

Admissions Statement for Foundation in Arts and Social Sciences (CertHE)



This Admissions Statement applies to applications submitted between 1st December 2024 and 16th March 2025. It should be read in association with the [University Admissions Principles and Procedures](#) for Undergraduate programmes, the relevant [prospectus entry](#) and general [application guidance](#).

Admissions Criteria

The academic and English language requirements for this programme are displayed on the [prospectus page](#).

We are unable to consider applications from applicants eligible for international 'overseas' fees. International students may wish to consider our [International Foundation Programmes](#). Our website provides information on [how we determine home or overseas fees status](#).

You need to apply for this programme directly to the University, not through UCAS. We can consider applicants for this programme who have already taken or are taking A-levels or similar qualifications which would usually be considered for undergraduate entry through UCAS. However, we may advise candidates that their application would be more suitable for entry to a university via UCAS Clearing without requiring the foundation programme for progression.

Application Process

Online application form

Applicants should complete the online application form, uploading all required documents directly. Further information is available on our [How to apply webpage](#).

Applicants will create an applicant portal account to submit and check the status of their application. If we have requested any additional documents to support an application, these can be uploaded to the application form through the applicant portal.

Applications will not be considered until **all** required documents have been uploaded. All correspondence relating to an applicant's status will be sent by email.

Required documents

Qualifications Questionnaire

All post age 16 academic qualifications, both completed and in-progress, should be listed in the pro forma template available to download from our [How to apply for foundation years webpage](#), and submitted with the application.

Personal Statement

Applicants are asked to include a personal statement as part of their application. Personal statements are assessed on the following criteria:

- Interest in and commitment to the programme
- Evidence of academic potential
- Appropriateness of this programme to the interests and aspirations declared in the statement
- Non-academic achievement/experience, extra-curricular activities, positions of responsibility

- Written English, expression, construction, argument
- Responses to opportunities and challenges the applicant has faced

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. Once the assessment of initial application is complete, short-listed applicants will be invited to submit written work and attend an interview. Applicants who are made unsuccessful before the interview stage will be given feedback on their application. Applicants will be assessed based on:

- Previous academic performance – this is to provide context for your application but does not prejudice our decision.
- English language ability (where applicable)
- Personal Statement
- Written work (required for interview)
- Interview

Interviews

Shortlisted applicants will be contacted via email by Admissions and invited to interview. The purpose of the interview is to identify candidates most likely to thrive on and benefit from the foundation year course. The interview will be carried out by at least two members of University of Bristol staff. Interviews will be conducted in accordance with the University's [policy on equal opportunities](#).

Written Work (not required until after invitation to interview)

Applicants who are invited to interview will be asked to produce a short piece of written work on a specified topic. Eligible applicants will receive information about this written work at least two weeks before it is due. This written work will be used to support your application and will be discussed at the interview. Where this work has been requested, the interview will not go ahead if the written work has not been submitted by the given deadline.

Decisions

Applicants will be notified by email when a decision has been made. This will be either an offer for a place on our Foundation programme (confirming the pathway in the offer letter), or that your application has been unsuccessful after interview. Decisions 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

Any offers made will be unconditional unless an applicant does not meet the required English language profile, in which case an offer will be conditional on an applicant providing a suitable English language qualification – further information on these can be found on our [profile pages](#) and the prospectus page.

Applicants who have received an offer will be able to download a copy of their offer letter from their applicant portal. Those who are offered a place will be asked to confirm whether or not they wish to accept the offer of a place to study with us.

Deferrals

Requests for deferral can only be made after an offer has been received. Requests to defer the year of entry should be submitted by email at the earliest opportunity after receiving an offer, so that they can be reviewed by the admissions team. We cannot guarantee that requests will be granted and only one deferral per applicant is routinely granted. Beyond this, a new application will be required.

Offer Conditions

Applicants who receive an offer conditional on providing evidence to meet the English language profile will be required to submit documents to meet their offer conditions by the date noted in their offer letter. Offer holders who will be unable to provide their final results by this date should email choosebristol-ug@bristol.ac.uk to notify the admissions team as soon as possible

Fees

Annual tuition fees are available on the relevant prospectus entry for this programme.

We can consider applications from asylum seekers who are also applying for our [Sanctuary Scholarship](#) award. Applicants should declare this in their application so that we can match your application for the foundation course with your Sanctuary Scholarship application.

Additional information

Where a high number of applications are received, priority may be given to:

1. Applicants without prior experience of higher education and/or who do not already hold a qualification at QCA Level 3 (e.g. A-levels or an Access to HE Diploma).
2. Applicants who have strong reasons for wishing to progress to a degree programme at Bristol.
3. Applicants from groups that are currently underrepresented in higher education. This may include, for example:
 - Applicants from low-performing schools;
 - Mature applicants (over the age of 21);
 - Refugees and applicants seeking asylum in the UK who have been awarded the [Sanctuary Scholarship](#);
 - Applicants from areas where there is a low level of participation in higher education;
 - Applicants from minority ethnic groups;
 - Applicants who are care leavers, carers or parents;
 - Disabled applicants.

We collect equality data for monitoring purposes as part of the application. This is only used as part of the admissions decision making process as described above, if necessary to select between otherwise equal candidates. This data is otherwise only used to inform widening access reporting, and to help our interviewers signpost any useful Student Support information to candidates attending an interview.

We are committed to the implementation of high quality, fair and transparent admissions procedures for all our applicants. We recognise, however, that there may be occasions when applicants believe that they have cause for complaint. At this point applicants should follow our [Applicant feedback and complaints procedures](#). Should an applicant believe that University Admissions principles and procedures have been inconsistently or incorrectly applied, these complaints procedures provide a mechanism for objective review.