

ST AUGUSTINE'S
COLLEGE OF THEOLOGY

St Augustine's College of Theology / Common Awards

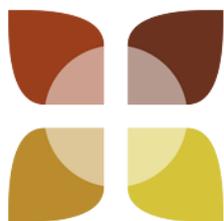
Admissions Policy

Key contacts (2020-21):

Alan Gregory, Principal (a.gregory@staugustinescollege.ac.uk)

Guido de Graaff, Programme Director (g.degraaff@staugustinescollege.ac.uk)

1. Admissions decisions will be made by the Director of Studies (Programme Director) in consultation with the Principal (or their acting substitutes). Where applicable, St Augustine's College of Theology may consult staff from diocesan teams responsible for the delivery of the relevant programme, in line with the Service Level Agreement in place.
2. The Management Committee (or 'Board of Studies') shall monitor the admissions processes and may issue guidance on such processes.
3. Standard entry qualifications permitting admission to the programmes are:
 - a) for postgraduate awards, either a 2:1 degree (or other equivalent level 6 qualification, e.g. a Graduate Diploma) including a substantial element of theology and/or ministry; or a 2:2 degree in any subject and an additional qualification at level 5 or above in theology and/or ministry at 2:1 standard or equivalent; or a 2:1 degree in any subject and an additional qualification at level 4 or above in theology and/or ministry;
 - b) for the Graduate Diploma, a Diploma of Higher Education or equivalent in theology and/or ministry, or a 2:1 degree in any subject;
 - c) for the BA, 3 A levels at grade E or above, or equivalent or higher qualifications;
 - d) for the Diploma of Higher Education or Certificate of Higher Education, 2 A levels at grade E or above, or equivalent or higher qualifications.
4. Applicants for a postgraduate award who do not meet the standard entry qualifications (e.g. a 2:2 degree in theology and/or ministry and no other HE qualification) may be conditionally admitted based on their ministerial merit and potential (see para. 8). Such admission will be conditional upon satisfactory completion of the first module in the postgraduate programme to a standard that demonstrates potential to complete a postgraduate qualification.
5. Applicants for an undergraduate award, especially mature applicants, who do not meet the standard entry qualifications may be admitted to the Certificate of Higher Education if St Augustine's College of Theology believes they are capable of undertaking these awards, and allowed to progress from these to higher awards if their performance in



ST AUGUSTINE'S
COLLEGE OF THEOLOGY

them is satisfactory. Likewise other students admitted to lower awards may be permitted to progress to higher awards if their performance in the lower awards has been satisfactory. For these purposes, performance at the equivalent of 2:2 level will generally be regarded as the necessary threshold for progression.

6. Potential applicants whose first language is not English may be asked to provide evidence of English Language ability. St Augustine's College of Theology may require evidence that would be acceptable to Durham University, as detailed in its current regulations (see Common Awards Programme Specifications - <https://www.dur.ac.uk/common.awards/programmes/>). Tests in English language are undertaken at the potential applicant's own expense.
7. Admissions decisions are based as appropriate on previous qualifications, evidence from church selection processes, sample work, interview and references.
8. Admissions decisions are made on the basis of merit and potential. This may include not just merit and potential with regard to the academic award *per se*, but also with regard to the contribution that an applicant can make to and the benefit they may gain from the learning community at St Augustine's College of Theology.
9. In making admissions decisions, St Augustine's College of Theology staff shall take every care in accordance with the Equality Act 2010 to avoid unlawful or unjust discrimination.
10. Before an offer is finalised, at least one reference will be taken up, except in the case of those who have been recommended for training for ordained or licensed ministry who therefore come with the commendation of their diocese (or equivalent in other denominations).
11. The reasons for all admissions decisions, and supporting evidence as appropriate, shall be recorded and held by St Augustine's College of Theology, and made available to Durham University on request.
12. Admissions may be made conditional on the candidate subsequently gaining the sponsorship of their diocese for ministerial training (or equivalent in other denominations).
13. If an applicant is found to have provided false or misleading information (whether in formal application processes or in other ways), this is sufficient grounds for refusing admission or withdrawing offers already made.
14. Feedback on admissions decisions is given on request only.
15. If an applicant has a complaint following the provision of feedback and is unable to resolve this informally, a formal complaint may be made. Formal complaints should be

submitted in writing to St Augustine's College of Theology. A complaint is defined as a specific concern related to a procedural error, irregularity or mal-administration in the admissions procedures or policies. A written response shall be given to the complaint within one month of its receipt.

16. Appeals, defined as a request by an unsuccessful applicant for a formal review of the outcome of an admissions decision, will not be considered.
17. Applicants will not be discriminated against in any further application should they request feedback, or make a complaint under these policies and procedures.
18. St Augustine's College of Theology, in consultation with partner dioceses (where applicable), may close admissions to any programme when it believes it has recruited to its capacity. However it must ensure that fair treatment is given to all who have applied prior to the closure of admissions. This may include taking into account (in addition to merit and potential, as in section 8 above) factors such as when the application for admission was made, when the applicant made themselves available for interview, and when the applicant would be in a position to confirm acceptance of their place.
19. If further places become available following closure of admissions, St Augustine's College of Theology shall either offer those places to those who had previously applied (ensuring they are all treated fairly), or reopen a fair admissions process.