

## POST GRADUATE CERTIFICATE IN COGNITIVE THERAPY

### Application Guidelines

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

#### General Points

1. Applications to the Post Graduate Certificate in Cognitive 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](http://www.ox.ac.uk/admissions/postgraduate_courses/apply/application_forms.html)  
Please read the Application Guide:  
[http://www.ox.ac.uk/admissions/postgraduate\\_courses/application\\_guide.html](http://www.ox.ac.uk/admissions/postgraduate_courses/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@obmh.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: *31<sup>st</sup> October 2010*.

#### 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 Therapy is 000095. Please tick the box next to postgraduate certificate.
- (ii) The title of the course if “Postgraduate Certificate in Cognitive 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 **Monday 22<sup>nd</sup>, Tues 23<sup>rd</sup> & Wednesday 24<sup>th</sup> November 2010 – to be confirmed**). 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 two 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 in the University's detailed "Notes of Guidance"