



UNION  
THEOLOGICAL  
COLLEGE

## ***HOW TO APPLY***

## ***Admissions 2022***

### ***Full-time BA Hons Theology***



St Mary's  
University  
Twickenham  
London

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## ***How to Apply to the BA (Hons) Theology***

Applications must be submitted directly to the College. Please download and complete the application form at [BA \(Hons\) in Theology - Union Theological College](#) and then email it to [admissions@union.ac.uk](mailto:admissions@union.ac.uk).

Applications should be submitted by 31<sup>st</sup> August 2022. International/EU student applications must be received by 30<sup>th</sup> June 2022 at the latest. Early applications are encouraged in order to leave time for consideration and processing.

### **Personal Email Address**

Please ensure that all contact details and academic qualifications are completed as fully as possible. A number of communications will be sent through to the personal email address supplied on the application form. Applicants must ensure that this email account is accessible throughout the admissions period, including August 2022 when results are released. We therefore recommend that applicants attending school do not use a c2k email account.

### **Application Form Enquiries**

If you have any difficulty in entering information on the on-line application form, please contact College Administration at [admissions@union.ac.uk](mailto:admissions@union.ac.uk).

The following section provides an outline of the stages involved in the admissions process.

## **Admissions Process**

### **Stage 1**

On receipt of your application, we will check that you already meet the minimum requirements for your application to be considered for the BA Hons Theology. The minimum requirements are five GCSEs (to include English Language at grade C/4) or equivalent.

If you meet these minimum requirements, the College will consider your application. (See stage 2). However, if you do not meet these minimum requirements the College will reject your application at this stage and will notify you of this.

### **Stage 2**

We seek to admit students who are able to benefit from the opportunities available at Union Theological College. We require all applicants to demonstrate a good general education. Therefore, good examination results are the main factor in assessing undergraduate applications. However, we may also use other sources of information to ensure we admit students with the most potential. These might include:

- Prior and predicted grades;
- Evidence of knowledge and commitment in your personal statement;
- Confidential reference
- Performance at interview (when appropriate)
- Any exceptional circumstances or personal barriers to learning that you have faced

We will offer places to those eligible applicants who best meet our selection criteria and who, in our view, are most likely to benefit from the programme and contribute to the College community. We welcome applicants who have been home-educated.

If you have already completed A levels or equivalent and are not awaiting the outcome of further examinations (including any GCSE qualifications required), the College will judge whether to make an unconditional offer based on your application. The minimum requirement for an unconditional offer is BBB at A level or equivalent.

If you are waiting for results of A level or further study, the College will judge whether to make a conditional offer.

**Stage 3**      August 2022

On receipt of results for applicants, the College will contact applicants who have met the requirements of their conditional offer in order to make a firm offer of a place. Applicants who do not meet the offer requirements will also be notified by the College.

**Stage 4**      September 2022

Once a place has been accepted, the College will send out a welcome pack regarding induction, course commencement dates, and the terms and conditions for the programme.

## INFORMATION FOR INTERNATIONAL STUDENTS: ENGLISH LANGUAGE REQUIREMENTS

International students wishing to apply to Union Theological College Belfast (and for whom English is not their first language), must be able to demonstrate their competence in written and spoken English in order to benefit fully from their course of study. Non-UK or ROI nationals will require a Student visa to study in the UK for periods of 6 months or more. You can find more information about this on the UK Visas and Immigration webpages: [Applying for a UK visa: approved English language tests](#)

Higher education institutions have discretion to choose the methods by which they assess the English language competence of students. Union Theological College will accept the **IELTS Academic**, and **TOEFL internet-based tests for direct admission** to undergraduate and postgraduate degree programmes.

If you are applying for the BA Hons in Theology, the College will accept the following tests:

IELTS Academic: 6.0 minimum with 5.5 in all elements of the test

TOEFL iBT: 80 with minimum marks as follows:

Listening - 17  
Reading - 18  
Speaking - 20  
Writing – 17

The College will accept IELTS or TOEFL tests which have been taken up to two years prior to the start of the programme.

Applicants who are either nationals of a country which is deemed by the UKVI to be majority-English-speaking\*, or who hold a degree or an equivalent qualification which was taught in a country deemed to be majority-English-speaking\*\* will normally be assumed to have met the UKVI requirements. However, in some circumstances, applicants may be required to submit evidence of an English Language qualification to satisfy course entry requirements.

The tables below list the English Language qualifications and minimum grades which are accepted by the University for entry to degree level study, and which are also considered to satisfy a minimum standard of CEFR Level B2 in each component of language learning (Listening, Reading, Speaking and Writing).

**\* You are from a majority English-speaking country if you are a national of:**

Antigua and Barbuda, Australia, The Bahamas, Barbados, Belize, Canada, Dominica, Grenada, Guyana, Ireland, Jamaica, Malta, New Zealand, St Kitts and Nevis, St Lucia, St Vincent and the Grenadines, Trinidad and Tobago, United States of America

**\*\* If you have completed an academic qualification equivalent to a UK Bachelor's degree which was taught in one of the majority English-speaking countries listed below, you are normally exempt from additional English language requirements:**

Antigua and Barbuda, Australia, The Bahamas, Barbados, Belize, Dominica, Grenada, Guyana, Ireland, Jamaica, Malta, New Zealand, St Kitts and Nevis, St Lucia, St Vincent and the Grenadines, Trinidad and Tobago, The United Kingdom, United States of America

## **Completing the Application Form**

If you require support in completing your application, please contact College Administration at [admissions@union.ac.uk](mailto:admissions@union.ac.uk).

**The following may be of use to you when completing the detail of the application form.**

### **Section 1 – Personal Details**

#### Title/Surname/First names

Your surname and other names should be the same as your birth certificate, passport or marriage certificate. The names you provide will appear on any certificate awarded at any ensuing graduation.

#### Previous Surname

Please supply any previous surname you may have been known by or maiden name. This should be the name you were known by at the age of 16 if different to the one supplied.

#### Date of Birth

The College will ask you to submit your birth certificate during the admissions process in order to verify your date of birth.

#### Home Address/ Phone numbers

We will use the address and other contact details for purposes of correspondence or contact. Complete your address on separate lines.

If your address or contact details change, please remember to notify the College Administration as soon as possible.

#### Personal Email

Applicants must ensure that this email account is accessible throughout the admissions period, including August 2022 when results are released. We therefore recommend that applicants attending school do not use a c2k email account.

#### Country of Birth

Please identify the country you were born in.

#### Nationality

Please enter your nationality, e.g. British, Irish etc.

#### UCAS Application Number

Whilst we have no contact directly with UCAS the College is committed to providing Higher Education funding agencies with information they require. The provision of a UCAS number will help to identify individual applicants in relation to the nationally recognised system in the UK. If you have not applied to UCAS, please leave blank.

### CCEA Candidate Number

If you are taking CCEA examinations in Northern Ireland the CCEA candidate number will help us to process your results with greater efficiency as we receive information directly from CCEA.

### **Section 2 – Post Primary School, College and University Education**

Please enter your current School or College first with dates. It is not necessary to enter primary school details. It is important that the correct school title is used as there are schools with similar names.

Enter the School or College code as used by UCAS (obtainable from your school or college). If you have left education and training please enter the last school/college first.

### Qualifications Completed or Certificated

Please enter all Post-Primary and Further Education/Higher Education qualifications achieved with dates, awarding bodies and grades. It is important that the correct awarding body is entered against each qualification (e.g. CCEA, AQA). This information will be used to check that you have met the minimum entrance requirements.

### Qualifications Not Yet Completed / Results Pending

Please enter all qualifications yet to be undertaken with relevant dates. This information will be considered in relation to the entrance requirements of the course. You should include any qualifications you are retaking (for example, GCSE Mathematics). **It is important that the correct awarding body is entered against each qualification (e.g. CCEA, AQA).**

### **Section 3 – Personal Statement**

The personal statement can be pasted into this section from another document (minimum 2000 characters and maximum of 7000 characters). It provides you with an opportunity to inform the College of relevant information not already supplied. For example, achievements in school, career path, work experience, membership of clubs and societies, relevant employment or voluntary work. Please note we may use this statement for short-listing purposes. Please ensure that you include in your statement the reasons why you want to study Theology at Union. For more information on drafting a personal statement go to [How to write a UCAS Undergraduate personal statement | Undergraduate | UCAS](#)

### **Section 4 – Confidential Reference**

You are asked to supply the name of a referee and contact address. For applicants under 21 years of age, this must be a Principal or Careers Teacher of the School or other institution last attended or still attending.

Applicants over 21 should ask an appropriate person who is able to provide a character reference. This may be an employer, a representative of the clergy or a professional person that has known you for at least two years. It must not be a family member or relative.

The College will write to the school/ referee requesting this Confidential Report. This document may be emailed by the school or printed, signed and returned by post.

## **Section 5 - Criminal Convictions**

The College operates in accordance with the AccessNI Code of Practice in checking criminal records. Please indicate if you have a criminal conviction or not. The following guidelines are supplied to assist you with this section.

1. To help the College reduce the risk of harm or injury to its students caused by the criminal behaviour of other students, it must know about any relevant criminal convictions that any applicant may have.
2. Relevant criminal convictions are those convictions for offences against the person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. Convictions that are spent (as defined by the Rehabilitation of Offenders Order (NI) 1978) are not considered to be relevant and you are not required to declare them.

If you need further information please contact College Administration at [admissions@union.ac.uk](mailto:admissions@union.ac.uk).

## **Section 6 Equal Opportunities**

The College needs to monitor information to ensure that we are meeting our aims in relation to providing equality of opportunity. This information will not be used for the selection process but will be used for statistical returns.

### Ethnic Origin

Please select the drop down box that best describes your ethnic origin.

### Disability

Please read the statement regarding disability and select 'yes' or 'no'. If you select 'yes' please also select one of the other listed options.

### Special Needs or Support

This section provides you with an opportunity to highlight any special support arrangements you may require prior to or following admission to the course.

### Parental Education

Please indicate if any of your parents/ guardians achieved a recognised higher qualification. This includes a degree or diploma of higher education.

### Time in Care

The College, in line with other Higher Education Institutions, collects information regarding whether or not you have been in care. This requires a Yes or No response.

## **Section 7 - Data Protection**

The College is registered with the Information Commissioner under the requirements of the Data Protection Act 1998 and EU General Data Protection Regulation 2018.

We may share personal information included in your application, or which you subsequently supply to us, with the staff of the institutions which (i) you have previously or currently attend as a student. More detail of the parties with whom some or all of your information will be shared is set out in our data protection statement which forms part of the declaration.

### **Section 8 - Declaration**

Please read the declaration and tick the box to confirm that all details provided are correct and you agree with Data Protection statements.

Applicants attending school should read the statement relating to the consent to share information with the School Careers department.