

Department of Psychology
The University of Waikato
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Hamilton, New Zealand

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THE UNIVERSITY OF
WAIKATO
Te Whare Wānanga o Waikato

POST-GRADUATE DIPLOMA IN PSYCHOLOGY (CLINICAL) APPLICATION PACKAGE

Thank you for your interest in the clinical psychology programme at the University of Waikato. This package contains all the materials you will need to apply for admission to the programme. Please read it over carefully. It is assumed that you have read our Graduate Handbook (The Faculty of Arts & Social Sciences) as this provides more information regarding the nature of our programme, its focus, and its philosophy of training. You can also access the Department's website and look at the description of the Clinical Programme.

Eligibility

There are certain minimum academic requirements for entry to the programme. These are a Honour's degree **in psychology** including, in particular, courses in abnormal behaviour, psychological assessment, research design and statistics, and an area of experimental psychology such as behaviour analysis, learning and cognition, or physiological psychology. Appropriate supporting courses would include child development, social, and community psychology. (Note that the University of Waikato Diploma in Social Sciences is also an eligible qualification, however students should make sure that their range of psychology papers has provided them with the necessary academic background as described above.) The Psychology Department has certain minimal grade requirements for entry into the BSocSc(Hons) and MSocSc degree programmes (see page 13 of the Psychology Graduate Handbook); applicants to the clinical programme must meet those requirements since they will be simultaneously admitted to the graduate degree programme and the postgraduate diploma programme.

All applicants would be expected to have knowledge of and interest in cultural issues, however this need not be demonstrated by formal course work. Please comment in your Statement of Purpose as to what formal or informal experiences you have had relating to cultural diversity.

Many students, knowing the competitiveness of clinical training programmes, often ask us what **other** characteristics we are looking for. However, these are very complex and vary from individual to individual, so it is not easy to define them precisely. We urge potential applicants to find out as much as you can about the profession of clinical psychology in New Zealand and to talk to your academic advisor prior to submitting an application.

We are aware that some students may not have completed their Honour's degree by November of a given year and will not have grades from courses in which you are currently enrolled. In this situation please indicate the courses you are currently taking and provide grades estimates from your various course convenors. **It is very important that you do this as the selection panel will need the information.** Offers of admission are contingent upon the satisfactory completion of the honours degree prior to enrolment in the programme, however if you have one or two honours courses outstanding you may still apply. It will then be up to the discretion of the selection panel whether you are short-listed. If you are selected for the programme, a plan for completion of your honours papers will be arranged with the clinical team.

APPLICATION PROCESS

Information we need

This package contains an Application Form which you should complete and sign. We also require a Statement of Purpose, which is an outline of your reasons for considering clinical psychology as a career, as well as a brief overview of your major interests within psychology and what you might hope to accomplish in your training. Further we ask you to discuss cultural competence.

Please attach a full curriculum vitae. This will provide us with details of your educational experiences, degrees obtained, honours and accomplishments, work experiences (positions held, voluntary activities), and other **professional** kinds of activities. Please do not include general letters of recommendation from past employers. If you are not a graduate of the University of Waikato please enclose an official transcript of your current academic record.

Finally, **you** are responsible for having forwarded to us two current letters of recommendation, using the attached invitations. Be sure to insert your name clearly on the form. We suggest that at least one of your referees should be an academic staff member who knows of your performance in psychology courses. Other suitable referees are current or recent employers, professionals who are familiar with your academic or volunteer activities. Please avoid family friends, relatives, or people who know you only socially rather than in terms of your academic or professional work. **Remember that referees always have the best intentions but may need to be reminded to finish the letter and mail it to us!**

Completed applications for admission to the programme must be received by 1 October of the year preceding entry. We suggest you keep a copy of your application for your personal files.

The procedure we follow

All applications are screened by a selection committee. From these, a number of applications will be selected for an interview. You will be notified in writing if you are being invited for an interview. However we do also try to phone people to let them know that they have been shortlisted, so please ensure we have your current telephone number.

Selection will take place in the Psychology Department over a 2-day period; usually you have a choice of day and time. Selection may include a number of tasks including an interview. Details of the selection procedure will be sent to those who are shortlisted.

The selection committee includes programme staff and practising clinical psychologists from the community. There will be a chance to meet current students and to look around the campus. Further details regarding location and procedure will be provided closer to the time. Interview dates for 2011 have been set for Wednesday 9 and Thursday 10 November.

Following the interviews, offers of admission to the programme are extended. Some offers may be made contingent on the student/you agreeing to complete further coursework in the first years of training. You will be advised at interview of the date on which offers will be made, and by which date they should be accepted. If we are not able to consider you further for admission in 2011, we will notify you of this as soon as possible. If further coursework is expected it must be completed within the first year of clinical training. After receiving an offer, applicants have until 9 December to accept the offer (see attached National Guidelines). After this date the offer is automatically withdrawn and the place will be offered to another candidate. This date will be agreed upon by all New Zealand universities with clinical training programmes. Your acceptance can be a verbal one initially, but you will then be asked to provide a written acceptance. All unsuccessful applicants will be notified in writing as soon as possible. **The panel's decision is final and no correspondence can be entered into.**

To protect your right of privacy, we will destroy letters of recommendation and other application materials when the selection process is complete. If you would like to have application materials returned to you, please supply us with a self-addressed envelope; do not include postage. We will not keep any application materials on file.

APPLICATION FORM
PGDipPsych(Clin) Programme

Applications must reach the Secretary
by **1 October** of the year preceding entry

1. **Name:**
(Personal name) (Family name)
2. **Permanent address:**
3. **Current postal address** (to which letters may be sent):
4. **Current phone number** (include area code):.....
If different, the phone number you can be reached at during December.....
5. **Email address:**.....
6. **Date of birth:**.....
7. **Nationality/Citizenship:**
- [optional]: Iwi. Hapu

8. **University qualifications:** (show degree(s) completed or to be completed, University and date of completion (or expected date)*.

** If some of these qualifications were gained outside of New Zealand, please provide a short description of each course. This assists us in determining whether these courses are equivalent to our prerequisites.*

Please attach an official transcript of your current academic record. Waikato students may attach a copy of their I-Gate transcript. Also please provide your grade point average (GPA). At Waikato this is available from the Scholarships office.

9. Please answer the following personal questions which are designed to find out if there are any special considerations we need to be aware of prior to commencing clinical training. These will not necessarily exclude you from consideration criteria, but we need to be aware of possible barriers to programme completion:

- a) Do you have any criminal convictions? **Yes/No**
- b) Do you have a disability or medical condition that would require special educational supports?
Yes/No
- c) Are there any personal or family reasons that would prevent you from engaging in full-time study for three years? **Yes/No**

If you answered "yes" to any of these questions, please provide a short note of explanation (attach on a separate page).

I agree that the University of Waikato may use the information I have provided for the purposes of selection into the PGDipPsych(Clin) programme only.

I understand the processes and criteria for selection into the PGDipPsych(Clin) programme, as set out in the 2011 Handbook; I accept that the decision of the selection panel will be final.

Signed: **Date:**

STATEMENT OF PURPOSE

Essays

1. Please write a personal statement in which you describe your interests in psychology and your reasons for considering clinical psychology as a career, and what you hope to accomplish in your training at Waikato? Discuss how your academic or other experiences have influenced you and helped to prepare you for a career in clinical psychology. Please limit your statement to one page (single spaced).

2. Write an essay (up to one page) addressing the following points:
 - What is your experience with Maori culture?
 - What classes or workshops have you attended that related to Maori culture?
 - At what level is your cultural competence currently, and what steps do you foresee that you need to take to develop in this area?

Name **Date**

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THE UNIVERSITY OF
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**FOR REFEREES OF APPLICANTS FOR TRAINING
IN CLINICAL PSYCHOLOGY**

Date:

Dear Referee,

Applicant

You have been asked by the above person to write a letter of recommendation in support of his/her application to the graduate programme in clinical psychology at the University of Waikato. It would be most helpful if you would provide a written evaluation, addressing the following topics (in any order), and other issues you consider pertinent to the professional practice of clinical psychology.

1. In what capacity do you know the applicant?
2. In your opinion what are his/her personal and academic attributes?
3. Please explain how you think the applicant is suitable for the profession of clinical psychology.

This letter is confidential, will not be shown to the candidate, and will be destroyed after the application process is complete.

Please send your letter **directly** to us by **1 October**, using the following address:

**Jan Cousens, Secretary, PGDipPsych(Clin) Programme
Psychology Department, University of Waikato, Private Bag 3105, Hamilton**

Thank you very much for your assistance in the selection process.

Yours sincerely,

Carrie Barber, PhD
Director of Psychology Clinical Training

Department of Psychology
The University of Waikato
Private Bag 3105
Hamilton, New Zealand

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Psychology Department, University of Waikato, Private Bag 3105, Hamilton**

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Yours sincerely,

Carrie Barber, PhD
Director of Psychology Clinical Training

Please ensure that the application is complete by ticking the appropriate boxes in the following checklist:

1. Completed and signed Application Form
2. Statement of Purpose
3. A full curriculum vitae
4. An official transcript of your current academic record if you are not a graduate of Waikato University
5. Your grade point average (GPA)
6. The attached referee forms have been forwarded to two referees; their names and addresses are as follows

(a).....(b)

.....

.....

7. A self-addressed envelope for return of application materials

Address the application to:

<p>Jan Cousens, Programme Administrator PGDipPsych(Clin) Programme Department of Psychology University of Waikato Private Bag 3105 Hamilton New Zealand</p>
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(You can cut this out and use it as a mailing label if you wish; you will receive a note confirming our receipt of your application).

National Guidelines for Students Applying to the Postgraduate Clinical Psychology Programme

Introduction: The six New Zealand Universities offering postgraduate training programmes in clinical psychology have adopted the following uniform acceptance procedures to assist applicants. Competition for clinical training is considerable, and these procedures have been carefully designed to help you in the event that you are applying to more than one programme.

Uniform Acceptance Date: All programmes will attempt to make offers of admission by the second Friday in December. Offers may be slightly earlier or slightly later because each programme follows different selection procedures. Once admission has been offered to a student, that student has until 5.00pm on the second Friday in December to accept the offer. In other words, the offer will not be withdrawn by the University programme before that date and time, nor can the student be required by the programme to give them an answer prior to the second Friday in December.

This allows a student who is admitted into one programme, but who has a preference for another programme, not to feel pressured that he or she needs to accept the first offer received. However, if your top choice of programme makes you an offer of admission, you should accept immediately (i.e. not wait until that date). Thus, you should not “collect” offers or keep programmes waiting unnecessarily. In fact, once you have accepted an offer from one programme, it would be helpful for you to contact all the other programmes to which you applied indicating that you have accepted another offer and are withdrawing from further consideration. These procedures are designed to expedite offers to other students who will be waiting to hear about admission.

If the programme that has made you an offer does not hear from you by 5.00pm on the second Friday in December, they will assume that you are not accepting their offer and they have the right to withdraw their offer to you and offer the place to someone else. This means that some students may still be notified of an offer of admission after this date. In that situation, you are advised to accept or decline the offer immediately.

Other considerations: You will see the importance that your acceptance is actually received by the programme. Therefore, you should not simply leave a message on an answer machine or on email. You should obtain some confirmation that the admissions committee received notification of your acceptance or rejection of the offer.

Students are reminded of their ethical obligation to decline subsequent offers from another programme once they have accepted elsewhere. Unpredictable events, such as a health or family emergency that might preclude you from taking up the position in the programme, will typically involve a deferment of admission until you are able to enter the programme, or re-application for entry into a subsequent intake. What is not appropriate is to accept an offer from one programme and then break that contract and accept an offer from another programme. The outlined procedure is designed to ensure that you do not accept one University’s offer simply because you are doubtful you will be admitted to another programme on your list.

As much as possible, programmes will keep you informed of your status in the selection process. Thus, they will tell you if you are no longer being considered or that you are on a short list and may be given an offer if other applicants decline admission. However, they may not always be able to respond to all telephone inquiries regarding your status.

If you have questions about these procedures, discuss them with a knowledgeable staff member, such as the Director of the Clinical Psychology training programmes. This precaution is because other staff will not always be aware of the provisions outlined here and may not be able to correctly advise you.