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:

- BSc Management (N200)
- BSc Management with Study in Continental Europe (4H56)
- BSc International Business Management (N120)
- BSc Accounting and Management (NN42)
- BSc Economics and Management (LN12)
- BSc Management with Study Abroad (entry by transfer)

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
We consider all applications on an equal basis. We do not segregate applications by the type of educational institution attended.

All applications that are received before the January deadline set by UCAS are guaranteed equal consideration.

We score and rank applications based on their academic record and predicted grades. 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 respective weighting ratio out of 100 (academic to personal statement/reference) is as follows:

<table>
<thead>
<tr>
<th>Course</th>
<th>Weighting Ratio</th>
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</thead>
<tbody>
<tr>
<td>BSc Management</td>
<td>90:10</td>
</tr>
<tr>
<td>BSc Management with Study in Continental Europe</td>
<td>90:10</td>
</tr>
<tr>
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<td>90:10</td>
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</tbody>
</table>

When assessing an application the admissions team will consider whether the applicant’s academic potential is such that it is likely they would be successful on the degree. The admissions team takes into account a wide variety of factors which include, but are not limited to, actual academic performance to date and predicted results for qualifications currently being studied. Other factors include those described in “2. Criteria for assessing applicants” below.
Because of the very high number of applications we receive, and to ensure that all those applying on time are treated fairly, a number of applications will be held until March before a decision is made.

We will assess you on the basis of information within your application only; we will not take into account any additional information you send us, unless we have requested it.

We do not consider any direct applications to the University.

We do not discriminate on the grounds of race, ethnicity, nationality, gender, sexuality, religion, disability, or age.

1.3. Visit day
All UK candidates who receive an offer are strongly encouraged to attend one of our visit days. You will be able to learn more about the degree and the wider School of Economics, Finance and Management, as well as exploring the University campus and the city of Bristol. We will normally give you a choice of dates to visit. We do not normally expect international applicants to attend a visit day unless you are resident in the UK (for instance, at school here) however we encourage you to attend wherever possible.

You will be able to find information about the visit days, together with details of campus tours for those unable to attend, on the school website at: 
[bristol.ac.uk/efm/courses/undergraduate/open-days.html](bristol.ac.uk/efm/courses/undergraduate/open-days.html)

1.4. Correspondence with applicants
We will send all correspondence relating to your application’s status by email.

We will acknowledge receipt of your application by email, to establish contact and let you know about the process to be followed.

We will then let you know whether your application has been successful or unsuccessful, or to inform you that your application has been assessed and put on ‘Hold’ pending a decision later in the cycle.

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

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

- 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 from the International Office.

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

2.2. Additional academic criteria
The following indicates the general ranking process we use, however academic potential is the essential characteristic we are seeking to evaluate.

Mathematics
Applicants are required to offer at least a grade A in GCSE Mathematics (or equivalent). We will consider a B or above in the Mathematics A-Level if the GCSE is not offered.

Languages
If you wish to apply for BSc Management with Study in Continental Europe (4H56) you will need to achieve at least AS-level grade B (for French or German) or GCSE grade A (for Italian or Spanish), or to demonstrate the same level of language proficiency with evidence of equivalent qualifications or experience.

Subject combinations at A-level
When making offers below AAA, we may specify in which subjects or modules you must earn the A grades, according to which we feel are most relevant to your chosen course. In ranking applicants, we take account of academic performance to date. We give equal consideration to other qualifications (for example overseas qualifications) of the same standard to A-level.

Excluded subjects
We do not count A-levels in General Studies or Critical Thinking in our assessment; nor do they count towards meeting our entrance requirements.

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:

• your interest in, and commitment to, the field of Management;
• evidence of clear thinking and understanding;
• intellectual curiosity; reading or research beyond the A-level (or equivalent) syllabus;
• your standard of written English (while taking into account that English will be a second language for some applicants);
for degrees involving Study in Continental Europe, skills and interest in foreign language and culture;
non-academic achievement or experience;
any positions of responsibility you have held;
voluntary work both at school/college and within the community;
any work experience.
In all cases, assessors will aim to take account of the opportunities available to applicants.

2.4. Reference criteria
We will use your reference for information about your motivation, ability to work independently, and powers of analysis and expression. If your referee believes that your performance does not reflect your ability, due to educational context and/or special circumstances, you should complete an extenuating circumstances form at bristol.ac.uk/applicants/applied/extenuating-circumstances/. We do not consider extenuating circumstances without this form.

References should ideally be from your school or college, from an academic tutor confirming your potential 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 any relevant experience you may have, explaining how that experience may indicate your potential for study at degree level.

We take into account the following when assessing a reference:
- predictions of examination results (and, where the qualifications are unusual, to explain their meaning);
- an overall assessment of the applicant, in particular their suitability for further study;
- a discussion of earlier exam results, especially if they were influenced by personal or medical circumstances (and are therefore a poor guide to ability);
- discussion of your intellectual curiosity, interests and suitability for the subject;
- discussion of your other interests.

2.5. Interview
For these courses, applicants are not routinely interviewed. In the majority of cases, we make admissions decisions on the basis of the application alone.

In exceptional circumstances where an interview is deemed necessary, it will be conducted by at least two people, at least one of whom has been trained in fair and effective recruitment techniques, and undertaken in accordance with the University’s policy on equal opportunities.

If we do invite you for interview, we will consider criteria such as the following when assessing interview performance:
- Demonstrated interest in, suitability for, and commitment to the subject;
- Evidence of clear thinking and understanding, problem solving and analytical skills;
- Standard of spoken English;
- Appropriateness of the Bristol course in relation to the applicant’s declared interests and aspirations;
- Non-academic achievement and/or experience, or extra-curricular interests, that indicate the likely contribution an applicant will make to the life of the University;
- Positions of responsibility held;
- Other relevant skills.

2.6. Mature applicants
The school welcomes mature applicants. For mature applicants, evidence of recent study and examinations is expected within the last 5 years. In some cases mature applicants may be invited to interview (see 5. Interview 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
You need to demonstrate that you have sufficient ability to understand and express yourself in both spoken and written English in order to benefit fully from your degree course.

You can find the English Language requirements for each course in the undergraduate course finder. They 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 level of our typical offer conditions.

**3.3 Alternative Offers**

If you are not qualified or have an unsuitable academic background for the course to which you originally applied, we may offer you the opportunity to be considered for an alternative course in a related subject area. In such cases applicants will receive an email notification providing a list of the alternative options.

### 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
We are happy to consider applicants who resit their qualifications.

4.3. Transfers
Transfers between degrees within the School of Economics Finance and Management may be possible at the end of the first year, subject to satisfactory attainment in appropriate subjects.

We only accept students for direct entry into the second year in exceptional circumstances, please contact the Admissions Office for further information.

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.

We will treat the information provided on the form confidentially. It will help us to assess fairly your academic performance in light of your situation.

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

We are committed to the implementation 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.

If you believe that the University admissions principles and procedures have been inconsistently or incorrectly applied, these complaints procedures provide a mechanism for objective review.

4.6. Additional information
We can only guarantee places if the exact terms of the offer are met; however offer holders will not automatically be unsuccessful if the terms of the offer were narrowly missed.

If offer holders do not meet the terms of their offers when exam results are released they may be considered as ‘near miss candidates’. 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)117 928 8153.