GUIDELINES FOR PORTFOLIO SUBMISSION

FOR APPLICANTS SEEKING ENTRY TO POSTGRADUATE COURSEWORK PROGRAMS IN PSYCHOLOGY

CLOSING DATE: TBA (BEGINNING OF OCTOBER)

A complete portfolio comprises an application letter, a résumé, and appropriate attachments. The attachments will include reports from referees and certified copies of university transcripts.

APPLICATION LETTER
The purpose of the application letter is to communicate a specific, personalised, message to the selection panel and should answer the question “Why should we select you?”

The letter should be word processed, and be no longer than three A4 pages. It should state clearly why you should be considered and address each criterion individually (i.e. copy the criterion and then write a paragraph or two clearly describing how you meet this criterion).

Selection criteria:
1. Hold a four-year degree (or an equivalent three year/one year postgraduate combination) in Psychology that has been accredited by the Australian Psychology Accreditation Council. (Note: Applicants with an overseas qualification must include evidence from the Australian Psychological Society that their studies are equivalent to APAC accredited undergraduate programs.)

2. Demonstrated understanding of Clinical Psychology and the areas a Clinical Psychologist might work in.

3. Relevant experience helping people with physical and/or mental health problems, or otherwise work with children, adolescents, adults or the elderly.

4. Relevant additional training (e.g. Workshops, short courses).

Desirable criteria:
5. Research experience additional to Honours.

6. Involvement with professional organisations. (e.g. APS or Australasian Society for Behavioural Health and Medicine (ASBHM))

7. University or Civil Awards

8. Extracurricular Activities

REFEREES REPORTS
Reports from two referees are also required. At least one of the referees should be a registered psychologist who can comment on your experience and/or potential to practice in Health/Clinical Psychology. Please ensure you provide the appropriate form to your referees: Referee’s Report (Academic) and Referee’s Report (Professional / Clinical).
SUBMISSION

Submit an online application via UAC [www.uac.edu.au](http://www.uac.edu.au) Applications open early September.

Then, send or email your portfolio direct to the University.

Complete applications (including UAC application submission, portfolio and referees reports) must be received by TBA.

Incomplete or late applications will not be considered.

All portfolios should be submitted to either of the following:

**c/o Psychology Program Officer, Shortland Hub**
Shortland Union Building
University of Newcastle, Callaghan NSW 2308

OR

Via email
[FSCIT-PO@newcastle.edu.au](mailto:FSCIT-PO@newcastle.edu.au)
Using SUBJECT: SURNAME, First Name – UAC number

Please note: If you submit your application via email please ensure any academic transcripts are certified copies. The University has the right to request the presentation of original documents at any time during the application process.

University of Newcastle transcripts are not required.

Referees reports can be submitted with your portfolio or can be sent directly to one of the above addresses.

Please send clear copies or scans of all documents, as they need to be copied for distribution to the selection committee. Please do not post them in elaborate binding, a single staple or clip in the corner is sufficient. Please only print one sided. All these measures will aid our administration processes.

Please remember to submit your online application via UAC [www.uac.edu.au](http://www.uac.edu.au).

Applicants for the PhD (Clinical) must also follow the application procedures set by the Office of Graduate Studies.

Interview Dates TBA – Usually Mid November