Postgraduate Admissions Statement for
MSc Strategy, Change and Leadership

Awards available; MSc PG Certificate (Postgraduate Certificate). This programme is also available via distance learning <delete if N/A>

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, Department of Management

Admissions team and contact details
School of Economics, Finance and Management
Howard House
G.05
Queens Avenue
Clifton
BS8 1SN

Website
Email efim-scl@bristol.ac.uk
Telephone +44 (0)117 428 2971

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 equivalent qualification, and at least five years’ relevant work experience, which should include significant managerial responsibility. In exceptional circumstances, candidates with a lower class of degree, equivalent qualifications or relevant work experience may be admitted if they can demonstrate their potential for master’s-level work.

For information on international equivalent qualifications, please refer to our International Office website.

English language requirements
Profile C

Non-standard applications
NO Unfortunately, we are unable to accept non-standard applications for this programme. Applicants must meet the entry requirements stated above.

YES 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. Non-standard applications 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

**NOTE for AY system requirements – You will need to specify which of these items are mandatory for application submission, which are required for consideration but can be submitted after submission, which are optional – for admissions statement purposes all items listed below will be listed as required (✓) or optional.**

| ✓ | Two academic references (minimum): | 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. If you graduated more than two years ago, or if professional experience is relevant to the application, professional references will be accepted in lieu of one academic reference. At least one referee should be familiar with the applicant’s academic work. References supplied with a personal contact email address will be accepted in exceptional circumstances, which must be explained within the reference. 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. |
| ✓ | Programme specific reference requirements | <ENTER details if applicable, leave blank if not> |
| ✓ | Degree certificate(s) | From first and subsequent degrees. We require colour scans of original documents and certified translations of documents issued in any language other than English. |
| ✓ | Academic transcripts | From first and subsequent degrees. We require colour scans of original documents and certified translations of documents issued in any language other than English. 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. |
| ✓ | Personal statement: | Personal statements should highlight the motivation for applying for the course, and any relevant experience and/or skills. |
| ✓ | Programme specific personal statement requirements | <ENTER details if applicable, leave blank if not> |
| ✓ | 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. |
| ✓ | Research Statement: Example of basic description edit as appropriate | The primary requirement for the research statement is to define and situate your research within an academic/disciplinary context. You should remember that people in the academic community are the primary audience/readership for postgraduate research. This means that you will need to identify:  
1. The research questions or problems that you intend to address;  
2. The research context for your project/programme of work;  
3. The methods you think you will use to pursue the key questions. |
| ✓ | Programme specific research statement requirements | <ENTER details if applicable, leave blank if not> |
| ✓ | Research Training Statement | Applicants are welcome to provide details of any relevant qualifications or training required to assist with their application. |
| ✓ | Distance Learning supporting letter | For the distance learning option only, applicants are also required to submit a supporting letter from any institution/organisation that they will depend upon for the purposes of completing their research. |
| ✓ | OTHER | Additional requirements can be listed here to be uploaded as part of the application but cannot be made a mandatory requirement (i.e. submission prevented if not uploaded) in AY unless requested as part of the annual update. Other documents can also be uploaded post submission so do not hesitate to list items here but be warned that you may not get them straight away, some post submission prompting may be required |

**Optional Documents**
Please list which of the above or any additional docs are optional.

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**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 using the following criteria:

**EXAMPLE**
- performance in undergraduate degree
### Interviews

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<td>NO</td>
<td>Interviews do not form part of the selection process.</td>
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<tr>
<td>MAYBE</td>
<td>Interviews may form part of the selection 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.</td>
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### 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 [insert date or delete section if n/a]. Offer holders who will be unable to provide their final results by this date should email efim-scl@bristol.ac.uk to notify the admissions team as soon as possible.

### Deferrals

YES
Deferred entry is available for this programme, subject to agreement by the relevant Admissions Team. Please contact efim-scl@bristol.ac.uk to make a formal request.
**MAYBE**
This programme does not normally allow deferrals unless there are exceptional circumstances. Please contact efim-scl@bristol.ac.uk if you would like to discuss the possibility of deferring your start date.

**NO**
Deferrals are not permitted for this programme. Applicants are encouraged to re-submit their application for consideration following year.

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### 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)**

Applicants who will require a visa to study in the UK will also be required to gain clearance through the [Academic Technology Approval Scheme](#) (ATAS). The Academic Technology Approval Scheme is a clearance process which affects overseas applicants (outside the EEA and Switzerland) for certain postgraduate science, technology, medical and engineering studies in the UK. Applicants to affected programmes are required to obtain an ATAS certificate before applying for a visa.

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.

**OR** This is a distance-learning programme/part-time, modular programme, and, as such, Tier 4 student visas are not available for international students wishing to study on this programme. Please contact [Student Visa Services](#) for advice.

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### Fees and Deposits

**Fees**

Annual tuition fee for 2020/21 if available on the relevant [prospectus entry](#) for this programme.

**Deposits**  **Yes**

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](#).

Deposits are not required for this programme.

**Sponsored Students**

**Deposit**  **YES**  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.
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