**POST GRADUATE APPLICATION FORM: GUIDANCE NOTES**

These notes are intended to help you complete the Mattersey Hall Application Form. Please ensure you read these notes prior to completing the application form. If you are applying for a research degree (PhD, DMin or MPhil) you should only complete the application form after preliminary discussions with the Academic Dean concerning your research proposal.

# PERSONAL DETAILS

Contact details: if your contact details change after you have sent in your application form, please ensure that the Admissions Department at Mattersey Hall is informed as soon as possible. Please note we do not accept applications from students without a functional email address.

**ADDITIONAL PERSONAL INFORMATION**

This information is required to ensure that you are correctly reported to the British Government as a Home, EU or Overseas student. For the moment, due to recent changes in legislation, if you are a non-EU student we cannot admit you for a course of full time study. You may, however, apply to study part time, in which case you would only need a Student Visitor Visa.

We have asked about the nature of any disability for planning purposes and in order that we can provide the best available support. We especially need to know if you have any food allergies and intolerances that you need us to take into account when organising any catering. A brief reminder well before any residential teaching sessions will also help us a lot.

**ENGLISH LANGUAGE ABILITY**

If English is not your first language you are required to provide evidence of your English language ability. An IELTS score of not less than 6.0 Academic English or a TOEFL score of not less than 560 (with a TWE score of 4.0) is normally acceptable. This information is required to enable us to provide you with information regarding any additional language support, which may be of assistance.

# CHURCH AND MINISTRY BACKGROUND

Please give a brief account of your Christian experience. This should include your conversion, baptism, experience of the work of the Holy Spirit, etc., and should explain why you are applying to Mattersey Hall, and, if possible, what sphere of Christian service you anticipate entering upon graduation. This is a vital part of your application. Whilst Mattersey Hall operate an equal opportunities admission procedure, Mattersey Hall is a ministerial training college and expects its students will have some ongoing involvement in Christian service.

**ADMISSION REQUIREMENTS**

**MA** The first route is with a recognised Bachelors degree in Theology or a theology- related subject. We would normally expect applicants to have achieved second-class honours or above. The alternative route is for those without formal qualifications, but who have at least two years senior leadership experience in a church or mission context. Those admitted via the alternative route will be required to submit an essay to demonstrate suitability for the programme. The MA in Biblical Studies also requires a level of competence in one or more biblical language. Tuition in Greek or Hebrew as preparation for the MA in Biblical Studies is available.

**DMIN** The programme has the same entry routes as our MA programmes: those with a recognised first degree in Theology or cognate subject – though for admission to the DMin programme this will normally be upper second (or above); and those with at least 2 years senior experience in a church or mission context. Because the Dissertation plays such an important part in the DMin, candidates will be expected to have a clear general idea of their proposed area of research, and this will be discussed at an initial interview.

**MPhil & PhD** To apply for the MPhil programme applicants should normally have an upper second-class honours degree in a subject related to the proposed area of research. Those who are expecting to upgrade to a PhD will normally be expected to have, in addition, a relevant Master’s degree. Applicants will also be expected to submit a proposal, giving details of the research project.

# EDUCATION AND CAREER

Please include photocopies of your academic certificates + transcripts (i.e., degree/professional certificates) of your highest qualification + transcripts (where applicable) with your application as HESA (Higher Education Statistics Agency) will require this information. Where the certificate/transcript is not in English, an authenticated translation may be required. Please put in the full name of the university/institution and the country in which it is located. you will be asked to show us originals of any certificates and transcripts at your interview.

**Qualification title**: indicate here the type of award you studied/are studying for (e.g. BA, MA, Licenciado, Xueshi, Diploma, etc).

**Main Subject**: please give your main subject (e.g. Law, Psychology, Forestry, Health Studies etc).

**Grade:** give the final grade awarded.

**Date of award:** if you have not yet received your award please indicate when you expect to receive the results.

**REFERENCES**
We require both a pastoral and an academic reference for all applicants. Your pastoral referee should ordinarily be the minister of the church you regularly attend, and the academic referee should be someone who is able to comment on your study skills and academic ability – ideally a teacher or lecturer (we will accept a character reference if obtaining an academic reference is not possible). If you have been in your current church for less than 12 months we will require a second Pastoral reference.

# ADDITIONAL INFORMATION

Criminal Convictions: Under the provisions of the Rehabilitation of Offenders Act 1974, certain convictions may become 'spent'. Whilst information about spent convictions must be given it will not be taken into account in the admissions process except where satisfactory completion of the programme of study would give automatic right to practice a profession exempted by the Act, or where the course involves unsupervised contact with vulnerable

persons.

# DECLARATION

If any information included in this application is found to be false or misleading, then Mattersey Hall has the right to cancel the application and withdraw any offer(s) already made.

When returning your application form please include:

* **£15** Application fee – ***Non refundable***
* Completed Self-Declaration form
* A passport sized photograph of yourself
* Copies of Academic awards
* Copies of Passport or National ID
* A copy of you IELTS or TOEFL award

Please make cheques payable in Sterling to ‘Assemblies of God Inc Bible College’. To pay by card, please phone our Finance Department during office hours (01777 817 663). Alternatively, you can pay by bank transfer (Barclays Bank, Assemblies of God Account #: 60126047, Sort Code #: 20-55-62). Please use your name as a reference and then email finance@matterseyhall.com to let the Finance team know that you have paid the application fee.

Please return your completed form to:

Mattersey Hall Retford Road Mattersey

DN10 5HD

England, UK

Alternatively you can email your completed form to admissions@matterseyhall.com

You can normally expect to hear from us within 28 days from receipt of your completed application. We will not be able to process incomplete applications, so please ensure you have enclosed everything we need.

If you need any further help or guidance through the application process, please do not hesitate to contact us by email to admissions@matterseyhall.com and we will be pleased to assist you.