

**APPLICATION FOR ADMISSION TO**

**ANGLIA RUSKIN POSTGRADUATE DEGREES**

**APPLICATION CHECKLIST**

*All applications and supporting documentation must be submitted to the Director of Studies at your chosen Federation House in digital form.*

|  |  |
| --- | --- |
| Margaret Beaufort Institute of Theology | mbitadm@hermes.cam.ac.uk |
| Wesley House | [admissions@wesley.cam.ac.uk](mailto:admissions@wesley.cam.ac.uk) |
| Westminster College | [admin@westminster.cam.ac.uk](mailto:admin@westminster.cam.ac.uk) |
| Institute for Orthodox Christian Studies | admissions@iocs.cam.ac.uk |

*Please include this checklist as the coversheet.*

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

One passport photograph (digital format, jpg or png, 280 x 336 pixels)

CTF Anglia Ruskin University Postgraduate Application

Academic transcripts and/or certificates of past study

Evidence of professional qualifications (if applicable)

Statistical Information for Admissions form

Two written references (*either include the references with this form or ask your referees to write directly to the chosen Federation House*)

IELTS test results *(non-native English speakers who require a Tier 4 visa)*

OR

TOEFL/Pearson PTE test results *(only valid for non-native English speakers who do not require a Tier 4 visa: Distance Learners and/or UK/EU citizens)*

***Items for House to supply:***

For blended students only: legible copy of details page of passport, taken by an authorised member of House staff and witnessed by them to be a true copy *(overseas applicants must provide an officially notarised copy)*

**APPLICATION FOR ADMISSION TO**

**ANGLIA RUSKIN UNIVERSITY PROGRAMMES**

*This form will be used to assess your suitability for entry to the Anglia Ruskin Postgraduate Programmes offered within the Cambridge Theological Federation.*

*All students must be members of a Federation House. Along with information from interviews, this form will help the House admissions staff advise which programme of study (PGCert, PGDip, or MA) would best suit you, should your application to the House be successful.*

**SECTION 1: PERSONAL INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Title | |  | |
| First Name(s) | |  | |
| Middle Name(s) | |  | |
| The name you prefer to use | |  | |
| Surname | |  | |
| Previous Surname (if different) | |  | |
| Date of Birth (dd/mm/yyyy) | |  | |
| Permanent Address | | Present Address (if different from permanent) | |
|  | |  | |
| Home Phone | (+ ) | Mobile | (+ ) |
| Email 1 |  | Email 2 |  |

Federation House to which you would like to apply:

|  |  |  |  |
| --- | --- | --- | --- |
| Westminster College |  | Wesley House |  |
| Margaret Beaufort Institute of Theology |  | Institute for Orthodox Christian Studies |  |

**SECTION 2: POSTGRADUATE DEGREES**

Mode of study:

|  |  |
| --- | --- |
| Blended Learning |  |
| Distance Learning |  |

If you register for *blended learning*, you will be able to take both distance learning and onsite modules; if you register for *distance learning*, you will only be able to take distance learning modules.

Do you plan to study on a part-time or full-time basis?

|  |  |
| --- | --- |
| Part-time |  |
| Full-time |  |

When do you plan to commence your studies?*Admissions are normally for the Autumn term, but you may apply to commence your studies in the Spring term, starting in January.*

|  |  |
| --- | --- |
| Year | Term |
|  |  |

Postgraduate degree you are applying for:

|  |  |
| --- | --- |
| Postgraduate Certificate in **Pastoral Care and Chaplaincy** (PGCert) |  |
| Postgraduate Diploma in **Pastoral Care and Chaplaincy** (PGDip) |  |
| MA in **Pastoral Care and Chaplaincy** (MA) |  |
| Postgraduate Certificate in **Contemporary** **Ethics** (PGCert) |  |
| Postgraduate Diploma in **Contemporary** **Ethics** (PGDip) |  |
| MA in **Contemporary** **Ethics** (MA) |  |
| Postgraduate Certificate in **Contemporary Faith and Belief** (PGCert) |  |
| Postgraduate Diploma in **Contemporary Faith and Belief** (PGDip) |  |
| MA in **Contemporary Faith and Belief** (MA) |  |
| Postgraduate Certificate in **Spirituality** (PGCert) |  |
| Postgraduate Diploma in **Spirituality** (PGDip) |  |
| MA in **Spirituality** (MA) |  |

# 

# SECTION 3: NATIONALITY\*

*\*****ALL*** *applicants must present a passport at interview as proof of identity. Non UK/EU applicants should provide an officially notarised copy of their current passport with their application.*

|  |  |  |
| --- | --- | --- |
| Country of nationality |  | |
| Country of permanent residence |  | |
| Country of birth |  | |
| Residential Status (please tick only one) | UK/EU national |  |
| European Economic Area (EEA) national or Swiss national |  |
| Overseas/Other |  |
| Indefinite Leave to enter/remain in UK, or right of abode |  |
| Child of a Turkish worker in UK |  |
| Refugee |  |
| Humanitarian Protection or Discretionary Leave including family members |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you require a visa to enter the UK? | Yes |  | No |  |
| Current UK visa status if applicable |  | | | |

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

**SECTION 4: FINANCIAL DETAILS\*\***

*\*\* If you are a UK student, you may be eligible for public funding (student loan) upon acceptance to your programme of study. Further information on how to apply for a student loan with the Federation may be found via the Federation website or from the House Admissions Tutor/Director of Studies.*

Please indicate how you plan to fund your course of study.

|  |  |
| --- | --- |
|  | Self/family |
|  | Student Finance Direct (student loan) |
|  | Diocese/church/sponsor (please specify): |
|  | Other (please specify): |

When you start this programme, what will be your highest qualification level?

|  |  |
| --- | --- |
|  | Undergraduate degree of UK institution |
|  | Undergraduate degree of EU or overseas institution |
|  | Postgraduate degree of UK institution |
|  | Postgraduate degree of EU or overseas institution |
|  | Other (please specify): |

# SECTION 5: 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 the appropriate 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 which may affect your capacity to study?

|  |  |  |
| --- | --- | --- |
| 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 which may affect your capacity to study but which has not been diagnosed?

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

# If you have answered ‘yes’, please discuss this with your House Director of Studies at the earliest opportunity.

# SECTION 6: PRIOR STUDY AND QUALIFICATIONS

# QUALIFICATIONS COMPLETED

***\*Important:*** *Please make sure that you provide copies of* ***ALL*** *relevant**certificates and/or transcripts of results with this application. If your application is successful you may be required to provide originals.*

Please give details of your highest academic qualifications AND any qualifications in Theology, Philosophy, Ethics, or other related subjects.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’.*

# SECTION 7: ENGLISH LANGUAGE EVIDENCE

|  |  |  |  |
| --- | --- | --- | --- |
| ***Title/Component*** | ***Candidate Number*** | ***Grade*** | ***Date of testing(dd/mm/yy)*** |
|  |  |  |  |
|  |  |  |  |

***If English is not your first language, please provide***

* ***IELTS examination results*** ***and include any certificates with your application. Required for students who need a Tier 4 visa***

***OR***

* ***TOEFL/Pearson PTE results and include any certificates with your application. Only valid for students who do not need a Tier 4 visa: Distance Learners and/or UK/EU citizens***

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

|  |
| --- |
| *Previous Degree awarded by a Majority English speaking country (as determined by UKVI)* |
|  |

**SECTION 8: PROFESSIONAL QUALIFICATIONS**

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

Are you a member of any professional organisations?

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

Do you have any technical or professional

qualifications?

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

|  |  |  |  |
| --- | --- | --- | --- |
| *Awarding Body* | *Qualification Title* | *Grade (if applicable)* | *Date* |
|  |  |  |  |

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

**SECTION 9: EMPLOYMENT**

|  |  |
| --- | --- |
| 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 supply previous employment details below.

|  |  |  |  |
| --- | --- | --- | --- |
| *Organisation* | *Position held* | *Start date* | *End date* |
|  |  |  |  |
|  |  |  |  |

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

# SECTION 10: REFEREES

*Please enter details of two referees below. Please ensure that at least* ***one*** *of your referees can speak to your academic ability.* ***It is your responsibility to ensure that two written references are provided: either include the references with this form or ask your referees to write directly to the Federation House.*** *Referees should not normally be a close friend or family member.*

Referee OneReferee Two

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title |  |  | Title |  |
| Name |  |  | Name |  |
| Position |  |  | Position |  |
| Institution |  |  | Institution |  |
| Relationship to applicant |  |  | Relationship to applicant |  |

# SECTION 11: FURTHER INFORMATION

How did you hear about the Cambridge Theological Federation? *Tick all that apply.*

|  |  |  |  |
| --- | --- | --- | --- |
| CTF website |  | Federation House to which you applied |  |
| Federation student |  | Federation staff member |  |
| ARU website |  | Family/friend/word of mouth |  |
| Parish priest/pastor/religious leader |  | Other (please specify): |  |

**SECTION 12: DECLARATION**

**Data protection**

We would like to include your academic email address in the internal directory which is available to all staff and students in the Cambridge Theological Federation (“CTF”). Do we have your consent for this? YES / NO [delete as appropriate]

Applications involve sharing your personal data with three organisations: the Anglia Ruskin University, the CTF, and one of the member institutions of the CTF (your House). Your data will be processed according to the data protection policy of each of these institutions, details of which are on their websites. In short, the legal basis for processing this data is that it is necessary to create a contractual relationship with you and necessary to comply with legal obligations, including government reporting.

It is likely in your application that you will have provided information about your religious beliefs. This is special category personal data and we are required to have your explicit consent to process this data. Do we have your consent for this?

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

(If you do not wish to give consent you must make sure there is no information relating to your religious beliefs in this application.)

**Terms of admission**

Each of Anglia Ruskin University, the CTF, and the member institutions of the CTF has its own contractual terms and conditions that apply to successful applicants. Please see the CTF website for further information (www.theofed.cam.ac.uk/terms-and-conditions). You will need to be aware that you will have different contractual relationships with each institution.

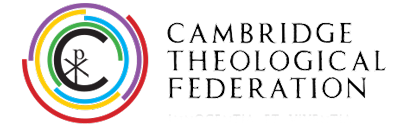
**Declarations**

I agree that if my application is successful I will follow the rules of the libraries I am given access to concerning borrowing and returning books and the use of licensed e-resources. I undertake to pay any library fines or replacement costs due before I leave and understand that my eligibility for an academic award may be jeopardised if I do not.

I confirm that the information given on this form is true, complete and accurate and no information requested or other material information has been omitted. I have read the Instructions to applicants (above) and note that if I do not fully comply with these requirements, the University, the CTF and the CTF member institutions have the right to cancel my application and I will have no claim against the University, the CTF and the CTF member institutions in relation thereto.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 (Name of applicant)

Please return this form, **all supporting documents and one passport-sized photograph (digital copy only)** to the Director of Studies at the Federation House to which you applied. Applications without supporting documentation will not be considered.



**Statistical Monitoring**

Information collected in this section is for statistical purposes only and is not considered with your application to join a programme of study. This information is not used as part of the selection process.

The information you provide below is special category personal data. If you do not want to provide it, please tick the “Prefer not to say” box. Ticking other boxes indicates that you have given your consent for us to process the data in accordance with our data protection policy, which can be found at [www.theofed.cam.ac.uk/policies-and-procedures](http://www.theofed.cam.ac.uk/policies-and-procedures).

We are required to forward information about successful applicants to 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).

**1. Disability**

|  |  |  |
| --- | --- | --- |
| **Code** | **Description** | **Please tick** |
|  | Prefer not to say[[1]](#footnote-1) |  |
| 00 | No known disability |  |
| 08 | Two or more impairments and/or disabling medical conditions |  |
| 51 | A specific learning difficulty such as dyslexia, dyspraxia or AD(H)D |  |
| 53 | A social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder |  |
| 54 | A longstanding illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy |  |
| 55 | A mental health condition, such as depression, schizophrenia or anxiety disorder |  |
| 56 | A physical impairment or mobility issues, such as difficulty using arms or using a wheelchair or crutches |  |
| 57 | Deaf or a serious hearing impairment |  |
| 58 | Blind or a serious visual impairment uncorrected by glasses |  |
| 96 | A disability, impairment or medical condition that is not listed above |  |

**2. Ethnicity**

|  |  |  |
| --- | --- | --- |
| **HESA Code** | **Description** | **Please tick** |
| 98 | Prefer not to say |  |
| 10 | White |  |
| 13 | White - Scottish |  |
| 19 | Other white background |  |
| 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 |  |

**FOR COMPLETION BY THE DIRECTOR OF STUDIES OR ADMISSIONS TUTOR.**

**Candidate Name:**

**Date accepted by House:**

**Please tick the relevant boxes below.**

This candidate is accepted for admission to our House and recommended for admission to the following programme of study:

|  |  |
| --- | --- |
| **POSTGRADUATE DEGREES (Anglia Ruskin University)** | |
| Postgraduate Certificate in **Pastoral Care and Chaplaincy** (PGCert)  *(Please note, this programme is available as part-time* ***only*** *for Sept 2019 intake*) |  |
| Postgraduate Diploma in **Pastoral Care and Chaplaincy** (PGDip)  *(Please note, this programme is available as part-time* ***only*** *for Sept 2019 intake*) |  |
| MA in **Pastoral Care and Chaplaincy** (MA)  *(Please note, this programme is available as part-time* ***only*** *for Sept 2019 intake*) |  |
| Postgraduate Certificate in **Contemporary** **Ethics** (PGCert) |  |
| Postgraduate Diploma in **Contemporary** **Ethics** (PGDip) |  |
| MA in Contemporary in **Contemporary** **Ethics** (MA) |  |
| Postgraduate Certificate in **Contemporary Faith and Belief** (PGCert) |  |
| Postgraduate Diploma in **Contemporary Faith and Belief** (PGDip) |  |
| MA in **Contemporary Faith and Belief** (MA) |  |
| Postgraduate Certificate in **Spirituality** (PGCert) |  |
| Postgraduate Diploma in **Spirituality** (PGDip) |  |
| MA in **Spirituality** (MA) |  |

**Please tick the relevant boxes below.**

|  |  |
| --- | --- |
| The candidate will study part-time |  |
| The candidate will study full-time |  |
| The candidate will study by blended learning |  |
| The candidate will study by distance learning |  |
| All of the supporting documentation has been reviewed and is included (see covering application checklist). |  |
| The candidate requires sponsorship for a Tier 4 or short-term study visa. |  |
| The candidate has a specific learning difficulty (SpLD) and arrangements will be made for in-House support. |  |
| A learning disability is suspected and arrangements will be made in-House for testing. |  |
| The candidate has applied/will apply for APL. |  |

Admissions Notes *(if the candidate has non-standard qualifications, please provide a supporting statement, attaching a separate letter if necessary)*

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 (Director of Studies)

1. Office staff: use code 00 for HESA returns [↑](#footnote-ref-1)