

Postgraduate Admissions Statement for MSc Policy Research



Awards available: MSc.

This Admissions Statement applies to applications submitted for entry to the programme between 1 October 2019 and 30 September 2020.

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

Faculty Faculty of Social Sciences and Law, School for Policy Studies	
Admissions team and contact details School for Policy Studies University of Bristol 8 Priory Road Bristol BS8 1TZ	Website www.bristol.ac.uk/sps
	Email sps-pgadmissions@bristol.ac.uk
	Telephone +44 (0)117 954 6785

Application deadline

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

Admissions criteria

Academic requirements	Applicants must hold/achieve a minimum of: An upper second-class honours degree (or international equivalent) in a relevant social sciences discipline, such as sociology, social work, psychology, economics, political science, management, history, philosophy or law. Other qualifications (including those awarded by professional bodies) and relevant professional experience will also be considered.
	For information on international equivalent qualifications, please refer to our International Office website .
English language requirements	Profile E All applicants are required to have reached the required profile level of English language as specified by the University's English Language Requirements Policy prior to registration on to this programme.
Non-standard applications	We welcome applications from those with non-standard qualifications who can demonstrate knowledge, experience and skills developed in the workplace, or elsewhere, relevant to the programme of study. Please use your personal statement to provide further details and to also make it clear how this programme will support you in your goals. Non-standard applications will require an up to date CV/resume and will be considered by the Admissions Tutor(s) for the programme on a case by case basis..

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. If you have already submitted an application, you can upload additional documents into the 'Post-submission uploads' section of the application form. Paper documents received by post, or electronic documents received by email, are only considered in exceptional circumstances.

Required and optional documents

✓	One academic reference (minimum):	<p>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.</p> <p>All references must be written, signed and dated on official letter headed paper from the referee's organisation. They must include the referee's full contact details, i.e. postal address, telephone number and organisation email address and must be dated within the last two years. A reference template is available to show the required format. References supplied with a personal contact email address will be accepted in exceptional circumstances, which must be explained within the reference.</p> <p>If you graduated more than five years ago and are experiencing difficulties securing an academic reference, or if professional experience is relevant to the application, a professional reference will be accepted in lieu of your academic reference.</p> <p>Depending on your circumstances, if you feel it will be supportive of your application to submit more than one reference (for instance, one from an academic referee, and one from a professional referee) then you are free to do so (upper limit of three), although to be clear, applicants with one referee will not be disadvantaged in the application process.</p>
✓	Degree certificate(s)	<p>From first and subsequent degrees. We require colour scans of original documents and certified translations of documents issued in any language other than English.</p>
✓	Academic transcripts	<p>From first and subsequent degrees. We require colour scans of original documents and certified translations of documents issued in any language other than English.</p> <p>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.</p>
✓	Personal statement:	<p>Personal statements should highlight the motivation for applying for the course, and any relevant experience and/or skills. Please ensure your personal statement makes it clear how this degree programme will support you with your goals.</p>

✓	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)	Your CV (also known as a resume) should include details of relevant work/voluntary experience, qualifications and achievements to support an application.

Selection process

Assessment of applications

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

Interviews

Interviews do not normally form part of the selection process. However, it may be deemed necessary to interview applicants with non-standard qualifications or who have additional skills and experience to be considered as part of the application process.

The purpose of the interview is to assess whether the applicant has the necessary skills and capabilities to pursue the chosen postgraduate programme, and whether the programme is appropriate to the applicant's interests and aspirations.

If required, interviewees based overseas will normally be interviewed by telephone or Skype.

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.

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.

If an applicant is not selected to receive an offer for the course to which they have originally applied, we may offer the opportunity to be considered for an alternative programme in a related subject area. In such cases applicants will receive an email notification providing any alternative course options and asking whether they wish to be considered for these. It may be necessary for applicants to submit additional documentation in order for the application to be fully considered for an alternative programme. Details of the documentation required can be found in the admissions statement for the relevant programme.

Results deadline

Applicants who receive a conditional offer will be required to submit all final results to meet their offer conditions by **31st August 2020**. Offer holders who will be unable to provide their final results by this date should email sps-pgadmissions@bristol.ac.uk to notify the admissions team as soon as possible.

Deferrals

Deferred entry (for one year only) is available for this programme, subject to agreement by the relevant Admissions Team. Please contact the admissions team by emailing sps-pgadmissions@bristol.ac.uk if you would like to request to defer 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 considering your circumstances.

Academic Technology Approval Scheme (ATAS)

An ATAS certificate is not required for this programme.

Visa

International students coming to the UK to study full-time may need to apply for a student visa. [Tier 4 student visa guidance notes](#) are available on the University website.

Fees and Deposits

Fees

Annual tuition fee for 2020/21 is 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 £1500. 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

Sponsored students are not required to pay the deposit but will need to upload a copy of their sponsorship letter using the 'Post Submission Uploads' section of the online application.