



Admissions Protocol for Master of Ministry and MA in Digital Theology

Document Control Box	
Document title (include version number if amended within same year as approved)	Admissions Protocol for Master of Ministry and MA in Digital Theology
Reference Number	002/21
Approval category (Please indicate)	
Governance/Governor	x
MPRIG Executive/Other Committee (insert name)	
Senior Staff (insert name)	
Date document approved	14/1/21
Supersedes (insert previous title and/or version date)	N/A
Date document last reviewed and/or updated	14/1/21
Date next due for review	July 2021
Related statutes or regulations	
Related policies/procedures/guidance/forms	Admissions Policy/ Terms and Conditions/Acceptance form & Letter
Staff member responsible for update	Director of Admissions & Practical Training

Amendment History

Version	Revision Summary	Date Approved	Author

Protocol for the Admission of Candidates to Spurgeon's College Master of Ministry and Postgraduate Certificate, Postgraduate Diploma and Master of Arts in Digital Theology

Validated by Liverpool Hope University

Scope

1. This protocol document provides guidance for Admission to the Master of Ministry (MMin) and the Postgraduate Certificate, Postgraduate Diploma and Master of Arts in Digital Theology (MADT).

Entry Requirements MMin

2. Applicants to the MMin programme must be graduates in Theology or Religious Studies with normally at least a good second class honours degree (55% or above) from an approved institution. Candidates without such a qualification but with equivalent prior studies may be considered for admission.
3. Applicants need to have a minimum of two years' experience in Christian ministry, irrespective of denominational allegiance, and normally to have completed the training for that ministry at least two years prior to the start of the course.
4. Advanced Prior Experiential Learning (APEL) may be considered as equivalent, or partly equivalent (up to 90 credits), to these entry requirements for candidates who do not meet the normal threshold but have relevant experience. Candidates in this category will be invited to an interview where they need to demonstrate to the panel that they have sufficient experience.

Entry Requirements MADT

5. Applicants to the MADT programme must be graduates in Theology or Religious Studies with normally at least a good second class honours degree (55% or above) from an approved institution. Graduates in other disciplines and with experience of Theology or Religious Studies to at least Certificate level (with marks at merit or higher) may also be admitted to the programme

Postgraduate Certificate or Diploma in Digital Theology

6. The normal entrance requirement is a degree in Theology or Religious Studies or a related subject. Graduates in other disciplines with experience of Theology or Religious Studies to at least Certificate level may be admitted to the programme with the agreement of the Admissions Committee.

7. Suitably qualified mature students who have undertaken formal academic study to a similar level in non-accredited courses may also be admitted to the programme with the agreement of the Admissions Committee.
8. Students who successfully complete the Postgraduate Certificate will be permitted by the Progression and Awards Board to proceed to the Postgraduate Diploma. Students who successfully complete the Postgraduate Diploma will be permitted to proceed to the MA in Digital Theology.

Advanced Prior Learning (APL)

9. Candidates may be granted APL of 30 credits into the Post Graduate Certificate, 60 credits into the Post Graduate Diploma or a combination of 90 credits into the MA.
10. Advanced Prior Experiential Learning (APEL) may be considered as equivalent, or partly equivalent (up to 90 credits), to these entry requirements for candidates who do not meet the normal threshold but have relevant experience. Candidates in this category will be invited to an interview where a panel will determine whether the candidate has demonstrated that they have sufficient experience.

Interview

11. All candidates will need to demonstrate to the panel that they have sufficient experience and aptitude for the course they are applying for. They may be invited to an interview (normally virtually) if this is not sufficiently clear from the application papers.

English Language Qualifications

12. Applicants from outside the UK will be required to meet specific English language requirements. This may be an IELTS at level 7 where the reading and writing specific components should be at least 7. The College will comply with relevant and current Home Office requirements.
13. Applicants who are citizens of countries other than the UK will only be admitted subject to careful verification that they fulfil the criteria laid down by the UK Government for the admission of non-UK nationals as published on the UK Home Office website at the time of application.

Disabilities or Learning Difficulties

14. Applicants are strongly encouraged to disclose any disabilities, health issues whether physical or mental, or learning difficulties which might impact their studies. The College will make all reasonable adjustments for such students, but where there are concerns about a student's ability to undertake their desired course, the procedures in the College's Fitness to Study policy are followed. Where appropriate, it is advisable that accepted students apply for

a Disability Student Allowance as early as possible to enable support to be in place before they begin their studies.

Appeals Procedure

15. The College will consider all applicants fairly and effectively against the published entry requirements and in line with its procedures. It will provide feedback on request to applicants whose application has been unsuccessful, to enable them to reflect on their progress through the application process. Feedback is usually given in writing, at the discretion of the Director of Admissions. To request feedback, applicants should contact the admissions staff.
16. If applicants or prospective students are dissatisfied with the outcome or treatment of their application, the following procedure applies:
 - a. The appeal must be sent to the College in writing within four weeks of the outcome.
 - b. The appeal must clearly outline the reasons why the applicant believes the decision is incorrect.
17. On receiving the appeal, the College will undertake the following review of the original decision:
 - a. The Admissions Committee will discuss the appeal and make a response to the applicant within four weeks of the appeal request being received.
 - b. If the applicant wishes to appeal further against the decision of the Admissions Committee, this must be lodged with the College within a further two weeks of receiving the outcome of the Admissions Committee decision.
 - c. At this stage the appeal will be passed to the Principal, whose decision is final.