Guide for applicants to the Postgraduate Diploma in Cognitive Behavioural Psychotherapy

These guidelines have been generated by course staff to help applicants through the process of submitting an online application, understanding the shortlisting and interview process, and responding to offer notifications.

Reading these guidelines carefully will help ensure complete applications are received by the shortlisting committee. This is a popular course and getting a place may require you to compete with other applicants. Applicants will be shortlisted using the criteria outlined below. Applicants who do not meet these criteria may be recommended to complete a Foundation Course offered by the Department to increase their knowledge of Cognitive Behavioural Psychotherapy and give them a higher chance of getting accepted in future years.

This course is offered as a specialised post-qualification course that builds on relevant knowledge and skills already possessed by prospective candidates. Suitable candidates for the course will:
- be currently employed in a healthcare setting and providing counselling or psychotherapy as part of their work, and;
- have achieved a recognised third level qualification in a mental health profession (e.g. as a Clinical or Counselling Psychologist, Psychiatric Nurse, Social Worker, Registrar, Occupational Therapist or Psychotherapist) and;
- have relevant clinical experience and/or evidence of recognised foundation training in counselling/ psychotherapy and;
- have two years or more postgraduate experience, and;
- be on the register of an Irish Regulatory Body, and;
- have achieved at least a 2.1 honours degree* from an Irish university or equivalent result from a university in another country, and;
- be able to obtain Garda clearance from TCD before commencing any clinical aspect of the course, and;
- be able to demonstrate a fluent command of the English language.

*Applicants without a 2.1 honours degree may seek recognition of their prior learning as outlined in the provisions of the university's Recognition of Prior Learning Policy. This learning must be evidenced on the applicant's CV AND through the uploading of relevant supplementary documents. It may be appropriate to upload certificates of completion of short courses and training.
The course director will make a recommendation on the recognition of prior learning for each applicant to the Dean of Graduate Studies. As per the Policy, the final decision on the admission of an applicant to postgraduate study in Trinity is made by the Dean. The Dean will communicate their decision to the Academic Registry staff who are responsible for making admissions offers.

Academic Registry staff can be contacted at (01) 896 4500 or at acdemic.registry@tcd.ie
to help answer questions relating to accessing, completing and uploading documents to the online application. At busy times of the academic year i.e. coming up to the closing date for applications , during assessment periods , and during peak holiday periods you must allow up to ten days for a response from TCD staff to queries or to receive updated notifications.

We recommend that you leave plenty of time to prepare your application. Aim to submit a week out from the deadline. This will ensure that you receive the support that you may require from TCD staff.
A valid application must include the uploading of all of the documents on the checklist on the next three pages. If we do not have the necessary documents, it will likely lead to you not being considered for the course in the forthcoming academic year.

Note: It is the applicant's responsibility to ensure that all the relevant supplementary documents including references are uploaded to their online application. Each document should be saved with your name and the type of document being provided e.g. Joe Blog's CV. The details on each document must be clearly legible on a computer screen. It is recommended that applicants type their reasons for completing the course on the supplementary document. One document should be uploaded per requirement e.g. if your transcript is five pages long, please scan in all five pages into one document and upload.

Criteria	Present and meets the standards necessary
1. OFFICAL TRANSCRIPTS a. An official paper-based confirmation of grades, detailing each year of study and the overall final result. This should appear on university headed paper. A transcript should be provided for each university course completed. If these transcripts are in a language other than English, please provide official certified translations as well as copies of the original documents. These documents should have an original certification stamp, certified by a notary or your university.	Please upload a digital or scanned version as part of your online application ☐
2. DEGREE CERTIFICATE a. An official parchment of the award of the degree (where applicable). A degree certificate should be provided for each course completed.	Please upload a digital or scanned version as part of your online application ☐

3. ENGLISH LANGUAGE COMPETENCY
In the case of applicants whose first language is not English and who have not been educated through the medium of English for at least a year at university level, proof of required grades of English Language competency are required as listed below:
    • IELTS (Academic version) and IELTS Indicator: Grade 6.5 overall
    • TOEFL: 88 internet-based, 570 paper-based, 230 computer-based. The test taken here should be TOEFL IBT
    • University of Cambridge:
    Proficiency Certificate, Grade C or better (CEFR Level C1 or C2)
    Advanced Certificate, Grade C or better (CEFR Level C1 or C2)
    • Pearson Test of English (Academic) - PTE Academic: a minimum score of 63 to be eligible (with no section score below 59)
    • Duolingo English Test: minimum overall score of 110/160, dated since January 2020
 	
Please note that test scores are only valid for 2 years.
	If appropriate (i.e. English not your first language), please upload a digital or scanned version as part of your online application
	
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Criteria	Present and meets the standards necessary
4. CV a. A detailed CV outlining education and work experience over the last five years immediately preceding admission is required. There is no requirement to provide a personal statement or a detailed history of work experience on the application form.	Please upload a digital version as part of your online application ☐
5. REFERENCES When an application is submitted, the two nominated referees will receive an email with a link to download the reference template, complete and upload to the TCD application system on behalf of the applicant. Applicants who need to amend referee details or add new referee details (up to a total of four), will be able to do so by contacting the postgraduate admissions team in the Academic Registry. References may be provided by two academic referees or else by one clinical referee and one academic referee. The same reference template is sent to academic and clinical referees. Please note that two clinical references or a personal reference cannot be accepted in place of an academic reference. Clinical referees should not fill out Part 2 of the reference form that refers to the applicant's academic history. If the standard template is not used, the reference must be on headed paper, signed and dated by the referee within the last two years. The reference should be saved as a reference for the applicant by the named referee e.g. Mary Blog's academic reference for Joe Blogs. Referees may upload their reference using the link provided, give the reference to the student to upload to their application or return the reference directly to the Academic Registry by email or by post.	Please get referees' consent to provide a reference and instruct them that they will need to upload a digital or scanned version as part of your online application ☐
6. SUPPLEMENTARY DOCUMENTS a. It is compulsory to complete and upload the supplementary course document outlining reasons for applying for the course; post-qualification experience using the CBT model; what was helpful about this experience/training using the CBT model; details of formal case supervision received for therapeutic work and how this has helped in your work; and the personal qualities for working therapeutically with clients. This form is available to download from the online application.	This is an important form which allows us to more accurately assess a student's suitability for the course Please upload a digital version as part of your online application ☐

Criteria	Present and meets the standards necessary
7. FEES a. Applicants should read carefully the EU Status guidelines on the online application form. An EU applicant is one who meets the criteria outlined in the first three statements in this section. If you tick the '*I do not fall under any of these categories outlined above*' box, then your application will automatically default to a non-EU Status. b. Eligibility for EU fee status is based on providing evidence of residency in the EU for three of the last five years. Part-time workers or applicants in receipt of state benefits must upload documents showing Social Welfare payments or a P60 certificate. Failure to do this will result in an applicant being categorised as a non-EU applicant who is liable for higher fees. c. A deposit of €500 must be paid online at mytcd.ie before you can accept a conditional or unconditional offer. d. Your finance department must complete this Sponsorship form on your behalf which is available at https://www.tcd.ie/academicregistry/assets/PDF/Sponsorship%20Form.pdf and email it to the fees team in the Academic Registry. e. It will only be possible for you to complete the fees section of the online registration form if the Academic Registry staff have confirmed that they have received this sponsorship form. Otherwise the balance will show the full amount of the fee due to be paid by the applicant.	If appropriate (i.e. You have been working part-time in Ireland or have been living abroad for more than two of the last five years), please upload a digital or scanned version as part of your online application ☐ If appropriate (i.e. You are being funding by the NMBI or another organisation) email sponsorship form to academic.registry@tcd.ie

After you have completed and submitted your application, you will receive a confirmation into the in-tray of your TCD user account with details on how to return to your application page, track and review your application and upload any additional documents. If you are having difficulty logging back into your online application, you should check your email account for an email on how to access your application. If you still cannot access the application, then you should contact Academic Registry for assistance.

Shortlisting of applicants will occur in April and offers are likely to be made in May. Once your application has been reviewed you will receive a notification by email to log back into your TCD user account. Applicants will be advised if they are required to upload any additional documents and if they have received a course offer. A deposit of €500 must be paid online to accept either a conditional or unconditional or firm offer.

Applicants who have paid their deposit and accepted an unconditional or firm offer may email the course director Dr Brian Fitzmaurice at b.fitzmaurice@tcd.ie with a request to defer their place. Copying the course administrator at cbtdip@tcd.ie on this email. If the course director approves this request the decision will be communicated to the Admissions team in the Academic Registry and the applicant by

email. The applicant's admissions record will be updated after the beginning of the academic year so they may continue to receive some further communication about the course offer until this record is updated. An applicant may defer their place for a maximum of two years and must confirm with the course staff by June of the year that they are due to join the class if they are going to register that year.

Academic Registry staff can also be contacted with any queries relating to the acceptance of offers, funding or registration. Successful applicants will receive a further notification from the Academic Registry in August to log back into your application located at mytcd.ie with instructions on how to register.

Thank you for reading and following these instructions. We look forward to receiving your application. Best of luck.