



MACQUARIE  
UNIVERSITY  
FACULTY OF SCIENCE

# Clinical Psychology Student Guide

2011

*Department of Psychology*

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Students in this program of coursework should read this guide carefully at the start of semester. It contains important information about the unit. If anything in it is unclear, please consult one of the teaching staff in the unit.

**MACQUARIE UNIVERSITY  
DEPARTMENT OF PSYCHOLOGY  
CLINICAL PSYCHOLOGY STUDENT GUIDE**

## **2011 First Half-Year Intake**

### **INTRODUCTION**

Dear Students,

Welcome to the Clinical Psychology program in 2011.

In 2008 this degree was reaccredited by the Australian Psychology Accreditation Council and reapproved by the College of Clinical Psychologists. Students are eligible for registration with the Psychology Board of Australia upon completion of the degree.

This booklet has been compiled as a guide to assist you in making decisions in your studies, to inform you of the rules of the clinical psychology program and also as a reference guide to help you navigate the systems and publications of Macquarie University.

Not included in this booklet are: unit descriptions, fee information or University rules of candidature as these are all provided for you in the 'Handbook of Postgraduate Studies 2011'. The handbook is online at <http://www.handbook.mq.edu.au/2011>

2008 was the beginning of period great and lasting changes to Macquarie University. Some of the changes have already taken place and some will continue throughout 2011 and 2012.

Prior to 2008 Macquarie had nine Divisions and the Departments contained within, these divisions has been re-structured to for four Faculties our own being the Faculty of Human Sciences.

As part of this restructure Macquarie now has a new logo which you may have noticed on the front cover of this booklet. For those interested in the details of the new logo go to [www.mq.edu.au/onevoice/logo/index.html](http://www.mq.edu.au/onevoice/logo/index.html)

Another very exciting change is the building of Macquarie's new library has begun! Due to be completed in early 2011 the new library will be a state of the art facility unmatched by any other academic library in Australia.

For details on the project go to [www.lib.mq.edu.au/newlibrary](http://www.lib.mq.edu.au/newlibrary)

The building works outside C3A have already required major access changes to C3A and more changes are certain to follow so make sure you aim to be on campus a little earlier than you need to be just in case .  
Good luck with your studies this year.

Marcus Ockenden  
Postgraduate Coursework Officer  
C3A513 Department of Psychology  
[psy.pgofficer@psy.mq.edu.au](mailto:psy.pgofficer@psy.mq.edu.au)

#### **IMPORTANT INFORMATION FOR 2011**

Enrolment: <http://www.mq.edu.au/postgrad/EnrolmentInstructions.html>

Continuing Students	Jan 10 - 27
New (domestic) students	Feb 9 - 18
New (international) students	Feb 10 (Orientation)

For Semester Dates go to:  
<http://www.postgradandbeyond.mq.edu.au/Coursework/Dates.htm>  
(for semester breaks, classes, exam periods, etc).

For the University Timeline go to: <http://www.mq.edu.au/senate/dates.html>  
(for future academic year plans and detailed dates for the year)

For details on graduation proceedings see:  
<http://www.mq.edu.au/graduation/>

April Graduation Ceremony (Mid January deadline for completions)  
September Graduation Ceremony (Mid June deadline for completions)

Student Enquiries: [www.student.mq.edu.au](http://www.student.mq.edu.au)  
University Website: [www.mq.edu.au](http://www.mq.edu.au)  
Psychology Website: [www.psy.mq.edu.au](http://www.psy.mq.edu.au)

Please contact your course coordinator or unit chair for problems relating to the particular course or unit. For administrative problems please consult this handbook first for information and if your query is not covered in here then contact:

**Postgraduate Officer**  
**Marcus Ockenden, C3A 513, [psy.pgofficer@mq.edu.au](mailto:psy.pgofficer@mq.edu.au)**

## CLINICAL PROGRAM OVERVIEW

The Master of Clinical Psychology degree is the standard professional training course for candidates who want to practice as a clinical psychologist. In Australia this degree has been the traditional route for training in clinical psychology. It provides high-level training in clinical practice with a solid, but relatively small emphasis on research. It is suitable for those people who want a professional career in clinical psychology.

In Australia, more focussed researchers and academics have traditionally done a PhD. PhD's in Australia are pure research degrees and rarely involve any clinical training. However, it is very possible (and common) for students to undertake PhD's in clinically relevant areas under the supervision of one of Macquarie's leading clinical academics (see staff research interests). This degree would suit people who wish to have research or academic careers in clinically relevant areas, but do not wish to conduct clinical practice (more information about PhDs can be found here).

For students who wish to combine clinical practice with high-level research in the clinical field (e.g., those wanting an academic career teaching clinical psychology), we also offer a combined Masters/PhD degree. This is a difficult degree that is reserved for only the most competitive students. It provides high-level training in both clinical practice and international standard research.

All these degrees are fully accredited by the Australian Psychology Accreditation Council and those involving clinical training are approved by the Clinical College of the Society.

Completion of the above degrees and subsequent registrar training also satisfies the requirements for endorsement as a Clinical Psychologist with the Psychology Board of Australia which is supported by Australian Health Practitioner Regulation Agency.

The program is based on the scientist-practitioner / scholar-practitioner model, which means that practical training is grounded in the theoretical and empirical literature and the evaluation of clinical methods is emphasised.

The course aims to develop an understanding and application of scientifically based clinical knowledge across a range of clinical problems and settings. An appreciation of a variety of approaches is encouraged. To meet these aims, the program includes theoretical, practical and research training. Two or three of these areas of training are included in each of the three components:

1. 13 core plus 4 elective theoretical/practical units covering areas fundamental to practise and research in clinical psychology,
2. 4 supervised placements in health and community settings, and
3. research proposal and a dissertation

**Core Units: Complete all 48 credit points.**

Unit Number	Unit Name	Offering	Credit Points
PSY 863	Research Design and Evaluation (OR PSY967 BELOW)	D1	4
PSY 904	Counselling and Cultural Perspectives	D1	4
PSY 919	Developmental Psychopathology	D2	4
PSY 926	Psychology of Health	D1	4
PSY 927	Cognitive Behaviour Therapy II	D2	2
PSY 928	Psychological Assessment II	D2	2
PSY 929	Clinical Psychopharmacology	D1	1
PSY 930	Professional Practice	D1	1
PSY 933	Research Proposal	D1-3	8
PSY 934	Dissertation (Masters)	D1-3	8
PSY 956	Supervised Internship I	D1 - 3	0
PSY 957	Supervised Internship II	D1 - 3	0
PSY 958	Supervised Internship III	D1 – 3	0
PSY 959	Supervised Internship IV	D1 – 3	0
PSY 961	Advanced Psychopathology	D1	4
PSY 962	Psychological Assessment I	D1	2
PSY 965	Cognitive Behaviour Therapy I	D1	2
PSY 966	Neuropsychological Disorders	D1	2
PSY 967	Evidence Based Clinical Psychology (OR PSY863 ABOVE)	D1	4

**D1 = Daytime Sem 1      D2 = Daytime Sem 2      D3 = Full year      E = Evening**  
**Elective Units: Complete 16 credit points**

Unit Number	Unit Name	Offering	Credit Points
PSY 868	Psychotherapy	RESTED	4
PSY 917	Therapy with Children and Families	E1	4
PSY 935	Groups	D2	4
PSY 936	Narrative Therapy	D2	4
PSY 890	Trauma – Theories and Interventions	RESTED	4
PSY 963	Coaching and Positive Psychology	D1	4
PSYC922	Couple Therapy	D1	4
PSYO915	Organisational Change and Development	D2	4
PSYO921	Applied Psychology in Human Resource Management	D1	4

**D1 = Daytime Sem 1      D2 = Daytime Sem 2      D3 = Full year      E = Evening**

## ENROLMENT

### HOW TO ENROL / UNENROL IN UNITS?

All enrolment changes for **Masters** students are made via eStudent <https://student1.mq.edu/t1tbmain.asp> Academic advice should be considered before making changes.

Technical enquiries should be directed to eStudent support. General enquiries can be made by contacting the Student Enquiry Service on 9850 6410 or [sesinfo@mq.edu.au](mailto:sesinfo@mq.edu.au) or go in person to the Student Enquiry Services in the Lincoln Building.

For instructions and important dates go to <http://www.student.mq.edu.au/enrol/current/enrol&RegisterCurrent.html>

For all **HDR** students (**Research DPSYCH, Combined and PhD**) a "Change of Program" (COP) form is required to change your enrolment. This form must bear the signature of the student, primary supervisor, Dept Head and Associate Dean HDRO to be processed. Students should obtain the signature of their supervisor then submit the form to Erin Thatcher in C3A510 so that the remaining signature can be requested. Students are to keep a copy of all submitted paperwork. See [http://www.hdr.mq.edu.au/information\\_about/forms](http://www.hdr.mq.edu.au/information_about/forms) for HDR forms

Penalties can be applied for late enrolment changes

For the exact census dates go to [http://www.postgrad.mq.edu/IMP\\_DATES.htm](http://www.postgrad.mq.edu/IMP_DATES.htm)

### FULL-TIME vs. PART-TIME

For the Master of Clinical Psychology the full-time load is two years. A part-time student can enrol in a minimum term of 2 ½, the maximum part-time term is suggested to be over 4 years and students should consult the course director for permission to undertake a term longer than 4 years.

Students may request to undertake a custom workload however for student to maintain a full-time status they must ensure they are enrolled in a minimum 75% load (24 Cpt per year). Enrolment in less than 24 Cpt per year will mean a part-time load in the third year. Students who enrol in 24 credit points in years 1 and 2 should be aware that in year 3 and beyond they will be classified as part-time.

## UNIT DESCRIPTIONS

These may be found in the Postgraduate Handbook of Studies at <http://www.handbook.mq.edu.au/2011/>

Contact the Unit Chair or Course Director for further details

## SUGGESTED FULL-TIME SEQUENCE

Unit Number	Unit Name	Credit Points	Core or Elective	When to Enrol
PSY863	Research Design and Evaluation	4	core	1st year 1st semester
PSY967	Evidence Based Clinical Psychology	4	core	1st year 1st semester
<b>Choose PSY863 or PSY967. Students cannot undertake both units</b>				
PSY933	Research Proposal	8	core	1st year full year
PSY904	Counselling and Cultural Perspectives + Suicide Workshop	4	core	1st year 1st semester
PSY929	Clinical Neuropsychopharmacology	1	core	1st year 1st semester
PSY930	Professional Practice + Ethics workshop	1	core	1st year 1st semester
PSY961	Advanced Psychopathology	4	core	1st year 1st semester
PSY962	Psychological Assessment I	2	core	1st year 1st semester
PSY965	Cognitive Behaviour Therapy I	2	core	1st year 1st semester
PSY927	Cognitive Behaviour Therapy II	2	core	1st year 2nd semester
PSY928	Psychological Assessment II	2	core	1st year 2nd semester
PSY956	Supervised Placement I	0	core	1st year 2nd semester
	Elective 1	4	elective	1st year 2nd semester **
PSY957	Supervised Placement II	0	core	1st year /2nd year **
	Elective 2	4	elective	1st year/ 2nd year **
PSY958	Supervised Placement III	0	core	2nd year **
PSY959	Supervised Placement IV	0	core	2nd year **
PSY934	Dissertation (Masters)-Clinical	8	core	2nd year full year
PSY926	Psychology of Health	4	core	2nd year 1st semester
PSY966	Neuropsychology Disorders	2	core	2nd year 1st semester
	Elective 3	4	elective	2nd year 1st semester **
PSY919	Developmental Psychopathology	4	core	2nd year 2nd semester
	Elective 4	4	elective	2nd year 2nd semester **

\*\* Denotes suggested timing of elective unit and supervised placement enrolment, please check elective unit availability when planning as times and dates vary annually. For placement availability please consult the placement co-ordinator.

## SUGGESTED PART-TIME SEQUENCE. 3 YEARS (66% of Full Time)

Unit Number	Unit Name	Credit Points	Core or Elective	When to Enrol
PSY904	Counselling and Cultural Perspectives + Suicide Workshop	4	core	1st year 1st semester
PSY930	Professional Practice + Ethics workshop†	1	core	1st year 1st semester
PSY962	Psychological Assessment I	2	core	1st year 1st semester
PSY965	Cognitive Behaviour Therapy I	2	core	1st year 1st semester
PSY927	Cognitive Behaviour Therapy II†	2	core	1st year 2nd semester
PSY928	Psychological Assessment II†	2	core	1nd year 2nd semester
	Elective 1	4	elective	1st year 2nd semester

PSY863 OR PSY967	Research Design and Evaluation	4	core	2nd year 1st semester
	Evidence Based Clinical Psychology	4	core	
PSY961	Advanced Psychopathology	4	core	2nd year 1st semester
PSY929	Clinical Neuropsychopharmacology†	1	core	2nd year 1st semester
PSY956	Supervised Placement I	0	core	2nd year 1st semester
	Elective 2	4	elective	2nd year 2nd semester
PSY919	Developmental Psychopathology	4	core	2nd year 2nd semester
PSY933	Research Proposal	8	core	2nd year full year
PSY957	Supervised Placement II	0	core	2nd year semester 2/ 3rd year 1st semester
PSY966	Neuropsychology Disorders†	2	core	3rd year 1st semester
PSY958	Supervised Placement III	0	core	3rd year
PSY959	Supervised Placement IV	0	core	3rd year
PSY926	Psychology of Health	4	core	3rd year 1st semester
	Elective 3	4	elective	3rd year 1st semester
	Elective 4	4	elective	3rd year 2nd semester
PSY934	Dissertation (Masters)-Clinical	8	core	3rd year full year

†

## COMPLETE PRIOR TO COMMENCING PLACEMENT

Unit Number	Unit Name	Credit Points	Core or Elective	When to Enrol
PSY904	Counselling and Cultural Perspectives + Suicide Workshop	4	core	1st year 1st semester
PSY930	Professional Practice + Ethics workshop	1	core	1st year 1st semester
PSY961	Advanced Psychopathology (if possible)	4	core	1st year 1st semester
PSY962	Psychological Assessment I	2	core	1st year 1st semester
PSY965	Cognitive Behaviour Therapy I	2	core	1st year 1st semester

## ASSESSMENT RULES

Assessment rules for postgraduate students are provided in the Handbook of Postgraduate Studies. In addition to these rules, students should be aware of the candidature rules of the Psychology Department that apply to the coursework and placements in the Master of Clinical Psychology, Doctor of Psychology (Clinical Psychology), Doctor of Clinical Psychology and Doctor of Philosophy/Master of Clinical Psychology. Requirements for satisfactory progress of students in the Clinical psychology program are listed below

1. Students must maintain regular attendance in all classes; a minimum 80% attendance is required.
2. Students must pass all skills assessments, seminar presentations, practical work, assignments and examinations as set by the unit chair for each and all coursework units achieving a minimum professional standard of a credit (65 - 74) grade for the unit. The failure to meet these minimum professional standards may result in a 'show cause' letter being issued by the Psychology Department.
3. Failure in any placement unit may result in a 'show cause' letter being issued by the Psychology Department. Students deemed to have provided unsatisfactory cause for failure may be excluded from all future inclusion in their program (refer to Handbook of Postgraduate Studies under Termination of Candidature for Masters by Coursework).
4. Should any student be found to be in breach of the code of Ethics and Ethical Guidelines of the Australian Psychological Society the student will immediately be excluded from all placement activities which may result in a 'show cause' letter being issued by the Psychology Department.
5. Failure to obtain registration with the Psychology Board of Australia may result in exclusion from all placement units.
6. Suspension or cancellation of registration with the Psychology Board of Australia may result in exclusion from all placement units.
7. A student who has commenced candidature after 1 January 2010 for one of the following degrees:
  - i. Doctor of Psychology (all strands)
  - ii. Doctor of Philosophy/Master of Psychology (all strands)
  - iii. Master of Clinical Neuropsychology
  - iv. Master of Clinical Psychology
  - v. Master of Organisational Psychology

And has failed any two practicum units (two fails on their transcript) as prescribed for that degree is excluded from any further enrolment in the degrees listed above.

## NSW HEALTH POLICY

Students in the Master of Clinical Psychology, Doctor of Clinical Psychology and Doctor of Philosophy/Master of Clinical Psychology must comply with NSW Health policy directives upon the commencement of and throughout the duration of their candidature.

The NSW Health publication “NOTICE TO STUDENTS ENROLLING IN COURSES THAT REQUIRE CLINICAL PLACEMENTS IN NSW HEALTH PUBLIC HEALTH FACILITIES” contains details of the NSW Health policy and instructions for commencing and continuing students. [http://www.health.nsw.gov.au/resources/jobs/student\\_clearance/pdf/S3\\_Instruction\\_to\\_Students\\_TOC.pdf](http://www.health.nsw.gov.au/resources/jobs/student_clearance/pdf/S3_Instruction_to_Students_TOC.pdf)

As stated in the notice, all students must:

1. **Obtain a National Police Certificate**  
[http://www.police.nsw.gov.au/\\_data/assets/pdf\\_file/0012/15132/P799.pdf](http://www.police.nsw.gov.au/_data/assets/pdf_file/0012/15132/P799.pdf)
2. **Read and Sign the NSW Health Student Undertaking**  
[http://www.health.nsw.gov.au/resources/jobs/student\\_clearance/S8\\_Student\\_Undertaking\\_pdf.asp](http://www.health.nsw.gov.au/resources/jobs/student_clearance/S8_Student_Undertaking_pdf.asp)
3. **Read and Sign NSW Health Code of Conduct Agreement**  
[http://www.health.nsw.gov.au/resources/jobs/student\\_clearance/CoC\\_pdf.asp](http://www.health.nsw.gov.au/resources/jobs/student_clearance/CoC_pdf.asp)
4. **Sign a Commission for Children and Young People Student Declaration**  
[http://www.health.nsw.gov.au/resources/jobs/student\\_clearance/Appendix\\_6\\_pdf.asp](http://www.health.nsw.gov.au/resources/jobs/student_clearance/Appendix_6_pdf.asp)

Refer to full notice for complete instructions.

The responsibility for complying with NSW Health policy rests with the student, the Psychology Department cannot interpret NSW Health policy and students who encounter difficulty with policy directives must contact NSW Health for assistance.

Some of the policy requirements referred to in the notice were first implemented in late 2010, continuing students are advised to read the documentation and comply where necessary. For example, continuing students should hold evidence of a completed criminal record check and Prohibited Employment Declaration, these students in most cases need not apply for a National Police Check and Student Declaration but will need to sign and submit a NSW Health Code of Conduct Agreement and Student Undertaking Form. Contact NSW Health for clarification and further information.

## STUDENT SUPPORT SERVICES

Macquarie University provides a range of Academic Student Support Services. Details of these services can be accessed at <http://www.student.mq.edu.au>.

If you are experiencing difficulty with any aspects of your studies, please let us know as we may be able to help. The person to see (or to start with) varies for different difficulties:

Specific unit:	Unit Chair	
Academic program:	Course Director Assoc Prof Andrew Baillie 02 9850 9436 <a href="mailto:andrew.baillie@mq.edu.au">andrew.baillie@mq.edu.au</a>	
Placement:	Clinical Supervisors Mr Brian O'Grady Ms Caroline Stevenson Mr Thomas Schick 02 9850 8000	<a href="mailto:brian.ogrady@mq.edu.au">brian.ogrady@mq.edu.au</a> <a href="mailto:caroline.stevenson@mq.edu.au">caroline.stevenson@mq.edu.au</a> <a href="mailto:thomas.schick@mq.edu.au">thomas.schick@mq.edu.au</a>
Rod Power Clinic:	Clinic Director Ms Ros Knight 02 9850 8000 <a href="mailto:ros.knight@psy.mq.edu.au">ros.knight@psy.mq.edu.au</a>	
Administrative General Issue:	Postgraduate Officer Mr Marcus Ockenden 02 9850 8087 <a href="mailto:psy.pgofficer@psy.mq.edu.au">psy.pgofficer@psy.mq.edu.au</a>	
Personal Help:	Campus Wellbeing <a href="http://www.sss.mq.edu.au/">http://www.sss.mq.edu.au/</a>	
Personal Problems:	Counselling Service <a href="http://www.campuslife.mq.edu.au/campus-wellbeing/counselling">http://www.campuslife.mq.edu.au/campus-wellbeing/counselling</a>	
Disability:	Disabilities Support Unit <a href="http://www.campuslife.mq.edu.au/campus-wellbeing/disability-support-unit">http://www.campuslife.mq.edu.au/campus-wellbeing/disability-support-unit</a>	

Dissatisfaction with, or unsuitability of, any of the above or wider issues:

Head of Department, Psychology  
Prof Bill Thompson (via PA)  
02 9850 9949  
[pa\\_psyhod@mq.edu.au](mailto:pa_psyhod@mq.edu.au)

Executive Dean, Human Sciences  
Prof Janet Greeley (via PA)  
02 9850 9898  
[humansciences@mq.edu.au](mailto:humansciences@mq.edu.au)

Dean of Students  
Dr Julian De Meyrick  
02 9850 7462  
[deanofstudents@mq.edu.au](mailto:deanofstudents@mq.edu.au)

## COMMUNICATION TO STUDENTS

Our regular form of communication between students is via email. Students will be allocated with a Macquarie e-mail address at the commencement of their studies [firstname.lastname@students.mq.edu.au](mailto:firstname.lastname@students.mq.edu.au) and once enrolled students will be subscribed to the Clinical Psychology mail group ([psy\\_clinical\\_students@mq.edu.au](mailto:psy_clinical_students@mq.edu.au)).

Correspondence with the University must be via the student e-mail address so check it regularly. Personal e-mail addresses cannot be added to mailing lists and messages sent to the university from private student e-mail addresses may be disregarded.

Free wireless internet access to the internet is available to enrolled students on campus [http://www.its.mq.edu.au/student\\_services/wireless.html](http://www.its.mq.edu.au/student_services/wireless.html) use it to check your e-mail and keep in touch.

## ASSIGNMENTS, WORK SUBMISSIONS AND EXTENSIONS

Students must follow the rules for each respective unit as described in the Unit Outline. Each unit has different requirements and deadlines and it is the student's responsibility to read and comply with the rules and requirements of each Unit Outline.

In general, extension requests must first be directed to the unit chair. If the requested extension period is within semester (no later than the last week of classes) approval is required from the unit chair only. If the requested extension period puts the submission date beyond the last week of classes students must apply first consult the Postgraduate Officer to ensure sufficient time exists to allow the extension. In some cases students may need to apply to withdraw without penalty from the unit.

## ACADEMIC HONESTY

The University defines plagiarism in its rules: "Plagiarism involves using the work of another person and presenting it as one's own." Plagiarism is a serious breach of the University's rules and carries significant penalties. You must read the University's practices and procedures on plagiarism. These can be found in the *Handbook of Undergraduate Studies* or on the web at: <http://www.student.mq.edu.au/plagiarism/>

The policies and procedures explain what plagiarism is, how to avoid it, the procedures that will be taken in cases of suspected plagiarism, and the penalties if you are found guilty. Penalties may include a deduction of marks, failure in the unit, and/or referral to the University Discipline Committee.

## GRADING AND SUBMISSION DEADLINES – COURSEWORK AND RESEARCH UNITS

### GRADING

Coursework and research units are graded as follows:

Grade	Abbr	SNG	GPA Weighting	Old Grade Equivalence (pre-2001)
High Distinction	HD	85-100	4	A
Distinction	D	75-84	4	A
Credit	Cr	65-74	3	B
Pass	P	50-64	2	C
Fail	F	0-44	0	F

Exceptions to this grading system are Supervised Placements and Professional Practice units, which are graded as follows:

Grade	Abbr	SNG	GPA Weighting	Old Grade Equivalence (pre-2001)
Satisfactory	S	Not graded	N/A	Completed
Incomplete	I	Not graded	N/A	Incomplete

### SUBMISSION DEADLINES

All assessments are to be submitted to the unit chair by the due date unless an extension has been given. In most cases extensions would be within 3 weeks of the end of semester. Except under exceptional circumstances, extensions will be given no longer than to 30th August (for first semester units) or to 30th January (for second semester or full year units). If there is outstanding work in any unit on 30th August (Semester 1) or 30th January (Semester 2) for which an extension has not been granted a failure may be recorded on your academic record for that unit.

To reattempt a failed unit, re-enrol in the next available session. Each enrolment will trigger fees which must be paid by the due date.

Student should only enrol once in each placement unit. Placement units are time-based and exempt from the census dates; this means incomplete grades can remain incomplete until the placement has been passed. Do not re-enrol in any placement unit.

For students enrolled in the Unit PSY934 Masters Dissertation re-enrolment in the unit is possible if additional time is required to complete the research.

Permission to re-enrol must be granted by the Course Director and arrangements to re-enrol must be made with the postgraduate officer at least one month prior to the end of the enrolment period.

The request must contain the students name and student number, unit name and number and the period in which they wish to re-enrol.

Re-enrolling in the dissertation will trigger the charging of unit fees to your account and you will be required to pay by the fees by the date, students eligible for FEE-HELP may use this service.

Re-enrolled students who submit their completed dissertation prior to the respective census date can receive a reimbursement of the fees for the re-enrolled period provided they withdraw from the unit. Unit withdrawals are completed via eStudent.

For more information please consult the postgraduate officer.

### **PSYCHOLOGY COMPUTING RESOURCES ROOM**

In C3A418 students will find the 'Psychology Computing Resources Room' This room is available to all masters' students and is provides a few essential technological facilities not available in the general computing labs in C5C.

C3A418 presently contains Apple and PC's, a memory card reader, scanner, photocopier and VHS dubbing equipment.

For assistance using any of the equipment contact the department IT staff. Should you require additional specific equipment please ask as often resources are available in other buildings than can be made available to students.

For security reasons you may find the room locked however students may be able to obtain a key. Contact the Psychology Stores Officer in C3A518 for assistance. Remember the room is not a storeroom and personal items should not be left unattended to.

### **PSYCHOLOGY TEST LIBRARY**

Commercially produced tests, testing books, books related to psychological assessment and some non-commercial tests are held in the test library in C3A 333.

The library hours are shown on the door of the Library. Holdings within the Test Library are listed on Psychology homepage at <http://www.psy.mq.edu.au/testlibrary/index.html> some tests are in very high demand as Honours, postgraduate diploma and masters students all need to administer individual intelligence tests at some time during the year.

Failure to return test materials can result in fines and a loss of University Library borrowing privileges. If you require any tests for research or placement purposes that are not held in the test library, it might be possible to acquire them.

Please contact Janna Enger, Test Library Manager, on 9850 1802 with your request as early as possible. There is often a time lag of two months or more between ordering tests and receiving them. Masters student dissertations were also kept in the Psychology Test Library for viewing.

## **UNIVERSITY LIBRARY**

The Academic Liaison Librarians are the main Library contacts for postgraduate students at Macquarie. See below for the contact details of librarians responsible for the area of Psychology. These liaison librarians can provide advice and assistance relating to literature searches on your research topics and any other information need related to your studies at Macquarie. They can also provide you with any passwords you may need to access Library databases.

The library runs training sessions each semester on research databases and EndNote for Psychology postgraduates. For dates of the next sessions see under Training on the Library's homepage, or phone one of the liaison librarians. The most useful databases for psychology postgraduate students are PsycINFO, ScienceDirect, Web of Knowledge (Web of Science and Current Contents Connect), and Expanded Academic,. All these databases are accessible from the Library's Homepage (<http://www.lib.mq.edu.au>). The Library subscribes to a large number of full-text electronic journals in Psychology; these are listed in Journal Finder (via the Library homepage) and in the Library catalogue.

The library also runs tours to introduce students to ongoing and new facilities and services. WE ENCOURAGE STUDENTS TO TAKE A TOUR OF THE LIBRARY – even if you studied at Macquarie in the past!

Liaison Librarians for Psychology:

- Mary Simons 9850 7536
- Karen Marks 9850 9009

More details on specific Library Services can be located on the Library's web page: <http://www.library.mq.edu.au/> In some cases issues arise with using the Library when completing a thesis unit while not enrolled in any other subjects (this should be avoided) however if you find yourself in this situation, ask the Postgraduate Officer to provide you with a letter to access library facilities.

## **PARKING, TRAFFIC AND PUBLIC TRANSPORT**

Parking stickers are available to students for parking in University grounds. Contact the University Cashier's office for a form and more information. For the latest information on traffic and parking arrangements on campus go to [http://www.ofm.mq.edu.au/parking\\_intro.htm](http://www.ofm.mq.edu.au/parking_intro.htm)

**NOTE – DO NOT RISK A FINE you must pay for parking – fines are issued through the Infringement Processing Bureau (Police) as are normal parking fines.**

The campus is served by a train station and bus services. To access timetables visit <http://www.mq.edu.au/transport/>

## ADMISSION AND APPLICATION INFORMATION

### ADMISSION REQUIREMENTS

Entry to the Master of Clinical Psychology degree requires a four year sequence of study in APAC accredited psychology programs with Honours in the fourth year. The Honours grade must be 2:1 or higher. In very rare cases equivalence to Honours may be demonstrated by a local applicant, the following criteria outline such cases:

1. Undergraduate record was eligible for entry to Honours in their university but candidate chose not to go this route and
2. Independent, high-level research ability, generally through a journal publication.

For the combined PhD/Master of Clinical Psychology degree, only students with a good 1st class Honours are eligible.

## INTERNATIONAL APPLICANTS

International applicants must apply via Macquarie International <http://www.international.mq.edu.au/>

All International applicants are required to have their qualifications assessed for Australian equivalence through the Australian Psychological Society (APS). This assessment must be submitted with the application, without which international applications will not be considered.

APS assessments can take up to 3 months can be costly, see <http://www.psychology.org.au/membership/qualifications/>

Applicants for whom APS assessments do not arrive than December 20<sup>th</sup> each year will be assessed for future application round.

All International applicants need to supply:

- An academic transcript and complete descriptions of the courses covered;
- Preferably a copy or at least a thorough summary of an independent research thesis.

The selection criteria are the same as for domestic students

## ELIGIBILITY SCORING

The following items are scored from applicants' forms:

- Grade of degree. This provides a maximum total of 6 points.  
1st class honours scores 6 points, 2/1 honours scores 4 points and 2/2 honours scores 2 points.  
Applicants with completed postgraduate degrees may receive up to 3 points for a PhD, 2 points for relevant Masters and 1 point for unrelated Masters. Non-honours fourth year qualifications are not accepted except as described above in admission requirements.
- Relevant work experience. This provides a maximum total of 6 points.  
For directly relevant work (e.g. psychology, counselling, nursing) 2 points may be allocated per year to a maximum of 6 points.  
For moderately relevant work (e.g., research, teaching, nursing, volunteer work) 1 point may be allocated per year to a maximum of 4 points. Non-relevant work is allocated a maximum of 2 points.
- Publications (e.g., scientific journals, government reports, manuals) maximum of 6 points allocated.
- Additional training may be allocated a maximum of 2 points. This can include other courses or degrees (e.g. counselling courses) or training workshops.
- Referees' reports. Applicants may be awarded a maximum of 2 points dependant on the scoring of the nominated referee (e.g., 2 points for a majority scoring of 5/5.)

Please note: In evaluating your own possible score you should be aiming of a minimum of 12 points as this score has proven to be the approximate threshold for interviews since 2006. As the numbers of applications are on the rise the level of competition is also rising. Post 2011 the interview threshold will likely rise. Should you evaluate your score to be significantly below 12 you may need to seek additional training and education prior to applying.

## INTERVIEW PROCESS

Approximately 35-40 applicants are selected for interview based on the above scores. Interviews are conducted by members of the clinical teaching staff and are aimed to look for the fit between the applicant and the Macquarie program. Characteristics such as open-mindedness, flexibility, interpersonal skills and desire for Macquarie's approach can contribute greatly to an applicant's final score.

For PhD and combined PhD/Masters degree, eligibility also requires the identification of a suitable supervisor who is willing to cover supervision. It is therefore imperative that if you are applying for one of these research degrees, you contact potential supervisors in the department ahead of time and obtain a commitment from a supervisor. See <http://www.psy.mq.edu.au/staffDirectory.php> for a complete staff listing including academic area of primary interest.

## QUOTA

Competition for a place in the clinical program is extremely high. We receive between 120-200 applications annually for the clinical psychology program. From these applications we offer approximately 25 places. Therefore, even for students with an Honours degree, there is no guarantee of acceptance.

## PROFESSIONAL MEMBERSHIPS

### REGISTRATION AS A PSYCHOLOGIST

In Australia, you need to be registered with the Australia Health Practitioner Regulation Agency (AHPRA) to use the title 'psychologist'. The Master of Clinical Psychology has been approved by the Australian Psychology Accreditation Council (APAC) as a pathway to endorsement as a Clinical Psychologist in Australia.

See <http://www.psychologyboard.gov.au/> and <http://www.apac.psychology.org.au/> for further information

## PROVISIONAL REGISTRATION AS a PSYCHOLOGIST

Commencing students are required to hold provisional registration as a psychologist, applying for provisional registration is the responsibility of the student. The Department of Psychology may provide assistance upon request. For information forms and FAQ's on provisional registration in Australia go to <http://www.psychologyboard.gov.au/FAQ-and-Fact-Sheets.aspx>

## COLLEGE OF CLINICAL PSYCHOLOGISTS

Postgraduate students are also eligible to become student members of the Australian Psychological Society's (APS) College of Clinical Psychologists <http://www.groups.psychology.org.au/cclin/> we strongly encourage our students to take this step. Graduates are eligible, with further experience, to apply for full membership. To fulfill requirements, you need to be supported by two college members who have had a close knowledge of your work, and to engage in a period of supervised work in Clinical Psychology after completing the Masters of Clinical Psychology.

## THE AUSTRALIAN PSYCHOLOGICAL SOCIETY (APS)

All students studying an APS accredited psychology course are eligible for some grade of APS membership. The membership grade depends on the length of study. Students who have successfully completed their fourth year (either Honours or postgraduate diploma) are eligible to become Associate Members.

Associate Members enjoy more membership benefits than Affiliates or Student Members of the APS, but membership is more expensive as well. Associate Members need to have two APS [full] Members support their application. Affiliates only need to apply. The APS offers reduced subscription fees to Associate Members who are enrolled in full-time fifth and sixth year courses accredited by the APS or full-time fifth and sixth year research degrees.

For general information, the APS Membership website is <http://www.psychology.org.au/membership/>

## GRADUATION

The University has deadlines for the completion of all requirements (including the examination of the research project) for each graduation ceremony. The deadline for the April graduation ceremony is generally mid-January and the deadline for the September graduation ceremony is generally mid-June.

In order to allow external examiners time to assess your research project, it must be submitted at least 2 months before the deadline of the relevant graduation ceremony (i.e. January or June). If the Christmas season falls during the 2-month period, then a 3-month assessment period is likely to be needed. If you do not have everything passed and completed by mid-Jan or mid-June then you will have to graduate at the subsequent ceremony. Note that submitting a thesis is NOT passing it. **Therefore, to graduate in April the thesis must be submitted by 24th October the previous year, for graduation in September by 30th April at the latest.**

**In cases where amendments to the dissertation are required or where additional examiners are appointed due to a large difference in the reports of the first examiners; students should expect to be allocated to a later ceremony (e.g., September from April)**

Once you have been approved to graduate, you will receive a letter from the Graduation Unit which contains information about the graduation ceremony, date and time, hiring of gowns, how many guests you can bring etc. You can elect to defer graduation once only.

Visit the Graduation Unit website for FAQ's and related information <http://www.graduation.mq.edu.au/>

## **ASSIGNMENTS, WORK SUBMISSION, EXTENSIONS**

Students must follow the rules for each respective unit as described in the Unit Outline. Each unit has different requirements and deadlines and it is the student's responsibility to read and comply with the rules and requirements of each Unit Outline.

In general, extension requests must first be directed to the unit chair. If the requested extension period is within semester (no later than the last week of classes) approval is required from the unit chair only. If the requested extension period puts the submission date beyond the last week of classes students must apply first consult the Postgraduate Officer to ensure sufficient time exists to allow the extension. In some cases students may need to apply to withdraw without penalty from the unit.

Assignment cover sheets are available from the unit chair, outside the Postgraduate Office (C3A513) and online at [http://www.psy.mq.edu.au/courses/c\\_time.htm](http://www.psy.mq.edu.au/courses/c_time.htm)

## **PSYCHOLOGY POSTGRADUATE GRANT (HDRG)**

To cover research costs Master of Clinical Psychology students are eligible to apply for up to \$1000 under a competitive psychology postgraduate grant. Applications can be made at any time of the year, but a student can only be awarded only one grant per calendar year.

The HDRG was designed for HDR students and the amounts available are allocated by degree.

To apply for the grant, first go to <http://www.psy.mq.edu.au/postgraduate.htm> and READ the GUIDELINES. Once you are familiar with the process follow the “How to Apply” processes.

## **DISSERTATION**

The Research Project within the Clinical Masters degree is the Dissertation unit PSY934; it consists of two sections of work a) the Literature Review and b) the Journal Article.

The Literature Review is started in the Research Proposal unit PSY933 and the Journal Article in the Dissertation unit PSY934 however both sections are submitted at the same time, bound together but clearly two separate pieces of work.

- The Literature Review must involve a critical appraisal of an area.
- The Literature Review and the Journal Article must be two distinct pieces of work.
- The Literature Review can be closely related to; and can be used in the formulation of the Journal Article and sections of it can be reproduced in the Journal Article.
- The Literature Review and Journal Article should be bound together and 3 copies submitted by mid October (see below).
- Examiners will comment on these pieces of work separately

## **AUTHORSHIP**

You and your supervisor are encouraged to consider submitting the paper for publication after examination. Publication plans and authorship should be discussed at the start of the project.

The APS guidelines for authorship of supervised projects, published in the APS Bulletin (1990, 12, 5, p.21) are as follows:

- a) The primary author will usually be the supervisee provided that the work has been written primarily by the supervisee,

- b) The supervisor will usually be the second author to a publication arising from the work of the supervisee,
- c) Usually, a manuscript arising from the work of supervisees shall not be submitted for publication without the consent of supervisor and supervisees.
- d) That the guidelines set out in (a), (b) and (c) shall hold only in so far as the supervisee shall prepare the manuscript for publication in a reasonable period of time following termination of the research in question,
- e) That the definition of a 'reasonable' period in (d) shall be determined by the appropriate chief administrator or professional services in the organisation or institution, for example, the appropriate Head of a university department,
- f) In the event that data remain unpublished for a period deemed to be unreasonable by the chief administrator of professional services then:
  - i. the supervisor may attempt to negotiate a publication, offering assistance to the supervisee to achieve this purpose,
  - ii. If, in the view of the chief administrator of professional services, such negotiations have failed, then the supervisor may publish the research and assume primary authorship.

Students normally enrol in PSY933 (Research Proposal) in the year prior to enrolling in PSY934. The purpose of PSY933 is to assist students to a) find a suitable supervisor and b) make suitable progress on the background literature and methodological design of their research. Students can approach possible supervisors of their own choice, or consult with staff about who might be suitable. Early planning of the research project is encouraged.

Students are expected to have a project and supervisor by the start of second semester in the year of enrolment in PSY933. By this time, please either notify Ron Rapee of the project title and supervisor's name or negotiate a later deadline that would be more appropriate. If you want an external co-supervisor (see below), then the reasons for this should be given. Commencement of the research is not required by this date; the purpose of the notification is simply to ensure that a staff member has accepted responsibility for supervision.

## DESIGN

The subject matter can be empirical or methodological (for example, developing a new method of analysing social interactions between family members) and the research method used can be any of the methods characteristically used in clinical research (including single-case and qualitative research).

When choosing the topic and design, attend to quality, rather than quantity. Since the project contributes only 25% of the degree, a large or time-demanding project is not required. The quality, however, should be at the level of an honour degree.

A suitable project is one which is small enough to be manageable within the time pressures of the program, but which also, in the opinion of your supervisor, addresses a worthwhile issue and could generate an article that would merit publication in a refereed journal. It is the supervisor's responsibility to ensure that the topic and methodology are appropriate (if in doubt, they are welcome to consult the research subcommittee).

Approval to use an existing data set might sometimes be given, depending upon the extent to which the student will be making an original contribution in the use or interpretation of the data set.

Approval for group projects might sometimes be given. In such cases, two or more students would collect a data set and then each student would independently analyse and report on sub-sets of the data. Approval for group projects will usually be given only when individual collection of the data would be beyond reasonable size requirements of the project AND when sufficient data would be provided for different sub-sets to be meaningfully reported.

## ENROLMENT

PSY933 & PSY934 are available as full-year and half-year units. If you are planning to apply for the Doctorate you should only enroll in PSY933 for first semester.

## ETHICS APPROVAL

It is essential to have ethics approval before you commence any research with human or animal participants. It is a requirement of enrolment in PSY933 that you must submit your application to the ethics committee in order to pass the unit and proceed to PSY934. Application forms and information describing the requirements for Consent Forms are available from the Research Office webpage: [http://www.research.mq.edu.au/about/research\\_office/ethics](http://www.research.mq.edu.au/about/research_office/ethics). Ethics committee meeting dates and the relevant dates for submission to the department representative are on the research office homepage. Your supervisor will provide assistance with the ethics submission.

## FORMAT

The Dissertation consists of two sections: a Literature Review (5,000-8,000 words) and a Journal Article (5,000-8,000 words). These should be written as separate pieces, even though they are usually bound together. The Literature Review should take the form of a typical, published review article. Students should look at examples in journals such as "Clinical Psychology Review" or "Psychological Bulletin".

A good review should make a central thesis or argument. It should be a critical evaluation of the literature, leading logically to a clear conclusion. It should not

simply be a listing of background studies. In most cases, it would be expected to form the background to the Journal Article, but does not have to do so. The Journal Article is a write-up of your research as if you were going to submit it to a journal for publication.

You must state on the front cover the journal you are writing for and follow the guidelines to authors (Notes for Contributors) given in the journal. These should be included with the article. See "Submission" for details to be included on the front cover. The book *Writing for Psychology* (Robert O'Shea, 1999) is recommended to brush-up on your report writing skills. It is held in the University Library.

Previous dissertation projects can be seen the Test Library in C3A Level 3

## SUPERVISORS

The supervisor must be a member of the psychology staff. Co-supervision can be negotiated, when appropriate. A co-supervision arrangement would involve one internal supervisor (a psychology staff member) and an external supervisor (an academic or psychologist not on Macquarie University's psychology staff). The internal supervisor will carry the primary academic responsibility for the project.

Please note that Supervisors and Co-Supervisors cannot be examiners. The Unit Chair for PSY934 gives the final grade to the Thesis Supervisor for the Dissertation. The 'Macquarie University Code of Higher Degree Research (HDR) Practice and Code of Supervisory Practice' is available at [http://www.hdr.mq.edu.au/information\\_for/current\\_candidates/rules\\_and\\_policies](http://www.hdr.mq.edu.au/information_for/current_candidates/rules_and_policies)

Students are strongly encouraged to seek supervisors from across the entire discipline of psychology. Specialist clinical staff are generally heavily booked and have large supervision loads. There are many members of psychology staff who can provide excellent supervision for an applied clinical thesis, even if they are not clinical psychologists themselves. At the beginning of PSY933, Ron Rapee will discuss options with students for supervisors from across the department. A list of academic staff research interests is also available through the Department website.

Please **note** that supervisors are normally not expected to take more than 2 students in any given year.

Supervisors will also **not** agree to supervise a student who is not enrolled in either PSY933 or PSY934.

## SUBMISSION, MARKING AND EXAMINATION

The below marking ranges are provided to examiners, these are used to formulate an appropriate grade.

**Mark range 85 - 100 (High Distinction)** – given to a study that you may expect to see in a reasonable level journal.

- outstanding command of expression and logical argument in a skillfully structured manuscript
- superior evaluation and integration of existing literature
- evidence of significant insight and original thought in dealing with the critical issues
- sophisticated understanding of research methods, with evidence of careful attention to critical design issues in the execution of the project
- thoughtful and appropriate choice of data analysis and outstanding presentation and reporting of results
- clear and coherent interpretation of the thesis data, and/or the results of other studies
- comprehensive understanding of the importance of the results in the context of the theoretical framework
- An obviously publishable paper as is or with perhaps only minor changes.

**Mark range 75 - 84 (Distinction)** – given to a study that you may expect to see in a low to moderate level journal

- the manuscript is well written, logically argued and generally well structured
- the evaluation and integration of the existing literature is very sound without being outstanding
- reasonable insight and some evidence of original thought in dealing with the critical issues
- evidence of a solid understanding of research methods
- adequate design of the research project, although possibly containing minor but retrievable errors
- choice of data analysis that is appropriate for the design and clear presentation of results
- generally sound but pedestrian interpretation of results and their importance to the theoretical context
- paper is almost certainly publishable quality, but perhaps following some minor polishing

**Mark Range 65 - 74 (Credit)** – given to a study that is potentially publishable, but with some attainable changes and improvements.

- generally competently written, although some problems may exist in the logical organisation of the text and the way it is expressed
- provides an adequate coverage of the literature, although it tends to be more descriptive than evaluative, and arguments may be disjointed

- evidence of insight into the issues underlying the thesis or essay, but little evidence of original thinking
- the design of the research project is generally adequate but may contain some errors and oversights
- serviceable choice of data analysis, although other approaches may have been more appropriate
- the presentation of results may lack some clarity but is basically solid
- interpretation of results or other studies is adequate but limited

**Mark range 50 - 64 (Pass)** – given to a study that is unlikely to be publishable in any but the most basic journals, although it is still technically correct

- the work is not well written and shows flaws in the structuring of logical arguments
- coverage of the necessary literature is limited, but most relevant information is provided
- no real original input and most of the contribution is basic and pedestrian
- Perhaps some flaws exist in the design of the research project making it difficult for the research to meet its aims, but these should be acknowledged in at least a limited way by the student.
- Data analysis techniques are clearly not the most appropriate but still manage to provide some understanding of the data.
- the results may be poorly presented
- interpretations are superficial, demonstrating a weak but still correct understanding of the results and their relevance to the theoretical framework
- Integration with existing literature may be quite limited
- Little or no theoretical interpretation or implications.

**Mark range 45 - 49 (Conceded Pass)** – This mark should be reserved for projects which are technically correct and indicate a very basic competence in the execution and reporting of the research. The study would not be publishable and does not contain more than four of the following weaknesses:

- The work is not well written and shows serious flaws in the structure of the logical argument
- Coverage of the necessary literature is very limited
- No real original input and most of the contribution is basic and pedestrian
- Flaws exist in the design making it difficult to obtain meaningful results and these weaknesses are not adequately acknowledged
- The data analysis is not appropriate and only provides a very limited understanding of the data
- The results are poorly presented
- Interpretations are superficial and barely related to the aims and theory underlying the project
- Integration with the existing literature is poor
- There is little or no theoretical interpretation or discussion of the implications

**Mark range 44 or less (Fail)** – this grade should be reserved for projects that clearly do not demonstrate any clear understanding of the use of research methodology in the applied field.

- Little or no logical argument leading to methods
- Inappropriate coverage of relevant literature
- Poorly described methods that would not allow replication
- Inappropriate analyses or inadequately described results
- Little clear understanding of implications of results or purpose of study.

## EXAMINERS

Your supervisor will arrange for two examiners, generally at least one of whom is external to the University.

The examiners are asked to grade the project as per marking guidelines already stated. The Unit Chair for PSY934 allocates a final grade for the unit/dissertation after considering the examiners' reports. The advice given to examiners is as follows:

*The task is not to decide whether the paper is publishable (though any comments along these lines, or suggestions concerning improvements to assist publishability, would be most welcome), but to decide whether the standard is adequate for a Masters level project (which constitutes 25% of the degree) and whether the format is acceptable journal format and a suggested grade.*

## NOTES FOR AUTHORS / CONTRIBUTORS

Specify the selected journal on the cover page and, if relevant, specify the category of paper. Provide two copies of the journal's 'Notes for Contributors' when you submit your thesis (one for each examiner to use as a reference during marking).

## BINDING

All three copies must be bound in some form. Plastic spiral binding, which is inexpensive and done quickly by many printing stores and also in the library, is acceptable. The Literature Review and the Journal Article should be bound together but show that they are two separate pieces of work. Note that you do not get any copies of the dissertation back so make four copies if you want to keep one.

## APPENDICIES

If there is a requirement in the article to provide further details, on request, of measures, analyses, etc., then these should be submitted (include them within binding in bound copies) and identified accordingly.

## DATA RETENTION

All original data associated with research must be retained in a durable and appropriately referenced form for a period of five years after publication. The retention period dates from the day of submission of your dissertation. Submit a Retention of Original Research Data Form with your dissertation, these forms are available [http://www.psy.mq.edu.au/courses/c\\_time.htm#forms](http://www.psy.mq.edu.au/courses/c_time.htm#forms) Note however, that if you intend publishing your results, the data may need to be kept for considerably longer.

## SUBMISSION

You must have passed PSY933. You must be enrolled in the dissertation unit, PSY934, to submit the project. Submit three bound copies of the completed research project and literature review to the Postgraduate Officer (initially one copy for each of the examiners and one for your supervisor), after examination these will NOT be returned to you, your supervisor will keep one and the other two are sent to the University library or Test Library for cataloguing. A copy of your dissertation will then be available in the restricted access section of the Library. Not all copies are returned by examiners so if this is the case and you want this to be done you can provide another library copy.

The front cover of the dissertation must state the following:-

- Your name and student number
- The degree you are enrolled in and the title of the piece of work (please give both the Literature Review and Journal Article a title and list on the front page)
- Your Supervisors' name and the year the work is submitted
- The name of the Journal you would submit it to.

## DEADLINES

Like all other coursework units all work must be submitted for examination prior to the end of the enrolled session. In order to allow time for examination and submission of grades for graduation, Macquarie University has introduced a standard submission date for Clinical Masters theses. This will be the week following submission of honours theses each year (usually the third Monday of October).

- **In 2011 theses will be due on Monday, October 24, 2011.**
- **In 2011 there will be no penalty for late submission (but you are strongly urged to be on time).**
- **From 2012, late submission will attract a penalty of 1 mark for each day late.**

As for all units at Macquarie, serious disruption (such as medical or psychological difficulties) can warrant an extension. Contact the Postgraduate Office for assistance with extension requests

## DISSERTATION: SUGGESTED TIMELINE

The Master of Clinical Psychology degree is a very full program and the dissertation component can be time-consuming and slow. Therefore good planning from the outset is essential to submit on time and reduce unnecessary stress. Below is an approximate suggested schedule for the typical dissertation – clearly every individual will differ. We strongly urge you however, to discuss a timeline with your supervisor from the outset and regularly review.

Please **note**: While supervisors try to be as accommodating as possible, they are all busy academics with large workloads, many supervisees, and their own research directions. Therefore you need to allow for reading and feedback on drafts to take as much as 2-3 weeks, as well as supervisor absence at various times of the year. This means you must plan WITH your supervisor.

### **Year 1 – enrol in PSY933 (Research/Dissertation Proposal)**

1<sup>st</sup> semester – identify suitable supervisor and commence background reading.

- June – Sept. – Bullet point literature review; finalise methods for research
- Sept – Oct. – Submit research design to ethics committee
- Oct-Nov. – Draft literature review

### **Year 2 – enrol in PSY934 (Dissertation)**

1<sup>st</sup> semester – data collection; draft literature review to supervisor for feedback and polishing

- June – July – Draft introduction and method
- July – August – finalise data collection, conduct data analyses, and write results
- August – Sept – Draft discussion
- Early - Mid Sept – final draft of dissertation to supervisor for feedback
- Mid Sept – Oct – respond to feedback and submit.

## REGARDING TIMELINES

Whilst every effort is made by your supervisor and the administrative staff delays in the examination process are inevitable due to competing demands made on academics at certain times of the year.

With this in mind students should expect to graduate in the second ceremony following submission. Maintain regular contact with the postgraduate office and your supervisor and regularly check their official students e-mail address for updates.

Remember it is your responsibility as a student to ensure that your details are correct and up to date and also to actively pursue the resolution of any problems or irregularities with your student profile including incomplete grades.

## TEST LIBRARY

Commercially produced tests, testing books, books related to psychological assessment and some non-commercial tests are held in the test library in C3A333. The contact in the Test Library is Janna Enger on 9850 8113. The library hours are shown on the door of the Library. Holdings within the Test Library are listed on Psychology homepage at <http://www.psy.mq.edu.au/testlibrary/index.html>

Some tests are in very high demand (e.g. Honours, postgraduate diploma and masters students all need to administer individual intelligence tests at some time during the year). Failure to return test materials can result in fines and a loss of University Library borrowing privileges. If you require any tests for research or placement purposes that are not held in the test library, it might be possible to acquire them. Please contact Janna Enger, Test Library Manager, on 9850 8113 with your request as early as possible. There is often a time lag of two months or more between ordering tests and receiving them.

## DISCONTINUING STUDY

Deferment is not an available option for postgraduate students. Should a break from study be required that is in excess of one semester an application to an "Application for Re-Admission" will be required. The application can only be considered during the main intake for first half-year unless approval is granted by the Course Director.

Application forms are available at <http://www.postgrad.mq.edu.au/forms.html>

Students who have discontinued their course of study and do not wish to return to complete the award may be eligible to exit the degree with a lesser degree. See the Course Director to discuss as approvals are given on a case-by-case basis. Consultation with the Postgraduate Office is also required. Applications to exit are assessed by Academic Program Section.

## JUSTICE OF THE PEACE

The Student Enquiry Service has a Justice of the Peace, for service times and details go to <http://www.student.mq.edu.au/ses/JPservice.html>

## **PLEASE NOTE**

At the time of publication, all information contained in this handbook was as accurate and up-to-date as possible. Any updates or changes throughout the year will be notified to you via email so please ensure your details are always up to date and that you check your email regularly.

For this reason also please ensure that each year you obtain a new updated Student Handbook and Supervised Placement Handbook.

This book is meant for you as a guide so any information you find is incorrect or anything that you think should be added to it please let the Postgraduate Officer know so that the book can keep being improved upon. As this handbook is to help you, it would be appreciated by all staff if you could help us by referring to it first before asking questions. This enables staff to deal with other enquiries more promptly.

## APPENDIX: MANDATORY NOTIFICATION PROCEDURE FOR PSYCHOLOGY POST-GRADUATE PROGRAMS

<p><b>Purpose</b></p>	<p>Education providers are required to make mandatory notification under the National Law (NSW Health Practitioner Regulation Act 2009 No 86) Part 8 Division 2 Section 143") of Impaired Students to the Australian Health Practitioner Regulation Authority (AHPRA). This procedure is designed to meet those requirements outlined in the <i>Psychology Board of Australia's (PBA) Guidelines for Mandatory Notification</i>. In this context, "students" are defined as those enrolled in a program of study or where clinical training is arranged by the education provider. "Impairment" is behaviour that puts the public at substantial risk of harm. "Public" is defined as persons accessing the student's services. Education providers who make notification in "good faith" are protected from civil, criminal or defamation actions. Legally mandated notification requirements override privacy laws. The report should be based on observed behaviour but does not need to be conclusive. These behaviours include, 1) practicing while intoxicated/drugged (capacity to exercise reasonable care and skill is compromised); 2) the student is otherwise impaired (affects ability to assess and treat). Protective factors such as adequate supervision need to be considered. Notification is incident by incident. Notification is not required if it is <i>reasonably believed</i> (direct knowledge) that a notification has already been made. Students (peers) are not mandated to notify impaired performance in a practitioner. Notification does not reduce responsibility to manage the student's performance. However, management does not mean that a student shouldn't be reported, even if they choose to leave the program. Notification needs to occur before the student's enrolment in a program ends.</p>
<p><b>Procedure</b></p>	<p>This procedure requires actions by the following:</p> <ul style="list-style-type: none"> <li>• <i>Course Directors of Psychology Professional Post-graduate coursework degree Programs</i></li> <li>• <i>Registered Psychologists involved in teaching, supervising, administering and arranging clinical training</i></li> </ul> <ol style="list-style-type: none"> <li>1. Students will be informed in all manuals that the University is required to make Mandatory Notification of Impairment and therefore that their emotional and mental status may be questioned if the department has grounds to believe that they might be impaired as defined by the PBA Guidelines for Mandatory Notification.</li> <li>2. Students appearing to be experiencing mental distress/ dysfunction or drug affected, will be interviewed by Course staff and appropriate risk management strategies will be adopted.</li> <li>3. A student, who is <i>observed</i> to be impaired to a level that would put the public at risk, will meet with the staff member who observed the action for clarification of current status and planned action. The student will be informed that the issue will be escalated to the Unit Chair and Course Director at this time, <i>even if this does not result in subsequent notification</i>. The behaviour and the meeting with the</li> </ol>

	<p>student will be documented and kept on their academic file.</p> <ol style="list-style-type: none"> <li>4. The staff member will then meet with the relevant Unit Chair and Course Director to assess level of risk to the public, proposed management plan within the program, and then decide whether the evidence of impairment warrants notification. This meeting will be documented and the outcome provided in writing to the student and kept on their academic file. If deemed not notifiable, appropriate risk management strategies will be put in place.</li> <li>5. If reportable, the Course Director or their nominee will make a notification to the NSW Health Care Complaints Commission (instead of to AHPRA in NSW). Notification can be made by any method set out in the Guidelines for Mandatory Notification. Documentation will include full details of the incident in question, including the date/time/location the impairment was observed.</li> <li>6. Whilst awaiting the PBA decision on action, the student will cease all placements as well as other activities as assessed necessary on a case-by-case basis.</li> </ol>
Responsible Officer 1	Course Directors of Post-graduate Psychology Professional Coursework Programs
Responsible Officer 2	Registered Psychologists involved in teaching, supervising, administering and arranging clinical training



