



## WYCLIFFE HALL

### Admissions Policy

#### Background & Core Principles

1. Wycliffe Hall is a Permanent Private Hall of the University of Oxford, offering a variety of undergraduate and postgraduate courses run through the University of Oxford.<sup>1</sup> Wycliffe Hall's Admissions Policy seeks to be clear, fair and transparent, and is written in alignment with University of Oxford policies and frameworks.
2. Wycliffe seeks to attract applications from the most academically able individuals, irrespective of socio-economic, ethnic or national origin, and to ensure applicants are selected for admission on the basis that they are well qualified and have the most potential to excel in their chosen course of study.
3. 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 and on our website.
4. 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 Virtues<sup>2</sup> 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 Hall.<sup>3</sup>
5. 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.

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<sup>1</sup> 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](http://www.wycliffehall.org.uk).

<sup>2</sup> Available on our website:

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

<sup>3</sup> The Admissions Officer can be contacted via email ([admissions@wycliffe.ox.ac.uk](mailto:admissions@wycliffe.ox.ac.uk)) or telephone (+ 44 (0) 1865 274205).

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## *Equality*

6. 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.
7. 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 not able to admit students directly out of school; we do not give any other consideration to age when selecting students.
8. 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.
9. Applications from prospective students with disabilities are considered on exactly the same academic grounds as those from other candidates. The Hall is committed to taking all reasonable steps to ensure that no one is excluded or disadvantaged in our community because of a disability; further details can be found in our Disability Equality Policy.
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 to Wycliffe Hall. It should be noted that different admissions procedures apply to different programmes of study, as set out below.
12. This policy also applies to current students wishing to transfer between courses.

## **Roles and Responsibilities**

13. The Admissions process is managed by the Student Recruitment and Admissions Officer under the direction of the Senior Tutor of Wycliffe Hall.
14. The Principal has the authority to offer places to applicants under the following conditions:
  - a) Undergraduate offers may be made on the advice of interviewing tutors, with the ultimate decision lying with the Course Director, and once an applicant has fulfilled any additional criteria mandated by the University of Oxford.
  - b) Postgraduate offers may be made 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.

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15. Applicants must fulfil any relevant admissions criteria set by the University of Oxford regarding English language qualifications. Information about this can be found on the University website.

#### **Admissions Criteria & Process for Prospective Church of England Ordinands**

16. All Church of England ordinands, regardless of their proposed programme of study, must apply through the Hall's website. Prospective ordinands may apply once they have begun conversations with their Diocesan Director of Ordinands (DDO) and should follow their advice with respect to their discernment for training.
17. Applicants will be invited to an interview. Interviews for ordinands are held periodically throughout the year.
18. Applicants for OUDCE programmes (DTS or BTh) must meet the entry requirements detailed on the OUDCE website. Applicants only need to complete the Hall application forms. Applications for direct entry into year 2 of the BTh, or which do not meet the standard entry requirements, or which are in any other way unusual, must be referred to the BTh Admissions Committee for a final decision.
19. Applicants for the BA in Theology and Religion as Senior Status students must already be in possession of an undergraduate degree in another subject at a minimum level of 2.1 or equivalent). Applicants do not need to complete any additional application forms.
20. Applicants for University of Oxford graduate programmes must also apply to, and be admitted by, the University of Oxford. Applicants should note that many of these programmes have application deadlines in the January prior to the academic year of entry.
21. Applicants for some University of Oxford graduate programmes must also apply to the Church of England's Research Degrees Panel. The application deadline for this is normally in April, and so all candidates for graduate programmes are advised to contact Wycliffe well in advance of this time to discuss their application.

#### **Admissions Criteria & Process for all other students: Certificate in Theological Studies**

22. Applicants to the Undergraduate Certificate in Theological Studies (CTS) (available part-time and full-time) must apply through the Hall's website. These courses are offered by the Oxford University Department for Continuing Education (OUDCE) as part of the BTh suite. It should be noted that there is no direct admission for non-ordinands to the Undergraduate Diploma in Theological Studies or to the Bachelor of Theology; students may progress to the DTS or the BTh upon successful completion of the CTS.
23. As part of the online application, candidates will be asked to provide details of two referees. Ideally at least one of these would be able to comment on academic ability, but professional or other references will also be accepted.
24. Applicants for the CTS must meet the entry requirements detailed on the OUDCE website.

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25. Applications are collated as part of 'gathered fields' at various points in the year. Applicants selected for interview will meet the entry criteria, have satisfactory references and be recommended for interview by the Course Director. Following interviews in Trinity Term, applications to fill any remaining spaces on the courses may be considered within an open field.

### **Admissions Criteria & Process for all other students: other University of Oxford undergraduate and postgraduate programmes**

26. Prospective students wishing to apply to undertake either the Bachelor of Arts in Theology and Religion or the Bachelor of Arts in Theology and Philosophy must apply to the University of Oxford via the University and Colleges Admissions Service (UCAS). Applicants must meet criteria set by the University. The University will consider applications for either a three year course, or a two year course as a Senior Status student of the University if they meet University requirements.
27. 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](http://www.ox.ac.uk/graduate).

### **Interviews**

28. 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.
29. Every admissions interview at Wycliffe Hall has two interviewers present; at least one interviewer will normally be of the same gender as the applicant.
30. All interviewers must attain the University of Oxford's core competencies in interview skills. New staff are mentored in the interviewing process by experienced tutors.
31. 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 confirming the decision.
32. Offers are made in good faith, based on information supplied by the applicant and/or their referee(s) at the time of the application.
33. 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.

### **Feedback**

34. Feedback is not given. If applicants wish to query any aspect of the application process, they should use the complaint policy as outlined below.

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### **Deferred Entry**

35. Applicants for undergraduate 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.
36. 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.

### **Course transfers**

37. Applications for transfer to a different course are treated as fresh admissions decisions and governed by the processes outlined above (including approval by University bodies where relevant). However, in most cases a transfer is significantly more complex than an admission, and so the notes below outline the additional steps required.
38. Final responsibility for transfer decisions to undergraduate courses rests with the individuals outlined in paragraph 14 (“Roles and Responsibilities”) above. Final responsibility for transfers to postgraduate courses rests with the relevant Faculty or Department.
39. Students considering a transfer application should speak to the relevant Course Director or Tutor for Graduates in the first instance. They are requested to discuss their plans with their Fellowship Group Tutor, not least to ensure that they have pastoral support in place. (In addition, they may wish to speak to one of the Chaplains or to the Student Welfare Officer).
40. The relevant tutor will need to seek the agreement of the Senior Tutor to check that a proposed transfer does not breach any University policies or procedures, and that it is administratively manageable.
41. Transfer applications will normally only be considered at, or within a fortnight of, the start of an academic year. Students seeking transfers at other times of year will need to present a clear plan to the admitting tutor as to how they will catch up on any work missed, but even with such a plan, the final decision rests with the relevant tutor.
42. Ordinands seeking a transfer will generally also need the agreement of their Diocese. The Hall will manage discussions with Dioceses: students should not approach their Diocese until a plan has been approved by the relevant tutor.
43. If an ordinand is seeking a transfer, the relevant tutor will also consult the Fellowship Group Tutor, the Senior Tutor, and the ordained members of SMT, to ensure that the new course fits with their overall training pathway.
44. This policy encompasses ordinand transfers between residential, mixed-mode, or part-time pathways, which are sufficiently different to require approval here.
45. This policy does not cover non-ordinand transfers between full-time and part-time study, which are governed solely by University policy.

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### **Retention of Records**

46. All applications to Wycliffe Hall on [www.wycliffe.ox.ac.uk](http://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.
47. UCAS and postgraduate applications are retained on file by the University of Oxford.

### **Complaints**

48. “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.
49. Complaints regarding applications made through [www.wycliffe.ox.ac.uk](http://www.wycliffe.ox.ac.uk) should be made in writing to the Academic Dean, 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.
50. The complaint will be investigated by the Senior Tutor or the University Admissions Panel (as appropriate), and a decision will be made and communicated within 20 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**

51. Applicants to Wycliffe Hall will also be expected to conform to the requirements of the Hall’s Safeguarding Policy; this will include an application to the Disclosure and Barring Service for a criminal records check.
52. 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.

<b>VERSION CONTROL</b>					
<b>Version Number</b>	<b>Policy Gatekeeper</b>	<b>Date of Approval</b>	<b>Committee</b>	<b>Date to Take Effect</b>	<b>Date of Next Review</b>
<b>V3.2</b>	<b>SDNV</b>	<b>24.11.14</b>	<b>Education</b>	<b>24.11.14</b>	<b>Trinity 2015</b>
V4	SDNV		Education		Trinity 2016
V5	SDNV	9.11.16	Education	10.11.16	Trinity 2017
V6	KAR	3.11.21	Education	3.11.21	Michaelmas 2023
V7	KAR	17.5.23	Education	17.5.23	Trinity 2025

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.