Application Guidelines 2017-18

MSc Speech and Language Therapy

September 2017 entry
Application Guidelines 2017-18

How do I apply?

Please read the following guidance in its entirety before completing your application through the online postgraduate application system (OPAS).

When should I apply?

Applications will open on 4 October 2016 for all applicants. When applying you must provide your full official name as specified in your passport or birth certificate.

<table>
<thead>
<tr>
<th>Event</th>
<th>UK / EU / EEA applicants</th>
<th>Non-EEA applicants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Deadline</td>
<td>4pm (GMT) on 1st December 2016</td>
<td>4pm (BST) on 30th May 2017</td>
</tr>
<tr>
<td>Deadline for receipt of reference</td>
<td>4pm (GMT) on 1st December 2016</td>
<td></td>
</tr>
<tr>
<td>Shortlisted applicants notified</td>
<td>13th January 2017</td>
<td>Summer 2017</td>
</tr>
<tr>
<td>Interviews take place</td>
<td>6th Feb 2017</td>
<td>Summer 2017</td>
</tr>
<tr>
<td></td>
<td>7th Feb 2017</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9th Feb 2017</td>
<td></td>
</tr>
<tr>
<td></td>
<td>13th Feb 2017</td>
<td></td>
</tr>
<tr>
<td></td>
<td>17th Feb 2017</td>
<td></td>
</tr>
<tr>
<td></td>
<td>20th Feb 2017</td>
<td></td>
</tr>
</tbody>
</table>

If you are shortlisted and notified of an interview you will be asked to select an interview date in February 2017. Interview dates are allocated on a first come, first served basis. Only applications made before the deadline, with all extra required information and reference provided will be considered for interview.

Our decision will be communicated to you by email. Please ensure you add the following email addresses to your contacts list to ensure you receive this:

health@city.ac.uk
info@city-university-london.co.uk

What additional documents should I provide with my application?

You must provide the following documents:

1. your current and/or previous academic record
2. an academic reference*
3. a written personal statement
4. a written additional statement answering our questions listed on page 4
You can track the receipt of these additional documents at:
https://evision.city.ac.uk/urd/sits.urd/run/siw_lgn. As this checklist is updated manually it can
take up to 5 working days for this checklist to be updated with documents received with the initial
application during peak times.
*You must ensure you download the reference request form from
http://www.city.ac.uk/courses/postgraduate/speech-and-language-therapy > How to Apply and
forward to your referee to send to us directly through SHSReferences@city.ac.uk no later than the
deadline specified above.

If any of these parts are still outstanding by the deadlines outlined above then we will not be able
to assess your application and it will be withdrawn.

1) Academic Record

Qualifications and experience
Please ensure you include your first degree subject, classification and awarding University, your A
level results (or equivalent) and details of any other higher academic qualifications.

Transcripts and degree certificates are required at the application stage. Please upload these
when requested in the online application.

If you are in your final year of study please upload transcripts of your results to date and ensure
your academic referees confirm your predicted classification.

High School/highest pre-university study
In order to provide us with your full subject and grades please enter your A Level subjects and
results in one box on the application form, rather than include a separate entry for each subject.

For example:

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Subject major</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Record</td>
<td>A-level: Biology, Art, Geography</td>
<td>BBB</td>
</tr>
<tr>
<td>University</td>
<td>A School or College</td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td>United Kingdom</td>
<td></td>
</tr>
<tr>
<td>Award</td>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Mark scheme</td>
<td>Please select</td>
<td></td>
</tr>
</tbody>
</table>

English language qualifications
If English is not your first language you will have to provide documentary evidence of proficiency
through the IELTS academic test at the point of application. Only tests taken within the past two
years can be considered. Please upload your test report form and complete this section to include
the IELTS Test Report Form Number.
2) Reference

We ask that you provide an academic reference. If you have been out of education for a while and this is not possible then we will accept a professional reference instead. It is your responsibility to ensure you have notified your referee you are applying for this course and request they provide a reference on your behalf.

Although you will be asked to provide details of your referees within the application it is your responsibility to follow the below instructions.

Please complete the academic reference form, which will be available under the how to apply section at http://www.city.ac.uk/courses/postgraduate/speech-and-language-therapy with your full name and email address and forward your referee.

Through OPAS you will be able to see if your application has been submitted. Once we receive your reference we will log it onto our database and you will be able to view they have been received through OPAS.

3) Personal Statement

Your personal statement should be uploaded to your application as an additional document. Please use the following naming convention for the filename: Firstname_Lastname_Personal Statement.

Your personal statement should address the following:

- Please indicate any relevant experience that you have such as preparatory courses, workshops, open days, voluntary work, observation etc.

- Please describe what you have gained from any relevant experience in terms of insight into the needs of people with communication disabilities and into the skills required by a speech and language therapist. You may also wish to reflect on your own response to any direct experience you have had of disability.

- Please indicate whether you have a working ability in any language other than English, including British Sign Language (state whether you have completed Stages 1 and 2).

Please ensure your personal statement is no more than 750 words.

4) Written Additional Statement

Please complete in a separate document named in the following format:
Firstname_Lastname_Written Additional Statement

You should list the question above each answer.

Please answer the following questions:

- Describe the factors that have influenced your career choice (100 words approx).
• Reflect on the impact a communication difficulty has had on a person who you have observed, read about or know. Describe some specific things that you have learned from this experience. (200 words approx).

• What are the negative aspects of working as a Speech and Language Therapist? (100 words approx).

Please include the following statement on your written additional statement:

“I declare that the submitted application is my own work, written in my own words.”

You should upload this document in the Personal statement section.

Please note that application forms must be completed in full and CVs are only looked at in addition to a completed application form. There is an option to upload additional documents when completing your OPAS application.

Am I eligible for funding?

Despite initial plans to move away for NHS Bursaries for postgraduate healthcare the Government has decided to extend NHS bursaries for tuition fees and maintenance for postgraduate, pre-registration healthcare courses for 2017/18. See http://www.thefundingclinic.org.uk/a-mature-student/ for further information.

When completing the application form you should enter the following:

<table>
<thead>
<tr>
<th>UK / EU / EEA applicants</th>
<th>Non-EEA applicants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fully sponsored&gt; NHS Student Bursaries</td>
<td>Self-funded (or Sponsor)</td>
</tr>
<tr>
<td>(see below example)</td>
<td>(the example below is for EEA applicants only)</td>
</tr>
</tbody>
</table>

Finance

How do you propose to finance your studies here? City University London requires you to pay any fees charged in connection with your programme of study

[ ] Self-funded [ ] Fully sponsored [ ] Partly sponsored [ ] NHS trust

Name of person/body responsible for paying your fees NHS Student Bursaries

Further information

The NHS sets criteria for assessing eligibility:
http://www.nhsbsa.nhs.uk/Students/Documents/Students/FAQ_3_Am_I_eligible_for_an_NHS_bursary_v2.0_05.2013.pdf
Applications for September 2017 entry can be made if you are holding an offer from 6 March 2017. The deadline for the online application and to submit all supporting evidence is 21 August 2017.

How will I know if you have received all my documents?

Once your application is complete you will be able to track your application status via https://evision.city.ac.uk/urd/sits.urd/run/siw_lgn

Through this we will display any information that is outstanding. As this information is received this will be removed from the outstanding items list. You will also be able to view the status of your application, however any notification of our decision will be made through email so please ensure you add our contact email addresses to your safe senders list or address book.

As the document checklist is updated manually it can take up to 5 working days for this checklist to be updated with documents received with the initial application during peak times.

When will I know if I have been invited for interview?

Applications will be reviewed regularly and you are encouraged to apply before the application deadline.

If you are invited to interview, you will be notified by 20th January 2017. If you received an invitation to interview we will provide you with further details of the interview process.

After interview, you can expect to have a decision on whether you have been successful in obtaining a place by the end of February 2017. Our decision will be communicated to you by email. Please ensure you add the following email addresses to your contacts list to ensure you receive this:

- health@city.ac.uk
- info@city-university-london.co.uk

All students successful in obtaining a place will be invited to the University for a post-offer open day in the spring to see the facilities and speak to our staff and students.

In the event of any technical difficulties

If you begin an application and forget your user name, password or security questions for the online application system please contact the IT Service Desk by phoning 020 7040 8181. You can also log a call online at https://cityuni.service-now.com/survey_take.do?sysparm_survey=Unauthenticated+Call+Logging.
Application enquiries

If you have an enquiry or are have questions about the online application process and would please e-mail health@city.ac.uk. For admissions enquiries please email health@city.ac.uk or call 020 7040 5000.

For enquiries regarding NHS Student Bursaries please visit http://www.nhsbsa.nhs.uk/Students.aspx and https://contactcentreservices.nhsbsa.nhs.uk/selfnhsukokb/AskUs_SB/template-group.do

Please also see http://www.city.ac.uk/study/postgraduate/funding-and-financial-support for information on funding and financial support for postgraduate students.