



Admissions Protocol for the Professional Certificate in Ministerial Formation

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Amendment History

Version	Revision Summary	Date Approved	Author
014/24	Added right to study paragraph as Ed amendment	4/3/24 by Gov Group	Admissions Committee



Admissions Protocol for the Professional Certificate in Ministerial Formation

1. This protocol provides guidance for admission to the Spurgeon's College validated Professional Certificate in Ministerial Formation.
2. Admissions to this programme is the responsibility of the Admissions Department.
3. Students are admitted to the Professional Certificate in Ministerial Formation based on their suitability for ministerial and chaplaincy training (see Appendix A for the five criteria for ministerial training) in addition to the standard academic qualifications. All qualifying ministerial and chaplaincy applicants are invited to an interview day for a series of interviews to discern their suitability for the course.
4. The minimum academic qualification for admission to the Professional Certificate in Ministerial Formation for Baptist Union students is a validated HE Diploma in Theology.
5. The minimum academic qualification for students from other denominations, networks or independent churches is a level 4 Certificate in Theology and substantial experience in ministry.
6. Alternatively, in exceptional circumstances students may be considered for the course if they have undertaken and completed a lay training programme.
7. All ministerial and chaplaincy students need to satisfactorily complete an Enhanced DBS check through the College under the umbrella of the Baptist Union of Great Britain (BUGB) and complete levels 2 and 3 training of Safeguarding Children and Adults at Risk.
8. 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.
9. All students need to supply evidence that they are lawfully in the UK and entitled to study here over the full duration of their course. Applicants

wishing to follow a distance learning programme of study are exempt from this requirement.

Accredited Prior Certificated Learning (APCL)

10. APCL may be considered in accordance with the College's Accreditation of Prior Learning Policy.

English Language Qualifications

11. Applicants who are non-UK citizens or non-native speakers will be required to meet specific English language requirements as laid out by UKVI in order to be able to study at Spurgeon's College. This has to be a Secure English Test (SELT). If an IELTS is provided the result has to be 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

12. Student visas are not available for this course.

Right to Study

13. All students are required to prove they have the right to study within the UK, in line with the latest UKVI requirements.

Disabilities or Specific Learning Needs

14. Applicants are strongly encouraged to disclose any disabilities, health issues (whether physical or mental), or specific learning needs 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

15. The College considers all applicants fairly and effectively against the published entry requirements and in line with its policies and 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 Head 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 the final stage of the College appeals process.
- 18. 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 or chaplaincy 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.