

Postgraduate Admissions Statement

PG Certificate Clinical Neuropsychology Practice

Programmes Covered

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

PG Certificate Clinical Neuropsychology Practice

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 Taught Programmes](#).

Faculty

Faculty of Life Sciences

Admissions team and contact details

Postgraduate Administrator
School of Psychological Science
12a Priory Road
Bristol
BS8 1TU

Email: psychology-pg-admissions@bristol.ac.uk

Telephone: +44 0117 928 8452

Website: www.bristol.ac.uk/science/

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 a clinical doctorate (DClinPsy) plus an undergraduate degree or equivalent qualification in psychology or similar. Applicants must also be registered as a clinical psychologist with the Health and Care Professions Council. Candidates holding an international equivalent to a DClinPsy that is recognised by the British Psychological Society are also eligible. Applicants must also hold the BPS-accredited QiCN knowledge dimension (adult or paediatric).

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 applying. 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

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 required

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 references (at least one clinical reference and, if possible, one academic reference):** 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. 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.

Applicants should arrange for referees to provide electronic references, which can be submitted through the online application system. Non-electronic references should be on headed paper, with clear contact details and signed by the person who wrote it. References uploaded by referees are strongly preferred. Referees should address the applicant's suitability for the course.

While there is no set format, references typically address several of the following: academic achievement and potential; motivation; intellectual maturity and independence; relevant clinical experience; potential for benefiting from and contributing to the course; written and spoken communication skills; ways in which an applicant's performance does not reflect their ability, including special circumstances.

- **Clinical Doctorate in Psychology (DClinPsy) certificate** (or other degree permitting entrance to QiCN knowledge dimension). We require colour scans of original documents and certified translations of documents issued in any language other than English.
- **Evidence of BPS accredited QiCN knowledge dimension (adult or paediatric)**. If you are currently undertaking the knowledge dimension but have not yet completed it then you will need to provide either a reference from your current course director confirming satisfactory progress or a transcript of marks to date.
- **Personal statement**: The candidate should give their motivation for undertaking this programme of study, together with any relevant experience that might enhance their application. An indication of relevant clinical case experience which might contribute to the QiCN practice.
- **Practice plan**: this document is available to download during the application process and electronic or scanned copies should be uploaded by the applicant. This document details your current employment and supervision arrangements for gaining clinical experience throughout the course. We ask that this information is submitted at the point of application so that your requirements and intended time frame for completion are established ready for the start of the course.
- **Backdating documents (if applicable)**: these documents are available to download during the application process and electronic or scanned copies should be uploaded by the applicant. These forms are only necessary if you are seeking to backdate supervised clinical experience, in which case you should submit three backdating forms:
 - i) Backdating overview form: this details the period you wish to backdate as well as your place of employment and supervision during this period;
 - ii) Supervision Log: log of supervision sessions undertaken during the period you wish to backdate;
 - iii) Case Log Summary Sheet: overview sheet of relevant cases seen during the backdated period.

Please note that decisions regarding acceptance to the course are not based on backdating information. Completion of backdating documents may occur after formal submission of your application, but documents will be made available during the application process and you should aim to submit these forms before course induction.

- **English language certificates** are required from applicants for whom English is not the native language and whose full undergraduate degree was not taught in an English-speaking country (please see the [English Language Requirements](#) for a list of English-speaking countries)
- **Curriculum Vitae (CV)**: CVs might include details of other relevant work experience and qualifications to support an application. Please do not include any school (pre-university) certificates, unless otherwise specified above.

Optional documents for this programme are:

- **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.

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 the admissions team.

Applications are considered using the following criteria:

- Academic achievement
- Academic references
- Personal statement
- English Language proficiency

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

Interviews are not routinely part of the admissions process. However, it may be deemed necessary to interview applicants with non-standard qualifications or who have additional skills and/or experience to be considered as part of the application 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.

If required, interviewees based overseas will normally be interviewed by telephone or Skype.

All interviews are conducted by two members of staff, at least one of whom is trained in fair and effective recruitment techniques. All interviews are undertaken in accordance with the University's policy on equal opportunities.

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 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

Deferred entry is available for this programme, subject to agreement by the relevant Admissions Team. Please contact the admissions team by emailing psychology-pg-admissions@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 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

International self-funded students accepting a place on a taught postgraduate programme are required to pay a deposit of £1500. Further information is available on how to pay programme deposits. Further information will also be provided in the offer letter to successful applicants.

The deposit is non-transferable and non-refundable except under the circumstances outlined in the International Deposits Refund Policy, which is available here: <http://www.bristol.ac.uk/international/fees-finance/refunds/>.

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 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. Sponsored students will also need to complete and upload the [sponsorship authorisation form](#).

