

## Admissions principles and procedures for postgraduate taught courses

Application cycle: 1st October 2017 - 31st September 2018

### 1 Aims

1.1 The University of Bristol aims to:

- Maintain the high academic standards for which it is known;
- Create a student body that is balanced and diverse in terms of background and experience, with all the educational and cultural benefits that this brings;
- Recruit students who will engage with and contribute to the intellectual and cultural vitality of the University community.

1.2 The University will achieve these aims by:

- Encouraging applications from all those with the motivation and academic ability to thrive at Bristol, whatever their background or country of origin;
- Assessing each application carefully and fairly;
- Offering places to suitably qualified applicants who have the potential to succeed at Bristol.

1.3 To ensure consistency and fairness, the general principles and procedures set out in this document will be followed by all those involved in the admissions process.

1.4 The University is committed to creating a diverse learning environment where all students are valued for their individual differences and contribution, with equal opportunities for all irrespective of age, disability, ethnicity (including race, colour, nationality), gender (including gender reassignment, marital status, pregnancy or maternity), religion or belief, sexual orientation (including civil partnership status). All applicants are considered on an equal basis.

1.5 The University will review its Principles and Procedures annually in the light of experience, research, relevant legislation and best practice (e.g. the Quality Assurance Agency, Supporting Professionalism in Admissions).

### 2 Responsibilities and Quality Assurance

2.1 All University staff involved in the admissions process must act in a way that is consistent with the University's admissions aims (see section 1.2) and must follow the principles and procedures set out in this document.

2.2 The University ensures that appropriate support and training materials are provided for all staff undertaking or overseeing admissions activity, as well as update sessions on policy, legislation, processes and procedures and other related matters.

2.3 The University ensures consistent implementation of approved selection criteria via liaison between Faculty and School based admissions staff and the central admissions team.

- 2.4 Admissions decisions are subject to strict quality assurance procedures, which will include the following:
- regular consultation with admissions colleagues to ensure compliance with selection criteria;
  - routine spot checks to ensure assessment consistency and compliance with legal and policy requirements; regular review of selection criteria and outcomes;
  - monitoring of turnaround times to ensure that applications are assessed within a reasonable timeframe.

### **3 Admissions Statements**

3.1 The University will detail in Admissions Statements the proposed method by which it will admit students for each course, in line with the principles and procedures set out in this document.

3.2 Admissions Statements will include:

- The method by which the University will support the principles and implement the procedures set out in this document;
- The process by which the applicant is expected to make an initial application (either through a formal application, or informal enquiry to the School) and respond to any offer of a place of study; Minimum entry criteria against which the University will assess applicants;
- Criteria used to select applicants for offer of admission over and above the minimum entry requirements (if applicable);
- An indication of whether criteria will be weighted differently in the assessment of applicants;
- The process for considering applications and assessing candidates;
- Whether an interview or any other selection procedures (e.g. oral presentation) are likely to be required;
- Whether external assessors are used in the selection process.

### **4 Application Process**

4.1 With the exception of PGCE applications and applications for the MSc in Social Work (which can be made through UCAS), applications should be made using the University's online application form in accordance with the procedure described in the online prospectus.

4.2 All data requested and held by the University through the application process will be processed in line with the University's [Student Fair Processing Notice](#). The University will correspond about a decision only with the applicant, or their nominee with express consent from the applicant.

4.3 Approved course-specific closing dates for applications are published on the University website. In some cases it may be necessary for programmes to close to new applications before the original application deadline is reached, or to extend the deadline further. In such cases, the University will ensure that the new application deadline is made known to applicants with at least two weeks notice.

4.4 Where an applicant is using an Agent (or Educational Representative) to complete their application, and the contact email address provided is that of the Agent, the University will communicate with and accept response(s) and information provided by the Agent on behalf of the applicant.

4.5 The University reserves the right not to consider incomplete applications. Submission of incomplete applications can lead to delays in processing. The Admissions Statement will make clear what documents are required with the application to constitute a complete application.

- 4.6 Contact details for admissions teams can be found on the online prospectus and on each Admissions Statement.
- 4.7 While there is no University-wide charge to applicants for consideration of their applications, individual schools may charge application fees. In these cases, details of the amount payable and mechanism for payment are published in the Admissions Statement and in the online prospectus.
- 4.8 Self-funded international students applying for taught courses are required to pay a minimum compulsory deposit of £1,000 but may optionally pay up to the full cost of the tuition fee for the first year. Students whose fees are being paid by an external organisation or sponsor (e.g. a government department or recognised charity) are not required to pay a deposit. The deposit can be paid online. The deposit is non-transferable and non-refundable except under the circumstances outlined in the [International deposits refund policy](#).
- 4.9 Some courses may require an additional course-specific deposit by way of acceptance of an offer. Where this is the case, it will be made clear in the Admissions Statement and in the online prospectus.

## **5 Entry requirements**

- 5.1 Applicants to postgraduate courses are normally expected to have good higher education qualifications. Entry requirements are specified at course level.
- 5.2 Minimum entry criteria for each course are provided in the University Postgraduate Prospectus and course-specific Admissions Statements published on the University website.
- 5.3 Applicants whose first language is not English are also required to satisfy course-specific English language entry requirements, as described in the Admissions Statement for each course. Applicants 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.
- 5.4 Professional courses which lead to a recognised professional qualification may require a specific professional qualification and a number of years of relevant professional experience prior to admission, e.g. “an Education degree plus one year of post-professional experience”; “a qualified medical degree and, in addition, two to three years’ experience and evidence of interest in Continuing Professional Development in the subject”.

## **6 Selection**

- 6.1 The University ensures that all courses have explicit criteria by which applications are judged, which support the University’s Admissions Aims, are in accordance with the principles in this document and are articulated in course-specific Admissions Statements.
- 6.2 Applications are normally considered by two members of the appropriate admissions team, who will take into account the completed application form and other required documentation (including as standard, a minimum of 2 academic references) as stated in the Admissions Statement.
- 6.3 The University may choose to interview candidates, request examples of candidates’ written work, and/or set written tasks in order to further assess their suitability for the course to which they have applied. Details of such selection methods will be provided in the Admissions Statement for each course.

6.4 Where an offer of admission cannot be made for a chosen course, in some cases applicants may be offered a place on an alternative, related course. Where alternative course offers are made the decision will be clearly communicated to the applicant and the reasons explained.

## **7 Responding to individual applicants' situations**

- 7.1 Applicants who submit multiple applications, either within a cycle or across admissions cycles, will have each application considered separately.
- 7.2 Admissions Statements will make clear if deferred entry can be considered for the course, and will make clear how deferred entry can be requested. If a deferred place is agreed, the offer of admission will show indicative fees only. Correct fees for the intended year of registration will be confirmed as soon as this information is available to be published.
- 7.3 In recognition of prior learning, the University may grant exemption from some parts of an applicant's chosen programme of study. Requests will be considered on an individual basis in accordance with the [University policy on the Recognition of Prior Learning](#). Experience and/or Qualifications received via an online or distance learning course such as MOOCs (Massive Open Online Courses) will be considered on an individual basis and at the discretion of the University.
- 7.4 Allowances may be made for applicants with exceptional circumstances or who have faced difficult challenges (e.g. illness, death of a parent, poverty, disrupted education, refugee status). Such circumstances must be made known to the University following the [extenuating circumstances process](#). The University may decide to offer a place to an applicant whose academic performance appears to have been affected by such circumstances and who might otherwise have been expected to perform better.
- 7.5 The University welcomes applications from disabled students. Such applications will be considered against the same academic criteria that are applied to all applicants. Applicants are encouraged to disclose any disability that may require adjustments to our admissions process; this will not affect your chances of receiving an offer from the University. [Disability Services](#) can provide further advice as necessary. In the unlikely event that the University decides that adjustments required to support an applicant during their education cannot reasonably be made, the University will contact the applicant directly to confirm this decision.
- 7.6 Applicants who will be under 18 years of age at the point of registering as a student of the University, will be required to complete a form signed by a parent/ guardian as a condition of registration. This provides confirmation that the parent/ guardian understands the University's responsibilities, and gives details of an emergency contact in the UK. The University will ensure that satisfactory arrangements have been made for the student's accommodation and pastoral care, in accordance with the [University Policy on Safeguarding](#).
- 7.7 The University will disregard any criminal convictions that are spent under the terms of the Rehabilitation of Offenders Act 1974, unless the course of study is likely to bring the student into contact with children or vulnerable adults. Where this is the case, a disclosure will be sought through the Disclosure and Barring Service (DBS). Where an applicant has an unspent (or spent in relevant cases) conviction, a decision on whether to offer a place will be made in accordance with the University guidelines for [the recruitment of students with a criminal conviction](#).
- 7.8 International applicants should indicate whether they require the University to act as a sponsor for the purposes of a visa application. When considering an application, the University of Bristol will take into

account whether or not a student is able to meet the necessary UK visa requirements for the full duration of their course. The University reserves the right to reject an application, in circumstances where these requirements cannot be met.

7.9 In order to avoid the proliferation of potentially dangerous technologies in unstable or unfriendly regimes, the Foreign and Commonwealth Office (FCO) runs an [Academic Technology Approval Scheme](#). This scheme is compulsory for overseas applicants from outside the EU and approval by the FCO under the terms of the scheme is a requirement for entry to a number of courses.

7.10 The University of Bristol is not prepared to admit applications on the strength of information believed to be either fraudulent or plagiarised, and reserves the right to reject or cancel an application under these circumstances, as outlined in the [University statement of policy on fraudulent applications](#).

7.11 The University reserves the right to exclude a candidate who is considered to be unsuitable for a place on a particular course or for attendance at the University, in accordance with the University's Equality and Diversity policy, Acceptable Behaviour policy, or any other relevant policy of the University.

## **8 Offers**

8.1 Wherever possible, applicants to postgraduate taught courses will receive a decision within 21 calendar days of submitting a complete application.

8.2 Offers may be made with or without conditions attached. The levels of conditional offers made must normally be in line with published entry requirements and may not vary substantially from these. Offer conditions will be stated on the offer of admission.

8.3 Offers of admission are not offers of funding. If funding is to be awarded, this will be confirmed via a separate communication.

8.4 There is strong Competition for funding for postgraduate study, and funding is often tied to a sponsor's conditions. In some cases, this may impact on the decision to accept an application. Where there is a possibility of this occurring, this will be explained in the Admissions Statement.

8.5 In some areas, offers of admission will be conditional on a clear Disclosure Barring Service (DBS) criminal records check, fitness to practice certification, immunisations or other non-academic and non-language requirements. Where this is the case, this will be clearly stated on the offer of admission and within the Admissions Statement.

8.6 Where any fees have still to be confirmed (for example, where tuition fee levels are dependent on external bodies setting stipends, or where an offer is deferred and fee levels are not yet set for the proposed year of entry) this will be made clear in the offer of admission. For students wishing to start mid-year, pro-rata fees will be quoted on the offer of admission.

8.7 Applicants will receive a decision online, and can accept or decline their offer online. The University reserves the right to withdraw an offer where a candidate is considered to be unsuitable for a place on a particular course or for attendance at the University, in accordance with the University's Equality and Diversity policy, Acceptable Behaviour policy, or any other relevant policy of the University.

8.8 The University will make reasonable efforts to deliver each programme of study as described in the relevant specification for the appropriate academic year. Where it is necessary for changes to be made to

a programme, such as a change in timetabling, location, type of class, assessment or syllabus, the University will inform applicants as soon as possible, providing details of the nature of the change and any options that may be available to applicants.

## **9 Acceptance and Confirmation**

- 9.1 The date by which an applicant is expected to confirm their acceptance of an offer will be stated on the offer of admission. The University does not guarantee to hold open places for offer-holders who have not confirmed their acceptance.
- 9.2 Where a conditional offer is made applicants are expected to provide the University with evidence that any offer conditions have been met. The Admissions Statement will make clear the timeframe in which applicants are expected to confirm acceptance of an offer or provide evidence that conditions have been met.
- 9.3 Applicants who accept an offer from the University but do not meet the terms of their offer in full may still have their place confirmed. In such cases, decisions will be made with consideration of the individual application and results, and the availability of places on the course. Decisions will be made in line with the principles outlined in this document.
- 9.4 The University has contingency plans in place to enable it to cope with failure of these processes (for example, localised computer systems failure) or in the event of candidates being unable to satisfy their offer conditions because the outcomes of previous qualifications have been delayed by strike action, by natural disasters or similar unforeseen circumstances beyond the applicant's control. However, depending on the timescale, the amount of information available and availability of places, it might be necessary to offer a place for the following academic year (i.e. deferred entry).

## **10 Applicants to whom an offer is not made**

- 10.1 All applicants will be informed of their decision online.
- 10.2 There is no right of appeal and decisions will not be reviewed. However, concerns that the principles and procedures outlined in this document have been incorrectly implemented may be investigated under the [applicant feedback and complaints procedures](#). The University has processes in place to capture and progress corrective actions where policy and procedures have not been implemented correctly. Due to the volume of applications received by the University, we regret that it is not possible for us to enter into correspondence with unsuccessful applicants outside of the provisions of this process.