

Edinburgh Theological Seminary Admissions Policy

1. Introduction

This policy is intended to provide an overarching framework for ETS admissions policies and procedures.

This policy applies to the admission of all categories of students to accredited programmes of under-and postgraduate study at ETS.

ETS is committed to fair, transparent and consistent admissions practices.

ETS is committed to equality in education. Students are selected on the basis of their individual merits, abilities and aptitudes.

ETS seeks to attract a wide range of applicants from different social, cultural and educational backgrounds who can demonstrate the academic ability, the vocational motivation and the skills required to succeed in their chosen studies.

ETS aims to offer clear advice and guidance to prospective applicants to enable them to make informed choices and to apply to programmes appropriate to their interests, academic qualifications and vocation.

Admission is subject to the availability of places.

This policy and associated procedures comply with relevant legislation and meet the expectation of the Revised QAA Code of Practice on Admissions, Recruitment and Widening Access

2. Roles and responsibilities

The Seminary Senate is responsible for approving admissions practices and policies.

The Seminary Senate is responsible for ensuring that policies and procedures regarding student recruitment and admissions are operated fairly and consistently, and in line with the Seminary's strategic aims and objectives and relevant legislation.

The Seminary Senate is responsible for setting entry requirements for their programmes.

Admissions decisions are made by at least two members of the Seminary Senate who are appropriately qualified and experienced and operate in line with agreed admission policies.

3. Selection

For all programmes, the selection process will take into account:

- Achieved and pending academic qualifications
- The academic context in which qualifications have been achieved

- An applicant's stated interest, commitment and motivation for study
- Where relevant, work or other non-academic experience
- Academic and/or professional references
- Where required, an applicant's performance at interview
- Where required, an applicant's sample of written work
- Where required, an applicant's research proposal
- An applicant's English language proficiency.

Each application will be considered on an individual basis by at least two members of Senate working to agreed admission policies.

Admissions decisions will be communicated to applicants in an appropriate and timely manner. Any conditions attached to an offer of a place will be clear and specific.

In some cases where the Seminary is unable to make an offer for an applicant's programme choice, an offer for an alternative programme may be made.

4. Disabled applicants

Applications from disabled students will be assessed against the Seminary's entry requirements on the same basis as any other application, and will be subject to the same selection process. Any support needs or adjustments which are required will be considered separately, after the admissions decision has been taken.

The *Policy and Procedure for Applicants with Disclosed Disabilities* establishes the process by which applications from individuals with disclosed disabilities are handled by the Seminary.

5. Undergraduate admissions

Applications to all undergraduate degree programmes, full-time or part-time should be made directly to the Seminary using the relevant application form.

Applications for deferred entry will be considered on a case-by-case basis.

6. Postgraduate admissions

Applications to all postgraduate degree programmes, full-time or part-time should be made directly to the Seminary using the relevant application form.

Academic and non-academic entry criteria for postgraduate programmes will be described in programme pages on the ETS website and in the print brochures and prospectuses.

Applicants to postgraduate degree programmes are normally expected to hold an undergraduate degree in a discipline relevant to the subject or nature of the programme to which they are applying, or to be in the final year of such an undergraduate degree programme.

In some cases, relevant work experience may be accepted in lieu of formal academic qualifications.

Offers to postgraduate research programmes will only be made when the Seminary can offer satisfactory research supervision in the area of the applicant's intended research.

The Seminary's detailed arrangements for the admission of postgraduate students are covered by the *ETS Postgraduate Admissions Policy*.

7. Feedback

Unsuccessful applicants can reasonably expect to receive feedback on their application on request.

The Secretary will liaise with the two members of Senate who formed the interview panel in order to provide feedback.

Whilst the Seminary aims to provide informative feedback that is helpful to applicants, it may not always be possible to provide highly specific or tailored advice.

8. Complaints and appeals

Should an applicant wish to raise concern about or question the Seminary's decision or the way in which an application has been handled, the Seminary's *Policy and Procedure for Admissions Feedback, Appeals and Complaints* should be followed.

9. Related policies

The ETS General Admissions Policy is underpinned by a number of other policies and procedures offering specific guidance on aspects of the process or for specific kinds of applicant:

- *ETS Policy and Procedure for the Recognition of Prior Learning for Admissions*
- *ETS Policy Regarding English Language Entry Requirements*

10. Monitoring and review

This policy will be reviewed annually by the Senate and revised in light of changes in legislation and Seminary regulations and strategic objectives.

Last revised August 2019