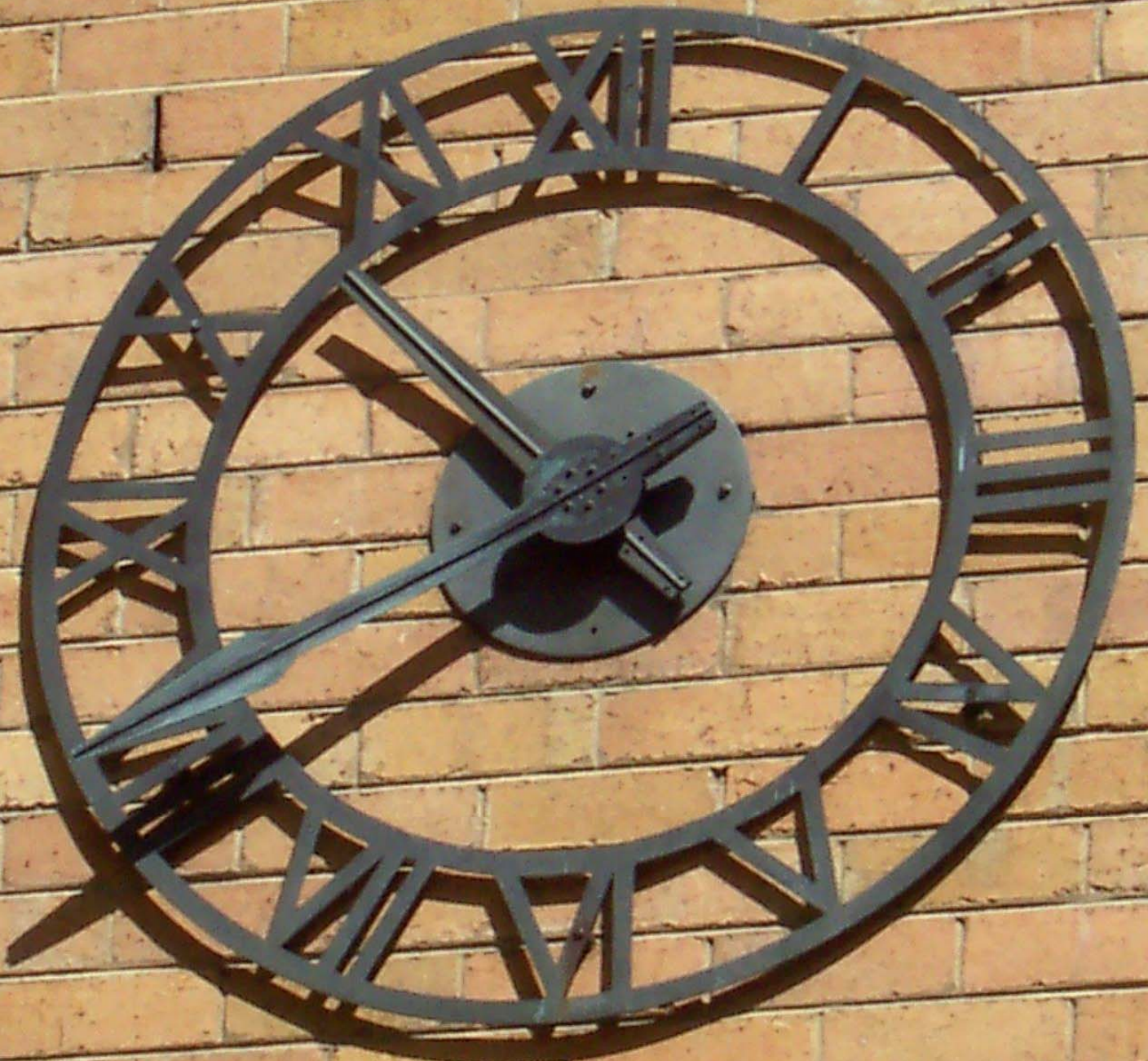




Faculty of Medicine, Dentistry & Health Sciences
**Melbourne School of Psychological
Sciences**



Postgraduate Psychology Student Manual

Contents

WELCOME TO THE MELBOURNE SCHOOL OF

PSYCHOLOGICAL SCIENCES 1

PSYCHOLOGICAL SCIENCES CONTACTS 1

GRADUATE RESEARCH HUB 2

STATISTICAL CONSULTING CENTRE 2

UNIVERSITY OF MELBOURNE GRADUATE STUDENT 2

ASSOCIATION 2

IMPORTANT DATES 2017 3

UNIVERSITY/PUBLIC HOLIDAYS 3

PRINCIPAL DATES - ACADEMIC CALENDAR 3

UNIVERSITY SEMESTERS, EXAM PERIODS, VACATIONS 3

CRITICAL DATES FOR ENROLMENT CHANGES 3

MARCH 31ST (SEMESTER 1 CSP CENSUS DATE) 3

MAY 31ST (CSP CENSUS DATE FOR YEAR-LONG SUBJECTS) 3

AUGUST 31ST (SEMESTER 2 CSP CENSUS DATE) 3

COURSE AND SUBJECT CHANGES 4

RESULTS AND ENROLMENTS 5

STOP 1 5

STOP 1 IS THE HOME OF STUDENT SERVICES ONLINE, ON THE
PHONE AND IN PERSON. AS A STUDENT, STOP 1 CAN HELP YOU
WITH ENROLMENT, COURSE PLANNING, ADMINISTRATION,
SUPPORT SERVICES AND SKILLS AND DEVELOPMENT. 5

CHANGE OF CONTACT DETAILS 5

ENROLMENT 5

RE-ENROLMENT 5

TERMINATION OF ENROLMENT 5

REINSTATEMENT FEE 5

COURSE FEES 5

COMMONWEALTH SUPPORTED PLACES (CSP) 5

CSP CENSUS DATE 6

FEES REFUND POLICY 6

TIMETABLE 6

COURSE CHANGES 6

ASSESSMENT 6

SUBJECT GRADES AND MARKS 7

SPECIAL CONSIDERATION 7

SUPPLEMENTARY ASSESSMENT 7

INSURANCE 7

COMPLIANCE 7

RISK MANAGEMENT AND PLACEMENTS 8

THE PLACEMENT CONTEXT 8

RISK TO PATIENTS/CLIENTS 8

STUDENT SUPPORT AND FACILITIES 9

COMMITTEES - STUDENT REPRESENTATION 9

RESEARCH ASSISTANT POSITIONS 9

PSYCHOLOGICAL TEST LIBRARY 9

THE MSPS WEBSITE:

[HTTP://PSYCHOLOGICALSCIENCES.UNIMELB.EDU.AU/](http://psychologicalsciences.unimelb.edu.au/)
10

COMPUTER LABS 10

STUDENT PRINTING /PHOTOCOPYING 10

TECHNICAL SUPPORT FOR RESEARCH EQUIPMENT AND
COMPUTING FACILITIES 10

GRADUATE COMMON ROOM 11

KEYS 11

GRADUATE CENTRE 11

LIBRARY 11

COMPUTER FACILITIES 11

STUDENT UNION 12

CLUBS AND SOCIETIES 12

PSYCHOLOGY PROGRAMS 12

PROFESSIONAL TRAINING PROGRAMS - MASTER OF
PSYCHOLOGY 12

PROGRAM OVERVIEW - CLINICAL NEUROPSYCHOLOGY
STREAM 14

PROFESSIONAL PROGRAMS COURSE STRUCTURES 15



MASTER OF PSYCHOLOGY (CLINICAL) 15

MASTER OF PSYCHOLOGY (CLINICAL NEUROPSYCHOLOGY) 16

MASTER OF PSYCHOLOGY - COURSE ADMINISTRATION

17

Welcome to the Melbourne School of Psychological Sciences

Welcome to the Melbourne School of Psychological Sciences at the University of Melbourne. We are looking forward to working with you and hope that your studies will be challenging and enjoyable.

You can contact the department in a number of different ways:

ADDRESS Level 12, Redmond Barry Building
The Melbourne School of Psychological Sciences
The University of Melbourne, 3010

PHONE (03) 8344 6377
FAX (03) 9347 6618
EMAIL [enquiry- psych@unimelb.edu.au](mailto:enquiry-psych@unimelb.edu.au)
WEB www.psychologicalsciences.unimelb.edu.au

HOURS: Opening hours is variable subject to peak times.
In the first instance all student and enrolment enquiries should be directed **STOP 1**.
They are located at **757 Swanston St, Parkville (Cnr Grattan St)**
All facilities enquiries related to the Redmond Barry Building is to be directed to Level 12, Redmond Barry Building

We hope that your time with us is enjoyable and productive.

Psychological Sciences Contacts

Academic Programs Coordinator, Professional Programs
Ms Marianne Langa
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Clinical Neuropsychology Convener
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Clinical Neuropsychology Placement Coordinator
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*For a full list of Psychological Sciences academic staff
please go to:*
<http://psychologicalsciences.unimelb.edu.au/research/academic-list>

Students should note that administration of all Postgraduate Professional Courses (Master of Psychology and the coursework components of the combined Master of Psychology/PhD) is the responsibility of the school.

Administration of Research Programs (Masters by Research and PhD) is the responsibility of the Medicine, Dentistry and Health Sciences Student Centre, located on the first floor of the Brownless Medical Library Building.

Graduate Research Hub

The Graduate Research Hub plays an important role within the University's research environment, offering a range of enrichment activities and support mechanisms that contribute to the success of our graduate research candidates and consequently, to the research reputation of the University.
See: <http://www.gradresearch.unimelb.edu.au/>

Statistical Consulting Centre

Tel: +61 3 8344 6995
See: <http://www.scc.ms.unimelb.edu.au/>

University of Melbourne Graduate Student Association

The Graduate Student Association (GSA) represents the interests of all postgraduate students at the University. GSA aims to enhance the quality of postgraduate students' academic experience and foster the growth of a community of enquiring scholars. GSA does this through representation on University committees, independent advocacy on behalf of students, publications, education advice and support including orientation activities, interdisciplinary seminars and meetings, a postgraduate journal, and social and cultural activities. The GSA also provides a thesis binding coordination service.
See: www.gsa.unimelb.edu.au/

Health and Safety

Promotes personal safety and theft prevention. Security Escort service from campus buildings to the nearest local public transport point.
See: <http://safety.unimelb.edu.au/>



Important Dates 2017

University/Public Holidays

| | |
|---------------------|---|
| Easter | Good Friday 14 April Monday 17 April Tuesday 18 April |
| Anzac Day | Tuesday 25 April |
| Queen's Birthday | Monday 12 June |
| Grand Final Holiday | Friday 29 September |
| Christmas Day | Monday 25 December |
| Boxing Day | Tuesday 26 December |

Please note: Labour Day and Cup Day are not University holidays.

Principal Dates - Academic Calendar University Semesters, Exam Periods, Vacations

Research Higher Degree students normally work on their projects throughout the year and so are not bound by strict semester dates.

Postgraduate coursework students are required to attend courses during the normal teaching semesters. The University's academic calendar can be found at the following link: <http://www.unimelb.edu.au/dates>

Critical Dates for Enrolment Changes

The following information provides University time limits and correct procedures for changing enrolment. It is a guide only. Please check with the Melbourne School of Psychological Sciences office if unsure.

March 31st (Semester 1 CSP Census Date)

Termination of enrolment of students who have failed to pay CSP Up-Front liability or provide their Tax File Number (TFN) to defer CSP deferred payment or have failed to submit a valid "CSP Payment Options Declaration" form with TFN, where required.

Last day to discontinue course, apply for leave of absence or withdraw from a semester 1 subject and be eligible for full refund of Up-Front CSP for Semester 1. (Australian Course Fees are refunded on a pro-rata basis).

May 31st (CSP Census date for year-long subjects)

Last day to discontinue course, apply for leave of absence or withdraw from a year-long subject and be eligible for full refund of Up-Front CSP for year-long subjects. (Australian Course Fees are refunded on a pro-rata basis).

August 31st (Semester 2 CSP Census Date)

Termination of enrolment of students who have failed to pay CSP Up-Front liability or provide their Tax File Number (TFN) to defer CSP by the due date, or have failed to submit a valid "CSP Payment Options Declaration" form with TFN, where required.

Last day to discontinue, for leave of absence or withdraw from a semester 2 subject and be eligible for a part refund of Up-Front CSP for Semester 2. (Australian Course Fees are refunded on a pro-rata basis).

Course and subject changes

It is your responsibility to ensure that you complete the correct subjects to fulfill the APAC accredited requirements for the course that you are enrolled in. A full course description can be found in the University Handbook which can be viewed at <https://handbook.unimelb.edu.au> Each year you should check your study plan to ensure it matches the requirements listed in the handbook.

If you feel that your subject enrolment is incorrect, or if some personal circumstances cause you to reconsider your enrolment, you should contact the Melbourne School of Psychological Sciences office immediately. It is possible to change subjects in which you have enrolled, but you must do so within certain time limits. You should be aware of these time limits and the correct procedures for changing subjects, so that your academic record is not adversely affected.

The following chart outlines the University time limits and correct procedures for making changes to your enrolment.

- | | |
|---|---|
| A | Up to the end of the second week of teaching subjects may be added or deleted without penalty |
| B | After the first two weeks and up to the CSP Census Dates subjects may be added with permission of the Course Convener. CSP is payable. If a subject is deleted after this time, a WD is entered on the student's record. No CSP is payable. |
| C | After the CSP Census dates BUT prior to the final date for withdrawal subjects may be deleted. A 'WD' result is entered. CSP is payable |
| D | After final date for withdrawal, subjects may not be added or deleted. If students wish to withdraw from a subject at this time a fail result will be recorded. CSP is payable. |



Results and Enrolments

STOP 1

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

Stop 1 is located at 757 Swanston St, Parkville (Cnr Grattan St)

See: <http://ask.unimelb.edu.au/>

Students are expected to self-manage their admin. Information regarding this can be found at

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

Change of Contact Details

Students must update their contact details on the Student Portal on the University's website:

<http://portal.unimelb.edu.au/external-links/> at any time they change their address or phone number to ensure the timely receipt of all official University correspondence.

Enrolment

Enrolment for new coursework students is done via your student portal.

Re-Enrolment

Students who pass all their subjects will be asked to re-enrol via the Student Portal. Students are advised to thoroughly check their study plan, and contact the school office if a problem occurs. Students should pay particular attention to course plan listed in the University Handbook.

Termination of Enrolment

Enrolment will be terminated if a student has not re-enrolled or been granted leave of absence before first semester begins.

Students whose enrolments have been terminated may apply to be reinstated. If successful, enrolment will be reinstated upon payment of a non-refundable Reinstatement Fee. Reinstatement is not automatic and students may be required to re-apply to the Melbourne School of Psychological Sciences and be considered for selection in competition with other students who are applying at that time. There is no guarantee of re-selection in such circumstances.

Reinstatement Fee

A Late Enrolment Fee is levied on students who do not complete their re-enrolment by the prescribed date. For further information, please go to students.unimelb.edu.au/admin/re-enrol

Course Fees

The University publishes a comprehensive fees policy, which can be found on the web at

<http://futurestudents.unimelb.edu.au/admissions/fees>

Commonwealth Supported Places (CSP)

Under the Commonwealth Supported Places (CSP), coursework students are required to pay part of the cost of their higher education. CSP payments are calculated on individual student study load for a semester.

Students undertaking more or less than a full-time study load will be charged the proportionate CSP contribution. Only Australian and overseas students who pay course fees or those assisted under foreign aid programs are exempt from CSP.

Each semester, students will receive a statement of their enrolment from the Student Administration Office. This statement is used to calculate the Commonwealth Supported Places (CSP) liability for the semester.

It is the student's responsibility to check this statement and make sure that it is correct to ensure that the correct amount has been charged.

Questions about CSP liability and CSP payment should be directed to the Student Administration Office. Student Financial Aid also provides information and advice about the different ways to pay CSP.

New Zealand citizens are required to pay the full CSP fee up-front and do not qualify for the discount. Research Higher Degree students are covered by the Research Training Scheme fund and do not accrue a CSP liability.

CSP Census Date

Coursework students who withdraw from a subject by the CSP census date, will not be charged CSP for the subject in that semester. The CSP census dates are:

- 31 March: For Semester 1 subjects
- 31 May: For Yearlong subjects
- 31 August: For Semester 2 subjects

After this time, CSP subject charges will apply. Please note July/Winter subjects have different census dates. You can check these dates with STOP 1.

Fees Refund Policy

Coursework students are eligible to apply for a refund of fees if they withdraw from a course, and possibly individual subjects, before the CSP census dates – 31 March (semester 1 subjects), 31 May (yearlong subjects) or 31 August (semester 2 subjects). No refund is available after these dates.

All questions regarding the reimbursement of fees (CSP, course fees and the Amenities and Services Fee) should be directed to the STOP 1.

Timetable

The University student timetable is available through the Student Portal: <http://my.unimelb.edu.au>

Course Changes

Students with concerns about enrolment matters are advised to contact STOP 1 in the first instance.

Students who wish to delete a subject from their enrolment for any reason, should in the first instance, seek the approval of the Stream Convenor, and then advise the school office. Please note that course changes for graduate coursework programs will only be made with the approval of the Stream Convenor and the Professional Programs Officer.

Assessment

Generally, assessment is made on the basis of assignments, essays, tutorial work and practical work. There may also be formal written examinations at the end of each semester or at the end of the academic year. Methods of assessment in individual subjects are included in the University Handbook <https://handbook.unimelb.edu.au>

Final results will be made available at the end of each semester through the student portal: www.myunimelb.edu.au. For information about thesis submission dates, refer to the relevant course section.

Subject Grades and Marks

There is a standard grading system for all subjects studied at the University. Grades and corresponding ranges of marks are as follows:

| | |
|------------|--------------------|
| H1 | 80% – 100% |
| H2A | 75% – 79% |
| H2B | 70% – 74% * |
| H3 | 65% – 69% |
| P | 50% – 64% |
| N | 0% – 49% |
| WD | Withdrawn |

*** Please note: a mark of 70% is considered the minimum satisfactory standard of performance in postgraduate subjects.**

Special Consideration

Students whose studies are affected by a situation beyond their control should apply for “Special Consideration”. The reasons for applying for Special Consideration are varied – questions should be directed to STOP 1. Please note that Special Consideration is not given for reasons such as timetable clashes in lectures, seminars, tutorials or paid employment.

Applications for Special Consideration are treated in strictest confidence. In response to applications, students may be granted an extension for a piece of assessment, allowed to re-sit an exam, excused from a component of assessment or given other consideration as appropriate. On the other hand, there may be no action taken.

Information and on-line application forms for Special Consideration are available at: students.unimelbedu.au/admin/special

Supplementary Assessment

There are some situations where students who have not passed, or otherwise satisfied subject examiners, may be offered supplementary assessment. This assessment is usually in the form of extra written report decided by the respective subject coordinator.

Insurance

Students are automatically protected by the University’s insurance program whilst they are engaged in their University of Melbourne course related activities. Details of the various policies which cover personal accident insurance, professional indemnity, public liability and travel insurance will be found at <http://students.unimelb.edu.au/admin/insurance>

Compliance

As part of being compliant with the University and in your placements it is a requirement that you complete the following forms and are also aware of associated policies. Please contact the Health Hub located in the Faculty’s Learning and Teaching Unit at health-hub@unimelb.edu.au The Health Hub is located on Level 1 of the Brownless Biomedical Library

AHPRA registration - <http://www.ahpra.gov.au/Registration.aspx>

All students undertaking study in a clinical environment are required to:

- Have undergone a recent National Police Record Check
- Hold a valid Working with Children Check for the relevant state/territory, and
- Be immunised against particular infectious diseases

These compliance checks are administered by the MDHS Health Hub.

<http://mdhs.unimelb.edu.au/study/clinical-placement-compliance#general-requirements>

We keep a record of who has completed these requirements, however, it is your responsibility to ensure that these documents have been completed and are also either given to or sighted by the School office.

Risk Management and Placements

Risk management and compliance have become increasingly important issues both within and outside of the University. The University has developed procedures and guidelines for risk assessment. These can be found on the University's website:

<http://safety.unimelb.edu.au/tools/risk/assessment/>

These guidelines do not necessarily provide information that is specific to individual situations in which postgraduate coursework students may find themselves during placement. There are risks that emerge from the placement context, as well as ones that you may pose to patients/clients and therefore to the University in terms of liability.

The Placement Context:

Be aware of the occupational health and safety procedures of that placement setting regarding infection control, emergencies, etc. Be aware of the physical layout of placement and potential problems, e.g., in a jail.

Be aware of any risks in the placement environment, e.g., how to contact emergency personnel, e.g., fires, threats, etc. Ensure that the placement supervisor and University placement coordinator are clear as to what the placement is about and what risks there may be in a given placement situation, e.g., mentally ill prisoners.

Risk to Patients/Clients

Before going on placement, be aware of what a risk assessment of patients is and how to do it!

Deliver treatments based on evidence-based practice. Do not practice outside your level of competence and practice within the acknowledged standards of your profession. Be aware that you may harm client/patients and place yourself, the supervisor and University at risk of litigation.

Record all interview notes in files. Keep them up to date and legible. Ensure you sign case notes and identify yourself as a trainee. Have formal reports countersigned by your supervising placement psychologists.

Document all risk assessments. Ensure at risk patients receive appropriate and expeditious referral and discuss with your supervisor.

Be careful with confidential material including using email, or talking about patients and clients.

Student Support and Facilities

Committees - Student Representation

Students are offered the opportunity to participate in committees that are relevant to the graduate programs. Students will be given the opportunity to elect representatives to each of the following committees:

The School Committee (SC)

One graduate student representative. The Committee meets five times a year.

The Postgraduate Programs Sub-Committee

Two student representatives from the coursework programs. The committee meets at least six times a year.

The Research and Research Training Committee

One student representative from the research programs. The Committee meets monthly.

Graduate Staff/Student Liaison Committees

There are two committees which meet once per semester. One committee has representation from each of the coursework streams. The other committee has representation from the research programs.

Tutoring Opportunities in Undergraduate Subjects

There are a number of excellent paid opportunities to undertake tutoring for students at the undergraduate level. These opportunities are open for application from all postgraduate students within the Melbourne School of Psychological Sciences. As most tutoring involves running undergraduate laboratory classes, consulting and marking, it provides students with valuable experience in dealing with small groups.

Students should apply before each semester for tutoring positions when expressions of interest are sought. For further information please contact the Tutor Coordinator, Dr Judi Humberstone (judih@unimelb.edu.au).

Research Assistant Positions

Research assistant positions are also available from time to time for postgraduate students to apply to. All positions will be advertised via the School's newsletter.

Psychological Test Library

The school has a large library of psychological tests and materials, available to support the research activities of both staff and students. Information on the library's holdings, application forms for borrowing and rules and regulations of borrowing (Policy Manual) will be found at: <http://psychologicalsciences.unimelb.edu.au/study/current-students/psychology-tests-library>

Telephone: 8344 6377
Fax: 9347 6618
Email: enquiry-psych@unimelb.edu.au

The MSPS Website: <http://psychologicalsciences.unimelb.edu.au/>

Psychological Sciences is continually updating its website. Some of the important information that can be found on the website includes:

- Postgraduate Manual
- Ethics Information
- Staff Research Profiles
- Course-related forms

Computer Labs

Postgraduate & 4th Year Computer Lab
Room 1010 (10th Floor, Redmond Barry Building)

Hours of opening: 9.00 – 5.00. 24-hour access available.

- Windows and Mac machines.
- Software includes Microsoft Word, SPSS, Excel, email, web and telnet access.
- A PS1-2 key is required to access the lab, and a building key is also required for after-hours access.

Our 10th floor computer laboratory is open to postgraduate students. Students are expected to provide their own USB drives, disks and other consumables. Printing facilities are also provided, with each student automatically allocated a printing account on enrolment (see below)

6th Floor Lab

A small laboratory on the 6th floor (10 PCs) is available for subject testing etc and may be booked. There are also computer laboratories on the 5th and 11th floors. Although these laboratories are largely used for teaching, they may be available for student use when not booked for classes.

Student Printing /Photocopying

Students are automatically allocated a credit of 750 pages on enrolment. This printing can be collected in the Redmond Barry Building (RBB) on Level 10 in the computer lab.

The account details and balance will be displayed on the desktop when a student logs onto a University computer in one of the computer labs. Students may purchase extra credit at 10 cents per page from the 12th floor reception desk and can only be used in RBB. Please note no refunds are available

Technical Support for Research Equipment and Computing Facilities

IT requirements are supported by the University's Information Technology Services. Requests can be made through: <http://studentit.unimelb.edu.au/>

The phone number if required is: 834 40888

Major software and equipment developments will not be undertaken directly for student research. Student research projects should make use of facilities already existing in the supervisors' laboratory or research arsenal.

Statistical Analysis – SPSS

SPSS Graduate packages are available from the University Bookshop (ground floor, Baillieu Library).

Students should check the loading requirements for the package before purchase as certain specifications need to be met in order to run the program. This version is the same as the commercial version.

Other packages

The School provides access to a number of other packages, including Qualtrics. Students should consult with their supervisor or research laboratory director for more advice. Guidance is also available through the Graduate Researchers in Psychological Sciences (GRIPS) society. See the following link: psych.unimelb.edu.au/about/school-societies

Graduate Common Room

Location: Room 1010, 10th Floor, Redmond Barry Building.
Telephone: 8344 4450

All postgraduate students are encouraged to use the Graduate Common Room. The Common Room provides chairs and tables, desks and lockers. Students may also make casual classroom bookings for meetings, study groups, testing of subjects etc.

Postgraduate students may also use the tearoom located on the 12th floor. A fridge, microwave, oven and tea & coffee making facilities are provided. Students must supply their own mug.

Keys

Students can obtain office and corridor keys for the duration of their course by completing a 'Hire of Keys' form which must be signed by their supervisor (or Stream Convener). A fully refundable deposit of \$30 is required.

Graduate Centre

Located in the historic 1888 Building, and surrounded by beautifully landscaped gardens, the Graduate Centre provides numerous services and facilities for the use of postgraduate students. These include study rooms equipped with personal computers, meeting rooms, computer laboratories, the multimedia presentation and publishing centre, a café and bar, and seminars and social functions held specifically for postgraduate students. The Graduate Centre houses the School of Graduate Research and the Melbourne Graduate Students Association.

Library

The University of Melbourne library is one of the oldest and largest academic libraries in Australia. The collections housed at 22 branches cover all the subjects taught at the University. You will have access to 3.5 million books, journals, electronic resources, maps, music scores, audio and video recordings, rare books, archival records and other resources for research. Library staff provide guidance to the collections and run courses in study skills to help you make the best use of the Library's resources.

See: <http://www.library.unimelb.edu.au/>

Computer facilities

The University encourages and promotes student participation in electronic publication, electronic information access and other IT-based developments. You will have 24-hour access to computer laboratories equipped with the latest technology and supported by helpful technician staff.

The computer facilities on-campus can be grouped into two broad categories:

- General access laboratories provided by the Information Division and the Student Union; and
- Faculty and Departmental laboratories.

Some Faculty and Departmental laboratories provide general access, but remember that some are solely for the use of students of that faculty or department, or are solely teaching laboratories. Your Faculty Office should be able to provide you with information concerning the requirements that govern access to Faculty and Departmental computing facilities.

See: <http://www.studentit.unimelb.edu.au/>

Student Union

The Student Union is the representative body for all students of the University of Melbourne. It works to promote student interests and provide quality services to students on campus.

The Student Union Building provides a range of food outlets and a student bar.

The Rowden White Library has a comprehensive collection of contemporary books, videos, journals, magazines, music and tapes.

The George Paton Gallery is a visual art space for students as artists, curators and audience members,

The Student Union also organises a range of activities throughout the year including competitions (bands, comedy, film and art), a weekly outdoor market and a range of short courses.

Clubs and Societies

There are over 150 student clubs and societies representing all interests and activities. Whether you want to share common interests or hobbies, voice ideas, engage in debates or just socialise, there's an extensive range of clubs for you to join.

See: <http://umsu.unimelb.edu.au/jump-in/clubs/>

Psychology Programs

The Melbourne School of Psychological Sciences is part of the Faculty of Medicine, Dentistry and Health Sciences. It is one of the largest departments of psychology in Australia, with approximately 1500 undergraduates (including 70 fourth year students) and 180 graduate students. The school has more than 40 academic staff members, and over 50 associates, with many of the latter being involved in the teaching of the professional programs.

The Melbourne School of Psychological Sciences has outstanding strengths in a wide range of areas of psychology, and is one of a small number of major research departments in Australia, commanding a staff profile of international significance. The quality of the postgraduate programs is unrivalled in Australia. They include:

Professional Training Programs

- Master of Psychology (Clinical Psychology)
- Master of Psychology (Clinical Neuropsychology)

Combined Degree Programs

- Master of Psychology (Clinical Psychology) / PhD
- Master of Psychology (Clinical Neuropsychology) / PhD

Professional Training Programs - Master of Psychology

The purpose of the professional programs is to train students in professional areas of the discipline of psychology. Each program is designed to provide: (i) grounding in the theoretical, conceptual and empirical foundations of psychology and in the skills relevant to the various areas of professional practice; (ii) supervised practical experience; and (iii) research training in the area of professional specialisation.

PROGRAM OVERVIEW - Clinical Stream

Stream Convener: Associate Professor Christina Bryant

The clinical psychology program at the University of Melbourne began in the early 1970s. The program enjoys an excellent reputation and is one of the premier clinical psychology programs in the country.

The program aims to produce students with a strong knowledge base in 'organic' and 'functional' psychopathologies, combined with a high level of skill and acumen in the detection, assessment and diagnosis and treatment of various psychological conditions. Therapeutic skills are taught primarily within a broad cognitive-behavioural framework within didactic, individual and group-based clinical contexts. In their first year, all students see adult clients referred to the University of Melbourne Psychology Clinic based at Blackwood Street in North Melbourne. In addition, all students undertake second year field placements in adult mental health services and with children and their families at the Royal Children's Hospital and/or in related community treatment services for children and adolescents.

The academic members of the clinical teaching staff are active in both clinical work and research collaborations in a wide variety of clinical domains. Hence, the Program provides the opportunity to access a wide range of clinical placement settings and research programs. Alongside of the core training in psychology across the life span, students enrolled in the Clinical Program have the opportunity to focus their clinical and research training in one of three specialist areas: child and adolescent, health psychology or adult mental health domains.

A major focus of the program is the provision of clinical psychology training for the assessment and treatment of adolescents and adults with serious mental illness, work undertaken, for the most part, within public mental health settings.

The longstanding and productive collaborations of Clinical Psychology Program academic staff with senior clinicians and researchers in generalist and specialist mental health services, including Orygen Youth Services, has contributed significantly to the development of innovative clinical programs and research. Building on these achievements, students wishing to specialize in this clinical domain have the opportunity to undertake clinical placements and research in challenging areas, such as early psychosis and emerging personality disorder.

The Child psychology component of the course has been developed through partnerships with staff of the Psychology Department at Melbourne's major paediatric

service provider, the Royal Children's Hospital (RCH). The staff of the program are senior clinicians with a breadth and depth of clinical and research experience in the child and adolescent area that is unique in Australia. RCH staff contribute to core teaching within the postgraduate clinical programs, and provide clinical placement opportunities.

All students undertaking the clinical course will acquire competence in the assessment, diagnosis, treatment and clinical management of psychological disorders presenting in infancy, childhood and adolescence. For those students selecting the child specialization, the clinical placement program will allow for greater emphasis on child and adolescent clients, whilst retaining the core training in clinical psychology across the life span. There are exciting opportunities for selecting the Child specialization to undertake research relevant to the child and adolescent area in mental health and medical psychological domains through collaborative programs with staff at the Murdoch Children's Research Institute, Orygen Youth Services and the Early Psychosis Intervention Centre.

Clinical health psychology is devoted to understanding psychological influences on physical health. The recent development of partnerships with the Royal Womens Hospital and the Royal Melbourne Hospital has created exciting opportunities for clinical training and research related to the application of psychological principles to treat individuals in health settings.

Clinical health psychology components of the program are supported by senior and experienced clinical and academic staff at these major hospitals. The range and breadth of expertise of our staff creates an exciting range of placements and research opportunities across diverse and innovative clinical programs. Developing collaborations across health settings allow the possibility of multi-site research.

The academic members of the clinical teaching staff are active in both clinical work and research. Students are expected to conduct both high quality research and submit articles based on their research for publication in peer-refereed national and international journals. The expectation is that graduates of the clinical psychology program will not only become excellent clinicians but will go on to be leaders in the professional clinical psychology community.

Objectives

This stream aims to provide graduates with the skills to work as professional clinical psychologists as well as a thorough grounding in the discipline of clinical psychology, particularly in the area of mental illness.

PROGRAM OVERVIEW - Clinical Neuropsychology Stream

Stream Convener: Professor Michael Saling

The Clinical Neuropsychology Program at The University of Melbourne pioneered the development of the profession in Australia. Since its inception in the 1970s, the program has emphasized a 'hands on' clinical training. Placements cover the full range of services relevant to the practice of clinical neuropsychology, including acute care neurology and neurosurgery, psychiatry, geriatrics, rehabilitation, and paediatrics. The program enjoys an excellent international reputation, having provided training to applicants from New Zealand, South Africa, Israel, Singapore, Indonesia, Canada, United States of America, England, Ireland, Wales, Scotland, Columbia, and Italy. The placement experience enjoyed by our students is one of the most extensive in the world. All members of staff are full members of the APS College of Clinical Neuropsychologists. They are actively involved in the practice of clinical neuropsychology (including supervision of clinical trainees), and the majority hold appointments in hospital departments of clinical neuropsychology. Collectively, the staff covers Melbourne largest teaching hospitals, such as the Royal Children's Hospital, St. Vincent's Hospital, the Alfred Hospital, the Austin, Heidelberg Repatriation, and Royal Talbot Hospitals (Austin Health), are therefore well positioned to bring to the teaching situation a high level of clinical and research expertise. The placement system is administered and maintained by a dedicated Placement Co-ordinator.

The program aims to provide students with the advanced skills and knowledge in neuropsychological diagnosis, treatment and clinical management of patients with disorders at the mind-brain interface

There is a strong emphasis on world-class clinical research via a rich set of collaborative relationships with neuroscience institutes across the Parkville, Eastern Hill, and Heidelberg precincts

Objectives

The objective of this stream is to provide graduates with the skills to work as professional neuropsychologists. Graduates should obtain a detailed understanding of the affective, behavioural and cognitive manifestations of diseases of the central nervous system, particularly those affecting the brain, in adults and children. Graduates are expected to acquire competence in various approaches to the study of brain disease, including basic and applied clinical sciences, and are expected to acquire an understanding of objective assessment of the many behavioural features of brain diseases

Professional Programs Course Structures

NB: Subject descriptions and assessment details can be found in the University Handbook <https://handbook.unimelb.edu.au>

Master of Psychology (Clinical)

Course Structure: The full time structure of the course comprises 200 points distributed as follows:

| | |
|--------------------------|-------------|
| Course Element | Points |
| Thesis/Research Proposal | 62.5 points |
| Placement Subjects | 50 points |
| Coursework | 87.5 points |

Year 1

| <i>Code</i> | <i>Subject</i> |
|-------------|--|
| PSYC90003 | Research Proposal |
| PSYC90012 | Clinical Placement 1 |
| PSYC90006 | Basic Interventions |
| PSYC90009 | Psychosocial Perspectives on Disorders |
| PSYC90023 | Child Psychopathology |
| PSYC90029 | Graduate Research Methods |
| PSYC90030 | Principles of Psychological Assessment |
| PSYC90031 | Introduction to Psychopathology |
| PSYC90007 | Cognitive Behaviour Therapy |
| PSYC90011 | Advanced Psychological Assessment |
| PSYC90015 | Advanced Psychopathology |
| PSYC90008 | Ethics and Professional Issues |

Year 2

| <i>Code</i> | <i>Subject</i> |
|-------------|---|
| PSYC90005 | Thesis |
| PSYC90077 | Clinical Placement 2 |
| PSYC90078 | Clinical Placement 3 |
| PSYC90027 | Psychology of Health Problems |
| PSYC90010 | Mental Health Issues Across the Lifespan |
| PSYC90016 | Biological Psychology and Pharmacotherapy |
| PSYC90017 | Advanced Psychological Practice |

Master of Psychology (Clinical Neuropsychology)

Course Structure: The full time structure of the course comprises 200 points distributed as follows:

| | |
|--------------------------|-------------|
| Course Element | Points |
| Thesis/Research Proposal | 62.5 points |
| Placement Subjects | 50 points |
| Coursework | 87.5points |

Year 1

| <i>Code</i> | <i>Subject</i> |
|-------------|--|
| PSYC90003 | Research Proposal |
| PSYC90039 | Clinical Neuropsychology Placement I |
| PSYC90032 | Adult Neuropsychological Disorders |
| PSYC90006 | Basic Interventions |
| PSYC90029 | Graduate Research Methods |
| PSYC90030 | Principles of Psychological Assessment |
| PSYC90084 | Neuroanatomy for Neuropsychologists |
| PSYC90007 | Cognitive Behaviour Therapy |
| PSYC90031 | Introduction to Psychopathology |
| PSYC90083 | Cognitive Neuroscience & Disorders |
| PSYC90082 | Clinical Skills in Neuropsychology |
| PSYC90008 | Ethics and Professional Issues |

Year 2

| <i>Code</i> | <i>Subject</i> |
|-------------|--|
| PSYC90005 | Thesis |
| PSYC90079 | Clinical Neuropsychological Placement 2A |
| PSYC90080 | Clinical Neuropsychological Placement 2B |
| PSYC90010 | Mental Health Issues Across the Lifespan |
| PSYC90033 | Neuropsychological Rehabilitation |
| PSYC90042 | Child Neuropsychological Disorders |

Master of Psychology - Course Administration

Master of Psychology (Clinical Psychology)

Master of Psychology (Clinical Neuropsychology)

The Melbourne School of Psychological Sciences is responsible for the administration of the Master of Psychology.

The Stream Convenors, Professional Programs Convenor and the Research Convenor in the school in conjunction with the respective Administrative Officers are responsible for overseeing and approving Master of Psychology and Master of Psychology/PhD matters.

The Professional Programs Officer administers admissions, thesis proposal presentations, extensions, progress, and thesis examinations for professional programs.

The Medicine, Dentistry and Health Sciences Student Centre is responsible for overseeing the administration of the PhD and Master of Philosophy programs. The Research Programs Officer within the Melbourne School of Psychological Sciences takes responsibility for the day to day administration of students' candidature.

The Master of Psychology program involves coursework, placement and a minor thesis (of at least 6,000 but no more than 10,000 words).

During the first year of the course, students complete a number of subjects designed to provide an introduction to the relevant area and to train them in the basic professional skills in preparation for placements appropriate to their particular specialisation and complete their first professional placement. They also commence work on an empirical thesis, which is submitted for examination in the final year of the course.

During the second year of study, students complete a series of advanced subjects. In addition, students participate in a series of practical training placements, which provide exposure to a variety of models of professional practice, and practical involvement with clients in a wide variety of situations. Students are expected to display increasing levels of responsibility and competence as they proceed through the sequence of placements. Students are also expected to maintain high standards throughout the course.

Accreditation

All Masters programs serve as approved fifth and sixth years for membership of the Australian Psychological Society.

Full-Time/Part-Time Enrolment

The Master Psychology programs are designed to be offered on a full-time basis. The option of a Part-time enrolment may be available to students with exceptional circumstances (i.e. health or family issues). The decision to allow a student to alter their enrolment from a full-time to a Part-time position will be at the discretion of Psychological Sciences on a case-by-case basis.

Commencement

Commencement is at the beginning of the academic year (usually the end of February or beginning of March). There is no mid-year entry.

Advanced Standing

Details about advanced standing can be found at <http://mdhs-study.unimelb.edu.au/degrees/master-of-psychology-clinical-neuropsychology/apply-now#apply-now>

Deferral

Deferral is not normally available in graduate programs. Deferral may be available in exceptional circumstances for international students. In such cases, deferral will be granted for one year only after which applicants may re-apply. Applicants should be aware that re-selection cannot be guaranteed.

Leave of Absence

Leave of absence requests will only be considered if unusually extenuating circumstances are involved. In particular, requests for leave on the basis of lack of time by virtue of work commitments will not normally be granted. Instead, students will be advised to withdraw and apply to re-enrol when they are ready to resume their studies.

Normally no leave of absence will be granted in the first year of the course.

Normally leave of absence may only be taken as a full year. Any lesser periods of leave, greater than four weeks, would normally prevent the student returning in the same year of the course, although any course sections successfully completed would be credited.

Normally only one year leave of absence in total may be taken. Any further leave will be granted at the discretion of the Course Convenor.

Forms

All student forms can be found on the School's website: <http://psychologicalsciences.unimelb.edu.au/study/current-students/student-forms>

Employment Restrictions

A full-time student may undertake paid part-time employment. It is the responsibility of the supervisor, Head of Department and student, to ensure that paid work will not jeopardise the completion of the course of study in the time allowed.

Where employment involves sessional teaching, it is understood that this would involve three tutorials or six hours of demonstrating. (The initial tutorial will include two hours of preparation and marking. Repeat tutorials involve one additional hour.)

Full-time students are required to sign a declaration as part of their application that they will not engage in employment above nine hours per week during normal office hours. Students whose circumstances may require them to exceed this limit should apply in writing to the Professional Courses Convenor for permission. Applications for extensions from students doing undeclared work may not be supported.

There are no specific restrictions on hours of employment for Part-time students. Part-time applicants are required to satisfy the school that adequate time is available for their studies.

Professional Requirements

To register as a psychologist in Australia, it is necessary to complete a four-year sequence of approved academic study in psychology and two additional full-time years of postgraduate training of supervised experience. Students enrolled in coursework higher degrees should register as provisional psychologists during the period of postgraduate training. Provisional registration is also required when undertaking supervised experience. Further information is available from AHPRA.

Email: chair@psychologyboard.gov.au

Website: <http://www.psychologyboard.gov.au/>

Provisional Registration

All students in the Master of Psychology or the Master in Psychology/PhD must register as a provisional psychologist as soon as their enrolment is complete and before their first placement. Registration must be maintained for the duration of the course. Failure to register will result in completed placements being unrecognised.

Application information can be found at www.psychologyboard.gov.au

Students undertaking either the Master of Psychology or Master of Psychology/PhD are eligible to apply for full registration as psychologists on the successful completion of their course.

Placements

Placements are undertaken in a variety of venues. Placements are co-ordinated by the relevant Stream Convenor and/or the Placement Co-ordinator. Stream Convenors and/or Placement Co-ordinators will normally arrange a meeting with students prior to the beginning of each year, to organise and explain placement details.

Placement days may be taken in a variety of ways, for example a specified number of days per week or in week long blocks. However it is usual for students to undertake placements over a number of specified days through the academic year.

Placements may also occur outside teaching periods. Specific placement arrangements are negotiated between the student, placement co-ordinator and the contact person at the placement venue.

Before you go on placement you must read the Student Placement Handbook and complete all of the necessary steps to satisfy the requirements. You might also like to keep a copy of the Handbook with you while on placement.

All students undertaking a placement in a hospital, clinic or other health or community environment are required to satisfy a number of requirements, including

- Undergoing a recent National Police Record Check
- Holding a valid Working with Children Check
- Being satisfactorily protected against infectious disease transmission

Further information and access to the Student Placement Handbook can be found at <http://mdhs.unimelb.edu.au/study/current-students/placements>

Placement Supervision

All students are required to have an assigned supervisor available when they see clients as part of their placement. Under no circumstances should students examine clients or prepare reports in the absence of supervision.

If the student's assigned supervisor is not available, they must ensure that they have arranged for a suitable interim supervisor to be appointed before continuing to see clients. In this instance, the student must inform the stream placement coordinator and the authorities at the institution in which they are working of the changed supervision arrangements.

Contact Hours

As a rule a subject worth 6.25 points requires contact time equivalent to 1.5 hours of lectures/ seminars per week for 12 weeks. In addition, it is expected that students will commit at least a further 36 hours per semester to homework, class revision, exam preparation and writing assignments, giving a total time commitment from the student of 54 hours per semester per subject.

Most of Psychological Sciences' postgraduate coursework teaching is timetabled on Wednesdays and Thursdays in first and second semesters, leaving the rest of the week for placement commitments and research work. There are also a number of workshops scheduled across the year.

It should be noted that these courses are higher degree professional programs and as such, placement and research components of these courses require a commitment throughout the year (i.e. outside of University semesters).

Assessment

Assessment may vary slightly for individual subjects. However, as a general guide, a 6.25 credit point subject usually involves 2,000 words of written assessment, which may take the form of an essay or examination or combination of both. Subject assessment information may be found in the University handbook <https://handbook.unimelb.edu.au>

Progress

The Board of Examiners, which is comprised of the academic members of the Psychological Sciences Professional Courses Committee, will meet at the end of each semester to assess the progress of students. Continued progress will depend on successful completion of placement and coursework requirements, and the presentation of a research proposal to the satisfaction of the Thesis Advisory Committee.

It is expected that MPpsych students will achieve a minimum academic standard of H2B (70%) in all subjects with graded assessment, complete placements to the satisfaction of the placement supervisors and Stream Convenor and make satisfactory progress on the research thesis.

Students who fail a core or elective coursework subject will usually have the opportunity to repeat the subject. It is School policy, however, not to allow students to attempt a coursework subject more than twice.

Students who are not progressing satisfactorily will be asked to explain their lack of progress, the circumstances that may have affected their progress, and how they will make satisfactory progress if they are permitted to re-enrol for the following year.

The Board's main concern is to consider the options available to enable the student to progress at a satisfactory rate. However, in some circumstances, the Board may place certain limitations on a student's enrolment or may recommend to the University's Academic Board that a student's enrolment be terminated because of poor academic progress.

Re-enrolment and Course Planning

Re-enrolment is dependent on completion of the previous year's coursework, placement and thesis requirements, to the satisfaction of Psychological Sciences' Board of Examiners.

Students re-enrol online through Student Portal: www.portal.unimelb.edu.au. Course planning for the next year usually begins in October and runs through to mid-November. Information on the timing and process will be provided by Student Administration in early October.

Students who fail to re-enrol will have their enrolments terminated and will have to reapply for entry to the course.

The MPpsych Thesis

Students must submit a thesis for examination. The Australian Psychological Society has set the following guidelines as to the nature of the research that should be conducted as part of a professional training program.

- The research project should be conducted in an area of relevance to the area of specialisation of the program.
- The research project should involve an individual project conducted under supervision. As students will have completed a major research project previously, they should be demonstrating greater independence than at fourth year level, while working under supervision.
- The project should be structured so that students participate in all steps involved in research including the formulation of the research question(s), the design of the study including the selection of appropriate methodology, the collection and analysis of data, the interpretation of the findings and the preparation of the report.
- In some circumstances, the requirement for students

themselves to collect data may be waived, and a student may be allowed to use data that has already been collected. Typically, the use of such secondary or archival data would be considered permissible where the data form some kind of large data base, which may be used by other researchers to test novel hypotheses. The data would typically have been collected by many researchers over a period of time, and frequently would utilize unusual subject populations. It would thus typically contain information which cannot easily be duplicated. A special justification for the use of secondary data in masters and doctoral coursework theses must be made at the time of the student's thesis defence.

Detailed information about the Research Proposal (PSYC90003) and the Thesis (PSYC90005) is available on LMS.

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