

# Postgraduate Admissions Statement for PhD Translation



Awards available; PhD MPhil.  
This programme is also available via distance learning

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.

<b>Faculty</b> Faculty of Arts, School of Modern Languages	
<b>Admissions team and contact details</b> Faculty of Arts University of Bristol 3-5 Woodland Road Bristol BS8 1TB	<b>Website</b> <a href="http://www.bristol.ac.uk/sml/translation-studies/">www.bristol.ac.uk/sml/translation-studies/</a> <a href="http://www.bristol.ac.uk/sml">www.bristol.ac.uk/sml</a>
	<b>Email</b> <a href="mailto:artf-pgadmissions@bristol.ac.uk">artf-pgadmissions@bristol.ac.uk</a>
	<b>Telephone</b> +44 (0)117 331 8443

## Application deadline

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

## Admissions criteria

<b>Academic requirements</b>	Applicants must hold/achieve a minimum of; MPhil: An upper second-class degree or international equivalent. Please note, acceptance will also depend on evidence of your readiness to pursue a research degree. PhD: A master's qualification, or be working towards a master's qualification, or international equivalent. Applicants without a master's qualification may be considered on an exceptional basis, provided they hold a first-class undergraduate degree (or international equivalent). Applicants with a non-traditional background may be considered provided they can demonstrate substantial equivalent and relevant experience that has prepared them to undertake their proposed course of study.
	For information on international equivalent qualifications, please refer to our <a href="#">International Office website</a> .
<b>English language requirements</b>	Profile C All applicants are required to have reached the required profile level of English language as specified by the <a href="#">University's English Language Requirements Policy</a> prior to registration on to this programme.
<b>Non-standard applications</b>	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

✓	<b>Two academic references (minimum):</b>	<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>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.</p> <p>References supplied with a personal contact email address will be accepted in exceptional circumstances, which must be explained within the reference.</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 <a href="#">reference template</a> is available to show the required format.</p>
✓	<b>Degree certificate(s)</b>	From first and subsequent degrees. We require colour scans of original documents and certified translations of documents issued in any language other than English.
✓	<b>Academic transcripts</b>	<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>
✓	<b>Personal statement:</b>	Personal statements should highlight the motivation for applying for the course, and any relevant experience and/or skills.
✓	<b>English language certificates/other evidence</b>	All applicants are required to have reached the required profile level of English language as specified by the <a href="#">University's English Language Requirements Policy</a>
✓	<b>Curriculum Vitae (CV)</b>	CVs might include details of other relevant work experience and qualifications to support an application.
✓	<b>Research Statement:</b>	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

		<p>primary audience/readership for postgraduate research. This means that you will need to identify:</p> <ol style="list-style-type: none"> <li>1.The research questions or problems that you intend to address;</li> <li>2.The research context for your project/programme of work;</li> <li>3.The methods you think you will use to pursue the key questions.</li> </ol> <p>Please ensure that you follow the <a href="#">research statement template</a> provided when writing your research statement</p>
✓	<b>Distance Learning Research Statement</b>	For the distance learning option only, applicants are required to submit a research statement providing a description of the subject and focus of the research project, including the research materials and resources required [250 word limit]
✓	<b>Distance Learning supporting letter</b>	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.
<b>Optional Documents</b>		
✓	<b>Distance Learning supporting letter</b>	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.
✓	<b>Curriculum Vitae (CV)</b>	CVs might include details of other relevant work experience and qualifications 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 using the following criteria:

- Academic achievement
- Research statement
- Academic references
- Personal statement
- Interview
- Sample of work (if applicable)

### Interviews

Interviews 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.

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 1<sup>st</sup> August for September intakes and 1<sup>st</sup> December for January intakes. Offer holders who will be unable to provide their final results by this date should email [artf-pgadmissions@bristol.ac.uk](mailto:artf-pgadmissions@bristol.ac.uk) to notify the admissions team as soon as possible.

## Deferrals

This programme does not normally allow deferrals unless there are exceptional circumstances. Please contact [artf-pgadmissions@bristol.ac.uk](mailto:artf-pgadmissions@bristol.ac.uk) if you would like to discuss the possibility of deferring 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 if available on the relevant [prospectus entry](#) for this programme.

<b>Deposits</b>
Deposits are not required for this programme.
<b>Sponsored Students</b>
Sponsored students will need to upload a copy of their sponsorship letter using the 'Post Submission Uploads' section of the online application.