

# Postgraduate Admissions Statement for MSc Public Policy



Awards available: MSc

This Admissions Statement applies to applications submitted for entry to the programme between 1 October 2019 and 30 September 2020.

It should be read in association with the [University Admissions Principles and Procedures](#) for Postgraduate programmes and the relevant [prospectus entry](#) for this programme.

<b>Faculty</b> Faculty of Social Sciences and Law, School for Policy Studies	
<b>Admissions team and contact details</b> School for Policy Studies University of Bristol 8 Priory Road Bristol BS8 1TZ	<b>Website</b> <a href="http://www.bristol.ac.uk/sps">www.bristol.ac.uk/sps</a>
	<b>Email</b> <a href="mailto:sps-pgadmissions@bristol.ac.uk">sps-pgadmissions@bristol.ac.uk</a>
	<b>Telephone</b> +44 (0)117 954 6785

## Application deadline

Application deadlines can be found on the individual programme page within the [University course finder](#)

## Admissions criteria

<b>Academic requirements</b>	Applicants must hold/achieve a minimum of an upper second-class honours degree (or international equivalent). Please see the section below about non-standard applications for those with relevant professional experience.
	Applicants from our Partner Institutions can apply through our <a href="#">Global Transfer Programme</a> . The specific entry requirements are detailed in the respective transfer plan.
	For information on international equivalent qualifications, please refer to our <a href="#">International Office website</a> .
<b>English language requirements</b>	Profile E
	All applicants are required to have reached the required profile level of English language as specified by the <a href="#">University's English Language Requirements Policy</a> prior to registration on to this programme.
<b>Non-standard applications</b>	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 and also make it clear how this programme will enable you to achieve your goals. Non-standard applications will require an up to date CV/resume and will be considered by the Admissions Tutor(s) for the programme on a case by case basis.

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## Application process

### Online application form

Applicants should complete the online application form, uploading all required documents directly. Further information is available on our [guidance for online applications page](#)

Applications will not be considered until **all** required documents have been uploaded. If you have already submitted an application, you can upload additional documents into the 'Post-submission uploads' section of the application form. Paper documents received by post, or electronic documents received by email, are only considered in exceptional circumstances.

### Required and optional documents

✓	<b>One academic reference (minimum):</b>	<p>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.</p> <p>All references must be written, signed and dated on official letter headed paper from the referee's organisation. The reference letter must include the referee's full contact details, i.e. postal address, telephone number and organisation email address and must be dated within the last two years. A <a href="#">reference template</a> is available to show the required format. References supplied with a personal contact email address will be accepted in exceptional circumstances, although these must be explained within the reference.</p> <p>If you graduated more than five years ago and are experiencing difficulties securing an academic reference, or if professional experience is relevant to the application, a professional reference will be accepted in lieu of your academic reference.</p> <p>Depending on your circumstances, if you feel it would support your application to submit more than one reference then you are free to do so insofar as no more than three reference letters are provided in total. However, to be clear, applicants with one reference will not be disadvantaged in the application process.</p>
✓	<b>Degree certificate(s)</b>	From first and subsequent degrees. We require colour scans of original documents and certified translations of documents issued in any language other than English.
✓	<b>Academic transcripts</b>	<p>From first and subsequent degrees. We require colour scans of original documents and certified translations of documents issued in any language other than English.</p> <p>Transcripts must list all subjects taken and grades achieved to date, with the grade scale clearly displayed in the transcript. Applicants must clearly</p>

		state their current average grade in the online application form.
✓	<b>Personal statement:</b>	Personal statements should highlight the motivation for applying for the course, and any relevant experience and/or skills. Please ensure your personal statement makes it clear how this degree programme will support you with your goals.
✓	<b>English language certificates/other evidence</b>	All applicants are required to have reached the required profile level of English language as specified by the <a href="#">University's English Language Requirements Policy</a>
✓	<b>Curriculum Vitae (CV)</b>	Your CV (also known as a resume) should include details of relevant work/voluntary experience, qualifications and achievements to support your application.

## Selection process

### Assessment of applications

All applicants are considered in line with the University's [Admissions Principles and Procedures Policy](#) and [Equality, Diversity and Inclusion policy](#). Once a complete application has been submitted with all required supporting documents, it is considered by at least two members of staff.

### Interviews

Interviews do not normally form part of the selection process. However, we may interview applicants with non-standard qualifications or those with additional skills and experience to be considered as part of their application.

The purpose of the interview is to assess whether the applicant 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.

If required, interviewees based overseas will normally be interviewed by telephone or Skype. All interviews are conducted by staff members trained in fair and effective recruitment techniques. All interviews are undertaken in accordance with the University's policy with respect to equal opportunities.

### 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 or pay a deposit, this will be stated accordingly in the offer letter.

### Offers

Offers will typically be made in line with the academic requirements indicated above. Offers made may be conditional or unconditional. An unconditional offer will be made to applicants who have already met the conditions and provided evidence that the conditions have been met. Where academic or language requirements have not yet been fulfilled, 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, the applicant will receive an email notification specifying any alternative course options and asking whether the applicant wishes to be considered for the alternative programmes. It may be necessary for an applicant to submit additional documentation in order for the application to be fully considered for an alternative programme. Details relating to the documentation required can be found in the admissions statement for the relevant programmes.

### **Results deadline**

Applicants who receive a conditional offer will be required to submit all final results to meet their offer conditions by **31<sup>st</sup> August 2020**. Offer holders who will be unable to provide their final results by this date should email [sps-pgadmissions@bristol.ac.uk](mailto:sps-pgadmissions@bristol.ac.uk) to notify the admissions team as soon as possible.

### **Deferrals**

Deferred entry (for one year only) is available for this programme, subject to agreement by the relevant Admissions staff. Please contact the admissions team by emailing [sps-pgadmissions@bristol.ac.uk](mailto:sps-pgadmissions@bristol.ac.uk) if you would like to request to defer your start date.

## **Additional information**

### **Extenuating circumstances**

If your education has been significantly disrupted due to health ,personal problems, disability, or other specific difficulties within your studies, you can submit an [extenuating circumstances](#) form as part of your application.

The information provided would be treated confidentially and help us assess your academic performance based upon your circumstances.

### **Academic Technology Approval Scheme (ATAS)**

An ATAS certificate is not required for this programme.

### **Visa**

International students coming to the UK to study full-time may need to apply for a student visa. [Tier 4 student visa guidance notes](#) are available on the University website.

## **Fees and Deposits**

### **Fees**

Annual tuition fee for 2020/21 is available on the relevant [prospectus entry](#) for this programme.

### **Deposits**

#### **Sponsored Students**

Sponsored students are not required to pay the deposit but will need to upload a copy of their sponsorship letter using the 'Post Submission Uploads' section of the online application.

