



ECUMENICAL INSTITUTE at CHÂTEAU DE BOSSEY

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STUDENT APPLICATION GUIDELINES

➤ Introduction and Academic Courses

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

The current academic courses are:

- **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]
- **Complementary Certificate in Ecumenical Studies/le Certificat complémentaire d'études œcuméniques** [autumn semester (September-January) of any given academic year/30 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.
- **English as a Tool for Ecumenical Formation: Intensive English Summer Course** [three months from mid June]
Note: The tuition language is English. It is possible to apply to be a candidate to the English course in the Student Application Form section 3 (Languages) after self-assessment of language skills.

➤ General Student Application Form Guidelines

- Student Application Form must be filled in English language by the applicant him/herself.
- Type or write clearly. **If the Student Application Form is incorrectly completed or illegible**, your application may not be processed.
- **Use the full name of your passport/identity documents.** All documentation for your application dossier is identified by your surname/family name.
- The application dossier for CAS-ES/CC/MAS courses **must be accompanied by the supporting documentation listed on page 2.** The Ecumenical Institute uses multiple criteria when selecting students for admission including:
 - grade average during applicant's upper secondary and post-secondary studies;
 - accreditation by the University of Geneva of the applicant's upper secondary and post-secondary studies;
 - affinity between the applicant's ecumenical motivation/plans and the ecumenical teaching and research carried out at the Ecumenical Institute;
 - clear intention of the applicant's church to make the best possible use of his/her ecumenical studies and experience in the future;
 - aim to create annually a balanced student body, especially in terms of geographic context, church tradition and gender.

- By mid-March all applicants are informed in writing about the admission/non-admission decision. **The Ecumenical Institute does not respond to telephone and electronic enquiries about admission decisions.**
- Applicants may complete a Student Scholarship Request Form, if they fulfill the conditions for financial support. The Student Scholarship Request Form must be included as part of the complete application dossier, if financial support is applied for. **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 the course admissions.
- **The closing date for applications is 30 November** for the following academic year. You are advised to apply well in advance before the closing date. It is recommended to use a registered postal mail or delivery service. The Ecumenical Institute does not confirm receipt of individual applications.

➤ Supporting documentation

- The completed Student Application Form must be accompanied by the supporting documentation 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 documentation will not be returned to the applicant. **Please send only the required supporting documentation WITHOUT STAPLES and WITHOUT SCOTCH TAPE.**

Note: Please, do not send **original** upper secondary and post-secondary studies certificates with your application dossier. In case 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) are **requested at the time of enrolment to the University of Geneva. The original documents must be presented to confirm the enrolment at the beginning of the studies.**

All applicants are required to submit the following documentation:

- Two-page Student 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 university bachelor's degree is not in Christian theology or in a closely related discipline;
- A personal statement of 800-1000 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 Student 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 MAS in Ecumenical Studies **must add** the following documentation:

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

Application dossier must be sent no later than 30 November to:

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