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. as a Clinical or Counselling Psychologist, Psychiatric Nurse, Social Worker, Psychiatrist, Psychotherapist or Occupational Therapist, 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;
- be able to demonstrate a fluent command of the English language, and;
- be able to obtain Garda clearance from TCD before commencing any clinical aspect of the course, 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 and complete the online form by the deadline.

A valid application must include the uploading of all the documents on the checklist below and the emailing of your letter of funding to the Academic Registry as appropriate. If we do not have the necessary documents 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 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. 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.
<table>
<thead>
<tr>
<th>Criteria</th>
<th>Present and meets the standards necessary</th>
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<tbody>
<tr>
<td>1. OFFICIAL TRANSCRIPTS</td>
<td>Please upload a digital or scanned version as part of your online application ☐</td>
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<tr>
<td>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>
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<tr>
<td>2. DEGREE CERTIFICATE</td>
<td>Please upload a digital or scanned version as part of your online application ☐</td>
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<tr>
<td>An official parchment of the award of the degree (where applicable). A degree certificate should be provided for each course completed.</td>
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<tr>
<td>3. REFERENCES</td>
<td>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 ☐</td>
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<tr>
<td>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.</td>
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<tr>
<td>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. The contact details for the academic registry staff are at the end of this document.</td>
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<tr>
<td>Two academic referees may provide references or a clinical referee may provide one reference and an academic from an Institute of Higher Education that you attended may provide the other reference.</td>
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<td>The same TCD 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.</td>
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<tr>
<td>If the standard TCD 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 Blogs.</td>
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<td>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.</td>
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<td>4. CV</td>
<td>Please upload a digital version as part of your online application ☐</td>
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<td>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.</td>
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5. SUPPLEMENTARY DOCUMENT

It is compulsory to complete and upload the supplementary course document outlining your reasons for applying for the course.

You will need to consider following questions and to provide your answers on the document:

- What has been your post-qualification experience using the CBT model and what was helpful about this experience/training using the CBT model?
- Details of formal case supervision that you have received for therapeutic work and how this has helped in your work.
- Personal qualities for working therapeutically with clients.
- Describe your areas of CBT research interest.

This is an important form, which allows us to more accurately assess your suitability for the course.

Please download the template from the online application, type your answers and then upload a digital version as part of your online application.

6. 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.

If appropriate (i.e. English not your first language), please upload a digital or scanned version as part of your online application.

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. 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.

Criteria

b. Letters of funding must be emailed to the Academic Registry fees team in advance of you receiving an invitation to register online at the beginning of August.

c. 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.

d. A deposit of €500 must be paid online through the mytcd.ie portal to accept an offer. Usually, applicants who have been approved for employer funding are required to pay this deposit themselves and to seek a reimbursement from their employer.

After you have completed and submitted your application, you will receive a confirmation into the in-tray of your TCD user account at mytcd.ie with details on how to return to your application page, track and review your application and upload any additional documents. On your mytcd.ie home page, you should also have access to a tab called My Applications. You should be able to use this tab to add documents to support your application after you have submitted it.

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 (e.g. 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.

Thank you for taking the time to read these instructions and for following the instructions herein. We look forward to receiving your application. Best of luck.