CTF Admissions policy and procedures

Admissions procedure for ordinand applicants to the BTh and DTM

Application to a Federation House

1. An applicant to the BTh or the DTM should first apply for admission to the Federation Member Institution of his or her choice/sponsoring church by contacting the House directly. The Ordinands within the United Reformed Church will be commended to Westminster College through the United Reformed Church ordination process. The applicant will initially submit a House application with supporting documentation.

2. The candidate is then typically invited to an interview with academic staff of the House, to which he or she should bring all documentation, and his or her passport. At the time of the interview the interviewer and/or House admissions staff will take a signed copy of the details page of the applicant’s passport and confirm the identity of the applicant and his or her right to work/study in the UK. Houses may choose to conduct interviews with overseas applicants via Skype, in which case the overseas applicant must have already provided a notarised copy of his or her passport with the original application.

3. House admissions staff, through interview, house application, sponsoring church references (including official recommendation to study for ministry via the Bishops’ Advisory Panel) and supporting documentation, whether an ordinand applying to the house meets the academic criteria for the BTh or DTM.

4. The house will then decide whether or not to make a provisional offer of a place, conditional upon acceptance onto the award by the BTh Management Committee and Faculty Board of Divinity, and, in the case of BTh applicants, acceptance by one of the matriculating Cambridge colleges. (The Federation houses are affiliated institutions and do not have the ability to accept or matriculate students onto Cambridge University courses.)

Application to the University

5. If a provisional offer is made, the applicant will then be asked to complete a BTh/DTM application form for the University, which will be reviewed by the BTh Management Committee and which will include all required supporting documentation specified in the application form. The deadline for applications to be received by the house is 31st May.

6. The final decision on admissions rests with the Faculty Board of Divinity.

7. The applicant will be informed of the Faculty Board’s decision by the middle of July.
Admissions procedure for independent (non-ordinand) applicants to the BTh and DTM

1. A potential applicant makes an enquiry to CTF or to a Federation house
   - The person receiving the enquiry will check with the applicant as to whether or not the applicant has already approached another house or made a central enquiry.
   - If no, proceed to step 2.
   - If yes, the applicant will be asked for consent to share enquiry information with that house, so that two (or more) admissions processes are not concurrent for the same student.

2. The applicant will be advised to consult the CTF website to check that they understand the nature of the BTh/DTM as vocational awards/programmes of study, and to check that they meet the entrance requirements for the BTh or DTM.

3. The applicant will be asked to complete an independent student’s application form (initial enquiry form) for that particular house, and to submit it along with the references that are requested on the form.

4. After reviewing the application and references, the house will decide whether or not to call the applicant for interview.

5. If the applicant is interviewed, the house will then decide whether or not to make a provisional offer of a place, conditional upon acceptance onto the award by the BTh Management Committee and Faculty Board of Divinity, and, in the case of BTh applicants, acceptance by one of the matriculating Cambridge colleges. (The Federation houses are affiliated institutions and do not have the ability to accept or matriculate students onto Cambridge University courses.)

6. If a provisional offer is made, the applicant will then be asked to complete a BTh/DTM application form for the University, which will be reviewed by the BTh Management Committee and which will include all required supporting documentation specified in the application form. The deadline for applications is 31st March.

7. The final decision on admissions rests with the Faculty Board of Divinity.

8. The applicant will be informed of the Faculty Board’s decision by the middle of July.
Admissions policy (Common Awards)

1. Scope of policy

1.1. The Common Awards Admissions Policy applies to the admission of prospective students to the Cambridge Theological Federation through its Member Institutions to study in the following Common Awards programmes, validated through Durham University:

   a) Certificate of Higher Education in Theology, Ministry and Mission
      (including the Children, Youth & Mission (CYM) pathway)
   b) Diploma of Higher Education in Theology, Ministry and Mission
   c) BA (Hons) in Theology, Ministry and Mission
      (including the Children, Youth & Mission (CYM) pathway)
   d) Graduate Diploma in Theology, Ministry and Mission
   e) Postgraduate Certificate in Theology, Ministry and Mission
   f) Postgraduate Diploma in Theology, Ministry and Mission
   g) MA in Theology, Ministry and Mission

1.2. The recruitment and selection process is located in the Federation Houses and determined according to the character and principles of each House whilst being rooted in a common shared understanding of admissions criteria. Where relevant to the admission of ordinands, these policies are determined by or in consultation with a House’s sponsoring church.

1.3. This policy does not apply to the admission of students to the Bachelor of Theology for Ministry (BTh), Diploma of Theology for Ministry (DTM), Tripos (BA), MPhil or PhD awards, granted by the University of Cambridge.

1.4. This policy does not apply to the admission of postgraduate research students to the MPhil, Professional Doctorate or PhD, validated through Anglia Ruskin University.

2. Principles

2.1. The Cambridge Theological Federation’s Admissions Policy is aligned with the Federation’s Strategic Plan and seeks to comply with the QAA Quality Code for Higher Education Part B2: Recruitment, Selection and Admission to Higher Education (2013).

2.2. Consistent with its underlying inclusive principles the Cambridge Theological Federation is committed to ensuring that its admissions process is fair and transparent to all, regardless of background.

2.3. Students studying on the Common Awards through the Federation are normally required to be members of a Federation House. The Director of Studies at each Federation House shall recommend successful applicants to a Common Awards programme.

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2 Ibid., Indicator 7.
2.4. Progression of all students from one Common Awards programme to a higher level programme (i.e. from the Certificate to the Diploma, or from the Diploma to the BA) is not automatic but must be agreed in consultation with the Director of Studies and the Office of the Registrar. Non-standard progression requests must be sent to the Common Awards Management Board for consideration. See the Progression section for more information.

3. Governance

3.1. The Federation Governing Council holds the vision and the values of the Cambridge Theological Federation and provides governance and oversight which is able to take an independent view, set at a distance from the vested interests of the individual institutions and free of the day to day management of the affairs of the Federation. It has delegated responsibility to the Federation Management Committee and its sub-committees to develop and implement an admissions policy for the Common Awards that is in line with the principles and strategic operations of both the Federation and its several Member Institutions. The admissions policy will be disseminated amongst the institutions of the Federation and rooted in a shared understanding of approach to admissions procedures.3

3.2. Policy in respect of admissions to the Common Awards is monitored and developed by the Office of the Registrar, reporting in turn to the Federation Management Committee (FMC) through its academic sub-committee. Particularly in the next few years, as the transition to the Common Awards is accomplished, the Federation’s Admissions Policy will be carefully monitored, developed and adjusted. The policy will be reviewed annually to ensure that it remains a) up to date and supportive of the mission and strategic objectives of the Governing Body and of the wider Federation; and b) aligned with any future changes to the Common Awards generic entry criteria.4

4. Management of Process5

4.1. The consideration of admissions to the Common Awards programmes is a responsibility shared across the Federation:

a) Admissions Tutors & Admissions Officers of individual Member Institutions

b) Directors of Studies of individual Member Institutions

c) Undergraduate and Postgraduate Programme Managers and Chair, CAMC Registrar and Cambridge Theological Federation central office staff

In compliance with QAA standards, all staff will be briefed and competent in the Federation’s admissions procedure. They will be aware of the bias introduced through educational and cultural differences and admissions will reflect the inclusive and ecumenical nature of the Federation.6

4.2. Admissions Tutors/Officers of Houses are responsible for recommending students for enrolment on the Common Awards. These recommendations will be checked by the Office of the Registrar to ensure that they meet the admissions criteria. Students are admitted to the Common Awards under delegated authority given to the Federation by the University of

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4 Ibid., Indicator 4.
5 Ibid., Indicator 7.
Durham, to whom exceptional cases may be referred. The University retains the right not to admit a student to the Common Awards.

4.3 The following table outlines the Management of Process (see also Appendix Two of this Policy):

<table>
<thead>
<tr>
<th>Admissions Tutors/Officers, DoS of Member Institutions</th>
<th>Office of the Registrar</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Maintain programme / admissions info and forms relevant to House admissions on House website</td>
<td>• Maintain programme &amp; admissions info and relevant forms on CTF website and direct prospective students to Federation Houses</td>
</tr>
<tr>
<td>• Open days &amp; student visits</td>
<td>• Receive and process Common Awards application forms from Houses</td>
</tr>
<tr>
<td>• Receive and process House applications</td>
<td>• Enter and maintain database records of admitted students for all Houses</td>
</tr>
<tr>
<td>• Hold interviews</td>
<td>• Reporting &amp; statistics; ensure statutory compliance with QAA, HEFCE, UKVI</td>
</tr>
<tr>
<td>• Issue formal offer of a place in the House to successful applicants</td>
<td>• Advise Houses on fee status assessment; holder of sponsor license</td>
</tr>
<tr>
<td>• Verify applicant qualifications</td>
<td>• Main point of contact with Durham University</td>
</tr>
<tr>
<td>• Advise prospective students in choice of award pathway/programme</td>
<td>• Sets admissions criteria &amp; policies (consulting FMC)</td>
</tr>
<tr>
<td>• Determine qualification equivalency and consider APL/APEL requests (Directors of Studies)</td>
<td>• Advises Directors of Studies, Admissions Tutors, Registrar &amp; CTF staff on all aspects of admission to the Common Awards pathways, including ratifying APL/APEL requests and overseeing student progression through award levels</td>
</tr>
<tr>
<td>• Fee status assessment</td>
<td>• Scrutiny of applications to ensure compliance with the relevant criteria and produces admissions report to Common Awards Management Committee</td>
</tr>
<tr>
<td>• Forward completed application form to the Office of the Registrar with recommendation for admittance</td>
<td>• Refer complex or non-standard cases to the University in line with the Concessions guidance provided in the TEI Handbook Issue the formal offer of a place on the Common Awards to successful applicants</td>
</tr>
<tr>
<td>• Maintain records of admitted students</td>
<td></td>
</tr>
</tbody>
</table>

Communication with applicants

Decision-making on admissions rests with the Chair, CAMC, with non-standard cases being referred to Durham University for final approval.

6 Ibid., Indicator 2.
5. Sources of Information on Admissions

5.1 The main sources of information on undergraduate admissions are:

a) The Cambridge Theological Federation website, which displays regularly updated information on admissions, including this admissions policy, application form, programme information, minimum entry requirements, and links to the Member Institutions’ websites.

b) The external websites of the individual Member Institutions, which display further admissions information relevant to their respective Houses.

c) The Member Institutions of the Federation also provide opportunities for prospective students to visit and discover further information through open days and individual arrangements.

d) The Federation VLE (Hedwig), which may be made accessible to successful applicants through their Director of Studies upon conditional admission. In addition to holding further application information and application forms, Hedwig also holds all forms, guidance and reference documentation for academic staff of the Federation.

5.2 All changes to programme specifications or entry requirements will be communicated through the sources of information listed above.

5.3 Prospective students will be informed in writing as soon as possible if the programme to which they have applied changes significantly in the period between their application and induction.

6. Entry Requirements

6.1 Documents required. All applicants are required to provide the following as part of their application:

- Copy of details page of passport, taken and witnessed as a true copy by an authorized member of House staff (overseas students must provide an officially notarised copy)
- 1 passport-sized photograph (digital or hard copy)
- CTF Common Awards Application, signed by applicant and endorsed by the Director of Studies (see Appendix One of this Policy)
- All transcripts and certificates of past study or professional qualifications
- Any academic results released after the date of the application
- 2 written references. These may be the same as those used in the House application (i.e. Bishops’ Advisory Panel references). At least one referee must be able to speak to the applicant’s academic ability.
- IELTS or equivalent results/certificates (if applicable) (NB: TOEFL results are not accepted.)

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9 Ibid., Indicator 9.
• Independent students only: application fee

Applications will not be considered complete until all documentation is received. The applicant should be prepared to provide originals upon request.

Overseas applicants will be required to submit proof of sufficient funds to study (i.e. bank statements, scholarship letter) in order for the Federation to proceed with an application for a visa.

6.2. **Certificate of Higher Education in Theology, Ministry and Mission (CertHE) (including CYM)**

- Entry to this programme is flexible, depending on the student’s experience, employment and education. In general, applicants—especially those with little or no employment history—should normally have at least one A-level (Grade E or above) or equivalent.

- For ordinand applicants, a sponsoring church’s report on the applicant’s fitness for ministerial training, such as the Bishops’ Advisory Panel report (Church of England), may be submitted as evidence of fitness to study on the Common Awards programmes.

- For mature students, relevant work experience or professional qualifications may be considered in lieu of formal academic qualifications. Applicants will need to demonstrate their potential to benefit from study at Certificate (HE) level in Theology, Ministry and Mission.

- Students who do not meet the entry requirements for the Certificate of Higher Education in Theology, Ministry and Mission may be offered the opportunity to take a ‘taster’ module at Level 4. To gain admission to a taster module at Level 4, students should have achieved at least five GCSEs (or equivalent) at grade C or above. Students who achieve a mark of 45 or above in a taster module may be considered for admission to the Certificate of Higher Education in Theology, Ministry and Mission.

- Applicants should note that all Common Awards students are expected to submit work electronically and therefore should be equipped with the relevant IT skills, ie the use of Internet, email and a word processing programme, at the time of application. Applicants who cannot demonstrate a minimum familiarity with IT may not be accepted.

- For the policy on Accredited Prior Learning, see section 7 below.

- Students who have successfully completed the Certificate are eligible to apply to continue to the Diploma (HE) in Theology, Ministry and Mission programme.

- Students for whom English is an additional language should have achieved a score of 6.0 in an IELTS examination, or equivalent, and must provide proof of this with their application. Note that TOEFL examination results are not currently accepted by Durham University.

- In cases where the applicant does not have the requisite academic qualifications, professional qualifications or English language skills, Directors of Studies/Admissions Tutors must provide a written attestation to the applicant’s fitness for study. These non-standard applications will be referred to the Common Awards team at Durham University by the Undergraduate Pathway Leader using the concessions form provided by Durham and in accordance with the Non-Standard Admission concession guidance found in the TEI Handbook.
6.3. **Diploma of Higher Education in Theology, Ministry and Mission (DipHE)**

- Entry to this programme is flexible, depending on the student’s experience, employment and education. In general, applicants—especially those with little or no employment history—should normally have at least two A-levels (Grade E or above) or equivalent.

- For ordinand applicants, a sponsoring church’s report on the applicant’s fitness for ministerial training, such as the Bishops’ Advisory Panel report (Church of England), may be submitted as evidence of fitness to study on the Common Awards programmes.

- Applicants should note that all Common Awards students are expected to submit work electronically and therefore should be equipped with the relevant IT skills, ie the use of Internet, email and a word processing programme, at the time of application. Applicants who cannot demonstrate a minimum familiarity with IT may not be accepted.

- For mature students, relevant work experience or professional qualifications may be considered in lieu of formal academic qualifications.

- Applicants will need to demonstrate their potential to benefit from a Diploma (HE) level in Theology, Ministry and Mission.

- For the policy on Accredited Prior Learning, see section 7 below.

- Students who have successfully completed the Diploma are eligible to apply to continue to the BA (Hons) in Theology, Ministry and Mission or the Graduate Diploma in Theology, Ministry and Mission.

- Students for whom English is an additional language should have achieved a score of 6.5 in an IELTS examination, or equivalent, and must provide proof of this with their application. Note that TOEFL examination results are not currently accepted by Durham University.

- In cases where the applicant does not have the requisite academic qualifications, professional qualifications or English language skills, Directors of Studies/Admissions Tutors must provide a written attestation to the applicant’s fitness for study. These non-standard applications will be referred to the Common Awards team at Durham University by the Undergraduate Programme Manager using the concessions form provided by Durham and in accordance with the Non-standard Admission concession guidance found in the TEI Handbook.

6.4. **BA in Theology, Ministry and Mission (BA (Hons)) (including CYM)**

- Normally at least three A-levels (Grade E or above) or equivalent. Graduates in other subjects may enter the BA programme, and students who have completed the Diploma in Theology, Ministry and Mission successfully may be admitted to the final year of the BA programme.

- For ordinand applicants, a sponsoring church’s report on the applicant’s fitness for ministerial training, such as the Bishops’ Advisory Panel report (Church of England), may be submitted as evidence of fitness to study on the Common Awards programmes.

- Students who have successfully completed the Common Awards Diploma in Theology, Ministry and Mission may be admitted directly to the final year of the BA programme (Level 6).

- Applicants should note that all Common Awards students are expected to submit work electronically and therefore should be equipped with the relevant IT skills, ie the use of
Internet, email and a word processing programme, at the time of application. Applicants who cannot demonstrate a minimum familiarity with IT may not be accepted.

- For the policy on Accredited Prior Learning, see section 7 below.

- Students for whom English is an additional language should have achieved a score of 6.5 in an IELTS examination, or equivalent, and must provide proof of this with their application. Note that TOEFL examination results are not currently accepted by Durham University.

- In cases where the applicant does not have the requisite academic qualifications, professional qualifications or English language skills, Directors of Studies/Admissions Tutors must provide a written attestation to the applicant’s fitness for study. These non-standard applications will be referred to the Common Awards team at Durham University by the Undergraduate Pathway Leader using the concessions form provided by Durham and in accordance with the Non-standard Admission concession guidance found in the TEI Handbook.

6.5. **Graduate Diploma in Theology, Ministry and Mission (GradDip)**

- The Graduate Diploma draws on Common Awards teaching at levels 5 & 6.

- Graduates in subjects other than theology may enter the Graduate Diploma programme. The criterion is normally at least an upper second class (II.1) honours degree. However, especially for mature students, prior professional qualifications will be taken into account as well as educational qualifications.

- Applicants should note that all Common Awards students are expected to submit work electronically and therefore should be equipped with the relevant IT skills, ie the use of Internet, email and a word processing programme, at the time of application. Applicants who cannot demonstrate a minimum familiarity with IT may not be accepted.

- For ordinand applicants, a sponsoring church’s report on the applicant’s fitness for ministerial training, such as the Bishops’ Advisory Panel report (Church of England), may be submitted as evidence of fitness to study on the Common Awards programmes.

- Students who have successfully completed a Diploma (HE) in theology at another institution may enter the Graduate Diploma programme.

- Students for whom English is an additional language should have achieved a score of 6.5 in an IELTS examination, or equivalent, and must provide proof of this with their application. Note that TOEFL examination results are not currently accepted by Durham University.

- In cases where the applicant does not have the requisite academic qualifications, professional qualifications or English language skills, Directors of Studies/Admissions Tutors must provide a written attestation to the applicant’s fitness for study. These non-standard applications will be referred to the Common Awards team at Durham University by the Undergraduate Pathway Leader using the concessions form provided by Durham and in accordance with the Non-standard Admission concession guidance found in the TEI Handbook.

- For students offered admission to the Graduate Diploma, a guide to modules, including a short reading list for each module, will be available in advance of the first term to help them acquire preparatory familiarity with the subjects they have chosen as their focus. This will enable them to proceed to a more comprehensive, critical and in-depth understanding of the selected subject areas and the key methodologies associated with
them. For modules at level 6, students will be expected to engage in some independent study of primary and secondary sources, applying their knowledge to new contexts and appreciating the limits and uncertainty of the subject areas studied.

6.6 Postgraduate Certificate/ Postgraduate Diploma/MA in Theology, Ministry and Mission

- The Postgraduate Certificate, Postgraduate Diploma and MA draw on Common Awards teaching at Levels 6 and 7.

- Applicants should normally hold at least an upper second class Honours degree (or other level 6 qualification, such as a Graduate Diploma) in Theology or another subject relevant to the proposed course of study, although graduates (classed as first-class or 2:1 honours) in other disciplines with experience of Theology or Religious Studies to at least undergraduate Certificate level (awarded with credit or distinction, or with an overall mark of at least 60%), which may include satisfactory performance in a ‘taster’ module at level 7, may also be admitted to the programme. For the Postgraduate Certificate only, especially for mature students, prior professional experience may be taken into account. Given its professional development orientation, students are likely to be preparing for a ministerial or related vocation or be actively engaged in such a profession.

- Applicants should note that all Common Awards students are expected to submit work electronically and therefore should be equipped with the relevant IT skills, ie the use of Internet, email and a word processing programme, at the time of application. Applicants who cannot demonstrate a minimum familiarity with IT may not be accepted.

- For ordinand applicants, a sponsoring church’s report on the applicant’s fitness for ministerial training, such as the Bishops’ Advisory Panel report (Church of England), may be submitted as evidence of fitness to study on the Common Awards programmes.

- Students for whom English is an additional language should have achieved a score of 6.5 in an IELTS examination or equivalent, and must provide proof of this with their application. Note that TOEFL examination results are not currently accepted by Durham University.

- In cases where the applicant does not have the requisite academic qualifications, professional qualifications or English language skills, Directors of Studies/Admissions Tutors must provide a written attestation to the applicant’s fitness for study. These non-standard applications will be referred to the Common Awards team at Durham University by the Undergraduate Pathway Leader using the concessions form provided by Durham and in accordance with the Non-standard Admission concession guidance found in the TEI Handbook.

6.7 Applicants who do not meet the standard admission criteria

Applicants who do not meet the standard admission criteria may be considered for admission on a case by case basis. The applicant will be required to provide a sample of written work that demonstrates capacity to work at the Level for which application is being made. English language requirements are not waived under any circumstances; applicants whose first language is not English must submit a current IELTS test result meeting the entry requirements for the programmes (see above for specific details).
7. Accreditation of Prior Learning (APL)

7.1. The Cambridge Theological Federation will consider applications for APL, following the principles set out by Durham University in its Learning and Teaching Handbook (Section 1.6.1) and in the Common Awards TEI Handbook. For details on applying for APL, please consult the Cambridge Theological Federation’s Common Awards APL Policy.

7.2 Applicants interested in applying for APL are encouraged to indicate this interest on the Cambridge Theological Federation’s Academic Application for Admission to Taught Awards.

7.3 Information on APL will be made available for prospective students on the Cambridge Theological Federation’s website, and to current students on the Federation’s VLE (Hedwig).

7.4 Please consult the Cambridge Theological Federation’s Common Awards APL Policy for more information.

8. Selection

8.1. Application to a Federation House

An applicant to any of the Common Awards programmes should first apply for admission to the Federation Member Institution of his or her choice/sponsoring church by contacting the House directly. The Ordinands within the United Reformed Church will be commended to Westminster College through the United Reformed Church ordination process. The applicant will initially submit the following:

- House application
- CTF Common Awards Application (see Appendix One of this Policy) with all supporting documentation.

The candidate is then typically invited to an interview with academic staff of the House, to which he or she should bring all documentation, and his or her passport. At the time of the interview the interviewer and/or House admissions staff will take a signed copy of the details page of the applicant’s passport and confirm the identity of the applicant and his or her right to work/study in the UK. Houses may choose to conduct interviews with overseas applicants via Skype, in which case the overseas applicant must have already provided a notarised copy of his or her passport with the original application.

8.2. Application to the Common Awards

At each successful interview or shortly thereafter the applicant and the Director of Studies will agree the appropriate course of study for the applicant, and whether he or she will pursue the course on a full- or part-time basis. Although the Federation Institutions reserve the right to decline admission, the process will endeavour to be collaborative and in dialogue with the prospective student, enabling him or her to make informed decisions about his or her pathway. After each successful interview, the Director of Studies of the Member Institution will recommend the applicant to the agreed Common Awards programme using the standardised form included at the end of the CTF Academic Application: Taught Programmes (see Appendix One of this Policy).

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11 Ibid., Indicator 5.
At this stage, the House will ask any overseas students to submit proof of sufficient funds to study in the UK, in the form of bank statements or scholarship letter. The visa application cannot be made without this information.

The House is then responsible for submitting the CTF Academic Application: Taught Programmes (see Appendix One of this Policy) and all supporting documentation to the Office of the Registrar, which will verify the information. Upon verification the Office will issue a formal offer letter. All offers at this stage are either conditional (i.e. subject to exam results, acceptance at the Bishops’ Advisory Panel, etc.) or unconditional (if results are already available). The candidate will be required to submit any further exam results, etc. once the information is available.

8.3. Recording admissions decisions

Members of admissions staff are required to record the reasons for admissions decisions together with supporting information. This extends not only to initial applications to the Common Awards programmes, but also to progression from one level to the next.

8.4. Deadline for applications

Applications should be received by the House no later than 31 May. In exceptional cases applications may be considered after this date at the discretion of the applicant’s House in consultation with the Office of the Registrar.

Overseas students are advised to apply as early as possible, and by April 30th at the latest, to allow time for visa application and processing.

8.5. Confirmation of Admission

Final confirmation of admission shall be issued to the applicant by the Office of the Registrar once all conditions of admission (exam results, etc.) are satisfied and verified.

The successful applicant will then receive information welcoming him or her to the Federation, instructions regarding modules available, registration, etc. Each student will be given sufficient information to enable a smooth transition from prospective to current student status. Most of this information is provided during the CTF Induction Week, which takes place in the two weeks before classes begin in October.

9. Progression

9.1. Progression of all students from one Common Awards programme to a higher level programme (i.e. from the Certificate to the Diploma, or from the Diploma to the BA) is not automatic but must be agreed in consultation with the Director of Studies and the Office of the Registrar.

9.2. This policy does not apply to students wishing to move onto a different programme after the award of a degree; e.g. a student moving from the BA to the MA.

9.3. Standard Requests

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Standard progression requests are defined as requests to progress from one Common Awards programme to a higher or lower level programme within 4 weeks of the programme’s start date.

Standard requests shall be submitted to the Office of the Registrar who will in turn submit the request to the Common Awards Management Committee (or Chair) for approval.

Once a decision has been reached the Office of the Registrar will inform the student and the Director of Studies of the outcome.

9.4. Non-Standard Requests

Non-standard progression requests are defined as requests to progress from one Common Awards programme to a higher or lower level programme and must be sent to the Common Awards Management Board for consideration.

9.5. Evidence required

The Director of Studies shall submit the request for progression to the Office of the Registrar, using the Common Awards concession form and confirming the following:

- That the student meets the admissions requirements of the destination programme, and/or has demonstrated sufficient academic progress during his/her current programme;
- That the student has met the prerequisite module and learning requirements for the destination programme

9.5. Students should not be transferred between programmes during the final term of study in any academic year. Programme transfers at this point should be managed through the Board of Examiners.

9.6. The Office of the Registrar shall keep a record of the evidence submitted in support of a concession, as well as communications to students notifying them of the outcome of concessions.

10. Diversity

10.1. The Cambridge Theological Federation is in its underlying principles committed to encouraging a rich and diverse student body. While the majority of our students, particularly those studying on the Common Awards pathways, are ordinands, sponsored by parent churches, they are not an homogenous body, but come from a range of social, educational and ethnic backgrounds, bringing together the relatively young with the more mature. Our student profile includes students who are not sponsored for ordained or public ministry by a particular church but are drawn to explore their Christian vocation through what the Federation has to offer. The Federation is committed to providing access to Higher Education for students from non-traditional backgrounds, and the majority of the awards currently on offer may be taken on either a part-time or a full-time basis. The Federation is committed to compliance with the Special Educational Needs and Disability Act 2001, implemented in September 2002, and we endeavour to ensure that every application registering disability is treated fairly and without discrimination or disadvantage due to disability, medical or mental health condition.

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The Federation welcomes and encourages the diversity of its student body and monitors its admissions process more generally to ensure that barriers do not exist for applicants of any type regardless of social, cultural, ethnic, educational or economic background. At any one stage in the assessment process, all applicants will be given an equal opportunity to demonstrate their skills, achievements and potential.

11. **Feedback**

11.1. Feedback on the admissions process will be provided on request only. A request must be made in writing (by email or letter), including details of the applicant’s full name, date of birth, home address, and programme applied for.

11.2. Under the Data Protection Act a request for feedback should come from the applicant or from someone to whom the applicant gives express and voluntary consent, in writing, to act on his or her behalf.

11.3. The Federation undertakes to reply to all requests for feedback, but applicants should note that the Federation prioritises making decisions on applications over providing feedback to unsuccessful applicants and therefore at certain times of the year there may be a delay in providing feedback.

12. **Complaints & Appeals**

12.1. If an applicant has a query following the provision of feedback and is unable to resolve this informally, a complaint may be made. A complaint is defined as a specific concern related to a procedural error, irregularity or mal-administration in the admissions procedures or policies.

12.2. Appeals, defined as a request by an unsuccessful applicant for a formal review of the outcome of an admissions decision, will not be considered.

12.3. **Stage One: Informal Resolution**

Applications who have a complaint to make should raise it as soon as possible, raising it no later than 2 weeks after the event unless there is good reason for the delay. Even if a formal complaint is received, the Cambridge Theological Federation will try to resolve the complaint using informal mechanisms in the first instance, where appropriate. At the conclusion of any informal resolution attempts, the applicant will be informed of the formal complaint procedure and deadline for submitting a formal complaint.

12.4. **Stage Two: Formal Resolution**

The formal stage will be instituted only when the informal procedures have been exhausted and the complainant remains dissatisfied.

Formal complaints should be submitted in writing to the Registrar of the Cambridge Theological Federation no later than 2 weeks after receiving the outcome of the informal resolution process. The Registrar will investigate the details of the complaint and report the findings and outcomes to the student in writing within two weeks of receiving the complaint. The complaint will be reviewed in relation to the administration of the Cambridge Theological Federation’s admissions policies and procedures.

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14 Ibid., Indicator 8.
12.5. **Stage Three: University Review**

If the complainant remains dissatisfied once the Cambridge Theological Federation’s informal and formal procedures are exhausted, the complainant must be informed of his or her right to request a review by Durham University. A further appeal may be submitted by the applicant to Durham University within 2 weeks of receiving the final decision through the Federation’s formal procedure. Formal complaints should be submitted in writing to the Common Awards Team (common.awards@durham.ac.uk). The University will determine whether to review the admissions complaint to ascertain whether the Cambridge Theological Federation’s admissions policies and processes had been implemented correctly. If procedural irregularities are identified, the complaint might be referred back to the Cambridge Theological Federation for further review.

12.6. Applicants will not be discriminated against in any further application should they request feedback, or make a complaint under the Federation’s policies and procedures.

13. **Fraudulent Statements/Omissions & Plagiarism**

13.1. The Federation and its Member Institutions reserve the right to cancel an application or withdraw any offer if it is found that an application contains false, plagiarised or misleading information.
1. Received by House by May 31
   (Independent (non-ordinand) BTh/DTM applicants: by March 31)
   (overseas: ideally April 30)

2. House recommends to academic programme by June 30
   (overseas: May 31)

3. Acceptance letter by August 31
   (overseas: June 30)