

# Notes of Guidance for MSc Applicants 2007

**This form and accompanying guidance notes may be used to apply for admission for the MSc in Paediatric Osteopathy for the academic year beginning September 2007. This form should not be used to apply for admission in subsequent years.**

**Please ensure that you have read and understood the following before putting together your application:**

**All candidates should read these notes thoroughly before compiling an application.** The notes contain full advice on completing the application form, assembling your supporting documents, submitting your application, and the closing dates.

Please note that a failure to follow the advice given in these notes of guidance could cause a delay in the handling and processing of your application, which could result in it not being considered.

Applications are open to practising osteopaths registered with the GOsC and osteopathic students in their final year of study. All applications require a completed application form, two references, one example of written work, a transcript of grades (if degree unclassified), and copies of GOsC certificate and indemnity insurance.

## Section 1

### Personal Details

The details you give here will be used for the administration of your application. If you are successful, this information will also form the basis of your student record, so please ensure it is full and accurate. The Admissions Office cannot take responsibility for a delay, or for documents relating to your application being incorrectly filed, if the details supplied in this section of the application form are inconsistent with those you use elsewhere.

**Surname:** If you have a surname (family name) consisting of several parts please give only the part(s) you wish to be used on **all** occasions. Other names should be noted in [brackets]. If your name contains upper or lower case letters in an unusual order (e.g. de Courcy, MacDonald) please make this clear.

**Previous name:** If you have changed your surname please enter your previous surname here.

**First name:** Please state your first (given) name in full, e.g. Christopher, not Chris.

**Address:** Enter the address where you would like us to contact you. Normally this will be your permanent home address. This is the address to which all correspondence will be sent unless indicated otherwise.

**Telephone:** Please give the full telephone number for the above address, including dialing code.

**Mobile:** Give your mobile telephone number.

**Date of birth:** Please give your date of birth as dayday/monthmonth/yearyear

**Nationality:** Please state your nationality (as stated on your passport).

**Clinic Address:** Enter the address of your clinic if this is different from the address given previously.

## Section 2

### Employment

**Present employer:** Please give contact details for your current employer(s) if applicable.

**Previous employer:** Please give contact details for your most recent previous employer.

## Section 3

### Education

Applicants for Masters' courses should usually have the equivalent of a UK upper second class bachelor's degree with honours. If your degree is unclassified eg. a BOst, please include a transcript of grades.

Other academic awards: Please indicate other qualifications attained, or expected, such as BSc, MA, PhD etc. Put the most relevant qualification. Where the names of the institutions that you have attended do not clearly identify their location, please include this information: e.g. McGill University, Montreal.

A-Levels: Please give details of your sixth form or equivalent schooling including A level subjects and grades.

## Section 7

### References

Ensure that your referees are willing and able to give a reference for you. One academic reference and one clinic reference are required, usually from individuals who have taught you on previous degree courses and are familiar with your work, or present or recent employer or a colleague of standing.

We must receive completed reference forms before your application can be processed. We will not contact referees for missing or late references on your behalf. Please forward to each of your referees a copy of the reference forms. The forms can be returned with your application in a sealed envelope marked 'letter of reference' and signed by the referee over the seal or sent direct to Admissions by your referee.

## Section 8

### Personal statement

Please give details of your reasons for applying for the course, your interest in paediatrics and what you hope to gain from the course. Please continue on a separate sheet if necessary.

## Section 9

### Special needs

We are committed to making reasonable adjustments to enable disabled students to join the MSc programme. In order to assess suitability and levels of support, we require information about your needs. If you wish to discuss this section of the application form, or provision for those with special needs, please contact the Student Disability Adviser at the BSO.

## Section 10

### Criminal convictions

Please circle the appropriate response. If you do have a criminal record please supply details of all spent or unspent criminal convictions, cautions, reprimands or final warnings on a separate sheet in an envelope marked "confidential". If your application for a place is successful you will be required to pass an enhanced criminal records bureau (CRB) check.

## Section 11

### Checklist

When you have assembled the necessary paperwork please complete the checklist.

- **Completed application form**
- **Two references in sealed envelopes**
- **CV** - A recent summary of your achievements, including details of activities, honours, publications or teaching experience should be submitted with your supporting materials.
- **One example of written work** - A single piece of written work should be around 2000 words in length, and not significantly longer. It may be a piece of course-work from your degree, an essay, or clearly-defined extract from a longer piece of work if you prefer. Any written work supplied must enable assessors of an application to make a judgement about your suitability for the programme of study, and it is your responsibility to supply the appropriate amount and type of written work.
- **Copy of GOsC certificate** (Except final year students)
- **Copy of current professional indemnity insurance** (Except final year students)

## Section 12

### Declaration

Please read, sign and date the declaration.

### Your Application

#### Submission

Once you have signed the declaration you should double-check that you have enclosed all of the supporting material required.

**Your completed application form and supporting material should then be sent to:**

Admissions, The Osteopathic Centre for Children, 15a Woodbridge Street, London. EC1R 0ND.

#### When to apply

The application process operates a series of admissions cycles. Applications are processed as they arrive and, if all necessary materials have been supplied correctly, entered into the next available cycle of assessment and interview. **You should submit your application with its supporting material as early as possible.** The closing dates for the cycles are 6th April, 4th May and 1st June.

The closing dates are enforced strictly. No applications will be considered after 1st June. Admissions must receive your materials by the closing date. The postmark on your application package is not taken into account.

The volume of applications handled by the admissions office means that we are not able immediately to confirm whether individual submissions have been received, but we will endeavour to contact you within 14 days of your application being received.

### **Decisions**

One of five decisions will be made:

- Unsuccessful application
- Offer of a place, with conditions
- Offer of a place, with no conditions
- Re-evaluation: your application will be assessed again in the next admission cycle.
- Waitlist – a place on a waiting list, to be re-considered should spaces become available.

### **Changes to your details**

If your personal or contact details change, or you wish to provide additional information in support of your application, details should be sent to Admissions. Most changes will require us to receive written confirmation from you, either by post or e-mail.

### **Following up the application**

Please allow the admissions process to run its course. If you do have reason to follow up your application, you should contact Admissions, who will be able to offer you further advice.