

**APPLICATION FOR ADMISSION TO**

**COMMON AWARDS PROGRAMMES**

**APPLICATION CHECKLIST**

*All applications and supporting documentation should be submitted to the Registry Office at Luther King Centre. Please include this checklist as the coversheet.*

***Items for students to include:***

 [ ]  Academic transcripts and/or certificates of past study (if applicable)

[ ]  Evidence of professional qualifications (if applicable)

[ ]  Personal Statement

[ ]  Copy of ID *(passport &/or visa preferred)*

[ ]  Copy of IELTS test results *(non-native English speakers only)*

***Items for Luther King Centre to supply:***

[ ]  Two written references

[ ]  Legible copy of details page of passport, taken by an authorised member of Registry staff and witnessed by them to be a true copy

[ ]  Legible copy of all applicant qualifications mentioned on application form, taken by an authorised member of Registry staff and witnessed by them to be a true copy

[ ]  Legible copy of IELTS test results, taken by an authorised member of Registry staff and witnessed by them to be a true copy *(non-native English speakers only)*

**APPLICATION FOR ADMISSION TO**

**LUTHER KING CENTRE OPEN COLLEGE**

**COMMON AWARDS PROGRAMMES**

*This form aims to gather relevant information from the wide range of applicants who wish to study on our common awards programme. For Undergraduate applications, you may have left formal education at 16 or you may already have a degree – don’t be put off applying. For Postgraduate taught applications, you are likely to have a degree in Theology already but we will consider applications from those who hold a Higher Education Certificate in Theology or a related subject, or who have relevant practical experience. We welcome applications from all who might benefit from studying theology, ministry and mission at Luther King Centre. Please complete all sections as fully as possible. You may complete it electronically or in hard copy.*

*If you have any difficulty completing any of the sections in this form, please do not hesitate to contact Registry for help (**learning@lutherking.ac.uk**). We will gladly assist you in ensuring that your application is complete and accurate.*

**SECTION 1: PERSONAL DETAILS**

|  |  |
| --- | --- |
| Title |  |
| First Name(s) |  |
| Middle Name(s) |  |
| The name you prefer to use  |  |
| Surname |  |
| Gender *(optional)* |  |
| Denomination *(optional)* |  |
| Date of Birth (dd/mm/yyyy) |  |
| AddressPostcode |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Home Phone |  | Mobile  |  |
| Email |  |

**SECTION 2: EMERGENCY CONTACT/NEXT OF KIN**

|  |  |
| --- | --- |
| Name of contact |  |
| Relationship to you |  |
| Address |  |
| Telephone number |  |
| Email address |  |

# SECTION 3: NATIONALITY

***ALL*** *applicants should normally present a passport at interview as proof of identity.* ***Non UK*** *applicants should provide a signed, self-certified copy of their current passport with their application.*

|  |  |
| --- | --- |
| Nationality |  |
| Do you require a Tier 4 visa? | **YES / NO** \*Delete as appropriate |
| Country of permanent residence |  |
| Country of birth |  |
| Passport Number |  |

Residential Status (please tick only one)

|  |  |
| --- | --- |
| UK national |  |
| EU national  |  |
| European Economic Area (EEA) national or Swiss national |  |
| Overseas/Other – please specify:  |  |
| Indefinite Leave to enter/remain in UK, or right of abode |  |
| Refugee |  |
| Humanitarian Protection or Discretionary Leave including family members |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have you been permanently resident in the UK for the last 3 years for other than educational reasons?  | Yes |  | No |  |

* Regardless of your nationality, if you have NOT been permanently resident in the UK for the past three years, your reply should be ‘No’.
* If you are a non-UK national and have been permanently resident in the UK for the past three years BUT were here for the main purpose of studying, your reply should be ‘No’.
* If you are a non-UK national and have been permanently resident in the UK for the past three years but were NOT here for the main purpose of studying, your reply should be ‘Yes’.

|  |  |
| --- | --- |
| Current UK visa status if applicable |  |

*Students who are not UK citizens normally require a visa to study in the UK. This is a separate application process that will be initiated by Luther King Centre upon condition of acceptance.*

***International students (non-UK nationals)*** *are required to supply a copy of their passport details page, and their visa page if appropriate, and self-certify that this is a true copy of the original.*

**SECTION 4: ENGLISH LANGUAGE PROFICIENCY**

Studying theology demands a good knowledge of the English language, which most students educated in the UK will meet.

|  |  |
| --- | --- |
| What is or are your first language(s)? |  |

If English is not your first language, we may need additional evidence of your English language ability, before or following your interview.

English Language requirements for those needing student visas:

**If you require a visa to study in the UK**, the English language proficiency requirements are as follows:

* **Foundation, Certificate, Diploma, BA**: Students should have achieved a score of 6.5 in an academic IELTS examination, or equivalent.
* **Postgraduate Certificate, Postgraduate Diploma, MA**: Students should have achieved a score of 7.0 in an academic IELTS examination, or equivalent.

Further guidance on English language proficiency requirements for students can be found in Durham University’s [Common Awards Entry Requirements](https://www.durham.ac.uk/departments/academic/common-awards/policies-processes/admissions/entry-requirements/).

**If you will need a student visa, please provide ‘Academic IELTS’ examination results or equivalent below and include copies of any certificates with your application.** *Please note that TOEFL results are* ***not*** *accepted.*

|  |  |  |  |
| --- | --- | --- | --- |
| *Dates*  | *Institution* | *Examination taken**(e.g. Academic IELTS)* | *Results/Score obtained* |
| *From* | *To* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**SECTION 5: COURSE OF STUDY**

Please tick **one** option from the list below:

|  |  |
| --- | --- |
|  | Foundation Award in Theology, Ministry & Mission (60 credits) |
| **UNDERGRADUATE** |
|  | Certificate of Higher Education in Theology, Ministry & Mission (120 credits) |
|  | Diploma of Higher Education in Theology, Ministry & Mission (240 credits) |
|  | BA (Hons) in Theology, Ministry & Mission (360 credits) |
|  | BA (Hons) in Theology, Ministry & Mission: Community Work (360 credits) |
| **POSTGRADUATE TAUGHT (THEOLOGY, MINISTRY & MISSION)** |
|  | Postgraduate Certificate in Theology, Ministry & Mission (60 credits) |
|  | Postgraduate Diploma in Theology, Ministry & Mission (120 credits) |
|  | MA in Theology, Ministry & Mission (180 credits) |
| **POSTGRADUATE TAUGHT (CHAPLAINCY STUDIES)** |
|  | Postgraduate Certificate in Chaplaincy Studies (60 credits) |
|  | Postgraduate Diploma in Chaplaincy Studies (120 credits) |
|  | MA in Chaplaincy Studies (180 credits) |

**PROPOSED ATTENDANCE (PLEASE TICK ONE OPTION)**

|  |  |
| --- | --- |
| Full-time |  |
| Part-time |  |
| Weekend Part-time (Undergraduate courses only) |  |

**PROPOSED YEAR OF ENTRY ………………………………………………………………….**

(All courses start in September)

# SECTION 6: PRIOR STUDY & QUALIFICATIONS

# QUALIFICATIONS COMPLETED

***\*Important:*** *Please provide copies of all relevant**certificates and/or transcripts of results with your application, where available. If your application is successful, you may be asked to provide the originals.*

 **Secondary/Further Education:** Give details of any courses undertaken, e.g. O-Levels, GCSEs, HNCs, A-levels, etc. Please list in chronological order, starting with the earliest date.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Dates (mm/yy)**From - To* | *Institution* | *Course/ Qualification name* | *Date* | *Subject* | *Results* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

*To add another row, click on the bottom rightmost cell and hit ‘tab’.*

**Higher Education Qualifications**

|  |  |
| --- | --- |
| Yes |  |
| No |  |

Do you have a degree or other Higher Education qualification?

Please list in chronological order, starting with the earliest date:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Dates From – To (mm/yy)* | *Name of institution* | *Subject* | *Title of Degree*  | *Class (or GPA)* | *Date Awarded/ Expected* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

*To add another row, click on the bottom rightmost cell and hit ‘tab’.*

**For applicants to Postgraduate programmes**

Please give details of your highest academic qualifications AND any qualifications in Theology.Please list in chronological order, starting with the earliest date.

|  |  |  |  |
| --- | --- | --- | --- |
| *Dates (mm/yy)**From - To* | *Place of Study/Validating Institution (including country if outside of the UK)* | *Qualification (name and type)* | *Results* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*To add another row, click on the bottom rightmost cell and hit ‘tab’.*

**IT proficiency:** Most of the assessment and administration of the Common Awards, and some of the teaching, is conducted electronically. Please indicate your level of proficiency in the following areas by placing an x in either column:

|  |  |  |
| --- | --- | --- |
|  | *Comfortable* | *Not comfortable* |
| Internet |  |  |
| Word processing programme (e.g. MS Word) |  |  |
| Email  |  |  |

**SECTION 7: EMPLOYMENT AND/OR CONTEXT**

|  |  |
| --- | --- |
| Yes |  |
| No |  |

Are you currently employed?

If you have answered ‘Yes’ please supply details below.

|  |  |
| --- | --- |
| Organisation name |  |
| Job title |  |
| Date appointed (dd/mm/yyyy) |  |
| Current responsibilities |  |

Please give details of a Church, Voluntary, Family or Work Context which will provide your contextual focus for study. For example, in year 1 of the undergraduate programme you may need to share a Bible study with a small group. Where will you have an opportunity for putting your learning into practice for this and your other modules? If you are applying for the postgraduate Chaplaincy Studies Programme, please give details of your current chaplaincy context, or any placements you hope to engage in.

|  |
| --- |
|  |

**SECTION 8: PERSONAL STATEMENT**

Tell us, in 500-1000 words, your reasons for wishing to do this course, and submit it with this form, either at the end of the form or as a separate document. **Your application cannot be processed without its inclusion.**

Please ensure your statement includes the following information:

* Your church tradition and denominational background
* Your church, community group or work context in which you will be applying your theological learning and reflection; and your role in that context
* What enthuses you about this particular course, and any theological interests you have which you hope to explore through the course
* If you do not have a recent formal qualification in theology, please indicate any relevant reading or informal study that you have undertaken
* What relevant experience you may have had (if any) in church, chaplaincy, or community groups.

**Please tick this box to confirm you have included your statement with your application [ ]**

**SECTION 9: FINANCIAL DETAILS**

All applicants are required to ensure that they will be able to make arrangements to pay their tuition fees. Students who satisfy the government criteria (<https://www.gov.uk/student-finance/who-qualifies>) may apply for a student loan from Student Finance England, Scotland, Wales or Ireland. If you wish to fund your studies via a student loan, it is **your** responsibility to check and confirm your eligibility with the relevant body. We recommend you do this as early as possible.

Please state below how you will fund your studies.

|  |
| --- |
|  |

**If you are applying for a student loan** from Student Finance England/Wales/Scotland/Ireland to fund your tuition fees for your studies, please answer the following questions:

1. Do you already have a university degree qualification from the UK or abroad?

**YES / NO**

1. Have you previously **registered** on any UK course(s) at level 4 or above, even if you did not gain a qualification (e.g. have you previously started a degree course, a HNC, HND, Level 4 or 5 NVQ or BTec, etc.)?

**YES / NO**

**If YES**, please give details here of any course(s) which you have not already noted earlier in Section 6 of this form about your “Prior Study & Qualifications”:

|  |  |  |  |
| --- | --- | --- | --- |
| Date of First Enrolment | Final Date of Registration | Institution | Course Name, Subject and Level  |
|  |  |  |  |
|  |  |  |  |

# SECTION 10: LEARNING SUPPORT (Optional)

*Completion of the following section is optional. Disclosing this information does not impact the admissions decision.* ***This information is requested so that we can assess your needs and help you access any appropriate additional funding and support should your application be successful.*** *The information you provide below is special category personal data. If you do not want to provide it, leave this section blank. Providing information in this section indicates that you have given your consent for us to process the data in accordance with our data protection policy.*

Have you been diagnosed with a specific learning difficulty (SpLD), disability, or medical condition for which you may need additional support?

|  |  |
| --- | --- |
| Yes (please specify) |  |
| No |  |

If you have a relevant diagnostic report, please attach it to your application.

Do you think you may have a specific learning difficulty (SpLD), disability, or medical condition for which you may need additional support but which has not been diagnosed?

|  |  |
| --- | --- |
| Yes (please specify) |  |
| No |  |

# If you have answered ‘yes’, please discuss this with your interviewer and/or the Academic Registrar at the earliest opportunity. This enables us to put any additional appropriate support in place for you as soon as possible, to help you get the most from your studies.

*.*

# SECTION 11: ACCREDITATION OF PRIOR (CERTIFICATED/EXPERIENTIAL) LEARNING (AP(C/E)L)

**Please only complete this section if you want to apply for APL.**

APL is the award of credits on the basis of demonstrated learning that has occurred at some time in the past. It stands for Accreditation of Prior Learning. APL credits can be awarded on the basis of formally certificated learning (APCL) or experiential, uncertificated learning (APEL). A maximum of 120 credits for Undergraduate applicants, or 60 credits for Postgraduate applicants, can be considered for APL. A maximum time limit of 5 years applies between the original award and consideration of APL. For APCL to be awarded, you will need to demonstrate that the learning outcomes and credit values of your previous certificated course(s) map on to the learning outcomes of equivalent modules on the LKC programme. For APEL to be awarded, you will need to demonstrate through a portfolio of evidence that your prior experiential learning is broadly equivalent to the learning outcomes that would be assessed through the relevant course unit(s) on the programme.

To formally request APL, you will need to complete an APL request form, and to supply evidence to show how you have met the learning outcomes of the module(s) you wish to be exempted from, for consideration by the programme committee, and the Durham University Common Awards Team.

For APCL you will need to supply your transcript, previous course syllabus and module outlines.

For APEL, you will need to supply a portfolio of evidence of your prior experiential learning.

For more information, see the separate and the Durham University Common Awards APL guidance: <https://www.durham.ac.uk/departments/academic/common-awards/policies-processes/admissions/> and the LKC APL policy on our website.

**If you wish to apply for APL, please give brief details here of any APL you wish to request, including details of your prior learning and the number of credits you are seeking APL for.** Please also note here any supporting documentation you have provided with this application form as evidence of your prior learning. Supporting documents can be supplied with this application form or during or after your interview but APL cannot be awarded without them. Further details or documentation may be requested from you at any stage of the APL request and approval process, as appropriate.

|  |
| --- |
|  |

# SECTION 12: REFEREES

*Please give below the names and addresses of people to whom we may apply for information about your suitability for the proposed course of study. Please ensure that one of your referees can speak to your academic ability, while the other should be a context-based referee. We normally contact referees by* ***email****, so please include email addresses wherever possible. Please indicate in the space provided how you know the referee.*

*If any referee knows you by a different surname, please give details.*

**Referee One Referee Two**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Name |  |
| Address |  | Address |  |
| Postcode |  | Postcode |  |
| Phone number |  | Phone number |  |
| Email address |  | Email address |  |
| Relationship to applicant |  | Relationship to applicant |  |

# SECTION 13: FURTHER INFORMATION

How did you hear about Luther King Centre? *Tick all that apply.*

|  |  |  |  |
| --- | --- | --- | --- |
| Luther King Centre website |  | Paper publicity |  |
| Internet search |  | Church Colleague |  |
| Former LKC student |  | Social Media |  |
| Other (please specify): |

**SECTION 14: DECLARATION**

*I certify that the above information (and any further accompanying information) is correct, and I understand that Luther King Centre for Theology and Ministry may take reasonable steps to verify this information (e.g. by obtaining proof of qualifications). I understand that LKC will process and retain the personal information contained on this form, including any information about disabilities, for purposes connected with my application, my health and safety while on the premises, and institutional analysis.*

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(If you are completing this form electronically, your typed name will be accepted in place of a signature.)

***You have the right under the Data Protection Act to a copy of information held about you (the right of ‘subject access’). You can obtain this information by writing to the Data Protection Officer, Luther King Centre for Theology and Mission. You may also view a copy of our*** [***Data Use policy here***](https://uploads-ssl.webflow.com/6009f2201e06f9429c7eca36/6193c5de93982fb796319df8_Data%20Use-%2021.11.16.pdf)***.***

*You have the right to use the LKC complaints procedure should you have a complaint about the way an application for a validated programme has been processed.*

When completed, please return this form, together with **all supporting documents and your personal statement (Section 8)** to the Registry Office at Luther King Centre. Enclosing all your documentation will enable us to progress your application swiftly, but please send us a covering note if there is anything you can’t supply.

**Registry Office learning@lutherking.ac.uk**

**Luther King Centre**

**Brighton Grove 0161 249 2504**

**Rusholme**

**Manchester www.lutherking.ac.uk**

**M14 5JP**

This application is available in other formats, if required.



**EQUAL OPPORTUNITIES MONITORING FORM**

We are an equal opportunities organisation. The aim of our policy is to ensure that no applicant, employee or student receives less favourable treatment because of age, disability, gender, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

Our selection criteria and procedures are frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities and that no applicant, employee or student is disadvantaged by provisions, criteria or practices which cannot be shown to be justified.

To help ensure that this policy is fully and fairly implemented and monitored, we ask you to provide the information requested below.

We are required to forward information about applicants to the awarding bodies of our degree programmes and to certain government agencies, including the Higher Education Statistics Agency (HESA), during and after their courses. Further details about HESA, including their data protection policy, can be found at [www.hesa.ac.uk](http://www.hesa.ac.uk).

**I would describe my gender as:**

**[ ]** Male **[ ]** Female **[ ]** Non-binary **[ ]** Prefer not to say

Prefer to self describe:- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I would describe my ethnic group as:-** *(please mark one box only)*

|  |  |  |
| --- | --- | --- |
| Code | Description |  |
| 10 | White | **[ ]**  |
| 15 | Gypsy or traveller | **[ ]**  |
| 21 | Black or Black British - Caribbean | **[ ]**  |
| 22 | Black or Black British – African | **[ ]**  |
| 29 | Other Black background | **[ ]**  |
| 31 | Asian or Asian British – Indian | **[ ]**  |
| 32 | Asian or Asian British – Pakistani | **[ ]**  |
| 33 | Asian or Asian British – Bangladeshi | **[ ]**  |
| 34 | Chinese | **[ ]**  |
| 39 | Other Asian background | **[ ]**  |
| 41 | Mixed – White and Black Caribbean | **[ ]**  |
| 42 | Mixed – White and Black African | **[ ]**  |
| 43 | Mixed – White and Asian | **[ ]**  |
| 49 | Other mixed background | **[ ]**  |
| 50 | Arab | **[ ]**  |
| 80 | Other ethnic background | **[ ]**  |
| 90 | Not known | **[ ]**  |
| 98 | Prefer not to say | **[ ]**  |