



**QUEEN'S
UNIVERSITY
BELFAST**

**School of
Psychology**

**Doctorate in
Clinical Psychology
Selection Procedures:
Guide for Applicants**

September 2023 Entry

**Closing date: Friday 25 November
2022 at 4.00pm**

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Thank you for your interest in the Doctorate in Clinical Psychology at Queen's University, Belfast.

We invite you to read the following information carefully before completing your application form and we hope that you find it helpful. Please also see our checklist at the end of this guide.

Section One: Welcome

We receive a large number of very high-quality applications to the programme each year – around 300 in total. We welcome all applications that meet our entry criteria and are particularly keen to widen access to our training programme from all areas of society.

This is a three-year full-time course leading to a professional qualification in Clinical Psychology accredited by the British Psychological Society (BPS) as conferring eligibility for Chartered Status and approved by the Health and Care Professions Council (HCPC) for training clinical psychologists. Successful applicants will be offered trainee clinical psychologist salaries with an expectation that they will remain in employment within Health and Social Care in Northern Ireland (HSC), if so required, for a period of at least two years following successful completion of the course. The course is based in the School of Psychology at Queen's University, Belfast and placements are undertaken in a variety of clinical settings throughout Northern Ireland. Please be aware that you will be expected to travel to placements and may need to avail of overnight accommodation which is funded under Agenda for Change terms and conditions.

Details on content and structure are summarised in the current programme specification available at the Queen's University web page:

<https://www.qub.ac.uk/courses/postgraduate-research/clinical-psychology-dclinpsy.html>

We are unable to respond to any requests regarding the suitability of your existing or planned qualifications, courses of study, or relevant experience prior to the submission of your application.

We look forward to receiving your application for September 2023 entry.

Section Two: Why Apply for Clinical Psychology at Queen's?

- The DClInPsy is a three-year fully funded postgraduate research programme. We are the only programme in Northern Ireland who delivers postgraduate education and training for the Doctorate in Clinical Psychology. As such, we provide most of the clinical psychology workforce for the NHS. **YOU ARE NOT REQUIRED TO PAY FOR APPLYING TO OUR PROGRAMME.**

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- In May 2019, the British Psychological Society visited QUB to assess the Doctorate in Clinical Psychology programme and we are delighted that the BPS recommended that the programme retains the Society's accreditation, with no conditions. In addition, the review team highlighted two areas for commendation:

Range and number of research publications by DClInPsy Trainees

Shared vision for training across the programme, School and Faculty

This excellent outcome is the result of hard work by the programme team and their successful collaboration with the School of Psychology and Faculty of Engineering and Physical Sciences. This outcome endorses the quality of our provision of clinical psychologists to work across the NHS in Northern Ireland. We also have recent renewal of HCPC accreditation.

Section Three: How to Apply

Applications are made through the Postgraduate Applications Portal. The notes in this document relate specifically to applying to the Doctorate in Clinical Psychology course and therefore should be followed closely whilst completing your online application.

Please see section 8 of this document for step by step instructions on completing the online application. The Postgraduate Applications Portal is available on the Queen's University web page: https://dap.qub.ac.uk/portal/user/u_login.php

Section Four: Entry Requirements

Qualifications

Applicants must possess, or expect to possess by the course start date, at least an Upper Second Class Honours degree (2.1) or equivalent qualification acceptable to the University, which has been accredited by the British Psychological Society (BPS) as conferring eligibility for the Graduate Basis for Chartered Membership (GBC).

Applicants with a Lower Second Class Honours degree (2.2) in psychology, which has been accredited by the British Psychological Society (BPS) as conferring eligibility for the Graduate Basis for Chartered Membership (GBC), may apply if they also possess a higher degree (e.g. Masters or PhD or equivalent qualification acceptable to the University).

In addition, we accept applications from those who have at least an Upper Second Class Honours degree (2.1) or equivalent qualification acceptable to the University in a first degree other than psychology but who expect to complete, by the course start date, a qualification which confers eligibility for the Graduate Basis for Chartered Membership (GBC) with the British Psychological Society.

Applicants must hold a full current driving licence (valid in the UK) and have access to a car by the course start date. Successful applicants who have declared that they have a disability which prevents them from driving, should have access to a form of transport which will permit them to carry out the duties of the position in full by the course start date.

Graduate Basis for Chartered Membership (GBC)

All applicants must have, or expect to have by the course start date, a qualification in psychology which is recognised by the British Psychological Society (BPS) as conferring eligibility for the Graduate Basis for Chartered Membership (GBC). **You must provide evidence** that your degree confers GBC. A document that only mentions the British Psychological Society (BPS) without confirming GBC is not sufficient. Please see section 8 of this document for acceptable evidence.

Applicants with qualifications from outside the UK or Republic of Ireland, or where GBC is uncertain, should contact the British Psychological Society (BPS).

<https://www.bps.org.uk/postgraduate-study-and-qualifications>

Right to work

In applying for this course you are agreeing that you have the right to work in the UK. A student Visa is not sufficient. If you do not have the right to work in the UK, you cannot be considered

for a funded place on the course. Unfortunately, we do not have capacity for self-funded places for September 2023 entry. For queries about your right to work in the UK you should contact your local British Consul / Embassy or further information is also available at <https://www.gov.uk/check-uk-visa>.

English Language Requirement

Applicants whose first language is not English, or whose previous education and examination qualifications have not been in the English language, will need to provide evidence of English language proficiency i.e. IELTS - Academic* with an overall score of 7.0 and not less than 6.5 in each component or an equivalent qualification acceptable to the University.

*Taken within the last 2 years

Section Five: Demonstrating competencies

The aim of the Doctorate in Clinical Psychology is to train Reflective Scientist Practitioners across **four main domains of competence**. These include Academic, Research, Clinical and Professional/Interpersonal competencies. Applicants are expected to demonstrate these competencies in their application.

Strong applicants will provide evidence of other **academic** achievements, for example, completion of a higher degree and/or **research** or service-related outputs such as publications, conference presentations or grant applications. Throughout your application, you should aim to relate your academic and research experience to clinical practice including your understanding of psychological theory and how it relates to clinical practice as well as critical appraisal and evidenced-based practice. Alternately, evidence of service-related projects is acceptable e.g. service evaluation, audit.

Relevant **clinical** experience can include:

- Working with client groups for example, as an assistant psychologist, healthcare assistant, support worker, mentor, advocate (e.g. working with adults, older adults, children, families).
- Experience in relevant community and voluntary settings e.g. mental health, services for people with disabilities.
- Personal experience e.g. being a carer or expert by experience.
- Supervised practice by a clinical psychologist, other psychologist or healthcare professional e.g. nursing or social work.

You do not need to self-disclose the nature of your personal experience(s) and many people prefer not to, as it is enough to demonstrate how you understand its application to clinical psychology practice.

Demonstrating your **interpersonal** communication skills is required as it is an advantage to evidence how you can work as part of a team as well as cultivate good working relationships with others. It is helpful to show how you can meet the demands of combining academic, research and clinical practice work.

Strong applicants will be able to provide a knowledge and understanding of the **professional** context of clinical psychology including professional issues and ethics. In addition,

demonstrating your knowledge of the NHS and the role of clinical psychology in Northern Ireland and UK is an advantage.

Section Six: General Information

Funding

This application is for both a place on the course and for funding as an NHS employee.

These places are centrally funded by the Department of Health. ONE APPLICATION covers both the application for a place on the course as well as for central funding.

In accepting a funded place, there is an expectation that successful applicants will remain in employment within Health and Social Care in Northern Ireland (HSC), if so required, for a period of at least two years following successful completion of the course.

Selected applicants are recommended to the Business Services Organisation of the Health Service for appointment as trainee clinical psychologists, onto Band 6 of Agenda for Change pay-scales. The minimum salary is £31,365 pa (Band 6 – 2020 figures). They are appointed for one calendar year in the first instance with contracts renewable each year, conditional on satisfactory progress in training. Trainees will be reimbursed for miles travelled in the performance of their duties while on placement which are in excess of the home to base (the university). Current mileage rates are 56p per mile (for annual mileage up to 3,500 miles) and 20p per mile (for annual mileage over 3,500 miles). Agenda for Change terms and conditions apply to reimbursement of expenses associated with undertaking duties while on placement.

Referees

Two references will be sought for all applicants as part of the application process.

- You should provide a referee who can comment on your *academic ability* (academic referee).
- You should provide a referee who can comment on your current/most recent *employment* (paid or unpaid).

You must provide one of each. People who have known you only personally (e.g. family friends) or in the distant past (e.g. schoolteachers) are not usually suitable.

Please advise your referees in advance of submitting your application that they will be contacted by email to request a reference. As soon as you submit your application, they will receive an automated request.

References are required by **interview**.

Equal Opportunities

As a course we are committed to increasing the diversity of the profession and encourage applications from suitably qualified candidates from all sections of the community.

The University's Equality and Diversity Policy may be found at the web page below:
<http://www.qub.ac.uk/directorates/HumanResources/hr-filestore/Fileupload.866894.en.pdf>

Every effort will be made to make reasonable adjustments to training requirements for those successful applicants who have a disability which may impact on training.

Equal Opportunities Data

The Programme analyses equal opportunities data following completion of the selection process to identify potential barriers in the selection process for those with protected characteristics. Findings are used to inform changes in how the Programme is promoted and in the selection process. For candidate's equal opportunities data to be used for the above purpose, they need to opt in.

If you have any comments on the suitability of the categories used in collecting equal opportunities data please feel free to contact us.

How we use the information you give

We use the information you give to produce data for all applicants. All the data is anonymised so no applicant is identified.

The course is keen to ensure that their selection process does not involve any form of discrimination and that the successful group of applicants is representative of the general population. However, certain groups are currently under represented in the profession and it is not clear why. The anonymised data mentioned above allows the course to check if there is any discrepancy between the backgrounds of people applying and those they take into training. Once selection is complete, it is helpful for Programme to have the opportunity to audit, re-checking procedures using batches of applications where the equal opportunities information is known to those working on the project but not to the people assessing the applications.

If you decide to withhold your information your application will not be affected.

Contextual Admissions & Widening Participation

Alongside many other UK courses, we are reflecting on our admissions process and how it may inadvertently favour those from certain backgrounds. We are considering developing contextual recruitment processes. This is based on evidence that contextualising individuals' achievements using additional information about their educational, social and economic background can lead to fairer and more inclusive selection processes.

The Contextual Admissions section of the application form has been developed by the Group of Trainers in Clinical Psychology. The questions have evidence for improving the inclusivity and equity of recruitment processes.

How the data is used

This supplementary form is optional to complete. All the questions in the Contextual Admissions section of your application have Prefer Not to Say options. The information you provide may be used for audit, research and service enhancement purposes e.g. to consider developments to selection processes in future years.

Convictions

All applicants are asked to declare any convictions. A criminal record will not necessarily be a bar to obtaining a position. HSC BSO has a policy on the recruitment of ex-offenders. A copy of the policy is available to all applicants on request. An enhanced police check will be carried out by Access NI on successful applicants. HSC BSO adheres to the Access NI Code of Practice and a copy is available on request. Please see section 7 of this document for further details. A discrepancy between what has been declared and the subsequent police check could be grounds for non-appointment. When an applicant declares a conviction this does not automatically mean that they will not be appointed. A judgment, taking into account the nature and context of the offense and our duty to protect the public, will be made by the joint programme directors in conjunction with BSO HR.. In general, we would not consider an applicant suitable if they have a conviction or caution for any crime against children or vulnerable adults.

The following list of cautions or offenses may also be grounds for non-appointment:

- violence
- abuse
- sexual misconduct
- supplying drugs illegally
- child pornography
- offenses involving dishonesty
- offenses for which a prison sentence is received

This is not an exhaustive list and all convictions and cautions will be carefully considered by the panel and risks to the public considered.

Applicants with convictions should also note that it is a requirement of HCPC to declare all convictions when applying to join the register of clinical psychologists (after completion of the course). HCPC make an independent judgement regarding an applicant's suitability.

Travel and Driving

Successful applicants must hold a full current driving licence (valid in the UK) and have access to a car by the course start date. Successful applicants who have declared that they have a disability which prevents them from driving, should have access to a form of transport which will permit them to carry out the duties of the position in full by the course start date.

Deferred Entry

There is currently no discretion for deferred entry. If you are offered a place and do not take it up, you will normally be expected to re-apply the following year.

Appeals and Complaints

The Postgraduate Admissions Policy can be found at the Queen's University web page: <https://www.qub.ac.uk/directorates/MRCI/admissions/PostgraduateAdmissions/PostgraduateAdmissionsPolicy/> The Appeals and Complaints Procedure can be found at Appendix 4.

Confidentiality

In completing the application, applicants should be mindful of their duty of confidentiality to their clients, colleagues and family in line with British Psychological Society guidelines.

Data Control

The personal information provided by applicants will be used for the following purposes:

- To enable your application for entry to be considered;
- To enable the University to initiate your student record should you be accepted;
- To compile statistics for use by the University or for reporting to relevant Government agencies and departments e.g. the Higher Education Statistics Agency (HESA), but no information that will identify you as an individual.

Your personal information will be managed in accordance with the provisions of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. The University administers its obligations under this legislation in accordance with its [Data Protection Policy](#).

False Information

When you submit your application you are confirming that the information provided is correct and complete. If the selection panel believes that false information has been given or if misrepresentation has been made in your application or references, we reserve the right to take whatever steps necessary to check the authenticity of the application. The panel also reserves the right to request further details on any aspect of the application. Fraud is a very serious offence and where detected the panel reserve the right to disclose such details to outside agencies (e.g. the police).

Section Seven: Selection Process

All selection processes and criteria are under continuing review. The information below is correct at the time of submission, but should this be subject to further change we will let you know.

Shortlisting

Applications are assessed to determine whether the applicant meets the normal entry requirements as outlined in section 4. Those who do not meet this requirement will not be shortlisted. They are then rated by panel members on the competencies described in section 5. On the basis of the combined panel ratings, a shortlist of applicants for interview is drawn up.

The Postgraduate Admissions Portal will close at 4.00pm on the closing date. Incomplete applications will be considered invalid, processed as unsuccessful and will not be seen by the shortlisting panel. For example, applications which do not include transcripts, **evidence of GBC**, have a completed supplementary form or do not include details of two referees.

Approximately 300 applications are received each year. Following shortlisting you will receive an email inviting you to interview OR notification via the portal confirming that you have not

been shortlisted. You will receive notification of the outcome of shortlisting by Monday 6 March 2023.

Shortlisted applicants who declare a disability will be contacted by the senior programme secretary to determine if any special arrangements should be put in place during the interview process. Applicants can arrange to see a Disability Officer should they wish to discuss their particular arrangements.

Interviews

There will be a one-stage interview process. Further details will be provided to shortlisted applicants.

Provisional Interview dates: Friday 21 April 2023, Monday 24 April 2023, Tues 25 April 2023, Wed 26 April 2023.

Following interview, successful applicants will receive a letter offering a place on the course. Unsuccessful applicants will also be notified by letter within four weeks of the interview.

A reserve list is drawn up of applicants who have not been offered places funded by the Department of Health but who are nevertheless deemed suitable for the course. A reserve applicant may be offered a place if one of the original offers is turned down or if the number of funded places is increased. We keep the reserve list open until the programme start date in September 2023.

If you are placed on the reserve list, you will be informed by email.

Sickness During Interview

Please note that if an applicant presents for interview, they will be deemed fit to participate in the interview process. If you are unwell and unable to attend for interview, please contact the programme office immediately (email: dclinpsy@qub.ac.uk). In addition, you must submit evidence from an appropriate medical adviser if you wish consideration to be given to the provision of an alternative interview date.

Feedback from Applicants

Shortlisted applicants will be asked to complete a brief feedback questionnaire on the interview day. This is important in helping us assess the quality of our selection process. You can submit this anonymously. Your feedback is not seen by the interview panels and forms no part of our assessment of you.

Successful Applicants – What Happens Next?

Successful applicants will be subject to appointment by the Business Services Organisation (BSO) as a trainee clinical psychologist.

It is an expectation of the training contract that successful applicants will remain in employment within Health and Social Care in Northern Ireland (HSC), if so required, for a period of at least two years following successful completion of the course.

An enhanced police check will be carried out by Access NI on successful applicants. This currently lasts for the entire 3 years of the course. Occasionally, organisations outside the NHS in Northern Ireland may request a further check be carried out before the start of any placement. Queen's University Belfast will be responsible for the cost of any additional Access NI checks.

The appointment is also subject to confirmation of a satisfactory health assessment and the BSO reserves the right to require successful applicants to undergo a fitness to practise examination (including medical examination and X-ray examination), at any time.

Applicants with disabilities should note that the course is committed to making any reasonable adjustments that are possible in order to facilitate the employment of those applicants.

Feedback to Unsuccessful Applicants Following Interview

Following interview, unsuccessful and reserve placed applicants can avail of a personalised feedback report or interview with one of the programme directors. However, the selection panel is unable to enter into written or protracted correspondence with unsuccessful applicants.

Requests for feedback may be made in writing using the email address: dclinpsy@qub.ac.uk

All requests should be made by the end of June. Feedback will be provided at the *end* of the selection process i.e. during July / August.

Section Eight: Completing Your Application

The Postgraduate Admissions Portal will close at 4.00pm on the closing date. Incomplete applications will be considered as invalid, processed as unsuccessful and will not be seen by the shortlisting panel. For example, applications which do not include transcripts, evidence of GBC, a completed supplementary form or do not include details of two referees.

For any technical issues with using the portal, please contact QUB Admissions pg.apply@qub.ac.uk. We strongly advise you to submit your application in good time. The portal will shut down promptly at the deadline and late submissions cannot be received.

The notes in this document relate specifically to applying to the Doctorate in Clinical Psychology course and therefore should be followed closely whilst completing your online application. The instructions below relate to two key sections in the portal, **my details** and **my applications**.

Access the Postgraduate Applications Portal through the Queen's University web page: https://dap.qub.ac.uk/portal/user/u_login.php

Please **register** on the application portal as instructed.

If you have already set up an account and have registered all personal information, go to MY DETAILS and review all details, following the guidance below. Then proceed to MY APPLICATIONS.

MY DETAILS

Personal Details

Please complete all fields.

Address Details

Please complete all fields.

Other Information:

Disability / Special Needs / Medical Condition

Please complete fields as directed on application portal.

Publicity

Please complete as directed on application portal.

Experience:

Secondary Level / High School Experience

Please complete as directed on application portal.

University (Undergraduate / Postgraduate) / Professional Experience

Applicants must tick all three boxes if appropriate and complete academic details as instructed.

In the Undergraduate Academic Details section, please upload your UG transcript (showing module marks) and evidence of GBC as one document – further guidance below.

In the Postgraduate Academic Details section, please upload your PG transcript only.

Please do not upload degree certificates – only transcripts which show the breakdown of module marks.

The preferred option is to scan and upload your documents. However, if you are uploading a photograph of documents, all details must be clearly legible.

Guidance On Providing Transcripts and Evidence Of GBC

A - IF YOU COMPLETED YOUR UNDERGRADUATE DEGREE IN THE UK

Please upload your UG transcript and any PG transcripts.

Please provide evidence that your undergraduate degree has been accredited by the BPS as conferring the Graduate Basis for Chartered Membership. Acceptable evidence is:

- (i) A **letter** from the BPS or from your University - stating that your degree confers eligibility for graduate membership of the British Psychological Society.

or

- (ii) go to the **BPS website** using the link <https://www.bps.org.uk/postgraduate-study-and-qualifications> Search for your university and your degree and print / scan the page confirming eligibility of your degree.

or

- (iii) Undergraduate **transcripts** which **clearly state** that your degree confers GBC.

B - IF YOU COMPLETED YOUR UNDERGRADUATE DEGREE IN THE REPUBLIC OF IRELAND

Please upload your UG transcript and any PG transcripts.

The British Psychological Society website states:

'Following a Memorandum of Cooperation between the Society and the Psychological Society of Ireland (PSI), those eligible for Graduate Membership of the PSI after having gained an academic award accredited by the PSI are also eligible for the Graduate Basis for Chartered Membership (GBC) of the British Psychological Society.'

Therefore, if **you have completed your undergraduate degree in the Republic of Ireland**, we will accept the following evidence:

- (i) A **letter** from the PSI or from your University - stating that your degree confers eligibility for graduate membership of the Psychological Society of Ireland.

or
- (ii) go to the **PSI website** using the link <https://www.psychologicalsociety.ie/accredited-courses/PSI-Accredited-Undergraduate-Courses-4>
Print / scan this page and highlight your UG degree.

or
- (iii) Upload undergraduate **transcripts** which **clearly state** that your degree confers GBC with respect to the PSI.

C - IF YOU COMPLETED YOUR UNDERGRADUATE DEGREE OUTSIDE THE UK OR REPUBLIC OF IRELAND

You must provide evidence that your degree confers GBC. Applicants with qualifications from overseas or where GBC is uncertain should contact the BPS, St Andrew's House, 48 Princess Road East, Leicester LE1 7DR. Tel. 0116 254 9568.
<https://www.bps.org.uk/postgraduate-study-and-qualifications>

The BPS will look at your UG degree and make a decision about eligibility – we will accept a **letter/email** from the BPS, stating that your degree confers **eligibility** for graduate membership of the British Psychological Society. You should scan the letter / email and upload it along with your UG transcript.

D - FOR DEGREES FROM UK OR ROI WHICH HAVE NOT YET BEEN COMPLETED

As requested on the portal, please upload your **University Transcripts to date** for degrees which have not yet been completed. You must also provide evidence of GBC as stated below.

If you are currently registered on an **UG degree** which will be completed by the course start date, you must still upload **evidence** that your degree **confers GBC**, as stated in A, B and C above.

If you are currently registered on a **conversion course** which will be completed by the course start date, you must upload (i) your UG transcripts and (ii) **evidence** that your conversion degree **confers GBC**, as stated in A, B and C above.

Professional Qualification

Please enter any professional qualifications if relevant.

Employment Experience

Please complete as directed on application portal. Under 'post held' please indicate whether paid or unpaid along with post title i.e. voluntary (V) or paid (P), followed by the post title.

We are aware that the character space for this section is limited. If required, we would suggest that you use a shortened version of your job title (e.g Recov. Practitioner) or abbreviations **plus**, you may use the space in Q3 of the supplementary form, which relates to relevant experience, to fully record details of your current post.

Previous Research / Publications / Experimental / Technical Experience

Please complete as directed on application portal.

Those who have undertaken previous research or service related projects, been published or possess other relevant technical / experimental experience should provide brief details. 500 Characters. Please use APA reference style to list publications.

Documents:

English Language Background

Please complete if appropriate.

MY APPLICATIONS

Select New Application

Application Type – select Postgraduate Research

Select Course – Psychology – Psychology Professional Doctorate

Select Degree - Doctorate in Clinical Psychology

Postgraduate Research Applications

Title

Please enter 'Doctorate in Clinical Psychology'.

Supervisor

Please leave blank.

Attendance Mode

Select **full time**. This course is not offered as part time.

Start Date

Enter September 2023

Additional Information

Please tell us what you hope to gain from completing the course. Maximum of 500 characters.

Supplementary Application Form

Complete and upload the Supplementary Form – all three questions must be completed. You'll see the phrase 'for guidance please click **here**'. Click on the word '**here**' to access the form. Complete Supplementary Form and save to your PC. Return to portal page and select 'upload document' to browse and upload your completed form. An equal opportunities form follows the three questions.

Referee Details

Please provide the email, name, address and telephone details for **two** referees. Please ensure this information is current and accurate.

- You should provide a referee who can comment on your *academic ability* (academic referee).
- You should provide a referee who can comment on your current or most recent *employment* (paid or unpaid)

You must provide one of each. People who have known you only personally (e.g. family friends) or in the distant past (e.g. schoolteachers) are not usually suitable.

Please advise your referees in advance of submitting your application that they will be contacted by email to request a reference. As soon as you submit your application, they will receive an automated request.

References are required by the **interview**.

Funding: Availability

When asked if you are applying for Queen's Research Awards, please select **No**.

Funding your studies

In the box which asks where your funding will come from, please enter **Department of Health**. This application is for both a place on the course and for health service funding.

Section Nine: Checklist

- **Have you uploaded the completed supplementary application form as one file?**
- **Have you also uploaded your UG transcript, evidence of GBC AND PG transcripts as instructed?**
- **Please remember that incomplete applications will be considered as invalid, processed as unsuccessful and will not be seen by the shortlisting panel.** For example, applications which do not include transcripts, evidence of GBC, a completed supplementary form or do not include details of two referees.

We look forward to receiving your application!