

# Postgraduate Admissions Statement for PG Certificate Clinical Neuropsychology Practice



Awards available; PG Certificate (Postgraduate Certificate)

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 Life Sciences, School of Psychological Science	
<b>Admissions team and contact details</b> School of Psychological Science University of Bristol 12a Priory Road Bristol, BS8 1TU United Kingdom	<b>Website</b> <a href="http://www.bristol.ac.uk/psychology/courses/postgraduate/neuropsychology/">www.bristol.ac.uk/psychology/courses/postgraduate/neuropsychology/</a> <a href="http://www.bristol.ac.uk/psychology">www.bristol.ac.uk/psychology</a>
	<b>Email</b> <a href="mailto:psychology-pg-admissions@bristol.ac.uk">psychology-pg-admissions@bristol.ac.uk</a>
	<b>Telephone</b> +44 (0)117 928 8452

## 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 a UK Doctorate in Clinical Psychology or Educational Psychology (or international equivalent recognised by the British Psychological Society (BPS)) and registration as a clinical or educational psychologist with the Health and Care Professions Council. Applicants must also demonstrate that they have completed, or are undertaking, the knowledge component of training competencies (either via QiCN or BPS accredited courses) relevant to the practice component they wish to undertake (adult or paediatric). The adult version of this certificate is only open to those who hold the adult knowledge dimension (and vice versa in the paediatric case).
	For information on international equivalent qualifications, please refer to our <a href="#">International Office website</a> .
<b>English language requirements</b>	Profile C 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>	Unfortunately, we are unable to accept non-standard applications for this programme. Applicants must meet the entry requirements stated above.

## 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>Two references (at least one clinical reference and, if possible, one academic reference)</b>	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. 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 extenuating circumstances.
✓	<b>Personal statement:</b>	Personal statements should highlight the motivation for applying for the course, and any relevant experience and/or skills.
✓	<b>Programme specific personal statement requirements</b>	The candidate should state their motivation for undertaking this programme, together with any relevant experience that might enhance their application. An indication of relevant clinical case experience which might contribute to the practice component of this course would also be useful.
✓	<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>	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

✓	<b>Clinical Doctorate in Psychology (DClinPsy) or Doctorate in Educational Psychology (DEdPsy) certificate:</b>	(or international equivalent recognised by the BPS). We require colour scans of original documents and certified translations of documents issued in any language other than English.
✓	<b>Evidence of BPS accredited knowledge dimension (adult or paediatric).</b>	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.
✓	<b>Practice plan</b>	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.
✓	<b>Backdating documents (if applicable)</b>	<p>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:</p> <p>i) Backdating overview form: this details the period you wish to backdate as well as your place of employment and supervision during this period;</p> <p>ii) Supervision Log: log of supervision sessions undertaken during the period you wish to backdate;</p> <p>iii) Case Log Summary Sheet: overview sheet of relevant cases seen during the backdated period.</p> <p>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 and after you receive an offer, but documents will be made available during the application process and you should aim to submit these forms before course induction.</p>
<b>Optional Document</b>		
	<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 state their current average grade in the online application form.</p>
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## 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 using the following criteria:

- Academic achievement
- English language proficiency (where applicable)
- Academic and/or Clinical references
- personal statement

### 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 Equality & Diversity policy.

### 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 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 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, 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 [psychology-pg-admissions@bristol.ac.uk](mailto:psychology-pg-admissions@bristol.ac.uk) to make a formal request.

## 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 will be treated confidentially and will help us to assess your academic performance fairly considering 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 if available on the relevant [prospectus entry](#) for this programme.

### 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](#).

### 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.