Course Application Form: Independent / Distance Learning

**Please complete all relevant sections of this form and return it to** [**admissions@queens.ac.uk**](mailto:admissions@queens.ac.uk)

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| **Personal Details** | | | | | | | | |
| Title: |  | | Surname: | |  | | | |
| First Name(s): |  | | Preferred Name: | |  | | | |
| Date of Birth: |  | |  | |  | | | |
| Current Address with Postcode: |  | | | | | | | |
| Telephone  Number(s): |  | | | | | | | |
| Email Address: |  | | | | | | | |
| If you are not proposing to study purely via distance learning, do you need a Visa to study in the UK?  Evidence of a right to study in the UK is required for the Admissions Panel | | | | | | N/A | Yes | No |
| Have you studied at Queen’s within the last 5 years? | | Yes | No | If yes, please provide your previous student ID: | | | | |

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| **Course**[[1]](#footnote-1)(please tick as appropriate)  See our website for programme details such as length of study, admissions requirements and modules[[2]](#footnote-2) | | |
| **Foundation Award**  60 credits at level 4  1 year | Distance Learning (PT) |  |
| Part Time (Daytime) |  |
| Part Time (Evenings and Weekends) |  |
| **Certificate of Higher Education in Theology, Ministry and Mission**  120 credits at level 4  1 year full time or 2 years part time | Distance Learning (PT) |  |
| Full Time (Daytime) |  |
| Part Time (Daytime) |  |
| Part Time (Evenings and Weekends) |  |
| **Diploma of Higher Education in Theology, Ministry and Mission**  240 credits at Levels 4 and 5  2 years full time, up to 4 years part time daytime, 3-4 years part time evenings and weekends | Distance Learning (PT) |  |
| Full Time (Daytime) |  |
| Part Time (Daytime) |  |
| Part Time (Evenings and Weekends) |  |
| **Bachelor of Arts (Hons) in Theology, Ministry and Mission**  360 credits at levels 4, 5 and 6  3 years full time, up to 6 years part time  The evening and weekend option is available for the first 240 credits only, the remaining 120 credits are completed by independent study and intense module teaching | Distance Learning (PT) |  |
| Full Time (Daytime or Evening and Weekend ‘Plus’) |  |
| Part Time (Daytime) |  |
| Part Time (Evenings and Weekends) |  |
| **BA (top up) in Theology, Ministry and Mission**  120 credits at level 6  2 years part time | Distance Learning (PT) |  |
| Part Time (Daytime) |  |
| **Graduate Certificate in Theology, Ministry and Mission**  60 credits at level 6  1 year part time | Distance Learning (PT) |  |
| Part Time |  |
| **Graduate Diploma in Theology, Ministry and Mission**  120 credits at level 6  1 year full time or no more than 3 years part time, independent study and intense module teaching | Full Time |  |
| Part Time |  |
| **Post Graduate Certificate** **in**:  **Theology, Ministry and Mission** (Durham, 1 year) **or**  **Theology and Transformative Practice** (Newman, 1 year)  60 credits at level 7 | Durham (Daytime) |  |
| Newman (Daytime) |  |
| **Postgraduate Diploma in:**  **Theology, Ministry and Mission** (Durham, 2 years part time)  **or**  **Theology and Transformative Practice** (Newman, 2 or 3 years part time)  120 credits at level 7 | **Durham** | |
| Distance Learning (2 years, PT) |  |
| Distance Learning (3 years, PT) |  |
| Part Time (Daytime) (2 years) |  |
| Part Time (Daytime) (3 years) |  |
| **Newman** | |
| Part Time (Daytime) (2 years) |  |
| Part Time (Daytime) (3 years) |  |
| **Master of Arts** **in:**  **Theology, Ministry and Mission** (Durham, 2 or up to 4 years part time) **or**  **Theology and Transformative Practice** (Newman)  The **Centre for Black Theology (CBT**) has a bespoke pathway through the Newman MA, if this is the path you are applying for tick Newman CBT MA. Daytime teaching for CBT is mainly on Saturdays.  180 credits at level 7 | **Durham** |  |
| Distance Learning (2 years) (PT) |  |
| Distance Learning (3 years) (PT) |  |
| Part Time (2 years) |  |
| Part Time (3 years) |  |
| **Newman** |  |
| Part Time (Daytime) (2 years) |  |
| Part Time (Daytime) (3 years) |  |
| **Newman CBT MA** |  |
| Part Time CBT (2 years) |  |
| Part Time CBT (3 years) |  |

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| **Other Commitments (Please read Guidance Notes Section 1 before completing this section)** | | | |
| Will your employment continue during your study? | Yes | No | N/A |
| Have you discussed your plans to study with your employer? | Yes | No | N/A |
| Does your employment impose any restrictions to any study days? | Yes | No | N/A |
| Please use this box to note what arrangements you will make with work, church, and family to allow you sufficient time to study. What arrangements will you make to access appropriate ICT equipment and a reliable internet connection to ensure your smooth entry into study?[[3]](#footnote-3) | | | |

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| **Academic and Employment History (Please read Guidance Notes Section 2 before completing this section)** | | | | | | | | | | | | | | | | | |
| 1. Relevant and Most Recent Employment History | | | | | | | | | | | | | | | | | |
| Start Date | | | | End Date | | | Company/Organisation | | | | Position Held | | | | | | |
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| 2. Academic History (Training/Learning and Development) | | | | | | | | | | | | | | | | | |
| 1. Academic Qualifications | | | | | | | | | | | | | | | | | |
| Start Date | End Date | | | | School/College/University Attended | | | | Qualification (e.g. A Level, MA) | Subject | | | Awarding Body/Exam Board | | Level or Grade | | Date of Award |
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| 1. Professional (Employer) Qualifications (already obtained or expected) | | | | | | | | | | | | | | | | | |
| Dates of Attendance | | | | | | | | Awarding/Training Body | | | | Subject | | Level or Grade | | Date of Award | |
| From | | | To | | | | |
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| 1. Relevant Experience (including voluntary work or involvement with your church and localcommunity) | | | | | | | | | | | | | | | | | |
| Start Date | | End Date | | | | Experience | | | | | | | | | | | |
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| **English Language Proficiency (Please read Guidance Notes Section 3 before completing this section)** | | |
| Is English your first language? | Yes | No |
| Do you have a GCSE or equivalent qualification in English? | Yes | No |
| If ‘no’, when do you expect to undertake/complete this? | Date: | |

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| **Finance and Funding (Please read Guidance Notes Section 4 before completing this section)** | | | | | | | | | | |
| What would be your source of funding for training at college? (Please tick as appropriate)  Please note that evidence of funding will be required prior to confirmation of a place to study. | | | | | | | | | | |
| Personal Finance (i.e. paying yourself): |  | Church or Other Sponsorship\*: | |  | Student Finance England Tuition Fee Loan: | |  | Other (please specify): |  | |
| \*Name and contact details of sponsor:  [REQUIRED] | | |  | | | | | | | |
| For information on course fees, please see <http://www.queens.ac.uk/study/fees> | | | | | | | | | | |
| Where do you live?  (Available funding can differ based on country/place.  By answering this question, we can assist you in finding the funding that suits your situation.) | | | | | | England | | | |  |
| Scotland | | | |  |
| Wales | | | |  |
| Northern Ireland | | | |  |
| Isle of Man | | | |  |
| Channel Islands | | | |  |
| Other UK Overseas Territory | | | |  |
| The EU | | | |  |
| Other | | | |  |

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| **Further Supporting Information** |
| What do you wish to achieve as a result of studying with us here at Queen's? |

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| **References (Please read Guidance Notes Section 5 before completing this section)** | | | | | | |
| I enclose two references in sealed envelopes with my application. | | | | | Yes | No |
| OR | | | | | | |
| I am sending my references separately by post or email. | | | | | Yes | No |
| Name: |  | | Telephone: |  | | |
| Address: |  | | Email: |  | | |
| Relationship to you: | |  | | | | |
| Name: |  | | Telephone: |  | | |
| Address: |  | | Email: |  | | |
| Relationship to you: | |  | | | | |

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| **Criminal Convictions** |
| If you are made a firm placement offer a confidential DBS declaration will be sent to you to complete and return. During this process, and if applicable, you will be given the opportunity to put your offence(s) into context, to explain the circumstances and, most importantly, to provide Queen's with reassurances of how your circumstances and attitudes towards your offence(s) have changed.  Please be assured that if you do have convictions, your criminal record will not, in isolation, exclude you from being offered a place. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused placement because of offences which are not relevant to the area of study and which do not make them a risk in the environment for which they are applying to study in. All cases will be examined on an individual basis.  If you have a portable DBS, please let us know. If you are living outside the UK, we will contact you separately about this. |

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| **Declaration** | |
| I consent to the Queen’s Foundation’s use of my personal data, including sensitive data, to allow the Foundation to fulfill its administrative obligations and to process my application. The Foundation shall duly observe its obligations under the General Data Protection Regulations and any resulting legislation which arise from this application.  The information I provide on the application form will be used for the following purposes, to:   * determine my eligibility for entry to the Queen’s Foundation. * provide me with relevant information to assist me in joining the Foundation (including information about Open Days, fees, enrollment and induction, my course, the Foundation's facilities, visa and travel advice * enable the Foundation to compile statistical reports * enable the Foundation to initiate my student record   I consent to the Foundation sharing relevant parts of this information to:   * the relevant government departments. This includes: Higher Education Statistical Agency, UK Visas and Immigration, Office for Fair Access and the Office for Students, Student Loan Company, Department for Education * bodies which are responsible for professional accreditation of my course, if applicable the Police or other authority in relation to crime prevention or investigation, or in association with the Government's Prevent agenda * NARIC (in order to establish the equivalent level and verify a qualification if applicable) * validating Universities (if applicable) * my sponsor (if any) in order to confirm sponsorship and invoice for payment of fees * my referees as listed in Section 9 of this application form if necessary   If I do not register as a student of the Queen’s Foundation, the Foundation will retain my personal information for the rest of the academic year for which I have applied plus one further academic year. Anonymised data about my application will be retained for at least 7 years as required for audit purposes by the Office for Students.  If I do register, my data will be managed as per the student agreement which I will sign upon registration.  I declare that, if admitted, I shall conform to all the Rules and Regulations of the Foundation. I understand that the submission of any misleading information during the admissions process could lead to the immediate cancellation of my application and the withdrawal of any offer made. If I register as a student of the Queen’s Foundation, I hereby undertake to pay, as and when due, all Foundation fees. I grant permission to the Foundation to request information pertaining to my current or previous visa status (if applicable) in the UK from the Home Office.  I hereby certify that the above information is correct and complete, and I wish to apply for admission as a student of the Foundation. | |
| Signed: | Date: |

**Guidance Notes**

**Section 1: Other Commitments**

In preparing you for a balanced academic and professional life, we encourage prospective students to discuss their study intentions with their employers. We recognise however that this is not possible in all situations. If guidance is needed, to either better prepare you in achieving this balance or on how to structure conversations with employers, please let us know.

**Section 2: Academic and Employment History**

In order to add another row to a table (for example, if you need more space to list your qualifications) right click in the table, select ‘insert’, then ‘insert rows below’.

*Employment History:*

For many of our students, employment history provides a more recent insight to learning and experience that supports study applications. Therefore, please detail in this section the most recent and/or relevant roles/responsibilities you have held.

Details of your employment during the last five years are sufficient but more information may be supplied if relevant to your application.

*Academic History:*

Please provide details of all qualifications achieved at A Level, International Baccalaureate or equivalent (**Level 3 Qualifications or higher)** and subsequent technical/professional/college/university education.

Evidence of these qualifications will be required for review by the Admissions Board, before final acceptance on any University validated programme is granted. Please have these available at interview stage. Please detail all your qualifications in this section, regardless of you having original certificates or not. If you have lost original certificates, we will discuss with you how they might be obtained.

**Section 3: English Language Proficiency**

For you to succeed in your studies it is important that your oral and written English meet a certain level. If you went to school in the UK, or in any other (recognised) English-speaking country [[4]](#footnote-4) and your CSE/O Level or GSCE (or any higher qualification such as A Level), in any subject, was studied in English then this is sufficient proof of proficiency. If English is not your first language and you have not completed such a qualification, then the University will require evidence of your English language proficiency via an IELTS score. We can provide more details of IELTS if you require it. If you have completed an IELTS, please bring your results with you to interview.

**Section 4: Finance and Funding**

*Personal Finance:*

Payments can be made monthly by Standing Order, termly per module (if you are distance learning) or each year in a single payment at the start of the year.

*Church or Other Sponsorship/ Source of Funding:*

Church Sponsor - During the application process you will be asked to provide a letter from the authorising body, confirming this. You will need to speak with your church directly to ascertain any sponsorship opportunities.

Employer Sponsor - Your employer may sponsor you for all or part of your funding. You will be asked to provide a formal letter from your employer stating the financial contribution they are sponsoring you for. You will need to speak with your employer directly to ascertain any sponsorship opportunities.

Student Finance England -If you are eligible[[5]](#footnote-5) it is strongly advised that you proceed with your student finance application at your earliest opportunity. It can take 2-3 months for your application to be processed. Please go to <https://www.gov.uk/student-finance/overview>. As soon as you receive the letter from SFE confirming that your application has been accepted, please forward this to Queen’s. If you are a late applicant, you are to provide this letter no later than Induction. Talk to us about SFE possibilities in getting funding.

If you have a disability or other health impairment and you live (are domiciled) in England and are applying for one of our programmes validated by Newman or Durham Universities – be that on campus learning or distance learning – you may be eligible for Disabled Student Allowance from student finance England to assist you in accessing your studies. See <https://www.gov.uk/disabled-students-allowances-dsas>

*Other:*

Combined Funding –It may be that you are able to take advantage of more than one way of funding your studies and combining more than one funding source. This is perfectly acceptable. Talk to us about what funding opportunities you may have so that we might assist your financial planning. Please provide as much detail as you can in your application form.

**Section 5: References**

As part of the entry requirements, you are asked to provide details of two references. You will be responsible for gathering the references and submitting them to Queen’s for consideration. These references are used to support and reinforce your study application.

Throughout your lifetime you will have formed many connections with individuals who could provide a reference. It is recommended that you seek references from individuals that represent different areas of your life (but not a relative or spouse), e.g. professional and church, or voluntary and church. It may be that your life does not have differing groups (work and church etc.) to source a reference from. In this case it would be acceptable to source two references from the same groups, e.g. two references from Church, or two references from work. Guidance can be given on whom to obtain references from if needed.

The purpose of the references is for your referees to testify to your suitability for taking this course of study. Please provide them with the reference form and notes which explain this fully. You may either send your references in sealed envelopes along with your application or ask your referees to send them separately.

**Data Monitoring**

**Use of Data**

This form will **not** be used in the application process but will be retained to provide data for government returns required by the Office for Students[[6]](#footnote-6).

We are required by law to provide the information asked for in this section in order to monitor access to higher education in all areas of our society. Whereas the Foundation will be the data controller for the information provided in your main application, the Office for Students will become the Data Controller for the information provided in answer to the questions below. Your data will be summarised, anonymised and retained for the ongoing review of operations as described in the declaration at the end of the Course Application Form.

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| **Personal Details** | | | | | | | |
| Title: |  | | | Surname: |  | | |
| First Name(s): |  | | | Date: |  | | |
| **Date of Birth** | | | | | | | |
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| **Ethnicity** | | | | | | | |
| Asian |  | Black |  | Other |  | | |
| Mixed |  | White |  | Unknown |  | | |
| **Gender** | | | | | | | |
| Female |  | Male |  | Unknown |  | Other |  |
| **Nationality (according to your passport)** | | | | | | | |
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| **Access**  Are there any adaptations we need to make for an interview, this admissions process or induction? | | | | | | | |
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1. <http://www.queens.ac.uk/study/programmes/modes> [↑](#footnote-ref-1)
2. <http://www.queens.ac.uk/study/programmes> , <http://www.queens.ac.uk/study/programmes/durham> and <http://www.queens.ac.uk/study/programmes/newman> and entry requirements here <http://www.queens.ac.uk/study/admissions/non-sponsorsed>

   For maximum periods of study see <http://www.queens.ac.uk/study/programmes/registration> [↑](#footnote-ref-2)
3. Please refer to this guide on hours of study per week: <http://www.queens.ac.uk/study/programmes/modes> [↑](#footnote-ref-3)
4. <https://www.gov.uk/tier-4-general-visa/knowledge-of-english> See the countries listed on this page under ‘exceptions’ [↑](#footnote-ref-4)
5. See <https://www.gov.uk/student-finance/who-qualifies> we are a registered institution, your programme must be validated by Newman or Durham. See the fees 2021-22 form for information about which programmes are deemed eligible by Student Finance England. [↑](#footnote-ref-5)
6. <http://www.queens.ac.uk/about/transparency-information> [↑](#footnote-ref-6)