**Notes for the completion of the Application Form**

**For the UCD Doctoral Programme in Clinical Psychology 2018**

**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 on line 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: The 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 Room F208 (located in the School of Psychology on the second floor of the Newman Building) from the week beginning the 29th January 2018. This drop box will be closed at 5.00p.m. on Friday 2nd February 2018.

Non-EU applicants (living outside Ireland and the EU) may on request e-mail their applications to [clinicalpsychologyadmin@ucd.ie](mailto:clinicalpsychologyadmin@ucd.ie)

4. Enquiries about the course may be made to the Programme Administrator, [clinicalpsychologyadmin@ucd.ie](mailto:clinicalpsychologyadmin@ucd.ie) at Telephone: +353-1-716-8120.

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 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 **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 and alternative funding routes

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. 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 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. State your reasons succinctly and do not exceed 50 words.

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.

This section also contains a space for potential EU and non-EU candidates to indicate alternative funding sources available to them. International Non-EU students may provide information on Governmental, other Institutional, or Self-Funding opportunities secured by them. Applicants from Ireland and other EU countries also have the opportunity in this section to indicate that in the event that the traditional sponsored funding arrangements are unavailable for the 2018 intake they would consider accepting a self-funded place should that become available instead. Graduate student loan facilities – where you can borrow from a commercial bank your fees and a stipend to support living expenses repayable after graduation - may be available to support applicants who wish to consider this route and in the event this self-funded option comes into consideration we can provide details on how to apply for this and the rate of interest and repayment charged by that lending institution. Indicating that you would or would not consider a self-funded place will not in any way effect your application for a traditionally sponsored place on the programme.

**Section 2. Secondary school education**

10. 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.

11. 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

{80+60+70}/3=210/3 = 70%. International applicants may insert a GPA for each final exam taken at High School level.

12. 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>

#### Section 3. Primary Degree in Psychology

13. On page 3 in section 3, specify the level at which your primary degree (such as BA or BSc) or psychology postgraduate conversion diploma (such as H Dip Psych) was awarded (e.g. 2.1) and the overall percentage (e.g 68%) or GPA.

14. Also 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.

15. 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).

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

**Section 4. Postgraduate Degree in Psychology**

17. 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%).

18. 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.

19. 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.

20. 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).

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

**Section 5. Other training**

22. On page 4 in section 5 list all other primary and postgraduate degrees, certificates, diplomas, training experiences, CPD workshops and so forth. If you have another professional training degree (teaching, nursing, social work etc) it should be listed here.

23. If you are describing CPD events accurately indicate the number of days training involved in certificate courses and workshops.

24. For diplomas and degrees indicate the number of academic years study involved.

25. Include items directly relevant to psychology (for example, a workshop on counselling skills) but also items with less direct relevance such as a diploma in drama.

26. Do not list items here that are covered in previous sections. For example, do not list workshops on therapy skills you attended that were part of your masters degree course in psychotherapy.

**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, publications, & technical reports.

28. Do not cite your work as ‘In Press’, unless it has been accepted for publication by a journal or publisher.

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)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **From** | **To** | **Employer’s name address** | **Supervisor's name, occupation, & number of hours of formal supervision per week**  **.** | **Post details** | **Responsibilities and competencies**  **developed in post**  **(50 words max per post)** |
| Jan 2016 | Dec 2017 | 1. Health Service Executive Primary Care Services, Dundalk, Co. Louth. | Supervisor: Dr Mary Smith, Senior Clinical Psychologist.  1hour formal supervision per week | Assistant Psychologist on a salaried contract working 36 hours per week | 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 &  weekly psychology team meetings. |
| add other posts as needed |  |  |  |  |  |

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.