



EDINBURGH
THEOLOGICAL SEMINARY

Undergraduate Admissions Policy

1. Purpose

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

1.2 The undergraduate 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 undergraduate 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 undergraduate programmes made directly to the Seminary. Edinburgh Theological Seminary offers one undergraduate programme: Bachelor of Theology.

4. Application processes

4.1 The Seminary will ensure that prospective undergraduate students have access to accurate information and advice to enable them to make an informed choice about opportunities for undergraduate study. Academic and non-academic entry criteria for the B.Th programme will be described 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 (UK), or by telephone ((00 44) 0131 226 5286).

More particular enquiries about application and admission to the Bachelor of Theology, and other matters relating to the administration of the degree should be addressed to the Programme Director, Principal Iver Martin.

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

4.3 Applications can be made for:

- entry to the current year (normally in September)
- entry in the next academic year
- deferred entry to the year beyond

4.4 Application Forms for a place on the BTh are available online:

- <https://www.ets.ac.uk/admissions/application-forms/>.

4.6 Your application will be dealt with by Seminary Secretary and Admissions Staff from the Seminary Senate.

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

4.9 UK/EU applications: normally, we expect all applications to be in before July 31.

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, normally May 31. 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 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 interview call will be made before the Senate decision is made.

5. Entry Requirements

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

5.2 The Senate will take into account not only conventional academic qualifications, but also vocational or professional experience, completion of appropriate access courses and possession of the Seminary's own Certificate in Theology or Diploma in Christian Studies.

5.3 In coming to a decision in accepting a student, 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. This should be supported by the reports of the candidate's referees who will be contacted by the Admissions Officer in all cases.

5.4 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.

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 the B.Th 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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