

DPsych Application Process – City University 23-24 Intake

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Application checklist:

- Degree transcripts, certificates, and evidence of any relevant qualifications
- Research proposal (up to 1000 words)
- Service user involvement strategy (up to 300 words)
- Personal statement (no word limit but typical submissions are 1-2 pages in length)
- References x 2 (1 x academic and 1 x employment or relevant voluntary position)
- British Psychological Society letter conferring Graduate Basis for Chartership (GBC)
- Evidence of relevant English language qualifications, where applicable

Please ensure all the above documents are supplied with your application.

The application page that you load documents to is the generic postgraduate application portal. As such, it does not list all the specific documents required for a DPsych application. Please use the above checklist to ensure you have included all the necessary documentation.

You can upload more than one document to each section of your application, as long as they are named separately, they will all be received and processed by the admissions team. You can also upload documents at the miscellaneous section at the foot of the Documents Checklist Tab (Document Upload Review section) on the on-line application.

Important dates:

Event	Date
Applications close	24 February 2023
Interviews begin	W/C 17 April 2023
Successful applicants advised of decision	Mid-May - June 2023

There are two stages to the selection process for the Professional Doctorate in Counselling Psychology at City:

- 1) a written application, which is used by the programme team to short list candidates, and
- 2) an interview process, which is used to select the strongest candidates from the short list.

The programme receives a high volume of applications each year. This inevitably means that selection is competitive and applicants who can demonstrate the strongest applications are most likely to be short listed for interview and offered a place. The team makes its decisions on the basis of evidence gathered throughout the application process.

All applicants must meet the programme's eligibility criteria before applying, as listed below. Those who meet these criteria should submit a written application using the University's

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standard application for postgraduate courses. The written application should clearly demonstrate that applicants meet the criteria.

Please note we will only consider applications that meet the criteria and have included all the required documents. If your application is incomplete, you will be written to and will have to send whatever is required separately before we your application will be considered.

Receipt of applications will normally be confirmed within one week.

Academic Eligibility Criteria:

A 2:1 honours degree or above which confers the Graduate Basis for Chartered Membership (GBC) with the British Psychological Society (BPS) or other first degree with relevant conversion course. The evidence would normally be in the form of a letter from the BPS confirming that you are a Graduate Member and that you have been granted GBC. If you are unsure whether your undergraduate degree confers GBC then please contact the BPS for clarification.

International Equivalences:

If you are applying with an overseas degree, the following is an indication of international equivalents of an upper second-class degree from a UK institution. Please note these figures are intended as a guide only and individual applications will be assessed on a case-by-case basis.

- China: Bachelor degree (Xueshi) in a suitable subject with an overall grade of 75 – 85% (depending on the standing of the awarding institution)
- USA: Bachelor degree in a suitable subject with CGPA 3.2
- India: Bachelor degree in a suitable subject with CGPA 6.5 / overall 65% / 1st Division classification
- Turkey: Lisans Diplomasi or a Mühendis Diplomasi with a minimum CGPA 3.0 or 65%
- Italy: Diploma di Laurea in a suitable subject with a minimum score of 104.

References:

When applying you must provide two referees, at least one must be from an academic referee if you are a recent graduate. Other suitable referees may include a current employer or an organisation where you have undertaken relevant work experience.

An automated reference request will be sent to the email address provided in your application and your referee may submit an electronic reference. References may also be written either on a provided reference form (with an institution stamp) or on headed paper. [Download the reference form \[PDF\]](#).

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We will not be chasing references directly and we are not able to consider an application before both references have been received. It is recommended that you follow this up directly with your referee to avoid delays with your application.

Personal Statement:

Please write a personal statement in which you reflect on both personal and professional considerations when applying for this training. We would like you to demonstrate your ability to write clearly.

The following are suggestions for inclusion:

- Your motivation to train as a counselling psychologist
- Life experience that has led to this decision
- Your personal value system and experience and how this would impact on your clinical work
- Your hopes and concerns about the training and aspirations for the future
- What your strengths and experiences are of clinical work
- Your understanding of the training and how you might meet the demands
- Your experience of research, learning and education more widely
- Your experience of working with those who have backgrounds different from your own.
- How you are able to overcome difficulty personally or professionally
- Why are you applying for the City programme in particular?

There is no word limit, but a typical personal statement will be 1-2 pages in length.

Mental Health Experience:

Substantial (minimum of one year, this does not need to be full-time) experience of mental health/ counselling/ clinical work. We would expect this to include some face-to-face work. Online work will also be considered at this time due to the impact of covid-19 restrictions. Paid or unpaid, we are looking for more than befriending or mentoring and **will not consider healthcare roles outside of mental health**. You will need to show that you are able to conceptualise a client's problems and show that you can work therapeutically with clients on a one-to-one basis. This might include roles such as: assistant psychologist, mental health support worker or healthcare assistant, counsellor and we will consider any setting, ie NHS, charity, private.

Therapeutic/ Counselling Skills Training:

Successful completion of a counselling skills training leading to a certificate (minimum of 35 hours). If you have not taken a counselling skills course, but have other relevant therapeutic training this will be considered. We run a five-day workshop at City which equips you with relevant skills for application although there are other courses available on the market

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[Find out more and obtain a place on the City run Counselling Skills Workshop](#). The work shop will be running in January, April and July 2023.

Research Proposal:

You are required to submit a research proposal as part of your application, demonstrating your capacity to undertake research to doctoral level (this will also be evaluated through consideration of your prior research learning and experience). The research proposal should be original and not related to previously conducted research, and no more than 1000 words. Proposals that exceed this wordcount will not be reviewed. Your proposal should include the following: Research Question, Methodology, Ethical Considerations, Analytic Strategy and Potential Implications for Counselling Psychology Research and Practice.

In addition to your 1000-word research proposal, you are required to outline a strategy for how you will involve/ consult with/ incorporate the views and perspectives of mental health service users in your research. These may or may not be study participants. This can be considered in relation to each stage of the research process including design, evaluation, and dissemination. This service user involvement strategy should be no more than 300 words.

To note, submission of this proposal will not be considered a final choice of research topic if you are successful in your application.

In developing your research proposal, you should consider the following:

Your research should make a valuable contribution to the body of knowledge within Counselling Psychology. In general, you should focus your research on an area that has clear applicability to clinical practice; that is likely to engage practitioners; and that will add to the knowledge base underpinning the clinical practice of Counselling Psychology. This requires consideration of how service user populations might benefit from the outcomes, and how service delivery might be enhanced. You are encouraged to read the British Psychological Society guidance on impact for doctoral research in developing your proposal.

In considering the above, it is important to understand that the existing body of research in Counselling Psychology in the UK, due to the relative youth of the discipline, has often been internally focused on the profession and its practitioners, using small-scale qualitative projects. Rather than perpetuate this in doctoral projects currently undertaken in universities, the drive from the profession is to broaden the considerable annual research effort into areas that are applicable to, and will be valued and esteemed more generally by, applied psychologists working in many different settings including the NHS, forensics, independent and Third Sector services. Methodological choices should also be more widely considered with this in mind.

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Where you plan to carry out your research should also be thought about carefully. There is a common belief that to do research with clinical populations in a service setting (especially the NHS) will be difficult and take time to get the necessary approvals. This is largely a myth. Where there are large, well-organised research and development departments, considerable assistance is often afforded to trainee researchers; student projects are often expedited; and service managers and clinical leads are eager to sponsor research in their services. We encourage trainees to carry out their research in conjunction with one of their clinical placements, though this is not a requirement.

English Language Requirements

If English is not your first language, you need to provide evidence of English proficiency.

We only accept the following English language qualifications:

- A first degree from a UK university or from the CNAA.
- A first degree from an overseas institution recognised by City as providing adequate evidence of proficiency in the English language, for example, from institutions in Australia, Canada, or the USA.
- GCE O-level/GCSE - grade C or above
- CSE - grade C or above
- SEB - grade C or above
- Cambridge Certificate of Proficiency in English - Pass
- IELTS – Overall score of 7 or above and at least 6.5 in each subtest

IT Skills:

All students are expected to be computer literate.

APL/AEC (Accreditation of prior learning / existing competence) Requirements:

It may also be possible to receive APL for certain modules in Year 1 of the programme. A common request is for APL for our module Cognitive Behavioural Approaches in Counselling Psychology. Module APL will only be granted for study at Level 7 (typically High Intensity diploma).

DBS Check/Occupational Health:

All students commencing the Professional Doctorate in Counselling Psychology are required to undergo an enhanced Disclosure and Barring Service (DBS) check (previously known as an enhanced CRB Disclosure). You are advised to [visit the DBS website for further information](#). The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on

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the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

Students are also required to complete an Occupational Health questionnaire prior to admission and to attend an Occupational Health appointment in the first weeks of the course to ensure you have health clearance to practice. Immunisations are required in order to protect both potentially vulnerable service users and the student on clinical placement. Successful applicants will be given specific details of your mandatory appointment during your induction.

The DBS check and occupational health procedures are designed to check whether you are suitable to start the programme. The costs of them are borne by the programme. They do not assess or give any guarantees about whether someone completing our programme will be registered by the HCPC.

Key Academic Staff:

Dr Julianna Challenor (Programme Director),
Dr Aylish O’Driscoll (Deputy Director/ Senior Tutor for Research)
Dr Ohemaa Nkansa-Dwamena (Year 1 Lead)

FAQs:

What qualities are you looking for in a good applicant?

We are looking for a combination of relevant experience, clinical skills potential, capacity to undertake doctoral level research, excellent interpersonal skills, and reflective capacity.

When is the programme taught?

The programme is taught on different days depending what year you are in. In year 1, trainees are required to attend lectures at the University for three terms. Each term is 10 weeks, and all lectures are taught on a Wednesday from 10:00 – 17:00. Please be aware that trainees may occasionally be required to attend meetings and events at the University outside of term time and on other days of the working week than the normal University attendance day. Please note that dates and times are always subject to change for each academic year.

Can I work and complete the programme at the same time?

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The Professional Doctorate is a demanding, full-time programme. Trainees cannot continue working full time alongside it although with good organisational skills many do fit part time work around the requirements of the programme. You should be aware that those who are deemed unable to devote sufficient time to their studies may not be offered a place on the programme. In some cases, trainees have paid work in relevant employment which can provide some of the placement requirements, but this would need to be agreed with the University on acceptance of a place.

Who arranges placements?

It is the trainee's responsibility to find and arrange their own placements. This allows you to build a unique portfolio of clinical placement experience according to your professional interests and desired career direction, provided you obtain a sufficient breadth of experience. Considerable advice and support is offered from the dedicated placement team as well as personal tutors, and the university has a substantial database of placement opportunities across many settings including NHS and Third sector. If your application is successful, on acceptance of the place, you will be sent further information relating to finding placements.

Do placements have to be in London?

No, you can undertake your placements wherever is convenient for you as long as you it meets the programme's requirements, and the placement is approved in advance by the Placement team and your personal tutors. Please be aware that if you live outside London and choose to enrol on this programme, it is your responsibility to be able to attend all teaching in term time and there is an 80% attendance requirement. Living outside London will not be considered to be a valid reason for non-attendance.

Will I be able to apply to become a Practitioner Psychologist if I do this course?

Yes, our course is HCPC approved and accredited by the BPS and provides graduates with eligibility to apply for registration with the HCPC and chartered membership with the BPS. If you wish to practice outside of the UK it is your responsibility to find out from the relevant territory whether this qualification will be accepted. We cannot advise on practising outside the UK.

What are the employment opportunities following completion of the programme?

HCPC Registered Practitioner Psychologists may work in a variety of settings, including the NHS (e.g. inpatient settings, community mental health teams, specialist services such as early intervention with different clinical populations e.g. older adults); the independent hospital sector, forensic settings including HMPS and probation; working in organisations in areas such as occupational health, in the Third (voluntary) sector;

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industry. Government, private practice (including Employee Assistance Programmes) and academic and research settings, among others.