

# Admissions Policy



EST. 1948

**MOORLANDS  
COLLEGE**

The College's functions of recruitment, selection and admissions are informed by the College's Mission Statement:<sup>1</sup> *Moorlands College exists to equip people, passionate about Jesus Christ, to impact the church and the world.* These functions support the College as it aims for the highest standards in delivering courses that are biblically-based, academically rigorous and culturally relevant grounding everything in practice to facilitate effective service in today's world creating a supportive community which promotes spiritual, personal and relational maturity.

## **1 OBJECTIVE**

This document specifies the principles and processes used for considering applications to study at Moorlands College, linking them with the QAA code of practice on recruitment, selection and admission.<sup>2</sup>

## **2 PRINCIPLES**

The College recognises its responsibility to provide equality of opportunity to all potential students during the enquiry, and to follow a fair, transparent and professional recruitment and selection process.<sup>3</sup>

- 2.1 No member, or prospective member, of the College community will be subjected to unlawful discrimination on any ground.
- 2.2 The College is committed to the elimination of all kinds of unlawful discrimination. It will ensure that all applicants are treated fairly by showing appropriate sensitivity to individual differences. It will also ensure that decisions about recruitment, selection and admission at all levels are based solely on objective academic and non-academic criteria that have been made available to applicants.<sup>4</sup>
- 2.3 The College will ensure that staff involved with admissions are aware of the issues affecting fair treatment of potential students and applicants.<sup>5</sup>
- 2.4 The College will ensure that policies and procedures related to admissions and enrolment are regularly reviewed to ensure they continue to support the College mission and strategic objectives and that they remain current and valid in the light of ever changing circumstances.

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<sup>1</sup> QAA Quality Code, B2 Indicator 1.

<sup>2</sup> QAA Quality Code, Chapter B2 Expectation.

<sup>3</sup> QAA Quality Code, B2 Expectation.

<sup>4</sup> QAA Quality Code, B2 Indicator 6.

<sup>5</sup> QAA Quality Code, B2 Indicator 2.

The College will also ensure that staff involved with recruitment and admissions, are competent to undertake their role and kept up to date with changing circumstances both external and internal.<sup>6</sup>

2.5 The College will seek to promote and develop diversity of its student body by:

- i. treating each applicant on his/her own merit;
- ii. identifying student potential as well as acknowledging past academic and other achievements;
- iii. ensuring that all publicity campaigns and material, correspondence and application forms reflect the diversity of the student population and potential application group, avoiding inappropriate images or descriptions of the student body or College life.

### **3 MARKETING AND PROMOTION**

3.1 Information contained in prospectuses, website, leaflets or brochures will be available pre-application. Taken in aggregate this information should be comprehensive and will cover the following areas:<sup>7</sup>

- courses offered, details of course structures, duration, mode of attendance and end qualifications;
- the nature of the College, its purpose, aims and objectives;
- the cost of application procedures;
- academic entry requirements, including any specific proficiency for a particular course;
- details of tuition and other fees and payment arrangements where these have been determined in advance of publication of materials;
- accommodation available on and off campus;
- the cost of accommodation;
- advice on sources of financial assistance (internal and external);
- institutional policies on equal opportunities;
- methods of application;
- information on local culture and social activities;
- Open Days;
- learning disability advisers;
- issues for international applicants.

3.2 The following additional information is made available at the point of offer:

- terms and conditions of the Student-College Contract;
- academic and other support services available;
- College Life Handbook;
- relevant Programme Handbook;
- relevant Campus Handbook;

The Admissions Manager ensures that any important or surprising terms, rules or regulations are made known to the applicant in order for them to make an informed choice to study.

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<sup>6</sup> QAA Quality Code, B2 Indicators 2, 4.

<sup>7</sup> QAA Quality Code, B2 Indicator 5. All information can be found on Moorlands College Website

The following additional information is made available pre-arrival:

- recommended reading lists;
- accommodation booking form;
- orientation information.

- 3.3 Promotional material should not contain unfair or misleading statements about other institutions.
- 3.4 College staff should follow the basic principle of responsible recruitment. All staff involved in the recruitment process should work closely together to ensure they are fully aware of the information that should be made available to applicants.<sup>8</sup>
- 3.5 The College will respond to all enquiries as quickly as possible and normally no later than 2 working days up to a maximum of 5 working days, after receipt of an enquiry.

#### **4 APPLICATION PROCESSES**

Recruitment, selection and admissions processes are managed by the Admissions Manager, who is trained in all aspects of this policy and admissions procedures, under the oversight of the Vice-Principal (Quality).

- 4.1 All applicants should use the appropriate online College Application Form, which will be processed by the Admissions Department.
- 4.2 Students wishing to transfer course must complete a Change of Course Form.
- 4.3 Foundation Year students wishing to progress onto Level 4 must complete a Progression Form, and forward it to the Registry.
- 4.4 Where an applicant to MSW is not graduating from the SWYM “Be Transformed” course, after a successful admissions interview, their options regarding management of placements and pastoral support are explained to them by MSW staff.
- 4.5 The Admissions department normally aims to complete initial processing of all applications within 48 hours, although at certain times this may be up to a maximum of 5 working days.
- 4.6 Applicants are required to verify their identity by presenting one of the following documents at interview:
- valid passport;
  - UK or EEA photo-card driving licence
  - EEA member state identity card.
- Applicants who are facilitated to have a DBS check will be required to provide further documents to prove their identity.
- 4.7 Applicants who are interviewed in person must present original documents at interview. Applicants who are interviewed by other means must present a copy of the document prior to

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<sup>8</sup> QAA Quality Code, B2 Indicator 1, Indicator 2, Indicator 8.

offer, which will be conditional on presenting the original in due course, and certainly before enrolment with the University.

- 4.8 Following interview, applicants will normally receive a letter of offer (explicitly stating any conditions) or rejection (with explanation and advice) within 5 working days.<sup>9</sup> Once an applicant has accepted an offer the Admissions department will send a confirmation notice.
- 4.9 The College is currently unable to offer places to candidates from outside of the EEA to any course requiring a Tier 4 visa, i.e., the undergraduate programmes.

## **5 GENERAL SELECTION CRITERIA (ALL PROGRAMMES)**

- 5.1 Entry routes for all programmes of study will include the widest possible range of criteria to enable each applicant's capabilities to be fully assessed. The following factors, in no particular order, will be used when deciding whether to make an offer for a particular course.<sup>10</sup>

### **UK Residents**

- applicant's past performance in public examinations;
- objective assessment of any factors that affected past performance;
- objective assessment of work and/or life experience or skill-based knowledge;
- academic potential;
- applicant's potential to meet specific and general entry requirements;
- ability of applicant to benefit from the proposed course of study;
- applicant's understanding of the course applied for;
- personal characteristics;
- sense of vocation/appropriateness of application, including church involvement;
- satisfactory references
- where the studies involve a placement — satisfactory Disclosure Barring Service check, or Police check from EEA country of residence;
- number of places available;
- ability to meet fees;
- health (fitness to study).

### **English Language Requirements**

The minimum English-language criteria for undergraduate applicants are:

- a GCSE in English (either English Language or English Literature) or grade C or above, or
- a specified English language-based level 3 award at a relevant grade (listed below), or
- an IELTS Academic Certificate with an overall score of 6.0 with at least 6.0 in each of reading and writing (or nationally recognised equivalent to these IELTS scores from a different testing system), and an overall score of 7.0, with not less than 7.0 in either of the writing or reading components for postgraduate applicants.

Acceptable English Language-Based Level 3 Awards: A Levels

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<sup>9</sup> QAA Quality Code, B2 Indicator 8.

<sup>10</sup> QAA Quality Code, B2 Indicator 7.

Ancient History	Anthropology	Citizenship Studies
Classical Civilisation	Classical Studies	Communication and Culture
Creative Writing	Critical Thinking	Divinity
Geography	Global Development	Global Perspectives
Government and Politics	History	History of Art
Humanities	Philosophy	Psychology
Religious Studies	Sociology	Thinking Skills

Other appropriate NVQ and BTEC awards will also be considered.

- 5.2 The effectiveness of these criteria is monitored by the Admissions and Registry Manager, Vice-Principal (Quality) and the Academic Board.<sup>11</sup>
- 5.3 At all times, the minimum College entry requirements must be met.<sup>12</sup>
- 5.4 There will be occasions on which conditional offers are based on non-academic criteria, such as medical health, Disclosure Barring Service clearance, or placement opportunity.
- 5.5 Any significant changes to a programme made between the time of offer and completion of registration will be notified to applicants and the options available will be advised at the earliest opportunity.<sup>13</sup>

## 6 CRITERIA FOR ADMISSION (SPECIFIC PROGRAMMES)

In addition to the general selection criteria of the previous section, the following criteria apply in specific programmes.<sup>14</sup>

### 6.1 Entry to Foundation Year requires:

- five GCSE's including English, or equivalent level 2 qualifications, such as BTEC, NVQ or substantial experience in using all four skills in a workplace or equivalent situation, *and*
- satisfactory references, *and*
- suitable placement.

### 6.2 Entry to Level 4 requires:

Either

- completion of the Foundation Year, *and*
- recommendation by home church or placement church, tutor and placement supervisor

or

- two "A" Levels or equivalent (e.g., (one "A" Level and an appropriate vocational qualification) or National Diploma or equivalent) *and*
- satisfactory references, *and*

<sup>11</sup> QAA Quality Code, B2 Indicator 4.

<sup>12</sup> QAA Quality Code, B2 Indicator 7.

<sup>13</sup> QAA Quality Code, B2 Indicator 9.

<sup>14</sup> QAA Quality Code, B2 Indicator 7.

- evidence of practical work of a standard equivalent to Foundation Year portfolio

or

- adequate life experience with or without appropriate vocational qualifications, *and*
- satisfactory references, *and*
- evidence of practical work of a standard equivalent to Foundation Year portfolio.

### 6.3 **Entry to Level 5 requires:**

Either

- theological study to CertHE level, *and*
- satisfactory references, *and*
- evidence of practical work and personal/spiritual development to a standard equivalent to Module B151-B154

or

- academic study to degree level or higher, *and*
- satisfactory references, *and*
- evidence of practical work and personal/spiritual development to a standard equivalent to Module B151-B154.

### 6.4 **Entry to Level 6 requires:**

- theological study to DipHE level, *and*
- satisfactory references, *and*
- evidence of practical work and personal/spiritual development to a standard equivalent to Modules B251-4 and B256-7.

### 6.5 **Entry to Level 7 (MA Applied Theology) requires:**

- an honours degree or postgraduate diploma or professional qualification recognized as being equivalent to an honours degree in a theological field, *and*
- a capacity to contribute to and benefit from, the study of practice as part of the applicant's continuing professional or vocational development together with current engagement in a professional context, full time, part time, paid or voluntary, *and*
- satisfactory references, *and*
- normally at least two years relevant, graduate-level experience

### 6.6 **Admissions to Studies Involving Placements**

Where the College arranges a placement for an applicant, the College will initiate a check with the Disclosure and Barring Services. Where the placement is arranged by the student, the placement organisation initiates the check, and the student is required to present the report to the College as part of the admissions process (see 5.1 above).

### 6.7 **Admissions with Advanced Standing**

6.7.1 The accreditation of prior experience and learning (APEL) is a standard and important feature of College Admissions and all Admissions staff should seek to keep up to date with developments internally and nationally.<sup>15</sup>

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<sup>15</sup> QAA Quality Code, B2 Indicator 1, B6 Indicator 3.

- 6.7.2 APEL requires a careful assessment of what has been learnt and may involve preparation by the applicants in order for them to demonstrate the learning they feel they have already achieved.

## **7 MATURE APPLICANTS**

Anyone who is 21 at the start of their undergraduate course is eligible for consideration as a mature student. The College recognises that typically such applicants are highly motivated. Many may apply who do not have appropriate qualifications from within the formal education system; therefore APEL (Accreditation of Prior Experience and Learning) may be applicable to meet entry requirements. We would normally expect these applicants to have had at least five years' work experience.

## **8 APPLICANTS WITH DISABILITIES**

The College operates a Policy to seek to ensure equal opportunities and access for people with disabilities.<sup>16</sup>

- 8.1 People with disabilities are not discouraged from applying for places. The College seeks to ensure that those responsible for the recruitment of students do not discriminate, either directly or indirectly against people with disabilities.
- 8.2 Applications from disabled students will be considered against the same criteria as applications from students without a disability for the same course.
- 8.3 The College will discuss with enquirers and applicants potential support facilities available and the College's ability to provide such facilities.<sup>17</sup>
- 8.4 If an applicant discloses a disability, the College will endeavour to offer reasonable and appropriate support as outlined below.
- 8.5 No applicant will be refused a place at the College solely on the grounds of disability before an opportunity has been provided for full consideration of the specific support or facilities required, in consultation with the College's Learning Support Department and the College's Disability Adviser. Any decision by the College to refuse an otherwise qualified candidate a place on the grounds that reasonable adjustments for study cannot be provided by the College will be subject to ratification by the College's Senior Management Team.
- 8.6 Where the content, structure or delivery of the chosen course of study would prevent the applicant from fulfilling a major part of the requirements of the course and where it proves impossible to overcome this difficulty, or where the College is unable to provide suitable staff or facilities to enable the requirements to be met, or where admission of a disabled student would constitute a serious safety hazard which cannot be reasonably overcome, the College may reject the application.<sup>18</sup> If a student is rejected on grounds other than academic, a record of the decision and the reasons for it will be kept by Admissions.<sup>19</sup>

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<sup>16</sup> QAA Quality Code, B2 Indicator 5, Indicator 7; B4 Expectation. See also the College's Disability Policy.

<sup>17</sup> QAA Quality Code, B2, Indicator 5; B4, Indicator 4.

<sup>18</sup> QAA Quality Code, B2, Indicator 7.

<sup>19</sup> QAA Quality Code, B2, Indicator 8.

- 8.7 Disclosure information and documentation regarding an applicant or student's condition will be used exclusively for the purpose of planning and implementing an appropriate support provision by the Disability Adviser in order that the person with a disability may gain the maximum benefit from the educational opportunity at the College. Information relating to an applicant or student's support requirements will only be shared with those College staff directly involved in the planning or the delivery of the support for that person with explicit written consent of the student.

## **9 APPEAL OF OFFER**

This section describes the processes that should normally be followed in the event of an applicant appealing an admissions decision.<sup>20</sup>

- 9.1 Notice of an intention to appeal must be given in writing to the Admissions Manager by the applicant within 10 working days of the date of the letter containing the disputed decision on the application.
- 9.2 A review will be actioned by the Vice-Principal (Quality), who will first consider any additional information provided, not available when the application was first considered.
- 9.3 If the review concludes that any of the following points apply, appropriate action will be taken:
- i. the entry and selection criteria have been met, but the applicant has been rejected by the College;
  - ii. all extenuating circumstances have not been taken into account, but the applicant has been rejected by the College;
  - iii. there has been maladministration by the College in dealing with the application;
  - iv. there has been a breach of College policies in dealing with the application.
- 9.4 The review process must be completed within a reasonable timeframe to enable the applicant to commence studies at the beginning of the appropriate semester, and normally takes no longer than 15 working days.

## **10 REGISTRATION**

On receipt of the applicant's acceptance of offer, the relevant registration fee, and the fulfilment of any conditions of offer, the applicant will be considered registered with the College.

## **11 ORIENTATION**

### **11.1 Contents of orientation**

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<sup>20</sup> QAA Quality Code, B2 Indicator 3.

Orientation includes timetabled opportunities for familiarisation with the library, academic procedures, enrolment with the University of Gloucestershire, registration with a GP, the tutorial system, student council, College ethos, and other College facilities, including Learning Support. For each group of students, there is a combination of formal sessions and individual tutorial support to make sure that the student is properly prepared for their studies.<sup>21</sup>

## 11.2 Timing of orientation

Orientation is particularly important for students who spend a significant proportion of their study time away from the Christchurch campus, and who therefore do not have constant access to College facilities, i.e., Christchurch Placement-Based, Regional Centres and Masters students. For them, induction starts in the first study block of their course.

At Christchurch, there is a dedicated orientation week in the week prior to the start of the autumn term. Residential students arrive on the Monday of that week. The week runs to different lengths at Christchurch for different groups of students, and includes further induction sessions for Placement-Based students:

	New students	Continuing students
Foundation Year	Tuesday-Wednesday	n/a
Level 4 Campus-Based	Tuesday-Friday	Tuesday-Friday
Level 4 Placement-Based	Tuesday-Wednesday	Tuesday-Wednesday
Level 5/6 Campus-Based	Thursday-Friday	Thursday-Friday
Level 5/6 Placement-Based	Thursday	Thursday

The College recognises the utmost importance of the practical foundation offered by a good induction process.

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<sup>21</sup> QAA Quality Code, B2 Indicator 10.

## DOCUMENT HISTORY

22 April 2013	Reviewed for currency of information and format updated.
8 December 2015	Approved by Academic Board: inclusion of mapping against the QAA Quality Code, clarifications.
7 September 2017	Approved by Academic Board: inclusion of material relating to people with disabilities (all material in previous Disability Policy); simplification of wording relating to discrimination.
14 September 2017	Approved by Academic Board: addition of material about ID checks.
09 May 2018	Addition of the following to comply with CMA guidance: section 3.2 clarification for when information is made available to prospective students, and that important or surprising terms are highlighted. Section 4.8 details that a confirmation notice is sent after an offer is accepted. Approved by Academic Board chair's action, confirmed 29 June 2018.
11 September 2018	Approved by Academic Board: removed references to DBS checks, 5.1; added section on DBS checks, 6.6; removed reference to paper application forms, 4.1; changed title from VP (Academic) to VP (Quality) where appropriate.