



Faculty of Medicine, Dentistry & Health Sciences

**Melbourne School of Psychological
Sciences**

GRADUATE DIPLOMA IN PSYCHOLOGY

STUDENT MANUAL 2017

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General Information

Introduction

Welcome to the Graduate Diploma in Psychology at the University of Melbourne for 2017. We are very excited to have you as part of the Melbourne School of Psychological Sciences (MSPS) and hope that this will be both an enjoyable and successful year for you.

This manual provides information regarding the structure, content and submission of work for psychology subjects, as well as many of the policies and procedures within the MSPS. This is important information for the successful completion of your degree and thus students are encouraged to familiarize themselves with the content of the manual.

The manual should act as your first point of reference for any questions or queries, but also provides guidance about where to seek answers to any other questions you may have.

Contact Information

The MSPS is part of the Faculty of Medicine, Dentistry and Health Sciences and is located within the Redmond Barry Building of the Parkville campus.

Address: Level 12, Redmond Barry Building
Melbourne School of Psychological Sciences
The University of Melbourne
VIC, 3010

Phone: (03) 8344 6377

Fax: (03) 9347 6618

Email: enquiries-psych@unimelb.edu.au

Internet: www.psych.unimelb.edu.au

Office Hours: Monday to Friday: 9:00 am – 5:00pm

Below is the contact information for the relevant academic and professional staff

Director of Learning and Teaching (DOTL)

Assoc. Prof Piers Howe

pdhowe@unimelb.edu.au

**Deputy Director of Teaching and Learning
(Deputy DOTL)**

Dr Daniel Little

daniel.little@unimelb.edu.au

Undergraduate Programs Convenor

Dr Judi Humberstone

judih@unimelb.edu.au

Tutor Coordinator

Geoff Saw

gsaw@unimelb.edu.au

**Academic Programmes Manager/Student
Services**

Rutti Loh

ruttigone.loh@unimelb.edu.au

Redmond Barry Building, Level 12 Office

1st Year/Grad Dip Convenor

Dr Simon Cropper

Email: scropper@unimelb.edu.au

4th Year Convenor

Dr Luke Smillie

Email: lsmillie@unimelb.edu.au

Psychology International Student Liaison

Dr Jason Forte

Email: jdf@unimelb.edu.au

Academic Skills Unit

Phone: 13 MELB (13 6352)

Website: www.services.unimelb.edu.au/academicskills

Location: 723 Swanston St

Hours: 8:45am – 5pm weekdays

Counselling Service

Phone: 8344 6927 or 8344 6928

Website: www.services.unimelb.edu.au/counsel

Location: Level 2, 138 Cardigan Street, Carlton

Hours: 9am – 5pm Mon and Fri

9am – 6pm Tues, Wed, & Thurs

Daily drop in service 2pm – 3pm

Stop 1

Stop 1 is the home of University student services online, on the phone and in person. As a student, Stop 1 can help you with enrolment, course planning, administration, support services and skills and development.

Web: <http://students.unimelb.edu.au/stop1>

Email and live chat: <https://ask.unimelb.edu.au>

Phone: 136352

Walk in: 757 Swanston Street (Parkville), Elisabeth Murdoch (Southbank)

The range of services you can access through Stop 1 includes:

- Administrative and information services including student ID cards, enrolment queries, fees, transcripts, scholarships, and graduations.
- Skills and development services including employability, academic development, and student development.
- Support services including disability, housing, financial aid, and the Safer Community Program.

Important 2017 Dates

3 January – 26 February	Summer Semester
26 January	Australia Day (University holiday)
February 20 – February 26	O Week: Orientation week for all students
Feb 27 – May 28	Semester 1
March 31	Semester 1 Census date (last date to withdraw without incurring a withdrawn comment and a HECS-HELP/FEE-HELP/Fees liability)
April 14 – April 23	Easter non-teaching period
April 25	ANZAC Day Holiday (University holiday)
May 5	Last date to withdraw from standard Semester 1 subjects (without incurring a fail grade)
May 29 – June 2	SWOT Vac
June 6 – June 23	Examination period
July 7	Semester 1 results release date
July 13 - July 19	Supplementary Examinations Period
July 19 - July 21	Mid-year orientation
July 24 – October 22	Semester 2
August 31	Semester 2 Census date (last date to withdraw without incurring a withdrawn comment and a HECS-HELP/FEE-HELP/Fees liability)
Sept 22	Last date to withdraw from standard Semester 2 subjects (without incurring a fail grade)
Sept 25 – Oct 1	Non-teaching week
October 23 – October 27	SWOT Vac
October 30 – November 17	Examination period
December 1	Semester 2 results release date
December 7 – December 14	Supplementary Examinations Period

Email

Email is the School's primary mode of communication with students so it is imperative that you activate your student email account. Lecturers, tutors and administrative staff all use the University email system to communicate with students. It is your responsibility to check this email account regularly to avoid missing important information relevant to your studies. If you have not yet activated your student email account or are having difficulties doing so, please visit this website: <http://studentit.unimelb.edu.au/findandconnect/activateresetaccount.html>.

Information on how to set up your student email account on your smart phone/tablet, or how to have your student emails forwarded automatically to your personal email account, can be found here: <http://www.studentit.unimelb.edu.au/study/googleapps.html>.

Please note that staff can only be expected to respond to emails during business hours and tutors only during their official employment hours. Please allow at least 3 business days for the staff member to respond and understand that responses may be delayed in some circumstances (e.g. sick leave, annual leave, overseas conferences, etc).

Appropriate Behaviour

Students are required to behave in an appropriate manner towards faculty, tutors and other students. In particular, they must avoid "peppering" staff or tutors with emails, posting inappropriate content on discussion forums and making derogatory or inappropriate comments either in public forums, such as tutorials, or in surveys, such as SES. They must not attempt to intimidate, harass, or bully staff or other students. It is never appropriate for students to vent their frustration or anger at staff or other students. Additionally, students may not take photographs, video or audio recordings of lectures, tutorials, rehearsals, performances or practical classes without the express written permission of both the staff member supervising the activity (or the subject coordinator) and the written permission of the identifiable individual, or their legal guardian. The University's policy on appropriate behaviour can be found here: <https://policy.unimelb.edu.au/MPF1324>

Student Portal

The University's student portal provides a single point of access to a number of important online resources. You can access your student portal at: <https://my.unimelb.edu.au/login/pages/login.jsp>

The student portal will allow you to:

- Access central University timetables, view your personal timetable and sign up for lecture/laboratory times via the ISIS system
- Access learning management tools (e.g. LMS/Blackboard)
- Access your student email account
- Access your library borrowing records and the library home page (where you can search multiple library databases and catalogues)
- View your enrolment details/study plan, enrol, change or withdraw from subjects
- View your exam timetable and recent results
- Apply for scholarships and grants; pay fees
- Update your personal details
- Obtain information regarding housing, health and welfare, jobs and employment, social and cultural activities, academic services and financial advice

LMS (Learning Management System)

The LMS is an on-line resource accessed via the student portal that provides important information about each subject you are enrolled in. You can only view the LMS sites for subjects you are enrolled in. Subject coordinators and lecturers will use the LMS to:

- Post lecture notes
- Post assignment details
- Answer questions asked by students on the subject's discussion board
- Upload audio and visual lecture recordings, and readings

Like your student email account, it is very important that you regularly check the LMS page of each of your subjects to avoid missing important information relevant to your studies.

Completing a Major Sequence in Psychology

The MSPS Psychology Major is an Australian Psychological Accreditation Council (APAC) accredited undergraduate sequence and is also recognised by the Psychology Board of Australia (PBA). This major sequence in Psychology is comprised of 10 units worth 125 credit points. To complete a major in Psychology, you must obtain a pass in the following subjects:

Subject code	Subject Name (Semester)	Subject Convenor
Level 1		
PSYC90097	Mind, Brain and Behaviour 1 (January)	Dr Simon Cropper
PSYC90098	Mind, Brain and Behaviour 2 (February)	Dr Simon Cropper
PSYC10003	Mind, Brain and Behaviour 1 (1)	Dr Simon Cropper
PSYC10004	Mind, Brain and Behaviour 2 (2)	Dr Judi Humberstone
Level 2		
PSYC20006	Biological Psychology (1)	Dr Stefan Bode
PSYC20008	Developmental Psychology (1)	Dr Katherine Johnson
PSYC20007	Cognitive Psychology (2)	Dr Meredith McKague
PSYC20009	Personality and Social Psychology (2)	Dr Simon Laham
Level 3		
PSYC340014	Advanced Research Methods for Human Inquiry (1)	Dr Paul Dudgeon
PSYC340013	Advanced Psychological Science: Theory & Practice (2)	Dr Meredith McKague
Elective Subjects		
Students must also complete TWO of the following Level 3 subjects		
PSYC30012	The Unconscious Mind (1)	Prof Yoshi Kashima
PSYC30017	Perception, Memory and Cognition (1)	Dr Daniel Little
PSYC30018	Neuroscience and the Mind (1)	Dr Jason Forte
PSYC30014	The Psychopathology of Everyday Life (1)	Dr Chris Groot
PSYC30015	Applications in Psychology (2)	Dr Luke Smillie
PSYC30016	Social and Emotional Development (2)	Dr Heidi Gazelle
PSYC30019	Development of the Thinking Child (2)	Assoc. Prof Bob Reeve
PSYC30020	The Integrated Brain (2)	Assoc. Prof Amy Jordan
PSYC30022	Trends in Personality & Social Psychology (2)	Assoc. Prof Brock Bastian

These subjects are subject to change. For a detailed outline of each subject, please see <http://mdhs-study.unimelb.edu.au/degrees/undergraduate-studies-in-psychology/degree-structure#degree-structure>.

Pre- and Co-Requisites

Most psychology subjects do not have pre- or co-requisites. However, Level 2 and 3 psychology subjects do have recommended knowledge. It is required that students have completed either Mind, Brain and Behaviour 1 or Mind, Brain and Behaviour 2 before enrolling in Advanced Methods in Psychology (Level 3). Similarly, it is required that students have completed two level 2 psychology subjects and Advanced Research Methods in Psychology before enrolling in Advanced Psychological Theory and Practice (Level 3).

For information on the prerequisites and required knowledge for each subject, please visit the 2017 handbook at <https://handbook.unimelb.edu.au>. It is your responsibility to ensure you have met the requirements for the subjects you enrol in. If you require assistance in planning your course, sequencing subjects, or are unsure whether you need to complete more subjects, contact the Academic Programs Team at graddip-psych@unimelb.edu.au.

Hurdle Requirements

All subjects in the accredited psychology major sequence have a hurdle requirement of 80% attendance at laboratory classes. Completion of ALL assessment tasks is also a hurdle requirement to pass any Level 1, 2 or 3 psychology subject. There may be additional hurdle requirements specific to each subject, which will be outlined in the handbook entry for the subject and in the Subject Outline provided for each subject. Failure to meet hurdle requirements may result in additional assessments set by the subject coordinator to be awarded a passing grade.

Assessment

Assessment may occur in the form of essays, lab reports, examinations, class presentations and class participation. The assessment requirements for each subject are detailed in the University Handbook, and will be provided in the Subject Outline provided for each subject. www.handbook.unimelb.edu.au.

Examinations

All subject examinations will be held during the University examination period at the end of the semester in which the subject is held. Until the final exam timetable is published, you are expected to be available to sit an exam at any time during the examination period (including the supplementary exam period). It is your responsibility to find out the correct information regarding the time, date and location of your examinations. The examination timetable is published by the Student Administration Office at www.unimelb.edu/sis/. Alternatively, you can access your personal timetable through the Student Portal once it has been released (approximately week 10 of each semester).

Discussion Board Rules

- The discussion board is primarily for students to answer each other's questions. This is in part how we fulfil the University requirement that students have the opportunities to assist and lead others in learning.
- Please do not post a question that has already been answered either on the discussion board, in the subject information booklet, in the undergraduate/graduate diploma manual, or elsewhere on the course website.
- Staff and tutors have been asked to wait 3 days before answering posts so as to give other students the opportunity to answer the posts and, in this way, participate in the conversation.
- Staff and tutors have been further asked not to answer posts that have been answered elsewhere. If no one has answered your post, it is likely that the answer is already in the written documents that you have been provided with.
- All posts must be written in a non-offensive and inclusive manner. If not, they will be deleted.
- Please do not email staff or tutors questions directly, unless they are of a private nature. All other questions should be placed on the discussion board so that all students can benefit from the answers.

Submission of Work

All Level 1, 2, and 3 assignments are to be submitted via LMS (Turnitin) before 8:00 am on the due date. There is no grace period, so it is strongly suggested that all students submit by 7:00 am at the latest to allow for unforeseen difficulties such as slow internet connections etc. Technology failure is not an excuse for late submission.

Receipt

On submission, Turnitin will display a receipt showing the date and time of submission. It is imperative that you take a screenshot of this receipt. If the assignment "goes missing", the late penalty cannot be waived unless a receipt can be shown. You should not rely on Turnitin emailing you a receipt since Turnitin typically does not email a receipt when the assignment "goes missing".

You must:

- Submit via Turnitin as per the instructions given by the Subject Coordinator
- Type and double space all assignments
- Include your name, student number and an accurate word count on the title page.
- Save your file in the format LAST NAME (UPPERCASE)_Student Number_Subject Number_Assignment Number e.g. SMITH_12345_PSYC10001_Assignment1

- Ensure you have backup copies of your work.

You must not:

- Submit assignments via fax or emails
- Submit assignments to tutors' or academics' pigeonholes
- Submit assignments to the Psychology Office staff or
- Submit assignments under doors

Penalty for Late Work

For assignments submitted after the due date without an approved extension, the mark awarded will be reduced by 10% of the total marks available for each working day the work is late.

Assignments submitted more than 5 working days after the due date without an approved extension will not be marked and will receive no marks.

Technology failure or lack of access to computers/word processing software is not an acceptable reason for late submission. Computers with the complete Microsoft Office suite have been made available for student use by the University in the Baillieu, ERC and Brownless Medical Libraries.

Extensions

Submission dates for assignments will be provided by the subject coordinators well in advance. Given this, extensions are only approved under exceptional circumstances. You are expected to manage your time to allow for minor illnesses, technology problems, heavy workloads, outside work commitments, transport problems etc.

- The subject coordinator may grant an extension of up to 10 working days to allow for unforeseen circumstances that have impacted a student during the time allocated for the preparation of an item of assessment.
- Applications submitted more than 3 days after the original submission deadline has passed will automatically be rejected. If there exists exceptional circumstances that prevented a timely application from being made, then you are advised to request support under the Special Consideration Procedure. Information about Special Consideration can be found at: <http://students.unimelb.edu.au/admin/special>
- Where more than one assessment task is affected, you must submit a separate extension request application for each item of assessment.
- Submission of an application for extension does not guarantee approval.
- If you need an extension of more than 10 working days, or were granted the maximum extension but are experiencing circumstances that are still preventing you from submitting the assessment by the revised due date, then you must submit an application under the Special

Consideration Procedure. Information about Special Consideration can be found at: <http://students.unimelb.edu.au/admin/special>

- If you are experiencing difficulties of an ongoing or recurring episodic nature, then you are advised to seek support and advice from the Student Equity and Disability Unit: <http://services.unimelb.edu.au/disability>

Procedure for Submitting a Request for Extension

- Compile supporting documentation that outlines how your circumstances have affected your ability to complete the assessment item before the original deadline
- Complete the electronic Extension Request Form, which can be obtained via the Extensions link in the main menu on the LMS site for each Psychology subject.
- The School will contact you about your application within three working days of the receipt of the electronic Extension Request form.

Procedure for requesting a continuation for an assignment extension

If your circumstances continue to negatively impact your studies beyond the duration of the original extension duration, then you must apply for an extension continuation using the link that was emailed to you at the time your original extension request was approved. Be advised that if you have already received a 10-day extension, then you are not eligible for a continuation. You should instead apply for special consideration. Information can be found at: <http://students.unimelb.edu.au/admin/special>

Evidence Requirements

It is your responsibility to ensure that adequate supporting documentation is included in your application for an extension request. Applications submitted without supporting evidence will be rejected. Supporting evidence may take the form of a medical certificate, a University academic adjustment plan, or an authorised legal document such as a statutory declaration. Further information about statutory declarations can be accessed from the Victorian Department of Justice and Regulation: <http://www.justice.vic.gov.au/home/justice+system/legal+assistance/statutory+declarations/>

Medical certificates

The School will not approve an extension request that exceeds the duration of the medical condition as stated by the health professional on a medical certificate. If your condition continues to affect your studies and you require a continuation on your extension, then you will need to provide new and updated medical documentation. Be advised that the School regularly checks the validity of medical certificates. DO NOT, under any circumstances, forge, falsify or alter medical documents. Falsifying

documents constitutes fraud and is treated very seriously by the University. Students caught falsifying medical documents may have their enrolment at the University terminated.

Eligible circumstances

Extensions may be granted in circumstances including, but not limited to, the following:

- Illness or a medical condition, supported by a medical certificate.
- Injury or physical or psychological trauma, impairment or incapacity arising from an event (e.g. as a result of a car accident), supported by a medical certificate and related documentation (e.g. police report).
- The death or diagnosis of a serious illness of a close family member or friend, supported by documentary evidence, and an explanation of the nature of your relationship to the person.
- Illness of a child, parent/guardian, or spouse, for whom the student is the primary caregiver, supported by documentary evidence.
- An unforeseen event that substantially impacts on the preparation of an assignment, such as family breakdown or substantial change to economic circumstances (e.g. bankruptcy), supported by documentary evidence.
- Legal commitments, where a student is called for jury duty or is subpoenaed to attend a court, tribunal or hearing, supported by documentary evidence.
- Obligatory involvement in a religious ceremony or cultural event of a unique nature, supported by documentation from a relevant official or leader.

Ineligible circumstances

Extensions will not be granted for the following circumstances.

- Computer failure. Software malfunction, disk failures and printing difficulties are an unavoidable aspect of computer use and should be anticipated and planned for. The subject coordinator may, at their discretion, grant an exception where computer failure affects submission of an assignment that had preparation time of less than a week, in which case an extension of up to 24 hours may be granted.
- Assessment tasks in other subjects due. You will be given fair notice of assessment due dates and are expected to manage their time in order to meet the set deadlines. This specifically includes assessment resulting from an approved overload.
- Employment responsibilities and routine financial support needs.
- Stress or 'normal' anxiety. The stress or anxiety normally associated with the completion of required assessment tasks or any aspect of coursework is not considered grounds for an extension. A medically diagnosed anxiety disorder may be grounds for an extension or other accommodation under the Student Equitable Adjustment Procedure.
- Study difficulties. Difficulties adjusting to university life, the self-discipline needed to study effectively, and the demands of academic work, or resulting from a lack of knowledge of the

requirements of academic work or failing to anticipate correctly the time required to complete a specific task, are not grounds for extensions. You should consult with a student adviser about the options provided by support programs such as the learning skills programs offered by Academic Skills.

- Language difficulties. You are expected to possess a specified competency in English. If you are experiencing English language difficulties you should consult with a student adviser about ESL support options, such as those offered by Academic Skills.
- Minor inconveniences
- Regular, normal life events, such as family life, work, sporting activities, social, or other commitments
- Minor interruptions and disruption to routine that might result from minor illness, mishaps or other minor adversity.

Academic Adjustment Plan (AAP)

Students with an academic adjustment plan must contact the subject coordinator as soon as possible, preferable within the first week of the semester, to discuss appropriate adjustments. The sooner you discuss your AAP with your subject coordinator, the easier it will be for the subject coordinator to help you. The AAP is not a list of entitlements or guarantees. Rather, it is designed to form the starting point of a discussion. While the subject coordinator will attempt to accommodate reasonable adjustments, the particular requirements of an individual subject may preclude some adjustments, in which case you may need to withdraw from the subject. The subject coordinator will need to discuss any unusual adjustments (e.g. alternative assignments) with the Director of Teaching and Learning (DOTL) before granting them.

Word Count Policy and Penalties for Exceeding the Word Limit

Students are provided with a word limit for written assessments to promote the development of writing skills based on precise reasoning and carefully worded arguments.

In recognition that the ability to formulate a concise argument is an important marker of academic scholarship, 10% of the total marks available for a given assessment task will be deducted for every 10% that the word count exceeds the word limit specified for the task.

Example: For an assessment task with a specified word limit of 1000 words marked out of 100:

- there will be no penalty for assignments with a word count up to 1099 words;
- a penalty of 10 marks will be applied to assignments with a word count between 1100 and 1199 words;
- a penalty of 20 marks will be applied to assignments with a word count between 1200 and 1299 words; etc.

Students are required to report the word count accurately on the front page of each piece of work submitted for assessment, with incorrect reporting potentially liable to an allegation of academic misconduct on the grounds of providing false or misleading information.

The word count should include all text in the body of the work (including in-text citations), but excluding all words in the title, abstract, headings, tables, figures, captions for tables and figures, references, and appendices.

Academic Honesty and Plagiarism

Plagiarism is the act of representing the creative work of another as one's own original work, without appropriate acknowledgment of the author or source. The following are examples of plagiarism if appropriate acknowledgement or referencing of the author or source does not occur:

- Copying directly (or allowing to be copied) paragraphs, sentences, a single sentence or significant parts of a sentence. An end reference without quotation marks around the copied text may also constitute plagiarism
- Copying ideas, concepts, research results, statistical tables, computer programs, designs, images, sounds or text, or any combination of these
- Paraphrasing of another's work closely, with minor changes but with the essential meaning, form, and/or progression of ideas maintained
- Relying on a specific idea or interpretation that is not one's own without identifying whose idea or interpretation it is
- Cutting or pasting statements from multiple sources or piecing together work of others and representing them as original work
- Presenting as independent, work done in collaboration with other people (e.g., another student, a tutor)
- Submitting, as one's own, all or part of another student's original work
- Resubmitting your own work for more than one assessment, except where explicitly authorised to do so.
- Preparing an original and correctly referenced assignment and submitting part or all of the assignment twice for separate subjects or marks
- Cheating in an exam, either by copying from other students or by using unauthorised notes or aids.

For the university's advice on academic integrity and plagiarism please see here

<http://academicintegrity.unimelb.edu.au/>

For advice from the University's academic skills unit please see here:

http://services.unimelb.edu.au/_data/assets/pdf_file/0004/821668/5297-Avoiding-PlagiarismWEB.pdf

What is collusion?

Collusion is the presentation by a student of an assignment as his or her own which is in fact the result in whole or in part of unauthorised collaboration with another person or persons. Collusion involves the cooperation of two or more students in plagiarism or other forms of academic misconduct. Both the student presenting the assignment and the student(s) willingly supplying unauthorised material (colluders) are considered participants in the act of academic misconduct. Whilst discussion amongst students is encouraged, it is expected that the written submission be planned and completed by each student independently, except when a group assignment is required.

Penalties for Plagiarism and Collusion

The potential penalties for plagiarism and collusion are severe and can include receiving a zero for the assignment or even the entire subject. If there are two or more pieces of work from different students that cannot be differentiated, all students involved may be penalised.

PeerWise

Your subject coordinator may opt to make available to you a tool called PeerWise. This is entirely at the subject coordinator's discretion and will typically be done only for a large subject whose final exam contains a significant multiple choice questions component. PeerWise is an independent website that allows students to create, share and answer multiple choice questions authored by other students. In this way it allows students to revise subject-specific content in a collaborative and supportive environment. If your subject coordinator has opted to make PeerWise available for your subject, please see the following link for detailed instructions on how to use this tool:

<https://peerwise.cs.auckland.ac.nz/docs/>

Citations and Referencing

The Melbourne School of Psychological Sciences requires students to adopt the American Psychological Association (APA) format for acknowledging the work of others through in-text citations and referencing. The APA provides some excellent resources for learning APA style <http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx>

The following website is also a good resource for the correct application of APA style for both in-text references and your reference list:

<https://owl.english.purdue.edu/owl/resource/560/1/>

Feedback on Assessment Tasks and Remarking

All written assignments will be marked against the marking criteria that were provided by the academic member of staff who set the assignment. Markers will provide detailed comments against each of the marking criteria to justify the grade assigned. Assignments deemed not to be of a passing standard will be double marked.

Our remarking procedure follows that outlined in the University's Assessment and Results Policy (<http://policy.unimelb.edu.au/MPF1326>). Students are not automatically entitled to have their result reviewed or their work marked by a different marker. Requests for a remark will be assessed on an individual basis. Before formally requesting a remark you must first meet with your tutor to discuss the feedback you received. Requests to meet with your tutor must be made within 3 business days of receiving the initial feedback and formal requests for a remark must be made within 10 business days of receiving the initial feedback. The procedure is as follows:

1. If you believe that the grade you have received is not adequately justified against the marking criteria then you should first contact your marker to discuss this.

The request to meet with your marker must be made in writing via email and must not be made until one business day has passed from receiving the initial feedback and grade to ensure adequate time to consider the feedback. In particular, you should not approach your tutor before, during, or after a tutorial about remarking. The request to meet with your tutor must be made within three business days of receiving the initial feedback.

2. Within one business day of receiving a request to review an assignment, the marker will contact you to arrange a time to meet. This meeting should occur within 8 business days of you receiving the initial feedback. If you cannot arrange this meeting within that timeframe, you should inform the Deputy Director of Teaching and Learning, Dr Daniel Little (daniel.little@unimelb.edu.au), immediately. You should bring the marked assignment and a copy of the marking criteria to the meeting with your tutor.
3. At the meeting, the marker will discuss the feedback and grade against the criteria. The marker will not provide you with a numerical breakdown of marks for each section of the report, but will discuss each section qualitatively against the criteria. No change to the original grade will be discussed at this meeting.
4. If you are not satisfied with the feedback provided at the meeting and still believe that there has been an error of academic judgment in the application of the marking criteria, then you may request a formal remark by emailing the Deputy Director of Teaching and Learning, Dr Daniel Little (daniel.little@unimelb.edu.au) within 10 business days of having received the initial feedback on the assignment. Late requests will only be accommodated under exceptional circumstances.

5. Applications for remarking must include the following:
 - Full name
 - Student ID
 - Subject code and name
 - Name of the subject coordinator
 - The date the initial feedback was provided
 - If your request for a remark occurs later than 10 business days after you received the initial feedback you need to explain why. Late requests will be considered only under exceptional circumstances. Such a request must state 1) the date the tutor was initially emailed requesting the meeting, 2) the date the meeting occurred, and 3) why your remark request is late.
 - Your remark request must clearly state which of the official marking criteria you believe were not appropriately followed by the marker. Subjective disagreements with the judgment of the marker are not grounds for a remark.
 - You must include a clean copy of the assessment with identifying information removed
6. The Deputy Director of Teaching and Learning will decide whether there are sufficient grounds for remarking the assessment.
7. The re-marker will provide a justification of their grade against the original marking criteria.
8. Feedback about the outcome of the re-mark will be provided to the original marker.
9. The re-marked result will be the final result for the assessment task regardless of whether it is higher or lower than the original result. No further change can be made the grade unless there are grounds to review the process of re-marking.

Special Consideration

Special consideration is granted to students who are experiencing a hardship that has significantly impacted their performance during the academic semester. As soon as you are aware of factors that are affecting your studies, or are likely to do so, you should talk to the Graduate Diploma Convener, or seek advice from a student advisor.

Applications for special consideration are submitted through your Student Portal.

Details of all applications for special consideration are treated in the strictest confidence. Applications for special consideration are made in accordance with the Statute 12.4.5 (set out in the University Policy Library).

For more information about applying for special consideration go to: <http://students.unimelb.edu.au/admin/special>

Please note, ongoing and recurring episodic circumstances, are managed through the Student Equity and Disability Unit: <http://services.unimelb.edu.au/disability>

Potentially Confronting Materials

Academic staff will be considerate and sensitive when presenting materials in class that may provoke phobic or post-traumatic reactions in some students, although it is not possible to anticipate everything that may produce such reactions. In particular, staff will warn students well in advance before presenting graphic images or graphic discussions of sexual assault, blood, self-harm, suicide, combat/war or violence. However, staff are not expected to avoid potentially contentious topics if educationally justified. If you believe that there are exceptional reasons based on your personal reactions to class content why you require alternative tasks or assessments, you will need to apply for special consideration directly, as staff members will not make ad hoc arrangements with individual students.

Student Complaints and Grievances

In the first instance, the student should attempt to resolve their concern by informally discussing the matter with the lecturer/tutor involved. If this does not result in a mutually satisfactory solution then the student may email the subject coordinator. If this still does not produce a mutually satisfactory solution, the student may initiate a formal procedure:

<http://msl.unimelb.edu.au/feedback>

The university will not allow a student to initiate the formal process until the student has in good faith attempted to resolve the matter informally by contacting both the lecturer/tutor and the course coordinator. If you need help during this process you may contact the student union advocacy service:

<https://umsu.unimelb.edu.au/support/advocacy/>

Computer Labs

All students enrolled in the Graduate Diploma in Psychology are given access to a computer lab on the 6th floor of the Redmond Barry Building (room 620). You can gain entry to this room using your student card. If your student card does not allow you access, please email the enquires officer at enquiry-psych@unimelb.edu.au with your full name, student ID and a request for access to room 620.

Printing

Printing facilities are available to Graduate Diploma in Psychology students in Graduate Diploma computer lab (room 620). Printing in this lab is via the **Papercut system**. Printing credit for use at this location only can be purchased in case from the 12th Floor Psychology Office. The price is \$0.10c per A4 side (i.e. double sided is \$0.20c).

Printing at other locations on campus use the **UniCard system**. Print credit can be purchased online from the following website: <https://unicard.unimelb.edu.au/> or at printing stations in the University Libraries. Note – print credit purchased this way *cannot* be used to print in the Graduate Diploma computer lab.

For more information about printing, scanning and photocopying on campus, please visit the Student IT website: <http://www.studentit.unimelb.edu.au/printingandscanning/index.html>

Graduate Diploma Community Website

Psychological Sciences has created a community website for Graduate Diploma in Psychology students. You can access this via your student portal. This website provides information about the course, the MSPS and the University, and includes links to a number of different services. It also has a discussion board where you can post questions related to the course. This board is monitored by the Graduate Diploma Convenor, so please post any general questions you feel may benefit other students. To access this community, you must self-register by completing the following steps:

- Log in to the LMS (accessible via the student portal) and click on the 'Communities' tab
- Enter 'Graduate Diploma in Psychology Community Website' or 'COM_00509' into the search box in the top left hand corner

Administrative Matters

Allocation to Laboratory Classes

Semester 1 and 2 timetables open for registration approximately 4 weeks before the semester commences. It is recommended that you register into your lab classes and lectures as soon as registration opens to avoid disappointment. Registration for timetables is done via the ISIS system, which can be accessed from the admin section of your student portal. Please note that registration opens at the same time to all students across the university. Thus, delays and technical difficulties can sometimes occur on the first day of registration.

The lab classes provide an environment where you have personal interaction and feedback from academic staff and where you and your learning needs are best known to us. For this reason, you will be expected to attend the class in which you have allocated yourself to at the start of semester. Class sizes have been capped at 25 students per tutorial group. This ensures the most effective curriculum delivery. It is the policy of the Psychology Department (and part of our accreditation with APAC) that no class exceeds this limit.

If you have any questions about registering into lectures and lab classes for subjects run in semesters 1 and 2, please contact Geoff Saw, via [Class Registration Enquiry Management \(CREM\)](#) after the timetable is open for registration.

General timetabling questions may be directed to the Academic Programmes Manager via:

graddip-psych@unimelb.edu.au

If you would like to view all available lecture and laboratory class times for psychology, please go to: <https://sis.unimelb.edu.au/cgi-bin/subjects.pl>

Temporary Laboratory Class Changes

If you are unable to attend your normal laboratory class, you may request a temporary transfer. This allows you to attend a different class in the same week for that week only.

- Temporary transfer request forms are available from the Psychology Office foyer, or may be downloaded from <http://psychologicalsciences.unimelb.edu.au/study/current-students/student-forms>
- You must take the form to the class you intend to transfer to
- You will normally be required to provide documentation explaining your reason for wanting to transfer (e.g. a medical certificate)
- It is the lecturer/tutor's responsibility to ensure the number of students in the class is not above the official limit (>25). You may only attend the class if there are empty places above the permanent number of students already registered to that class
- You must have the tutor of the temporary class you have transferred into sign your form
- You must then take your signed transfer form to your permanent class and give it to the tutor who will forward it to the Principal Tutor for the relevant year level.
- Students are allowed one temporary lab transfer (without a medical certificate) per semester

Reading Packs and Textbooks

A reading pack or textbook is usually prescribed for each subject. These are sold through the University Co-Op Bookroom next to Stop 1 (757 Swanston Street). All reading packs or required textbooks will usually also be available for loan at the Reserve Desk of the Baillieu Library.

Work Commitments

A clash with employment commitments is not regarded as a valid reason for changing your allotted tutorial time. Whilst the importance of employment is recognised, such commitments will not be treated as grounds for special consideration. You are expected to manage your work commitments so that they do not interfere with your studies and ensure that your timetable is workable so that you meet the attendance requirements of your subjects.

Subject Evaluations and Feedback

The University and the MSPS place great emphasis on promoting and monitoring the quality of their teaching programs. In order to receive feedback from students on teaching, each semester students are requested to complete an online subject questionnaire. Students will receive an email notifying them when the Subject Experience Surveys (SES) are available to be completed and can be accessed from the Student Portal. All questionnaires and comments provided are strictly confidential. Results from the questionnaire will be published on each subject's page on the LMS together with details of any action taken to address the issues raised as a result of the feedback process.

The school also holds staff-student liaison meetings for each year level in the middle of each semester. Students are strongly encouraged to attend these meetings to communicate any concerns or feedback to the academic staff.

Students are of course invited to provide feedback to lecturers or subject coordinators at any time, providing it is done in a respectful and constructive manner.

Information on SES can be found here: <https://ses.unimelb.edu.au/#students>

Unsatisfactory Progress Committee

This policy and procedure sets out the principles for measuring, reviewing and managing student academic progress and any consequent appeals.

Students will be considered to have made unsatisfactory progress when they:

- Fail 50% or more of credit points attempted in the current teaching or grouped period; or
- Fail a compulsory or core subject; or
- Withdraw after the census date from all subjects in the current teaching period or grouped period without an approved leave of absence; or
- Exceed the maximum course duration, including any approved amendments (see Course Duration Policy for details), without completing the requirements of the course in which they are enrolled; or
- Fail to meet the conditions imposed on their enrolment by a Course Unsatisfactory Progress Committee (CUPC); or
- Fail any subject in a graduate coursework degree

Students who have made unsatisfactory progress will be requested to explain the reasons for their poor performance by doing any or all of the following, as required by the faculty/school/student centre:

- Make a written submission to the CUPC
- Attend an interview with a student advisor
- Attend a hearing of the CUPC

For more information on the policies and procedures relating to unsatisfactory progress, please contact the Academic Programs Manager, Rutti Loh ruttigone.loh@unimelb.edu.au

Leave of Absence

Please contact Stop 1 if you wish to discontinue your course or take Leave of Absence. There are particular deadlines that occur within each semester for these activities; the date on which you take leave or withdraw affects the fees you will incur for that semester. These key dates are set out in the student diary. You should apply for a leave of absence via your student portal. Information on how to apply online can be found [here](#).

Becoming a Registered Psychologist

Psychology Board of Australia

To register as a psychologist in Australia, it is necessary to complete a four-year sequence of Australian Psychology Accreditation Council (APAC) accredited undergraduate study in psychology and an additional two years of full-time postgraduate training or supervised practice. Following successful completion of the three-year APAC accredited undergraduate major sequence students who wish to become registered psychologists must complete an accredited 4th year (Honours) course in Psychology before applying for an approved Masters course or supervised practice.

Students enrolled in a higher degree (Masters) or undertaking supervised practise are eligible to apply for registration as a provisional psychologist for the duration of their training. Further information can be found at the following website: <http://www.psychologyboard.gov.au/>