



# Admissions Protocols (Master of Theology)

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| <b>Document Title</b>           | Admissions Protocols (Master of Theology)    |
| <b>Approved by</b>              | Management Committee                         |
| <b>Date Approved</b>            | 02/02/2023                                   |
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| <b>Staff Member Responsible</b> | Director of Postgraduate Studies             |
| <b>Related Policies</b>         | Admissions Policy<br>Fitness to Study Policy |

## Amendment History

| <b>Revision Summary</b> | <b>Date Approved</b> | <b>Author</b> |
|-------------------------|----------------------|---------------|
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## **Irish Baptist College**

### **Admissions Protocols (Master of Theology)**

1. This protocol provides detailed guidance for admission to the Irish Baptist College Master's Degree Programme.
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 to the Postgraduate Certificate in Theology, on successful completion of which they may be admitted to the Postgraduate Diploma or the MTh.
3. Accreditation of Prior Certificated Learning (APCL) or Prior Experiential Learning (APEL) may be considered up to a maximum of 90 credits of the MTh programme. A maximum of 7 years will apply between award and consideration of APL.
4. All students need to supply evidence that they are lawfully in the UK and entitled to study here.

### **English Language Qualifications**

5. Non-UK applicants will be required to meet specific English language requirements to the level of 7 IELTS 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**

6. Non-UK 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.

### **Disabilities or Learning Support Needs**

7. 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**

8. 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 Chair of the Admissions Committee. To request feedback, applicants should contact the Registrar.

9. 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.
10. 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.
11. Candidates whose appeal is refused by the Principal have the right to appeal to the Northern Ireland Public Services Ombudsman (NIPSO).