

Admissions statement

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



Courses covered
Foundation in Arts and Social Sciences (CertHE)

Admissions cycle
2024 entry

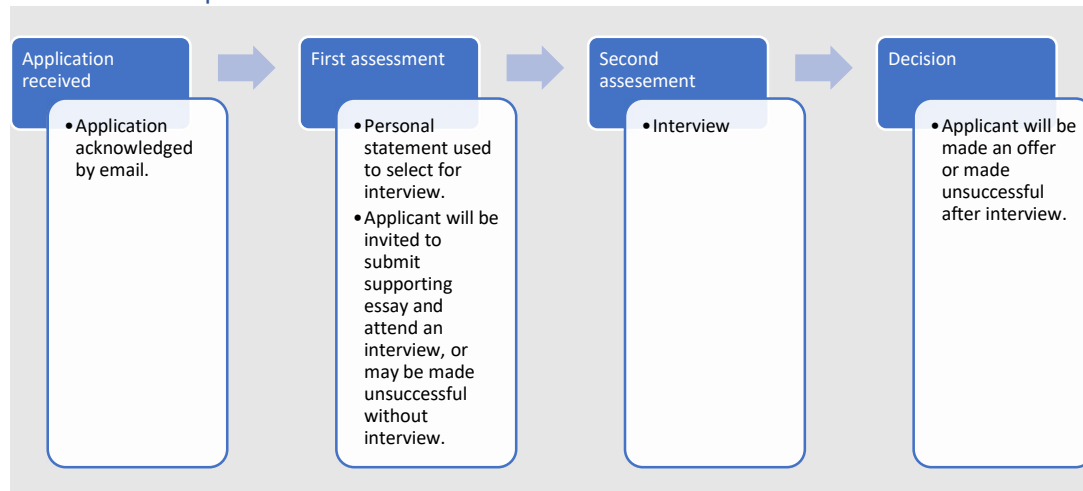
1. Application process

1.1. Applying for the programme

You need to apply for this programme directly to the University, not through UCAS.

The online application form and guidance for completing it is available at bristol.ac.uk/study/undergraduate/foundation-years/how-to-apply/.

2. Admissions process



2.1. Receiving your application

Applications are assessed by a centralised team in close co-operation with academic reviewers. The team have received training in fair admissions and unconscious bias.

All applicants will be contacted by email within two weeks of receiving their application to confirm receipt.

2.2. Eligibility criteria

The Foundation in Arts and Social Sciences programme is a University of Bristol widening participation initiative aiming to increase opportunities for those who have not completed formal qualifications or who have been away from education for a significant period to have access to University study.

We can consider applicants for the Foundation in Arts and Social Sciences programme who have already taken or are taking A-levels or similar qualifications which would usually be considered for undergraduate entry through UCAS. However, we may advise candidates that their application would be more suitable for entry to a university via UCAS Clearing

without requiring the foundation programme for progression. We may be able to support candidates with making a UCAS application in these cases.

We are unable to consider applications from applicants eligible for international 'overseas' fees. International students may wish to consider our [International Foundation Programmes](#). Our website provides information on [how we determine home or overseas fees status](#).

We can consider applications from refugees and from asylum seekers who are also applying for our [Sanctuary Scholarship](#) award. Applicants should declare this in their application so that we can match your application for the foundation course with your Sanctuary Scholarship application.

2.3. Assessing your application

There are no formal entry requirements for this course. Applications will be considered on their own merit, and we are actively looking to recruit students from a wide range of ages and educational, ethnic and social backgrounds. We are looking for applicants who are highly motivated to study on a foundation programme and who demonstrate the potential to succeed in university study.

Applicants wishing to study the foundation year as a standalone qualification without progression to undergraduate study are also welcome to apply.

Applicants are asked to disclose all their prior qualifications and any in progress. This is to provide context for your application but does not prejudice our decision. Qualifications should be listed in the pro forma template available to download from our website, and submitted with the application: bristol.ac.uk/study/undergraduate/foundation-years/how-to-apply/.

Where a high number of applications are received, priority may be given to:

1. Applicants without prior experience of higher education and/or who do not already hold a qualification at QCA Level 3 (e.g. A-levels or an Access to HE Diploma).
2. Applicants who have strong reasons for wishing to progress to a degree programme at Bristol.
3. Applicants from groups that are currently underrepresented in higher education. This may include, for example:
 - Applicants from low-performing schools;
 - Mature applicants (over the age of 21);
 - Refugees and applicants seeking asylum in the UK who have been awarded the [Sanctuary Scholarship](#);
 - Applicants from areas where there is a low level of participation in higher education;
 - Applicants from minority ethnic groups;
 - Applicants who are care leavers, carers or parents;
 - Disabled applicants.

We collect equality data for monitoring purposes as part of the application. This is only used as part of the admissions decision making process as described above, if necessary to select between otherwise equal candidates. This data is otherwise only used to inform widening access reporting, and to help our interviewers signpost any useful Student Support information to candidates attending an interview.

2.4. Personal statement criteria

Applicants are asked to include a personal statement as part of their application form. This provides the opportunity for applicants to tell us about their experiences of study in the past (whether positive or negative), their reasons for wanting to study this course at this time, what they would like to achieve following the course, etc.

Personal statements are assessed qualitatively on the following criteria:

- Interest in and commitment to the programme;
- Evidence of academic potential;
- Appropriateness of this programme to the interests and aspirations declared in the statement;
- Non-academic achievement/experience, extra-curricular activities, positions of responsibility;
- Written English, expression, construction, argument;
- Responses to opportunities and challenges the applicant has faced.

The personal statement will be used to decide which candidates to invite to interview.

2.5. Reference

Applicants will be asked to name a referee and provide contact details. We may contact the referee before or after interview for more information to support the application.

If we contact the referee, we will ask them how the applicant demonstrates their motivation to study, their ability to work independently and their ability to analyse and express their response to an academic situation. This does not discount referees who are known to the candidate from employment.

Where requested, the reference will be used to support the personal statement to decide which candidates to invite to interview.

2.6. Inviting candidates to interview

We will invite applicants to interview via email. We aim to send all interview invitations no later than two weeks after the application deadline.

Applicants who are made unsuccessful without an interview will be notified by email, and we will explain the reason for our decision.

2.7. Additional supporting work pre-interview

Applicants for the Foundation in Arts and Social Sciences will be asked to produce a short piece of written work on a specified topic in advance of the interview. Eligible applicants should receive information about this written work via email at least two weeks before it is due as part of the invitation to attend an interview. This written work will be used to support your application and will be discussed at the interview. Where this work has been requested, the interview will not go ahead if the written work has not been submitted by the given deadline.

2.8. Interview

The interview aims to identify candidates most likely to thrive on and benefit from the foundation year course.

The interview will be carried out by at least two members of University of Bristol staff, at least one of whom will be trained in fair and effective recruitment. Interviews will be conducted in accordance with the University's policy on equal opportunities.

Applicants will be asked to discuss their pre-interview written work with the interviewers.

2.9. After the interview

Applicants will be contacted by email to let them know the outcome of their interview. This will be either an offer for a place on our Foundation programme (confirming the pathway in the offer letter), or that their application has been unsuccessful after interview. This is the pathway onto which we expect students to register, but this pathway can be changed during the first term on the course (Teaching Block 1).

Those who are offered a place will be asked to confirm whether or not they wish to accept the offer of a place to study with us.

3. General information

3.1. Correspondence with applicants

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

Applicants will create an applicant portal account to submit and check the status of their application. If we have requested any additional documents to support an application, these can be uploaded to the application form through the applicant portal.

Applicants will be notified by email to let them know if they have been invited to interview or made unsuccessful in our first assessment. We aim to provide feedback with our decision if a candidate is made unsuccessful.

Applicants who are unsuccessful because their qualification profile makes them eligible to apply directly to undergraduate courses will be contacted by email by Jess Farr-Cox shortly, to support them in making a UCAS Clearing application.

Applicants who have received an offer will be able to download a copy of their offer letter from their applicant portal.

3.2. Policies

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](#).

Should an applicant believe that the University's [Admissions principles and procedures](#) have been inconsistently or incorrectly applied, these complaints procedures provide a mechanism for objective review.

3.3. Contacts for enquiries

Any enquiries about applying should be addressed to our Enquiries team: choosebristol-ug@bristol.ac.uk or 0117 394 1649.

For queries about the contents of the Foundation in the Arts and Social Sciences (FASS) programme pathways, including support available to you, please contact Jess Farr-Cox (epjpd@bristol.ac.uk).