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

Year of admissions cycle: 2017

Courses covered:
MEng Electrical and Electronic Engineering (H606)
BEng Electrical and Electronic Engineering (H600)
MEng Electrical and Electronic Engineering with Study in Continental Europe (H605)
MEng Electrical and Electronic Engineering with Study Abroad (entry by transfer)

Joint Honours:
MEng Computer Science and Electronics (GH46)
MEng Computer Science and Electronics with Study Abroad (GH4P)
MEng Mechanical and Electrical Engineering (H360)
BEng Mechanical and Electrical Engineering (H361)

1. Admissions process

1.1. Admissions team
Applications are assessed by a centralised team in close co-operation with the School Recruitment and Admissions Officer(s).

1.2. Application assessment methods
All applications are considered on an equal basis. Applications are not segregated by the type of educational institution attended.

All applications that are received on time (in accordance with UCAS deadlines) are guaranteed equal consideration.

All applicants are allocated scores based on their academic record (A-levels or equivalent), which forms 100 per cent of our assessment. Applications are initially ranked according to the A-level subjects offered and predicted/actual grades.

We recommend that applicants include details of particularly strong performances in modules in Mathematics or any closely related subject within their Personal Statement.

The list of weightings we use to rank A-level subjects is as follows:

Weighting 1:
Mathematics, Physics, Electronics, Further Maths, Computing, Computer Science, Statistics

Weighting 0.7:
All other subjects, with the exception of Critical Thinking or General Studies.

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

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

1.3. Interview or visit day
Applicants who are likely to receive an offer will be invited to attend one of our school’s pre-offer visit days; applicants are given the choice of several alternative dates for this visit, usually between November and March. The schedule for the pre-offer visit day allows applicants to find out more about the University and the content of the degree applied for. As part of the visit, each applicant is offered a 20-30 minute one-on-one session with a member of academic staff. At all times, applicants are encouraged to ask questions about any aspect of the degree programmes on offer. Although there are other opportunities to visit the department, such as University open days, offers are usually only made to applicants who visit as part of our programme of school pre-offer visit days.

Allowance may be made for applicants who cannot make a visit day due to exceptional circumstances; in these cases the applicant should inform the admissions team as soon as possible.

Applicants will then be notified if their application has been successful or unsuccessful, or to inform them their application has been assessed however we will not be able to make a final decision until later in the cycle.

1.4. Correspondence with applicants
All correspondence relating to an applicant’s status will be sent by email.

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.

Applicants will then be notified if their application has been successful or unsuccessful, or to inform them that their application has been assessed and put on ‘Hold’ pending a decision later in the cycle.

If you submitted your application by 15 January then the final deadline by which you will receive a decision is 5 May. Most decisions are made well before this date. We monitor the number of offers we make carefully and may hold some applications until later in the cycle.

Invitations to a pre-offer visit day will also be sent by email.

2. Criteria for assessing applicants
To assess an application we require:

- A full academic history from age 16 onwards, including any retakes or uncompleted qualifications.
• Predicted grades for any qualifications you are currently taking. Predicted grades can only come from your school or referee. These must include an overall grade (if applicable) AND where a particular subject is specified in the entry requirements, the achieved grades or predicted grades for that subject, and any related or major subjects you are studying.

• If predicted grades are not available, then we will accept a transcript showing the results of your previous year’s courses or examinations.

2.1. Academic entry requirements
Academic entry requirements for standard qualifications (A-level, SQA, IB, Access, BTEC, Welsh Bac, 14-19 Diploma, GCSEs) can be found in the undergraduate course finder.

Other qualifications, including international qualifications, will be considered on their individual merits; further information is available through the International Office.

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

Applications that are received on time are guaranteed equal consideration.

2.2. Additional academic criteria
Those who are applying to study in Continental Europe (H605) are usually expected to achieve a GCSE in the appropriate language, as listed in our online course finder.

A-levels in General Studies and Critical Thinking are not included in our assessment of applicants, or in the terms of conditional offers.

All applicants for our engineering courses at Bristol are expected to hold, or be predicted to achieve, A-level Maths at grade A (or equivalent). However, it is recognised that applicants studying Access to HE or BTEC qualifications may not have the opportunity to take up this additional qualification at their Further Education (FE) school/college.

Applicants who are unable to supplement their current study with A-level Maths may therefore be invited to undertake a maths test at the University in the spring, which will examine similar content to A-level Maths core modules. Candidates will be expected to achieve A-level grade A standard in the test in order to have their applications progressed for further consideration by the selection team. Further information about the process can be found in the information published for your course's visit day.

Please note that whilst we will do our best to accommodate all suitable maths test candidates, there are a limited number of dates available for the maths test and we cannot guarantee dates will be available if your application is received after the UCAS January 15th deadline.

2.3. Personal statement criteria
In cases where we refer to the personal statement and reference to differentiate between applicants, 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, leadership role etc.;
• A good standard of written English, clear expression and construction of the personal statement;
• School/academic reference.

Overall, applicants should demonstrate a genuine interest in the chosen degree and basic knowledge of the subject(s), highlighting relevant skills in mathematics and problem solving. You 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 placements should be highlighted along with any relevant reading/research beyond the A-level syllabus. We are also interested in evidence of organisation, self-motivation, and the ability to balance different activities within and outside school.

2.4. Reference criteria
References will be assessed for information on the applicant’s motivation, ability to work independently, powers of analysis and expression. If the referee believes the applicant’s performance does not reflect their ability, due to educational context and/or special circumstances, the applicant should complete an extenuating circumstances form at bristol.ac.uk/applicants/applied/extenuating-circumstances/. We are unable to consider extenuating circumstances without this form.

References should ideally be from a school or college, from a personal tutor confirming the academic potential of the applicant to study at degree level. Assessors will want to consider the accuracy and consistency of the predicted grades in the light of previous achievement, evidence of effort and a positive attitude towards studies. Where this is not possible, a non-academic reference should confirm the relevant experience of the applicant as well as mathematical and problem solving capabilities. It should indicate the potential of the applicant for study at degree level.

2.5. Interview
Please see 1.3 Interview or visit day regarding attendance at a pre-offer visit day above which will include a one-to-one session with an academic.

The department does not routinely interview applicants apart from in the following circumstances:

• to clarify issues that may not be clear from the application;
• mature students whose qualifications may provide a poor guide to academic ability (see 2.6. Mature applicants below);
• overseas students whose qualifications cannot be exactly equated to A-levels;
• applications to enter the degree course in the second year (see Other: Transfers below)

The interview panel will consist of two or three members. At least one of the interviewers will be trained in fair and effective recruitment techniques and all interviews are undertaken in accordance with the University’s policy on equal opportunities. In the course of such
interviews, applicants may be asked to complete short test questions of a mathematical nature.

2.6. Mature applicants
We welcome applications from mature students. Where appropriate, please highlight any relevant industrial or work experience, or self-study, in Electrical and Electronic Engineering and/or Mathematics in your Personal Statement.

Where applicants do not have the required educational qualifications to support their application, such experience may be taken into consideration. We may invite such applicants to interview (see 2.5. Interviews above).

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

While we do accept foundation programmes please be aware that they are designed for applicants who have not been able to take the correct level of qualification in their home country. Therefore, we do not consider applicants who are taking a foundation programme and have previously completed A-levels or equivalent qualifications that do not meet our entry grade requirements, except in exceptional circumstances.

2.8. 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 for each course can be found in the undergraduate course finder and are explained at bristol.ac.uk/ug-language-requirements.

2.9. Contextual information
We take a holistic approach to assessing all applications, ensuring that an applicant’s educational and social contexts are taken into consideration, where supported by clear evidence that this may have adversely affected academic performance.

As part of our commitment to the UK national agenda on widening participation, we consider the educational context in which grades have been achieved, particularly if there is evidence that an applicant’s current school or college performs below a defined threshold.

Applicants may be eligible for a contextual offer if they are currently applying from (or in the 15/16 academic year were in full-time education in) a state school ranked in the bottom 40 per cent in any of the following categories for the: average score per A-level entry; average score per A-level entrant; percentage of students applying to higher education. If an applicant applies from a school which meets one of these criteria, we will raise their predicted/achieved grades by one grade during the scoring process; i.e. an AAB applicant will be awarded the same academic score as an AAA applicant. Applicants still need to satisfy specific subject requirements. Contextual offers are usually two grades lower than the standard offer.
To be eligible for a contextual offer, applicants currently attending school must apply from a school in the list below. Applicants not currently attending school must have been in full-time education in one of the following schools in the academic year 15/16:

**Contextual Offer Schools**

Please note that we use the "applying from" school code or the education history listed on the UCAS form to determine an applicant's eligibility for a contextual offer. It is the applicant's responsibility to ensure these are correct.

The University reviews its definition of educational disadvantage each year and each case is considered on an individual basis.

We also consider evidence of clear motivation to study. This may include participation in higher education outreach activities, attendance at a University summer school or a targeted Access Scheme (such as Access to Bristol or Realising Opportunities where applicants receive special consideration and, in some cases, guaranteed and/or lower offers; please see the University’s admissions principles and procedures for more information).

### 3. Offers

#### 3.1 Typical Offers

Typical offers for A-levels and other UK qualifications can be found in the entry data in the undergraduate course finder. 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.

#### 3.2 Aspirational Offers

We recognise that some applicants may achieve higher than their predicted grades, and so we may also consider applicants who are predicted to achieve one grade below the entry requirements (usually in a non-specified subject). Any offer made would be at the standard level.

#### 3.3. Alternative Offers

Applicants applying for one of our innovation courses who are not successful in gaining a place will not automatically be considered for the Single Honours course, though we may be able to do so if there are places available.

### 4. Other

#### 4.1. 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.
4.2. Resits
The Department of Electrical and Electronic Engineering will consider applicants who resit their qualifications.

4.3. Transfers
Applicants may transfer between Electrical and Electronic Engineering degree programs up to the end of year two of their course, with the exception of the study in Continental Europe degree (H605) – applicants must enrol for this course from year one in order to complete the necessary language training.

Transfers between Computer Science, Electronics and Electrical, or Electronic Engineering degrees may be allowed up to the end of year one.

Applications from students from other Universities seeking entry directly into year two will be considered on an individual basis. We would usually look for the completion of the first year of a similar degree with an overall mark of at least 65 per cent. In these cases transcripts and other relevant information will be required.

4.4. Extenuating Circumstances
If your education has been significantly disrupted through health or personal problems, disability or specific difficulties with schooling you will need to submit an extenuating circumstances form (available at bristol.ac.uk/applicants/applied/extenuating-circumstances/) to Undergraduate Admissions.

The information provided on the form will be treated confidentially, and will help us to accurately assess your academic performance in light of your situation.

4.5. Policies
All applications are considered in line with our Admissions policies and procedures.

We are committed to the provision of high quality, fair and transparent admissions procedures for all our applicants. We recognise, however, that there may be occasions when applicants believe that they have cause for complaint. At this point applicants should follow our Applicant feedback and complaints procedures.

Should an applicant believe that University admissions principles and procedures have been inconsistently or incorrectly applied, these complaints procedures provide a mechanism for objective review.

4.6. Additional information
The University can only guarantee places if the exact terms of the offer are met, however offer holders would not automatically be unsuccessful if the terms of the offer are narrowly missed.

If offer holders do not meet the terms of their offer when exam results are released they may be considered as a ‘near miss candidate’. All near miss candidates are reviewed in August after publication of A-level results. International offer holders may be reconsidered earlier depending when their exam results are released.
4.7. Contacts for enquiries
Any enquiries should be addressed to our Enquiries team: choosebristol-ug@bristol.ac.uk or +44 (0)117 39 41640.

n.b: Amendment made to point 2.2 of this admissions statement on 22 December 2016 to update link to applicants' web pages only.