Postgraduate Diploma in General Pharmacy Practice
Application Guidance Notes for completion of the application form

These notes are intended to help with completion of the UCL PG DIP GPP Application Form:

**Email:** Use a non-NHS email address eg. Hotmail, gmail account that you check on a regular basis (NHS email servers often reject email sent from non-NHS sources and particularly from systems such as the registration system where emails are sent automatically from central UCL Registry). Check your junk box and ensure it is not full or add ucl.ac.uk to your safe senders list.

**Disability:** This information is collected to allow UCL Admissions to identify students who may need additional access needs or reasonable adjustments during the enrolment and induction process. It is also used by the School of Pharmacy to identify practitioners who may need to apply for Special Exam Arrangements (SEAs). Your information will be treated with the strictest confidence.

**Unspent Criminal convictions:** If you have unspent convictions please contact the admin team. This information will be handled with the strictest confidence.

**APL:** You will only be an APL candidate if you are transferring credits from another Diploma programme to join at FS2 stage. If you are in a position to do this and have yet to inform the admin team of your intention to do so, please do so as soon as possible so an interview with the academic team can be arranged.

**Completing other forms of higher education:** If you will be participating in another higher education course when you start the Diploma programme please contact the admin team.

**GPhC no:** If you are yet to receive your GPhC number, please enter 123456. You will be required to email your number once you receive it to sop.professionalcourses@ucl.ac.uk. Registration with the GPhC is a mandatory entry requirement for the programme. If we have not received your number by the start of enrolment you will not be allowed to start the programme.

**Educational Programme Director:** The Educational Programme Director is the Educational Lead for your hospital. Please make sure their email address is entered correctly

A confirmation email will be sent to you within 10 minutes of receipt of a completed form. Make sure you have received this email and contact sop.professionalcourses@ucl.ac.uk immediately if you do not. **If you do not receive a confirmation email we will not have received your application and you will not be entered onto the programme.**

If you have any further questions or problems please contact sop.professionalcourses@ucl.ac.uk.

**What happens next?**

All successful applicants will be sent the PG DIP New Starters document within one week of the application closing date. If you do not receive it contact sop.professionalcourses@ucl.ac.uk. It contains information and actions for the Enrolment and Induction process. Please make sure you read it fully and complete the necessary steps to start the programme.

Failure to complete all stages of the application and enrolment process by the stated deadlines results in the application being invalid and will require the full application and enrolment process to be completed for entrance to the Diploma programme at the next available opportunity (March or September).