

## Common Awards Admissions Policy

[www.theofed.cam.ac.uk/commonawards](http://www.theofed.cam.ac.uk/commonawards)

All Common Awards students are required to be admitted first to a Federation member institution (House). Each House has its own policy for admitting students to their House which is separate from admissions to Common Awards programmes and so outside the scope of this policy.

### Responsibilities

The Principal at each House is responsible for their House's admissions processes and for ensuring that their staff who select students for Common Awards are suitably trained in this process.

The University of Durham has delegated responsibility to the Federation for admitting applicants who fulfil the normal entry criteria to Common Awards degrees. The University retains the right not to admit a student to the Common Awards.

The Federation Board has delegated responsibility for admissions to Common Awards degrees to the Durham Academic Oversight Group (DAOG), who in turn delegate authority to the Principal, Admissions Tutors and Director of Studies (DOS) of each House represented on the DAOG.

The Chair of the DAOG is responsible to the Chair of the Board for ensuring that the admissions process is managed fairly and in accordance with this policy.

### Entry requirements

The entry requirements for each of the Common Awards degrees are listed on the individual degree pages on the Federation website [www.theofed.cam.ac.uk](http://www.theofed.cam.ac.uk).

Details of applying for accreditation of prior learning can be found in the Federation's APL policy at [www.theofed.cam.ac.uk/policies](http://www.theofed.cam.ac.uk/policies).

### Non-standard entry

Applicants who do not meet the standard entry criteria may be considered for admission. An applicant who does not meet standard entry criteria, but is judged to be capable of studying at the appropriate level, will be admitted to a lower level award in the first instance (e.g. a Cert HE instead of a BA), ready to transfer to the higher level award subject to satisfactory progress.

English language requirements will not be waived under any circumstances; applicants whose first language is not English must submit a current IELTS (or equivalent<sup>1</sup>) test result meeting the entry requirements for the programme.

Non-standard applications are referred by the DOS via Bounds House to the Common Awards team at Durham for the approval of the Durham Common Awards Management Board. The DOS will complete the relevant Durham concession request form.

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<sup>1</sup> Applicants requiring student visa sponsorship must use IELTS

Applicants will need to demonstrate potential to benefit from their course, and capacity to study at an appropriate level. This may be demonstrated by one or more of the following:

- recommendation for ministerial training by a sponsoring church, where the recommendation process includes assessment of the applicant's academic capacity
- a sample of the applicant's written work, e.g. a book review, as requested by the DOS/Admissions Tutor
- a presentation or assessed conversation at interview
- evidence of significant, relevant work experience
- completion of a taster module, as below.

Applicants who do not meet standard undergraduate entry requirements may apply to take a Common Awards taster module at Level 4. Those who achieve an overall mark of 40 or above in a Level 4 taster module will be considered for admission to the Certificate of Higher Education.

Applicants who do not meet standard postgraduate entry requirements may apply to take a taster module at Level 7. Those who achieve an overall mark of 50 or above in a Level 7 taster module will be considered for admission to the Postgraduate Certificate.

The opportunity to take a taster module, and admission via this route, is not guaranteed and each case will be considered on its own merits.

### **Admissions process**

1. Prospective students apply to the House of their choice. Applications, which must be made electronically, must include all of the information requested on the Federation's application form. Applicants to Ridley Hall may choose to send applications in hard copy instead, which Ridley Hall staff will scan and send to Bounds House.
2. If the admissions team at the House consider that the application meets the admissions criteria they will contact the applicant and arrange an interview. The House will inform the applicant and Bounds House whether the applicant has been successful or not.
3. Bounds House will email the applicant with an offer letter. The letter will state if an offer is conditional or unconditional. Reasons for conditional offers include being subject to exam results, the outcome of a Bishop's Advisory Panel, or proof of identity.
4. Successful applicants will be asked to confirm acceptance of the offer and will be given information on enrolment.
5. Bounds House will inform the House of the student's response to their offer.
6. The process at steps 3-5 above is modified for Ridley Lay Ministry applicants as Bounds House will email the offer letter to RLM, who will correspond with the applicant and inform Bounds House of the decision.

## **Complaints and feedback**

Anyone wishing to complain about the admissions process should use the Complaints Procedure on our website at [www.theofed.cam.ac.uk/policies](http://www.theofed.cam.ac.uk/policies)

Unsuccessful applicants can request feedback from the Director of Studies of the House to which they applied, which will normally be given within 20 days.

## **Records**

Those making application decisions must record the reasons for their decisions together with supporting information.

The Federation is required to report admissions data to the Office for Students and so Bounds House need to be informed of the results of all applications.

## **Diversity**

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.

We monitor our admissions process to ensure that barriers do not exist for applicants of any type regardless of social, cultural, ethnic, educational or economic background. At every stage in the assessment process all applicants will be given an equal opportunity to demonstrate their skills, achievements and potential.

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