

POSTGRADUATE CERTIFICATE IN COGNITIVE BEHAVIOURAL THERAPY

Application Guidelines

These brief guidelines highlight aspects of the University of Oxford application procedure particularly relevant to the Postgraduate Certificate in Cognitive Behavioural Therapy Studies. Please read them before completing the application form.

General Points

1. Applications to the Postgraduate Certificate in Cognitive Behavioural Therapy should be made using the **paper application form only**. You will find this form at: http://www.ox.ac.uk/admissions/postgraduate_courses/apply/application_forms.html

UNLESS YOU ARE CURRENTLY A STUDENT AT OXFORD UNIVERSITY PLEASE DO NOT USE THE “Recognised Student 2012/13 Application Form”. SCROLL DOWN TO THE “Application Form for Graduate Study 2012-13”

Please read the Application Guide: (Instructions to Applicants for Graduate Study in 2012/13):

http://www.ox.ac.uk/admissions/postgraduate_courses/apply/application_guide.html

before completing the application form.

PLEASE DO NOT APPLY ONLINE.

2. *Two copies* of your paper application form and **all** supporting/accompanying documentation (see below) should be sent to the programme administrator: Mrs Kim Morris-Smith, Oxford Cognitive Therapy Centre, The Warneford Hospital, Oxford OX3 7JX, U.K.
3. Please Email Kim (kim.morris-smith@oxfordhealth.nhs.uk) when you submit your application to inform us that it is on its way. This will enable us to track its progress easily.
4. The deadline for applications is: **May 25th, 2012.**

Specific Aspects of the Application Form (to be read in conjunction with the complete “Notes of Guidance” referred to above)

Section I: Programme of study.

Complete sub-section 3 (“Applicants for PGCert & PGDip programmes run by the Department for Continuing Education (OUDCE)”).

- (i) The six digit course code for the Postgraduate Certificate in Cognitive Behaviour Therapy is: 000095 Please tick the box next to postgraduate certificate
- (ii) The title of the course is “Postgraduate Certificate in Cognitive Behavioural Therapy”.

Section J: Course information and college choice

- Tick “Part-time study requested”. There is no alternative start date.
- The Postgraduate Certificate is a non-matriculated programme, which means that there is no requirement for college membership. Consequently there is no need to state a college choice.

Section K: Additional information

Interviews will be held on **20th & 21st June 2012**. Please confirm your availability on these dates on the application form. You will be informed within one week of the interviews whether or not your application has been successful.

Section N: Supporting materials checklist

References

Your application should be accompanied by three references, in sealed envelopes if you prefer. It is your responsibility to ensure that your references accompany your form.

Transcripts of higher education received

A transcript is a formal document, on headed paper, confirming the details of your higher education experience. You should contact the relevant institution who will supply the necessary document(s). This requirement may be waived for students who have substantive professional experience, but do not have a degree, or students whose university education was completed many years ago. If you fall into either of these categories, contact the course administrator before you submit your application.

CV/résumé

Your CV should include:

- Educational and professional qualifications (including part-time study)
- Present appointment, and previous appointments starting with the most recent (keep this brief; we are most interested in posts relevant to your application)
- Experience of using psychological treatment methods
- Details of your experience of using cognitive therapy (CT). Include information about:
 - details of reading, training events attended, membership of relevant professional organizations,
 - details of any cognitive therapy practice you have had (in what settings, roughly how many patients, which problems),
 - details of any cognitive therapy supervision.

Statement of purpose

Please provide a 500 word statement explaining why you wish to do the course and how you plan to use what you learn.

English Proficiency

If English is not your first language, please provide evidence that you meet the Higher Level criterion specified by the University. The requirements are given in full, along with details of recognised English tests, in the University Guidance for International Students (see Sections G-H of the Instructions to Applicants for Graduate Study in 2012/13)