Postgraduate Admissions Policy

1. Purpose

1.1   To set out policy governing the admission of postgraduate students to Edinburgh Theological Seminary.

1.2   The postgraduate admissions policy sits within the ETS General Admissions Policy.

2. Principles

2.1   The Seminary aims to admit students with the academic potential, motivation and aptitude to succeed on its postgraduate programmes.

2.2   The Seminary is committed to fair, transparent and consistent admissions practices which meet best practice standards within the higher education sector. 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.

2.3   The Seminary welcomes applications from all students with the potential to succeed, regardless of their background.

3. Scope

3.1   This policy applies to applications for postgraduate taught and postgraduate research programmes made directly to the Seminary. Edinburgh Theological Seminary offers three Master of Theology degrees: an MTh (by research) and an MTh in Scottish Church History and Theology (by taught courses), and an MTh in Missiology (by taught courses).

4. Application processes

4.1   The Seminary will ensure that prospective postgraduate students have access to accurate information and advice to enable them to make an informed choice about opportunities for postgraduate study. 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.

- Programme outline
- Entry and selection criteria
- References required
- Deadline for applications (if applicable)
- Tuition fees and any other programme costs

4.2   You are welcome to make initial contact with Heather Watson, Seminary Secretary and Admissions Officer, should you wish to do so.

She may be contacted by e-mail (offices@ets.ac.uk), by post (Edinburgh Theological Seminary, The Mound, Edinburgh, EH1 2LS, Scotland (U.K), or by telephone ((00 44) 0131 226 5286).

More particular enquiries about application and admission to the Master of Theology degree, and other matters relating to the administration of the degree should be addressed to the Director of Postgraduate Studies, Dr Alistair Wilson.

He may be contacted by e-mail (awilson@ets.ac.uk), by post (Edinburgh Theological Seminary, The Mound, Edinburgh, EH1 2LS, Scotland (U.K), or by telephone ((00 44) 0131 226 5286).

4.3   Applications can be made for:

- entry to the current year (postgraduate research programmes and postgraduate taught programmes with a January intake)
- entry in the next academic year
- deferred entry to the year beyond

4.4   Application Forms for a place on the MTh are available online:
- https://www.ets.ac.uk/admissions/application-forms/.

4.5   Besides entering on the Application Form a succinct title for their proposed research topic, applicants for the MTh (by research) **must also provide a one-page outline (approximately 500 words) of the proposed area of research**. This will not be regarded as binding in detail, but it should be carefully thought out and well considered, with a well-defined focus on a specific research question.

4.6   Your application will be dealt with by the Director of Postgraduate Studies, the Principal and the Seminary Secretary.

4.7   Before the application can be considered, the Director of Postgraduate Studies and the proposed Supervisor must be satisfied that the necessary resources are available, and that the proposed scheme of work is capable of being pursued to the level and extent appropriate to a higher degree within the specified time-limits.

4.8   Two references will be required for postgraduate admission, one of which must be an academic reference.

4.9   The application form may be submitted at any time of year and should preferably reach the Director of Postgraduate Studies at least two months prior to the proposed date of commencing studies at the Seminary.

4.10   Applicants who require a visa to study in the UK should ensure that they have sufficient time to apply for a visa once an admissions decision has been made. An applicant who has not obtained the required visa in time will not be permitted to join the programme, and will have to defer to the next available start date for that programme. The applicant will also be required to meet all minimum entry requirements for the new entry date, including the currency of English language qualifications.

4.11   Applicants will normally be interviewed by Admissions Staff comprising two members of the Seminary Senate, usually the Director of Postgraduate Studies and the Principal or proposed supervisor, who will then make a decision on the application. If necessary, because of distance or the candidate's inability to meet travel costs, a telephone/Skype call will be made by the Director of Postgraduate Studies, the Principal and proposed Supervisor before the Senate decision is made.

5.   Entry Requirements

5.1   The normal standard of admission is the degree of Bachelor of Theology of Edinburgh Theological Seminary (at an appropriate high level), an equivalent degree of another institution, or a qualification deemed by the Senate to provide equivalent evidence of research potential. **This should be supported by the reports of the candidate's academic referees who will be contacted by the Admissions Officer in all cases.**

5.2   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.

5.3   Candidates must also submit a transcript of their academic record with their application form. Award of a place will not be confirmed until the transcript of the academic record has been received. Where verification of the transcript is requested after interview, the student will be required to use UK NARIC (https://www.naric.org.uk), the designated United Kingdom national agency for the recognition and comparison of international qualifications and skills. It performs this official function on behalf of the UK Government. Any costs incurred will be borne by the applicant and are non-refundable.

6.   English language requirements

6.1   For applicants whose first language is not English, the Seminary sets a minimum English Language proficiency level.

International English Language Testing System (IELTS) Academic module (not General Training):

- overall score 6.5
- no sub-test less than 6.0

This should be seen as a **minimum** standard; an IELTS score of 7.0 is a much more secure basis for the research and writing necessary for postgraduate work.

Pre-sessional courses. The Seminary accepts evidence of the required language level from the English for Academic Study Unit Pre-sessional courses at the University of Glasgow, or the equivalent.

7.   Students who declare a disability

7.1   The Seminary is fully committed to the principle that disabled students have an equal right to the benefits of higher education. Disabled applicants will be evaluated for admission by the same criteria as other applicants.

7.2   As is the policy with all applications, disabled applicants will be interviewed by representatives of the Seminary Senate, and in coming to a decision the Senate will focus not only on academic qualifications (the main criterion), but also on the applicant's levels of motivation and on his/her suitability for specific ETS programmes. The interview will also give disabled applicants an opportunity to visit the Seminary and assess its facilities, and to discuss support requirements. However, the decision whether or not to offer a place on a Seminary programme will be made on the basis of normal entry criteria. Requirements arising from disability will be addressed separately, and will normally have no bearing on the question of admission.

8.   Application turnaround times

8.1   The Seminary will aim to screen applications within 10 working days of receipt, and to make a decision within a further 28 days. Each application is then considered on its own merits in competition with all other eligible applications for the same programme.

8.2   Applicants who have been requested to submit additional information will be encouraged to supply the information or to indicate when it will become available, (e.g. in the case of degree transcripts), within 28 days. Where an applicant has informed the Seminary that the information will not be available within 28 days, an appropriate extension will be agreed, where possible.

9.   Acceptance of Offer

9.1   Applicants are required to reply to offers within 28 days of an offer being made, after which point the application may be rejected by default. If there is a reason why the applicant cannot reply within this timescale, he or she should contact the ETS Office and an extension may be agreed. Where an applicant applies later in the application cycle, it may not be possible to allow 28 days for a response to an offer, if for example, this would not give the applicant sufficient time to enrol ahead of the start of the programme. In such cases, applicants will be advised of how long they have to respond.

10.   Deferred Entry

10.1   An applicant who has received an offer of a place to study on a postgraduate programme at the Seminary may request that the offer be deferred to the intake after the one they were originally offered entry to.

10.2   Requests for deferred entry will be considered on a case by case basis.

11.   Appeals and Complaints

11.1   Information on appeals and complaints may be found in the *ETS Policy and Procedure for Admissions Feedback Appeals and Complaints*

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