

# FAQs for Distance Learning

## Christian Service, Christian Life and External Certificate

### *Which application do I complete and submit?*

If you would like to complete any of the Christian Service, Christian Life modules or the External Certificate then you will need to complete the basic 'Distance Learning' application. If you would like to enrol in the BTh in Bible and Theology then you will need to complete the more detailed application which has the University of Wales Bangor crest on the top right hand corner.

### *What happens when I send in my application?*

We will process each application within three weeks and usually in much less time. If there is a holiday or the Distance Learning office is closed for any reason this amount of time may be longer.

### *How much does it cost?*

The Christian Life modules are £18 each.

The Christian Service modules are £24 each.

The single credit (10 credit) modules in the External Certificate programme are £85 each; the double credit (20 credit) modules are £150 each.

### *What do the fees cover?*

The cost of each module includes the study guide, tuition costs and tutor fees for marking the assignments.

### *How do I pay?*

You can pay by cheque made payable to Mattersey Hall or by credit/debit card. Just fill in the information at the bottom of your application. If there is a problem we will contact you but please leave a working email address or daytime telephone number. We do not take American Express or Visa Electron.

### *Do I need a pastor's signature? Why?*

We do prefer that all of our students have the approval of their pastor. We feel it is important that pastors are aware of what their church members are studying. We also feel it is important that if a pastor is not in agreement with our teaching that they have the opportunity to speak to their church member before they begin our course. If you are new to a church or would prefer to not speak to your pastor about beginning this course, then please explain that on your application. No student will be turned down on these grounds. It is simply a preference.

### *Will I be assigned a tutor?*

Yes, all students will be assigned a tutor that he/she can contact for any questions they may have. For the Christian Life, Christian Service, and External Certificate

courses students will have the same tutor marking their work throughout the duration of their course. We can only give the tutor's email address due to privacy laws and also to the fact that our tutors mark in their own time and are not typically employed full time by Mattersey Hall. However, students are free to ring into the Distance Learning office at any time during regular working hours to ask questions.

*How are the modules assessed?*

The Christian Life and Christian Service modules are assessed by multiple choice tests given at the back of each book. The External Certificate courses require essays. There is a section at the beginning of each study guide that gives details on what essays are required.

*How do I submit my work?*

Students can post or email their work. We prefer email as it gives us an electronic copy of all work but realize that not everyone has access to a computer.

*How long will it take to receive my marks?*

We try to get all marks back to the student within 28 days of submission. However, this time limit may vary depending on the workload of the tutor and on holidays. During holidays students should allow more time for marks to be returned to them.

## BTh in Bible and Theology

*Is this a validated course? By whom?*

This course is validated by the University of Wales Bangor.

*How do I apply?*

Complete the full application with the University of Wales Bangor crest on the upper right hand corner. Submit that with all the required references, passport size photos and the £25 application fee.

*Do I need an academic reference?*

Yes, we need both references requested. If it has been many years since you have been involved with any education please ask a friend or co-worker to write a reference for you. They would need to know if you have a good capacity for study. For instance, are you self motivated, conscientious, etc. We need to be able to have an idea of whether our applicants will be able to complete our course.

*How much does it cost?*

All of our modules are 20 credit courses and cost £300 each. The only exception is the dissertation module in the final level which is 40 credits and will cost £600. Students will pay £300 when they request the module and £300 when they submit their dissertation.

*How do I pay?*

We take payment by cheque, postal order and credit/debit card. Cheques and postal orders need to be made payable to Mattersey Hall. We do not accept American Express or Visa Electron.

*Do I have to pay for everything up front?*

Our programme is 'pay as you go' so students only need to pay for one module at a time. However, all students will have the option of allowing us to automatically charge their credit/debit card when they complete one module so that the next module is automatically posted to them.

*How many hours of study does each module take?*

The UWB gives a guideline of 200 hours of study for each 20 credit module. This should include reading and research for the assignments. However, this will vary from student to student. Each module should be completed in six months from the time the student registers for the course. If you fail to do so there will be an extension fee payable.

*How long will it take?*

The UWB guideline is that the entire degree should take approximately six years on a part time basis. This accounts for students having other work, family, church involvements.

*Can it be done faster/slower than that?*

Yes. However, students should complete no less than 40 credits per year to remain an active student with UWB. Any less than this will result in a financial penalty to re-activate their status.

*Will I have a tutor?*

We plan to assign each student a mentor who will be able to answer their questions throughout the duration of their course. This person will most likely not be the same person who marks the essays.

*How will I be assessed?*

The modules will require a few different forms of assessment including essays and book reviews. There will be full details of this at the beginning of each module.

*How do I know what essay to write?*

The list of essay questions is clearly outlined in an 'Assessment' section at the beginning of each module. The 'Study Tasks' at this level are for your personal benefit and do not count towards the module grade (and don't need to be marked, therefore).

*How do I submit my work?*

All work is required to be submitted by email to the Distance Learning Office on the special essay submission form which we will provide you with. Unfortunately we will not be able to accept any essays by post. We will store and mark all work electronically.

*Am I required to have Internet access for this course?*

Yes, we require all work to be submitted by email, and you will need the internet to access the University's online services including the library.

*Will there be a required textbook?*

Yes, the textbook selection will be given at the beginning of each study guide.

*How do I buy my textbook?*

We have found it to be much cheaper and faster for individual students to purchase their own textbooks online. You can do this through a link on Mattersey Hall's website or by going directly to the internet bookstore. Amazon.co.uk is an excellent resource for this!

*How do I access a library?*

You will receive a University of Wales, Bangor library card which will allow students to have access to their online library. Students should also be allowed to use their local library. However, they will need to consult that library about this.

*How soon will I receive my marks?*

Hopefully you should hear in about 28 days. However, according to UWB regulations, all work will need to be double-marked. Therefore, the mark you will receive will not be a final one until the annual examination board, which will confirm all the grades (and may increase or decrease some of them to ensure fairness and consistency across the board).