Notes for the completion of the Application Form
For the UCD Doctoral Programme in Clinical Psychology 2020

Overall application
1. Please complete the application form appending additional pages as necessary.

2. Please do not alter the section headings in the application form and complete every section fully taking account of specific directions given in these notes.

3. Please return 10 copies of your application by the closing date. The application fee of €50 should be paid online by clicking on the below link and following the instructions.
   https://sisweb.ucd.ie/usis/W_CR_DISPLAY.P_WEB_PAYMENT?p_linked=Y&p_rsrc_code=FIN076
   Once payment is made an email receipt is sent automatically to the course administrator.
   Please return your application by post to: Muriel Keegan, Programme Administrator, Clinical Psychology Programme, Room G218, UCD School of Psychology, Newman Building, University College Dublin, Belfield, Dublin.
   Hand deliveries may be dropped into a marked box outside G218 (located on the second floor of the Newman Building) from the week beginning the 27th January 2020. This drop box will be closed at 5.00p.m. on Friday 31st January 2020.
   Non-EU applicants (living outside Ireland and the EU) may on request e-mail their applications to clinicalpsychologyadmin@ucd.ie

4. Enquiries about the course may be made to the Course Administrator, Muriel Keegan at Telephone: +353-1-716-8120 clinicalpsychologyadmin@ucd.ie

5. Each of the 10 copies of the application form must have a clear passport-sized photo attached to the top right hand corner in the designated space. An application form may be copied nine times if a good (clear) copy of the photo is present on all ten copies of your application form. The photograph may be glued onto the application form or scanned into the space provided (a scanned photograph is preferable). Please do not use staples or paper clips to secure the photo in place.

6. On the first page give names, correspondence addresses, phone numbers and email addresses of two referees who may be contacted. One reference should be an academic and the second should be an employment reference (i.e. someone who is in a position to give a reference on your clinical abilities). References will be collected subject to an offer of a place on the programme.

7. Double check that you have addressed all items on the checklist before submitting your application. Each copy of the application form should be copied single-sided, stapled once on the top left hand corner (please, no paper clips and/or additional binding).

8. Sign the declaration on all 10 copies of your application.

Section 1. Sponsorship preferences
9. On page 2, indicate your sponsoring agency preferences by placing the number 1 beside your first preference, the number 2 beside your second preference and the number 3 beside your third preference. The specific areas linked to each sponsoring agency are as follows: 1. HSE CHO Area 8 – Longford/Westmeath; 2. HSE CHO Area 8 – Laois/Offaly; 3. HSE CHO Area 8 - Louth and Meath; 3. HSE CHO Area 5 - South East Regional Area encompassing the geographical regions of Carlow/Kilkenny, Waterford and Wexford. A HSE Disability option is also listed as is an option for St. Patricks Mental Health Services. If you are offered a place on the course, every effort will be made to arrange for you to be sponsored by your preferred agency. If you are offered a place on the course you will be required to complete most of your placements in your sponsoring agency, to decide on your research thesis topic in collaboration with your sponsoring agency and to be available to spend 3 years after graduation working in the HSE. Your selected sponsors are your prospective employers for the next 6 years, therefore they will be interested in the reasons you give for your sponsorship preferences. 10. State your reasons succinctly
11. These procedures which have been in operation for trainees on the UCD clinical psychology course over the past number of years, are all subject to review in light of future national developments in the funding of clinical psychology training. As such sponsored places on the programme are always offered on a provisional basis until confirmed through the offer of a contract of employment from the relevant sponsoring agency.

Section 2. Secondary school education
12. On page 3 in section 2, list the subjects (such as maths, physics, geography etc.) in which final year secondary school exams (such as the leaving certificate or A levels) were taken. For each subject, give the Grade (A, B, C etc.), Level (higher or lower) and Points received. Then calculate your total point score. Please be sure to indicate the level of the Leaving Certificate subject taken (Higher or Lower). Failure to indicate the level will be interpreted to as an exam taken at Lower level.

13. For A levels calculate your average percentage by summing scores and dividing by the number of subjects taken. For example if you obtained 80% in Maths, 60% in Physics, and 70% in Biology, your average percentage would be \( \frac{80+60+70}{3} = 210/3 = 70\% \). International applicants may insert a GPA for each final exam taken at High School level.

14. For candidates educated outside Ireland and the UK, also specify results in oral and written exams taken to evaluate competence in using the English language, please see the international web pages for further information: [http://www.ucd.ie/international/study-at-ucd-in/what-can-i-study/graduate-programmes](http://www.ucd.ie/international/study-at-ucd-in/what-can-i-study/graduate-programmes)

Section 3. Primary Degree in Psychology
15. On page 3 in section 3, please indicate your primary degree in Psychology such as your BA or BSc degree, or postgraduate psychology qualification such as a H Dip or Masters in Psychology if this is your primary psychology qualification. Please specify the level at which your primary degree was awarded (e.g. 2.1 or 1st) and the overall percentage (e.g 68%) or GPA.

16. Please specify if your degree confers eligibility for graduate registration with the Psychological Society of Ireland. Most honours degrees in psychology from universities in Ireland and the UK confer eligibility for PSI. However, if you are uncertain about this, contact PSI.

17. On the application form indicate that you have included a photocopy of your course transcript and a photocopy of your birth certificate if you received your degree from a college other than UCD. Only one copy of your transcripts and birth cert are required (not ten).

18. If you have previously attended UCD please give your Student Number.

Section 4. Postgraduate Degree in Psychology
19. On page 3 on section 4, specify if you have been awarded masters or doctoral postgraduate degrees in research psychology, counselling psychology, psychotherapy, health psychology, applied psychology, organizational psychology and educational psychology. Give the level at which your degree was awarded (e.g. second class honours) and the percentage (e.g. 68%).

20. Indicate the proportion of the programme that involved coursework, placement and research by, for example noting coursework = 80%, placement = 0%, research = 20% for a taught masters degree in health psychology, with much coursework and a minor thesis.

21. If you are undertaking a research degree such as an M Litt or PhD, indicate when you expect to graduate as accurately as possible. Please also include the title of the thesis on this form.
22. Indicate that you have included a photocopy of your course transcript and a photocopy of your birth certificate if you received your degree from a college other than UCD. Only one copy of your transcripts and birth cert are required (not ten).

23. If you have previously attended UCD please give your Student Number.

Section 5. Other training
24. Please complete all relevant sections. Some candidates will have information for all three sub-sections while some will have information for two or one. This section is appraised in its totality so do not be concerned if you have a sub-section(s) that is blank. On page 4 in section 5 (a) list all other primary and postgraduate degrees, or diplomas. If you completed a degree prior to completing a postgraduate conversion programme please list it here. If you have another professional training degree (teaching, nursing, SLT, OT, social work etc) it should be listed here. For example:

5 (a) Other university diploma/degree level qualifications:

<table>
<thead>
<tr>
<th>Dates</th>
<th>Name of University</th>
<th>Degree</th>
<th>Level of Award</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>University College Dublin</td>
<td>BSc Nursing</td>
<td>2.1</td>
<td></td>
</tr>
<tr>
<td>Add as many rows as needed</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

25. On page 4 in section 5 (b) list any certificate level training you have completed. For example a formal certificate in counselling skills or family therapy could be listed here:

5 (b) Other relevant certified training:

<table>
<thead>
<tr>
<th>Dates</th>
<th>Number of hours per week</th>
<th>Certificate/Training Name</th>
<th>Awarding Body</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept 15th 2018 to Dec 15th 2018</td>
<td>3</td>
<td>Foundation certificate in counselling skills</td>
<td>City of Dublin Education and Training Board</td>
</tr>
<tr>
<td>Add as many rows as needed</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

26. On page 4 in section 5 (c) list all other training experiences, or Continuous Professional Development workshops you attended. Please describe events accurately in terms of numbers of days or hours involved. Vague or missing time information will be treated as 1 hour. Include items directly relevant to psychology (for example, a workshop on counselling skills) but also items with less direct relevance (such as a workshop in drama). Do not list items here that are covered in previous section – for example do not list workshops you attended that were part of a previously listed degree or training (e.g., training in psychometrics completed as part of a masters in applied psychology). A sample completed section is below:
5 (c) Other relevant continuous professional development:

<table>
<thead>
<tr>
<th>Dates</th>
<th>Duration in days or hours</th>
<th>Training Name</th>
<th>Trainer/Event/Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept 16th 2018 to Sept 16th 2018</td>
<td>3 hours</td>
<td>Introduction to Compassion Focused Therapy</td>
<td>Prof Paul Gilbert – Compassion Focused Therapy Annual Conference Pre-Conference Workshop, London</td>
</tr>
<tr>
<td>Oct 5th 2018 to Oct 6th 2018</td>
<td>2 days</td>
<td>Using the Power-Threat Meaning Framework with Adults Attending Mental Health Services</td>
<td>Dr Lucy Johnston, Psychological Society of Ireland CPD workshop, Dublin</td>
</tr>
</tbody>
</table>

Add as many rows as needed

Section 6. Relevant research experience
27. In section 6 on page 4, list all relevant research experience including undergraduate research projects, graduate research projects, clinical research assistant experience, computing skills & qualifications, statistics qualifications, theses, presentations, peer reviewed publications, & technical reports.

28. Please only included actually published work. Only include peer-reviewed publications in academic journals. Do not include articles written for newsletters like the Irish Psychologist. Do not cite your work as ‘In Press’, unless it has been accepted for publication by a journal or publisher. Similarly please only list actually published technical reports.

29. Short listing judgements are made on how well you have used available opportunities for research.

Section 7. Relevant clinical work
30. In section 7 on page 5, list all relevant clinical work experience including work done before, during and since obtaining a primary degree in psychology. This is a vital section for your selection so we suggest the following guidance for its completion. An example of the information and type of presentation we would like is also provided below.

31. For each post, clearly indicate:
Columns 1 & 2: The duration of your employment in months.
Column 3: The name and address of your employer.
Column 4: The profession of your supervisor (e.g. clinical psychologist, counselling psychologist, psychotherapist, social worker etc.) and the number of hours per week of formal supervision. Only include formal supervision. If you omit this information we will assume that you did not receive formal supervision.
Column 5: There are 3 things we would like to know here: (a) Please indicate the title of the post held; (b) indicate if your post was an employment by salaried contract, or an "honorary"/"voluntary" post (contracted or otherwise) that was unpaid or subject to a minor stipend/payment, and (c) the number of hours per week you worked. Please ensure you have included all 3 pieces of information.
Column 6: Responsibilities and competencies. Please only list those activities you were directly responsible for, or developed competence in. Do not exceed the 50 word limit (the example below has 49 words). If you held more than one clinically relevant post we would like to hear about them so please make multiple entries providing all information each time to capture the full extent of your experience since graduation.
7. Relevant clinical work experience. (Please list from most recent. Append additional page if necessary)

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Employer's name and address</th>
<th>Supervisor's name, occupation, &amp; number of hours of formal supervision per week</th>
<th>Post details</th>
<th>Responsibilities and competencies developed in post (50 words max per post)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 2016</td>
<td>Dec 2017</td>
<td>1. Health Service Executive Primary Care Services, Dundalk, Co. Louth.</td>
<td>Supervisor: Dr Mary Smith, Senior Clinical Psychologist. 1 hour formal supervision per week</td>
<td>Assistant Psychologist on a salaried contract working 36 hours per week</td>
<td>Supported clinical psychologists running group programmes for anxiety (Friends Programme) and parenting skills (Parents Plus). Administered pre and post intervention assessment measures, prepared weekly group materials, observed groups, debriefed with facilitators, contributed to final reports post intervention. Service audit. Participation in monthly journal club &amp; weekly psychology team meetings.</td>
</tr>
</tbody>
</table>

32. If you include undergraduate or postgraduate placement experiences here, specify this.

Section 8. Personal statement and other information

33. Outline in no more than 300 words your reasons for applying for clinical training and any other information you consider relevant to your application. There is no magic formula for this section.

34. Best of luck…