



Faculty of Medicine, Dentistry & Health Sciences

**Melbourne School of Psychological
Sciences**

GRADUATE DIPLOMA IN PSYCHOLOGY

STUDENT MANUAL

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General Information

Introduction

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

Email: enquiry-psych@unimelb.edu.au

Internet: www.psych.unimelb.edu.au

Office Hours: Monday to Friday: 9am – 1pm & 2pm – 5pm

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

Director of Learning and Teaching (DOTL)

Dr Simon Laham

slaham@unimelb.edu.au

Deputy Director of Teaching and Learning (Deputy DOTL)

A/Prof Andrew Perfors

andrew.perfors@unimelb.edu.au

Undergraduate Programs Convenor

Dr Judi Humberstone

judih@unimelb.edu.au

Tutor Coordinator

Geoff Saw

gsaw@unimelb.edu.au

Academic Programs Manager

Brigitte Nguyen

brigitte.nguyen@unimelb.edu.au

Redmond Barry Building, Level 12 Office

Graduate Diploma Convenor

Dr Simon Cropper

scropper@unimelb.edu.au

4th Year Convenor

A/Prof Katherine Johnson

kajo@unimelb.edu.au

Psychology International Student Liaison

Dr Jason Forte

jdf@unimelb.edu.au

Academic Skills Unit

Phone: 13 MELB (13 6352)

Website:

www.services.unimelb.edu.au/academicskills

Location: 757 Swanston St

Counselling and Psychological Services

Phone: 8344 6927

Website:

www.services.unimelb.edu.au/counsel

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)

You can book a general Stop 1 advisor by going here:

<http://students.unimelb.edu.au/myuniapps/book-a-stop-1-adviser>

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.
- General support services including disability, housing, financial aid, and the Safer Community Program.
- Academic support including Academic Adjustment Plans and special consideration via the Student Equity and Disability Support (SEDS) which provides services as indicated at <http://services.unimelb.edu.au/student-equity> for students who need ongoing support with [their studies](http://services.unimelb.edu.au/student-equity).

Other Support Services

The University of Melbourne offers one of the most comprehensive student support networks in Australia. This includes academic support (e.g. writing help, IT help, course planning help, study help), general support (e.g. childcare, financial aid, special consideration, legal support), health and wellbeing support (e.g. health services, security, counselling, eyecare, sport facilities) and career support. For further details, please see here:

<https://services.unimelb.edu.au/finder/home>

To go directly to a list of services to support the development of academic skills, please go here:

<https://students.unimelb.edu.au/skills>

Important Dates

For a list of important dates such as the start and end of each semester, University holidays, SWOT Vac and results release dates please see: <http://www.unimelb.edu.au/dates>

For the census date (i.e. last date to withdraw without incurring a withdrawn (WD) result on your transcript and a HECS-HELP/FEE-HELP/Fees liability) and the last date to withdraw without fail, please see the handbook entry for your subject, and click on the “Dates and Times” tab, as these dates can vary from subject to subject: <https://handbook.unimelb.edu.au/>

Late Enrolment

Please note that the School does not accept late enrolments (regardless of what you may hear elsewhere). Please make sure you enrol in your chosen subject(s) by the self-enrolment deadline, as indicated in the subject’s handbook entry.

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 have been requested to respond to emails only 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 academic staff, 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. You are also not allowed to upload or share course material (e.g. lecture notes, subject manuals) on third-party websites. The University’s policy on appropriate behaviour can be found here:

<https://policy.unimelb.edu.au/MPF1324>

Central Student Information

<http://students.unimelb.edu.au/> provides a single point of access to a number of important online resources.

The student portal will allow you to:

- Access timetable and class registration information
- 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
- 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.

Please note that once a subject has finished and the LMS website for that subject has closed, you will no longer be able to access the material for that subject. We are not able to reactivate the subject for individual students.

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 an APAC accredited major in Psychology, you must obtain a pass in the following subjects:

Subject code Subject Name (Semester)

Level 1

PSYC10003 Mind, Brain and Behaviour 1 (1)

or

PSYC90097 Mind, Brain and Behaviour 1 (January)

PSYC10004 Mind, Brain and Behaviour 2 (2)

or

PSYC90098 Mind, Brain and Behaviour 2 (February)

Level 2

PSYC20006 Biological Psychology (1)

PSYC20008 Developmental Psychology (1)

PSYC20007 Cognitive Psychology (2)

PSYC20009 Personality and Social Psychology (2)

Level 3

PSYC40014 Advanced Research Methods in Psychology (1)

PSYC40013 Advanced Psychological Theory & Practice (2)

Elective Subjects

Students must also complete TWO of the following Level 3 subjects

PSYC30012 The Unconscious Mind (1)

PSYC30017 Perception, Memory and Cognition (1)

PSYC30018 Neuroscience and the Mind (1)

PSYC30014 The Psychopathology of Everyday Life (1)

PSYC30016 Lifespan Social and Emotional Development (2)

PSYC30019 Development of the Thinking Child (2)

PSYC30020 The Integrated Brain (2)
PSYC30022 Trends in Personality & Social Psychology (2)

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, it is required that students have completed either Mind, Brain and Behaviour 1 or Mind, Brain and Behaviour 2 before enrolling in Advanced Research Methods in Psychology. 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.

For information on the prerequisites and required knowledge for each subject, please visit the 2018 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

For each subject, each piece of assessment must be submitted and students must attend at least 80% of laboratory classes. In case of failure to meet the attendance requirement, additional work related to the missed class activities (e.g., short 500 word essay on missed topic) will be required before a passing grade can be awarded.

For the purposes of meeting these hurdle requirements, each submitted assessment must be complete and constitute a genuine attempt to address the marking criteria. Submitting only part of an assessment (e.g. only the title page) or an assessment on an irrelevant topic will not meet these hurdle requirements.

Resubmission of Previously Submitted Work

When students retake a subject, they are not allowed to hand in an assignment that they handed in the first time they took the subject. Doing so would be self-plagiarism or “recycling”:
<http://academicintegrity.unimelb.edu.au/>.

In keeping with Academic Board regulation 28.6 students must perform an alternative assignment. In particular, they cannot carry over their assignment mark from when they previously did the subject.

http://www.unimelb.edu.au/_data/assets/pdf_file/0007/2024548/Academic-Board-Regulation.pdf

It is your responsibility to get in contact with the subject coordinator and arrange to do an alternative assignment for any assignment that you have previously submitted, regardless of whether or not you received feedback on that assignment. You must do this by the end of Week 3. **Failure to notify the subject coordinator in a timely fashion will not be considered grounds for an extension.**

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 via <http://students.unimelb.edu.au/> **Being unavailable to sit an examination is not grounds for special consideration.**

Calculators in Exams

Refer to http://ask.unimelb.edu.au/app/answers/detail/a_id/6175/~calculators-in-examinations

Bilingual Dictionaries in Exams

For all Melbourne School of Psychological Sciences subject exams (i.e. for subjects which have a code of **PSYCXXXX** e.g. **PSYC10003** Mind, Brain and Behaviour 1), a bilingual dictionary is an **Authorised Material**. Individual student approval forms are not required.

Students must note the 'Examination Rules – Authorised Materials' section of the Assessment and Results Policy at <https://policy.unimelb.edu.au/MPF1326#section-5.9> which indicates:

5.64. Dictionaries must not contain notes or annotations of any kind.

Discussion Board

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. For this reason, staff will generally not answer posts. Additionally, they are not expected to comment on or confirm the answers given by students to other students. If they do answer a post,

they have been asked to wait at least 3 days before doing so to give time for students to answer each others' posts. The School requires that the discussion board is student-lead.

When using the discussion board, students are required to follow the following rules:

- All posts must be written in a non-offensive and inclusive manner. Staff have been asked to “lightly” monitor the discussion board to check that the posts are non-offensive and to delete any that are. Please report any inappropriate posts to the subject coordinator.
- 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. If your question has not be answered after a few days, chances are that it has already been answered elsewhere.

If you have a question regarding an assignment or a topic covered in a tutorial, it might be better to ask it in a tutorial. That way you will get the answer from the person who will mark your work. Additionally, in the larger subjects, the head tutor will sometimes run a question and answer session before major assignments. This will be conducted solely at the discretion of the head tutor. For questions relating to lecture material, it may be possible to ask the lecturer the question at the end of a lecture. Please do not email staff or tutors questions directly, unless they are of a private nature. Instead, please place the question on the Discussion board so all students can benefit from the answer.

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. (Showing a screenshot of the last date when the assignment was modified is not sufficient as this is not reliable). 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 and unless otherwise instructed:

- 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 email or in person
- Submit assignments to tutors' or academics' pigeonholes
- Submit assignments to the Psychology Office staff or
- Submit assignments under doors

Please submit to the correct LMS folder. Thus, if you have applied for or received an extension, you **must** submit to the folder for extensions. **If you do submit to multiple folders (e.g. to your regular submissions folder and also the late submissions folder) the earliest submission will be marked.**

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 University working day the work is late. Thus, if the assignment was due at 8 am on Monday but was submitted after this time but by 7:59 am on Tuesday, it would receive a 10% late penalty.

Conversely, if the assignment was due at 8 am on Friday but handed in after this time but by 7:59 am on the following Monday, it would still count as just one day late as Saturday and Sunday are not working days.

The above reasoning assumed that Monday was a regular working day. However, if the Monday was a University holiday then it would also not count as a working day. In this case, if the assignment were handed in by 7:59 am on the Tuesday it would still count as only one day late.

Considering further scenarios, if Friday was a holiday but Monday was not a holiday and the assignment was due at 8 am on Thursday but was handed in after that time, it would still count as just one day late if handed in by 7:59 am on the following Monday.

If Friday was a holiday but Monday was not a holiday and the assignment was due at 8 am on Friday but was handed in after that time, it would still count as just one day late if handed in by 7:59 am on the following Monday. Rationale: any assignment that is handed in late attracts at least one day's penalty.

Assignments submitted more than 5 working days after the due date without an approved extension will receive no marks.

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.

- Professional staff at the School 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 4 working days after the original submission deadline has passed will automatically be rejected. If there exist 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> In particular, it may be appropriate for you to obtain an Academic Adjustment Plan.

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.

While waiting for the outcome of their extension request, students should still submit what they have by the original due date, in case their extension request is denied. If their extension request is successful, they can then submit a revised version of their assignment by the new due date.

If students expect to submit more than one version of their assignment, it is requested that they inform their tutor to ensure that the correct version is marked. This should be done immediately after they have applied for an extension. An appropriate email would be:

“Dear [Tutor’s name]

I have applied for an extension for [assignment name]. While I will submit what I can by the original due date, if I am granted an extension, I will submit a revised version by the new due date. If my extension request is unsuccessful, I will inform you of this, so you know to mark my original submission. Otherwise, I would be grateful if you would ensure that you mark the revised version.

Yours sincerely,

[Your name and student ID number]”

Procedure for Requesting a Continuation of an Assignment Extension

If your circumstances continue to negatively impact your studies beyond the duration of the original extension duration, then you may apply for an extension continuation. Please note that your total extension, i.e. all extensions that you have received for a given assignment, cannot exceed 10 working days. Thus, 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.

Potential Consequences

Students should understand that if they request an extension near the end of the semester, this may delay the release of their marks. It may also delay when they receive feedback.

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. Different software packages may count the words differently. We will consider the word count from the MS Word (English PC) version to be definitive.

The word count penalty will be capped at 50%. Thus, for an assessment task with a word limit of 1000 words worth 100 marks, if a student were to submit an assignment that was 1700 words long, 50 marks would be deducted as the word count penalty.

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

Because this issue is so important, we have created a short video to remind students of the different forms of plagiarism. IT IS CRUCIAL THAT YOU WATCH THIS VIDEO BEFORE SUBMITTING ANY ASSIGNMENTS.

<https://www.youtube.com/watch?v=boz1lFAxpZg>

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/>

Accessing Library Articles

Many articles can be accessed online by going here

<https://library.unimelb.edu.au/home>

and either typing the title of the article into the search box at the top of the page or selecting “A-Z ejournals and databases” from the list of options below. It is also possible to set-up Google Scholar to access the article for you via the University of Melbourne subscription by clicking here

http://unimelb.libguides.com/advanced_google/Googlescholarlibrarylinks

However, this does not work for all articles, in which case you will need to use one of the two previous search options. If you want to find all articles that have cited a particular article you can do that using the “Web of Science” database found in the “A-Z ejournals and databases” link mentioned above. If you are new to an area of research, we recommend that you start by reading a review article. To find review articles we suggest that you type “Review of [your topic]” into the Google Scholar search engine

<https://scholar.google.com.au/>

Where “[your topic]” is replaced with the topic that you wish to read a review on. If you don’t find any suitable review articles the first time, try changing the name of your topic to something more/less specific. Try various phrases – chances are you will find a decent review article that way. For more information on how to use the library, please go here:

<https://library.unimelb.edu.au/services/workshops-and-tours>

There is also a specific link for Psychology <http://unimelb.libguides.com/psychology>, which provides additional search tools, and guides in using the University’s recommended reference database Endnote.

Assessment Marks

Because of the feedback we have been receiving from students, starting in Semester 2, 2019, we are changing how we report the marks for assessments. When your assessment is marked, providing it is not a pass/fail assessment, you will now receive a mark but not a grade. The mark will be out of what the assessment is worth. Thus, for a lab report that is worth 20% of the overall marks for that subject, the mark you will receive will be out of 20. For example, you might receive a mark of 16/20. Please note that your overall mark for a subject may be adjusted at the Board of Examiners' (BoE) meeting that occurs at the end of each teaching period (e.g. at the end of the semester). At the BoE meeting, the marks from all subjects are compared to ensure that all subjects of the same level (e.g. all year 3 subjects) have a similar distribution of marks, so that students are not advantaged/disadvantaged by their choice of subjects. If necessary, for the purposes of equity, the marks in one subject may be adjusted so that their distribution is comparable to the distribution of marks in the other subjects of the same level. If an adjustment occurs, all students in the subject will be notified that this has occurred and what the adjustment was. After the BoE meeting, the students may then contact their subject coordinator to receive their marks for their final exam. The subject coordinator will not provide a breakdown of marks beyond this. In particular, marks will not be provided for each component of each assessment or for each component of the exam.

Remarking Requests (Assignments)

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 the marking criteria to justify the grade assigned. Assignments deemed not to be of a passing standard will be double marked. If you did not receive detailed comments or do not agree with the comments that you received, you may follow the remarking procedure outlined below.

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 comments you received are not sufficiently detailed or 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. In particular, you should not approach your tutor before, during, or after a tutorial to discuss remarking. Your

requested 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. 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, A/Prof Andrew Perfors (andrew.perfors@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, A/Prof Andrew Perfors (andrew.perfors@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
 - Name of the marker
 - 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
 - You must also include the marking criteria and a copy of the assignment with the comments that you are disputing

6. The Deputy Director of Teaching and Learning will decide whether there are sufficient grounds for remarking the assessment.
7. If a remark occurs, the entire assignment will be remarked. It is not possible to request that only certain sections of the assignment be remarked.
8. The re-marker will provide a justification of their grade against the original marking criteria.
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.

Remarking Requests (Exams)

All exams will be marked against the marking criteria that were provided by the academic member of staff who set the exam. 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 contact the subject coordinator to arrange a time to review your exam. Requests to meet with the subject coordinator to review the exam must be made within 3 business days of the marks for the subject being released and formal requests for a remark must be made within 10 business days of when the marks were initially released. The procedure is as follows:

1. The request to meet to review your exam must be made in writing via email to the subject coordinator. Your request must not be made until one business day has passed from when the marks for the subject are first released. The request to meet with the subject coordinator must be made within three business days of receiving the initial feedback.
2. Within two business days of receiving a request to review an assignment, the subject coordinator will contact you to arrange a time to meet. This meeting should occur within 8 business days of when the marks were initially released. If you cannot arrange this meeting within that timeframe, you should inform the Deputy Director of Teaching and Learning, A/Prof Andrew Perfors (andrew.perfors@unimelb.edu.au), immediately.
3. At the meeting, the subject coordinator will discuss your answers. For multiple choice questions, it would be sufficient for the subject coordinator to provide the student with the student's answers and a list of the correct answers for each question. For short answer and essay questions, the feedback will be kept at a relatively high level. For exams where there are multiple questions, there is no expectation that the subject coordinator will go through all questions. The purpose of the meeting is not for the student to argue that his/her mark should be changed. Instead the meeting is solely for educative/feedback purposes and will focus on explaining to the student what they could do in general to improve their performance on future exams. Subject coordinators have been instructed not to discuss the detailed marking criteria and will not discuss where the student lost or gained individual

marks. Marking criteria will not be provided. Students may not be left alone or left unsupervised in a group to look at the exam, they may not make notes or take photographs of the exam, nor can a student take the exam away.

4. Where multiple examiners set the paper, it is understood that the subject coordinator will only discuss the section of the exam paper for which he or she was responsible. If you wish to review the other sections of the exam paper he/she should contact the academics who set those sections. It is not necessary for the student to review the entire exam paper before requesting a remark – it is only required that they meet with the subject coordinator.
5. If, after this meeting, you wish to request a remark you should email the Deputy Director of Teaching and Learning, A/Prof Andrew Perfors (andrew.perfors@unimelb.edu.au) within 10 business days of the marks for the subject being published. Late requests will only be accepted in exceptional circumstances.
6. Applications for remarking must include the following:
 - Full name
 - Student ID
 - Subject code and name
 - Name of the subject coordinator
 - The date the marks for the subject were initially released.
 - 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 subject coordinator 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 the grounds for your remark
7. The Deputy Director of Teaching and Learning will decide whether there are sufficient grounds for remarking the assessment.
8. If a remark occurs, the entire exam will be remarked. It is not possible to request that only certain questions be remarked.
9. Feedback about the outcome of the re-mark will be provided to the subject coordinator.
10. 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 (Unexpected Circumstances)

Special consideration (unexpected circumstances) is granted to students who are experiencing a hardship that has significantly impacted their performance during the academic semester which is expected to last **less than six weeks**. It is not appropriate to repeatedly seek special consideration (unexpected circumstances) for the same condition or to seek special consideration (unexpected circumstances) for a condition that has lasted or is likely to last six weeks or is likely to repeat. Attempting to do so is likely to significantly delay and may even reduce the amount of support that can be provided.

As soon as you are aware of factors that are affecting your studies, or are likely to do so, you should immediately get in touch with your subject coordinator so they can discuss your options. The sooner you get in contact with your subject coordinator, the more options you are likely to have.

Applications for special consideration (unexpected circumstances) are submitted through your Student Portal. For more information about applying for special consideration go to:

<https://students.unimelb.edu.au/admin/special>

When a student has been deemed eligible for special consideration by Stop1, the School is required grant one of the eight outcomes listed in section 4.128 of the assessment and results policy <http://policy.unimelb.edu.au/MPF1326#section-4.31>. However, students do not get to choose which of these options is granted. The choice is left entirely at the discretion of the School.

The School is required to balance the need to make reasonable adjustments for students experiencing short term adverse circumstances with the need to ensure that all students are treated in an equitable manner. After consultation with the Academic Secretary, the School has adopted the following policy: all students must complete all components of their subject by the end of the special exam period. We will not grant extensions beyond this date. We will also not schedule special exams beyond this date. For reasons of equity, this cut-off date is applied uniformly to all students, thereby ensuring that all students are treated in the same manner while still allowing reasonable adjustments to be made for students experiencing short term disadvantage.

If a student has been deemed eligible by Stop1 for an extension that exceeds this cut-off date, we award an extension up to the cut-off date. Similarly, if a student is deemed eligible for an exam at a date beyond the special exam period, we will grant an exam during the special exam period. If a student cannot complete the assignment or sit the exam by the cut-off date, we recommend the student applies for a late withdrawal.

Students should note that after the assignment return-by-date (i.e. the date on which the assignment is returned to all students who handed in their assignment on time) students who have not yet handed in their assignment will be required to complete an alternative assignment. The due date of this alternative assignment cannot be after the end of the special exam period.

As extensions requests are typically processed much quicker than special consideration requests, it is recommended that students applying for special consideration also apply for an extension via the School (if appropriate), to give them a buffer.

While waiting for the outcome of their special consideration request, it is recommended that students submit their assignment by the original due date (or by the revised due date if they have received an extension), so that if they are not awarded special consideration, they still have something submitted. If they are then awarded an extension by special consideration, they then may submit a revised version of their assignment by the revised due date.

If students expect to submit more than one version of their assignment, it is requested that they inform their tutor to ensure that the correct version is marked. This should be done immediately after they have applied for special consideration. An appropriate email would be:

“Dear [Tutor’s name]

I have applied for special consideration for [assignment name]. While I will submit what I can by the original due date, if I am granted special consideration, I will submit a revised version by the new due date. If my special consideration request is unsuccessful, I will inform you of this, so you know to mark my original submission. Otherwise, I would be grateful if you would ensure that you mark the revised version.

Yours sincerely,

[Your name and student ID number]”

Special Consideration (Ongoing Support)

Special consideration (ongoing support) is granted to students who are experiencing a hardship that has significantly impacted their performance during the academic semester that is expected to last **six weeks or more or is likely to repeat**. Such a condition is considered ongoing and the student needs to obtain an Academic Adjustment Plan from the Student Equity and Disability Unit:

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

If the amount of support provided by the Academic Adjustment Plan is insufficient for the student to manage their current subject load, the student should discuss with the Student Equity and Disability Unit reducing their subject load.

Potential Consequences

Students should understand that if they request an extension near the end of the semester or if they request a special exam, this may delay the release of their marks. This may affect when they are eligible to graduate.

<https://students.unimelb.edu.au/admin/special-and-supplementary-exams>

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 escalate the matter following the procedure described here:

http://ask.unimelb.edu.au/app/answers/detail/a_id/2910/kw/complaint

Computer Labs

All students enrolled in the Graduate Diploma in Psychology are given access to a computer lab on the 10th floor of the Redmond Barry Building (room 1010). 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 1010.

Printing

Printing facilities are available to Graduate Diploma in Psychology students in Graduate Diploma computer lab (room 1010). 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.

Useful Websites

There is a wealth of information for graduate diploma students on the School Website, listed under “Current Resources”. This website contains a very useful list of frequently asked questions (FAQ).

<https://psychologicalsciences.unimelb.edu.au/study/graduate-diploma>

In addition, there are a number of useful statistics and research methods modules available to graduate diploma students in the LMS community website “Psychological Sciences Statistical and Research Methods Modules”

https://app.lms.unimelb.edu.au/webapps/blackboard/content/listContentEditable.jsp?content_id= 6080840_1&course_id= 348574_1

If you do not already have access to this website, please email the Academic Programs Manager. Finally, many other questions can be answered here

<https://ask.unimelb.edu.au/>

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 excessive. 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.
- If you are unable to transfer to a new lab class and could not attend your official lab class due to illness, you may show a medical certificate to the tutor of your official lab class to avoid being marked as “absent” for that week. The medical certificate must cover the date your original lab class occurred. This may be done up to two times per semester.

- If you have some other legitimate, documented reason why you were unable to attend your lab class, you should email the coordinator of the Tutor program (Geoff Saw gsaw@unimelb.edu.au). This email should include: your name, your student number, the subject you are enrolled in, the date of the lab class you missed, the name of the tutor for that lab class, a copy of the supporting document and an explanation as to why you could not transfer to another lab class. The documentation must explicitly cover the date of your original lab class. Students will not be allowed to miss lab classes due to work commitments.

Failure to attend at least 80% of the lab classes may result in the student performing make-up work at the end of the semester.

Textbooks

A textbook is usually prescribed for each subject. These are sold through the University Co-Op Bookroom next to Stop 1 (757 Swanston Street). All 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. Studying while doing full time work is not recommended.

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.

Students will be asked to respond to short surveys administered by the subject coordinator, during the semester. These surveys are designed to allow the subject coordinator to monitor how the subject is progressing.

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.

Academic Statements

On graduating from the University of Melbourne, students may obtain their official academic transcript, testamur or Australian Higher Education Graduation Statement (AHEGS) by going here:

<https://students.unimelb.edu.au/admin/academic-statements>

Becoming a Registered Psychologist

Psychology Board of Australia

To register as a psychologist in Australia, it is necessary to complete the equivalent of 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:

<https://www.psychology.org.au/Training-and-careers/Careers-and-studying-psychology/studying-psychology/Study-pathways>