

## 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:

Single Honours:

BA French (R100)  
BA German (R200)  
BA Italian (R310)  
BA Spanish (R400)  
BA Russian (R700)  
BA Hispanic Studies (RR45)

Joint Honours (School of Modern Languages only):

BA French & German (RR12)  
BA French & Italian (RR13)  
BA French & Spanish (RR14)  
BA French & Portuguese (RR15)  
BA French & Russian (RR17)  
BA French & Czech (RR1V)  
BA German & Italian (RR23)  
BA German & Spanish (RR24)  
BA German & Portuguese (RR25)  
BA German & Russian (RR27)  
BA German & Czech (RR2V)  
BA Italian & Spanish (RR34)  
BA Italian & Portuguese (RR35)  
BA Italian & Russian (RR37)  
BA Italian & Czech (RR3V)  
BA Spanish & Russian (RR47)  
BA Spanish & Czech (RR4V)  
BA Spanish & Portuguese (RR54)  
BA Portuguese & Russian (RR57)  
BA Portuguese & Czech (RR5V)  
BA Russian & Czech (R701)

Joint Honours (offered in conjunction with other Schools/Faculties):

LLB Law & French (MR11)  
LLB Law & German (MR12)  
BA Politics & French (RL12)  
BA Politics & German (RL22)  
BA Politics & Italian (RL32)  
BA Politics & Spanish (RL42)

BA Politics & Portuguese (RL52)  
BA Politics & Russian (RL72)  
BA Philosophy & French (RV15)  
BA Philosophy & German (RV25)  
BA Philosophy & Italian (RV35)  
BA Philosophy & Spanish (RV45)  
BA Philosophy & Portuguese (RV55)  
BA Philosophy & Russian (RV75)  
BA History of Art & French (VR31)  
BA History of Art & German (VR32)  
BA History of Art & Italian (VR33)  
BA History of Art & Spanish (VR34)  
BA History of Art & Portuguese (VR35)  
BA History of Art & Russian (VR37)  
BA Music & French (WR31)  
BA Music & German (WR32)  
BA Music & Italian (WR33)  
BA Film and English (6T3X)  
BA Film and French (2LK6)  
BA Film and German (4F29)  
BA Film and Spanish (L288)  
BA Film and Italian (4L92)  
BA Film and Portuguese (4PP8)  
BA Theatre and English (4CC8)  
BA Theatre and French (W43F)  
BA Theatre and German (21C7)  
BA Theatre and Spanish (4D8C)  
BA Theatre and Italian (22FF)  
BA Theatre and Portuguese (R2D8)

## Admissions process

### 1. Admissions team

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

### 2. Application assessment methods

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. Applications that are received on time (in accordance with the deadlines of the UCAS application cycle) are guaranteed equal consideration.

All applications are allocated scores based on their academic record (achieved and/or predicted), weighting GCSEs as 30% and A-levels (or equivalent qualifications) as 70%.

Where the personal statement and reference are also scored, the weighting for this is as follows:

- Academic score: 50% (15% GCSE, 35% A-levels)
- Personal statement and reference (combined): 50%

Please be aware that these weightings apply to programmes offered by the School of Modern Languages only, and may vary for joint honours programmes offered in conjunction with other Schools/Faculties. For details of these programmes' weightings, please see the admissions statement for the 'leading' department/School (eg. Law for LLB Law & German).

Applications will be assessed on the basis of their UCAS application only; we cannot take into account any additional information received from an applicant or institution, unless we have requested it.

The procedure for admission to single honours and languages-only joint honours programmes is the same. All applications for joint honours courses with subjects outside the School of Modern Languages are also assessed in relation to the other subject's selection criteria, so the other relevant Admissions Statement should also be consulted.

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

### **3. Interview or visit day**

Applicants who have received an offer will normally be invited to a Visit Day in the spring. This provides the opportunity to see the city and the university, and to ask questions about the teaching programmes, the year abroad and other aspects of student life in Bristol. While attendance at a Visit Day is strongly encouraged, it is not obligatory and plays no role in the selection process; it is also recognised that not all applicants will be able to attend.

We will only call applicants to interview if necessary to complete their assessment (eg. if a mature applicant has experience of living in a country relevant to the chosen language, but no recent language qualification). Interviews are not part of the typical admissions process for Modern Languages.

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

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

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.

Applicants who receive an offer will receive an invitation to a visit day.

### **5. Deferred applications**

We will consider applications for deferred entry. However, deferred applicants should be aware that, in fairness to other applicants in the following cycle, we can only make a limited number of deferred offers in each cycle.

Applicants for deferred entry are assessed in the same way as applications for entry in the current cycle. However, the selectors would expect to see an indication in the personal

statement of how the gap year will be spent, and the reasons for deferring should be relevant to the applicant's proposed university course, career plans or specific personal needs (eg. to earn money to finance university study; to receive medical treatment; to study/work in relevant countries).

## Criteria for assessing applicants

### 1. Academic entry requirements

The academic entry requirements for each individual programme can be found in our online prospectus: [www.bris.ac.uk/prospectus/undergraduate/2014](http://www.bris.ac.uk/prospectus/undergraduate/2014)

We would consider applicants with alternative equivalent qualifications to those listed in our online prospectus. Further information on other qualifications, including international qualifications, is available at: [www.bristol.ac.uk/international/countries](http://www.bristol.ac.uk/international/countries)

Single honours applicants must have an A-level or equivalent (achieved or predicted) in the relevant language at grade B or above. The exceptions to this are R310 Italian and R700 Russian, which may both be studied at ab initio level; however applicants would need to demonstrate language-learning ability, usually through a modern language A-level grade B or equivalent qualification.

Applicants for languages-only joint honours programmes must normally have an A-level or equivalent at grade B in at least one of the two languages to be studied at degree level. Applicants for language joint honours courses including French must have A-level French at grade B or an equivalent qualification; this is the only language that cannot be studied ab initio.

Applicants for joint honours programmes that combine a language with a non-language subject can study the chosen language as either a post-A-level student, or as a beginner provided they have another language at A-level (or equivalent) to demonstrate language-learning ability. As above, applicants for joint honours programmes including French must have A-level French; the other exception is MR12 Law and German, which does not offer study of German at ab initio level and would require A-level German or an equivalent qualification.

A-level General Studies and Critical Thinking are not considered towards offers or academic assessment.

### 2. Additional academic criteria

Not applicable.

### 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:

- interest in and commitment to the subject; this may be demonstrated by:
  - time spent in one or more countries relevant to the degree course

- evidence of curiosity about the culture (including popular culture) and society in those countries, and independent exploration of them
  - knowledge and appreciation of the linguistic culture
- appropriateness of the chosen course in relation to declared interests and aspirations
- non-academic achievement and experience including positions of responsibility and voluntary or paid work
- evidence of critical thinking and analytical skills, allied with a good standard of written English

Joint honours programmes run across schools (ie. not language-only) may have additional criteria specific to the partner department. Prospective applicants for these courses are therefore strongly advised to refer to the other Admissions Statement provided by the partner department for their intended course of study.

#### **4. Reference criteria**

The selectors would be looking for the following within the Reference:

- the applicant's motivation
- the applicant's ability in languages and other subjects
- the applicant's ability to work independently
- the applicant's powers of analysis and expression
- any special circumstances which may have adversely affected their academic performance

As for the Personal Statement, joint honours programmes run across schools (ie. not language-only) may have additional criteria specific to the partner department. Prospective applicants for these courses are therefore strongly advised to refer to the other Admissions Statement provided by the partner department for their intended course of study.

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

We do not ask for any additional tests as part of the selection process.

#### **6. Interview**

In exceptional circumstances only (eg. in the case of an applicant with non-standard entrance qualifications), an applicant may be interviewed. The interview will normally be conducted in English by members of academic staff, but will give the applicant an opportunity to demonstrate their level of ability in a brief conversation in the language concerned. The interview would be used to supplement the information given in the UCAS application form, and would assess motivation, an ability to think clearly and articulately, and may also explore the applicant's non-academic interests and achievements relevant to the programme of study. A final decision for that applicant would then be made on the basis of their application and interview performance. All such interviews are conducted by two people, at least one of whom would be trained in fair and effective recruitment techniques, and are undertaken in accordance with the university's policy on equal opportunities.

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

Mature applicants applying before five years have elapsed since taking A levels (or equivalent) will normally be treated as above. Where more than five years have elapsed, mature applicants will normally be expected to have successfully completed an Access course or equivalent and/ or employment history may in some instances be taken into account.

We will invite selected applicants to interview or to complete a short piece of written work in order to assess their academic potential and ascertain their level of commitment to the academic study of the subject(s). A decision will be made after the interview. These interviews typically take place in the new year of the application cycle.

Interviewers will be looking for evidence of a suitable level of understanding and comprehension in relation to the Modern Language(s) applied for; evidence of commitment and motivation; evidence of engagement and relevant experience; evidence of appropriate skills and abilities.

All interviews are conducted by two people, including a member of staff with training in fair and effective recruitment techniques, and are undertaken in accordance with the University's policy on equal opportunities.

## **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:

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

Applications for transfers into the second year of the programme may be considered on their own merit, and at the discretion of the admissions tutor. Applicants would be expected to have achieved the typical entry requirements at school-leaving level, and to have achieved 120 credit points from the current/previous HE institution. They would also be expected to have studied similar content to that of the first year of study on the course at Bristol. This is also dependent on there being places available within the department at the time of application. All applications for second year entry must come through UCAS in the same manner as for first year entry, and the UCAS form should include a reference from a member of the academic staff at the current HE institution.

### 2. Additional information

The School of Modern Languages at the University of Bristol is a member of the South West Routes into Languages Consortium.

## Contacts for enquiries

Any enquiries should be addressed to the Undergraduate Admissions Office: arts-ug-admissions@bristol.ac.uk or +44 (0)117 928 8147.