



## ECUMENICAL INSTITUTE at CHÂTEAU DE BOSSEY

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# STUDENT APPLICATION GUIDELINES

## ➤ Introduction and Annual Academic programme

The Ecumenical Institute is the international centre for formation, encounter and dialogue of the World Council of Churches. Founded in 1946, the Institute brings together people from different church traditions, cultures and backgrounds for ecumenical learning, academic study and personal exchange. The Institute is attached to the University of Geneva.

The current annual academic programme consists of:

- **Complementary Certificate in Ecumenical Studies/le Certificat complémentaire d'études œcuméniques** [autumn semester (September-January) of any given academic year/30 ECTS credits]
- **Certificate of Advanced Studies (CAS) in Ecumenical Studies/le Certificat de formation continue en études œcuméniques** [autumn semester (September-January) of any given academic year/25 ECTS credits]
- **Master of Advanced Studies in Ecumenical Studies/la Maîtrise universitaire d'études avancées en études œcuméniques** [one academic year (September-June) 60 ECTS credits]
- **Doctorate in Theology (Mention Ecumenical Studies)/Doctorat en théologie (Mention sciences œcuméniques)** [maximum five academic years (September-June)]

**Note:** The Doctorate in Theology is an independent programme requiring the successful completion of the Master of Advanced Studies in Ecumenical Studies –degree prior to the application for enrolment.

Since the tuition language is English, those needing improvement in this language, may apply to:

- **English as a Tool for Ecumenical Formation: Intensive English Summer Course** [three months from mid June]

## ➤ General Application Form Guidelines

- The application form may only be used to apply for one academic course in any academic year. This course may be combined with the supporting course to improve English language skills.
- Applications must be filled in English.
- Please type or write clearly. **If the application form is incorrectly completed or illegible**, your application may not be processed.
- Your surname/family name is used to identify and match all materials sent with your application and for dealing with enquiries. **Please use only the full name given in your passport and identity documents.**
- Applications for all academic courses **must be accompanied by the supporting materials listed on page 2**. The Ecumenical Institute uses multiple criteria when selecting students for admission including:
  - the applicant's grade average during his/her upper secondary and post-secondary studies;
  - the accreditation by the University of Geneva of the applicant's upper secondary and post-secondary studies;
  - the affinity between the applicant's ecumenical motivation/plans and the ecumenical teaching and research carried out at the Ecumenical Institute;
  - the clear intention of the applicant's church to make the best possible use of his/her ecumenical studies and experience in the future;
  - the aim to create annually a balanced student body, especially in terms of geographic context, church tradition and gender.

- By the end of March applicants are informed in writing about their admission. **The Ecumenical Institute does not respond to telephone and electronic enquiries about admission.**
- Applicants may complete a Scholarship Request Form, if they fulfill the conditions for financial support. The Scholarship Request Form should be returned together with the complete application. The scholarship is always partial, each applicant needs to make a minimum pledge (ie promise to pay) of CHF 100.00 as a financial contribution towards the study course costs. Scholarship awards are decided at the same time as course admissions.
- The closing date for applications is **30 November** for the following academic year. You are advised to apply well in advance of the closing date. It is recommended to use a registered postal mail or delivery service as the Ecumenical Institute does not confirm receipt of individual applications.

➤ **Supporting materials**

- The completed application form must be accompanied by the supporting materials listed below in English/French/German/Italian/Spanish language. Documents in any other languages must be translated by a registered translator into English. The supporting materials will not be returned to the applicant. **Please send only the required application materials unstapled and without using scotch tape.**

**Note:** Please, do not send **original** upper secondary and post-secondary studies certificates with your application. However, be informed that should you become admitted, certified copies (**i.e. a photocopy of a primary document that has on it an endorsement or certificate that it is a true copy of the primary document**) will be requested at the time of enrolment to the University of Geneva and the originals must be presented to confirm the enrolment at the beginning of the studies.

**All applicants** are required to submit the following documents with their application form:

- Two-page application form, fully filled, marking desired study course;
- One (1) passport-size photograph (glued to the application form, loose photos not accepted);
- A copy of the upper secondary school certificate and transcript of records;
- A copy of a university bachelor's degree certificate in Christian theology, or in a closely related discipline, and transcript of records;
- Copies of certificates and transcript of records demonstrating at least three (3) years of theological studies **in case** the bachelor's degree is not in Christian theology or in a closely related discipline;
- A personal statement of max.1000 words exposing your ecumenical motivation and plans and how studying at the Ecumenical Institute relates to these;
- A *curriculum vitae* (CV) listing your academic, professional and church/ecumenical experience;
- A recommendation letter from your church leadership (in a sealed envelope sent to the applicant by the referee) indicating how your church intends to make the best possible use of your studies and experience at the Ecumenical Institute in the future;
- Two (2) additional recommendation letters (in sealed envelopes sent to the applicant by the referees) from faculty members well acquainted with your academic achievements;
- A completed Scholarship Request Form, **in case you apply for financial support (all scholarships are partial)** Each applicant needs to make a minimum pledge (ie promise to pay) of CHF 100.00 as a financial contribution towards the study course costs.

**Applicants for a Master of Advanced Studies in Ecumenical Studies** must add the following:

- A copy of the Master's degree certificate;
- A copy of the transcript of records;
- A copy of the Master thesis.

**All applications should be sent no later than 30 November to:**

Ecumenical Institute  
Academic Affairs Office  
Chemin Chenevière 2  
1279 Bogis-Bossey  
Switzerland