



Christ Theological College

Admissions Policy

(Microcredentials & Higher Education Provision)

Document Control

Policy Title: Admissions Policy

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Approved By: Governing Board

Policy Owner: Academic Dean

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Applicable programmes: CTC Micro-credentials (level 4/5)



1. Purpose

This policy sets out how CTC will manage admissions in a fair, transparent, and academically robust manner.

It ensures:

- Access without compromising standards
- Alignment with level 4/5 HE expectations
- Equitable and inclusive admissions

This policy is underpinned by the Statement of Vision, Mission, and Values and should be read in the context of that statement. The Admissions Policy explains how Christ Theological College will manage the admissions process for the Microcredentials (Level4/5). The policy and statement will be available on the college website, www.ctcollege.org.

The Christ Theological College (CTC) Admissions Policy has been written with reference to the QAA UK Quality Code for Higher Education Advice and Guidance, and the relevant admissions policies of the colleges with which we work. It is also aligned with the Union School of Theology Requirements. The primary aim of this document is to assist Christ Theological College in delivering an exceptional student experience in all aspects of a student's relationship with the College and, in turn, help fulfil the vision and mission of the College.

2. Scope

Applies to:

- all applicants to Microcredentials
- all admissions staff
- academic decision-makers

3. Policy Principles

Christ Theological College encourages applications from all those with the potential to do well at College, whatever their background. Our values include providing contextually relevant theological education and ministerial training, with a focus on adapting to the realities of global Christianity. They aim to equip and empower Christians, especially from the Majority World, to serve in God's mission through intercultural training in ministry, mission, and leadership. We attract students from a wide range of social and ethnic backgrounds.

We are dedicated to:



- **Ensuring Equal Treatment:** Providing non-discriminatory policies towards students, ensuring equal treatment regardless of gender, age, ethnicity, culture, class, sexuality, disability, religion, or belief.
- **Promoting Diversity:** Minimising barriers for applicants to create a balanced and diverse student body.
- **Widening Access:** Increasing access for underrepresented groups.
- **Fair Selection:** Using reliable and fair selection methods to admit students with potential for success.
- **Transparency in Admissions:** Implementing consistent, transparent, and fair admissions practices.
- **Matching Potential:** Ensuring a good fit between applicants' achievements and the demands of the programmes.
- **Accessible Information:** Providing clear and accessible information to applicants.
- **Continuous Improvement:** Regularly monitoring and reviewing our policies and procedures.

4. Admissions Framework - Approach, Deployment, review and Improvement (ADRI) Model

4.1 Approach (Philosophy and Design)

CTC adopts an inclusive but standards-based admissions approach.

We:

- widen access
- assess potential
- maintain Level 4/5 standards

4.2 Deployment (Implementation)

Admissions will be implemented through:

- application forms
- references
- interviews
- academic review

All applicants will be assessed consistently.



4.3 Review (Evaluation)

Admissions processes will be reviewed bi-annually through:

- applicant data
- student success rates
- feedback
- progression rates

4.4 Improvement (enhancement)

Enhancements will include:

- improved admissions criteria
- better applicant support
- clearer communication

5. Roles and Responsibilities

Principal and Academic Dean

Final Decision maker

Admissions Office

Process Management

Academic Staff

Selection and interview

6. Procedures

6.1 Application Process

Accepted Applications

Christ Theological College accepts applications for the diploma programme directly from applicants (we do not use the UCAS system). Information about the programmes offered at the College, open days, application forms, dates and fees, can be found on the College website¹ or by emailing admin@ctcollege.org.

Accepted International Applications

¹ Programmes located: "Study With Us," <https://www.ctcollege.org/courses-programmes/>

Course costs: "Diploma Course Theology, Biblical Interpretation, and Diaspora Mission/Ministry"



Christ Theological College accepts applications for diploma and Masters programmes directly from applicants (we do not use the UCAS system). Information about the programmes offered at the College, open days, application forms, dates and fees, can be found on the College website or by emailing admin@ctcollege.org.

Application Forms

We also accept applications from those residing outside of the UK, as we currently operate online.

References and Interviews

For each applicant, irrespective of the point of entry into the programme and past experience, Christ Theological College will take up references and conduct an interview. Application records are kept; references, interview notes and admissions decisions are held on CTC's access-controlled institution system. Access is restricted to the Admissions Office and named academic decision makers. Record are kept in line with CTC's Data Protection and Records Retention policy and handled in accordance with UK GDPR.

Impartiality

Interviews will be conducted by at least two people against a consistent criteria. Scores will be recorded; conflict of interest declaration (anyone with a personal connection to an applicant steps out). No single individual will make an unmoderated decision.

Supporting Documents and References

When all the supporting documents and references have been supplied, applicants will be invited for an interview. Applicants are advised to include all required documents with their online application to avoid delaying the progress of their application.

Process for Over-Subscription

Where a programme or year is oversubscribed, 60% of available places will be offered throughout the year up to the end of May of the year of entry. 40% of places will be held back, and the final decision regarding all applications will be made after the closing date for applications.

Application Deadlines

All applications that are submitted before the application deadline (the date is published on the College website) will be considered in reference to the criteria in this policy

Applications Submitted After the Deadline



Applications submitted after the deadline date may be considered, depending on the availability of places, and applicants may be given the option of being placed on the waiting list.

Personal Information

All personal information offered by an applicant will be held confidentially and with access restricted to those involved directly with the admissions process. All CTC staff with access to applicants personal information will be GDPR trained and certified.

6.2 Equal Opportunities

Non-Discriminatory Policy

Christ Theological College is dedicated to operating a non-discriminatory policy towards students and is committed to ensuring students receive equal treatment, irrespective of gender, age, ethnicity, culture, class, sexuality, disability, religion or belief.

Admissions on Merit

The College will make admissions solely on merit and will not discriminate against individuals on any of the above-mentioned grounds.

Disabilities or Impairments

Applicants with a disability or impairment will be encouraged to disclose this in their application. The College will assess any reasonable adjustments that might be made so that the applicant can consider this when deciding whether to study at Christ Theological College. Such information will not be taken into account when making admissions decisions, except if there are overriding health and safety concerns or barriers in relation to the professional requirements for an individual programme of study or where any reasonable adjustments cannot be made (for further information, please see the Disability Policy available on the College website).

6.3 Applicants with Criminal Convictions

Applicants with unspent criminal convictions will not necessarily be prevented from gaining admission to Christ Theological College.

Declaration of Unspent Criminal Convictions

An applicant will be required to make a full declaration of all unspent criminal convictions. The information provided will be strictly confidential and shared only with the Academic Dean and the Admissions Review Panel. The panel will normally include the Programme Leader/Module Leader, a Tutor/Lecturer, the Principal and the Academic Dean.



Application for those Making Criminal Convictions Declarations

The admissions process for those making a criminal conviction declaration has two stages:

Stage 1 - If the applicant meets the normal entry requirements, the application will be processed as outlined above, and on the same basis as all other applicants, i.e. the applicant will be interviewed on the basis of their academic qualifications or life experience qualifications.

Stage 2 - Based on the criminal convictions declaration, the Admissions Review Panel will conduct a separate risk assessment (Programme Leader/Module Leader, a Tutor/Lecturer, the Principal and the Academic Dean). The panel will seek to exercise a duty of care toward the applicant and the wider College community.

The panel will consider whether the nature of the criminal conviction would prevent the applicant from pursuing a placement if it forms an integral part of the programme or pursuing the profession to which the chosen programme leads.

If the panel will decide that an applicant's conviction would bar them from their chosen profession, this will be clearly communicated to the applicant.

If the panel decides that the level of risk to the applicant or the wider College community is not acceptable, this will be clearly communicated to the applicant.

If the panel decides to admit the applicant, with or without provisions, conditions, or checks in place, the decision will be communicated to the applicant, and the application will be processed normally, as outlined in this policy.

6.4 Entry Requirements

Normally, only those applicants who meet the minimum entry criteria on the basis of their initial application are invited to attend an interview. Micro-credentials operate at Level 4/5... students must demonstrate the ability to engage academically. Applicants demonstrate readiness to study at Level 4/5 through their application, personal statement, references and interview. Indicators include the ability to read and reflect on a text, to express ideas in writing at a basic academic standard, sufficient English for the mode of delivery, and relevant ministry, work or life experience. Formal prior qualifications are welcomed.

Written and Spoken English Requirements

The College believes that a good level of English language, both spoken and written, is important for the successful completion of its programmes. Applicants who are not educated in the English language will be required to have gained a minimum grade of 6.5 in the IELTS test or equivalent other tests. Applicants will be



required to supply evidence of their achievements. Applicants will be asked to complete a short written task where they do not provide accepted evidence of English proficiency, or where the application indicates that written English at the level required for the micro-credential should be confirmed. The same task and criteria are applied to all applicants in that category.

Mitigating Circumstances

Allowance may be made for an applicant with mitigating circumstances that have had a detrimental and unavoidable effect on their previous education. We may decide to offer a place to such an applicant if we consider that they have the potential to do well at the College.

Non-Standard Qualifications

Applicants with non-standard qualifications or who wish to have work or life experience considered are welcome to apply. Applications will be considered individually in line with this Admissions Policy, the entry requirements of the chosen course of study and the validating university's regulations. We will look at the applicant's potential to benefit from the chosen programme.

6.5 Application for Recognition of Learning

Applications From Those Who Have Previously Completed A Programme at CTC

Where applicants have completed a programme of study previously at Christ Theological College, admissions decisions will be made in the same way as those for entry into the first year.

Other Courses & Academic Credit From Other Institutions

Where an applicant has relevant prior learning from previous study, professional training or experience, CTC will consider it under its Recognition of Prior Learning procedure, either to satisfy the access required for a microcredential, or where applicable, as a prerequisite for a higher-level micro-credential. Whether a CTC micro-credential contributes towards a larger qualification is determined by the receiving institution.

Restrictions on the volume of credit which may be transferred will be set out in the Accreditation of Prior and Experiential Learning Policy, which will be made available on the College website.



Applicants for Recognition of Prior Learning

Applicants for recognition of prior learning must satisfy the normal admissions criteria for their chosen course of study. In order to qualify for consideration, the prior learning must also:

- correspond, in terms of the level of subjects studied, to modules within the chosen course of study
- have been undertaken at another college, a university or a similar institution of appropriate standing, and be certified as such in an official document, such as a transcript
- have normally been undertaken over a period of at least one academic year of study and usually no more than five years before the proposed initial registration date on the chosen course of study.

Completed Year of Study

As microcredentials are self contained units, CTC does not offer partial exemption within a microcredential. Recognition of prior learning is considered only in relation to access requirements or prerequisites, under CTC's Recognition of Prior Learning Procedure (RPLP).

6.6 The Selection Process

The College will make admissions decisions solely on merit and will not discriminate against individuals on race, religion, belief, ethnicity or national origin.

All Applicants Are Interviewed

All applicants will be invited to attend an interview. During the interview process further information about the programme and its requirements will be offered to applicants who will, in turn, have the opportunity to ask questions. The interview will form part of the selection process.

Tests as Part of the Application Process

For micro-credentials requiring specific practical skills, or where an applicant's qualifications are non-standard, CTC may set a task to assess readiness. The task, its criteria, and its weight in the decision are published in advance, applied consistently to all applicants in that category, and available with reasonable adjustments on request.

Decisions Making



Admissions decisions will be made by the Principal and Academic Dean in consultation with module tutors and the Admissions panel, based on the entry criteria, the personal statement, references, the interview.

False Statements & Omitted Information

Admissions decisions will be made on the basis of the information that is included in the application. The College may withdraw an offer at any stage from an applicant who has made false statements or omitted significant information in his/her application.

Applications Lacking Information

If an application does not contain enough information, we will give the applicant an opportunity to provide the missing information before making an admissions decision. Otherwise, we may make an offer conditional on the applicant providing the missing information. Once a decision is made on an application, the College will only consider additional information at its discretion.

6.7 Differed Applications

Applicants may ask to defer their application for one year when they first apply to the College by writing to the Admissions Officer after their application has been submitted.

The offer of a place on a programme may be deferred for one year by writing to the Admissions Officer. Any conditions that are attached to an offer must be fulfilled by 31 August of the year of entry.

An application or an offer of a place on the programme may not be deferred for more than one year. Any further application will follow the normal admissions process as outlined above.

6.8 Admissions Decisions²

As soon as a decision on an application is made, the Admissions Office will write to the applicant directly with an offer of a place, a deferred place or a refusal - this is normally within 14 days of the interview date.

Applicants who are offered a place on a programme must respond by the date stated in the letter and return the response form and the non-refundable deposit in order to secure a place on the programme.

² For more information see Appeals Procedure in Point 7 of this document.



The conditions that are attached to an offer must be fulfilled by the date on the offer letter.

All offers are subject to the college's entrance requirements and the validating university's regulations.

6.9 Changes to Programmes

From time to time, the college may find it necessary to make a change to a programme. This may be outside of the college's control or may be due to an improvement to the programme.

Applicants who are affected by any such decisions will be contacted as soon as possible. In these circumstances, applicants will be entitled to withdraw their application by written notice to the College Admissions Office and will be refunded in full for any deposit and fees already paid to the College.

6.10 Monitoring and Compliance

- Admissions monitored annually and reported to the principal
- Reviewed by academic committee

6.11 Evidence

- Application data
- Progression rates
- RPL Records

7. Appeals and Complaints

Christ Theological College is committed to handling the applications promptly and fairly, and in line with its Admissions Policy. If an applicant believes the decision is unfair, an appeal may be made using the following procedures:

1. Lodging a formal appeal or complaint: a written appeal or complaint, which should include any associated information or documents, should be made to the College Academic Registrar, who will consider the complaint, consult the interview panel, and then respond in writing to the applicant.
2. Pursuing a formal appeal or complaint (1): If the applicant is not satisfied, or has remaining concerns, an appeal or complaint may be made in writing to the Programme Leader, who will review the Academic Registrar's report.



3. Pursuing a formal appeal or complaint (2): should the applicant be dissatisfied after step ii, a review by a small panel with no prior involvement in the case will be conducted.
4. Final appeal or complaint: the applicant may make a final appeal or complaint to Union School of Theology as the accredited provider, on grounds of procedural conduct (not simply dissatisfaction of outcome).

8. Review Cycle

Bi-annual review by the Academic Board

9. Related Policies

Quality and Assurance
Teaching & Learning
Student Appeals Policy
Student Complaints Policy

10. External Reference Points

Christ Theological College Statement of Vision, Mission and Values
The Quality Assurance Agency for Higher Education 2024, "QAA UK Quality Code for Higher Education Advice and Guidance," Available at:
<https://www.qaa.ac.uk/docs/qaa/quality-code/uk-quality-code-for-higher-education-2024.pdf>



Appendix A - Admissions Monitoring Template

Christ Theological College Admissions Monitoring Report

Academic Year:

1. Applications

Category	Number
Total Applications	
Offers Made	
Acceptances	
Completion Rate	

2. Diversity and Access

Category	Data
International Students	
Underrepresented Groups	

3. Admissions Decisions

Commented [IM1]: Not clear what this refers to.

Area	Evaluation
Fairness	
Consistency	
Acceptances	
Transparency	

4. Student Success Indicators

Area	Data
Retention	



Progression	
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5. Key Issues

6. Improvements