



LUTHER KING HOUSE EDUCATIONAL TRUST POLICY AND PROCEDURES: COMMON AWARDS ADMISSIONS POLICY

Luther King House (LKH) is committed to providing a professional admissions service to all those who apply to begin a course of study. The principles for admission to our undergraduate and postgraduate programmes are:

- 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.’

We value diversity and we welcome applications from all students, irrespective of background. All selection for admission takes place without regard to sex, marital status, race, ethnic origin, colour, sexual orientation, social background or other irrelevant discrimination. Applications for students with disabilities are considered on exactly the same grounds as those for other candidates.

Students are selected according to a process of matching ability, aptitude and motivation with the demands of the programme. In this way LKH seeks to ensure that students complete their studies successfully. Decisions on admissions are based solely on the individual merits of each candidate and their suitability for the course they have applied to study (bearing in mind any requirements laid down by any professional body, or the requirements of their sponsoring church or denomination), and are assessed by the application of the entry criteria appropriate to the desired course of study.

Responsibility for all decisions regarding admission to a programme of study lies with the Principals of the constituent colleges and the President of Luther King House.

Application Processes

Prospective students apply to one of the constituent colleges of LKH. Those who apply to one of our denominational colleges in order to train for a recognised ministry within their denomination undergo specific selection processes which are outside of the remit of this policy. Once accepted for formational training, their eligibility and suitability for admission to a particular programme of

academic study will be assessed and a decision made on the basis of their needs and their ability to meet the entry criteria for that programme. This decision will be made by the student's College Principal in consultation with the relevant Programme Leader.

Prospective students seeking admission to LKH to complete a programme of academic study without seeking to train for a recognised ministry will apply to study through our Open College. The following process takes place:

1. A decision as to a student's suitability for study on a particular programme will be based on a combination of the student's completed application form, an interview, references, and any additional academic work or documentation requested to demonstrate their aptitude for study at that level.
2. Applicants should complete an application form from the LKH website for their desired programme of study. Receipt of all fully completed applications will be confirmed by email within 5 working days. Incomplete applications cannot be processed and are likely to delay the admissions process.
3. Undergraduate application forms will be considered by the Principal of our Open College, or a delegated representative. Postgraduate application forms will be considered by the programme leader of the postgraduate programme, or a delegated representative.
4. Applications will be assessed against the entry criteria for the relevant programme, as specified below. Unless it is immediately clear that an applicant cannot satisfy these criteria, the applicant will be invited to an interview. Interviews will normally be conducted in person, but may be conducted by Skype or alternative media if appropriate. The interview will follow a standard pattern of issues and questions to be addressed, and those attending an interview in person will also be offered a tour of the site.
5. Following the interview, an applicant will be notified in writing, by email, of the outcome of the interview, normally within 5 working days. At this stage, any offers will usually be conditional on the receipt of satisfactory references, and other conditions may also be attached.
6. Once these conditions have been satisfied, a formal offer letter will be sent to the applicant. Successful applicants will receive the Terms and Conditions and a reply slip included with the offer letter, and the applicant must confirm on the reply slip that they have received, read and accept the offer letter and Terms and Conditions. The Registry Office will confirm receipt of the student's reply slip by email within 5 working days.
7. Where in the judgement of the College there is uncertainty as to the applicant's suitability for a particular academic programme, they may either not be offered a place, or, at the discretion of the College, they may be offered a place on a lower award with the possibility of transferring to a higher award subject to satisfactory progress. Applicants should note that admission to a higher award is not guaranteed by passing the lower award.
8. If an application is unsuccessful, the applicant will be notified of this in writing, with a brief explanation as to the reasons for this, together with guidance for applying again in the future, where appropriate, or suggestions of alternative courses which may be more suited to their needs. Applicants may contact the college to request further informal feedback within 20 working days of being notified that an application has been unsuccessful. Requests for feedback will normally be acknowledged within 5 working days, and further feedback will normally be provided within 20 working days, in person, by phone or in writing, at the discretion of the LKH staff member concerned.
9. Should an applicant wish to defer their offer, they can indicate this on the reply slip, and the offer will be valid for one academic year. Students taking up a deferred place will be liable to pay the fees in place for their deferred year of enrolment.

Information for Prospective Students

Detailed information about each programme of study and the individual modules on offer are available through the LKH academic website and Moodle site. Prospective students will be informed at the earliest opportunity of any significant changes made to the programme to which they have been or are to be admitted.

Following receipt of confirmation of their acceptance of a place on a course, prospective students will be sent an induction pack during the summer, in preparation for starting their course in September.

Disability Support

LKH seeks to provide equality of opportunity to all our students, through a flexible and inclusive approach to teaching which minimises barriers to learning and takes individual needs into account. Candidates should inform LKH as early as possible during the admissions process of any medical conditions, specific learning difficulties or other special educational needs they are aware of which may affect their studies. This information will not be used in determining whether to offer the candidate a place, but to ensure that the College has adequate opportunity to make preparations and any adjustments necessary for the candidate. This can sometimes take several months if external support is involved.

Entry Criteria

There are standard entry requirements for all programmes, and these can be seen in Appendix 1.

Though there will be many students who fulfil the standard entry requirements, it is recognised that there will be others who do not. Applications are welcome from such students. LKH is committed to widening access and participation and will consider for study those who may not have recognised academic qualifications but who can demonstrate an ability to study at HE level and a strong motivation to do so.

Where an applicant does not meet the standard academic entry criteria, consideration may be given to previous learning, professional qualifications, life skills, work experience, references and potential, depending on the programme of study applied for. In such cases, the College may want to see evidence of the ability to work at the level applied for, e.g. through the satisfactory completion of an academic assignment given by the College or the completion of a taster module. An applicant may be admitted to a lower level award at the outset.

Students requiring a Tier 4 visa to study on one of our programmes will also be required to meet all current UK Visa and Immigration (UKVI) regulations pertaining to Tier 4 visa applications.

Admissions Records

LKH is required to report admissions data to the Office for Students. Those making application decisions will keep a record of their decisions together with supporting information. If a student is not registered by the start date of their offered programme, the admissions file will be retained for 24 months, and destroyed after that period. Applications of registered students are held for the duration of their period of study.

Admissions Policy Monitoring and Review

The admissions policy and procedures are reviewed annually, in the light of records of decisions made, advice and guidance from Durham University and other external advice regarding best practice.

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Appendix 1: Entry Requirements

Programme	Entry Requirements	Language Requirements*	Maximum APL permitted
Foundation Award in Theology, Ministry and Mission (V60444)	<p>Flexible entry, depending on experience, employment and education.</p> <p>Normally a minimum of one A-level or equivalent.</p> <p>However, for mature students, relevant work experience may be considered in lieu of formal academic qualifications.</p>	IELTS 6.5 (with no component under 6.0) or equivalent	None permitted
Certificate of Higher Education in Theology, Ministry and Mission (V60446)	<p>Flexible entry, depending on experience, employment and education.</p> <p>Normally a minimum of one A-level or equivalent.</p> <p>However, for mature students, relevant work experience may be considered in lieu of formal academic qualifications.</p>	IELTS 6.5 (with no component under 6.0) or equivalent	40 credits
Diploma of Higher Education in Theology, Ministry and Mission (V60447)	<p>Flexible entry, depending on experience, employment and education.</p> <p>Normally a minimum of two A-levels or equivalent.</p> <p>However, for mature students, relevant work experience may be considered in lieu of formal academic qualifications.</p>	IELTS 6.5 or equivalent	80 credits
BA in Theology, Ministry and Mission (V604)	<p>Normally a minimum of three A-levels or equivalent.</p> <p>Mature students with significant relevant work experience who do not meet the above entry requirement may be admitted to the programme after successfully completing <i>either</i> a specified selection of at least 20 credits of undergraduate level 4 modules on an “audit” basis (without formal admission to an undergraduate programme), with an average mark of 40 or above, <i>or</i> a specified 20 credit BA taster module, again with a mark of 40 or above, as advised by the admitting College Principal. If a <i>taster</i> module is successfully completed, the mark and credit can contribute towards the first year of the degree programme. Graduates in other subjects may enter the BA programme.</p> <p>Students who have completed successfully the Common Awards Diploma in Theology, Ministry and Mission may be admitted to Level 6 of the BA programme.</p>	IELTS 6.5 or equivalent	120 credits

<p>Postgraduate Certificate in Theology, Ministry and Mission (V60414)</p>	<p>Normally an upper second class Honours degree or equivalent in a subject relevant to the proposed course of study.</p> <p>Normally students will need a good degree (or other Level 6 qualification, such as a Graduate Diploma) in theology.</p> <p>Graduates (classed as first-class or 2:1 Honours) in other disciplines with experience of Theology or Religious Studies to at least FHEQ Level 4 (undergraduate Certificate level, awarded with credit or distinction, or with an overall mark of at least 60%) may also be admitted to the programme.</p> <p>However, especially for mature students, prior professional experience will be taken into account as well as educational qualifications.</p> <p>Given its professional development orientation, students are likely to be preparing for a ministerial or related vocation or be actively engaged in such a profession.</p>	<p>IELTS 7.0 or equivalent</p>	<p>20 credits</p>
<p>Postgraduate Diploma in Theology, Ministry and Mission (V60412)</p>	<p>Normally an upper second class Honours degree or equivalent in a subject relevant to the proposed course of study.</p> <p>Normally students will need a good degree (or other Level 6 qualification, such as a Graduate Diploma) in theology.</p> <p>Graduates (classed as first-class or 2:1 Honours) in other disciplines with experience of Theology or Religious Studies to at least FHEQ Level 4 (undergraduate Certificate level, awarded with credit or distinction, or with an overall mark of at least 60%) may also be admitted to the programme.</p> <p>Graduates (classed as first-class or 2:1 Honours) in other disciplines without a qualification in Theology or Religious Studies at level 4 or above may also be admitted to the programme after completing <i>either</i> a specified, tailored selection of our undergraduate modules on an “audit” basis (without formal admission to the undergraduate programme), with an average mark of 60 or above, <i>or</i> a specified M-level taster module, with a mark of 50 or above, as advised by the MA programme leader or their deputy. If a <i>taster</i> module is successfully completed, the mark and credit can contribute towards the programme.</p>	<p>IELTS 7.0 or equivalent</p>	<p>40 credits</p>

	Given its professional development orientation, students are likely to be preparing for a ministerial or related vocation or be actively engaged in such a profession.		
MA in Theology, Ministry and Mission (V60407)	<p>Normally an upper second class Honours degree or equivalent in a subject relevant to the proposed course of study.</p> <p>Normally students will need a good degree (or other Level 6 qualification, such as a Graduate Diploma) in theology.</p> <p>Graduates (classed as first-class or 2:1 Honours) in other disciplines with experience of Theology or Religious Studies to at least FHEQ Level 4 (undergraduate Certificate level, awarded with credit or distinction, or with an overall mark of at least 60%) may also be admitted to the programme. Graduates (classed as first-class or 2:1 Honours) in other disciplines without a qualification in Theology or Religious Studies at level 4 or above may also be admitted to the programme after completing <i>either</i> a specified, tailored selection of our undergraduate modules on an “audit” basis (without formal admission to the undergraduate programme), with an average mark of 60 or above, <i>or</i> a specified M-level taster module, with a mark of 50 or above, as advised by the MA programme leader or their deputy. If a <i>taster</i> module is successfully completed, the mark and credit can contribute towards the programme.</p> <p>Given its professional development orientation, students are likely to be preparing for a ministerial or related vocation or be actively engaged in such a profession.</p>	IELTS 7.0 or equivalent	60 credits

**Students for whom English is not their first language*