

Postgraduate Admissions Statement for Postgraduate Certificate in Healthcare Improvement (Distance Learning)



This Admissions Statement applies to applications submitted for entry to the programme between 1 October 2022 and 30 September 2023.

It should be read in association with the [University Admissions Principles and Procedures](#) for Postgraduate programmes, the relevant [prospectus entry](#) and general [application guidance](#).

Admissions criteria	
Academic and English language requirements	The academic and English language requirements for this programme are displayed on the Postgraduate Prospectus . For information on international equivalent qualifications, please refer to our International Office website .
Non-standard applications	Unfortunately, we are unable to accept non-standard applications for this programme. Applicants must meet the entry requirements stated above.

Application process

Online application form

Applicants should complete the online application form, uploading all required documents directly. Further information is available on our [guidance for online applications page](#)

Applications will not be considered until **all** required documents have been uploaded.

Required and optional documents

✓	References	One academic reference will be required as part of the application process. Professional references may be accepted if you graduated more than two years ago, or if professional experience is relevant to the application. References should comply with our standard requirements outlined on our guidance pages .
✓	Degree certificate(s) and academic transcripts	From first and subsequent degrees. Degree certificates and transcripts should comply with our standard requirements outlined on our guidance pages .
✓	Personal statement:	Personal statements should highlight the motivation for applying for the course, and any relevant experience and/or skills.
✓	English language certificates/other evidence	All applicants are required to have reached the required profile level of English language as specified by the University's English Language Requirements Policy
✓	Curriculum Vitae (CV)	CVs might include details of other relevant work experience and qualifications to support an application.

✓	Letter of support	We require a supporting letter from your employer (this can be from your line manager or the organisation). The purpose of the supporting letter is to confirm that your organisation will support you implementing a Quality Improvement project within your organisation. This is vital as the project counts towards 40 of the 60 assessment credits for the programme.
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Selection process

Assessment of applications

All applicants are considered in line with the University's [Admissions Principles and Procedures Policy](#). Once a complete application has been submitted with all required supporting documents, it is considered by at least two members of staff using the following criteria:

- Performance in undergraduate degree
- English language ability (where applicable)
- References
- Personal statement
- Letter of support from organisation/line manager supporting potential implementation of a change project.

Interviews

Interviews do not form part of the selection process.

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 or pay a deposit, this will be stated in the offer letter.

Results Deadline

Applicants who receive a conditional offer will be required to submit all final results to meet their offer conditions by the date noted in their offer letter. Offer holders who are unable to provide their final results by this date should email choosebristol-pg@bristol.ac.uk to notify the team as soon as possible.

Offers

Offers will typically be made in line with the academic requirements set out above. Offers made may be conditional or unconditional. An unconditional offer will be made to 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, applicants will receive a conditional offer outlining the requirements that must be met.

Deferrals

Requests to defer the year of entry must be submitted via the applicant portal. Requests to defer should be submitted at the earliest opportunity so that it can be reviewed by the admissions team. We cannot guarantee that requests will be granted. Refer to <http://www.bristol.ac.uk/study/postgraduate/after-you-apply/offer/> for more information on deferrals.

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 considering your circumstances.

Academic Technology Approval Scheme (ATAS)

An ATAS certificate is not required for this programme.

Visa

This is a part-time, distance learning programme only, and, as such, student visas are not available for international students wishing to study in Bristol. Please contact [Student Visa Services](#) for advice.

Fees and Deposits

Fees

Annual tuition fee are available on the relevant [prospectus entry](#) for this programme.

Deposits

International self-funded students accepting a place on a taught postgraduate programme are required to pay a deposit of £2000. Further information is available on [how to pay programme deposits](#). Further information will also be provided in the offer letter to successful applicants. The deposit is non-transferable and non-refundable except under the circumstances outlined in the [International Deposits Refund Policy](#).

Sponsored Students

Fully sponsored students are not required to pay the deposit but will need to upload a copy of their sponsorship letter to the online application.