

# Application Guidelines 2024

## MSc Speech and Language Therapy

September 2024 entry

## **Application Guidelines 2024**

### **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 opened on 4<sup>th</sup> September 2023 for all applicants. **When applying you must provide your full official name as specified in your passport or birth certificate.**

	<b><u>UK / EU / EEA / INTERNATIONAL APPLICANTS</u></b>
<b>APPLICATION DEADLINE*</b>	4pm (GMT) on 1st November 2023. Applications that show on our system as being received after this deadline will be classed as late.
<b>Late applications (received after 1st November 2022).</b>	Applications may remain open after 1st November 2023, however, we <b>cannot</b> guarantee that places will be available. If you apply after the deadline please be aware that your application could be withdrawn at any stage.
<b>Applicants notified *</b>	<p>If you apply by the application deadline of 1st November 2023, we aim to contact you week commencing 13th November 2023.</p> <p>Applications must meet our entry requirements and supply a complete application that must include:</p> <ul style="list-style-type: none"><li>• Evidence of degree (this includes pending)</li><li>• Personal Statement</li><li>• Additional questions</li><li>• Reference</li></ul> <p>Incomplete applications will not be processed and will be withdrawn if we do not receive the documents outstanding.</p>

**\* Applications that meet the criteria will be considered. Late applications made after 1st November 2023 may be considered if places are still available on the course. Please read the guidelines in full to ensure you have a complete application as any applications that are not complete will not be considered and withdrawn.**

To be shortlisted for interview, only applications made that meet the entry requirements, have all required information and at least one reference provided will be considered for interview in the first instance.

All decision and correspondence 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](mailto:health@city.ac.uk)

## What documents should I provide with my application?

You must provide the following documents:

1. your current and/or previous academic record
2. one academic reference\*\*
3. a written personal statement
4. a written additional statement answering our questions listed on pages 5 and 6

*\*\*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 [SHPSReferences@city.ac.uk](mailto:SHPSReferences@city.ac.uk)*

**The application itself says to enter referee details, but we do not contact your referees, this is your responsibility.**

An application must be submitted on or before 1<sup>st</sup> November 2023 to be classed as on time. If your application is incomplete, meaning we have not received the 4 documents above at the time of submission, you will be notified via email and given a deadline to submit all outstanding documents. This deadline will be contained in the aforementioned email along with instructions advising how to check what is outstanding.

**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. If you have more qualifications than the spaces provided, then please only put your degree, A levels and GCSEs (or equivalent).

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:*

Qualification 2

**Subject/major**

A Level - Biology Art Geography - BBB

**University**

A School or College

**Country**

United Kingdom ▼

**Award**

Other ▼

**Mark scheme**

Please select ▼

## **English language qualifications**

You will need an IELTS if you meet the following criteria:

- Your degree is not from the UK or a majority English speaking country. More information about what is classed as a majority English speaking country can be found here: <https://www.gov.uk/student-visa/knowledge-of-english>

OR

- You are not a UK citizen that has a GCSE/iGCSE English Language certificate grade C/ 4 or above that has been achieved within the last 2 years

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.

**If you do not provide a suitable IELTS with your application, or your IELTS does not meet the entry requirements, your application will be withdrawn.**

## 2) Reference

Your application number can be found in the email from [application-confirmation@city.ac.uk](mailto:application-confirmation@city.ac.uk) – check your junk mail if this is not in your main inbox.

We ask that you provide one 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. The application form states that it is mandatory to provide two references so you must fill out the details of two referees, however we only need to have **received** one reference at application stage to progress your application to the next stage, interview stage.

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.

**To ensure that your reference has been received by us, we ask that you ask your referee to copy you into the email when sending.**

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.

## 3) Personal Statement

*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.**

**You should upload this document in the Personal statement section.**

#### **4) Written Additional Statement**

*Please complete in a separate document named in the following format as an additional document: 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?**

Funding for the MSc SLT course is available via the student loan system. **Please contact them directly if you have any queries about this bursary.**

### **Further information**

The NHS sets criteria for assessing eligibility:

<https://www.nhsbsa.nhs.uk/nhs-bursary-students>

## **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 by using the login portal contained in the email from [application-confirmation@city.ac.uk](mailto:application-confirmation@city.ac.uk). You will have received this email when you created your account so if you cannot find it check your junk mail. Applications are checked once a week so please be patient once you have submitted your application.

Through this we will display any information that is outstanding. 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.

Application status	
Title of course	Entry month/year
PG Diploma Speech and Language Therapy FT	2015/6
Status	Outstanding items
Your application is being processed.	<ul style="list-style-type: none"><li>Additional Written Statement</li></ul>

## **How will I know if I have been invited for interview?**

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

All completed applications that are shortlisted for interview will be informed via email [health@city.ac.uk](mailto:health@city.ac.uk). If you receive an invitation to interview we will provide you with further details of the interview process.

After interview, we aim to notify you of our decision within two weeks of attending. 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](mailto:health@city.ac.uk)

## **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.

## **Application enquiries**

If you have an enquiry or are have questions about the online application process or admissions enquiries please e-mail [health@city.ac.uk](mailto:health@city.ac.uk).

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](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.