



Protocol for the Matriculation of Candidates for University of Manchester Master's Degrees

1. This protocol pertains to entry onto:
 - Master's degrees, pursued as a full-time or part-time candidate
 - Postgraduate Diplomas
 - Postgraduate CertificatesIt does not pertain to admittance to Doctoral schemes.
2. Admission to these programmes is as detailed in the current Course Documents for the courses, which are approved by the University of Manchester. The present protocol provides some more detailed guidance.
3. Applicants to the Master of Theology programme will normally be graduates in Theology or Religious Studies with at least a second class honours degree from an approved institution.
4. All applicants are interviewed by at least two members of the academic staff. The decision of the interviewing panel is final. Irrespective of a person's qualifications, Spurgeon's College will need to satisfy itself that a candidate has achieved the necessary academic standard to complete the programme satisfactorily. All applicants will also be assessed on the basis of written work submitted at application.
5. To access placement based vocational training through the Professional Ministry and Practice Units, a prospective student will, in the judgment of the panel, meet the basic criteria set out set out in Appendix A.
6. Applicants to the Master of Arts in Christian Thought and Practice programme (which is conceived for those whose first degree is not in the area of Theology) will hold at least a second class honours degree in any other subject from an approved institution.

Applicants who do not meet the above criteria may be considered on the basis of substantial relevant experience. The final decision will rest with the Admissions Committee. Candidates seeking entry on this basis are required to submit full details of their previous work experience, including relevant references. When scrutinising a candidate's previous experience the Admissions Committee will consider the following:

- whether the candidate has accumulated sufficient experience to prepare himself/herself for the course of study;
- whether the candidate's experience is relevant to the scheme of study;
- whether the candidate is prepared appropriately compared to a candidate matriculating on the basis of existing academic qualifications;
- the candidate's English (or other) language ability.

7. Original documents such as degrees and diplomas will be viewed by an appropriate member of staff, normally the Admissions Tutor, and any copies signed as authentic.
8. Where deemed appropriate, candidates will be asked to undertake a written entry test or examination.
9. Places will not be offered to applicants who are not British Citizens and who do not supply evidence that they are lawfully in the United Kingdom and entitled to study here.

To applicants who are citizens of non-EEA countries, an offer of a place will only be made subject to careful verification of the following:

- Level of written and spoken English
- Existing qualifications
- Motivation to follow the course and to return to the applicant's country of origin once the course has finished.

The offer of a place only becomes unconditional once a Confirmation of Acceptance for Studies (CAS) is issued. A CAS will be issued on receipt of the following:

- Signed contract
- Deposit of at least £2,500
- Evidence that the applicant is able to meet the UK government's immigration requirements regarding proof of funds.

10. It is a requirement that an applicant's English is good enough to enable success in classroom situations as well as on the course as a whole. Where there is any doubt about English ability the applicant will be required to sit an IELTS (academic) test. The score required for applicants for master's courses is an average of 7.0; the scores for the reading and writing must be 7.0. In the case of overseas applicants the current requirements of the UK Home Office must be fully adhered to.
11. In addition to the requirements stated above, for admission to the MTh pathways Applied Theology or Preaching applicants need to have a minimum of two years' experience in Christian ministry, irrespective of denominational allegiances, and to have completed the normal training for that ministry at least two years prior to the start of the course.
12. Applicants need to disclose any disabilities or learning difficulties which might influence their studies. The College commits to supporting such students as best as possible. Where appropriate, it is advisable that students apply for Disability Student Allowance early to enable support to be in place before they begin their studies.

Appeals Procedure.

1. When an application has been declined the prospective student may appeal the decision according to the following guidelines:
 - (a). The appeal must be sent to the College in writing within fifteen working days of the original decision being communicated;
 - (b). The appeal must clearly outline the reasons for the appeal;

(c). The only reasonable basis for an appeal will relate to procedure. Appeals which challenge the academic judgement or the Admissions Protocols of the College will not be deemed sufficient grounds to reconsider a previous decision (see QAA Quality Code section B2, indicator3, pages 10,11).

2. On receiving an appeal which meets the requirements outlined in section 1, 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 candidate within two weeks of the appeal request being received;
 - (b). If the prospective student wishes to further appeal 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 pass to the Principal, whose decision will be final.
 - (d). At any stage the candidate may appeal directly to the Principal whose decision will be final.

‘Appendix A’ sets out the five criteria for ministerial training.

1. 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.

2. Spirituality

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

3. Character

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

4. Relationships

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

5. Leadership

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

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