



Faculty of Medicine, Dentistry & Health Sciences

Melbourne School of Psychological Sciences

GRADUATE DIPLOMA IN PSYCHOLOGY

STUDENT MANUAL 2016

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General Information

Introduction

Welcome to the Graduate Diploma in Psychology at the University of Melbourne for 2016. 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 subjects in the Graduate Diploma of Psychology, 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.

Stop 1

Stop 1 is the home of 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, global experience, academic development, and student development.
- Support services including disability, housing, financial aid, and the Safer Community Program.

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. The psychology office can be contacted in a number of ways:

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

During semester: Monday to Thursday: 8:45am – 5:30pm

Friday: 8:45am – 5:00pm

Outside semester: Monday to Friday: 8:45am – 5:00pm

Below is the contact information for the academic and professional staff responsible for the Graduate Diploma program.

Dr. Simon Cropper **Graduate Diploma Course Convener**
scropper@unimelb.edu.au
Phone: 8344 4232
Redmond Barry Building, Room 927/909

Rutti Loh **Academic Programmes Manager/Student Services**
graddip-psych@unimelb.edu.au
Phone: 90353164
Redmond Barry Building, Level 12 Office

Dr. Meredith McKague **Director of Teaching and Learning**
mckaguem@unimelb.edu.au
Phone: 8344 5158

Dr Judi Humberstone Undergraduate Programmes Convener and Tutor Coordinator
judih@unimelb.edu.au

MSPS Enquiries Desk Enquiries Officer/Student Services
enquiries@psych.unimelb.edu.au
8344 6377
Redmond Barry Building, Level 12 Office

Each psychology subject has a Subject Coordinator; a member of the academic staff responsible for the teaching and administration of the subject. If you are experiencing difficulties with a subject or a piece of assessment, you should consult the appropriate Subject Coordinator (see page 6 for a list of all subjects and coordinators).

Students should also refer to the following page on the MSPS website:

<http://www.psych.unimelb.edu.au/study/resources-current-students>

This page provides information on courses, activities, administration and other issues in the MSPS. It is updated regularly and should be checked throughout the semester.

Important 2016 Dates

<http://students.unimelb.edu.au/admin/enrolment/dates>

| | |
|---------------------------|--|
| February 22 – February 26 | O Week: Orientation week for all students |
| Feb 29 – May 29 | 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) |
| March 25 – April 3 | Easter non-teaching period |
| May 6 | Last date to withdraw from standard Semester 1 subjects (without incurring a fail grade) |
| May 30 – June 3 | SWOT Vac |
| June 6 – June 24 | Examination period |
| July 8 | Semester 1 results release date |
| July 14 - July 20 | Supplementary Examinations Period |
| July 20 - July 22 | Mid-year orientation |
| July 25 – October 23 | 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 23 | Last date to withdraw from standard Semester 2 subjects (without incurring a fail grade) |
| Sept 26 – Oct 2 | Non-teaching week |
| October 24 – October 28 | SWOT Vac |
| October 31 – November 18 | Examination period |
| December 2 | Semester 2 results release date |
| December 8 – December 14 | Supplementary Examinations Period |

Student Email, Student Portal, and Learning Management System (LMS)

Email

Email is the department'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. You should 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>

Student Portal

The University's student portal provides a single point of access to a number of important online resources. You can access the portal here:

<http://www.studentit.unimelb.edu.au/study/portal.html>.

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, enroll, 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 for each subject you are enrolled in. You can only view the LMS pages of subjects in which you are enrolled. Subject lecturers and coordinators will use the LMS to:

- Post lecture notes and readings
- 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 check the LMS page of each of your subjects regularly to avoid missing important information relevant to your studies.

The Graduate Diploma in Psychology

Completing the Graduate Diploma in Psychology

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

| Subject code | Subject Name (Semester) | Subject Coordinator |
|---------------------|--------------------------------|----------------------------|
|---------------------|--------------------------------|----------------------------|

Level 1

| | | |
|-----------|---------------------------------------|------------------|
| PSYC80001 | Mind, Brain and Behaviour 1 (January) | Dr Simon Cropper |
|-----------|---------------------------------------|------------------|

OR

| | | |
|-----------|---------------------------------|------------------|
| PSYC10003 | Mind, Brain and Behaviour 1 (1) | Dr Simon Cropper |
|-----------|---------------------------------|------------------|

| | | |
|-----------|--|------------------|
| PSYC80002 | Mind, Brain and Behaviour 2 (February) | Dr Simon Cropper |
|-----------|--|------------------|

OR

| | | |
|-----------|---------------------------------|---------------------|
| PSYC10004 | Mind, Brain and Behaviour 2 (2) | Dr Judi Humberstone |
|-----------|---------------------------------|---------------------|

Level 2

| | | |
|-----------|---------------------------|---------------|
| PSYC20006 | Biological Psychology (1) | Dr Piers Howe |
|-----------|---------------------------|---------------|

| | | |
|-----------|------------------------------|---------------------------|
| PSYC20008 | Developmental Psychology (1) | Assoc. Prof. Robert Reeve |
|-----------|------------------------------|---------------------------|

| | | |
|-----------|--------------------------|---------------------|
| PSYC20007 | Cognitive Psychology (2) | Dr Meredith McKague |
|-----------|--------------------------|---------------------|

| | | |
|-----------|---------------------------------------|----------------|
| PSYC20009 | Personality and Social Psychology (2) | Dr Simon Laham |
|-----------|---------------------------------------|----------------|

Level 3

For students commencing the Graduate Diploma from 2015

| | | |
|-----------|---|-----------------|
| PSYC40014 | Advanced Research Methods In Psychology (1) | Dr Paul Dudgeon |
|-----------|---|-----------------|

| | | |
|-----------|--|---------------------|
| PSYC40013 | Advanced Psychological Theory and Practice (2) | Dr Judi Humberstone |
|-----------|--|---------------------|

For students who commenced the Graduate Diploma prior to 2015

| | | |
|-----------|--|-----------------|
| PSYC30014 | Research Methods for Human Inquiry (1) | Dr Paul Dudgeon |
|-----------|--|-----------------|

| | | |
|-----------|--|---------------------|
| PSYC30013 | Psychological Science: Theory & Practice (2) | Dr Judi Humberstone |
|-----------|--|---------------------|

Elective Subjects

Students must also complete TWO of the following Level 3 subjects

| | | |
|-----------|--------------------------|---------------------|
| PSYC30012 | The Unconscious Mind (1) | Dr Meredith McKague |
|-----------|--------------------------|---------------------|

| | | |
|-----------|--------------------------------------|------------------|
| PSYC30017 | Perception, Memory and Cognition (1) | Dr Daniel Little |
|-----------|--------------------------------------|------------------|

| | | |
|-----------|-------------------------------|------------------|
| PSYC30018 | Neuroscience and the Mind (1) | Dr Robert Hester |
|-----------|-------------------------------|------------------|

| | | |
|-----------|--|----------------------------|
| PSYC30014 | The Psychopathology of Everyday Life (1) | Assoc. Prof. Lisa Phillips |
|-----------|--|----------------------------|

| | | |
|-----------|--------------------------------|-----------------|
| PSYC30015 | Applications in Psychology (2) | Dr Luke Smillie |
|-----------|--------------------------------|-----------------|

| | | |
|-----------|--------------------------------------|------------------|
| PSYC30016 | Social and Emotional Development (2) | Dr Heidi Gazelle |
|-----------|--------------------------------------|------------------|

| | | |
|-----------|---------------------------------------|----------------------|
| PSYC30019 | Development of the Thinking Child (2) | Dr Katherine Johnson |
|-----------|---------------------------------------|----------------------|

| | | |
|-----------|--------------------------|---------------|
| PSYC30020 | The Integrated Brain (2) | Dr Amy Jordan |
|-----------|--------------------------|---------------|

| | | |
|-----------|---|------------------|
| PSYC30022 | Trends in Personality & Social Psychology (2) | Dr Brock Bastian |
|-----------|---|------------------|

For a detailed outline of each subject, please visit the undergraduate studies handbook at <https://handbook.unimelb.edu.au>

The Graduate Diploma of Psychology can be completed in 1 or 2 years. For more information on how you can structure your psychology major contact: graddip-psych@unimelb.edu.au.

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. Similarly, it is strongly advised that Research Methods for Human Inquiry/Advanced Research Methods in Psychology is completed before Psychological Science: Theory and Practice/Advanced Psychological Theory and Practice.

For information on the prerequisites and required knowledge for each subject, please visit the 2016 undergraduate studies handbook at <https://handbook.unimelb.edu.au>. It is each student's responsibility to ensure they have met the requirements for the subjects they enroll in. If you require assistance in planning your course, sequencing subjects, or are unsure whether you need to complete more subjects contact: 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, students are expected to be available to sit an exam at any time during the examination 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).

Submission of Work

All Level 1, 2 and 3 assignments are to be submitted via **LMS (Turnitin) by 8:00am** on the due date.

Students must:

- Type and double space all assignments
- Include their **name, student number and page number** in the footer of each page
- Include an accurate word count on the title page (see word count policy)
- Save their file according to the following format to be uploaded to LMS Turnitin:
LAST NAME (UPPERCASE)_Student Number_Assignment Number
e.g. Smith_123456_PSYC10001_Assignment1
- Ensure they have **backup copies** of their work – technology failure is not an excuse for late submission
- Take a **screen shot** of their Turnitin receipt showing the date and time of submission

To ensure that your work is received and recorded on the correct date, you **must submit your assignment via Turnitin as per the instructions given by the Subject Coordinator.**

Students **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 full Microsoft Office suite are available 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 approved only under exceptional circumstances.** Students are expected to manage their time to allow for minor illnesses, technology problems, heavy workloads and 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.
- Subject coordinators will not accept applications for extensions after the submission deadline has passed, except where the supporting documentation outlines exceptional circumstances that prevented a timely application.
- Students must submit separate applications for each assessment task where more than one assessment task is affected.
- Submission of an application for extension does not guarantee approval.
- Students seeking an extension of more than 10 working days, or who were granted the maximum extension but are experiencing circumstances which prevent them submitting the assessment by the revised due date, must submit an application under the Special Consideration Procedure. Information about Special Consideration can be found at: <http://students.unimelb.edu.au/admin/special>
- Students who are experiencing difficulties of an ongoing or recurring episodic nature 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

- 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.
- Students will be advised of the outcome of their applications for extension, including revised due dates where applicable, within five working days of the receipt of the application.

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 the relationship.
- Illness of a child, parent/guardian, or spouse, for whom the student is the primary care giver, 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. Students are 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 course work 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. Students 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. Students are expected to possess a specified competency in English. Students experiencing English language difficulties should consult with a student adviser about ESL support options, such as those offered by Academic Skills.
- Minor inconvenience
- Regular, normal life events, such as family life, work, sporting activities, social and other commitments
- Minor interruptions and disruption to routine that might result from minor illness, mishap or other minor adversity.

Penalty for Exceeding Word Limits

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

What is 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. (Creative works may include published and unpublished written documents, interpretations, computer software, designs, music, sounds, images, photographs, and ideas or ideological frameworks gained through working with another person or in a group. These works may be in print and/or electronic media.)

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

Where students closely and consistently paraphrase or plagiarise work from another student or from reference material, such that it is not possible to assess the student's grasp of the subject matter, that piece of work will be failed. If there are two or more pieces of work from different students which cannot be differentiated, all pieces of work will be failed.

Texts and journal articles are the intellectual property of their author(s) and unacknowledged use of their property is equivalent to theft, and is treated with appropriate severity. Please be aware that information obtained from the internet is also considered to be the property of another and should be treated as such.

Examples of plagiarism

The following are examples of plagiarism where 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 (eg, another student, a tutor)
- Submitting, as one's own, all or part of another student's original work
- 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.

Students should refer to the University policy on academic honesty-plagiarism for further information at <http://academichonesty.unimelb.edu.au/plagiarism.html>

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 by either the senior tutor or the subject coordinator. A proportion of all reports will also be double marked to ensure equivalent marking standards across markers.

Procedure for requesting further feedback and remarking:

1. If you believe that the grade you have received for your work is not adequately justified against the marking criteria, and/or that you have received inadequate feedback to justify your grade, 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 two working days have passed from receiving your feedback and grade** to ensure adequate time for you to consider the feedback you have been given.*

Please do not approach your marker informally before, during, or after a tutorial about remarking.

2. Upon receiving a request to review your work, and within two working days, your marker will contact you to arrange a time to meet. You should bring your marked assignment with you to the meeting and a copy of the marking criteria.
3. At the meeting, you and your marker can 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 made at this meeting.
4. Subsequent to the meeting, within two working days, the marker may advise the Subject Coordinator that they recommend the grade be revised upward. If this occurs, the Subject Coordinator will advise the student in writing when the change of grade has been actioned.
5. 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 re-mark. *Requests for a formal remark should be made within 4 weeks of having received the initial feedback on your assignment.* Requests should be made in writing, via email, to the Director of Teaching and Learning, Dr Meredith McKague (mckaguem@unimelb.edu.au).

Applications for remarking include the following:

- Full name
- Student ID
- Subject code and name
- Reason for the request justified against the marking criteria
- Clean copy of the assessment

6. The Director of Teaching and Learning will decide whether there are sufficient grounds for remarking your assessment and will contact you to inform you of the decision.
7. The Head/Senior Tutor for the subject will re-mark the assessment task, or the member of academic staff who set the assignment. If the Head/Senior Tutor was the original marker, the Subject Coordinator may delegate re-marking to another experienced tutor. Re-marking will be undertaken blind on a clean, de-identified copy of the assignment so that the re-marker is unaware of the student's identity, of the original grade and comments, and of the reasons for remarking provided by the student. The re-marker will provide a detailed 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 (e.g., re-marking was not undertaken blind, inadequate justification for the grade, etc.).

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. You may also contact the relevant subject coordinator(s) to discuss ways of assisting with your situation.

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>

Psychological Sciences School Facilities and Services

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

Student Services

The MSPS and the University provide a number of services for students, some of which are listed below. These services provide training in study skills, language skills and general counselling.

Psychology International Student Liaison

Dr Jason Forte

Redmond Barry Building

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 Monday and Friday

9am – 6pm Tuesday, Wednesday and Thursday

Daily drop in service 2pm – 3pm

Administrative Matters

Allocation to Laboratory Classes

Semester 1 and 2 timetables open for registration four weeks before the semester commences. It is recommended that students register into their 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 are 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 are registered. Class sizes have been capped at 25 students per tutorial group. This ensures the most effective curriculum delivery. It is the policy of the Melbourne School of Psychological Sciences (and part of our APAC accreditation requirement) 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 the Undergraduate Programs Convener, Dr Judi Humberstone, *including your student ID number*, on judih@unimelb.edu.au after the timetable is open for registration.

General timetabling questions may be directed to 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 Changes

If you are unable to attend your normal laboratory class in a particular week, 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 download from <http://www.psych.unimelb.edu.au/downloadable-forms-years-1-3>
- 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.
- 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 the Baillieu Library (University map reference 13H). All reading packs will 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. Students are expected to manage their work commitments so that they do not interfere with their studies and ensure that their timetable is workable so that they meet the attendance requirements of their 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 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.

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 with 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 the Board; or
- The failure of 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 graddip-psych@unimelb.edu.au

Leave of Absence

Students enrolled in the Graduate Diploma in Psychology are eligible for up to 12 months leave of absence once they have completed one semester of study. To apply for a leave of absence, complete the leave of absence application via your student portal. Then, email a copy of your supporting documentation with your student ID to graddip-psych@unimelb.edu.au

If your application is approved, your online leave of absence form will be approved and a confirmation email will be sent to you.

If you are unable to provide supporting documentation or if your application is not approved, the School recommends that you withdraw from the course and reapply when you are ready to recommence your studies. When you recommence your studies, you may be eligible for credit.

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 approved undergraduate study in psychology and an additional two years of full-time postgraduate training or supervised practice. Successful completion of the Graduate Diploma in Psychology (in one or two years) is equivalent to the three-year undergraduate major sequence. Following the Graduate Diploma in Psychology, students who wish to become registered psychologists must complete the Graduate Diploma in Psychology (Advanced). The Graduate Diploma in Psychology (Advanced) can be completed in one year of full-time study or two years part-time, and is required before applying for an approved Masters course or supervised practice.

Students enrolled in a higher degree (Masters) or undertaking supervised practice 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/>