**MSc Psychological Therapies Practice and Research**

**Systemic Therapy**

**HOW TO APPLY**

**Entrance Requirements**

Usually applicants for the MSc PTPR Systemic Therapy will have an existing professional qualification in a mental health field such as medicine/psychiatry, mental health nursing, psychology or mental health social work.  Candidates from other professions such as teaching, general nursing or the clergy who have obtained additional mental health experience in the course of their work may also be considered.  Other applicants may also be considered on an individual basis where they have gathered relevant experience and are suitably qualified. Full entrance requirements can be found on this [link](http://cedar.exeter.ac.uk/programmes/mscptprsystemic/entry/).

**Equality and Diversity Policy**

The University is committed to a policy of equality of opportunity and aims to provide a working, learning and social environment that is free from unfair discrimination. It aims to ensure that students, staff and all others associated with the University are treated with dignity, respect, and equity, regardless of inappropriate distinctions, such as gender, race, nationality, ethnic identity or national origin, socio-economic status or role within the University, religious or political beliefs, disability, age, marital status, family circumstance, or sexual orientation.

In order to monitor the effectiveness of our policies and procedures and how well we meet our legal requirements all applicants are requested to complete the enclosed Equal Opportunities Monitoring Form. The information you provide will be treated as strictly confidential and will be used only for equal opportunities purposes. It will not be taken into account in considering your application.

The University is a data controller and is registered with the Information Commissioner’s Office as required under GPDR legislation. The University is committed to protecting your personal data and working in accordance with all relevant data protection legislation.

**Application Checklist**

Please ensure that the application form is completed fully and that reference forms are attached. Failure to do so may delay the application process.

You should check the following are included when sending your application:

1. Completed application form
2. Two references with completed reference forms (One reference must be from your Intermediate programme lead)
3. Equal Opportunities Monitoring Form
4. Copy of your Curriculum Vitae (CV)
5. Evidence of prior professional training

If you would like us to send you a hard-copy of the application form then please let us know by emailing [admin-systemicstudies@exeter.ac.uk](mailto:admin-systemicstudies@exeter.ac.uk) or calling +44 (0)1392 722504

**Return address**

Please return via email or post to the programme administrator:

[admin-systemicstudies@exeter.ac.uk](mailto:admin-systemicstudies@exeter.ac.uk) or

Summer Bedford

Psychology, College of Life and Environmental Sciences

Washington Singer, Room 001

Perry Road

Exeter, EX4 4QG

**Closing Date for Return of Application Forms**

The closing date for applications is: 1st July 2019.

**COMPLETING THE APPLICATION FORM**

**Personal Details**

Please give details of your home address and notify the Programme Administrator at

[admin-systemicstudies@exeter.ac.uk](mailto:admin-systemicstudies@exeter.ac.uk) if you change your address during the admissions process.

**Academic Qualifications**

Please list all relevant academic qualifications, including the institution where they were studied. Any offer may be conditional on some or all of these being verified by the University of Exeter. We will require copies of these.

**Professional Qualifications**

Please list all relevant professional qualifications you may have. Any offer may be conditional on some or all of these being verified by the University of Exeter. We will require copies of these.

**Employment**

Please list all employment relevant to this programme.

**National and Financial Details**

Please complete as required.

**Special Needs**

We welcome applications from students with disabilities and do all we can to ensure that your participation in life at the University is a successful as other students. Please alert us to any needs you may have by providing information here.

**Further Information**

Admission to this programme is highly competitive so it is important that you give full information in support of your application. This should include your reasons why you wish to undertake this course, details of your particular commitment to the therapy stream applied for and the relevance of your previous training experience.

**English Language**

If English is not your first language you will need to submit, prior to commencing the programme, evidence of a good command of English. Further information can be found at: <http://www.exeter.ac.uk/postgraduate/englishrequirements/required/>

**References**

Two completed reference forms should be submitted with your application form. Ideally these references should be from academic and/or clinical staff able to judge your performance to date and your future potential. One of the references must be from you Intermediate Programme Teacher.

References must be submitted on the forms provided and should be endorsed by an appropriate institution/company official stamp. Alternatively, signed originals written on official institution/company letter headed paper will be required.

**Declaration**

Please sign the declaration on the application form confirming that the information you have given is true, complete and accurate. Discovery of false information or omissions could lead to an offer being withdrawn or, in the case of students already registered, to their withdrawal from the University.

**Contact**

If you have any queries regarding this form please contact a member of the CEDAR Administrative Team by email:[admin-systemicstudies@exeter.ac.uk](mailto:admin-systemicstudies@exeter.ac.uk) or phone: +44 (0)1392 722504

**MSc Psychological Therapies Practice and Research**

**Systemic Therapy – 2021-2023 – Part-time**

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| **PERSONAL DETAILS** | | |
| **Last name** | | **Title** |
| **First name/s** | | **Date of birth** |
| **Previous name (if changed)** | | **Gender** |
| **Home Address** | | |
| **Telephone number (home)** | **Email (home)** | |
| **Work Address** | | |
| **Telephone number (work)** | **Email (work)** | |

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| **ACADEMIC QUALIFICATIONS**  Only include undergraduate/Bachelor degree or above) | | | |
| **Institution Attended** | **Date entered** | | **Qualification obtained including subject, classification or final grade if available and date of award** |
| **From** | **To** |
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| **PROFESSIONAL QUALIFICATIONS**  This section must be completed if you have any relevant professional qualifications, particularly in relation to Professional and Therapy training. Please include copies of certificates. | | | | | |
| **Awarding Body** | | **Date** | | **Qualification including subject, average grade (if relevant) and date of award** | |
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| **EMPLOYMENT**  Give details of all employment, starting with current post | | | | | |
| **Name of Employer** | **From** | | **To** | | **Job title** |
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| **NATIONALITY AND FINANCIAL DETAILS** | | | | |
| **Nationality** |  | | **Country of Birth** |  |
| **Country of Permanent Residence** | | |  | |
| **Date of first entry into UK, if appropriate** | | |  | |
| **Did you enter the UK at this time for purely academic purposes** YES / NO | | | | |
| **Please tick ONE of the following boxes to indicate where you have been ordinarily resident for the 3-year period before the start of your proposed programme of study:**  In the UK  In the EU  In the EEA  Outside the UK, EU and EEA | | | | |
| **Please tick ONE box below which most accurately reflects your residence category in the UK**  A  You are (or are the child of) a UK/EU National and have lived in the EEA for the last 3 years  B  You have Indefinite Leave to Enter or Remain and have lived in the UK for the last 3 years  C  You are a refugee, or have been granted Exceptional Leave to Enter or Remain in the UK following an application for asylum.  D  You are (or are the husband/wife/child of) an EEA National who has lived in the EEA for the last 3 years  E  Other | | | | |
| **Proposed source of finance:** | |  | | |

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| **ENGLISH LANGUAGE**  If English is not your first language and English was not the language of instruction for your first degree, any offer of a place may be conditional on proof of proficiency in English. If you have taken a test of English language, please supply the information below and enclose certificates where available. | |
| **Test** | **Date** |
| **IELTS:** Reading: Writing: Listening: Overall: |  |
| **TOEFL:** Computer-based score: Paper-based score: TWE score: |  |
| **Cambridge Test (please be specific):** |  |
| **Any other English language qualification you hold:** |  |

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| **CARER STATUS** |
| Please tick this box if you have primary carer responsibilities |

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| **SPECIAL NEEDS**  Please tick the appropriate box if you have a physical or sensory disability which might affect your studies or may require special facilities or treatment. The information will not prejudice your application but may be used to make appropriate arrangements to support your studies. | | | | | |
| 00 | No disability | 04 | Wheelchair user/have mobility difficulties | 08 | Multiple disabilities |
| 01 | Dyslexia | 05 | Personal care support | 09 | A disability not listed above |
| 02 | Blind/are partially sighted | 06 | Mental health difficulties | 10 | Autistic spectrum disorder (including Asperger’s Syndrome) |
| 03 | Deaf/have hearing impairment | 07 | An unseen disability |  |  |

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| **FURTHER INFORMATION**  Please provide further information in support of your application. This should include your reasons why you wish to undertake this course, details your particular commitment to the therapy stream applied for and the relevance of your previous training experience.  Please feel free to include any other information you feel would support your application. This section **must** be completed. Please continue overleaf and on a separate sheet if necessary. |
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| **FURTHER INFORMATION (continued)** |
| How will you meet the parallel hours’ requirements?  For more information please look at [AFT Blue Book](http://www.aft.org.uk/training/view/aft-course-accreditation.html) |
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| **REFERENCES**  Please give names and addresses of your referees below. You are required to obtain these references and pass them to the University to support your application. | |
| **Name** | **Name** |
| **Address** | **Address** |
| **Telephone** | **Telephone** |
| **E-mail** | **E-mail** |

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| **EMPLOYER’S CONFIRMATION OF SUPPORT IF RECEIVING FINANCIAL SUPPORT/STUDY LEAVE FROM EMPLOYER**  I confirm that my organisation is willing to release this employee as necessary in order to fulfil the attendance requirements of the course. | |
| **Name of employer’s representative:** | |
| **Position in the organisation:** | |
| **Address:** | |
| **Signature** | **Date** |

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| **NOTIFICATION OF RESULTS TO MANAGER/SUPERVISOR** | |
| To ensure your supervisor and/or manager is updated on your progress during the programme we will send your marks to them and use them as the basis of a general update concerning your progress. Please sign below to indicate that you are happy for us to share your marks with your manager/supervisor. | |
| **Signature** | **Date** |

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| **RISK** |
| I am willing for my GP and employer to be informed if, during the course, if I am considered a risk to myself or others (consent will be assumed upon completion of below).  **GP name:**  **Address:**  **Telephone:** |

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| **Please indicate how you found out about this programme** |
| University prospectus  University website  Other website (please state)  Advertisement (please state)  Other (please state) |

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| **DISCLOSURES**  **Applications may be subject to completion of satisfactory employment and/or academic checks before commencement on the training.** |

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| **DATA PROTECTION**  **The University is a data collector and is registered with the Information Commissioner’s Office as required under GDPR legislation .The University requires the information on this form for administrative purpose and to process your application; we will only process your personal data in accordance with the University’s registration under current data protection legislation. Information contained on this form will be disclosed to members of the University as necessary.** |

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| **DECLARATION** | | |
| **Professional Enquiries**  Select ‘Yes’ if you are currently being subject to any professional disciplinary enquiries  YES  NO  If you indicate ‘Yes’ you will be required to provide details to the University  Please give details of the enquiry:  Have you ever had a complaint made against you?  YES  NO  If you indicate ‘Yes’ you will be required to provide details to the University  Please give details of the enquiry:  **Criminal Convictions**  To help the University reduce the risk of harm or injury to its students caused by the criminal behaviour of other students, you are asked to disclose any relevant criminal convictions that you have.  Relevant criminal convictions are only those convictions for offences against the person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. For most programmes of study, convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them.  However, for certain programmes of study that involve contact/working with children and/or vulnerable adults, the University is obliged to request that you complete a Disclosure & Barring Service form, or provide a Police Report from your home country, that is deemed satisfactory. In that respect all criminal convictions, warnings and reprimands, including those that are spent, should be disclosed.  Select ‘Yes’ if you have a relevant criminal conviction to declare, otherwise select ‘No’  YES  NO  If you indicate ‘Yes’ you will be required to provide details to the University.  Please give details of your conviction here:  **I confirm that the particulars given in this form are to the best of my knowledge and belief correct, and that, if admitted to the University, I shall abide by the Statutes, Ordinances and Regulations of the University (see** [**www.exeter.ac.uk/students/calendar.shtml**](http://www.exeter.ac.uk/students/calendar.shtml)**).** | | |
| **Applicant’s signature** | | **Date** |
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| **I declare that I am not currently being subject to any professional disciplinary enquiries.** | | |
| **Applicant’s signature** | **Date** | |

**Please see overleaf for referee form and equal opportunities monitoring form – these must also be returned with your application.**

**MSc Psychological Therapies Practice and Research**

**Systemic Therapy**

**Reference for an applicant**

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| **PART A – TO BE COMPLETED BY APPLICANT** | |
| **Last name:** | **Title:** |
| **First name:** |  |

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| **PART B – TO BE COMPLETED BY REFEREE** |
| **On completion, this form should be returned to the applicant in a sealed envelope.**  The above-named has applied to this University for admission as a postgraduate student and has been asked to send a copy of this form to each referee. We would be grateful if you would give, in PART C overleaf, a general statement about the applicant’s ability and suitability for this programme, and answer the questions below.  Any information that will be of assistance to the Admissions Tutor will be welcomed and will be treated in confidence at this stage. Admission to this programme is highly competitive and great reliance is placed on referees’ reports, which therefore should be as full as possible. We thank you in advance for your assistance.  **Please supply the following details and complete PART C overleaf.** |
| **1. I have known the applicant as:**  an undergraduate student  a postgraduate student/research assistant  a salaried member of staff  other (please specify): |
| **2. I have known the applicant: I know them:**  for less than one year  casually  one to two years  fairly well  over two years  very well  **Please turn over for Part C** |

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| **PART C: REFERENCE**  Please give your written reference here or attach a statement on official headed paper. Please sign the bottom of this page in all cases.  (Referees are asked to note that the applicant may seek disclosure of this reference under the provisions of the Data Protection Act.) | | | | |
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| **Name of Referee** |  | **Official Position** | |  |
| **Name of Institution and Full Address** |  | | **Official Stamp** | |
| **Signature** | | | **Date** | |

**MSc Psychological Therapies Practice and Research Systemic Therapy**

**Equal Opportunities**

**Monitoring Form**

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| **APPLICANT DETAILS** | |
| **Last name:** | **Title:** |
| **First name/s:** |  |

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| The University welcomes applications from all candidates with the academic potential to succeed in postgraduate studies, regardless of their background. It is committed to equality of opportunity and aims to avoid unfair discrimination in accordance with its policy on equal opportunities, which can be found on the web-site at [www.ex.ac.uk/eo](http://www.ex.ac.uk/eo)  The University of Exeter (the "University") is a data controller and is committed to protecting your personal data and working in accordance with all relevant data protection legislation.  In order to monitor the effectiveness of our policies and procedures and how well we meet our legal requirements all applicants are requested to complete this form. The information you provide will be treated as STRICTLY CONFIDENTIAL and will be used only for EQUAL OPPORTUNITIES purposes. It WILL NOT be taken into account in considering your application.  **ETHNIC ORIGIN: Please tick the box which most closely described your ethnic origin**  (Please note: numbering corresponds to Higher Education Statistical Agency coding) | | | | |
| **ASIAN**  **(OR ASIAN BRITISH)** | **BLACK**  **(OR BLACK BRITISH**) | **WHITE** | **CHINESE** | **OTHER** |
| 31  Indian  32  Pakistani  33  Bangladeshi  39  Any other Asian Background  43  White and Asian | 21  Caribbean  22  African  29  Any other black Background  42  White and Black African  41  White and Black Caribbean | 11  British  12  Irish  19  Any other white Background  43  White and Asian  42  White and Black African  41  White and Black Caribbean | 34  Chinese | 49  Any other mixed Background  80  Any other |

**Please return via email or post to the programme administrator:**

[admin-systemicstudies@exeter.ac.uk](mailto:admin-systemicstudies@exeter.ac.uk)

or

Summer Bedford

Psychology, College of Life and Environmental Sciences

University of Exeter

Room 001 Washington Singer

Perry Road

Exeter, EX4 4QG