

WYCLIFFE HALL

- OXFORD -



Admissions Policy

1. Background

- 1.1 Wycliffe Hall is a Permanent Private Hall of the University of Oxford. Wycliffe invites applications from students aged 21 or over studying theology or related subjects. Students at Wycliffe Hall will be either studying courses offered by the University of Oxford or the University of Durham.
- 1.2 Wycliffe Hall's Admissions Policy is written in alignment with University of Oxford and Durham University policies and frameworks.
- 1.3 Wycliffe Hall students benefit from research-led teaching by some of the world's leading scholars combined with the distinctive social and pastoral experience of the University's collegiate system and superb access to extra-curricular activities such as sport and cultural events.
- 1.4 Our admissions policy is fair and transparent and we seek to recruit the most able and most motivated students who can best benefit from studying at Wycliffe Hall. Every application is important to us and we welcome applications from all students irrespective of background.
- 1.5 Decisions on admissions are based solely on the individual merits of each candidate, their suitability for the course they have applied to study (bearing in mind any requirements laid down by any professional body or the requirements of the Church of England), and assessed by the application of selection criteria appropriate to the course of study. Admissions procedures are kept under regular review to ensure compliance with this policy.
- 1.6 All selection for admission takes place without regard to sex, marital status, race, ethnic origin, colour, sexual orientation, social background or other irrelevant distinction.
- 1.7 Applications from students with disabilities are considered on exactly the same grounds as those for other candidates. We are committed to making arrangements wherever practicable to enable such students to participate as fully as possible in student life.

2. Scope

- 2.1 This policy applies to the admission of Undergraduate, Graduate and Visiting Scholars and Pastors. However different procedures apply to the different categories as set out below:
- 2.2 Wycliffe Hall will consider direct application to the following courses once an application form has been completed and submitted through the website <http://www.wycliffe.ox.ac.uk> –
 - Applications by Church of England Ordinands
 - The BA in Theology Ministry and Mission (BATMM)
 - The Diploma in Theology Ministry and Mission (DTMM)
 - The BA in Theology Ministry and Mission (Mixed Mode) (Mixed Mode BATMM)

(These courses are offered by Durham University and are very often referred to as Common Awards and are for Church of England Ordinands only)

Admissions Policy

- The Bachelor of Arts in Theology (B.A.) for entry as a Senior Status student of the University of Oxford if the applicant is an ordinand of the Church of England.
- Applications by Independent students (i.e. non Church of England Ordinands)
 - The Bachelor of Theology (B.Th.)
 - The Diploma in Theological Studies (DTS)
 - The Certificate in Theological Studies (CTS)

(The B.Th., DTS and CTS courses are offered by the University of Oxford, Department of Continuing Education (OUDCE))

2.3 For courses where applications are not made direct to Wycliffe Hall

- Wycliffe Hall will consider applications to the BA in Theology or the BA in Theology and Philosophy (both offered by the University of Oxford). If the student is a non ordinand, an application is made to UCAS and the application is approved by the Faculty of Theology and Study of Religion of the University of Oxford. Prospective students must be over the age of 21 and it may be for either a three year course or a two year course as a Senior Status student of the University. Senior Status applies to those who already have a first degree.
- Applicants for the graduate course must apply to the University of Oxford first on www.ox.ac.uk and conform to their criteria for consideration.

2.4 Applications by Visiting Scholars and Pastors

- Wycliffe Hall will also consider applications by students at other Universities, academics from other Universities or Pastors to come for short periods of research as Visiting Scholars and Pastors. Applications have to be made through the website <http://www.wycliffe.ox.ac.uk>.

3. Admissions Criteria

3.1 Wycliffe Hall only accepts students who are aged 21 or over.

3.2 The graduate application process is centralised through the University, and prospective students must apply first to the University for Admission onto their desired course. Applications should be submitted through the University website at <http://www.ox.ac.uk/admissions/graduate/applying-to-oxford>. Most courses will require the applicant to have received a 2:1 (GPA 3.6) in a prior degree.

3.3 Once a student has been accepted by the University, their application will then be passed on to a college for their consideration. If the applicant expresses a preferred college, such as Wycliffe, they must have specified this on their application form, otherwise a college will be chosen for them. Once they have been accepted by the University, a college will be found for them.

3.4 Students wishing to study at Wycliffe will be contacted by the Admissions Officer and, in the case of postgraduates, the Tutor for Graduates to discuss their application and to ensure every applicant fully understands the ethos of the Wycliffe Hall community.

3.5 For applicants applying as a Church of England Ordinand to study for a BA as a Senior Status student they must already be in possession of an undergraduate degree in another subject at a minimum level of 2.1.

3.6 For applicants applying for OUDCE courses they must have a minimum of 5 GCSE passes including 2 at 'A' level or the equivalent or their application must be approved by the OUDCE admissions panel in accordance with their policy.

3.7 Applicants for the BA in Theology or the BA in Philosophy and Theology who are applying through UCAS must meet the criteria laid down by the Faculty of Theology and the Study of Religion. Details of this can be found on www.ox.ac.uk.

3.8 Common Awards applicants must be sponsored by the Church of England for full time training.

3.9 In addition applicants must fulfil the criteria laid down by the University of Oxford or Durham University regarding English qualifications and be where necessary in possession of a visa which allows them to study at the University of Oxford or Durham University. Information about this can be found on the University websites.

Admissions Policy

- 3.10 Applicants to be Visiting Scholars or Pastors must apply at <http://www.wycliffe.ox.ac.uk> and be able to show how they would benefit from a period of study at Wycliffe Hall.

4. Administration/Management of Process

The Admissions process is managed by the Admissions Officer under the direction of the Vice Principal of Wycliffe Hall.

5. Process

5.1 Prospective Ordinands in the Church of England

5.1.1 Prospective ordinands apply online through the Wycliffe Hall website www.wycliffe.ox.ac.uk. Once an application is complete and submitted, in consultation with the Vice Principal and/or course tutors, applicants will then be invited to an interview. Interviews for ordinands are held periodically throughout the year. Prospective ordinands may apply once they have begun conversations with their Diocesan Director of ordinands and should follow their advice with respects to their discernment for training. (Prospective ordinands in the Church of England who wish to take a graduate qualification, such as a Masters of Theology in Applied Theology with the University of Oxford also have to apply to the University of Oxford as well through the website <http://www.ox.ac.uk>)

5.2 Applicants for Undergraduate Certificate in Theological Studies, Diploma in Theological Studies and Bachelor of Theology

5.2.1 These courses are offered by Oxford University Department for Continuing Education and applicants apply to Wycliffe Hall through www.wycliffehall.org.uk. There will be a gathered field of applications submitted which will be completed at the end of week 6 in Michaelmas Term and Hilary Term, with interviews scheduled to start in week 9 of each term respectively. Those selected for interview have to meet at least the minimum criteria, have satisfactory references and be recommended for interview by the course tutor in consultation with other tutors. After the interviews in Hilary Term are completed then applications may be considered on a "first come first served" basis.

5.2.2 Candidates wishing to undertake the OCCA programme, delivered Ravi Zacharias International Ministries, (RZIM) will need to complete two applications – one to Wycliffe Hall for the CTS and one to OCCA for the OCCA Programme. These two admission processes are independent of one another. A prerequisite of acceptance to the OCCA Programme is acceptance to the CTS.

5.3 Applicants for the B.A. in Theology and the B.A. in Philosophy and Theology who are not Church of England Ordinands

5.3.1 For applicants applying through UCAS Wycliffe Hall follows the procedure laid down by the University of Oxford often referred to as the 'Common Framework.' Full details can be found at <http://www.ox.ac.uk>.

5.4 Postgraduate Applicants

5.4.1 For applicants applying for postgraduate courses Wycliffe Hall follows the procedure laid down by the University of Oxford. Full details can be found at <http://www.ox.ac.uk>.

5.5 Visiting Scholars and Pastors

5.5.1 Visiting Scholars and Pastors applications may be considered throughout the year.

5.6 Interviews

5.6.1 There will be two interviewers per interview one of whom will be female if the interviewee is female. Interviews for candidates who cannot come to Oxford because they are outside the UK and Europe may be conducted via the Internet.

5.6.2 The process of interviewing will be determined at the start of the academic year in accordance with University requirements.

5.6.3 With regard to Common Awards and OUDCE courses decisions are communicated to applicants as soon as possible by email, followed by a letter from the Principal or Vice Principal.

Admissions Policy

- 5.6.4 UCAS and postgraduate application decisions will follow the procedures laid out by the University of Oxford.
- 5.6.5 After a decision is made, the Admissions Officer will be in regular contact to ensure that all University procedures regarding data entry, registration, start of term etc. are communicated and fulfilled in a timely fashion.

6. Feedback

- 6.1 Unless requested, feedback is not normally given. If applicants wish to receive further information on any aspect of an application, including a decision not to call for interview, or the reasons why their application has been unsuccessful, they should make a request, in writing, to the Admissions Officer at Wycliffe Hall.
- 6.2 Feedback will generally be provided by letter or email within twenty working days of receipt of the request. However, requests for feedback received before 31 December will be treated as having been received on the day the Hall reopen after the New Year. Applicants for feedback should also read the University of Oxford's policy on this to be found at <http://www.ox.ac.uk/admissions/undergraduate/applying-to-oxford/decisions/feedback>.

7. Responsibility for Decision Making

- 7.1 Applications are approved for entry with regard for ordinands (whether applying for Common Awards or not), OUDCE applicants and Visiting Scholars and Pastors by the Principal or Vice Principal on advice by the interviewing tutors.
- 7.2 Applicants through UCAS are offered a place by the Principal or Vice Principal on advice by the interviewing tutors once the applicant has fulfilled all criteria of the University of Oxford.
- 7.3 Applicants applying for postgraduate courses are offered a place in the University by the appropriate faculty they are then offered a place at Wycliffe Hall by the Principal or Vice Principal on the advice of the Tutor for Graduates or whosoever is fulfilling that role at the time.

8. Staff Training/Development

- 8.1 Staff have to meet the criteria for interviewing laid out in the regulations of the University of Oxford. Staff are prepared for their roles in admissions interviewing by undertaking training by the Oxford Learning Institute and Wycliffe Hall's staff includes an OLI trainer. New staff are mentored in the interviewing process by the Senior Tutor and course tutors.

9. Deferred Entry

- 9.1 Applicants can apply for a year in advance or ask that their application is deferred for a year for ordinands or OUDCE courses and Wycliffe Hall will consider such requests on an individual basis, however deferred entrants will be asked to confirm that they are still intending to start their course by sixth week in Michaelmas a year in advance. Confirmation of their place will then be given.
- 9.2 Applicants for graduate programmes who wish to defer have to make application to the Faculty of Theology and Study of Religion at the University.
- 9.3 Applicants who apply through UCAS and wish to defer entry have to adhere to the regulations laid down by the University of Oxford.

10. Retention of Records

- 10.1 All applications to Wycliffe Hall on www.wycliffe.ox.ac.uk are kept on a secure server at Wycliffe Hall. Paper records of interviews etc. are kept in the archive room for a period of 6 years after application.
- 10.2 UCAS and postgraduate applications are kept by the University of Oxford.

Admissions Policy

11. Equality

- 11.1 Wycliffe Hall is a Permanent Private Hall of the University of Oxford and is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected. Wycliffe Hall conforms to the Common Framework of the University of Oxford regarding admissions and seeks to admit students of the highest academic potential, and to select students without regard to sex, marital or civil partnership status, race, ethnic origin, colour, religion, sexual orientation, social background or other irrelevant characteristic.
- 11.2 Decisions are based only on the merits of each candidate, and their suitability for the course they have applied to study as assessed by the application of selection criteria appropriate to the course of study (bearing in mind any requirements laid down by any professional body or the requirements of the Church of England). Applications from students with disabilities are considered on exactly the same academic grounds as those from other candidates. The Hall is committed to making arrangements wherever practicable to so students can participate as fully as possible in student life. Details of these arrangements will be provided on request by the Admissions Office.
- 11.3 Wycliffe Hall as a Permanent Private Hall is committed to communal life which is consistent with Christian Principles on this matter.
- 11.4 These values do not imply the need for financial guarantees to be sought where appropriate.

12. Monitoring and Review of Process

- 12.1 The Admissions policy and criteria will be reviewed by SMT once a year and confirmed as appropriate with any changes required by the University of Oxford or Durham University implemented.

13. Joining the Hall Community

- 13.1 Wycliffe Hall is a Christian community, standing within the Evangelical tradition of the Church of England. We welcome applicants from outside this tradition, but we will endeavour to ensure that all applicants are aware of the Christian ethos of the institution. Some of the distinctive elements of this ethos are set out in this document and on the Wycliffe Hall website www.wycliffehall.org.uk. Applicants should contact the Admissions Office if they have questions about these or other issues.

14. General Ethos

- 14.1 The vision of Wycliffe Hall is to be an international centre of evangelical theology which equips trains and sends out Christian servant leaders who will play their part in channelling the transforming power of the gospel of Jesus into the Church, the world and the academy. Details of our academic values can be found at <http://www.wycliffehall.org.uk/our-values>.

15. Complaints

- 15.1 "Appeals" are defined as a request by an unsuccessful applicant for a formal review of the outcome of an admissions decision, will not be considered. A "complaint" is defined as a specific concern related to a procedural error, irregularity or poor administration in the admissions procedures or policies.
- 15.2 Complaints regarding applications made through www.wycliffe.ox.ac.uk should be made in writing to the Head of Admissions, the Vice Principal, Wycliffe Hall outlining the concern. Acknowledgement of receipt of the complaint will be given within 5 working days of it being received by email or in writing.
- 15.3 The complaint will be investigated by the Senior Tutor, or the Vice Principal or the University Admissions Panel (as appropriate) and a decision made and communicated within 28 working days after acknowledgement of receipt of the complaint. If this timeframe cannot be adhered to then the complainant will be informed and kept abreast of future developments.

16. Other Policies

- 16.1 Applicants to Wycliffe Hall will also once they commence their studies be required to conform to the Hall's Safeguarding policy which may include making an application to the Disclosure and Barring Service for a criminal records check.

10th October 2014

VERSION CONTROL					
Version Number	Policy Gatekeeper	Date of Approval	Committee	Date to Take Effect	Date of Next Review
V.3.2	SDNV	24.11.14	Education	24.11.14	Trinity 2015

It is the responsibility of the Gatekeeper of each policy to check annually whether there have been any legislative and/or University policy changes that are relevant to Wycliffe Hall.