CCCU-logo-2colour.tiff

Agency Stamp (if applicable) or University stamp if Erasmus or inter-institutional agreement student

**Application Form 2021**

**For International, European & British fee-paying applicants**

**SECTION ONE: Course Information**

|  |  |
| --- | --- |
| **Course Name:** | Doctorate in Clinical Psychology |

**SECTION TWO: Personal Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title:** | Mr |  | Mrs |  |
|  | Ms |  | Miss |  |
|  | Dr |  | Other: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Gender:** | Male |  | Female |  |

|  |  |
| --- | --- |
| **Family Name:** |  |

|  |  |
| --- | --- |
| **First Names:** |  |

|  |  |
| --- | --- |
| **Preferred/familiar first name:** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date of Birth:** | Day: |  | Month: |  | Year: |  |

|  |  |
| --- | --- |
| **Unique learner number (if you have one):** |  |

**SECTION THREE: Contact Details**

**It is important to include your email address, as we will use this as our main method to contact you.**

|  |  |
| --- | --- |
| **Email address:** |  |
| **Mobile telephone number:** |  |

|  |  |
| --- | --- |
| **Correspondence Address:** |  |
| **Telephone number:** |  |

|  |  |
| --- | --- |
| **Permanent Address (if different):** |  |
| **Telephone number:** |  |

**SECTION FOUR: Immigration Status**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Are you a UK national?** | Yes |  | No |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **If you are not a UK national, are you a European Union (EU)/ European Economic Area (EEA)/Swiss national?** | Yes |  | No |  |
| *If Yes, please state your nationality:* | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **If you are a UK/EU/EEA/Swiss national, have you been living outside the UK/EU/EEA/ Switzerland for the past 3 years?** | Yes |  | No |  |
| *If Yes, please give details (including dates outside the EU/EEA/Switzerland):* | | | | |

|  |  |
| --- | --- |
| **If you are living in the EU and were not born in the EU please state:** | |
| *Date of first entry to the EU:* |  |
| *Date of most recent entry to the EU:* |  |
| *Date from which you have been granted permanent residence in the EU:* |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **If you are not a UK/EU/EEA or Swiss national please state:** | | | | |
| *Country of birth:* |  | | | |
| *Nationality:* |  | | | |
| *Country of residence:* |  | | | |
| *Do you require a student visa to study in the UK?* | Yes |  | No |  |
| *If you do not require a student visa what leave do you have to enable you to study in the UK (e.g. Indefinite Leave to Remain, Refugee status, Discretionary Leave or if some other form of leave please specify and provide evidence of your status).* |  | | | |

**Please ensure you send in a copy of your passport details page and any visa you may hold with your application.**

**SECTION FIVE: Use of Agency**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Are you applying via an Educational Agency or Representative?** | Yes |  | No |  |

**If you are applying via an Educational Agency / Representative, please provide the name of the Agency / Representative below and sign the following statement:**

**‘I have been advised and counselled by the above agency, have been informed of their terms and conditions and authorise them to represent me in my application’**

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature:** |  | **Date:** |  |

**SECTION SIX: Special Requirements / Needs**

**Please be aware that the University will provide some support for your academic needs but cannot provide support for personal care (for example, walking) which must be funded by the student.**

**International Students Disability Support**

Canterbury Christ Church University welcomes applications from prospective disabled students and is committed to ensuring that all students have right of access to all the University’s buildings and services.

It is important to note that International and non-UK EU students are not entitled to the UK Government allowances for disabled students and, whilst the University will make every effort to support you, it will be the responsibility of you and your sponsors to fund any additional support costs which arise as a consequence of your disability.

**Additional Funding**

Disabled students from outside the UK may find that they are eligible to apply for financial support to a charity or other funding body. The decisions on eligibility and amount of funding are made by them, not by the University.

* The Snowdon Trust – applications considered from students who have physical impairment.  
  <https://www.snowdontrust.org/apply>
* Erasmus Students studying at Canterbury Christ Church University <https://erasmusplus.org.uk/additional-support>

**Services at Canterbury Christ Church University for disabled students**

The University’s Student Disability Advice Team will be able to provide some support at no or little additional cost to you or your sponsor. This includes:

* access to assistive technology resources
* ability to record lectures and seminars
* possible short term loan of equipment where available
* modified examination arrangements where appropriate
* extended Library loans
* support from the Disability Advice Service
* Braille Transcription

There are additional services that you may require which will have a cost associated with them, and it is possible that the full or partial costs will be charged to you or your sponsor:

* sign language interpreters
* note-takers, readers, personal support workers
* individual learner support and dyslexia support
* equipment such as computers, digital audio recorders
* assistive software e.g. Jaws (except for that available on terminal services)
* familiarisation/mobility training

It is imperative that you contact the Disability Advice Team before you accept the offer of a place, to discuss the cost of these services. If you do not have a sponsor, or another source of financial support to pay for any disability support, you should talk to the Disability Advice Team about this. However, please note that alternative sources of funding are likely to be limited (please see advice on funding above).

**Support with day to day living**

The University will provide some support for your academic needs, but cannot provide support for personal care and daily living tasks (for example, help with walking or mobility, shopping, cooking, and cleaning) – this kind of support will need to be funded by you or your sponsor.

You will need to think carefully about any non-academic, disability related support you may require whilst living and studying in the UK. The University may be able to advise you on agencies that can support you with your daily living (e.g. cooking, cleaning, shopping), but you will have to meet the cost of this support yourself. Please contact the Disability Advice Team to discuss before your application, as this kind of support must be planned and resourced well in advance.

**For information or advice please contact the Disability Advice Service team at:** [**disability@canterbury.ac.uk**](mailto:disability@canterbury.ac.uk)

**Please indicate if you have any special needs or require any support due to any disability or medical condition:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Specific learning disability (e.g. dyslexia) |  | Blind or partially sighted |  | Deaf or hearing impaired |  |
| Wheelchair or mobility difficulties |  | Autistic Spectrum Disorder or Asperger Syndrome |  | Mental health difficulties |  |
| Unseen disability  (e.g. diabetes, epilepsy, heart condition) |  | Other (please explain below) |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Do you receive Disabled Students’ Allowance** | Yes |  | No |  |

**If you have ticked any of these boxes please provide us with more information so that we are fully aware of your support needs:**

**SECTION SEVEN: Driving Licence**

**We require all applicants to possess a full driving licence (subject to reasonable adjustments for disability) by the date of the multiple choice test, and will be required to bring this with them on the day for checking. This photocard will also be used as documented photographic proof of identity. Candidates without a photocard licence must bring their paper driving licence and current passport.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of licence:** | Car  Motorbike |  | Full  Provisional |  |
| **Licence Number:** |  | | | |
| **Date of Expiry:** |  | | | |

If at the time of this application you do not have a full driving licence please contact Sophie Pattemore.

**SECTION EIGHT: Qualifications and Eligibility**

**Please state any qualifications held or currently being studied; these must include your highest level of qualifications.**

**Please quote the original names of qualifications – do not translate to the UK equivalent.**

**School Qualifications. List all A/AS Levels, Highers or equivalent school qualifications.**

|  |  |  |  |
| --- | --- | --- | --- |
| **School or College Name:** |  | | |
| **Dates Attended:** |  | **To:** |  |
| **Qualification Type e.g. A level:** |  | | |
| **Overall GPA (if relevant):**  ***For example: 3.0 out of 4.0*** |  | | |
| **Subjects:** | | **Grades e.g. GPA:** | |
|  | |  | |
|  | |  | |
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**University Qualifications. List all University level qualifications, including any current courses. Please include full details of any qualifications you will include in Section Eight. Qualification type is Doctorate, Masters, Bachelor, Diploma or Other.**

|  |  |  |  |
| --- | --- | --- | --- |
| **University Name & Location:** |  | | |
| **Dates Attended:** |  | **To** |  |
| **Qualification Type (see above):** |  | | |
| **Qualification Title (e.g. BSc)** |  | | |
| **Overall GPA (if relevant):**  ***For example: 3.0 out of 4.0, Degree Class or%*** |  | | |
| **Main Subject(s):** | | **Class & Division/Grade/GPA:** | |
|  | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **University Name & Location:** |  | | |
| **Dates Attended:** |  | **To** |  |
| **Qualification Type:** |  | | |
| **Qualification Title (e.g. BSc)** |  | | |
| **Overall GPA (if relevant):**  ***For example: 3.0 out of 4.0, degree class or %*** |  | | |
| **Main Subject(s):** | | **Class & Division/Grade/GPA:** | |
|  | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **University Name & Location:** |  | | |
| **Dates Attended:** |  | **To** |  |
| **Qualification Type (see above):** |  | | |
| **Qualification Title (e.g. BSc)** |  | | |
| **Overall GPA (if relevant):**  ***For example: 3.0 out of 4.0, or Degree Class or %*** |  | | |
| **Main Subject(s):** | | **Class & Division/Grade/GPA:** | |
|  | |  | |

**Professional or Any Other Qualifications (If applicable)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution Name:** |  | | |
| **Dates Attended:** |  | **To** |  |
| **Qualification Title:** |  | | |
| **Overall Grade (if relevant):** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution Name:** |  | | |
| **Dates Attended:** |  | **To** |  |
| **Qualification Title:** |  | | |
| **Overall Grade (if relevant):** |  | | |

**Please provide photocopies of any certificates and transcripts with this application.**

**Eligibility Information – Graduate Basis for Chartered Membership (GBC) of the British Psychological Society (BPS) (see** <https://www.bps.org.uk/join-us/membership/graduate-membership>**)**

**On what basis do you have/will you have GBC?**

|  |  |  |
| --- | --- | --- |
| Undergraduate UK/Irish accredited degree.  Please give details of the qualification. | University:  Title (eg BSc):  Main Subjects:  Have you completed this degree? | **YES**  You must submit with your application a copy of the academic transcript for this qualification and a document that confirms your GBC status. |
| **NO**  If you will get the results of your qualification in December/January (eg Open University students) please inform us as soon as the university confirms your results. If you will complete your qualification next summer we do not need an academic transcript at this stage. |
| Postgraduate UK/Irish accredited conversion course.  Please give details of the qualification. |
| Other qualifications assessed individually  by the BPS. | Have you received the letter from the BPS confirming that you have Graduate Basis for Chartered Membership? | **YES**  You must submit with your application a copy of this letter from the BPS. |
| **NO**  Please confirm date here when likely to receive confirmation from the BPS.  Please contact us as soon as you do receive the letter from the BPS because this will need to be added to your application. |
| BPS Qualifying Exam | You must submit with your application a copy of the letter from the BPS confirming successful completion of the exam. | |

**SECTION NINE: English Language Qualifications**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Is English your first language?**  *\*Even though your first language is English, in order to be exempt from the UKVI language requirement (needing a English language test), you need to be a national of / or have previously completed an academic qualification equivalent to a UK degree from a* ***‘majority English- speaking’ country.*** *The list of countries can be found on the UK government website or forwarded on request.* | | Yes\* |  | No |  |
| **Have any of your University qualifications been taught and examined in English? Courses you have not completed are not included.** | Yes  **Please state which qualifications were in English:**  No  **You must submit evidence of your ability in English Language with your application. If you do not have the English language test results yet, please give details in the final question of the background Information in the Personal Statements in Section Ten.** | | | | |
| **Have you ever taken a formal English Language Examination or Test?** | | Yes |  | No |  |

***Please enter details of the test(s) you have taken.***

***International Applicants - The University will only accept candidates who have completed an IELTS test for UK Visas and Immigration. No other English Proficiency test taken will be considered.***

***EU/EEA Applicants - The University will accept any of the English Proficiency tests listed below.***

***If you have booked a test but not taken it yet, please enter the test date below***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Date Taken** | **Overall Grade** | **Reading Score** | **Writing Score** | **Speaking Score** | **Listening Score** |
| **UK Qualifications** | | | | | | |
| **GCSE/IGCSE**  **English Language** |  |  |  |  |  |  |
| **O level English Language** |  |  |  |  |  |  |
| **University Qualifications** |  |  |  |  |  |  |
| **IELTS Qualifications** | | | | | | |
| **Academic IELTS** |  |  |  |  |  |  |
| **General IELTS** |  |  |  |  |  |  |
| **TOEFL Qualifications** | | | | | | |
| **iBT** |  |  |  |  |  |  |
| **PBT** |  |  |  |  |  |  |
| **Pearson Test of English** | | | | | | |
| **PTE Academic** |  |  |  |  |  |  |
| **University of Cambridge ESOL** | | | | | | |
| **First Certificate in English (FCE)** |  |  |  |  |  |  |
| **Certificate in Advanced English (CAE)** |  |  |  |  |  |  |
| **Certificate of Proficiency in English (CPE)** |  |  |  |  |  |  |
| **Other Tests (please provide details)** | | | | | | |
|  |  |  |  |  |  |  |

**If your test provider offers an online results verification service and you wish to share your result online with Canterbury Christ Church University, please provide the requested information below:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Information Required to Verify Test Results Online** | | | | |
| **Cambridge ESOL Results Verification Service** | Identification Number: |  | Secret Number: |  |
| **IELTS TRF Verification Service** | TRF Number: |  | | |
| **TOEFL Online Score Verification Service** | TOEFL Registration Number: |  | | |
| **Pearson Test of English Academic** | To share your PTE Academic score with us, log in to your Pearson account, select your PTE Academic score and click ‘Send Scores’ | | | |

**If you are not providing online verification of your results, please provide photocopies of any English Language certificates with this application**

**SECTION TEN: Employment/Relevant Experience**

**Please give details of any positions you have held, listing the current or most recent first:**

|  |  |
| --- | --- |
| **RELEVANT EXPERIENCE - OCCUPATIONAL and/or RESEARCH EXPERIENCE**  List **all** relevant experience. | |
| Dates should be in the mm/yyyy format and an example of an Employer is “Anytown Mental Health Unit”.  Status is paid or voluntary.  Sector is Health, Social Services, Education, Private, Charitable or Other  Give your Area of Work/Research e.g. adult mental health  Give a brief description of the Main Duties of the post (200 character limit) | |
| Date from:  Date to:  Hours p/week:  Status:  Sector: | Job Title:  Employer:  Area of Work:  Main Duties: |
| Date from:  Date to:  Hours p/week:  Status:  Sector: | Job Title:  Employer:  Area of Work:  Main Duties: |
| Date from:  Date to:  Hours p/week:  Status:  Sector: | Job Title:  Employer:  Area of Work:  Main Duties: |
| Date from:  Date to:  Hours p/week:  Status:  Sector: | Job Title:  Employer:  Area of Work:  Main Duties: |
| Date from:  Date to:  Hours p/week:  Status:  Sector: | Job Title:  Employer:  Area of Work:  Main Duties: |
| Date from:  Date to:  Hours p/week:  Status:  Sector: | Job Title:  Employer:  Area of Work:  Main Duties: |
| Date from:  Date to:  Hours p/week:  Status:  Sector: | Job Title:  Employer:  Area of Work:  Main Duties: |
| Date from:  Date to:  Hours p/week:  Status:  Sector: | Job Title:  Employer:  Area of Work:  Main Duties: |
| Date from:  Date to:  Hours p/week:  Status:  Sector: | Job Title:  Employer:  Area of Work:  Main Duties: |
| Date from:  Date to:  Hours p/week:  Status:  Sector: | Job Title:  Employer:  Area of Work:  Main Duties: |
| **RELEVANT EXPERIENCE - OTHER EXPERIENCE**  Please give dates and brief details of your activities during any gaps in your CV in the previous question and the qualifications section such as time spent travelling, other work experience, periods of unemployment etc. (e.g. 09/2008 to 03/2009 travelling in South America).  1,300 character limit for this question. | |
|  | |

**SECTION ELEVEN: Personal Statement**

|  |
| --- |
| **PERSONAL STATEMENTS - REFLECTION ON YOUR WORK/RESEARCH EXPERIENCE**  In what way have your work and/or research experiences made you a better candidate for training in clinical psychology?  3,000 character limit for this question. |
|  |

|  |
| --- |
| Please give details of any publications/dissemination resulting from your work.  1,500 character limit for this question. |
|  |

|  |
| --- |
| **PERSONAL STATEMENTS - BACKGROUND INFORMATION**  What would you hope to gain from training?  750 character limit for this question. |
|  |
| Other information about yourself e.g. activities/interests apart from psychology.  750 character limit for this question. |
|  |
| If your experience reference is not from your current employer please give details of the reasons for this. If you need to explain your relationship to your referees (see References section), or there are any other factors relevant in assessing your application please give brief details here  700 character limit for this question. |
|  |

|  |
| --- |
| **Only for International & EU/EEA applicants not working in the UK.**  Briefly outline your understanding of the role of the clinical psychologist within mental health care systems in the UK.  1,500 character limit |
|  |

|  |  |  |
| --- | --- | --- |
| **How will you fund yourself?** | Personal/family resources |  |
|  | Loan |  |
| Studentship/Scholarship |  |
| Employer |  |
| Sponsorship |  |
| Other (please specify) |  |

**SECTION TWELVE: How did you hear about us?**

**Where did you first learn about Canterbury Christ Church University?**

|  |  |  |  |
| --- | --- | --- | --- |
| **Friends** |  | **Family** |  |
| **Teacher** |  | **British Council** |  |
| **Education Fair** |  | **UCAS** |  |
| **Education Agency**  **Newspaper**  **Clearing House for Post Graduate courses**  **in Clinical Psychology** |  | **CCCU website**  **Internet**  **(please specify through which sites)** |  |
|  |  |  |  |
| **Other *(please state)*** |  | | |

**SECTION THIRTEEN: Further information required by the university**

**The information given in this section is not used to make a decision about your application. Please circle your answer.**

|  |  |
| --- | --- |
| Do any of your parents, adoptive parents or guardians have any higher education qualifications, such as a degree, diploma or certificate of higher education? | 01 Yes  02 No  08 Don’t know  09 I choose not to say |

|  |  |
| --- | --- |
| Do you have any dependants? | 00 None  01 young people/children  02 other relatives/friends  04 Both young people/children & other relatives/friends |

|  |  |
| --- | --- |
| Ethnic origin | |
| 10 White  13 White-Scottish  14 Irish Traveller  15 Gypsy or Traveller  19 Other white background  21 Black or Black British-Caribbean  22 Black or Black British-African  29 Other black background  31 Asian or Asian British-Indian  32 Asian or Asian British-Pakistani  33 Asian or Asian British-Bangladeshi | 34 Chinese  39 Other Asian background  41 Mixed-White & Black Caribbean  42 Mixed-White & Black African  43 Mixed-White & Asian  49 Other mixed background  50 Arab  80 Other ethnic background  90 Not known  98 Information refused |

|  |  |
| --- | --- |
| Faith or belief | |
| 01 Buddhist  02 Christian  03 Hindu  04 Jewish  05 Muslim | 06 Sikh  07 Any other faith or belief  08 No faith or belief  09 Faith or belief not stated |

**SECTION FOURTEEN: Declarations**

Should you declare any information you will be contacted in due course to let you know whether it will affect your place or not. This information will remain strictly confidential and will only be shown to relevant staff at the University. P**lease note that you must include details of all and any offences, even if 'spent'.**  **A criminal conviction or caution is not of itself an automatic bar to enrolment on a programme, but failure to disclose on this form something which later appears on the DBS Disclosure Certificate could be, and could result in expulsion from the institution and in legal action.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Do you have any spent or unspent criminal convictions?** | Yes |  | No |  |

***If ‘Yes’ please provide details:­­­­­­­­­­***

**Date of offence:**

**Nature of offence:**

**Sentence received (conviction or caution or bind over):**

**Please give below the circumstances surrounding the above:**

**Is there any other information you feel we should know about (e.g. any other incidents with police involvement)**

I certify that the information I have submitted in my application as a whole is correct and complete to the best of my knowledge. I give my consent for the information to be used for application/staff administration and research purposes, for Canterbury Christ Church University to contact third parties to verify the information, and for those third parties to release personal data about me in the verification process, in accordance with the Data Protection Act 1998.

When you agree to this declaration and submit your application you are confirming that the information you give is correct and complete. If Canterbury Christ Church University believes that you or any other person has given false information in your application or in your references; has omitted any information requested in the application, references, or on our website; has omitted other material information; or has made any misrepresentation in the information given; we will take the necessary steps to check the authenticity of your application. Canterbury Christ Church University reserves the right at any stage to ask you to give further details on any aspect of your application e.g. proof of identification, status, academic qualifications etc. If you do not provide satisfactory information within the given time period, or if any part of your application is found to be fraudulent in any way, Canterbury Christ Church University reserves the right to cancel your application and withdraw any offers.

The factual content of a sample set of applications may be checked and referees may be contacted on a random basis. For the purpose of preventing fraud, Canterbury Christ Church University reserves the right to disclose information from your application to outside agencies e.g universities, employers, the British Psychological Society, the Home Office etc.

By accepting your application we are not confirming your eligibility for entry to courses. We treat all applications in strict confidence.

**By signing the declaration below, you declare that:**

**You are aware of the tuition fees for your desired course, available at:**

<http://www.canterbury.ac.uk/study-here/fees-and-funding/postgraduate-fees-funding/postgraduate-funding.aspx>

**You will possess a full driving licence *(subject to reasonable adjustments for disability)* by the date of the selection tests.**

**All of the information given on this form is true and accurate and has been completed solely by you.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature:** |  | **Date:** |  |

***Your signature must be handwritten***

**Applicant Checklist**

|  |  |  |
| --- | --- | --- |
| **Included** | **To Follow** |  |
|  |  | Completed application form |
|  |  | References |
|  |  | English Language test certificate |
|  |  | Photocopies of academic certificates / transcripts |
|  |  | Photocopy of passport details or EEA identity card |
|  |  | Photocopy of existing visa *(if appropriate)* |
|  |  | Photocopy of letter from BPS confirming GBC (*if appropriate)* |

**Submitting your Application**

**Please return your completed application form to:**

Sophie Pattemore

Salomons Institute for Applied Psychology

Canterbury Christ Church University

1 Meadow Road

Tunbridge Wells

Kent

TN1 2YG

England

Telephone: +44 1227 927075

Email: [sophie.pattemore@canterbury.ac.uk](mailto:sophie.pattemore@canterbury.ac.uk)

**Please forward a copy of this application form to your referee once you have completed it. Please pass the relevant reference to your referee and ask them to send the reference directly to Sophie Pattemore, Canterbury Christ Church University, at the address above.**

# Student Privacy Notice

The following information is intended to provide you with the relevant information the University should provide under article 13 of the GDPR.

This is a summary of our full Student Privacy Notice. [Read the full Student Privacy Notice.](https://www.canterbury.ac.uk/university-solicitors-office/docs/DP1%20Data%20Protection%20Information%20for%20Students.docx)

You can find further information regarding how the University processes your data here: <https://www.canterbury.ac.uk/university-solicitors-office/data-protection/privacy-notices/privacy-notices.aspx>

### What personal information do we collect about you and how do we collect it?

As soon as you contact us, including through UCAS, we create a record in your name. We begin to collect other personal information about you such as your contact information (telephone numbers, emails and addresses) and your personal characteristic, including age, gender, ethnicity, health and disabilities. During your time studying with us, we add information to your record about your study and your contact with us.

We collect information about your participation in learning and assessment activities, attendance, and your use of our virtual learning environment (Blackboard).

### ****How do we use your personal data?****

We collect and process a broad range of your personal data to deliver our services and support you. We use this personal data to manage our operations effectively, and to meet our legal requirements.

We have a commitment to the data protection principles of good practice for handling information. We hold personal information securely. We will only transfer data within the University on a ‘need-to-know’ basis. We do this to provide educational, support and other services to you.

We use your data to improve the wider student experience, and the quality of teaching and learning. We may contact you to carry out research to do with the student experience. We may use an external agency to do the research on our behalf.

We use your equal opportunities data (which is called special category data) you provide to us for monitoring purposes. We use this data to ensure we take account of the views of students with specific protected characteristics. We may provide specific support to student groups with shared characteristics. We may use this data to identify if you need support and to provide you with relevant opportunities. We use information about any disabilities and special requirements you tell us about. This is to make reasonable adjustments and other provisions for your study.

### ****Who do we share your personal data with?****

We sometimes use external service providers to carry out activities for us, for instance to arrange events and carry out surveys. If so, they may process your personal information. They do this processing under contract with us. These contracts contain confidentiality obligations.

We share some information with Canterbury Christ Church Students’ Union (CCCU). This is because you automatically become a member when you register to study with us. You can ask us not to share this information.

We share data with organisations where we have legal or regulatory requirements. We also share your data with the Higher Education Statistics Agency (HESA). We also share your data to invite you to participate in surveys commissioned by the Office for Students (OfS), which contractors may carry out on its behalf.

### ****How long do we keep your personal data?****

We only keep data for as long as is necessary. We keep academic transcript data for ever. This is so we can provide references and verify your study with us. You can read about how long we keep your information in our Student Data Retention Policy. This is part of the full Student Privacy Notice.

### ****How can I access the information you hold about me and what other rights do I have?****

You can email us to request a copy of the personal data we hold about you. You can ask as to correct your data if it is incorrect. In certain circumstances, you can object to our use of your data, or ask us to restrict use of the data or erase it. Sometimes you might be able to ask us for a copy of the data you gave us in a structured electronic format.

You can contact us by using this email: [dp.officer@canterbury.ac.uk](mailto:dp.officer@canterbury.ac.uk)

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**URGENT ACADEMIC REFERENCE REQUEST**

**To the referee:**

Please give your opinion of the candidate’s suitability for the course chosen to cover the applicant’s academic ability, and personal qualities.

|  |  |
| --- | --- |
| Applicant Name: |  |
| Course Applied for: |  |
| Dates I worked with the applicant: | From: To: |

**I have known the applicant as**

An undergraduate student

A postgraduate/research assistant

A salaried member of staff

Other

**I have known the applicant for**

Less than one year

One to two years

Over two years

**I know the applicant**

Casually

Fairly well

Very well

**How would you rate the quality and originality of their written work? 1 is low and 5 is high.**

1

2

3

4

5

Unable to rate

**How would you rate their capacity to work independently, without close supervision? 1 is low and 5 is high.**

1

2

3

4

5

Unable to rate

**How would you rate their research competence? 1 is low and 5 is high.**

1

2

3

4

5

Unable to rate

**What is your overall judgement of their ability to successfully complete a clinical psychology training course?**

I have significant doubts about their ability to complete a course

I think they would struggle to get through a course

Although they have some strengths I think they would struggle in some areas

I think they would manage most areas of the course well

I think they would have no difficulty in any area of the course

Can’t comment

**Comments:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | | |
| Organisation: |  | | |
| Position: |  | | |
| Telephone Number: |  | | |
| Email address: |  | | |
| Signature: |  | Date: |  |

**Please return your completed reference directly to:** **Sophie Pattemore, Salomons Institute for Applied Psychology, Canterbury Christ Church University, 1 Meadow Road, Tunbridge Wells, Kent TN1 2YG England (**[**sophie.pattemore@canterbury.ac.uk**](mailto:sophie.pattemore@canterbury.ac.uk)**)**

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**URGENT EXPERIENCE REFERENCE REQUEST**

**To the referee:**

Please give your opinion of the candidate’s suitability for the course chosen to cover the applicant’s employment/relevant experience ability, and personal qualities.

|  |  |
| --- | --- |
| Applicant Name: |  |
| Course Applied for: |  |
| Dates I worked with the applicant: | From: To: |

**I have known the applicant as**

An undergraduate vacational worker

A postgraduate assistant/researcher

A salaried member of staff

A voluntary worker

Other

**I have known the applicant for**

Less than one year

One to two years

Over two years

**I know the applicant**

Casually

Fairly well

Very well

**Would you employ the applicant in a similar capacity again?**

Yes

No

Unsure

Can’t comment

**How would you rate their ability to form positive working alliances with clients and colleagues? 1 is low and 5 is high.**

1

2

3

4

5

Unable to rate

**How would you rate their ability to use supervision effectively? 1 is low and 5 is high.**

1

2

3

4

5

Unable to rate

**How would you rate their ability to communicate complex/sensitive information to clients and colleagues? 1 is low and 5 is high.**

1

2

3

4

5

Unable to rate

**How would you rate their ability to reflect on their own performance and on their strengths/weaknesses? 1 is low and 5 is high.**

1

2

3

4

5

Unable to rate

**How would you rate their ability to organise their workload under pressure? 1 is low and 5 is high.**

1

2

3

4

5

Unable to rate

**What is your overall judgement of their ability to successfully complete a clinical psychology training course?**

I have significant doubts about their ability to complete a course

I think they would struggle to get through a course

Although they have some strengths I think they would struggle in some areas

I think they would manage most areas of the course well

I think they would have no difficulty in any area of the course

Can’t comment

**Comments:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | | |
| Organisation: |  | | |
| Position: |  | | |
| Telephone Number: |  | | |
| Email address: |  | | |
| Signature: |  | Date: |  |

**Please return your completed reference directly to:** **Sophie Pattemore, Salomons Institute for Applied Psychology, Canterbury Christ Church University, 1 Meadow Road, Tunbridge Wells, Kent TN1 2YG England (**[**sophie.pattemore@canterbury.ac.uk**](mailto:sophie.pattemore@canterbury.ac.uk)**)**