1. ADMISSIONS PROCESS

This Statement should be read in conjunction with University's Admissions Principles and Procedures:
http://www.bris.ac.uk/university/governance/policies/admissions-policy.html

Year of admissions cycle – 2013

Programmes covered

- MEng Electrical and Electronic Engineering (H606)
- BEng Electrical and Electronic Engineering (H600)
- MEng Electrical and Electronic Engineering with Study Abroad (Entry by transfer)
- MEng Electrical and Electronic Engineering with Study in Continental Europe (H605)
- MEng Electronic and Communications Engineering (H623)
- BEng Electronic and Communications Engineering (H640)
- MEng Computer Science and Electronics (GH46)
- MEng Computer Science and Electronics with Study Abroad (GH4P)

Admissions Team

The Admissions Team consists of the Undergraduate Advisers and Undergraduate Selectors who work in close cooperation with the Admissions Tutors. The Admissions Selectors in consultation with the Admissions Tutors will be responsible for the selection process for the undergraduate programmes in the Electrical and Electronic Engineering Department.

Outline of assessment methods

All applicants are contacted within four weeks of receipt of the application, to establish contact and inform them of the process to be followed. Applications that are received on time (in accordance with the deadlines of the UCAS application cycle) are guaranteed equal consideration. All applications are considered on an equal basis, and are not segregated by the type of educational institution attended.

All applications are allocated scores on the academic record and the personal statement / reference. The weighting is as follows:

Academic score: 80%
Personal Statement/Reference score: 20%

Departmental Visit Days and other correspondence with applicants

Applicants whom we expect to make an offer to are invited to attend one of the Departmental Visit/UCAS Days, normally from November to March. The visit is to allow students to find out more about the University and the content of our programmes. The visit also allows us to personalise offers as appropriate. As part of the visit each applicant is offered a 20-30 minute one-on-one session with a member of academic staff. Details of the offer are confirmed through UCAS.

Although there are other opportunities to visit the department, such as University Open Days, if a candidate is invited to attend an Admissions Day then they are expected to attend even if they have attended one of these other University events. This is because the Admissions Day is specifically tailored to prospective students, as well as giving the admissions team an opportunity to clarify issues that may not be clear from the application forms and to help decide on the details of any offer to be made. Allowance is made however for a candidate that cannot make an Admissions Day due to any exceptional circumstance, if this is the case then the applicant should inform the Admissions Team as soon as possible.

Additional assessment: (a) interviews

The department does not interview candidates in the UK apart from in the following exceptional circumstances:

(i) to clarify issues that may not be clear from the application form;
(ii) mature students whose qualifications provide a poor guide to academic ability;
(iii) overseas students whose qualifications are not fully understood by admissions staff;
(iv) applications to enter the school in the second year of a degree having successfully completed the first year of a degree at another UK university

The interview panel will consist of two or three members of staff. At least one of the interviewers will be trained in fair and effective recruitment techniques and all interviews are undertaken in accordance with the University's policy on equal opportunities. In the course of such interviews, candidates may be asked to complete short test questions of a mathematical nature.
**Additional assessment: (b) tests/written work**

The department does not require candidates in the UK to undertake tests or written assessments apart from in the following exceptional circumstance:

(i) when a candidate has been invited for a formal interview as described above they may also be asked to complete a short test of a mathematical nature.

**Procedures for specific categories of applicant**

None

**Cross-dept/joint course admissions arrangements**

Admissions for the Computer Science and Electronics combined programmes are led by the Electrical and Electronic Engineering Department. The same admissions principles and procedures apply.

### 2. CRITERIA FOR ASSESSING APPLICANTS

#### Entry Requirements

Academic entry requirements for standard qualifications (A-level, SQA, IB, Access, BTEC, Welsh Bacc, 14-19 Diploma, GCSEs) can be found in the online Undergraduate Prospectus. Other qualifications, including international qualifications, will be considered on their individual merits; further information is available at: [http://www.bristol.ac.uk/international/study-at-bristol/how-to-apply/country-specific/](http://www.bristol.ac.uk/international/study-at-bristol/how-to-apply/country-specific/).

Assessment of candidates is based on the following criteria:

1. achieved or predicted grades in acceptable qualifications
2. the personal statement on the UCAS application form
3. the reference on the UCAS application form
4. additional contextual information

#### Academic Record Criteria

Candidates are expected to demonstrate high academic ability, normally equivalent to AAA - AAB at A level. Allowance is made for:

- candidates who have extenuating circumstances
- candidates who have relevant additional skills, knowledge or experience
- mature candidates with relevant work experience and/or a University Access qualification
- candidates from a school or college whose published academic performance indicators are below the national average

For those taking A-Levels, Mathematics A-Level is required for all of our degree programmes. For those students studying other qualifications, mathematics at ‘higher level’ will also be required.

Those who are applying to study in Continental Europe are usually expected to achieve a GCSE grade A/A* (or equivalent) in the appropriate language, or have substantial other language experience.

A-Level subjects General studies or Critical Thinking are not counted as part of offers, nor is it considered in the academic assessment of applicants.

Candidates for whom English is not their first language are expected to demonstrate that their command of English is of a sufficiently high standard, normally equivalent to that required to satisfy the University’s English language criterion. This is usually 6.5 overall with 6.0 in each part of IELTS test.

**AS results:** We are aware that many institutions do not certify their AS results as a matter of policy. Students will not be penalised for not quoting their AS grades. However we would definitely encourage candidates to tell us about any particularly strong performances in modules in Mathematics or any closely related subject.

#### Contextual information

We take an holistic approach to all applications, ensuring that the educational and social context in which an applicant applies is taken into consideration, where supported by clear evidence that this may have adversely affected academic achievement. This may include time spent in Local Authority care, information about which is provided in the UCAS application.

Such applications are awarded a one grade uplift on the academic score, e.g. an AAB applicant will be awarded the same academic score as an AAA applicant. Applicants still need to satisfy specific subject requirements.
We also consider evidence of clear motivation to study. This may include attendance at a University summer school, a targeted Access Scheme (such as Access to Bristol or Realising Opportunities), or participation in other higher education outreach activities.

We do not take the following into consideration when making admissions decisions: the school type attended by an applicant or whether an applicant’s parent has any experience of higher education.

Personal Statement Criteria

We use the following criteria for assessing the personal statement:

- Additional academic preparation and achievements.
- Competitions, other Mathematical or Electrical and Electronic Engineering related activity.
- Personal factors such as relevant work experience, being given a level of responsibility (i.e. mentoring, Head Girl or Boy etc).
- Overall well written English, expression and construction of the personal statement.

Overall, the statement should demonstrate a genuine interest in the chosen programme and basic knowledge of the subject, highlighting relevant skills in mathematics and problem solving. It should also give evidence of strong study skills, responsibility, leadership and team working, commitment and achievement, both in academic and extra-curricular activities. Any relevant work experience or a Year in Industry placement should be highlighted along with any relevant reading/research beyond the A-Level course syllabus. We are also interested in evidence of organisation, self-motivation, and the ability to balance different activities.

Reference Criteria

An applicant’s reference should ideally be from a school or college, from a personal tutor confirming the academic potential of the candidate to study at degree level. It should also give evidence of the commitment of the candidate to academic study and contributions to school life. Assessors will want to consider the accuracy and consistency of the predicted grades in the light of previous GCSE and AS level achievement (or reasons why this is not the case), evidence of effort and a positive attitude towards studies, and if there are any educational or special circumstances.

Where this is not possible, a non-academic reference should confirm the relevant experience of the candidate and give evidence of responsibility and commitment as well as mathematical and problem solving capabilities. It should indicate the potential of the candidate for study at degree level. The Reference will be included within the assessment of the Personal Statement.

Criteria for international applicants (if different)

In addition, International applicants for whom English is not their first language, are expected to achieve the minimum English Language requirement. English Language requirements can be found in the UG Prospectus and at:

http://www.bris.ac.uk/university/governance/policies/admissions-english-lang-reqs.html

Applicants are not discriminated against on the grounds of race, ethnicity, nationality, gender, sexuality, religion, disability or age.

3. OFFERS

Typical offers for A-levels and other UK qualifications can be found in the Entry Data in the online UG Prospectus. Offers to applicants with non-standard qualifications will be made equivalent to the published A-level offer.

Variations in offer level

We may make lower offers based on whether an applicant is deemed to have experienced educational disadvantage, as defined in section 7.5 of the University’s Admissions Principles and Procedures.
4. OTHER

None

We permit transfers between all Electrical and Electronic Engineering programmes up until the end of year two. There is one exception and that is the Study in Europe degree where the applicants have to be enrolled from year 1 so they can receive the appropriate language training for their year away.

We may also allow transfers between our Computer Science & Electronics and Electrical & Electronic Engineering programmes. However, in this case this is only possible at the end of Year 1.

Space permitting we will consider applications to year 2.

Our normal requirement would be the completion of year 1 with an overall mark of at least 65% in an EE type degree at another institution with similar year 1 units.

Professor Andrew Nix, May 2012