Orientation
Honours in Psychology
Graduate Diploma in Psychology (Adv.)
Masters in Applied Psychology

Melbourne School of Psychological Sciences
Acknowledgement of Country

- Take *Billibellary’s Walk* to gain a Wurundjeri perspective
- “Lying within The University of Melbourne’s built environment are the whispers and songs of the Wurundjeri people”
Schedule for today

9.30 – 9.45  **Welcome:** Luke Smillie & Nick Haslam

  **Housekeeping and Enrolment:** Jessie Kelly

9.45 – 10.00  **Health and Safety:** Swaved Marcinski

10.00 – 10.15  **GRiPS Student Association:** Hayley Jach

10.15 – 10.30  **Library:** Tania Celeste

*Coffee/ Refreshments*

*MAP students transition to Room 1123*

11.00 – 11.45  **Fourth Year, Overview:** Luke Smillie

11.45 – 12.00  **Ethics:** Simon Laham

12.00 – 12.15  **Student Perspective:** Nicholas Tan

12.15 – 12.30  **Q&A:** Luke Smillie
Housekeeping and
Essential Enrolment Information

Jessie Kelly
Course Advice
For advice on subjects and degree structure, please contact:
Jessie Kelly and Sarah Thorpe
Academic Programs Officers
Fourth Year email: fourthyear-psych@Unimelb.edu.au
MAP email: postgrad-psych@Unimelb.edu.au

Marianela Delgado-Henriquez
Research Programs Officer
email: mdelgado@unimelb.edu.au

Correspondence
Always quote your student ID number and use your student email to contact us.
Subject Information

2018 handbook:
https://handbook.Unimelb.edu.au

- Census dates
- Assessment information
- Timetable
- Subject coordinator contact information
Student Support Services

Connecting students and services – Stop 1

CONTACT AND SUPPORT
FAQs:  http://ask.unimelb.edu.au/
Ask Stop 1 online:  
https://ask.unimelb.edu.au/app/ask
Call Stop 1 @ 13 MELB (13 6352)
Drop in to Stop 1: 757 Swanston St, Parkville
(Cnr Grattan St) Monday – Friday 9am – 5pm
Building Access and Photocopying

Fourth Year Psychology Students
• 250 pages photocopying credit
• Building access:
  – Graduate Resources Room (10th floor)
  – After hours building & corridor access (including weekends)

Master of Applied Psychology Students
• $75 photocopying credit
• Building access:
  – Graduate Resources Room (10th floor)
  – Staff & Postgraduate tearoom (12th floor)
  – After hours building & corridor access (including weekends)

Please ensure that you order your student card online: http://students.unimelb.edu.au/admin/student-card
my.unimelb, LMS and the MSPS website

my.unimelb - https://my.unimelb.edu.au/
- View your study plan
- View your personal details
- Access results

LMS - https://lms.unimelb.edu.au/
- Subject readings
- Submitting assignments

MSPS website
http://psychologicalsciences.unimelb.edu.au/study/
- Student forms
- Program structure
- Administrative procedures
Support Services and Key Information

Census Dates: It is your responsibility to be aware of key enrolment and withdrawal dates.

Special Consideration: The University has policies and procedures in place if you need support: 
http://students.unimelb.edu.au/admin/special

Student Advocacy: 
https://umsu.unimelb.edu.au/support/advocacy/special-consideration/

Health Services: 
http://services.unimelb.edu.au/health

Counselling Services: 
http://services.unimelb.edu.au/counsel
OHS Induction

Swaved Marcinski
Introduction
Introduction

What is Safety?
“The condition of being protected from or unlikely to cause danger, risk, or injury” – Google definition

OHS Policy and Procedures
The University has in place an OHS Policy that governs its commitment to safety, supplemented by various procedures and guidelines making a system, which aims to provide a safe place of work and study.
Agenda

– Emergency response,
– Incident and Hazard Reporting,
– Online training modules, and
– Other information for your awareness.
Emergency Response

EMERGENCY

In case of an emergency DO THIS

EVACUATION

On being advised of a Building Evacuation ...

1. If applicable … Comply with all instructions given by Building Emergency Controllers or Emergency Wardens.
2. Leave the building via the nearest safe emergency EXIT.
3. You may also need to break the Break Glass Alarm upon arrival at the Emergency Exit to unlock the door.
4. Proceed to the building’s Emergency Assembly Area and remain there until otherwise advised.

FIRE

Upon discovery of a fire ...

1. Assist any person in immediate danger ONLY IF SAFE to do so.
2. Activate the Fire Break Glass Alarm if fitted.
3. Contact Security Control Room on x46666 or 9344 6666.
4. Attack fire with appropriate equipment ONLY IF SAFE to do so.
5. Follow your Building Emergency Evacuation Procedures.

Open Fire Exit Doors

Internal Alarm – Notifies Security

Alarm Notifies MFB

University Building: 115
Assembly Area: (Primary) Concrete Lawn (between Union House and RBG) (Secondary) Near the University Athletics Track

Fire, Police, Ambulance – ring 000
Emergency Assembly Area
Emergency Contacts
Posted near lifts and West End of Building
Hazard and Incident Reporting

Reporting information and help is available at:

http://safety.unimelb.edu.au/#incident-reporting

Report all incidents to your supervisor immediately, followed by a formal online Incident/Hazard Report within 24 hours.
Electrical Safety

All broken/damaged equipment must be reported to your supervisor or OHS Advisor (level 12 reception).

• All unsafe equipment is to be removed from use and tagged-out with a yellow CAUTION tag, available from OHS Advisor or on the OHS noticeboard.
Security and Access

After hours constitutes between 7.00 am and 7.00 pm Monday to Friday or on weekends.

For access, please complete the following:

• Review the University After Hours Risk Management Procedure
• Consult your Supervisor to complete the 'After Hours Form'

Send form back to:
Swaved Marcinski
OHS Advisor
Faculty Medicine, Dentistry & Health Sciences
Level 12, Rm 1209, Redmond Barry Building (Mon - Tues, Thur - Fri)
The University of Melbourne, Victoria 3010 Australia

T: 8344 8841 – Parkville, 9496 5547 – Heidelberg
M: 0466 423 253
E: swaved.marcinski@unimelb.edu.au

Form will be sent in a summary email or click below:

UoM Security: 8344 6666
The University has in place an OHS Policy that governs its commitment to safety, supplemented by various procedures and guidelines.

Each student must complete mandatory OHS training within 4 WEEKS of this induction.

The following must be completed:
- OHS Roles and Responsibilities for Scholarly Selective Students (non-laboratory) – Training 1

*Upon completion send certificate back to OHS Advisor*
Issue Resolution

The University has in place an Issue Resolution procedure found on the intranet site.

Your supervisor is the first point of contact for any matters relating to OHS.

Any OHS matters not being addressed by your supervisor – contact your OHS Advisor.
Discrimination, harassment and bullying

• The University has in place:
  – Discrimination, Sexual, Harassment and Bullying Procedure

• Any issues relating to such matters, students can seek advice from the Safer Community Program department.
UniSafe App

Support Services
The University of Melbourne offers a variety of wellbeing and support services for staff and students. Below are some of the resources that are available to you.

Resources:
- Security Escorts
- Campus Security
- Emergency Blue Telephones
- Counselling and Psychological Services
- Student Equity and Disability
- Diversity and Inclusion
- Health Service
- Other.
Smoking Policy

The University of Melbourne is smoke free

For more information visit:
http://tobaccofree.unimelb.edu.au/
NOTE: Email Summary will be sent out
WE WANT YOU!
Graduate Researchers in Psychological Sciences

GRiPS

Academic

Social
What we do

• Workshops (meta-analysis in CMA, presenting, other tips and tricks for research)
• Events
  – Upcoming
    • PhD Conference drinks, March 1st
    • Welcome drinks, 4.30pm March 2nd
    • Camp, May 10-13th
    • Trivia night, end of October
What we do

• Methods and Practices journal club
  (http://eepurl.com/c4ZUqb)

• Shut Up and Write
  (https://www.facebook.com/groups/220098901808373/)
Join GRiPS

• Facebook: https://www.facebook.com/groups/MUGRIPS/
• Mailing list: http://eepurl.com/cyaAsz
• MSPS site: http://psychologicalsciences.unimelb.edu.au/study/current-students/school-societies/grips
Psychology Orientation

February 2018

Tania Celeste
Brownless Biomedical Library
12 libraries

Discipline Specific

Where can you find us?
• Biomedical & health sciences collection
• High Use Collection
• Bookable PCs & rooms
• Extended hours zone (7am-1am)
Baillieu Library

- Arts & Humanities Collection
- Collaborative, quiet & silent study spaces
- Bookable PCs, project rooms & booths
- Extended hours zone (7am – 1am)
- Student IT help
Eastern Resource Centre (ERC)

- Engineering, Science
- East Asian Collection & Music Library
- Quiet study spaces
- Bookable project rooms
- PCs & printing
- Extended hours zone
- Student IT help
• Engineering, Science
• East Asian Collection & Music Library
• Quiet study spaces
• Bookable project rooms
• PCs & printing
• Extended hours zone
• Student IT help
Google scholar VS subject specialist databases
• Bookmarklet

http://library.unimelb.edu.au/search-tools

• Google Scholar Settings

• Pubmed settings
Why use newspapers and periodicals?

**Options**

**Discovery** – Good for finding full text references but not deeper research

**Subject and specialised databases** –

Online periodical indexes provide deep searching and more sophisticated search functions

- PsycINFO
- PsycARTICLES
- MEDLINE
- Embase

**Large multidisciplinary databases** –

(Scopus) and database hosts (Web of Knowledge) provide broad international coverage

**Google Scholar** – via the Library (links to UM subscriptions)
• Great for finding full text articles for your references
• Not so good for exhaustive research – use databases
Psychology Research Guide

http://unimelb.libguides.com/psychology

Getting Started
- Find books
- Find journal articles
- Multimedia
- Web links
- Evidence Based Psychology

Search Tips
- Search Tips
  The Search Tips guide is a list of tips to assist you when searching databases including Discovery. Each entry includes an explanation and an example. Use these search tips to maximise your search skills and optimise your search results.

Databases for Psychology and Behavioural Sciences
- PsyNFO (Ovid)*
  PsyNFO covers literature published in psychology and related disciplines, including psychiatry, neuropsychology, nursing, social work and pharmacology. Records are indexed using the Thesaurus of Psychological Index Terms.
  See user guide

- PsycARTICLES (Ovid)*
  PsycARTICLES is a database of full-text articles from journals published by the American Psychological Association, the APA Educational Publishing Foundation, the Canadian Psychological Association and Hogrefe & Huber. Articles published from 1985 forward are available in both PDF and HTML format. Articles published before 1985 are available in PDF format only.

- MEDLINE (Ovid)
  MEDLINE (Web of Knowledge)
  MEDLINE (Web of Knowledge) is a comprehensive biomedical database containing over 12 million records. MEDLINE covers all fields of biomedical research with strong coverage for clinical psychology, psychiatry, neuropsychology and primary research in neuroscience. Records are indexed using Medical Subject Headings (MeSH).

- EMBASE
  EMBASE covers international biomedical literature from 1947 to the present day, and includes published proceedings and conference abstracts. It is made up of content merged from three databases:
  - Embase, the Excerpta Medica database from Elsevier – 1974 to present
  - PubMed
    PubMed is developed and maintained by the National Center for Biotechnology Information at the U.S. National Library of Medicine, located at the National Institute of Health. PubMed citations and abstracts cover the fields of medicine, nursing, dentistry, veterinary medicine and preclinical sciences.
  - APHAIS-Health - Australian Public Affairs Information Service – Health (Informit)
    APHAIS-Health covers health and medicine in Australia and in particular the legal, social, economic and ethical aspects of health.
Tips and Tricks

• Bookmarklet - http://library.unimelb.edu.au/search-tools

• Google Scholar Settings

• Pubmed settings
PsycINFO is an index covering literature published in psychology and related disciplines, including psychiatry, neuropsychology, nursing, social work and pharmacology.

Records are indexed using the Thesaurus of Psychological Index terms

Journal records = 80% of database; book and dissertation records = 20% of database

Nearly 2,500 journals covered

Comprehensive coverage from the 1880s
PsycARTICLES is a database of full-text articles from journals published by the American Psychological Association, the APA Educational Publishing Foundation and the Canadian Psychological Association.

More than 200,000 full-text peer-reviewed journal articles

Coverage from 1894 - present
PsycTESTS is a research database providing downloadable access to psychological tests, measures, scales, and other assessments as well as descriptive and administrative information.

Published by the American Psychological Association

Approximately 3,500 records

Coverage: 1910 - Present
MEDLINE contains citations and author abstracts from more than 5,500 biomedicine and life sciences journals.

Records are indexed using the Medical Subject Heading (MeSH) terms.

More than 18,000,000 records

5,500 biomedicine and life sciences journals indexed

Coverage: 1948 - present
Embase is a biomedical and pharmacological database containing bibliographic records with citations. Especially strong in:

Drug and pharmaceutical research

Psychiatry and mental health, including substance dependence and abuse

Embase contains over 22 million records

7,500 active peer-reviewed journals

Coverage: 1974 - present
Managing References

Library supports EndNote and University of Melbourne staff and students can download it for free.

http://endnote.unimelb.edu.au

http://library.unimelb.edu.au/recite
Research topic:

Gender factors in the treatment of trauma among adolescents
### Why use newspapers and periodicals?

PsycINFO (Ovid) search

<table>
<thead>
<tr>
<th>Searches</th>
<th>Results</th>
<th>Search Type</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

**Search History (0 searches)**

[Image: PsycINFO search interface]

**Basic Search** | **Find Citation** | **Search Tools** | **Search Fields** | **Advanced Search** | **Multi-Field Search**

1 Resource selected | Hide | Change

PsycINFO 1966 to February Week 3 2010

Enter keyword or phrase:

- Keyword
- Author
- Title
- Journal

Keyword: trauma and treatment

**Limits**

- Full Text
- Latest Update
- Abstracts
- Publication Year

Include Multimedia

- Map Term to Subject Heading

- PsychARTICLES Journals
- Human
- All Journals
- English Language
- Test DOI

Additional Limits | Edit Limits
### Why use newspapers and periodicals?

PsycInfo (Ovid) search

<table>
<thead>
<tr>
<th>Search History (2 searches) (close)</th>
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</tbody>
</table>
### Why use newspapers and periodicals?

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<tbody>
<tr>
<td>1</td>
<td>(trauma and treatment).mp. [mp=title, abstract, heading word, table of contents, key concepts, original title, tests &amp; measures]</td>
<td>14075</td>
<td>Advanced</td>
<td>Display</td>
</tr>
<tr>
<td>2</td>
<td>gender.mp. [mp=title, abstract, heading word, table of contents, key concepts, original title, tests &amp; measures]</td>
<td>156136</td>
<td>Advanced</td>
<td>Display</td>
</tr>
<tr>
<td>3</td>
<td>1 and 2</td>
<td>705</td>
<td>Advanced</td>
<td>Display</td>
</tr>
</tbody>
</table>

Combine selections with: And Or
PsycInfo (Ovid) search

1. Methodology
   - 0100 Brain Imaging
   - 0200 Clinical Case Study
   - 0400 Empirical Study
   - 0410 Experimental Replication
   - 0430 Followup Study

2. Empirical Human Populations
   - Childhood <birth to 12 years>
   - Adolescence <13 to 17 years>

3. Intended Audience
   - Fringe to Psychology: Questionable
   - General Public
   - Juvenile

4. Age Groups
   - 140 Infancy <2 to 23 mo>
   - 160 Preschool Age <age 2 to 5 yrs>
   - 180 School Age <age 5 to 12 yrs>
   - 200 Adolescence <age 13 to 17 yrs>
   - 300 Adulthood <age 18 yrs and older>
   - 320 Young Adulthood <age 18 to 29 yrs>

5. Publication Types
   - 0100 Journal
   - 0110 Peer-Reviewed Journal
   - 0120 Non-Peer-Reviewed Journal
   - 0130 Peer-Reviewed Status Unknown
   - 0200 Book

6. Document Types
   - Abstract Collection
   - Bibliography
   - Chapter
   - Column/Opinion
   - Comment/Reply
### Why use newspapers and periodicals?

#### PsycInfo (Ovid) search

<table>
<thead>
<tr>
<th>Search History (4 searches)</th>
<th>Results</th>
<th>Search Type</th>
<th>Actions</th>
</tr>
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<tbody>
<tr>
<td>1 (trauma and treatment).mp. [mp-title, abstract, heading word, table of contents, key concepts, original title, tests &amp; measures]</td>
<td>14075</td>
<td>Advanced</td>
<td>Display</td>
</tr>
<tr>
<td>2 gender.mp. [mp-title, abstract, heading word, table of contents, key concepts, original title, tests &amp; measures]</td>
<td>156136</td>
<td>Advanced</td>
<td>Display</td>
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<td>3 1 and 2</td>
<td>705</td>
<td>Advanced</td>
<td>Display</td>
</tr>
<tr>
<td>4 limit 3 to 200 adolescence &lt;age 13 to 17 yrs&gt;</td>
<td>141</td>
<td>Advanced</td>
<td>Display</td>
</tr>
</tbody>
</table>
Research topic:

Evidence for the effectiveness of cognitive behaviour therapy for eating disorders
Why use newspapers and periodicals?
Why use newspapers and periodicals?

PsycInfo (Ovid) search

Term is a thesaurus term

Combine selections with: OR

<table>
<thead>
<tr>
<th>Select</th>
<th>Subject Heading</th>
<th>Auto Explode</th>
<th>Focus</th>
<th>Scope</th>
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<td>Eating Disorders</td>
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<td></td>
<td>eating disorders.mp. search as Keyword</td>
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<td>Term</td>
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<td>Eating Behavior</td>
<td>8089</td>
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<td>Eating Disorders</td>
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<tr>
<td>Appetite Disorders</td>
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<tr>
<td>Mental Disorders</td>
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<tr>
<td>Anorexia Nervosa</td>
<td>9116</td>
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<tr>
<td>Binge Eating Disorder</td>
<td>1019</td>
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<tr>
<td>Bulimia</td>
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<td>Hyperphagia</td>
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<tr>
<td>Kleine Levin Syndrome</td>
<td>62</td>
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<tr>
<td>Pica</td>
<td>213</td>
<td></td>
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<tr>
<td>Purging (Eating Disorders)</td>
<td>357</td>
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<tr>
<td>Aphagia</td>
<td>56</td>
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<td>Appetite [NT]</td>
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**Why use newspapers and periodicals?**

PsycInfo (Ovid) search

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<tbody>
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<td>✔️</td>
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<td>✔️</td>
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<td></td>
<td>Major Depression</td>
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<td></td>
<td>Treatment Effectiveness Evaluation</td>
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<td></td>
<td>Cognitive Therapy</td>
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<td></td>
<td>Treatment Outcomes</td>
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<td>exp eating disorders/</td>
<td>24034</td>
<td>Advanced</td>
<td>Display</td>
</tr>
<tr>
<td>2</td>
<td>exp Cognitive Behavior Therapy/</td>
<td>13034</td>
<td>Advanced</td>
<td>Display</td>
</tr>
</tbody>
</table>

Remove Selected | Save Selected | Combine selections with: | And | Or |

Save Search History
Why use newspapers and periodicals?

PsycInfo (Ovid) search
Why use newspapers and periodicals?

PsycINFO (Ovid) search
Why use newspapers and periodicals?

**Options in summary**

**Discovery** – quick search option, not ideal for deep research

**Subject and specialised databases** –

online periodical indexes provide deep searching and more sophisticated search functions

- PsycINFO
- PsycARTICLES
- MEDLINE
- Embase

**Large multidisciplinary databases** – (Scopus) and database hosts (Web of Knowledge) provide broad international coverage

**Google Scholar** – via the Library (links to UM subscriptions)
Get help!

- Visit us in person
- Chat to us online
- Book a research consultation
- 13MELB
Why use newspapers and periodicals?
Fourth Year Psychology

Luke Smillie
(Program Convenor)
The Program

• A transitional year on the way to becoming an independent researcher and/or practitioner

• A research apprenticeship
  • Semi-autonomous research project
  • 1-on-1 collaboration with a research academic

• Advanced coursework & electives
  • Builds foundational competencies in psychology
  • Feeds into research training
  • Also introduces some pre-professional skills
The Program

• Supervised research project
  • 50 credit points
  • Whole year subject

• Two core subjects
  • Total of 25 credit points
  • Semester 1

• Two advanced elective subjects
  • Total of 25 credit points
  • Semester 2
Key People

Luke Smillie (Convenor)

Marianela Delgado (Academic Programs Officer)

Jessie Kelly (Academic Programs Officer)

Adam Osth (Deputy Convenor)

Professional Staff Team:

Andrew Howes (Academic Programs Manager)
Key Information

1. 4\textsuperscript{th}-year manual will be available on LMS soon (please read it!)
2. LMS (Learning Management System:)
   https://app.lms.unimelb.edu.au
3. The fourth year inbox
   • the \textit{best} way to contact us:
   • fourthyear-psych@unimelb.edu.au
4. Student Portal: www.my.unimelb.edu.au
5. Stop 1 http://students.unimelb.edu.au/stop1
6. MSPS website: www.psych.unimelb.edu.au
Key Information

What is Stop 1?

- *Admissions information*: getting information on prospective courses and entry requirements
- *Administrative services*: student cards, fees, transcripts, graduation
- *Enrolment services*: course planning, enrolment assistance, special consideration, student equity
- *Support services*: Disability; housing; financial aid, elite athletes and safety on campus
- *Skills and development services*: careers; academic skills; student connect; study abroad and exchange.
Key Information

A quick process guide:

I have a question / need help

What does the issue concern?

Consult the 4th year manual

Problem not solved

Problem solved

Contact your supervisor

Contact the 4th year inbox

Problem solved

Problem not solved

Consult LMS site for that subject

Problem solved

Problem not solved

Contact subject convenor

Problem solved

Problem not solved

Luke, Marianela, or Jessie will respond, refer on, or schedule meeting if necessary

A specific subject

My research project

Something else
The Research Project

The Origin of the Theses
The Research Project

Main focus of the year

• 50% of course weighting

Assessment:

• 3,000 word draft introduction
  • Hurdle Requirement, due June 29th

• 15-min presentation at ‘mini conference’
  • Hurdle Requirement, semester 2 (~week 6)

• 9,000 word empirical report due
  • 100% weighting, due October 19th
The Research Project

• No two projects alike
• Different supervisory styles
• No project ‘better’ for clinical (or any other) pathway
The Research Project

• Multi supervisor teams...
• Use of existing data...
• Joint / group projects...
• What makes for a top thesis?
Core Subjects

• **Advanced Design & Data Analysis (ADDA)**
  • Multivariate statistics and data analysis
  • Convenor: Adam Osth

• **Theories & Professional Practice (TPP)**
  • Historical context, Ethics,
  • Scientist-practitioner framework,
  • Pre-professional applied skills (e.g., assessment, intervention)
  • Convenor: Margaret Osborne
Elective Subjects

• Current Topics in Developmental Psychology
  • Robert Reeve

• Current Topics in Social Psychology
  • Yoshi Kashima

• Current Topics in Cognitive Neuroscience
  • Christian Nicholas

• Models of Psychological Processes
  • Philip Smith
Wellbeing

Fourth year can be a stressful process

Tips for managing stress...

• Ignore the ‘rumour mill’
• Make a schedule and stick to it
• Your supervisor is your mentor and advisor – ask for their advice
• If things get bad, contact us
• Or approach Student Services (see 4th year manual)
Staying Connected

• Checking announcements (LMS, and your University of Melbourne email)
• Attend lectures unless absolutely impossible
• Regular supervision meetings - your supervisor is your mentor and advisor…
• If you have a lab group/team, get involved!
• Go to talks, seminars, events
• Connect with GRiPS
• Form study groups
What else?

The orientation will be an ongoing process...

• Familiarising yourself with the 4th-year manual
• Introductions from subject conveners

And often an *individual* process

• Getting to know your supervisor and lab group/team
• Learning the skills you need for your project

Any queries – contact us: fourthyear-psych@unimelb.edu.au
Thank you!

Q&A?
Introduction to Research Ethics at MSPS

Simon Laham
Chair of MSPS Human Ethics Advisory Group (HEAG)
Introduction

Human research conducted by students and staff of the University of Melbourne requires ethical approval.

Review bodies:

Review process:
First port of call:
• Your supervisor

For general matters:
• Research ethics is managed by the UoM Office for Research Ethics and Integrity: https://staff.unimelb.edu.au/research/ethics-integrity/human-ethics

For local matters:
• MSPS HEAG http://psychologicalsciences.unimelb.edu.au/research/research-ethics

For anything else, please have your supervisor contact MSPS HEAG at ethics-psych@unimelb.edu.au
The MSPS ethics review process

1. (a) Discuss ethical dimensions of your project with supervisor(s) and (b) determine type of application
2. Upload application into Themis
3. Compile single PDF for submission
4. Responsible researcher then emails PDF to HEAG: ethics-psych@unimelb.edu.au
5. Responsible researcher responds to concerns raised by reviewers/chair of HEAG
   • Responsible researcher responds to concerns raised by HESC (if relevant)
6. Await official approval letter
7. Begin research

NB: Steps 1-3 can be completed by students; Steps 4 and 5 must be completed by the responsible researcher (with student input). That is, only the responsible researcher is to communicate with the HEAG and HESC
1a. Discuss with supervisor

Before planning and designing your project, please ensure that you have a discussion with your supervisor about the various ethical considerations relevant to your project.

These include (but are not limited to):

• participant risk/benefit trade-offs,
• informed consent,
• issues specific to particular research methods (e.g., genetics),
• issues relevant to specific samples (e.g., those in dependent/unequal relationships with researchers),
• and various processes of research governance (e.g., conflict of interest, data management).

Against the background of: research integrity, justice, beneficence and respect
1b. Types of application

Amendments

Registrations

Transfers

New applications
  • Minimal risk
  • Standard project
  • Program
  • Project within program

NB: working through the first few screens in Themis will help you work out what kind of application you will need
2. Upload application in Themis

Log in to Themis and navigate to the Human Ethics Workbench (via Research Self Service -> Ethics), from where you can begin your submission.

You will then be presented with a link that enables you to download the application form in word format.

Complete this in Word and then upload the completed form into Themis.

There is no longer any need to upload into Themis any of your supporting documents e.g. consent form, PLS, advertisement etc.
3. Compile single PDF

Compile a single PDF file (with your ethics ID number from Themis as file name).

This should include, in this order:

- Themis application summary
- Application form
- Advertisement
- PLS
- Consent form
- Debriefing statement
- Materials
- Other

Send to supervisor for review and signature
4. Responsible researcher then emails PDF to HEAG

The responsible researcher (usually your supervisor) then emails this PDF to ethics-psych@unimelb.edu.au for processing.

When to submit:

- If your application is a standard project or program, it will need to be reviewed at one of the HESC meetings (see table).
- Other applications can be submitted at any time.

<table>
<thead>
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<th>2018 HEAG Submission Deadline</th>
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<th>2018 HESC Meeting Date</th>
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<tr>
<td>4th December</td>
<td>2nd January</td>
<td>17th January (urgent applications only)</td>
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Remaining steps...

The PDF will then receive initial review by a HEAG member and any queries will be emailed to the responsible researcher.

Upon receiving any such queries, changes should be made as soon as possible (within 24 hours for standard project and program applications), and the responsible researcher should send (a) a detailed, point-by-point email (or attached document) explaining how the reviewer’s concerns have been addressed and (b) an amended single PDF, to the reviewer with ethics-psych@unimelb.edu.au cc’d. If you are asked to make revisions to the PDF there is no longer any need to upload the revised documents into Themis.
Remaining steps...

Once you have satisfied the initial reviewer, a second review will be conducted by the chair of the HEAG. Any queries at this point will be dealt with in a manner similar to that outlined above.

Once you have satisfied the chair of HEAG, your application will be approved and signed.

If your application requires additional review by the Behavioural and Social Sciences HESC, then your reviewed application will be forwarded by HEAG to HESC and you may receive additional communication from HESC once your application has been reviewed by them. If your application does not require additional review by HESC, then the responsible researcher will be informed of approval and will be sent an official approval letter.
Common errors. There are a few common oversights that slow down the ethics review process. To help speed things up, please:

• Use the ethics ID number (aka HREC number; obtained in Themis) in the subject of your emails and as the file name of your PDF
• Ensure that all forms are signed
• Include the Themis Application summary in the PDF
• Use the PLS, consent and debriefing templates available on the school website
• In addition, check that your PLS and consent forms meet the criteria noted in the checklists in the application form
Honours: It is what it is...

As recounted by Nicholas Tan
Caveats

Everyone's experience is different and ranges from hair tearing stress to being chill as a cucumber.
The God of Honours demands a sacrifice of...

- Emotion
- Time
- Friends
- Money
But...

Shared pain increases group bonding *(you will make great friends)*

The offset of pain is pleasurable in itself *(The end of Honours will be extremely rewarding)*

Pain is informative *(You are far stronger and resilient than you think)*
My advice/Protips

Let your hair down

Keeping organized

Solidify and inform your relations

Regular exercise

A supportive (vs. competitive) environment
“How is stats going?”

I'M NOT VERY GOOD AT IT. BUT IT DOESN'T MATTER.
Don’t believe me? Let’s ask others!

“Don't focus on marks and grades because once you get a mark you can't change it. If you fixate on it too much it could derail you.”

“Make friends, and back up everything all the time and take advantage of the moral support you get on the 10th floor.”

“Avoid the level 10 PC lab when any major assessment is due (will not work for everyone)”
Don’t believe me? Let’s ask others!

“When you study - study hard. When you are not studying, enjoy it! Don't feel guilty for doing something for yourself.”

“Stop comparing yourself to others, people work in different ways and at different paces. If your study "style" got you into honours, it will get you through it as well.”
In conclusion...

Be good to yourself and to each other because you have what it takes to do fantastic things this year!
Questions?

Nicholast3@student.unimelb.edu.au