Application Guidelines 2018-19

MSc Speech and Language Therapy

September 2018 entry
Application Guidelines 2018-19

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></th>
<th>UK / EU / EEA applicants</th>
<th>Non-EEA applicants</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Application Deadline</strong></td>
<td>4pm (GMT) on 28th February 2018</td>
<td>4pm (BST) on 30th May 2018</td>
</tr>
<tr>
<td><strong>Deadline for receipt of reference</strong></td>
<td>4pm (GMT) on 7th March 2018</td>
<td></td>
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<tr>
<td><strong>Already shortlisted applicants notified by</strong></td>
<td>13th January 2018</td>
<td>Summer 2018</td>
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<tr>
<td><strong>Interviews take place</strong></td>
<td>5th Feb 2018 7th Feb 2018 8th Feb 2018 9th Feb 2018 13th Feb 2018 15th Feb 2018 16th Feb 2018 March interview dates TBC</td>
<td>Summer 2018</td>
</tr>
</tbody>
</table>

* All applications submitted before this date will be considered. Applications made after this date may be considered if places are still available on the course.

If you submitted your application by the closing date of 1st December 2017 and are shortlisted and notified of an interview you will be asked to select an interview date in February 2018. Interview dates are allocated on a first come, first served basis. Only applications made with all extra required information and reference provided will be considered for interview in the first instance.

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

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](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 2</th>
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<tbody>
<tr>
<td><strong>Subject/major</strong></td>
</tr>
<tr>
<td><strong>University</strong></td>
</tr>
<tr>
<td><strong>Country</strong></td>
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<tr>
<td><strong>Award</strong></td>
</tr>
<tr>
<td><strong>Mark scheme</strong></td>
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</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?**

The government is undecided about whether to extend NHS bursaries for tuition fees and maintenance for postgraduate, pre-registration healthcare courses or move towards self-funding. A decision is expected from the Department of Health in December 2017.


**Further information**

The NHS sets criteria for assessing eligibility:
[https://www.nhsbsa.nhs.uk/nhs-bursary-students](https://www.nhsbsa.nhs.uk/nhs-bursary-students)

Personal eligibility calculator available at:
[https://apps.nhsbsa.nhs.uk/SBCalcs/ic/forms/Personal%20Eligibility%20Calculator/new](https://apps.nhsbsa.nhs.uk/SBCalcs/ic/forms/Personal%20Eligibility%20Calculator/new)

When completing the application form, please leave the section on finance blank (as below).

### Finance

If your place has been commissioned via a contract between City University London and your NHS trust you must arrange for the submission of a letter or e-mail by the authorised signatory confirming funding, to the MSc programme administrator health@city.ac.uk.

If you do not know who your authorised signatory is, you can contact the MSc programme administrator by phone 020 7040 5630 or health@city.ac.uk.

Students should only select the ‘Fully sponsored’ or ‘Partly sponsored’ option below if they are having all or some of their tuition fees paid on their behalf by organisations such as government departments, companies, charities or employers. Relatives or friends will not be accepted as sponsors. If your studies are being funded by a family member, friend or acquaintance then please choose ‘Self-funded’.

If you are in the process of applying for sponsorship of your studies but have not yet received confirmation of any formal support then please choose Self-funded for the present time and we will be happy to update your record once your sponsorship is confirmed.

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

Please select

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**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](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.

<table>
<thead>
<tr>
<th>Application status</th>
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<tbody>
<tr>
<td><strong>Title of course</strong></td>
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<tr>
<td>PG Diploma Speech and Language Therapy FT</td>
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<table>
<thead>
<tr>
<th>Status</th>
<th>Outstanding items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your application is being processed.</td>
<td>Additional Written Statement</td>
</tr>
</tbody>
</table>

**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 19th January 2018. 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 2018. 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.