



# Admissions Protocols for the Bachelor of Divinity (Hons), Bachelor of Theology (Hons) and their Intermediate Awards

<b>Document Title</b>	Admissions Protocol (BD, BTh and their Intermediate Awards)
<b>Approved by</b>	Management Committee
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<b>Staff Member Responsible</b>	Director of Training
<b>Related Policies</b>	Admissions Policy Fitness to Study Policy

## Amendment History

Revision Summary	Date Approved	Author

## **Irish Baptist College**

### **Admissions Protocols (BD, BTh and their Intermediate Awards)**

1. This protocol provides detailed guidance for admission to IBC validated undergraduate programmes.
2. Admissions to all undergraduate programmes are the responsibility of the Admissions Committee.
3. Students are admitted to all undergraduate programmes on the basis of academic qualifications and/or necessary relevant experience.
4. All qualifying applicants for undergraduate programmes are invited for interview to discern their suitability for the intended course of study. Students intending to follow a ministerial route must receive a satisfactory reference from their home church.
5. The minimum academic qualification for admission to the BD (Hons) and BTh (Hons) is two A Levels at C grade or higher (or equivalent).
6. The minimum academic qualification for admission to the Certificate of Higher Education in Theology is three GCSE passes (Grades A-C or equivalent).
7. The minimum academic qualification for admission to the Foundation Degree in Theology or the Diploma in Higher Education in Theology is the Certificate of Higher Education in Theology.
8. The minimum academic qualification for admission to the Graduate Diploma/Certificate is a prior degree in a subject other than theology together with evidence at interview to demonstrate their aptitude for Level 6 study.
9. All successful applicants for undergraduate programmes are required to undergo an Access NI check.
10. The College will not normally admit anyone under the age of 18. Any exceptional case will be referred to the Admissions Committee.
11. All students need to supply evidence that they are lawfully in the UK and entitled to study here.

### **Advanced Prior Certificated Learning (APCL)**

12. BTh—Students may be admitted with up to 240 credits in Theology from another institution, including no more than 30 at Level 6.
13. BD—Students may be admitted with up to 240 credits in Theology from another institution, including no more than 30 at Level 6. Students must also satisfy language expectations in relation to the level of entry.
14. A maximum of 10 years will apply between award and consideration of APL.
15. No APCL will be recognised for the Graduate Diploma/Certificate.

## **English Language Qualifications**

16. Non-UK applicants will be required to meet specific English language requirements to the level of 6.5 IELTS 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**

17. 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.
18. All taught full-time international applicants are invited to an interview (via a suitable digital platform) to discern their suitability for the course.

## **Disabilities or Learning Support Needs**

19. 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**

20. 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.
21. 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.
22. 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.
23. Candidates whose appeal is refused by the Principal have the right to appeal to the Northern Ireland Public Services Ombudsman (NIPSO).