

Postgraduate Admissions Statement

PhD Archaeology and Anthropology

Programmes covered

This Admissions Statement applies to the following programme(s):

MPhil, PhD Archaeology and Anthropology. Distance Learning option available

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 Research Programmes](#).

Faculty

Faculty of Arts

Admissions team and contact details

Postgraduate Admissions

Faculty of Arts

University of Bristol

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Telephone: +44 (0)117 428 2296

Website: www.bristol.ac.uk/arts/study/postgraduate

Admissions cycle

This Admissions Statement applies to applications submitted for entry to the programme between 1 October 2018 and 30 September 2019.

Application deadline

Application deadlines can be found on the individual programme page within the [University course finder](#).

Admissions criteria

Academic requirements

Applicants for the MPhil must hold/achieve a minimum of a mid-level upper second-class degree or international equivalent, with evidence of first-class research. Selection will also depend on evidence of your readiness to pursue a research degree.

Applicants for the PhD must hold, or be working towards, a master's qualification or international equivalent. Applicants without a master's qualification, but with a first-class undergraduate degree (or international equivalent), may be considered in exceptional circumstances. Applicants with a non-traditional background may be considered provided they can demonstrate substantial equivalent and relevant experience that has prepared them to undertake their proposed course of study.

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

English language requirements for non-native English speakers

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

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

There is an option to take one of the University's Pre-sessional English courses; details are available on the [Centre for English Language and Foundation Studies website](#).

Additional requirements

There are no additional requirements for this programme.

Application process

You are strongly recommended to contact a member of academic staff in the Department of Anthropology and Archaeology to discuss your potential application before beginning the formal application process.

Online application form

Applicants should complete the online application form, uploading all required documents directly. Guidance on uploading documents can be found in the [guidance for online applications](#). Paper documents received by post, or electronic documents received by email, are only considered in exceptional circumstances.

Before applying, make sure you choose the right programme by reading the prospectus entry and Admissions Statement fully. If you need clarification, please [contact the relevant admissions team](#).

Applications may not be considered until all required documents have been uploaded. If you have already submitted an application, you can upload additional documents into the 'Post-submission uploads' section of the application form.

Documents to upload to online application form

Required documents for this programme are as follows:

- **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.

If you graduated more than two years ago, or if professional experience is relevant to your application, a professional reference will be accepted in lieu of one academic reference. At least one referee should be familiar with your academic work, including your current or past academic performance at master's level. References must be written, signed and dated on official letter-headed paper from the referee's organisation and must include full referee contact details, as shown in the [reference template](#). References supplied with a personal contact email address are only accepted in exceptional circumstances, which must be explained within the reference. All references must be dated within the last two year.

- **Degree certificate(s)** from first and subsequent degrees. We require colour scans 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.

- **Research statement.** You should use the research statement to define and situate your research within an academic/disciplinary context. With due regard for the primary audience/readership for postgraduate research (that is, the academic community), you should identify the following:
 1. The research questions or problems that you intend to address
 2. The research context for your project/programme of work
 3. The methods you intend to use to pursue the key questions

Please follow the [template](#) provided when writing your research statement.

Personal statement. Personal statements should highlight the motivation for applying for the course, and any relevant experience and/or skills.

- **English language certificates** are required from applicants whose native language is not English and whose full undergraduate degree was not taught in an [English-speaking country](#). Please provide a colour scan of the original document or certificate.
- **Distance Learning Research Statement.** For the distance learning option only, applicants are required to submit a research statement providing a description of the subject and focus of the research project, including the research materials and resources required [250 word limit]

Optional documents

- **Curriculum vitae (CV).** CVs might include details of other relevant qualifications or work experience to support an application. Please do not include any school (pre-university) certificates, unless specified above.
- **Distance Learning supporting letter.** For the distance learning option only, applicants are also required to submit a supporting letter from any institution/organisation that they will depend upon for the purposes of completing their research.

Correspondence with applicants

We will correspond with you via the email address used to set up your application form account. Please keep this address up-to-date.

Selection process

Assessment of applications

All applicants are considered on an equal basis in line with the [University's Equality and Diversity Policy](#).

Once a complete application has been submitted with all required supporting documents, it is considered by at least one academic member of staff. All admissions to research degrees must be approved by the Faculty Graduate Education Director.

Applications are considered using the following criteria:

- Academic achievement
- Research statement
- Academic references
- Personal statement
- Interview
- Sample of work (if applicable)

Where an applicant has undertaken a transnational education partnership programme or top-up degree, meeting the minimum academic entry criteria will not automatically mean an applicant will receive an offer. For these applicants, admissions decisions will consider the academic history of the applicant alongside relevance of degree, and, if required, degree content, and performance in key modules.

Each applicant is considered both holistically on their own merit and in competition with the rest of the applicant cohort during the academic cycle.

Interviews

Interviews normally form part of the selection process.

Interviews are used to assess whether the applicant has the necessary skills and capabilities to pursue their chosen programme, and whether the programme is appropriate to their interests and aspirations.

Interviews are normally conducted by at least the potential primary supervisor, who will be trained in fair and effective recruitment techniques, and sometimes by both potential supervisors. All interviews are undertaken in accordance with the [University's Equality and Diversity Policy](#).

If necessary, interviews are conducted by Skype.

Non-standard applications

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

Non-standard applications are considered by the postgraduate admissions tutor(s).

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. Decision letters include any deadline by which applicants must accept an offer of admission.

Offers

Offers are typically 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 may be conditional or unconditional. Unconditional offers are made to successful applicants who have met the academic requirements. Successful applicants who have not yet fulfilled the academic or language requirements will receive a conditional offer outlining the outstanding requirements.

Unsuccessful applicants may be considered for an alternative programme in a related subject area. In such cases, applicants will receive an email with details of the alternative options. You may have to submit additional documentation to be fully considered for an alternative programme. Please check the relevant [Admissions Statement](#) for details.

Deferrals

Deferrals are only permitted in exceptional circumstances. Please contact the [admissions team](#) to discuss the possibility of deferring 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 will be treated confidentially and will help us to assess your academic performance fairly in light of your circumstances.

ATAS

An ATAS certificate is not required for this programme.

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 must upload a copy of their sponsorship letter in the 'Post-submission uploads' section of the online application, and must also complete and upload the [sponsorship authorisation form](#).

Version 1.0	Created September 2018
Version 1.1	Updated Jan 2019 to include Distance Learning option and requirements