

Postgraduate Admissions Statement

MSc Teaching and Learning for Health Professionals

Programmes Covered

This admissions statement applies to the following programme(s):

PG CERT, PG DIPLOMA, MSC and ESSENTIALS ROUTE (30 credits)

Applicants should also refer to the relevant prospectus entry for further programme details.

This admissions statement should be read in association with the [University Admissions Principles and Procedures for Postgraduate Taught Programmes](#).

Faculty

Faculty of Health Sciences

Admissions team and contact details

TLHP Office, Medical Education

Faculty of Health Sciences

University of Bristol

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Telephone: +44 44 0117 331 1851

Website: www.bristol.ac.uk/health-sciences/

Admissions cycle

This Admissions Statement applies to applications submitted for entry to the programme between 1st October 2017 and 31st September 2018

Application deadline

Details of application deadlines for this programme are displayed on the individual programme page within the [University course finder](#).

Admissions criteria

Academic requirements

To be considered for admission to this programme, applicants are required to hold/achieve a minimum of Relevant first degree (or international equivalent) from a recognised institution with good final grades (usually equivalent to an upper second degree); or a relevant professional qualification with at least three years' full-time (or equivalent part-time) professional experience.

For information on international equivalent qualifications, please see our [International Office website](#).

English language requirements for non-native English speakers

For applicants whose first language is not English, and whose full undergraduate degree was not taught in an English-speaking country, it is necessary to hold/achieve a minimum score in an approved English language test as specified in Profile A of the [University's English Language Requirements Policy](#).

Applicants do not need to have reached the required level of English language before applying. If necessary, English language will be included as a condition of offer.

Applicants have the option to undertake one of the University's Pre-sessional English courses. You can find information about the University of Bristol's Pre-Sessional English courses at the [Centre for English Language and Foundation Studies website](#).

Additional requirements

There are no additional requirements for this programme.

Application process

Online application form

Applicants should complete the online application form, uploading all [required documents](#) directly into the application form. Guidance on uploading documents can be found in the [How to Apply FAQs](#). Any paper documents received by post, or electronic documents received by email, will not be considered except in exceptional circumstances.

Applicants should make every effort to choose the correct programme in the application form by reading the prospectus entry and admissions statements fully. Applicants should [contact the relevant Admissions Team](#) if clarification is required.

Documents required

The required documents for this programme are listed below. Applications may not be considered until all required documents have been uploaded to the application form.

Applicants who have already submitted an application can upload additional documents into the 'Post-submission uploads' section of the application form. Information about how to upload documents to an application form can be found in our [How to Apply FAQs](#).

Required documents for this programme are:

- **Two academic references (minimum):** References should be submitted electronically by the referee, using the online reference form. Alternatively, scanned copies of the original reference document(s) can be uploaded by the applicant. At least one referee should be familiar with the applicant's academic work. If you graduated more than two years ago, or if professional experience is relevant to the application, professional references will be accepted in lieu of one academic reference.

References must be written, signed and dated on official letter headed paper from the referee's organisation. They must include the referee's full contact details, i.e. postal address, telephone number and organisation email address. References supplied with a personal contact email address will not be accepted unless under exceptional circumstances, which must be explained within the reference. All references must be dated within the last two years.

Referees may be professional or academic but should be able to comment on your suitability for further training in teaching skills via this programme. Referees must be of a more senior grade to the applicant and have known them for at least six months. Referees who are also applying to the programme at the same time as the applicant are excluded.

- **Degree certificate(s)** from first and subsequent degrees. We require a Certified copy of original documents and certified translations of documents issued in any language other than English.
- **Academic transcripts** from first and subsequent degrees. We require colour scans of original documents and certified translations of documents issued in any language other than English. Transcripts must list all subjects taken and grades achieved to date, with the grade scale clearly displayed in the transcript. Applicants must clearly state their current average grade in the online application form.
- **Personal statement:** Personal statements should highlight the motivation for applying for the course, and any relevant experience and/or skills.

The personal statement should provide an explanation of why you wish to study this programme, how you feel it will benefit your development and future career.

- **English language certificates** are required from applicants for whom English is not the native language and whose full undergraduate degree was not taught in an English-speaking country (please see the [English Language Requirements](#) for a list of English-speaking countries)
- **Curriculum Vitae (CV):** CVs might include details of other relevant work experience and qualifications to support an application. Please do not include any school (pre-university) certificates, unless otherwise specified above.
- **TLHP Supplementary Application form** (can be downloaded for completion within the online application, and submitted with the application)
- **Recognition of Prior Learning** form and transcripts if applying to have credit points from another recognised institution taken into the programme. Credit points must be less than five years old. For applicants that have previously been awarded either the Certificate or Diploma in Teaching and Learning for Health Professionals and wish to apply to study the next level, they will need to complete the [Recognition of Prior Learning form](#) .
- **Copy of current passport.** If you do not have a passport, please contact the Faculty Office.

Optional documents for this programme are:

- **Curriculum Vitae (CV):** A CV is not required but can help an application. CVs might include details of other relevant qualifications to support an application. Please do not include any school (pre-university) certificates, unless otherwise specified above.

Correspondence with applicants

Applicants will normally receive communication via email to the email address used to set up the application form account. Applicants should ensure the profile email address is kept up-to-date.

Selection process

Assessment of applications

All applications are considered in accordance with the [University's policy on equality and diversity](#). The University of Bristol upholds the principles of equality and diversity, respect and dignity. Candidates are not discriminated against on the grounds of race, ethnicity, nationality, gender, sexuality, religion or belief, disability, health or age.

All applications are processed as quickly and efficiently as possible once all required documentation has been received by the University through the appropriate channels. Applications are considered at most times in the year and there are normally three intakes, in September, January and April/May.

Applications cannot be considered until they have been formally submitted via the online application system. All applications are considered on an equal basis in relation to academic merit. Admissions decisions will take into account the completed application form and supporting documentation including the two references.

Applications are considered in relation to: the applicant's academic achievements; the applicant's interest, motivation and commitment to continuing professional development, particularly in relation to education; the applicant's current, past and potential future clinical teaching experience; the applicant's interest and motivation, specifically in relation to increasing their knowledge, skill and experience in teaching, assessing and support of learning in the health services as described in the applicant's personal statement; evidence of ability to articulate views coherently; appropriateness of the chosen programme in relation to the candidate's job, grade, workplace, declared interests and aspirations; non-academic achievement and/or experience, or extra-curricular interests, positions of responsibility, voluntary or paid work; statements of referees in relation to the candidate's suitability for the chosen programme.

Some organisations may, from time to time, reserve and pay for a set of places on the programme and when named applicants come through these will be given priority purely in terms of the start date required by their sponsor.

Interviews

Interviews are not required for this programme, although in some cases students may be contacted to further clarify their application.

Non-standard applications

We welcome applications from those with non-standard qualifications who can demonstrate knowledge, experience and skills developed in the workplace, or elsewhere, relevant to the programme of study. Please use your personal statement to provide further details.

Non-standard applications will be considered by the Admissions Tutor(s) for the programme on a case by case basis.

Decisions

Notification of decisions

Applicants will be notified by email when a decision has been made and decision letters will be available to view and print by logging into the application. If there is a deadline by which applicants must accept an offer of admission, this will be stated in the offer letter.

Offers

Offers will typically be made in line with the academic requirements set out above. Offers may be set above or below this level in recognition of an applicant's relevant qualifications and experience. Offer levels may also be adjusted in response to the level of competition for places in that application cycle.

Offers made may be conditional or unconditional. An unconditional offer will be made to successful applicants who have already met the conditions and provided evidence that conditions have been met. Where academic or language requirements have not yet been fulfilled, successful applicants will receive a conditional offer outlining the requirements that must be met.

If an applicant is not selected to receive an offer for the course to which they have originally applied, we may offer the opportunity to be considered for an alternative programme in a related subject area. In such cases applicants will receive an email notification providing any alternative course options and asking whether they wish to be considered for these. It may be necessary for applicants to submit additional documentation in order for the application to be fully considered for an alternative programme. Details of the documentation

required can be found in the [admissions statement](#) for the relevant programme.

Deferrals

Deferred entry is available for this programme, subject to agreement by the relevant Admissions Team. Please contact the admissions team by emailing tlhp-office@bristol.ac.uk if you would like to request to defer your start date.

Additional information

Extenuating Circumstances

If your education has been significantly disrupted through health or personal problems, disability or specific difficulties within your studies you can submit an [extenuating circumstances](#) form as part of your application.

The information provided on the form will be treated confidentially, and will help us to fairly assess your academic performance in light of your circumstances.

ATAS

An ATAS certificate is not required.

Deposits

A deposit is not required for this programme.

Visa

International students coming to the UK to study full-time must apply for a student visa. [Tier 4 student visa guidance notes](#) are available on the University website.

Sponsored Students

Sponsored students are required to complete and upload the [sponsorship authorisation form](#). Sponsored students are not required to pay the deposit but will need to upload a copy of their sponsorship letter using the 'Post Submission Uploads' section of the online application. Sponsored students will also need to complete and upload the

