

Undergraduate Admissions Statement

This statement should be read in conjunction with the University's Admissions Principles and Procedures: <http://www.bristol.ac.uk/study/undergraduate/after-you-apply/policies/2019/>

Year of Admissions cycle:
2019

Courses covered

Single Honours:

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

Joint Honours (School of Modern Languages only):

BA Modern Languages (RR01)
BA French and Czech (RR1V)
BA French and German (RR12)
BA French and Italian (RR13)
BA French and Spanish (RR14)
BA French and Portuguese (RR15)
BA French and Russian (RR17)
BA German and Czech (RR2V)
BA German and Italian (RR23)
BA German and Spanish (RR24)
BA German and Portuguese (RR25)
BA German and Russian (RR27)
BA Italian and Czech (RR3V)
BA Italian and Portuguese (RR35)
BA Italian and Russian (RR37)
BA Italian and Spanish (RR34)
BA Portuguese and Russian (RR57)
BA Portuguese and Czech (RR5V)
BA Russian and Czech (R701)
BA Spanish and Czech (RR4V)
BA Spanish and Portuguese (RR54)
BA Spanish and Russian (RR47)

Joint Honours (offered in conjunction with other schools/faculties):

BA Politics and French (RL12)
BA Politics and German (RL22)
BA Politics and Italian (RL32)
BA Politics and Spanish (RL42)
BA Politics and Portuguese (RL52)
BA Politics and Russian (RL72)

1. Course-specific information

1.1 Admissions process

Applicants are scored and ranked on their academic record, according to their achieved or predicted results, with the following weightings:

GCSE 30% | A-level 70%

All applications for Joint Honours courses are also assessed in relation to the other subject's selection criteria; for details of these courses' assessment criteria, please see the admissions statement for the 'leading' department/school (e.g. English for BA English and German).

1.2 Academic criteria

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

<http://www.bristol.ac.uk/study/undergraduate/search/>

Other qualifications, including international qualifications, are considered on an individual basis.

Single Honours applicants must have achieved or be predicted to achieve an A-level (or equivalent) in a modern foreign language. For French, German and Spanish the A-level must be in the language to be studied. Italian and Russian can be studied *ab initio* (at beginner level), but applicants must demonstrate language-learning ability, usually through having taken a modern language A-level or equivalent qualification.

Applicants for languages-only Joint Honours degrees should have an A-level or equivalent in at least one of the two languages to be studied at degree level. A-level French (or equivalent) is required for courses involving French; this is the only language that cannot be studied *ab initio*.

Applicants for Joint Honours degrees that combine a language with a non-language subject can study the chosen language post-A-level or *ab initio*, provided they have another language at A-level (or equivalent) to demonstrate language-learning ability. Applicants for courses including French must have A-level French.

BA Modern Languages (RR01) provides the opportunity to study three languages in a number of combinations. For each combination applicants need A-level or equivalent in the first two named languages; the third language can be studied *ab initio*.

1.3 Personal statement criteria

We may refer to the personal statement and reference to differentiate between applicants with similar academic profiles. In these cases, we use the following criteria:

- Interest in and commitment to the subject. This may be demonstrated by: knowledge and appreciation of the linguistic culture; evidence of curiosity about the culture (including popular culture) and society in those countries, and independent exploration of them
- Suitability of the 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

1.4 Interviews

Applicants are not routinely interviewed. In most cases, admissions decisions are made on the basis of application information alone.

In exceptional circumstances where an interview is deemed necessary, applicants are interviewed by at least two people, at least one of whom has been trained in fair and effective recruitment techniques. Interviews are conducted in accordance with the University's Equality and Diversity Policy.

The criteria for assessing interview performance may include, for example, demonstrated interest in, suitability for, and commitment to the subject; evidence of clear thinking and understanding, and of 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.

1.5 Mature applicants

Mature applicants must provide evidence of study and examinations within the past five years.

We welcome mature applicants, and assess such applications holistically, taking into account factors such as relevant work experience and personal circumstances that may have interrupted or prevented previous degree-level study. Mature applicants who do not meet our standard entry requirements and who cannot demonstrate recent study, relevant employment history or life experience are usually advised to gain some academic experience before reapplying. Current and prospective applicants in this position should consider applying to our Foundation Year in Arts and Humanities (<http://www.bristol.ac.uk/arts/study/foundation/>) or taking an Access course, A-level, Open University foundation module or equivalent. Please contact the admissions team regarding the suitability of your intended programme.

Further information can be found on our web pages: <http://www.bristol.ac.uk/study/mature/>

1.6 Aspirational offers

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

1.7 Alternative offers

Applicants who are not qualified or have an unsuitable academic background for the course to which they originally applied are generally not considered for an alternative languages course, although exception may be made for applicants to the BA in Modern Languages (RR01).

1.8 Deferred applications

Deferred applications (those made in 2018/19 for 2020 entry) are accepted and are treated in the same way as non-deferred applications.

1.9 Resits

We consider applicants who resit their qualifications.

1.10 Transfers

Suitable applicants from other degree programmes within the University may request to transfer to our courses.

We expect transferring students to begin their studies in the first year of their new course, but suitably qualified applicants who have completed the first year of an appropriate degree programme at another institution may seek entry to year two. Such applications must be submitted in the usual way through UCAS, indicating the year of entry as year two, and outlining clearly in the personal statement the reasons for requesting the transfer.

Transfers into year three may be considered in some circumstances.

All transfers are at the department's discretion and depend on spaces being available.

Please refer to our web page for further information on transfers:

<http://www.bristol.ac.uk/study/undergraduate/apply/transfers/>

2. General information

2.1 Admissions team

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

2.2 Admissions process

Because we receive such a high number of applications, and to ensure that all those applying on time are treated fairly, we may hold some applications until May before making a decision.

We assess applicants on the basis of their application only; we do not take into account any additional information received from an applicant or institution, unless we have requested it.

Applications received before the 15 January deadline set by UCAS are guaranteed equal consideration.

We do not discriminate against applicants on the grounds of age, disability, gender reassignment, marriage or civil partnerships, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

To assess an application, we require the following information:

- a full academic history from age 16 onwards, including details of any retakes or uncompleted qualifications;
- predicted grades for any qualifications the applicant is currently taking. These must be provided by the applicant's school or referee, and must include an overall grade (if applicable), *and*, where a particular subject is specified in the entry requirements, the

achieved or predicted grades for that subject, and any related or major subjects being studied;

- in cases where predicted grades are not available, a transcript showing the results of a previous year's courses or examinations.

2.3 Correspondence with applicants

All correspondence relating to an applicant's status is sent by email.

We monitor the number of offers we make and may hold some applications until later in the cycle.

We email applicants to tell them whether 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.

For applications submitted by 15 January, the final deadline by which applicants receive a decision is 2 May. Most decisions are made before this date.

2.4 Reference criteria

References should be provided by a personal tutor from the applicant's school or college. Where this is not possible, a non-academic reference should confirm the applicant's relevant experience and indicate their potential for degree-level study.

The reference is considered alongside the personal statement, taking into account the following:

- predictions of examination results (including, if necessary, an explanation of any non-standard qualifications);
- an overall assessment of the applicant, in particular the suitability and academic potential of the applicant to study at degree level;
- discussion of earlier exam results, especially those influenced by personal or medical circumstances (and therefore a poor guide to ability);
- discussion of the applicant's intellectual curiosity, interests and suitability for the subject.

Referees who believe the applicant's performance does not reflect their ability, because of educational context and/or special circumstances, should advise the applicant to complete an extenuating circumstances form (see section 2.8 Extenuating Circumstances).

2.5 International applicants

International applicants are subject to the criteria detailed on our international web page: <http://www.bristol.ac.uk/international/countries/>

We also consider applications through the Common Application system, using the same assessment criteria as for UCAS applicants.

2.6 English language requirements

All applicants must demonstrate 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 on our English language web page:

<http://www.bristol.ac.uk/study/language-requirements/>

2.7 Contextual information

As part of our commitment to the UK national agenda on widening participation, we consider the context in which grades have been achieved and make contextual offers. Contextual offers are usually two grades lower than the typical offer. Applicants may receive a contextual offer for the following reasons: attendance at an aspiring state school or college; residence in an area with low progression to higher education; completion of a University of Bristol outreach programme; time spent in care.

Full details of the contextual offer scheme can be found online:

<https://www.bristol.ac.uk/study/undergraduate/entry-requirements-qualifications/contextual-offers/> and within the University's Admissions Principles and Procedures for Undergraduate Courses.

2.8 Extenuating circumstances

Applicants whose education has been significantly disrupted through ill health, personal problems, disability or specific difficulties with schooling may submit an extenuating circumstances form: <http://www.bristol.ac.uk/study/undergraduate/after-you-apply/your-application/extenuating-circumstances/>

The information provided in the form is treated confidentially, and helps us to assess academic performance fairly in light of individual circumstances.

2.9 Policies

All applications are considered in line with our Admissions Principles and Procedures for undergraduate courses: <http://www.bristol.ac.uk/study/undergraduate/after-you-apply/policies/2019/>

We are committed to implementing high-quality, fair and transparent admissions procedures for all our applicants. However, applicants who believe they have cause for complaint should consult our applicant appeals, complaints and feedback policy.

This policy provides a mechanism for objective review in cases where an applicant believes that the University's Admissions Principles and Procedures have been inconsistently or incorrectly applied.

2.10 Additional information

The University only guarantees places to applicants who meet the exact terms of their offer; however, applicants who narrowly miss the terms of their offer may still be considered as 'near-miss' candidates.

All applications from such candidates are reviewed in August after publication of A-level results. Applications from international near-miss candidates may be reconsidered earlier, depending on when their exam results are released.

2.11 Contacts for enquiries

If you have any questions, please contact our Enquiries team: choosebristol-ug@bristol.ac.uk or +44 (0)117 394 1649.