Guide for applicants to the MSc 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 process and responding to 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 Postgraduate Diploma or 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:

• have achieved a recognised third level qualification in a health profession (e.g. psychology, nursing, social work, medicine) and;
• hold a postgraduate diploma in a cognitive or behavioural psychotherapy or an equivalent training qualification in a cognitive or behavioural psychotherapy, and;
• have in addition conducted a further 40 hours of supervised cognitive or behavioural psychotherapy since completion of their diploma course or equivalent qualification, and;
• submit a case study and recent recording of a therapy session prior to a selection interview, and;
• be able to demonstrate a fluent command of the English language, and;
• It is desirable that applicants are accredited members of a recognised CBT organisation such as Cognitive Behavioural Psychotherapy Ireland or the British Association for Behavioural and Cognitive Psychotherapies.

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. Allow sufficient time for any unanticipated issues to be resolved. It is your responsibility to ensure that you can access the online form and make a therapy recording.

A valid application must include the uploading of all the documents on the checklist below, the correct submission of your clinical recording and the emailing of your letter of funding to the Academic Registry as appropriate. If we do not have the necessary documents or if we do not receive your recording as per the submission guidelines 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 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.

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<th>Criteria</th>
<th>Present and meets the standards necessary</th>
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<td>1. OFFICIAL TRANSCRIPTS</td>
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<td>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 course completed.</td>
<td>Please upload a digital or scanned version as part of your online application ☐</td>
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<td>b. 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.</td>
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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.

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, proof of required grades of English Language competency are required as listed below:
   - IELTS: Grade 6.5 (No section less than 6.0)
   - TOEFL: 90 – internet based (with a written score of 21)
   - 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)

An applicant whose first language is not English but who has taken a degree through the medium of English may be eligible provided they did not complete their studies more than two years prior to admission.

Please note that test scores are only valid for 2 years.

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.

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 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 logging back into their application at mytcd.ie
References may be provided by two academic referees (or where appropriate clinical referees). The same reference template is sent to academic and clinical referees.

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. The reference should be saved as a reference for the applicant by the named referee e.g. Mary Blog’s academic reference for Joe Blog.

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.

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.
   b. It is also compulsory to upload your case study by the deadline of the 31st of May. The case study should follow the format of a case study that you would submit for your coursework. The following sections must be included: Introduction, Presenting Problem, History, Conceptualisation, Course of Therapy, Outcome and Discussion. It must be for a case seen within the last six months and be no more than 10% greater or lesser than 2,000 words. The word count must be on the front page along with your name.
   c. 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. 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.
### 7. RECORDING OF THERAPY SESSION

- **a.** Two copies of a recording from a CBT session that took place within the last six months is required. The case does not need to be the same as the one used for the case study. It must be a full-length session i.e. all the recording is from the one session which should be an hour in length.
- **b.** The recording can either be submitted on a DVD or a CD. You must write your name, patient identifier and session number on the disc using a DVD/CD specific pen to prevent the details rubbing off and to reduce the risk that the cover may become separated from the disc at any point during the assessment process.
- **c.** A summary sheet with a brief description of the session should accompany each recording that you submit.
- **d.** If you are not using registered post, then you should arrange with the course administrator in advance of the deadline to sign over the recording. Under no circumstances should recordings be left at the main hospital reception or put directly into the pigeonhole of the course administrator.

**Criteria**

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<th>Please send two copies of the recording and summary sheet by registered post to arrive by 5pm on 31st of May.</th>
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<td>FAO The Course Administrator TCD MSc in CBT East Wing Office Suite St Patrick’s University Hospital, Steeven’s Lane, Dublin 8</td>
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### 8. FEES

- **a.** Letters of funding must be emailed to the Academic Registry fees team in advance of you receiving an invitation to register online in August.
- **b.** It will only be possible to complete the fees section of the registration form if the Academic Registry staff have confirmed that they have received this letter of funding. Otherwise the balance will show the full amount of the fee due to be paid by the applicant.

**Criteria**

| If appropriate (i.e. you are being funding by the NMBI or another organisation) email letter of funding 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.

Academic Registry staff can be contacted at (01) 896 4500 or at academic.registry@tcd.ie with any queries related to the uploading of documents, acceptance of offers or registration. At busy times of the year and during peak holiday periods (July/August) you must allow up to ten days for a response from TCD staff to your queries or to receive updated notifications into your in-tray on your TCD user account or to your email. We recommend that you frequently check for updates after submitting your application.

Shortlisting of applicants will occur during the first week in June and those who are successfully shortlisted will be contacted by email by the course administrator in the middle of June. After the interviews which typically take place in late June 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 an offer.