

4th-Year Manual 2016

Melbourne School of Psychological Sciences

The University of Melbourne

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1 GENERAL INFORMATION

Introduction

Welcome to your Fourth year studies in Psychology at The University of Melbourne.

The Melbourne School of Psychological Sciences is part of the Faculty of Medicine, Dentistry and Health Sciences. It is one of the largest and finest psychology schools in Australia.

You can contact the School in a number of different 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	
HOURS:	during semester: 8.45am – 5.30pm Monday – Thursday 8.45 am – 5.00 pm Friday	outside semester: 8.45am–5.00 pm Monday - Friday

(NB: Office hours are subject to change)

This manual provides information about the structure, content, and organisation of the fourth year psychology course. It is intended as a reference for your use throughout the year. You will find that it answers most of the common questions that arise, and provides guidance about where to seek answers to any other questions. Your feedback on this manual is always valued, so please contact the Fourth Year Convenor if you have suggestions for additional content for this manual.

We hope that the year will be an enjoyable and successful one for you!

Key Contacts

Fourth Year Convenor	Dr Luke Smillie	lsmillie@unimelb.edu.au
Head of School	Prof. Nick Haslam	nhaslam@unimelb.edu.au
Deputy Head of School	Prof. Sarah Wilson	sarahw@unimelb.edu.au
Director of Teaching and Learning	Dr Meredith McKague	mckaguem@unimelb.edu.au

Tip: Any queries regarding individual subjects in fourth-year should be directed to the relevant subject convener (see page 6 for a list of fourth year subject conveners). Any queries regarding (a) the Research Project, or (b) the fourth-year program more generally should be sent to the dedicated Fourth Year Inbox: fourthyear-psych@unimelb.edu.au

Stop 1

Stop 1 is the home of student services online, on the phone and in person. 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: 136 352

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.
- Thesis submission celebration photos and balloons for graduate research students.

School Administration

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.

Student Services Team:

General Enquiries at Redmond Barry Building 12 th floor reception	8344 6377
Rutti Loh (Academic Programs Manager)	9035 3164
Marianela Delgado-Henriquez (Research Programs Officer)	8344 4387
Marianne Langa (Academic Programs Officer)	8344 4387
Swaved Marcinski (Occupational Health & Safety Officer)	8344 8841

Contact

Budget and Resources:

Pras Rasiah (Resource Environment and Facilities Officer)	8344 6369
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School Manager:

Patricia Murray p.murray@unimelb.edu.au

Tip: To contact professional staff in relation to any administrative issues relating to fourth year, please make use of the Fourth Year Inbox by emailing fourthyear-psych@unimelb.edu.au.

Subject Coordinators and Lecturers

Subject coordinators are academic staff members responsible for the teaching of your Psychology subjects (see page 6 for a list of fourth year subject coordinators). Consult the appropriate subject contact person if you are having difficulties with a subject. If you are having difficulties or concerns that affect a number of subjects and/or the Research Project, contact the Fourth Year Convenor and relevant professional staff by emailing fourthyear-psych@unimelb.edu.au.

Occupational Health & Safety

All students must be familiar with their occupational health and safety obligations. Please refer to the University web page on OH&S to complete your required training:

http://safety.unimelb.edu.au/support/training/courses/roles_nonsupervisor/refresherlaunch.html

Email

Email is the department's primary mode of communication with students and thus it is imperative that you activate your student email account. All staff will use the University provided email system to communicate with you. You should check this email account regularly to avoid missing important information relevant to your studies. It is imperative that you communicate with staff using your University email account, rather than a personal account.

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 have student emails automatically forwarded to an existing personal email account can be found at the following website: <http://www.studentit.unimelb.edu.au/study/googleapps.html>

LMS (Learning Management System)

The LMS is an on-line resource that can be accessed via the student portal and provides a wealth of important information for each course you are enrolled in. You can only view the LMS pages of subjects you are currently enrolled in. 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.

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 www.my.unimelb.edu.au. The student portal will allow you to access such information such as: enrolment summary, email, library, study guides, learning tools. The Uni Life section includes aspects such social and cultural activities, financial matters, academic services, health and welfare, jobs and employment, accommodation and housing.

World Wide Web

You will find the Melbourne School of Psychological Sciences at www.psych.unimelb.edu.au

The school is continually reviewing and expanding its website. Some of the important information you will find on the web includes:

- Ethics Information and Links to On-line Application Staff Research Profiles
- School Forms

2 STRUCTURE OF THE FOURTH YEAR PROGRAM

The course structures for Bachelor of Arts Honours in Psychology, Bachelor of Science Honours in Psychology, and Graduate Diploma in Psychology (Advanced) are identical, and comprise:

- A compulsory original supervised research project (50 points)
- Two compulsory subjects (total of 25 points)
- Two advanced elective subjects (total of 25 points).

Compulsory Subjects

Subject Code	Subject Name	Coordinator
PSYC40010	Research Project	Dr Luke Smillie
PSYC40005	Advanced Design and Data Analysis	Prof Garry Robins
PSYC40006	Theories and Professional Practice	Dr Simon Laham

Elective Subjects

Subject Code	Subject Name	Coordinator
PSYC40001	Current Topics in Developmental Psychology	Dr Katherine Johnson
PSYC40002	Current Topics in Social Psychology	Assoc Prof Jenny Boldero
PSYC40004	Current Topics in Cognitive Neuroscience	Dr Christian Nicholas
PSYC40012	Models of Psychological Processes	Dr Daniel Little

NB: Students must complete two elective subjects from the ones listed here. Subject descriptions can be found here: <http://www.psych.unimelb.edu.au/study/fourth-year>

PSYC40010 Research Project

- Credit Points: 50
- Semester: 1 & 2 (Semester 1 has a continuing result)
- Convener: Dr Luke Smillie

The Research Project involves individual training in research design, practical methodologies, measurement, data analysis, scientific interpretation, and report writing. There are no scheduled classes for this subject. Instead students meet regularly with their supervisor and undertake a research project to obtain experience in all aspects of conducting and reporting an independent empirical research project. Associated activities include obtaining ethics approval for your research, giving an oral presentation of your study, and writing an empirical report on your research findings.

The three components of assessment relating to the research project are:

1. **Draft Introduction** with maximum word length of 3,000 words (hurdle requirement). **Due on July 1st 2016.**
2. **Empirical Report** with a maximum word length of 9,000 words, incorporating a revision of the Draft Introduction (100% weighting). **Due on October 14th 2016.**
3. **15-minute oral presentation** of research project (hurdle requirement) to be given during the fourth year Mini Conference. To be scheduled mid semester 2.

Detailed guidelines and marking criteria associated with these assessment pieces will be made available as separate documents during the year.

Ethics

Your supervisor will provide advice and assistance with ethics approval procedures. Also visit the school ethics website: <http://www.psych.unimelb.edu.au/research/research-ethics>

3 ADMINISTRATIVE MATTERS

Policy on Enrolment Changes

All requests to switch from Full Time to Part Time (or vice versa) can only be approved at the discretion of the 4th-year convener. All requests should be sent to the Fourth Year Inbox by emailing fourthyear-psych@unimelb.edu.au. Students should be advised that:

1. Any requests to switch from FT to PT before completion of semester 1 will be approved only in very special circumstances, typically involving unexpected, major life events, and will not be granted in cases of changes of plan, altered work arrangements and so on. In the majority of cases the student will be required to decide whether they want to go ahead with FT study or else withdraw and apply for PT the following year. This will involve a new application, as positions in the fourth year program cannot be deferred.
2. Any requests to switch from FT to PT after completion of semester 1 coursework may be afforded more flexibility. However, if conversion to PT status is granted, the student must either (i) complete the thesis in semester 2 of that year, or (ii) complete the coursework in semester 2 of that year, abandon the existing thesis project, and commence a new thesis project in the following year.
3. All requests to switch from PT to FT, which would normally entail a late enrolment in PSYC40010 (Research Project), are subject to supervisor availability at the time of the request

Leave of Absence or Withdrawing from your Course

Leave of absence or course withdrawal have to be requested in writing and submitted to Melbourne School of Psychological Sciences Office by emailing fourthyear-psych@unimelb.edu.au. There are particular deadlines that occur within each semester for these activities; the time you take leave or withdraw affects the fees you will incur for that semester. These key dates are set out in the Student Diary.

Work Commitments

Please note that a clash with work commitments is not regarded as a valid reason for not attending your timetable. While the imperative to work is recognised, such commitments will not be treated as grounds for special consideration. It is your responsibility to manage your work commitments so that they do not interfere with your studies and to ensure that your timetable is workable so that you are able to meet the attendance requirements of your subjects.

Subject Evaluations

The University and Melbourne School of Psychological Sciences place great emphasis on promoting and monitoring the quality of its teaching programs. In order to receive feedback from students on teaching, the University asks you to complete an online Subject Experience Survey. In addition, you are invited to provide feedback to lecturers or the Convenor at any time. All comments and questionnaires are confidential.

4 ASSESSMENT

Class Attendance Requirements

For all Psychology subjects, attendance at a minimum of 80% of classes is required in order to gain a pass in the subject.

Assessment Requirements

Fourth year grades in Psychology are based on performance in the Research Project and the four coursework subjects completed during the year. The Research Project is weighted to the equivalent of four units. To obtain a pass in Psychology Honours, you are required to meet the following criteria:

Arts students are required to (a) complete 100 points of study at fourth year level and (b) achieve an honours grade (i.e. H1, H2A, H2B or H3) for each component of assessment in fourth year, and an overall grade of at least H3, in order to meet the requirements of the B.A. (Honours) degree.

Science students are required to (a) complete 100 points of study at fourth year level, (b) achieve an overall weighted average of at least 65% for their honours subjects and (c) meet all fourth year subject hurdle requirements, in order to meet the requirements of the B.Sc. (Honours) degree.

Graduate Diploma in Psychology (Advanced) students are required to obtain a result of 50% in each of the five subjects, including the Research Project. In addition, you must submit all lab reports and written assessments in order to pass.

Students may not be returned as having failed or not satisfied the examiners in a subject unless two members of the examination board have independently satisfied themselves that the student's performance in the subject as a whole is below pass standard.

Examinations

All subject examinations will be held during the University examination period at the end of the semester in which the subject is held. **You should be aware that until the final exam timetable has been published, you are expected to be available to sit exams at any time during the examination period.** It is your responsibility to find out the correct information about when and where your examinations will be held. The examination timetable is published by the Student Administration Office on the Student Portal.

Supplementary examinations are scheduled by the Student Administration Office. The examination timetable is published by the Student Administration Office on the Student Portal.

A **special** examination may be offered to students who were unable to attend the originally scheduled examination and whose application for special consideration has been accepted as grounds for further assessment. The normal range of marks is available to students who are granted a special examination.

Submission of Work

All 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 Name
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

The mark awarded for assignments submitted after the due date without an approved extension 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

Subject coordinators will provide submission dates for assignments 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.

Word Count Policy and Penalties 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.**

5 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 subject coordinator or a senior tutor. 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 about remarking before, during, or after a class.

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:
 - a. Full name
 - b. Student ID
 - c. Subject code and name
 - d. Reason for the request justified against the marking criteria
 - e. 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. For 4th year theses, re-marking will be undertaken by two new markers. 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/s 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 Fourth Year Coordinator, 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>

6 MELBOURNE SCHOOL OF PSYCHOLOGICAL SCIENCES FACILITIES

Graduate Resources Room

Fourth year students are able to use the Department's computer laboratory in the Redmond Barry Building (Room 1009) to produce written work. Entry is gained by swiping your student card. Access is arranged once your enrolment has been finalised and you have your current student card with the new expiry date. A valid Student ID card is required to access the Graduate Resources Room. Once you have obtained a new Student ID card, please submit an [MSPS Student Access Request online](#) so the card can be updated.

Printing

All Fourth Year (Honours and Postgraduate Diploma) students are automatically allocated a printing account with a credit of 250 pages. This printing account can be used in the School's computer labs. To access the account you will need a user name and password. These are the same as those for email. The account details and balance will be displayed on the desktop when you log onto a University computer.

Recharging your account will cost 10 cents per page and can only be done by presenting your student card to the Psychology Enquiries Officer at the 12th Reception Desk, Redmond Barry building. **Make sure you check your account before the weekend or a public holiday.**

Pigeon Holes for Fourth Year Students

Pigeon-holes for fourth year students are located in room 1009 on Level 10, Redmond Barry Building. You should check your pigeon-hole regularly as it is an important means of communication between staff and students, as well as useful for student-student communication.

Key Hiring

Fourth year students who are allowed to hold lab keys have to complete a "Hire of Keys" form available from the web or from the Psychology Office and pay a \$30.00 deposit fully refundable once the key is returned. The form needs to be signed by the Academic staff member responsible for the lab to prove authorisation of access to that space.

Melbourne School of Psychological Sciences Test Library

The School has a library of psychological tests and materials to support the research activities of both staff and students.

Test resources are limited and must be shared by a number of staff and students. Failure to return tests is a serious matter, and students may be invoiced for the replacement cost of any test not returned or damaged. Late fees may apply. Any student unable to return a test on the due date should contact the Melbourne School of Psychological Sciences Office and request an extension of the loan.

Up to date information on the use of the Melbourne School of Psychological Sciences Test Library can be found at: <https://tests-library.psych.unimelb.edu.au/>

7 STUDENT SERVICES

The University provides a number of services for students. Some of them are listed below, and a comprehensive list is contained at <http://services.unimelb.edu.au>

These services are provided to help your study, by providing training in study skills, language support and counselling for general problems. You should make the most of these and other services available to you.

Counselling Service

<http://services.unimelb.edu.au/counsel>

Location: Level 2, 138 Cardigan Street Carlton 3053

Phone: (03) 8344 6927

Fax: (03) 9347 5403

Website: <http://services.unimelb.edu.au/counsel>

Opening hours: Mon/Tue/Thu/Fri: 9.00am to 5.00pm Wed: 9.00am to 7.00pm

Academic Skills Unit

<http://services.unimelb.edu.au/academicskills>

To book an individual tutorial please go to <http://student-advising-system.unimelb.edu.au/>

Email: academic-skills@unimelb.edu.au

Student Administration

Phone: 13MELB (136352)

Web address: <http://ask.unimelb.edu.au>

Student Centres

Each Faculty and Graduate School has a Student Centre. The Student Centre provides course advice and support, information on student life and extra-curricular activities. The Faculty of Medicine, Dentistry and Health Sciences is located at Level 1, Brownless Biomedical Library. Further details on the range of services provided by this student Centre can be found at this site <http://sc.mdhs.unimelb.edu.au/>

University Computer Facilities

There are around 600 student computers distributed across all library sites. Student IT Helpdesks are located at the three libraries: [Baillieu](#), [Giblin-Eunson](#), and [ERC](#).

All student computers require logins to access. (Login with your Student Portal's username and password). Wireless, printing and scanning facilities are available at libraries. Available applications are listed at <http://www.studentit.unimelb.edu.au/study/featuredapps.html>

You can book selected computers for up to 3 hours in the Library ahead of time.

- If you are on campus, browse to: <http://bookit.unimelb.edu.au>
- If you are away at home, you'll need to [VPN to Uni](#) to be able to browse to: <http://bookit.unimelb.edu.au>

8 SCHOOL PRIZES

Norma Grieve Prize

The late Dr. Norma Grieve was an academic member of the Melbourne School of Psychological Sciences from 1953 until her retirement in 1990, continuing as an honorary senior associate until her passing in 2006. She made important contributions to the psychology of gender and social development and to feminist studies. Dr Grieve was especially committed to fourth year- level education. This prize is to honour her memory and contribution.

Eligibility Criteria

Fourth Year Psychology students who completed their thesis and their thesis topic falls in the category of “addressing issues concerning how individuals’ thinking and behaviour are moulded by their social and cultural milieu, or how in turn they may influence this context, as well as how individuals with psychological impairments, broadly defined, can be assisted to ameliorate or overcome obstacles to their full participation in society” are considered for this prize.

Selection Criteria

The prize awarded is based on thesis mark decided by a panel of two academic staff members who do not have a student nominated in that year.

Prize

\$200.00 and acknowledgement in your academic transcript.

Jeff Pressing Prize

The late Dr. Jeff Pressing was an academic member of the Psychology Department from 1993 until his untimely passing in 2002. His research made major contributions in fields as diverse as physical chemistry, jazz studies and cognitive psychology. He was also a gifted musician and composer. This prize honours his memory and his contributions to the department.

Eligibility Criteria

Eligibility is for students enrolled in the fourth year psychology thesis subject (Research Project) either in the Bachelor of Arts (Hons) in Psychology, Bachelor of Science (Hons) in Psychology or the Postgraduate Diploma in Psychology, whose thesis project is judged to fall within the fields of cognitive psychology or the psychology of music.

Selection Criteria

The prize awarded is based on thesis mark decided by a panel of two academic staff members who do not have a student nominated that year.

Prize

\$ 200.00 and acknowledgement in your academic transcript.