



**Protocol for the Admission of candidates for
the University of Manchester validated BA,
Diploma and Certificate in Theology
programmes and the Spurgeon's College
Award**

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Amendment History

Version	Revision Summary	Date Approved	Author
013/21	Clarified: Para 8 admission to the Award for applicants with no qualifications; English Language requirements (pa 14); student visas & distance learning (P 15).	25/3/21	



Protocol for the Admission of candidates for the University of Manchester validated BA, Diploma and Certificate in Theology programmes and the Spurgeon's College Award

1. This protocol provides detailed guidance for admission to University of Manchester validated undergraduate courses together with the Spurgeon's Award. It will also apply to admission to undergraduate programmes delivered under the College's own degree-awarding powers, if gained.
2. All admissions to the Spurgeon's Award, Certificate HE, Diploma HE and BA in Theology programmes are the responsibility of the Admissions Department.
3. Students are admitted to the BA in Theology (Open Option), the Diploma HE in Theology (Open Option) and Certificate HE in Theology (Open Option) on the basis of academic qualifications.
4. Students are admitted to the BA in Theology (Vocational Church-based and College-based ministerial routes) and the corresponding Diploma HE and Certificate HE on the basis of academic qualifications and suitability for ministerial training (see Appendix A for the five criteria for ministerial training). All ministerial applicants are invited to an interview day for a series of interviews to discern their suitability for the course.
5. The normal minimum academic qualification for admission to the BA in Theology is two A levels (grade C or above, or equivalent). Applicants who do not fulfil this academic requirement but possess a minimum of three GCSE passes (grade C or above, or equivalent) may be admitted to the Certificate HE in Theology.
6. Accreditation of Prior Learning (APL) may be considered up to a maximum of 120 credits of a degree programme, 60 credits of a DipHE and 30 credits of a CertHE.
7. Applicants without three GCSE passes (grade C or above, or equivalent) may be admitted to the Spurgeon's Award programme on the basis of relevant experience and motivation. Any subsequent transfer to a University of Manchester validated course will require the approval of the University and the fulfilment of the appropriate APL requirements.

8. Applicants without any qualifications may be admitted to the Spurgeon's Award in Theology as a means of accessing a Higher Education course. They will be admitted on the basis that:
 - a. They provide a personal statement outlining the reason for applying for the course
 - b. They submit a standard 750 word assignment to test their writing and English language skills
 - c. Non-UK students meet specific English language requirements (see 12 below)

The College will invite potential applicants without qualifications to an interview.

9. 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 website¹) and complete levels 2 and 3 training of Safeguarding Children and Adults at Risk.
10. The College will not normally admit anyone under the age of 18. Any exceptional case where an applicant fulfils the normal academic requirements (see paragraphs 3 & 4), will be referred to the Admissions Committee and, where appropriate, to the University.
11. All students need to supply evidence that they are lawfully in the UK and entitled to study here. Applicants wishing to follow a distance learning programme of study are exempt from this requirement.

English Language Qualifications

12. Applicants from outside the UK will be required to meet specific English language requirements in order to be able to study at Spurgeon's College. This has to be an IELTS at level 6.5 where the reading and writing specific components should be at least 6.5. The College will comply with the relevant and current Home Office legislation.

Student Visas

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.
14. All taught full-time international applicants are invited to an interview day (via a suitable digital platform) to discern their suitability for the course.
15. Distance Learning Students do not need a visa as they will not be attending the College.

¹ https://www.baptist.org.uk/Groups/267225/DBS_Checks.aspx

Disabilities or Learning Support Needs

16. 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

17. 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.
18. 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.
19. 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.
20. 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.