



WYCLIFFE HALL

Admissions Policy

Background & Core Principles

1. Wycliffe Hall is a Permanent Private Hall of the University of Oxford. Wycliffe Hall invites applications from prospective students aged 21 or over to study theology and related subjects. Wycliffe Hall offers a wide variety of undergraduate and postgraduate courses run through the University of Oxford and Durham University¹. Wycliffe Hall's Admissions Policy seeks to be clear, fair and transparent, and is written in alignment with University of Oxford and Durham University policies and frameworks.

Life at Wycliffe

2. Wycliffe Hall is a Christian community, standing within the Evangelical tradition of the Church of England. We welcome applicants from outside this tradition, and 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, in the Wycliffe Hall Prospectus, and on our website.
3. 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. Applicants are advised to read our Statement of Academic Values and Virtues² which gives further insight into Wycliffe Hall's liberal educational values. Applicants should contact the Admissions Officer if they have questions about our ethos and values or other queries about life at Wycliffe Hall³.
4. 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 Oxford University's collegiate system and superb access to extra-curricular activities such as sports and cultural events.

¹ For further, more comprehensive details on courses and community life at Wycliffe, please see the Wycliffe Hall prospectus, which is available for download on our website www.wycliffehall.org.uk.

² Available on our website:

<http://www.wycliffehall.org.uk/data/wycliffe/downloads/WH%20Academic%20Values%20and%20Virtues.pdf>

³ The Admissions Officer can be contacted via email (admissions@wycliffe.ox.ac.uk) or telephone (+ 44 (0) 1865 274205).

Equality

5. Wycliffe Hall 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.
6. Wycliffe Hall seeks to admit motivated students of the highest academic potential, and to select students without regard to sex, gender reassignment, marital or civil partnership status, pregnancy and maternity/paternity, race, ethnic origin, colour, religion, sexual orientation or social background. Under the conditions of its license as a Permanent Private Hall of the University of Oxford, Wycliffe Hall is only able to admit students aged 21 or over; we do not give any other consideration to age when selecting students.
7. Decisions on admissions are based solely on the individual merits of each candidate and their suitability for the course they have applied to study (in consideration of any requirements laid down by any professional body or the requirements of the Church of England). Applications are assessed by selection criteria appropriate to the course of study.
8. Applications from prospective 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 enable students to participate as fully as possible in community life. Details of these arrangements will be provided on request by the Admissions Office.
9. Wycliffe Hall as a Permanent Private Hall is committed to communal life which is consistent with Christian Principles on this matter. At any one stage in the assessment process, all applicants will be given an equal opportunity to demonstrate their skills, achievements and potential. Every application is important to us.
10. These values do not negate the need for financial declarations to be sought where appropriate.

Scope

11. This policy applies to the admission of Undergraduate and Graduate Students, Visiting Scholars and Pastors to Wycliffe Hall. It should be noted that different admissions procedures apply to different categories of prospective students, as set out below.

Roles and Responsibilities

12. The Admissions process is managed by the Admissions Officer under the direction of the Vice-Principal of Wycliffe Hall.
13. The Principal and Vice-Principal have the authority to offer places to applicants under the following conditions:
 - a) Undergraduate applications from prospective ordinands and independent students may be approved for entry on the advice of interviewing tutors, and once an applicant has

fulfilled any additional criteria mandated by the University of Oxford or Durham University.

- b) Postgraduate study applications may be approved for entry once an applicant has been offered a place by a relevant University of Oxford Faculty or Department and on the advice of the Tutor for Graduates.
- c) All applications from prospective Visiting Scholars and Pastors may be approved for entry on the advice of interviewing tutors.

Admissions Criteria - General

- 14. Wycliffe Hall only allows entry to prospective students aged 21 or over at the start of their chosen course of study.
- 15. Applicants must fulfil any relevant admissions criteria set by the University of Oxford or Durham University regarding English qualifications and, where necessary, be in possession of a visa which allows full-time study at the University of Oxford or Durham University. Information about this can be found on the universities' respective websites.

Admissions Criteria & Process for Prospective Church of England Ordinands: Undergraduate and Postgraduate Pathways

- 16. Wycliffe Hall will consider a direct application to these courses once an application form has been completed and submitted through the Hall's 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 (DDO) and should follow their advice with respects to their discernment for training.
- 17. Applicants applying as a Church of England Ordinand to study for a BA as a Senior Status student must already be in possession of an undergraduate degree in another subject at a minimum level of 2.1 (or equivalent, e.g. a GPA of 3.6 or higher).
- 18. Prospective ordinands in the Church of England who wish to take a graduate qualification with the University of Oxford (Postgraduate Diploma in Theology; Master of Theology in Applied Theology; Master of Studies (MSt) in Theology; Master of Philosophy (MPhil); Doctor of Philosophy (DPhil) in Theology) must apply to Wycliffe Hall online via www.wycliffe.ox.ac.uk and the University of Oxford through their website <http://www.ox.ac.uk/admissions/graduate/applying-to-oxford>.
- 19. Common Awards applicants must be sponsored by the Church of England. In addition, applicants are expected to have a minimum of 5 GCE passes, of which two should be at 'A' level and include GCSE English at grade C or an equivalent qualification. Exemptions from

these requirements for those otherwise qualified can be considered. Further information on standard entry requirements can be found in Durham University's programme specifications⁴.

Admissions Criteria & Process for Prospective Independent Students: Undergraduate and Postgraduate Pathways

20. Wycliffe Hall will consider a direct application to the Bachelor of Theology (BTh), or the Undergraduate Certificate in Theological Studies (CTS) (available via part-time and full-time delivery) once an application form has been completed and submitted through the website <http://www.wycliffe.ox.ac.uk>. These courses are offered by the Oxford University Department for Continuing Education (OUDCE).
21. Applicants must meet the selection criteria set by OUDCE and available at www.conted.ox.ac.uk/about/theological-studies.
22. Exemptions from these requirements for those otherwise qualified can be considered. It should be noted that there is no direct admission to the Undergraduate Diploma in Theological Studies; students may progress to the DTS or the BTh upon successful completion of the CTS.
23. Applications are collated as part of a 'gathered field' in Michaelmas and Hilary Terms; each round of applications closes in Week 6, with interviews scheduled to start in Week 9. Applicants selected for interview will meet the entry criteria, have satisfactory references and be recommended for interview by the course tutor in consultation with other tutors. Following interviews in Hilary Term, applications to fill any remaining spaces on the courses may be considered on a "first come first served" basis.
24. Candidates wishing to undertake the one-year Oxford Christian Centre for Apologetics (OCCA) programme⁵ alongside their CTS studies⁶ 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.
25. Prospective independent students (i.e. not Church of England Ordinands) wishing to apply to undertake either the Bachelor of Arts in Theology or the Bachelor of Arts in Theology and Philosophy must apply to the University of Oxford via the University and Colleges Admissions Service (UCAS)⁷. Applicants must meet criteria set by the University's Faculty of Theology and Religion, available through <http://www.ox.ac.uk/admissions/undergraduate/applying-to-oxford>. The University will consider applications for either a three year course, or a two year

⁴ BA (Hons) Theology, Ministry & Mission Programme Specification:

https://www.dur.ac.uk/resources/common.awards/2014-05-19_Prog-Spec_BA.pdf

DipHE Theology, Ministry & Mission Programme Specification:

https://www.dur.ac.uk/resources/common.awards/2014-05-19_Prog-Spec_Diploma.pdf

⁵ Delivered as additional provision in partnership with Ravi Zacharias International Ministries (RZIM Europe) – for further details please see www.theocca.org.

⁶ Not available on the Part Time Evening Course.

⁷ UCAS Applications open in early September, and the deadline for applications is 15 October every year to commence study in Michaelmas Term in the following academic year.

course as a Senior Status student of the University. Senior Status applies to those who already have a good first degree, minimum of 2:1 (or equivalent, e.g. a GPA of 3.6 or higher).

26. The graduate application process at the University is centralised and candidates seeking admission to graduate study at Wycliffe Hall must first apply to the University of Oxford. Further details of the online application process and selection criteria are available via www.ox.ac.uk/graduate.
27. Candidates wishing to undertake the two-year Oxford Christian Centre for Apologetics (OCCA) programme⁸ alongside studies for the Master of Theology in Applied Theology (MTh) will need to complete two applications – one to Wycliffe Hall for the MTh 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 MTh.

Admissions Criteria & Process for Prospective Visiting Scholars and Pastors

28. Prospective Visiting Scholars or Pastors must submit an online application via <http://www.wycliffe.ox.ac.uk>. Applicants will be expected to demonstrate how they are planning to benefit from a period of study at Wycliffe Hall. Applications are considered throughout the year.

Interviews

29. An offer of a place to study at Wycliffe Hall will only be made following successful interview of a candidate. Admissions interviews will take place at Wycliffe Hall. In the event an applicant is based outside of mainland Europe, interviews may be conducted remotely, via the internet.
30. Every admissions interview at Wycliffe Hall has two interviewers present. In the event that the interviewee is female, at least one of the interviewers will be female.
31. All interviewers must attain the University of Oxford's core competencies in interview skills. Staff are prepared for their roles in admissions interviewing by undertaking training by the Oxford Learning Institute (OLI) and Wycliffe Hall's staff includes an OLI trainer. New staff are mentored in the interviewing process by experienced tutors.
32. Where practicable, the decision of whether or not to offer a place will be communicated to applicants via email as soon as possible following the interview, which will be followed by a letter from the Principal or Vice-Principal confirming the decision.
33. Offers are made in good faith, based on information supplied by the applicant and/or their referee(s) at the time of the application.
34. Successful candidates will receive regular updates from the Admissions Office to ensure that all administrative procedures regarding data entry, registration, start of term etc. are communicated and completed in a timely fashion.

⁸ Delivered as additional provision in partnership with Ravi Zacharias International Ministries (RZIM Europe) – for further details please see www.theocca.org.

Feedback

35. 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 Hall⁹.
36. 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.
37. University of Oxford applicants wishing to obtain feedback are advised to read the University's guide "Feedback on Admissions", which is available online:
<http://www.ox.ac.uk/admissions/undergraduate/applying-to-oxford/decisions/feedback>.

Deferred Entry

38. Applicants who are ordinands, or who are applying for OUDCE courses, can apply a year in advance and ask that their application is deferred. 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.
39. Applicants for graduate programmes who, for reasons beyond their control, need to defer must apply to the Faculty of Theology and Study of Religion at the University.
40. Applicants who apply through UCAS and wish to defer entry must adhere to the regulations laid down by the University of Oxford.

Retention of Records

41. 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 retained in the archive room for a period of 6 years after application.
42. UCAS and postgraduate applications are retained on file by the University of Oxford.

Monitoring and Review of Process

43. Wycliffe Hall will review its Admissions Policy annually, in consideration of requirements of the University of Oxford and Durham University, experience, programme changes or developments and best practice.

⁹ Written requests for feedback may be made via email (admissions@wycliffe.ox.ac.uk) or by post (Admissions Office, Wycliffe Hall, 52-54 Banbury Road, Oxford, OX2 6PW)

Complaints

44. “Appeals” are defined as a request by an unsuccessful applicant for a formal review of the outcome of an admissions decision, and 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.
45. Complaints regarding applications made through www.wycliffe.ox.ac.uk should be made in writing to the Head of Admissions, the Vice-Principal, outlining the concern¹⁰. Acknowledgement of receipt of the complaint will be given within 5 working days of it being received by email or in writing.
46. The complaint will be investigated by the Senior Tutor, the Vice-Principal, or the University Admissions Panel (as appropriate), and a decision will be 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.

Other Policies

47. Applicants to Wycliffe Hall will also be expected to conform to the requirements of the Hall’s Safeguarding Policy; this may include an application to the Disclosure and Barring Service for a criminal records check.
48. In line with our Pastoral Boundaries Policy, in the event of a pre-existing close personal or intimate relationship between a member of Wycliffe Hall’s staff and a candidate for admission as a student, the member of staff must make their line manager aware of it at the outset of the admissions exercise, so that steps can be taken to avoid any conflict of interest arising. The matter will, as far as possible, be handled in confidence to ensure that there is no detriment to the candidate.

¹⁰ Complaints may be addressed to the Vice-Principal at Wycliffe Hall, 52-54 Banbury Road, Oxford, OX2 6PW.

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
V.4	SDNV		Education		Trinity 2016
V 5	SDNV	9.11.16	Education	10.11.16	Trinity 2017

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.