

# Postgraduate Admissions Statement for PG Certificate (Postgraduate Certificate) Healthcare Improvement



This Admissions Statement applies to applications submitted for entry to the programme between 1 October 2020 and 30 September 2021.

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

| Admissions criteria                               |   |
|---|---|
| <b>Academic and English language requirements</b> | The academic and English language requirements for this programme are displayed on the <a href="#">Postgraduate Prospectus</a> . For information on international equivalent qualifications, please refer to our <a href="#">International Office website</a> . |
| <b>Non-standard applications</b>                  | Unfortunately, we are unable to accept non-standard applications for this programme. Applicants must meet the entry requirements stated above.  |

## 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.

### Required and optional documents

|   |   |  |
|---|---|--|
| ✓ | <b>References</b>                                     | We require two academic references. References should comply with our standard requirements outlined on <a href="#">our guidance pages</a> .                                     |
| ✓ | <b>Degree certificate(s) and academic transcripts</b> | From first and subsequent degrees. Degree certificates and transcripts should comply with our standard requirements outlined on <a href="#">our guidance pages</a> .             |
| ✓ | <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>Letter of support</b>                              | Letter of support from organisation/line manager supporting potential implementation of a change project.  |

## 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 usually considered by at least two members of staff using the following criteria:

Applicants will be assessed based on the subject and level of their first degree, their motivation to enter the programme (as assessed by their personal statement) and the two letters of reference.

- Academic achievements
- Interest in, motivation for and commitment to continuing professional development, particularly in relation to the integration of healthcare education, patient safety and quality improvement to optimise healthcare delivery.
- Current, past and potential future clinical teaching experience.
- Interest in and motivation for increasing knowledge, skills and experience in teaching, patient safety and quality improvement in the health services, as described in the personal statement.
- Evidence of ability to articulate views coherently.
- Appropriateness of the chosen programme in relation to the candidate's job, grade, workplace, declared interests and aspirations.
- Referee statements in relation to the candidate's suitability for the chosen programme.
- Letter of support from organisation/line manager supporting potential implementation of a change project.

### Interviews

Interviews do not form part of the selection process, although we sometimes contact applicants to further clarify their application.

### 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.

### Deferrals

This programme does not normally allow deferrals unless there are exceptional circumstances. Please contact [choosebristol-pg@bristol.ac.uk](mailto:choosebristol-pg@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**

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

## **Fees and Deposits**

### **Fees**

Annual tuition fee for 2020/21 if 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.