Postgraduate Admissions Statement

PhD Medieval Studies

Programmes Covered

This admissions statement applies to the following programme(s):

MPhil, PhD Medieval Studies. Distance Learning option available

Applicants should also refer to the relevant prospectus entry for further programme details.

This admissions statement should be read in association with the University Admissions Principles and Procedures for Postgraduate Research Programmes.

Faculty

Faculty of Arts

Admissions team and contact details

Postgraduate Admissions
Faculty of Arts
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Telephone: +44 (0)117 42 82296

Website www.bristol.ac.uk/arts/study/postgraduate/

Admissions cycle

This Admissions Statement applies to applications submitted for entry to the programme between 1st October 2018 and 30th September 2019.

Application deadline

Details of application deadlines for this programme are displayed on the individual programme page within the University course finder.

Admissions criteria

Academic requirements

To be considered for admission to this programme, applicants are required to hold/achieve a minimum of:

MPhil: An upper second-class degree or international equivalent. Please note, acceptance will also depend on evidence of your readiness to pursue a research degree.

PhD: A master's qualification, or be working towards a master's qualification, or international equivalent. Applicants without a master's qualification may be considered on an exceptional basis provided they hold a first-class undergraduate degree (or international equivalent). Applicants with a non-traditional background may be considered provided they can demonstrate substantial equivalent and relevant experience that has

prepared them to undertake their proposed course of study.

For information on international equivalent qualifications, please see our International Office website.

English language requirements for non-native English speakers

For applicants whose first language is not English, and whose full undergraduate degree was not taught in an English-speaking country, it is necessary to hold/achieve a minimum score in an approved English language test as specified in Profile C of the University's English Language Requirements Policy.

Applicants do not need to have reached the required level of English language before submitting an application. If necessary, English language will be included as a condition of offer.

Applicants have the option to undertake one of the University's Pre-sessional English courses. You can find information about the University of Bristol's Pre-Sessional English courses at the Centre for English Language and Foundation Studies website.

Additional requirements

There are no additional requirements for this programme.

Application process

Applicants are strongly recommended to contact a member of academic staff in the Centre for Medieval Studies to discuss a potential application before they begin the formal application process.

Online application form

Applicants should complete the online application form, uploading all required documents directly into the application form. Guidance on uploading documents can be found in the Guidance for online applications. Any paper documents received by post, or electronic documents received by email, will not be considered except in exceptional circumstances.

Applicants should make every effort to choose the correct programme in the application form by reading the prospectus entry and admissions statements fully. Applicants should contact the relevant Admissions Team if clarification is required.

Documents to upload to online application form

The required documents for this programme are listed below. Applications may not be considered until all required documents have been uploaded to the application form.

Applicants who have already submitted an application can upload additional documents into the 'Post-submission uploads' section of the application form. Information about how to upload documents to an application form can be found in our Guidance for online applications.

Required documents for this programme are:

- **Two academic references (minimum)** References should be submitted electronically by the referee, using the online reference form. Alternatively, scanned copies of the original reference document(s) can be uploaded by the applicant. At least one referee should be familiar with the applicant's academic work. If you graduated more than two years ago, or if professional experience is relevant to the application, professional references will be accepted in lieu of one academic reference. References must be written, signed and dated on official letter headed paper from the referee's organisation. They must include the referee's full contact details, i.e. postal address, telephone number and organisation email address. A reference template is available to illustrate the required format.

    References supplied with a personal contact email address will not be accepted unless under exceptional circumstances, which must be explained within the reference. All references must be dated within the last two years.

- **Degree certificate(s)** from first and subsequent degrees. We require colour scans of original documents and certified translations of documents issued in any language other than English.

- **Academic transcripts** from first and subsequent degrees. We require colour scans of original documents and certified translations of documents issued in any language other than English. Transcripts must list all subjects taken and grades achieved to date, with the grade scale clearly displayed in the transcript. Applicants must clearly state their current average grade in the online application form.

- **Research Statement:** The primary requirement for the research statement is to define and situate your research within an academic/disciplinary context. You should remember that people in the academic community are the primary audience/readership for postgraduate research. This means that you will need to identify:

    1. The research questions or problems that you intend to address
    2. The research context for your project/programme of work
    3. The methods you think you will use to pursue the key questions

  Please ensure that you follow the [research statement template](#) provided when writing your research statement.

- **Personal statement:** Personal statements should highlight the motivation for applying for the course, and any relevant experience and/or skills.

- **Evidence of English language** is required from all students [whose native language is not English](#), in accordance with the English requirement for the programme. A colour scan of the original document or certificate is required.

- **Distance Learning Research Statement.** For the distance learning option only, applicants are required to submit a research statement providing a description of the subject and focus of the research project, including the research materials and resources required [250 word limit]

Optional documents for this programme are:

- *Curriculum Vitae (CV):* A CV is not required but can help an application. CVs might include details of other relevant qualifications or work experience to support an application. Please do not include any school (pre-university) certificates, unless otherwise specified above.
- **Distance Learning supporting letter.** For the distance learning option only, applicants are also required to submit a supporting letter from any institution/organisation that they will depend upon for the purposes of completing their research.

Correspondence with applicants

Applicants will normally receive communication via email to the email address used to set up the application form account. Applicants should ensure the profile email address is kept up-to-date.

Selection process

Assessment of applications

All applicants are considered on an equal basis in line with the [University's Equality and Diversity Policy](#).

Once a complete application has been submitted with all required supporting documents, it is considered by at least one academic reviewer. In addition, all admissions to research degrees are subject to the approval of the Faculty Graduate Education Director.

Applications are considered using the following criteria:

- Academic achievement

- Research statement
- Academic references
- Personal statement
- Interview
- Sample of work (if applicable)

Where an applicant has undertaken a transnational education partnership programme or top-up degree, meeting the minimum academic entry criteria will not automatically mean an applicant will receive an offer. For these applicants, admissions decisions will consider the academic history of the applicant alongside relevance of degree, and, if required, degree content, and performance in key modules.

Each applicant is considered both holistically on their own merit and in competition with the rest of the applicant cohort during the academic cycle.

Interviews

An interview will form part of the selection process.

The purpose of the interview is to assess whether the applicant currently has the necessary skills and capabilities to pursue the chosen postgraduate programme, and whether the programme is appropriate to the applicant's interests and aspirations.

All interviews are conducted by at least the potential primary supervisor, who will be trained in fair and effective recruitment techniques, and sometimes by both potential supervisors. All interviews are undertaken in accordance with the University's policy on equal opportunities.

If required, interviews can be conducted by Skype.

Non-standard applications

We welcome applications from those with non-standard qualifications who can demonstrate knowledge, experience and skills developed in the workplace, or elsewhere, relevant to the programme of study. Please use your personal statement to provide further details.

Non-standard applications will be considered by the Admissions Tutor(s) for the programme on a case by case basis.

Decisions

Notification of decisions

Applicants will be notified by email when a decision has been made and decision letters will be available to view and print by logging into the application. If there is a deadline by which applicants must accept an offer of admission, this will be stated in the offer letter.

Offers

Offers will typically be made in line with the academic requirements set out above. Offers may be set above or below this level in recognition of an applicant's relevant qualifications and experience. Offer levels may also be adjusted in response to the level of competition for places in that application cycle.

Offers made may be conditional or unconditional. An unconditional offer will be made to successful applicants who have already met the conditions and provided evidence that conditions have been met. Where academic or language requirements have not yet been fulfilled, successful applicants will receive a conditional offer outlining the requirements that must be met.

If an applicant is not selected to receive an offer for the course to which they have originally applied, we may offer the opportunity to be considered for an alternative programme in a related subject area. In such cases applicants will receive an email notification providing any alternative course options and asking whether they wish to be considered for these. It may be necessary for applicants to submit additional documentation in order for the application to be fully considered for an alternative programme. Details of the documentation

required can be found in the admissions statement for the relevant programme.

Deferrals

This programme does not normally allow deferrals unless there are exceptional circumstances. Please contact the admissions team by emailing artf-pgadmissions@bristol.ac.uk if you would like to discuss the possibility of deferring your start date.

Additional information

Extenuating Circumstances

If your education has been significantly disrupted through health or personal problems, disability or specific difficulties within your studies you can submit an extenuating circumstances form as part of your application. The information provided on the form will be treated confidentially, and will help us to fairly assess your academic performance in light of your circumstances.

ATAS

An ATAS certificate is not required.

Deposits

Deposits are not required for this programme.

Visa

International students coming to the UK to study full-time must apply for a student visa. Tier 4 student visa guidance notes are available on the University website.

Sponsored Students

Sponsored students will need to upload a copy of their sponsorship letter using the 'Post Submission Uploads' section of the online application. Sponsored students will also need to complete and upload the sponsorship authorisation form.

Version 1.0	Created September 2018
Version 1.1	Updated Jan 2019 to include Distance Learning option and requirements