

Admissions Policy

1. Aim of the policy

- 1.1. This document outlines the London School of Theology's policy for admitting students into its taught programmes, detailing the criteria and principles for selecting UK, EU, and international students. This policy is applicable to all programmes offered by LST, whether delivered at the LST Campus, online or a combination of both.
- 1.2. The Admissions Policy and its associated procedures have been developed in accordance with the Office for Students Regulatory Framework and the UK Quality Code for Higher Education. Specifically, they align with the Core Practice of the UK Quality Code for Higher Education (August 2018), which states that "The provider has a reliable, fair and inclusive admissions system." LST aims to ensure that all aspects of its processes are inclusive and that decisions are made in a fair and reliable manner.
- 1.3. The policy also takes account of the Office for Students requirement that 'students are recruited to courses for which they have the capability to achieve a successful outcome'.
- 1.4. The policy is reviewed annually by the London School of Theology to ensure it remains current and effective and published annually on the LST website at <https://lst.ac.uk/our-policies/>

2. Scope of the policy

- 2.1. This policy covers the recruitment and admission of students to undergraduate courses and postgraduate taught courses. Separate arrangements apply for students applying to research programmes.
- 2.2. This policy should be read in conjunction with LST's Access and Participation Plan, which sets out its aims and objectives for its widening access and participation activities.

3. Principles

- 3.1. The mission of the London School of Theology is Forming Disciples, Resourcing Churches, Impacting Society. The London School of Theology engages in leading research in order to attract, retain, and educate those motivated to achieve these aims.
- 3.2. Although LST requires its contracted teaching staff to endorse its doctrinal statement, students are not mandated to hold these beliefs. Inquiries about an applicant's Christian experience and position are made to gauge their potential to benefit from the LST's programmes and ethos.
- 3.3. LST strives to maintain a fair, open, and transparent admissions process, admitting students who demonstrate the potential to complete their chosen programme successfully. This is done irrespective of their background and subject to entry criteria being met.
- 3.4. The institution values diversity and is committed to equality in education, selecting students based on their individual merit, abilities, and aptitude. LST ensures compliance with The Equality Act 2010 - and any subsequent amendments - in its admissions processes and application of entry criteria.

4. How to apply

- 4.1. To make an application for any of our programmes an applicant should follow the link shown under the relevant degree on our website admissions page and complete the online application form: [Applications](#)
- 4.2. For Full Time undergraduate applicants, an application can also be made via the UCAS application process: [UCAS](#)

5. Taught Programmes Entrance requirements

- 5.1. LST clearly communicates its recruitment, selection, and admission process, outlining its requirements of applicants at each stage.
- 5.2. Applicants must complete an application form specific to their chosen programme.

- 5.3. For entry to the undergraduate programme, applicants under the age of 21 typically need two A levels and three different GCSE passes at grade C or above (or equivalent qualifications for international applicants).
- 5.4. For entry to the postgraduate taught programmes, applicants typically need a minimum of a Lower Second-Class Honours degree.
- 5.5. LST welcomes applications from individuals who have followed non-standard educational routes, or those who meet entry criteria through experience rather than academic qualification.
- 5.6. Mature applicants (aged 21 and over) without equivalent qualifications will be considered on the basis of their experience (work/ministry) and demonstrable academic ability.
- 5.7. For international applicants LST will use the ENIC-NARIC gateway to assess how any national qualifications relate to the stated UK minimum requirements.
- 5.8. **English Language requirement**
 - 5.8.1. As all teaching, learning and assessment at The London School of Theology is through the medium of English unless approved otherwise, all applicants will be required to demonstrate that they meet the required level of English language competency for their desired course of study.
 - 5.8.2. Applicants whose first language is not English will be required to have a recognised English language qualification, such as IELTS (International English Testing System), or equivalent at the appropriate level for the course of study for which they wish to be considered. All qualifications must cover the key components of speaking, listening, reading and writing.
 - 5.8.2.1. At LST we require that undergraduate applicants pass the UKVI (Academic) IELTS with an overall score of 6.5, with a minimum of 5.5 in each category, and postgraduate taught applicants are normally required to have a mark of 7 or higher in the IELTS test (or equivalent).
 - 5.8.3. The only exception to this is where applicants are residents of or have undertaken qualifications in the countries approved by the UKVI which can be accessed through the government website.
 - 5.8.4. Where an applicant's English language competency is below that necessary for their intended course of study, they will be required to successfully undertake a pre-sessional English language course prior to being enrolled on their course.
- 5.9. **Programme Specific Entry Considerations**
 - 5.9.1. Theology and Counselling Programmes:
 - 5.9.1.1. Applicants must demonstrate they have sufficient maturity in order to study professional counselling or pastoral care. They must be willing to work with people from diverse age, faith, and cultural backgrounds.
 - 5.9.2. Theology, Music and Worship Programmes:
 - 5.9.2.1. Applicants to this programme must demonstrate an experience, interest and ability to participate and lead Christian worship.

6. Visa requirements including UKVI Student Route for international students

- 6.1. International applicants must meet the minimum entry requirements for their chosen programme (see section 4) and must provide documentary evidence of such qualifications (i.e. official transcripts and originals certificates). International qualifications are benchmarked against GCE A level qualifications for undergraduate programmes and against a British Bachelor's degree for postgraduate programmes.
- 6.2. **English Language Requirements:**
 - 6.2.1. International applicants are subject to the Home Office's English language requirements (except those from specifically exempt countries see: [Student visa : Knowledge of English - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/student-visa-knowledge-of-english) will be required to prove their proficiency in English.
 - 6.2.2. At LST we require that undergraduate applicants pass the UKVI (Academic) IELTS with an overall score of 6.5, with a minimum of 5.5 in each category, and postgraduate taught applicants are normally required to have a mark of 7 or higher in the IELTS test (or equivalent in other tests). IELTS scores, are valid for a period of two years, so applicants must ensure their English qualification is valid at the time of enrolment, when the programme starts. Conditional offers may be made if the applicant meets academic requirements but not the required English standard.
 - 6.2.3. English language requirements are essential for those applicants requiring a student visa. They must meet the Home Office's English level requirements. LST reserves the right to change

English Language requirements during an application cycle to comply with Home Office regulations. Affected applicants will be notified in writing if changes impact entry requirements or offers.

- 6.3. Applicants who are not UK or Irish citizens wishing to gain admission to the London School of Theology must meet the criteria and possess the appropriate leave to remain in the UK and satisfy immigration requirements in force at the time of entry onto the course. LST will not normally accept students who have outstanding decisions from the Home Office.
- 6.4. Students seeking the London School of Theology's sponsorship for the UK Visas and Immigration student route must meet the requirements as set out by the Home Office in addition to LST's requirements.
- 6.5. For international applicants who require sponsorship for the student route, once the academic assessment has been made, LST will scrutinise the applicant's suitability for a student visa. This will entail financial checks and a credibility interview prior to a Certificate of Acceptance of Studies (CAS) being issued. Where a student does not pass credibility checks, their offer will be withdrawn.
- 6.6. Students who are not UK or Irish nationals but normally resident in the UK, and not sponsored by the University for the student route will be required to demonstrate that they have appropriate leave to remain in the UK.

7. Selection of applicants

- 7.1. The recruitment process is designed to attract a diverse student population who possess the abilities and aptitudes to complete their studies successfully.
- 7.2. LST will admit candidates who have the potential to succeed on their chosen course regardless of background. Applicants to LST are considered on merit, abilities and potential, regardless of gender, ethnic origin, age (subject to special consideration having to be given to anyone who will not have reached the age of 18 by the first day of the term), disability, religion, sexual orientation or social class.
- 7.3. LST will communicate clearly with potential applicants, and provide clear and accurate information concerning the courses, the fees, the terms and conditions and the procedures for admissions and enrolment.
- 7.4. LST will provide comprehensive and consistent information on the course, the student experience and potential to meet students' aspirations beyond graduation.
- 7.5. Open days and other recruitment events will be aimed at providing information and guidance to applicants and keeping them informed of any updates to the course to ensure that they can make an informed decision.
- 7.6. LST will ensure that selection methods are fair and consistently applied. Applicants will be selected on the basis of their qualifications and experience and, where appropriate, through the use of interviews, auditions or other mechanisms.
- 7.7. All recruitment, admissions, enrolment and induction procedures will be regularly monitored for their effectiveness for all categories of applicants. Entry requirements will be regularly reviewed prior to publication to ensure that they are appropriate.
- 7.8. LST will aim to remove any barriers to application through support for students with disabilities and appropriate outreach to applicants from disadvantaged groups through its Access and Participation Plan. In line with the Office for Students transparency conditions, information will be made available to applicants regarding applications, offers, acceptances and enrolments analysed by gender, ethnicity and socio-economic background. LST will also monitor the link between admissions and student outcomes. When assessing the academic suitability and potential of applicants, the following information is considered:
 - 7.8.1. Prior achievement in awarded qualifications or equivalent achievement through work experience.
 - 7.8.2. Predicted achievement in qualifications currently being studied.
 - 7.8.3. Personal statement or statement of purpose, for evidence of motivation and commitment to the chosen programme of study.
 - 7.8.4. References, for confirmation of academic potential and personal qualities.
 - 7.8.5. Details of time spent at another Higher Education (HE) institution(s), even if the programme was not completed.
- 7.9. In addition to the above considerations, some programmes of study may also use additional methods to assess the suitability of the applicant, as follows:

- 7.9.1. Personal Statement.
- 7.9.2. Audition.
- 7.9.3. Interview.
- 7.9.4. Work experience, evidenced by a CV and/or references.
- 7.9.5. Set piece of written work – usually an essay.
- 7.10. Where a complete application with all supporting evidence is submitted for a programme with a standard admissions process, the reference requests will be sent out within 3 working days.
- 7.11. All applicants will be required to attend an interview in person or online with a member of faculty for the programme they have applied for. Applicants will be invited to an interview within 10 working days, after the references have been received.
- 7.12. If the faculty member who conducts the interview considers it necessary, they may ask the applicant to write an essay, enrol in a foundation course, or undertake an additional English course as a precondition to entry.
- 7.13. London School of Theology will seek to keep decisions to within these time frames but at peak periods during the application cycle it may take longer for decisions to be reached.
- 7.14. The decision on the application will be communicated directly to the applicant.
- 7.15. If an offer of a place is made, any academic or financial conditions that need to be achieved will be outlined along with the date by which these conditions should be met.
- 7.16. An offer of a place on a course at London School of Theology does not guarantee sponsorship for international applicants requiring a Tier 4 visa to study at LST.

8. Recognition of prior learning and experiential learning

- 8.1. London School of Theology has a process for considering requests for accreditation of prior learning (APL) or experiential learning (APEL), for which students can apply for once they have submitted their student application. Please refer to the [Accreditation of Prior Learning & Credit Transfer Policy](#) for further details.

9. Postgraduate Research Admissions

- 9.1. The Director of Research is responsible for recommending to the University's Academic Secretary the admission of the student. Guidelines on admissions criteria for postgraduate study are to be found in the [Middlesex University Research Degrees](#).
- 9.2. Entry requirements
 - 9.2.1. for UK-educated applicants, this will be at least an honours bachelor's degree at 2:1; for US-educated applicants, it will be at least a GPA of 3.6 for MTh and 3.8 for MPhil/PhD);
 - 9.2.2. That supervision can be provided and any other necessary resources for the duration of the proposed programme;
 - 9.2.3. the proposed research topic is appropriate and can be completed within the maximum period of registration.
- 9.3. MPhil/PhD students are initially enrolled and registered at MPhil level with transfer to PhD registration normally after two years of full-time study.
- 9.4. Each research student will have an appointed a principal supervisor (S1) who has expertise in a particular topic chosen by the candidate and recognised by the University as qualified to supervise research students. A second supervisor (S2) will be appointed for each student to provide support for the principal supervisor. Normally, one of the two supervisors will be designated as the student's Director of Studies (DoS). The team of supervisors appointed to supervise a PhD student should between them have the experience of having supervised to successful completion at least one PhD candidate.

10. Applicants declaring a disability or specific learning difficulty

- 10.1. Under the Equality Act 2010, LST has a duty to provide equality of opportunity for all students with disabilities. This includes an anticipatory duty towards students with various types of disabilities before they arrive, and where resources permit, making reasonable adjustments in response to the needs of those students during their studies. LST ultimately aims to promote and provide an inclusive learning environment that responds to the needs of all of its students in accordance with the Equality Act 2010.
- 10.2. An applicant will be considered to be disabled under the Equality Act 2010 if they have been diagnosed with developmental, physical, mental or neurological impairment that has a 'substantial'

and 'long-term' negative effect on their ability to carry out daily tasks or activities, such as the following:

- 10.2.1. A Specific Learning Difficulty (SpLD), such as dyslexia, dyspraxia or ADHD
- 10.2.2. A mental health condition such as depression or anxiety disorder
- 10.2.3. A social/communication impairment such as autism spectrum disorder or Asperger's Syndrome
- 10.2.4. A physical impairment or mobility issues
- 10.2.5. A long-standing illness or medical condition such as cancer, HIV, diabetes, chronic heart disease or epilepsy
- 10.2.6. Deaf or serious hearing impairment
- 10.2.7. Blind or serious visual impairment not corrected by glasses
- 10.3. LST welcomes applications from applicants with disabilities in line with the Equality Act 2010 and where resources permit, makes reasonable adjustments.
- 10.4. During the application process, applicants who disclose a disability are required to complete a disability questionnaire. The Disability Adviser receives notification of all questionnaires and provides appropriate support for the applicants.

11. Deferring

- 11.1. In exceptional circumstances such as late applications or when complex adjustments need to be made, applicants may be asked to defer their place until the next academic year. This will ensure that all necessary adjustments are in place before the candidate begins their course.
- 11.2. Applicants may make a request to defer their entry for up to one academic year, either at the point of application or up to 14 days after the commencement of the course. In exceptional cases, deferral for an additional academic year may be permitted, if a request is made in writing to the Academic Secretary, who will decide in consultation with the relevant academic lead.

12. Withdrawing

- 12.1. LST may permit applications from candidates who have previously withdrawn from a course, to be considered for re-entry to the same programme. Each case is evaluated on its merits.
- 12.2. Applicants with an outstanding financial debt on their student record must clear this in full before their application will be considered.
- 12.3. Applicants who withdrew within the last two academic years do not need to submit a full application but must provide a statement of intent and may be required to attend a fitness to study panel meeting.
- 12.4. Those who withdrew more than two years ago or wish to enter a different programme must submit a new application.

13. Disclosure of previous criminal conviction

- 13.1. All applicants must declare relevant criminal convictions at the time of application. The need for a DBS check for some programmes will be indicated in the relevant programme overview.
- 13.2. However, applicants intending to join professions requiring registration with a regulatory body must ensure they meet these standards before enrolling.

14. Fraudulent Applications

- 14.1. LST requires accurate and complete applications. Failure to include any requested or relevant information including any qualifications or periods of study, even if unrelated to the programme applied for, or if false information is provided at any point in the application process may be considered fraudulent.
- 14.2. Suspected fraudulent applications are investigated by the Recruitment and Admissions Manager and may be referred to external agencies. If an application or subsequent study is found to be based on fraudulent information, LST reserves the right to cancel the application, withdraw the offer, or terminate the student's enrolment.
- 14.3. Applicants who have been rejected for fraud will not be considered for future applications.

15. Verification of qualifications

- 15.1. All applicants must provide documentary evidence of their qualifications to meet entry requirements and offer conditions. Scanned or photocopied documents are acceptable during the application process, but originals may be requested.
- 15.2. Documents in languages other than English must be accompanied by a certified translation at the applicant's expense.
- 15.3. Applicants are advised to use their full legal name during the application process.
- 15.4. Documents from international applicants (including international qualifications) may be subject to additional checks for authenticity. Any such check will be at the applicant's expense.

16. Feedback

- 16.1. Where applications have been rejected, prompt and clear feedback will be provided when requested, and advice about alternatives and future options will be given, as appropriate.

17. Appeals

- 17.1. Anyone wishing to appeal the outcome of their application decision should contact the Recruitment and Admissions Manager within 20 working days of receiving the outcome. Appeals regarding inadequate qualification / experience will typically be considered if fresh and compelling evidence of academic competence is provided.
- 17.2. The appeal will be considered by a suitable panel and a response provided within 20 working days.
- 17.3. If the application wishes to appeal further against the decision of the Admissions panel this must be lodged with the School within 10 working days for consideration by the principal whose decision will be final.

18. Complaints

- 18.1. Where applicants have reason to believe that their application has not been handled fairly, objectively or in accordance with the procedures described above, they should write to the Director of Finance and Administration setting out the reasons.
- 18.2. A review of the handling of the application in the light of the student's written statement will be undertaken. The Director of Finance and Administration may confirm or rescind an earlier decision in the light of this review. The Director of Finance and Administration will send a written reply to the applicant within 20 working days of receiving the request for the review of the application.
- 18.3. The applicant may ask for a further review of the decision of Director of Finance and Administration within 10 working days of receipt of the outcome where:
 - 18.3.1. There were procedural irregularities in the investigation of the complaint; or
 - 18.3.2. Fresh evidence can be presented which could not reasonably have been made available with submission of the initial complaint; or
 - 18.3.3. The outcome of the investigation was not reasonable in all the circumstances.
- 18.4. The review will be undertaken by the Academic Secretary who will respond to the applicant within 20 working days.
- 18.5. Anonymous complaints are not addressed, and data protection laws limit communication with third parties without explicit consent from the applicant.

19. Application Behaviour

- 19.1. LST expects all written and verbal interaction between applicants and members of LST employees to be courteous and respectful. Inappropriate and disrespectful communication will not be tolerated and may prejudice the continued processing of a candidate's application or consideration of any appeal or a complaint. After an initial warning of possible consequences, no further warning will be required before the appropriate action is taken.

20. Data Protection

- 20.1. Information collected as part of the application process will be used only in accordance with LST's GDPR Students Privacy Notice which are available on our website [GDPR Privacy Notice](#)