

## Postgraduate Admissions Statement

# PG Diploma (Postgraduate Diploma) Theoretical and Practical Clinical Neuropsychology

### Programmes Covered

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

Postgraduate Diploma Theoretical and Practical Clinical Neuropsychology

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

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### 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

Applicants must hold a minimum of a clinical doctorate (DClinPsy) plus an undergraduate degree or equivalent qualification in psychology or similar. You 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 (BPS) are also eligible.

For information on international equivalent qualifications, please refer to our [International Office website](#).

In order to meet BPS accreditation requirements, applicants must pass an entrance examination set by the University of Bristol and must also submit, and achieve a minimum pass mark in, a 2,000-word essay on a prescribed topic. The pass mark for both the examination and essay is 50 per cent. The combined mark determines whether a candidate has passed the entrance requirements, with the essay weighted at 34 per cent and the exam at 66 per cent of the final mark.

Applicants must also provide documentary evidence (for example, a submitted case report) of at least six months' practice experience primarily supervised by a recognised clinical neuropsychologist.

For information on international equivalent qualifications, please refer to 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](#).

## 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 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.

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. At least one referee should be familiar with the applicant's academic work. 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 show 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.

- **DClinPsy certificate.** We require scans of original documents and certified translations of documents issued in any language other than English.
- **Documentary evidence (for example, a submitted case report) of at least six months' practice experience** primarily supervised by a recognised clinical neuropsychologist.
- **Personal statement.** Applicants should highlight their motivation for undertaking this programme of study, together with any relevant experience that might enhance their application.
- **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

- **Additional references.** Applicants are welcome to upload additional references from work experience in a related field and/or industrial placements to support their application.

#### 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 using the following criteria:

- Academic achievement
- References
- Personal statement
- English language proficiency

Applicants are considered holistically on their own merit – taking into account the relevance and content of their degree, as well as performance in key modules – and in competition with the rest of the applicant cohort during that academic cycle.

##### 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.

Interviews are used to assess whether the applicant has the necessary skills and capabilities to pursue their chosen programme, and whether the programme is appropriate to their interests and aspirations.

Interviewees based overseas are normally interviewed by telephone or Skype.

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 Equality and Diversity Policy](#).

## 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](mailto: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](#).

### 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](#).