

**APPLICATION FOR ADMISSION TO**

**COMMON AWARDS PROGRAMMES**

**APPLICATION CHECKLIST**

*All applications and supporting documentation must be submitted to the Director of Studies at your chosen Federation House in digital form. Please include this checklist as the coversheet.*

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

A passport style photo, in colour, which should be supplied in either PNG, JPG or HEIC, should be no smaller than 640\*480 pixels, no larger than 12,415,000 pixels in total and no larger than 10 Mb. There are further specifications regarding the content of the photo and you can find these here:

<https://help.uis.cam.ac.uk/university-card-photo>

CTF Common Awards Application

Two written references

Academic transcripts and/or certificates of past study

Evidence of professional qualifications (if applicable)

Statistical Information for Admissions form

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

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)*

Supporting statement from House *(Common Awards non-standard applicants only)*

IELTS test results *(non-native English speakers only)*

**APPLICATION FOR ADMISSION TO**

**COMMON AWARDS PROGRAMMES**

*This form will be used to assess your suitability for entry to the Common Awards programmes (Undergraduate or Postgraduate) offered within the Cambridge Theological Federation.*

*Common Awards students must normally be members of a Federation House and must therefore complete a House application, which may be found on the House website or through the House Director of Studies. Along with information from interviews and church recommendations (where applicable), this form will help the House admissions staff advise which programme of study (e.g. CertHE, DipHE, BA, Graduate Diploma 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 |  |

EMERGENCY CONTACT/NEXT OF KIN DETAILS:

|  |  |
| --- | --- |
| Name of contact: |  |
| Relationship to you: |  |
| Address: |  |
| Telephone number: | (+ ) |
| Email address: |  |

Federation House to which you have applied:

|  |  |  |  |
| --- | --- | --- | --- |
| Ridley Hall |  | Westcott House |  |
| Ridley Hall (RLM) |  | Westminster College |  |

# Are you applying for the Distance Learning version of the programme?

If the answer is YES please give details about the library/libraries with an appropriate theological content which you intend to use (please give the name of the library, the address, the website as well as the email address)

|  |  |  |
| --- | --- | --- |
| Library 1 |  |  |
| Library 2 |  |  |

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

# SECTION 2: NATIONALITY\*

*\*****ALL*** *applicants must present a passport at interview as proof of identity. Non UK 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 national |
| Overseas/Other |
| Indefinite Leave to enter/remain in UK, or right of abode |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have you been permanently resident in the UK for the last 3 years for other than educational reasons? | Yes |  | No |  |

* If you are a UK national and have not been permanently resident in the UK for the past three years, your reply should be ‘No’.
* If you are a non-UK national and have been permanently resident in the UK 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 national and have been permanently resident in the UK 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 study in the UK? | Yes |  | No |  |

|  |  |
| --- | --- |
| Current UK visa status if applicable |  |

*Students who are not UK citizens may 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 3: 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 an overseas institution |
|  | Postgraduate degree of UK institution |
|  | Postgraduate degree of an overseas institution |
|  | A Level and/or Other (please specify): |

# SECTION 4: 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 5: 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.*

**(a) For applicants to Undergraduate programmes -**

**Secondary Education:** Give details of any courses undertaken, e.g. O-Levels, GCSEs, HNCs, A-levels, etc. Please list in chronological order, starting with the earliest date.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Dates (mm/yy)*  *From - To* | *Institution* | *Exam* | *Date* | *Subject* | *Results* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

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

**IT proficiency:** Most of the assessment and administration of the Common Awards, and some of the teaching, is conducted electronically. Please indicate your level of proficiency in the following areas by placing an x in either column:

|  |  |  |
| --- | --- | --- |
|  | *Comfortable* | *Not comfortable* |
| Internet |  |  |
| Word processing programme (e.g. MS Word) |  |  |
| Email |  |  |

**Higher Education Qualifications**

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

Do you have a degree or other Higher Education qualification?

Please list in chronological order, starting with the earliest date:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Dates From – To (mm/yy)* | *Name of institution* | *Subject* | *Title of Degree* | *Class (or GPA)* | *Date Awarded/ Expected* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

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

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

Have you completed (or are working towards) Higher Level certified learning in a relevant subject which you would like to be considered towards advanced entry (APL)?

*If you have answered ‘Yes’, you will need to make a formal APL (Accredited Prior Learning) request. APL is not granted automatically and must be approved by your Director of Studies, Durham University or us. For more information, see the Federation website.*

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

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

**(b) For applicants to Postgraduate programmes –**

Please give details of your highest academic qualifications AND any qualifications in Theology.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’.*

Please give details of your experience in Christian ministry relevant to this application.

|  |
| --- |
|  |

Please write a short statement of no more than 500 words saying how you think postgraduate study in Theology, Ministry and Mission might enhance your ministry.

|  |
| --- |
|  |

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

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

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

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

# SECTION 6: 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 or equivalent below******and include any certificates with your application****. Please note that TOEFL results are* ***not*** *accepted by Durham University.*

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

# SECTION 7: 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 8: 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 9: 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.*

***For ordinands and readers:*** *The references provided to your church’s selection panel (e.g. Bishops’ Advisory Panel) may be submitted.*

Referee OneReferee Two

|  |  |  |  |
| --- | --- | --- | --- |
| Title |  | Title |  |
| Name |  | Name |  |
| Position |  | Position |  |
| Institution |  | Institution |  |
| Relationship to applicant |  | Relationship to applicant |  |
| Was this reference used as part of a church recommendation process?\* |  | Was this reference used as part of a church recommendation process?\* |  |

# SECTION 10: 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 |  |
| Federation graduate |  | Family/friend/word of mouth |  |
| Parish priest/pastor/religious leader |  | Other (please specify): |  |

**SECTION 11: 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]

Common Awards applications involve sharing your personal data with three organisations; the Durham 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 Durham 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 electronically, as well as **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.

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

**Candidate Name:**

**Date accepted by House:**

**Please tick the relevant boxes below.**

We have accepted this candidate for admission to our House and recommend them for admission to the following programme of study:

**COMMON AWARDS (Durham University)**

|  |  |
| --- | --- |
| Certificate of Higher Education in Theology, Ministry & Mission (CertHE) |  |
| Diploma of Higher Education in Theology, Ministry & Mission (DipHE) |  |
| BA (Hons) in Theology, Ministry & Mission (BA(H)) |  |
| Graduate Diploma in Theology, Ministry & Mission (GradDip) |  |
| Postgraduate Certificate in Theology, Ministry & Mission (PGCert) |  |
| Postgraduate Diploma in Theology, Ministry & Mission (PGDip) |  |
| MA in Theology, Ministry & Mission (MA) |  |
| Foundation Award |  |

**Please tick the relevant boxes below.**

|  |  |
| --- | --- |
| **All** of the supporting documentation has been reviewed and is included (see covering application checklist). |  |
| The candidate requires sponsorship for a Student 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)