



SHORT COURSES POLICY

Mattersey Hall is committed to help train the next generation of Christian leaders and believes that by being able to offer Short Courses it enables active Christian workers to have access to excellent study on an intensive basis whilst still being actively involved in family life, employment and a live Christian ministry context.

This policy aims to provide Short Course students with the information that they will require whilst undertaking a Short Course at Mattersey Hall.

1. COURSE STRUCTURE

Short Courses at Mattersey Hall are taught on-site at the National Ministry Centre, usually but not always in two (non-consecutive) four-day blocks (Monday-Thursday). On each of these days there will be two hours of tuition with the remaining time given for personal study. The Short Course timetable and schedule is posted on our website and, from time to time, additional courses will be made available (www.matterseyhall.com/shortcourse)

2. ASSESSMENT and CERTIFICATE OF ACHIEVEMENT

There is no compulsion to complete any written work for the Short Course but some students find that the completion of a written assignment to be a very helpful way of additional learning. Short Course students can opt, if they wish, to obtain a Certificate of Achievement for the course they undertake by the submission of a 1,000 word assignment to the tutor at the conclusion of the course. The question will be set on the first day of the course with the deadline usually being the final day of the course. Assignments can be handed in personally to the tutor or can be emailed in PDF format to the tutor on or before the deadline. Assignment will then be marked with you achieving a Pass or Fail. To achieve the Certificate of Achievement, 100% attendance at all the Short Course lectures is also compulsory. The Certificate of Achievement will be sent to the successful student in the post or it can be picked up from the college if this is more convenient.

Please note: the Certificate of Achievement is awarded by Mattersey Hall and not by the University of Chester. It cannot be considered as academic credit for a degree programme.

3. APPLICATION PROCESS

Prospective students interested in undertaking a Short Course are required to contact our admission department (Email: office@matterseyhall.com or telephone: 01777 817663) and request an application form to become a registered 'Short Course Student'. This form can also be downloaded directly from the college website, printed out and sent in. Please include details for a Pastoral reference, although it will speed up the process if the Pastoral reference is included with the application. This reference need not be lengthy but is an acknowledgment from your church leader(s) that you are of good character and that the local church are happy

for you to undertake the course of study at Mattersey Hall. On receipt of a completed application form and satisfactory church reference the student will be registered to attend any of the Short Courses. The admission department will then send a letter confirming this and give further details and how to pay for course they have already requested.

Once the student has registered he or she can book on to any of the Short Courses by sending an email to the admission department (office@matterseyhall.com), giving the name and dates of the course. The booking deadline for any of our Short Courses is two weeks before the start of the course if planning to stay on the campus of the National Ministry Centre and one week in advance before if attending as a day visitor.

4. RESIDENTIAL SHORT COURSE STUDENTS

All Short Course Students who wish to stay on site at the National Ministry Centre need to indicate this at booking. Rooms are allocated on a first come, first serve basis. Some courses are very popular and it is not possible to stay on the campus due to the rooms being taken. Residential Short Course students receive full-board at Mattersey Hall.

5. PAYMENT

All Short Courses and Residential accommodation needs to be paid for in advance before attendance at the course. Prices for each course can be found on the College Website (<http://www.matterseyhall.com/shortcourse/>). See the deadlines listed above. We accept cheques or you can contact the Admission Department for payment by credit/debit card. Once the student has paid he or she will receive confirmation of the booking. Unfortunately we are unable to offer refunds but where cancellation is unavoidable we may be able to arrange transfers between courses.

Included within the Short Course fee is lunch on each of the days you attend the course. Also included is access to the Research Centre. Unfortunately it is not possible for Short Course students to have loaning rights to loan books but the resources can be used as reference. There are also the facilities to photocopy in the Research Centre. Photocopy cards can be purchased from the staff at the Research Centre.

6. CONDUCT and SPIRITUAL LIFE

By booking on a Short Course here at Mattersey Hall, students are confirming that their conduct whilst on-site at the National Ministry Centre will be fitting for a Christian College context and that you have read and agree to terms and conditions found in the College Handbook. These outline our expectations of students who attend Mattersey Hall. See the Student Handbook section: (<http://www.matterseyhall.com/resources/undergraduate-info/>).

Short Course students are also invited to participate in the spiritual life of Mattersey Hall. This includes student prayer on Tuesday evenings at 7.30pm, student Chapel each morning at 8:50am and the 'Main Event' on Wednesday mornings. This is an extended time of praise and worship with guest speakers and faculty members sharing ministry (8.50am – 10.30am).