Nazarene Theological College
ADMISSIONS POLICY AND ENTRY REQUIREMENTS

1   Introduction
Nazarene Theological College is committed to providing a professional admissions service to all those who apply to begin a course of study. This is guided by the following principles:

- A commitment to transparency – Information provided, whether on a website or in a prospectus, will be clear and accurate such that all prospective students have the details and guidance they need to make informed decisions.

- A commitment to fairness – The Schwartz report (2004) defines a fair admissions policy as one that provides 'equal opportunity for all individuals, regardless of background, to gain admission to a course suited to their ability and aspirations.' Fairness will involve using both academic and non-academic selection criteria to judge whether a prospective student can successfully complete the course.

- A commitment to widening participation – Within the Schwartz report it is recognized that, while prior educational attainment is an important indicator of success, it may not reveal true potential. Thus it states that, 'it is fair and appropriate to consider contextual factors as well as formal educational achievement, given the variation in learners' opportunities and circumstances.'

The processes and procedures for admission seek to reflect these principles, both at undergraduate and postgraduate levels. This Policy is underpinned by NTC's vision and values, which are articulated in full in the College's Vision and Values Statement.

2   English Language
Teaching, assessment and student support will normally take place in English. All applicants must therefore demonstrate English language proficiency in speaking, writing, reading and listening. This will be assessed through the admissions process. International students for whom English is not a first language will be required to achieve an IELTS (or equivalent) level of 6.0 (Undergraduate), 6.5 (Taught Postgraduate), or 7.0 (Research) in order to be admitted or to demonstrate proficiency in another manner (ie a first degree taken in an English-speaking country). A full list of accepted English language tests and scores can be on the final pages of this policy in Appendix 1.

3   Standard Entry Requirements
Applications will be assessed against academic and non-academic selection criteria specific to the course of study for which an application has been made. Applicants are advised to check information on course specific entry requirements which are published on the college website at www.nazarene.ac.uk. The general minimum institutional requirements are:

a) Undergraduate Degree Courses:
    A minimum of two 'A' level or one 'T' level passes, and three passes at C or above in the General Certificate of Secondary Education, or equivalent alternative qualifications (Level 3) .

b) Taught Postgraduate Degree Courses:
    A relevant undergraduate degree at a minimum level of 2.2 (Lower second class) Honours, or equivalent, to be considered for admission.

c) Research Degree Level Courses:
    A relevant Master's degree level qualification or its equivalent, normally at Merit level (3.5 CGPA) or above, with a research component, in a relevant discipline, and preferably an undergraduate degree in a relevant subject. Note that the College does not *admit* candidates to research degree programmes, but *recommends* such admission to the University of Manchester. The College will recommend admission of students only where we reasonably expect to be able to provide appropriate specialist supervision and necessary resources for the normal duration of the programme. Students who do not have a clear 'research component' in their Master's level study (a dissertation and/or a research methods unit) will normally be

asked to complete satisfactorily one or more course units at Master's level through the College before proceeding to admission to the research programme.

4   Non-standard Entry Requirements

It is recognised that standard procedures for assessing applications may not always provide an accurate understanding of an applicant's suitability or potential to complete the course of study. In such cases alternative evidence is required. These non-standard entry requirements, together with the process framework for assessment, are followed by all the University of Manchester 'Religions and Theology' partner institutions, including Nazarene Theological College. International students may not be admitted via non-standard admissions routes.

a) Undergraduate Degree Courses:
Prospective students are assessed on a case-by-case basis. They will normally be required to
   I.   Participate in a formal interview,
   II.   Provide satisfactory evidence of their ability to engage in study at degree level, and
   III. Satisfactorily complete a formal piece of written work demonstrating an ability to write coherently and reflectively.
Where there remains doubt regarding an applicant's suitability, they will not be admitted to the degree, but may be admitted to the Certificate programme with opportunity to progress if performing at an appropriate level.

b) Taught Postgraduate Degree Courses:
Prospective students are assessed on a case-by-case basis. They will normally be required to
   I.   Participate in a formal interview (if a student is non-traditional, does not have a first degree in Religions/Theology, or is going to be a visa student),
   II.   Provide evidence of theological reading and engagement at an appropriate level, and
   III. Demonstrate the ability to develop a critical argument.
   IV.   Those who satisfy the assessment process but do not have the required background in theological study (for example, a good qualification in another area of study) will normally be required to complete pre-MA study prior to admission to the MA, or take AS7700 as a first unit.

c) Research Degree Courses:
Students will not be recommended for admission to a Research Degree course without a Master's degree or its equivalent.

5   Additional Entry Requirements

Applicants to the distance learning (videoconference) mode will be required to demonstrate access to reliable broadband provision, and to technology able to support the learning platforms utilized in the programme.

6   Admissions Procedures

The College is committed to providing a professional admissions service to all our applicants.
   I.   Recruitment and admissions activities are carried out in partnership between different parts of the College, in accordance with this Policy. For example:
      a. Undergraduate and Postgraduate Working Groups, reporting to Faculty, are responsible for determining selection criteria and for setting up reliable assessment processes;
      b. Admissions Committees are responsible for academic decisions on individual applicants;
      c. The VP Academic (Quality) is responsible for this Policy and for ensuring it is reviewed to guarantee that the policy best serves our applicants and the College's aims in the light of changing circumstances;
   II.   All staff with designated admissions responsibilities must be familiar with this Policy, and those associated Procedures relevant to their areas of responsibility. The College will provide admissions staff with appropriate guidance, training and support.

      a. The VP Academic (Quality) is responsible for undertaking the policy impact assessment and monitoring the implementation of the policy; Working groups and networks are established to progress specific issues and agendas. In particular, the Undergraduate Working Group reviews recruitment and admissions decisions at UG level; the Postgraduate Working Group reviews

recruitment and admissions decisions at PGT level; the Research Degrees Committee reviews recruitment decisions and admissions recommendations at Research Degree level (note that the University of Manchester makes admission decisions at research degree level: the College's RDC acts as a body that recommends candidates for admission to the University).

7 Information for applicants and enquirers

The College is committed to the provision of accurate and appropriate pre-entry information and support to prospective students in order to ensure that they are enabled to make an informed decision about whether to apply for a course.

We are committed to transparent admissions procedures. We publish selection criteria and processes in relevant recruitment literature (e.g. Prospectus, Publicity brochures) and on our website, at www.nazarene.ac.uk.

We make every effort to ensure that the information we provide is accurate when it is published. We provide printed materials such as the prospectus and subject-specific literature more than 12 months before a course begins. Applicants should therefore refer to the website for the most up-to-date information about course content, selection criteria, processes and financial matters.

8 Applicants who have additional support needs

The College welcomes applications from people with additional support needs. We operate procedures to ensure that these applications will be considered appropriately and that applicants with additional support needs will be provided with appropriate support for the application process and subsequent study. It is the policy of the College to alert the *Learning Support Unit* to students with additional support needs at the earliest possible stage of the admissions process. There may be cases where the College's duty of care to the applicant, to other students, or to the Faculty and Staff, means that admission cannot be offered, where the admissions team does not have confidence that the College can adequately support the needs of the applicant. Further information is available from the Learning Support Unit at NTC.

9 Applicants seeking deferred entry

Applications for deferred entry are assessed against the same entry requirements and considered equally to other applications up to the point of confirmation. Deferred entry is normally granted for one year only and 2 years at the maximum, at the discretion of admissions staff. Applicants whose first language is not English and who are required to present English Language qualifications should ensure that the test results will be valid on the date of registration.

10 Admissions decisions

Applications are assessed and the places offered on the basis of the academic and professional judgment of suitable qualified staff. A response will normally be available within ten working days of the receipt of application. This may be a decision on the application, information regarding the next stage in the admissions process (e.g. invitation to attend an interview) or explanation of the admissions process and the likely time-scale of what will happen next.

11 Other requirements for admission

Criminal records check: For some courses, the College requires applicants to pass a criminal records check carried out by the Disclosure and Barring Service (and/or similar police check in their home country as their studies will necessitate interaction with children and/or vulnerable adults. Applicants will be advised if these or any other conditions apply when an offer of a place is made**.**

The College has a duty to ensure the safety of its student and staff community, and that of other people with whom students interact as part of their course of study. The application process requires applicants to disclose relevant unspent criminal convictions. For courses where studies necessitate interaction with children and/or vulnerable adults, applicants must declare all criminal convictions.

12 Student visa

The UK government operates a points based immigration system for all overseas (non-UK) students. Applicants who are not a British citizen, or a citizen of one of the European Economic Area (EEA) countries, will need a visa to study in the UK. See https://www.gov.uk/government/organisations/uk-visas-and-immigration for more information.

13 Admissions Routes

All postgraduate applications and all applications for part-time study are made directly to the College: applications forms are available on the College's web site. The primary route for admissions to full-time undergraduate degree

courses will be made through UCAS (Universities and Colleges Admissions Service), though late applications (after January 15) may also be made directly to the College (application forms will be available on the College's web site).

14   Fees and funding

There is an expectation that students will have sufficient funds to pay tuition fees and living expenses during their period of study, and applicants are asked to give details of their funding arrangements at the point of application. The College charges different levels of tuition fees depending on whether a student is classified as Home/EU or International. Funding constraints may determine the eligibility of an applicant to be considered for a particular course. The number of available places for students paying home fees is subject to external funding constraints. Applicants are bound by the College's Terms and Conditions on the payment of fees and the consequences of non-payment.

Sponsored students should be aware that should their sponsor fail to pay the required fees, the applicant will become responsible for payment. Further information about fees and funding can be found on the College's web site.

15   Feedback, appeals and complaints

The College aims to consider all applications fairly and effectively in line with our procedures. We 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 admissions staff. To request feedback, applicants should contact the admissions staff for their chosen course.

If applicants are dissatisfied with the outcome or treatment of their application, the concerns should be raised firstly with the Admissions staff for the course for which the application was made. Where the concerns remain, applicants are advised to lodge a formal appeal or complaint with the NTC Appeals Committee.

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Appendix 1: Acceptable English Language Tests and required entry scores per programme

English Requirements for PhD admission

POSTGRADUATE Research ENGLISH LANGUAGE TEST REQUIREMENTS			
Provider of Test	**Approved English language test**	**Minimum Overall score required**	**Minimum Sub-Test (Listening, Reading, Speaking, Writing) score requirement**
IELTS SELT Consortium	Academic IELTS test	C1: 7.0	6.5 in each sub-test
Language Cert	LanguageCert International ESOL SELT C1 (Listening, Reading, Writing, Speaking)	C1	33 in each sub-test
Pearson	PTE Academic	C1	61 in each sub-test
Trinity College London	Integrated Skills in English III (ISEII)	C1	pass in each sub-test
ETS	TOEFL iBT Test and iBT at Home Test	C1: 92	Reading 21; Speaking 21; Listening 21; Writing 22
CAE Test Centre	Cambridge Assessment English C1 Advanced	C1:185	176 in each sub-test

English Requirements for MA admission

POSTGRADUATE Taught ENGLISH LANGUAGE TEST REQUIREMENTS			
Provider of Test	**Approved English language test**	**Minimum Overall score required**	**Minimum Sub-Test (Listening, Reading, Speaking, Writing) score requirement**
IELTS SELT Consortium	Academic IELTS test	C1: 6.5	6.5 in writing

Language Cert	LanguageCert International ESOL SELT C1 (Listening, Reading, Writing, Speaking)	C1	33 in each sub-test
Pearson	PTE Academic	C1	61 in each sub-test
Trinity College London	Integrated Skills in English III (ISEII)	C1	Pass in each sub-test
ETS	TOEFL iBT Test and iBT at Home Test	C1: 88	Reading 19; Speaking 20; Listening 18; Writing 20
CAE Test Centre	Cambridge Assessment English C1 Advanced	C1:176	169 in each sub-test

English Requirements for Undergraduate admission

UNDERGRADUATE ENGLISH LANGUAGE TEST REQUIREMENTS			
Provider of Test	**Approved English language test**	**Minimum Overall score required**	**Minimum Sub-Test (Listening, Reading, Speaking, Writing) score requirement**
IELTS SELT Consortium	Academic IELTS all applicants	B2: 6.0	6.0 in listening, speaking, reading and writing
Language Cert	LanguageCert International ESOL SELT B2 (Listening, Reading, Writing, Speaking) all applicants	B2	37 in each sub-test
Pearson	PTE Academic all applicants	B2	59 in each sub-test
Trinity College London	Integrated Skills in English II (ISEII) all applicants	B2	merit in each sub-test

ETS	TOEFL iBT Test and iBT at Home Test all applicants	B2:72	Reading 18; Speaking 20; Listening 17; Writing 17
CAE	Cambridge Assessment English C1 Advanced all applicants	B2:169	169 in each sub-test