children or vulnerable adults.

### *Accreditation of prior learning (APL)*

Accreditation of Prior Learning (APL) can take either of two forms:

(i) APEL: Accreditation of Prior Experiential Learning, which is learning acquired through life experiences including work and uncertificated training, for which no formal qualification has been gained;

(ii) APCL: Accreditation of Prior Certificated Learning, which is any learning for which an award has been achieved.

Accreditation of prior learning may be taken into account where applicants can clearly demonstrate that they have already achieved the learning outcomes for the module(s) or level from which they are claiming exemption. The colleges will consider applications for APL for all programmes. APL is not an automatic right and each application will be considered on its own merits.
In circumstances where an applicant has achieved some, but not all, of the learning outcomes for the module(s) or level from which they are claiming exemption, agreement may be given to approve the application on condition that, once registered, the student will study and complete specific modules that will enable them to achieve the outstanding learning outcomes.

The maximum credit limit for APL is normally one-third of the standard programme. Additionally, students cannot normally be granted more than a maximum of 60 credits of APEL (40 credits at Certificate Level), regardless of the total credits required for a qualification.

APL-related learning should have been completed no longer than five years before the student's proposed start date on a Common Awards programme. In the case of APCL, currency of learning is calculated from the date when the previous qualification was awarded.

The contact persons in respect of APL are the admissions officers (Naomi Baker for Trinity College and Sophie Atkinson for Bristol Baptist College). They will be able to give guidance by phone or email on the process to be followed in respect of APL claims. Most claims are approved internally by the Academic Registrar in consultation with the programme leader and reported to the colleges' academic management committee. Non-standard cases will be referred to the Common Awards Management Board.

APL is not permitted for entry to the Foundation Award in Theology, Ministry and Mission.

More detail concerning APL, applicants should refer to the Common Awards website of Durham University, the validating body for taught programmes. This is available here:

### *Students with disabilities or additional needs*

Applicants are given the opportunity to declare disabilities or additional needs on their application form.

The admissions officers will consult the college Disability Adviser, where appropriate, to consider any particular provision that may be needed at interview. After a firm offer of a place has been made and accepted, the prospective students may contact the Disability Adviser for advice on how to access any support available appropriate to their needs.

### *Undergraduate admissions process*

1. The implementation and daily management of undergraduate admissions is handled by The Admissions Office in each college.
2. Enquiries will be responded to promptly (by the admissions office).
3. A number of Open Days will be arranged throughout the year for enquirers to visit the relevant college.
4. Applicants will be sent relevant information about the colleges and asked to complete and return the appropriate application form.
5. Visits can be arranged prior to interview or combined with an interview day.
6. Potential Church of England ordinands, Baptist ministerial candidates and independent ministerial candidates will be invited to attend an interview day.
7. Non ministerial independent, self-funded applicants will be invited to attend an interview day if they meet the initial selection criteria.
8. The interview day will include interviews to discuss academic, pastoral/vocational and practical/financial matters.
9. Interviewers are required to document the evidence and rationale behind decisions for each applicant.
10. The applicant will be advised of the outcome of the interview day by letter, within a week of their visit.
11. References will be taken up for every applicant and the offer of a place at the colleges is conditional on satisfactory references.
12. Under guidance from the faculty, some applicants may be asked to submit a piece of written work for assessment prior to a decision being made about their application.
13. Feedback about the interview day is available from the admissions office.
14. The admissions office will continue to be the point of contact for applicants once they have accepted a place.
15. New students will receive a Welcome Pack of information in the summer before they start their studies.
16. New students will participate in a Welcome week prior to the start of lectures.
17. New students have the opportunity to participate in a series of study skills workshops in the weeks following Welcome.

### *MA and taught postgraduate admissions process*

1. The implementation of MA admissions is handled by the Admissions Office in each college.
2. Applicants receive information about the MA programme and opportunities for study, entry requirements and the application process.
3. Applicants complete an application form, supplying two referees and evidence of qualifications, along with a personal statement (exemplar personal statements are available).
4. The application is considered for approval by the MA course leader in consultation with faculty colleagues. UK based applicants who fulfil the entry requirements will be invited for interview. Students based outside the UK are asked to take part in a skype interview. Such interviews are designed to assess the candidate's suitability for study at MA level.
5. If the applicant is successful and entry to the MA programme is approved, a letter offering a place on

the MA programme is sent to the applicant.
6. New MA students are sent information about module choices and constructing a dissertation proposal before the start of the academic year.
7. New MA students are required to attend an MA Induction week at the start of the academic year.

***Postgraduate research admissions process***

1. The implementation and daily management of postgraduate research admissions is handled by the postgraduate research administrator.
2. Applicants are given information about the research programmes, entry requirements and the application process.
3. Applicants are invited to submit a research proposal, application form, personal statement, two academic references, evidence of academic qualifications and letter of support from employer (if applying to study part-time).
4. Applications are reviewed every term by the Research Applications Committee comprising faculty members of Trinity College and Bristol Baptist College.
5. Successful applications are forwarded to the University of Aberdeen for final approval.
6. When that has been received, an offer of a place is made.
7. In some instances, the Research Applications Committee may recommend that the applicant be interviewed.
8. Unsuccessful applicants are notified as soon as possible after the meeting of the Research Applications Committee.

***International students***

The admissions process follows a similar format as for other applicants. In addition:

1. Applicants who meet the entry criteria may be invited to participate in a Skype interview as part of the selection process.
2. Applicants whose first language is not English are required to achieve a satisfactory standard in a college-approved test in English (usually a minimum requirement, for undergraduate students, of 6.5 overall with a minimum of 6.0 in all bands in the UCLES/British Council International English Language Testing Service (IELTS) examination and, for postgraduate students, of 7.0 overall with a minimum of 6.5 in writing) *or* hold a degree from a British university.
3. Applicants offered a place must have the appropriate visa in place at the start of their programme of study.

***Part-time programmes admissions process***

1. The implementation and daily management of students on part-time programmes is handled by the administrator for part-time programmes.
2. Enquiries will be responded to promptly.
3. An Open Evening is arranged annually for those wishing to find out more about part time programmes
4. Applicants receive information about the college and programmes of study and details of the application process.

5. On receipt of the application form references will be taken up and an interview will be arranged.
6. The applicant will be advised of the outcome of the interview.
7. New students receive a handbook at the start of the programme.
8. The part-time course administrator will continue to be the point of contact for those students

enrolled on the part-time programme.

**Information to applicants**

In addition to the specific information made available to candidates during the application process, there is a wide range of information available through the college websites, prospectuses and leaflets. Open days are arranged for prospective students. Details of such events, as and when planned, can be found on the college websites.

Students admitted to the college to start in September will receive a welcome pack with helpful information in the preceding summer.

Prospective students will be informed at the earliest opportunity of any significant changes made to the programme to which they have been or are to be admitted.

Unsuccessful applicants following interview will be informed of the decision made regarding their application with reasons. Where possible, advice about alternative options for study or the equivalent will be offered.

The colleges are happy to consider applications for deferred entry.

***Complaints***

The colleges do not permit 'admissions appeals', that is to say requests by unsuccessful applicants for a formal review of the outcome of an admissions decision. Complaints concerning the administration of the colleges' admissions policy and procedures will be processed according to the **Student Complaints Policy and Procedure** set down in the student handbook made available to students on registration at the beginning of their programme. The colleges endeavour to handle any complaints fairly, effectively and in a timely manner. The colleges will make available details of the procedure on request to those who wish to consider a complaint about the admissions process prior to registration. It should be noted that the Office of the Independent Adjudicator does not consider complaints concerning admissions.

**Appendix**

Appendix I: Standard entry requirements

*This policy is reviewed annually.*

**Appendix I**

**Trinity College with Bristol Baptist College**

**Standard Entry Requirements**

| **Taught Programmes (validated by Durham University)** | **Length*** | **Standard Entry Requirements** |
|---|---|---|
| Foundation Award in Theology, Ministry and Mission | 1 year | At least 1 A-level or equivalent. Relevant work experience may be considered. Applicants will need to demonstrate their potential to benefit from study at this level. |
| Certificate in Theology, Ministry and Mission | 1 year | At least 1 A-level or equivalent. Relevant work experience may be considered. Applicants will need to demonstrate their potential to benefit from study at this level. |
| Certificate in Theology, Ministry and Mission (180 credits)<br>Note: We are not currently recruiting to this programme as it is under review | 2 years part time | At least 1 A-level or equivalent. Relevant work experience may be considered. Applicants will need to demonstrate their potential to benefit from study at this level. |
| Diploma in Theology, Ministry and Mission | 2 years | At least 2 A-levels. Relevant work experience may be considered. Applicants will need to demonstrate their potential to benefit from study at this level. |
| BA in Theology, Ministry and Mission | 3 years | 3 A-levels or equivalent. |
| Graduate Diploma in Theology, Ministry and Mission | 1 year | Diploma in Theology *or* a non-theology degree at 2:1 or above. Prior professional qualifications will also be taken into account. |
| Postgraduate Certificate in Theology | 1 year | A good degree in Theology *or* a Graduate Diploma in Theology *or* a non-theology degree at 2:1 or above together with a Certificate in Theology with a final average of 60% or above. |
| Postgraduate Diploma in Theology, Ministry and Mission | 1 year | As above. |
| MA in Theology, Ministry and Mission | 1 year (Sep-Sep) | As above. |

***** All taught programmes may also be taken on a part-time basis, subject to a minimum of 40 credits per academic year.

| **Postgraduate Research Programmes – validated by the University of Aberdeen** | **Length*** | **Standard Entry Requirements** |
|---|---|---|
| MTh | 1 year | Degree in Theology at 2:1 or above. |
| PhD | 3 years | Degree in Theology at 2:1 or above *or* a good MA. For US applicants: MA with written dissertation with 3.5 GPA *or* ThM with 3.5 GPA *or* MDiv with 3.75 GPA. |