Admissions Statement for Foundation in Arts and Social Sciences (CertHE)

This Admissions Statement applies to applications submitted in the 2026/27 academic year for entry in September 2027. It should be read in association with the University Admissions Principles and Procedures for Undergraduate programmes, the relevant prospectus entry and general application guidance.

Admissions Criteria

The academic and English language requirements for this programme are displayed on the prospectus page.

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.

You need to apply for this programme directly to the University, not through UCAS. We can consider applicants for this 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.

Application Process

Online application form

Applicants should complete the online application form, uploading all required documents directly to the application. Further information is available on our How to apply webpage.

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.

Applications will not be considered until **all** required documents have been uploaded. All correspondence relating to an applicant's status will be sent by email.

Required documents

Qualifications

There are no requirements for formal qualifications, but we ask that you include any completed qualifications to date in your application form, as this provides useful context for your education experience so far.

Personal Statement

Applicants are asked to include a personal statement that addresses the following questions:

- What are your experiences of study in the past (positive or negative) and why do you want to return to study?
- Why do you want to study this particular course and what would you like to achieve by the end of it?
- What subject area are you most interested in and how has this developed?

- Would you like to go on to study for a degree?
- What hobbies, interests and experiences do you have that will help you complete your studies?

Providing an inadequate personal statement may lead to your application being made unsuccessful. "Inadequate" means you have not provided relevant or sufficient information as requested or it is not related to the programme of study you are applying for.

Selection Process

Assessment of applications

All applicants are considered in line with the University Admissions Principles and Procedures.
Applications will be assessed based on:

- Previous academic performance – this is to provide context for your application but does not prejudice our decision.
- English language ability (where applicable)
- Personal Statement
- Written work (required for interview)
- Interview.

Once the assessment of initial application is complete, short-listed applicants will be invited to submit written work and attend an interview. We will only request written work from those candidates being invited to interview. Applicants who are made unsuccessful before the interview stage will be given feedback on their application.

Interviews

Shortlisted applicants will be contacted via email by Admissions and invited to interview. The purpose of the interview is 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. Interviews will be conducted in accordance with the University's policy on equal opportunities. Interviews are typically held online, eg using MS Teams.

Applicants who are invited to interview will be asked to produce a short piece of written work on a specified topic. Eligible applicants will receive information about this written work at least two weeks before it is due. 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.

Using generative AI tools to create or substantially edit content may be treated as contract cheating and academic misconduct, even if the tool is freely available. This may result in the application being withdrawn.

Decisions

Applicants will be notified by email when a decision has been made. This will either be:

- An offer for a place on our CertHE programme
- Your application is put on hold – more information about what this means can be found here
- Your application is made unsuccessful after interview.

Decisions and decision letters will be available to view and print by logging into the application portal. If there is a deadline by which applicants must accept an offer of admission, this will be stated in the offer letter.

Offers
Any offers made will be unconditional unless an applicant does not meet the required English language profile, in which case an offer will be conditional on an applicant providing a suitable English language qualification – further information on these can be found on our profile pages and the prospectus page.

Applicants who have received an offer will be able to download a copy of their offer letter and confirm acceptance of their place to study with us in their applicant portal.

Deferrals
Requests for deferral can only be made after an offer has been received. Requests to defer the year of entry should be submitted by email at the earliest opportunity after receiving an offer, so that they can be reviewed by the admissions team. We cannot guarantee that requests will be granted and only one deferral per applicant is routinely granted. Beyond this, a new application will be required.

Offer conditions
Applicants who receive an offer conditional on providing evidence to meet the English language profile will be required to submit documents to meet their offer conditions by the date noted in their offer letter.

Fees
Annual tuition fees are available on the relevant prospectus page for this programme.

We are unable to consider applications from applicants eligible for international 'overseas' fees. However, we can consider applications 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.

Additional information
If the programme is over-subscribed, priority is given to applicants in the following circumstances:

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 specifically.
3. Applicants from groups that are currently underrepresented in higher education. This may include, for example:
    - Mature applicants (over the age of 21);
    - Refugees and applicants seeking asylum in the UK who have been awarded the Sanctuary Scholarship;
    - Applicants who live in an Indices of Multiple Deprivations (IMD) quintile 1 or 2 area;
    - 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.

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 University Admissions Principles and Procedures have been inconsistently or incorrectly applied, these complaints procedures provide a mechanism for objective review.