

## Undergraduate admissions statement

This statement should be read in conjunction with the University's admissions principles and procedures.

**Year of admissions cycle:** 2014

### Courses 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 process

### 1. Admissions team

Applications assessed by centralised team in close co-operation with Admissions Tutor/s.

### 2. Application assessment methods

All applications must be submitted through UCAS; we cannot consider any direct applications.

All applications are considered on an equal basis. Applications are not segregated by the type of educational institution attended. All applications are acknowledged by email on receipt (starting in mid-September), to establish contact and inform the applicant of the process to be followed.

All applications are allocated scores on the academic record.

The weighting is as follows:

Academic: 100%

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

### 3. Interview or visit day

Applicants to whom we expect to make an offer 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.

#### **4. Correspondence with applicants**

All correspondence relating to an application's status will be sent by email or post.

All applicants should be contacted when we receive their application, to establish contact and inform the applicant of the process to be followed. Applicants will then be notified if their application has been successful or unsuccessful, or to inform them that their application has been assessed but that we will not be able to make a final decision until later in the cycle.

#### **5. Deferred applications**

We will consider applications for deferred entry.

### **Criteria for assessing applicants**

#### **1. Academic 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/> .

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

#### **2. Additional academic 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.

### **3. Personal statement criteria**

We will check the personal statement and reference for evidence of mitigating circumstances. In some cases we may need to refer to the personal statement and reference to differentiate between applicants with very similar academic profiles. If this is the case, then the criteria will include the following:

- 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.

#### **4. 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.

#### **5. Additional Tests**

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 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.

#### **6. Interview**

If we need to interview a candidate, then the interview panel will consist of at least two members of staff. At least one of the interviewers will be an experienced member of academic staff. In the course of such interviews, candidates may be asked to complete short test questions of a mathematical nature. The candidates may also be asked to complete a computer based or written mathematical test in addition to the interview (normally on the same day before the interview).

#### **7. Mature applicants**

Not applicable.

#### **8. International applicants**

International applicants will be subject to the criteria as detailed here:

[www.bristol.ac.uk/international/countries](http://www.bristol.ac.uk/international/countries)

We also consider applications through the Common Application system, and the same criteria and assessment used for UCAS applicants are applied.

## **9. English Language requirements for non-native speakers**

All applicants are required to demonstrate that they have sufficient ability to understand and express themselves in both spoken and written English in order to benefit fully from their degree course.

English Language requirements can be found in the Undergraduate Prospectus and at: [www.bristol.ac.uk/ug-language-requirements](http://www.bristol.ac.uk/ug-language-requirements)

The specific IELTS standard required for this programme can be found in our online prospectus:

[http://www.bristol.ac.uk/prospectus/undergraduate/2014/sections/EENG/dept\\_intro](http://www.bristol.ac.uk/prospectus/undergraduate/2014/sections/EENG/dept_intro)

## **10. Contextual information**

We take a 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 will have one grade lifted for their 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.

## **Offers**

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

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.

## Other

### 1. Transfers

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.

### 2. Additional information

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.

## Contacts for enquiries

Any enquiries should be addressed to the Undergraduate Admissions Office: eng-ug-admissions@bristol.ac.uk or +44 (0)117 928 8150.