



## Protocol for the Admission of Candidates for University of Manchester Master's Degrees

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### Amendment History

Version	Revision Summary	Date Approved	Author
012/21	Removed old courses; Clarified English Language requirements (para 7); Added recourse to the OIA (p 13).	25/3/21	



## **Protocol for the Admission of Candidates for University of Manchester Master's Degrees**

1. This protocol provides detailed guidance for admission to University of Manchester Master's degrees, Postgraduate Diplomas, and Postgraduate Certificates. It will also apply to admission to equivalent programmes delivered under the College's own degree-awarding powers, if gained. It does not pertain to admittance to Doctoral schemes.
2. Applicants to the Master of Theology (MTh) programme must be graduates in Theology or Religious Studies with normally an upper second class honours degree from an approved institution. Candidates without such a qualification but with equivalent prior studies may be considered for admission.
3. Accreditation of Prior Learning (APL) or Prior Experiential Learning may be considered up to a maximum of 60 credits of the MTh programme, 45 credits of a Postgraduate Diploma in Theology and 15 credits of a Postgraduate Certificate in Theology.
4. Applicants to the Master of Arts in Christian Thought and Practice programme are admitted normally on the basis of holding an upper second class honours degree in any subject from an approved institution.
5. All applicants applying for ministerial training via a Master's course will be invited to an interview day to assess their suitability for ministerial training (See Appendix A for the five criteria for ministerial training). All ministerial students need to apply for an Enhanced DBS check through the College under the umbrella of the Baptist Union (The Baptist Union provides information on DBS checks on its website<sup>1</sup>) and complete levels 2 and 3 of Safeguarding Children and Adults at Risk training.
6. All students need to supply evidence that they are lawfully in the United Kingdom and entitled to study here.

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<sup>1</sup> [https://www.baptist.org.uk/Groups/267225/DBS\\_Checks.aspx](https://www.baptist.org.uk/Groups/267225/DBS_Checks.aspx)

## **English Language Qualifications**

7. Applicants from outside the UK will be required to meet specific English language requirements. This has to be an IELTS at level 7 where the reading and writing specific components should be at least 7. The College will comply with the relevant and current Home Office legislation.

## **Student Visas**

8. 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.
9. All taught student visa applicants are invited to an interview day (via a suitable digital platform) for a series of interviews to discern their suitability for the course.

## **Disabilities or Learning Support Needs**

10. 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 and eligible students apply for a Disabled Students' Allowance as early as possible to enable support to be in place before they begin their studies.

## **Appeals Procedure**

11. The College considers 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.
12. 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.
13. 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.
14. Candidates whose appeal is refused by the Principal have the right to appeal to the Office of the Independent Adjudicator.

## **Appendix A: Five criteria for ministerial training**

### **I. Call**

Candidates should have an inner sense of a call to Ministry and be able to show that this call is affirmed by others. They should also have the support of their church, denomination or stream as appropriate.

### **II. Spirituality**

Candidates should have a disciplined Christian spirituality, which will include commitment to both personal devotion and regular engagement in corporate worship.

### **III. Character**

Candidates should demonstrate a significant measure of self-awareness, personal integrity, emotional stability, and resilience.

### **IV. Relationships**

Candidates should have the capacity to build and sustain healthy personal, professional and pastoral relationships.

### **V. Leadership**

Candidates should have some proven ability to offer leadership in the Church community and in the wider community as appropriate.