



MACQUARIE
UNIVERSITY

FACULTY OF
HUMAN SCIENCES

Higher Degree Research Candidate Handbook 2010

Department of Psychology

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OVERVIEW

Welcome to new and continuing research candidates to the Department of Psychology in 2009. Research is an important and integral activity of the Department, and research undertaken by higher degree research (HDR) candidates is highly valued, well supported, and actively contributes to the research output and vision of the Department.

Higher degree **research** programs offered by the Department are the:

- **PhD and MPhil** in Psychology
- **Combined PhD/Master of Psychology** award, which combines a research doctorate with a professional practitioner oriented qualification; and
- **D.Psych (Clinical, Clinical Neuropsychology, & Organisational Psychology)**, a professional doctorate comprising a substantial research component with a strong practitioner focus.

The Department's postgraduate research program is large and successful, in terms of the number of candidates enrolled, completion rates, publications, quality of the student experience and subsequent employment of graduates.

The following information has been provided for your reference and information, and should be read in conjunction with the *Enrolment Information for Higher Degree Research Candidates 2009*, produced by the Higher Degree Research Office (HDRU), the administrative Unit of the University that manages all matters associated with the candidature of all higher degree research (HDR) candidates. The HDRU is located in Building C5C level 3, also known as "The Research Hub".

KEY DATES 2010

Semester 1	Activity
16 February	Faculty/Departmental Commencement Program 9.30am - 12.00 W5A T1
19 February	Central Commencement Program (Orientation) for all NEW candidates 9.30-4.30 – Price Theatre.
31 March	Last day to withdraw from a coursework Unit, or to withdraw from a program of study
31 May	Closing date for applications for 2 nd half year admission 2010
Semester 2	Activity
27 July	Faculty/Departmental Commencement Program 9.30am - 12.00 Venue TBA
31 July	Central Commencement (Orientation) program for NEW candidates commencing in semester 2.
October	Annual Progress Reports distributed to Faculty's for all HDR candidates
31 October	Closing date for applications for admission for semester 1 2011

STAFF AND CONTACTS FOR HDR CANDIDATES

Candidates should seek recourse to the personnel listed below for any questions, queries, or concerns they have throughout their course of study. In general, academic matters relating to the course, and administrative questions such as subject selection, timetabling of coursework units (D.Psych and combined candidates), as examples should be directed to the Department of Psychology. Matters relating to progression, annual reporting requirements, completion times, scholarship conditions, extensions, leave of absence, etc. should be addressed to the HDRO.

Department of Psychology (Administrative):

Ms Erin Thatcher
Ph: 02 9850-8063
erin.thatcher@mq.edu.au

MPhil, PhD and Combined PhD/Master of Psychology
candidates and D.Psych (Research Enquiries)

Mr Marcus Ockenden
Ph: 02 9850-8087

D.Psych candidates (Coursework Enquiries)

Department of Psychology (Academic)

Dr Jennifer Cornish
Jennifer.cornish@psy.mq.edu.au

Director of HDR Programs

Dr Judi Homewood
Judi.homewood@psy.mq.edu.au

Associate Dean, Learning & Teaching

Dr Andrew Baillie
Ph: 02 9850-9436
andrew.baillie@psy.mq.edu.au

(Clinical Convener)

A/Prof Arthur Shores
Ph: 02 9850-8071
ashores@psy.mq.edu.au

(Clinical Neuropsychology Convener)

A/Prof Mark Wiggins
Ph: 02 9850-9705
Mark.wiggins@mq.edu.au

(Organisational Convener)

Higher Degree Research Office (HDRO):

<http://www.hdr.mq.edu.au/>

Candidates should call the general enquiries number, (9850 7987) where their call will be directed to the relevant staff member:

GENERAL MATTERS RELATING TO CANDIDATURE

Minimum & Maximum candidature times

The minimum and maximum candidature times are set by the University and are to be adhered to by candidates. Depending on your mode of study (i.e., full-time or part-time), your minimal completion time will have been detailed in your letter of offer, and applies to the duration of your course of study. Note that the minimum period of candidature for the Doctor of Psychology is three years but in special circumstances approved by the Higher Degree Research Committee this may be reduced to two years. The times are detailed below:

Minimum	Full-time student	Part-time student
MPhil	1 year	2 years
PhD	2 years	4 years
D.Psych (all specialisations)	3 years	6 years
PhD/Master of Psychology	2 years	4 years
Maximum		
MPhil	2 years	4 years
PhD	4 years	8 years
D.Psych (all specialisations)	3 years	6 years
PhD/Master of Psychology	4 years	8 years

Note that D.Psych and Combined degree candidates are expected to have completed all coursework and placements PRIOR to submitting their thesis. Submission and subsequent passing of the thesis component within the above timeframes, without having completed coursework & placement requirements, does not constitute having finished the degree within the timeframes set by the University.

Changing Mode of Study (Attendance)

Requests to change from full-time to part-time and vice-versa must be endorsed by your supervisor and approved by the Department. A Change of Program form (www.research.mq.edu.au/candidates/forms) must be lodged to the HDRO for action.

Withdrawing from the Program

Candidates who wish to withdraw from the program (and hence terminate their enrolment and place in the course) must do so by the 31 March or 31 August. This is done by completing a "Change of Program Form", which is to contain your supervisor's signature, and the signature of the Dean of Faculty or nominee.

Adding/Withdrawing Units

Candidates enrolled in the combined PhD/Master of Psychology and DPsych awards who have coursework units as part of their degree requirements must enrol in these units via a COP form

http://www.research.mq.edu.au/candidates/current_candidates/documents/COP_Form_HDRO_2008.pdf

The 31st March is the last day to withdraw from units for semester 1 or full year units without academic penalty; the 31st August is the final day to withdraw from units for the second semester without academic penalty.

Addition/Change of Supervisor

This is to be identified via the SUP Form

http://www.hdr.mq.edu.au/information_for/current_candidates/documents/Revised_June_09_SUP.rtf

This includes nomination of additional associate supervisors and the appointment of an interim supervisor if your principal supervisor is on leave. Note that permission to change supervisor should be discussed with your supervisor and/or the Director of Higher Degree Research, Dr Jennifer Cornish.

Addition/Change of Thesis Title

An addition or change to your thesis title may be made at any time during your candidature, but must be done prior to submitting your thesis. You must have approval from your supervisor, and advise of the change via the "Change of Program" Form.

Taking Leave

Applications for leave for more than one month's absence are to be made by completing the "Leave of Absence" Form

http://www.hdr.mq.edu.au/information_for/current_candidates/documents/LOASOA_1109.rtf

Requests for leave are to include a statement, signed by your supervisor, on how you intend to manage your progression and meet your completion time following your leave of absence. Note that during your leave, you are effectively not enrolled, and must be prepared to relinquish your desk and room (if a full-time student); will have your borrowing rights suspended from the library, and will not have access to other facilities available to HDR candidates while you are on leave (and not enrolled). Note that leave is not available to candidates who have been enrolled for less than one year, or to candidates who are enrolled in their final half year for full-time, or final year for part-time candidates.

Scholarship Holders

Candidates who have been awarded a scholarship are required to be enrolled on a full-time basis for the duration of their program, and are not permitted to work more than 10 hrs per week on average for the duration of the year. Please note that scholarships are generally granted for only 3.5 years.

ETHICS APPROVAL PROCEDURES

All research projects requiring the use of human or animal subjects are required to have clearance from the University's Human or Animal Ethics Committees prior to commencement of the research. Your supervisor will be able to provide guidance on how to complete the application for the consideration of the Committee, any particular ethical issues your topic poses, and can provide general guidance on the ethics application processes.

Human Ethics: For guidance on human ethics please contact either Prof Peter Wenderoth, Assc. Prof. Sachiko Kinoshita or Dr Keven Brooks. These staff are also able to provide advice and guidance on the application and clearance process. Details on this Committee, including the application procedure and form are available from <http://www.research.mq.edu.au/ethics>.

Animal Ethics: For guidance on animal ethics please contact either Dr Anthony Miller or Dr Jennifer Cornish, who are able to provide advice and guidance on the application and clearance process. Application procedure and form are available from - <http://www.research.mq.edu.au/ethics>. For further information you can contact Leanne Gillespie, Animal Welfare Officer, leanne.gillespie@vc.mq.edu.au.

WORKING WITH CHILDREN CHECK

Tertiary candidates conducting research contribute to the way children and young people learn. Unfortunately, history has shown us that some adults put themselves in situations where they can use their positions of trust and power to harm children. When an organisation has the best interests of children and young people in mind, it means children will feel safe, protected and welcome in the workplace.

The **Prohibited Employment Declaration** is the mechanism for ensuring that Prohibited Persons (convicted sex offenders and Registrable Persons) do not engage in child related activity. Mandatory background checks are only required through the Working With Children Check for **paid** child-related employment.

The **NSW Commission for Children and Young People** is assisting organisations to help make their workplaces friendlier and safer for children. All candidates conducting research involving children must complete a **Prohibited Employment Declaration. (Attachment 4)**. This can be downloaded from http://www.kids.nsw.gov.au/uploads/documents/wwcc_form4.pdf.

Please include this signed form with your ethics application. Please retain a copy which you are required to have on your person at all times whilst conducting the research. This declaration is mandatory to both placements and research involving children, however individual organisations may have additional specific requirements.

MACQUARIE UNIVERSITY CODE OF SUPERVISORY PRACTICE

The Department adheres to the Macquarie University Code of Supervisory Practice, which details the expectations between supervisor and student. You are expected to read this Code prior to commencement, and adhere to it throughout your program of study. www.research.mq.edu.au/candidates/documents/CodeSupervisoryPrac.pdf

EXAMINER'S REPORTS

Examiner's report forms contain two parts.

Part I provides for a summary judgement on the project and requests one of a number of possible recommendations. Part I of the report is normally confidential to the Higher Degree Research Committee. Any comments intended as advice to the Higher Degree Research Committee, rather than the candidate, should be provided on a separate sheet and attached to Part I of your report. Examiners should be aware that it is likely that this part of the report would be released to the candidate if requested in a Freedom of Information application.

Part II is your report to the candidate. Please state concisely but explicitly the grounds on which the recommendation is based, indicating the strengths and weaknesses of the project. This should be in sufficient detail for candidates to gain a clear understanding of your opinion of their work and the means by which your conclusions were reached.

Where further work is required, please indicate clearly those revisions and/or corrections which you wish to see made. Supplementary sheets may be attached. On completion of the examination, a copy of Part II of your report identifying you as the author will be released to the candidate.

REQUEST FOR FURTHER INFORMATION

Before making a recommendation, an examiner may request further information from the candidate. This can be arranged by contacting the Higher Degree Research Unit.

RECOMMENDATION

Recommendations, as summarised on Part I of the Examiner Report Form

RESULT OF EXAMINATION

When all examiners' reports are to hand, comments are sought from the candidate's supervisor for the information of Higher Degree Research Committee.

After considering all reports the Higher Degree Research Committee may, in general:

- (a) recommend the award of the degree;
- (b) require that corrections to the thesis to the satisfaction of the University be carried out by the candidate before the award of the degree;
- (c) require that the candidate undertakes further study and research, and resubmits the thesis for re-examination by one or more examiners;
- (d) in the event of marked disagreement amongst examiners, appoint a further examiner, moderator or adjudicator or request that an oral examination be held;
- (e) recommend that the degree be not awarded.

Under the University rules, it is the Academic Senate which determines that a candidate has satisfied requirements for award of the degree.

PLAGIARISM POLICY

The University has a policy, updated by Academic Senate in June 2001 to ensure that the University has a consistent and equitable approach to plagiarism. A copy of the Guidelines is available in the Postgraduate Studies Handbook.

DEPARTMENT OF PSYCHOLOGY'S HIGHER DEGREE RESEARCH COMMITTEE (HDRC) – RULES & FUNCTIONS

The HDRC has responsibility for ensuring that the standard of supervision offered satisfies the Code of Supervisory Practice. The exact role of the committee will vary as a function of the area, the student and the composition of the committee. The committee will also meet informally as needed during the year to provide assistance on an ongoing basis. Supervisors, of course, will meet much more regularly with their candidates. The associate supervisors will have responsibility for ensuring that the student receives adequate supervision during times when the primary supervisor is away. As the role of the associate supervisor may vary from student to student, we recommend that candidates should negotiate the extent to which it is appropriate to include them in

publications or acknowledge their contribution in the final thesis. However, at a minimum, the associate supervisor is expected to read the drafts of the candidate's thesis.

In general, candidates, supervisors and associate supervisors should be familiar with the Macquarie University Code of Supervisory Practice, and agree on ways of satisfying the contractual aspects of the code, including the regularity of meetings with the primary supervisor.

ANNUAL REPORTS FOR HIGHER DEGREE RESEARCH CANDIDATES

In October of each year of candidature, the University's Higher Degree Research Committee requests a report on each candidate's progress from his or her supervisor. The report should accurately reflect the candidate's progress, and record any difficulties or problems encountered, as well as the frequency and type of contact between the candidate and his or her supervisor. The annual report is completed during October by both the student and the supervisor. Confirmation of satisfactory progress by the Faculty is required prior to re-enrolment. Completion of an annual report is **compulsory** for **all** higher degree research candidates. Failure to complete a report in conjunction with the supervisor is likely to result in disenrolment, with the student being required to "show cause" to continue in the program.

FACULTY RESEARCH FESTIVAL

A Faculty HDR Showcase is held each year in second semester (at which higher degree research candidates are required to present progress in their research project. The conference aims to provide an opportunity for candidates to demonstrate their progress and receive constructive feedback from other candidates and staff on their research; and to learn something about the research of other higher degree candidates. Participation and attendance at the Festival is compulsory for all candidates. More information will become available about the format of this event during the year.

http://www.humansciences.mq.edu.au/for/higher_degree_research_candidates/hdr_showcase

In addition to the above, the Department of Psychology has several interest groups that meet regularly. Details can be found at the address: http://www.psy.mq.edu.au/r_discuss.php. Candidates are encouraged to attend as many of these as they can, and in some circumstances supervisors may require participation.

COMMENCEMENT PROGRAM

All new HDR candidates are required to attend the Central Commencement program and the Faculty/Departmental Commencement program, designed to give new candidates an overview of a range of matters related to HDR candidature, such as services and resources offered by the University, plagiarism and intellectual property policies, completion times and requirements, thesis preparation, the supervision process, etc. There are two (2) commencement programs to attend:

The required activities for the Faculty Commencement program are:

Participation in the Central Commencement Program

Participation in the Faculty and Departmental Commencement Program. These seminars will run for 2.5 hours and will provide a forum for student discussion and questions, along with presentations from staff members. Topics to be covered will include:

Faculty and Departmental resources – computing facilities; grant availability; photocopying; copyright; useful contacts, etc.

Ethics and ethics approval procedures in the Faculty; Occupational Health and Safety issues

Managing the supervisor-supervisee relationship – rights and responsibilities; expectations; scheduling and preparing for meetings; documenting goals and achievements; what to do if things go wrong

Stress management – time-tabling; managing anxieties and disappointments; establishing and maintaining support networks

Discussion of the Faculty Research Festival and advice re what/how to present at a relatively early stage of candidature

Completion of Library IT Training Units (e.g., appropriate database searching, including Psych. Abstracts; use of Endnote etc.). The units to be completed are to be negotiated with the supervisor, based on current skills and skills that need to be acquired.

Regular, scheduled meetings with the supervisor – at least monthly and preferably fortnightly or weekly, to formulate and develop initial research plans and goals. External candidates should follow the same schedule via email and telephone contact.

Submission of an 8–10 page research protocol to the supervisor within the first 6 months of enrolment that documents relevant background literature, details research plans, and provides a realistic research timetable after 6 months EFT duration to the supervisor and members of the HDR Committee for approval

A Faculty Commencement Report (FCR) which incorporates your research protocol should comprise **8 – 10 double-spaced** pages (including a single-spaced reference list at the end). As a guide to the structure of the proposal, information should be provided under the following headings and subheadings;

Student name, title of thesis, and supervisor(s);

Introduction:

Describe the research area and general nature of the research question; include a brief literature review; finish with a clear description of what you propose to investigate and why. Include any hypotheses.

Proposed methodology:

How do you propose to investigate your research question? What methods will you use, and why? What problems do you anticipate and how do you propose to overcome them?

Proposed budget; what resources will you need to undertake your research? What equipment will you require? What funds will you require and how can your expenditure be justified?

Progress to date:

What steps in the research process have you taken so far, e.g., database search of literature; ethics clearance; participant recruitment; pilot-testing; data collection, etc.

Proposed time-line to degree completion.

What kinds of steps will you need to complete your degree (e.g., literature searching; empirical studies or other research activities; data analysis; submitting papers, etc.) and how long do you anticipate each step will take?

References

When you have your FCR, please discuss it with your supervisor and obtain his or her endorsement and signature. Then hand your proposal in to Erin Thatcher (Psychology) for submission to the Departmental HDR committee.

The Departmental HDR committee will be required to sign you off as having successfully completed the commencement program within 6 months of commencement.

Minimum Requirement

The minimum requirement within the first 6 months (EFT) will be for both internal and external candidates to have submitted their research protocol and FCR to their supervisor and HDR Committee for approval.

The outcome of this assessment will be recorded as either Satisfactory or Unsatisfactory. Candidates with an Unsatisfactory outcome will be interviewed by the HDR Committee in order to identify problems and potential solutions. The candidate will be required to resubmit, within the next 6 months (EFT), a revised FCR for assessment and progression beyond the commencement phase. Failure to achieve a satisfactory result within a 12 month (EFT) time frame will result in a "Show Cause" to the candidate.

RESEARCH TRAINING UNITS (PhD)

The Department requires all candidates enrolled in the PhD or combined PhD/Master of Psychology awards to enrol in four Research Training Units to acquire the practical and scholarly skills and competencies required to complete a PhD program. Once you have completed the required unit, obtain a form from Erin Thatcher to describe how you have met the requirements and return the completed form. Details of units are below:

PSY 907: Research Training 1 formalises the type of training a doctoral research candidate is expected to acquire during their candidature. Enrolment in this unit is compulsory. Satisfactory completion of this unit involves:

- successful completion of training courses on use of information technology for information access (WWW, Current Contents, Library CD-ROM network and remote-access catalogue, etc);
- attendance at the Central Commencement Program
- attendance at the Faculty Commencement Program
- submission of a research plan and brief literature review to the supervisor;
- attendance at research seminars; and
- Presentation at the Faculty Research Festival

PSY 908: Research Training 2 (Year 2). The completion requirements are:

- Presentation of an external conference paper or submission of a journal article;
- Attendance at Departmental colloquia and research meetings
- Attendance and participation in the Faculty Research Festival
- Joining a professional/scholarly association in research area

PSY 909: Research Training 3 (Year 3). The completion requirements are:

- Preparation of research grant application using the Macquarie University Postgraduate Research Fund Grant application form
- Attendance at Departmental colloquia and research meetings
- Attendance and participation in the Faculty Research Festival

PSY 910: Research Training 4 (Year 4). The completion requirements are:

- Presentation of an external conference paper or submission of a journal article;
- Attendance at Departmental colloquia and research meetings
- Attendance and participation in the Faculty Research Festival

PhD/Master of Psychology candidates are to enrol in the PhD units listed above, as well as the Master of Psychology Units which comprise the Master of Psychology award (all units except for the Masters Research Proposal and Dissertation). Candidates are to consult their course convener regarding the Masters units to enrol in, or the Department's Postgraduate Officer 02 9850-8087. The Masters units offered are detailed in the Master of Psychology Student Handbooks and time tables available from - http://www.psy.mq.edu.au/courses/c_time.php .

D.Psych Units:

D.Psych candidates are required to enrol in a time-based research unit titled "D.Psych Thesis" for the duration of their course of study - PSY994. In addition, D.Psych candidates must also enrol in the coursework units offered which are core components of the award. The coursework units for each D.Psych specialisation are listed below. On enrolment day you must obtain advice from your course convener (listed earlier) regarding which units to enrol in for the year/semester. Note that not all units are offered every year, with some units typically offered on a rotating basis from one year to the next. In addition, candidates are expected to have completed the units in the "Pre-requisites to Apply" column prior to commencing study in the D.Psych, via the Master of Psychology award offered at Macquarie, or through credit obtained from equivalent units elsewhere. You must have a minimum of 22 credit points.

If you have already completed a Masters of Psychology degree in the same specialisation ordinarily you would need to complete the following units only:-

PSY994 Thesis
Supervised Residency (500hrs)
Advanced Professional Applications 1
Advanced Professional Applications 2
This would be completed in a minimum of 2 years.

The **timetable for these D.Psych units** is available from the Department of Psychology website - http://www.psy.mq.edu.au/courses/c_time.php

Advanced Professional Applications 1 and 2

Each APA unit involves attendance at a year long seminar series which involves discussion of issues related to high level professional practice. Approximately half of these seminars are common to all the specialties (i.e. clinical, neuropsychology and organisational) whilst the other half are organised by the specialty in which you are enrolled. In previous years the common seminar series has covered such topics as:

Psychology and the Law
Forensic psychology: Preparing court reports and providing expert evidence
Establishing and building a private practice
Issues in Transcultural Mental Health
Supervision and discussion of progress with research projects
Indigenous issues in the practice of psychology
Leadership, mentoring and professional development
Supervision and performance evaluation
Team building and organisational development
Mental Health outcomes and assessment tools

Doctor of Psychology Study Patterns

Doctor of Psychology (Clinical)

Pre-requisite Units		Credit Points
PSY863 OR PSY967	Research Design & Evaluation OR Evidence-based Clinical Psychology	4
PSY904	Counselling & Cultural Perspectives	4
PSY961	Advanced Psychopathology	4
PSY962	Psychological Assessment	2
PSY965	Cognitive Behaviour Therapy I	2
PSY930	Professional Practice & Ethics	1
PSY933	Research Proposal	8
YEAR 1		
PSY927	Cognitive Behaviour Therapy II	2
PSY928	Psychological Assessment II	2
PSY929	Clinical Psychopharmacology	1
PSY966	Neuropsychological Disorders	2
PSY956	Placement I	0
PSY957	Placement II	0
PSY994	Thesis	0
3 Electives	May be taken from other approved Masters units, or from approved units offered by the NSW Institute of Psychiatry.	12 (3x4cp)
YEAR 2		
PSY926	Psychology of Health	4
PSY919	Developmental Psychopathology	4
1 Elective	May be taken from other approved Masters units, or from approved units offered by the NSW Institute of Psychiatry	4
PSY897	Advanced Professional Applications I	14
PSY958	Placement III	0
PSY959	Placement IV	0
PSY994	Thesis	0
YEAR 3		
PSY898	Advanced Professional Applications II	16
PSY960	Placement V	0
PSY994	Thesis	0
NOTE: There is a total of 4 electives		

Doctor of Psychology (Clinical Neuropsychology)

Pre-requisite Units		Credit Points
PSY863	Research Design & Evaluation	4
PSYN803	Neuropsychological Disorders	2
PSYN804	Neuropsychopharmacology	2
PSYN805	Case Conference 1	2
PSYN821	Psychological Assessment I	2
PSYN824	Neuroanatomy	2
PSYN825	Research Proposal	8
YEAR 1		
PSYN807	Cognitive Behaviour Therapy	2
PSYN809	Research Seminar I	2
PSYN810	Advanced Psychopathology	4
PSYN811	Cognitive Neuropsychology	4
PSYN829	Case Conference 2	2
PSYN822	Psychological Assessment II	2
PSYN823	Neuropsychopathology	4
PSYN815	Placement I	1
PSYN816	Placement II	1
PSYN817	Placement III	1
PSY994	Thesis	0
YEAR 2		
PSYN808	Developmental Neuropsychology	4
PSYN813	Recovery & Rehabilitation	4
PSYN814	Research Seminar II	2
PSYN830	Case Conference 3	1
PSYN831	Case Conference 4	2
PSYN833	Advanced Professional Applications I	14
PSYN818	Placement IV	1
PSY994	Thesis	0
YEAR 3		
PSYN834	Advanced Professional Applications II	16
PSYN819	Placement V	0
PSY994	Thesis	0
NOTE: This degree doesn't have electives and is a set program.		

Doctor of Psychology (Organisational)

Pre-requisite Units		Credit Points
PSY863	Research Design & Evaluation	4
PSYO934	Professional Practice I	2
PSYO930	Placement I	1
PSYO940	Psychological Assessment & Evaluation	4
PSYO944	Research Proposal	8
PSYO921	Applied Psychology in Human Resource Management	4
YEAR 1		
PSYO935	Professional Practice II	2
PSYO936	Professional Practice III	2
PSYO914	Industrial & Organisational Psychology	4
PSYO915	Organisational Change & Development	4
PSYO919	Training in Organisations	4
PSYO931	Placement II	1
PSYO932	Placement III	1
PSY994	Thesis	0
2 Electives		8 (2x4cp)
YEAR 2		
PSYC908	Counselling Theory and Practice I	4
PSYO937	Professional Practice IV	2
PSYO947	Advanced Professional Applications I	14
PSYO933	Placement IV	1
PSY994	Thesis	0
YEAR 3		
PSY0938	Placement V	2
PSYO948	Advanced Professional Applications II	16
PSY994	Thesis	0
NOTE: There is a total of 2 electives		

DEPARTMENT RESOURCES & FACILITIES FOR RESEARCH CANDIDATES

The following resources are made available to research candidates of the Department.

Psychology Audio/Visual Resources Room in C4A306

Existing Facilities

Facilities exist to do the following;

- Dub (copy) PAL (Australian system) VHS to VHS tapes
- View both PAL and NTSC (American system) VHS tapes
- Do live video and audio recordings
- Make DVDs from composite video or Mini DVDs and video editing using Noldus computer system
- Play audio cassettes
- Bulk erase audio and video cassettes quickly
- Borrow overhead and 35mm (slide) projectors if Tech. staff are unavailable and a projector breaks down in one of our Psychology classrooms.
- Borrow 240V powered extension leads
- Borrow 240V power boards

Room Access

For security reasons the room will be kept locked. For access see Neville McElroy C3A518, or Chandera Rajah C3A515, ext. 8064 for a temporary key loan.

Room Booking

<http://www.psy.mq.edu.au/RoomBooking/index.php>

Loans

There will be loan cards for users to enter details of any items borrowed. Items must be returned as soon as possible after use.

Maintenance

If any items apart from the computer are found to be faulty, please inform Leigh Stanger (ph 9850-8090 C4A222) OR Greg Cuthbertson (ph 9850-7941 C4A232). If the computer is faulty, please contact Alfred Heng in C3A429

Computer Access

Currently, **full-time** PhD and combined PhD/M.Psych, D.Psych and MPhil candidates in Psychology have access to a networked PC or Mac located in their rooms. To obtain a username on the Department's server, obtain a form from Tony Lah (tony.lah@psy.mq.edu.au), which has to be signed by your supervisor. See Tony Lah (9850 8054, C3A717) to have the username set up. The username will allow you to use email, and other software, on the Department's server. **Please note that all correspondence is sent via your mq student email address. If you obtain a psy email account you should arrange to have all your mq student emails forwarded to that account.**

There are three PCs and two Macintosh computers in the Psychology Computing Resources Room (C3A 418), which may be used to access the University network, word processing, the web etc.

Some specialised software (e.g., PASS, for power and sample size calculations) not available elsewhere is installed on these machines. Two of the computers are connected to scanners.

Note: When using a computer in your room or in the Resources Room, be sure to back-up your work onto your personal directory on the server. That way your files will be copied onto tape as part of the back-up of the server, and you can access your work from any networked computer on campus if your one is unusable.

Username are set up automatically for PhD, D.Psych and MPhil candidates on the central Student Server and also on Laurel. If you have access to the Department's server from an office, it's unlikely that you'll want to use the Student Server, which gives access to web-based email, a web browser, Word, Excel and SPSS, and a directory in which you can store your data. There is only one general-use computer room, C3A 404, which provides easy access to the Student Server. Laurel can be used as a POPMail server, and you can login to it using Secure Shell (telnet access from outside the Macquarie domain is now disabled) or use FTP to transfer files back and forth from your PC.

For further technical assistance and information please refer to Psychology Technical Group website:

<http://www.psy.mq.edu.au/techsupport/index.htm>

The main page shows who to contact for various problems. You are encouraged to use the email links on this page to contact members of the technical group. Email sent from the page will be directed to the appropriate person and also his backup.

A request form is available on the same page. This can be used for sending a general request, which will be forwarded to all members of the group.

The pages also contain information on departmental policies in a number of IT areas, and the records of the Technical Group Committee meetings where policy is decided are available for view.

Email

If you have a username on the Department's server, and a PC in your room, your email address is `username@psy.mq.edu.au`, and the PC will be equipped with an email program. This is probably the most convenient way of using email. You can take email from the Departmental server remotely if you set up an email client like Pegasus, Eudora or Netscape on your home PC. For more information contact Tony Lah on extension 8054 or email: tony@psy.mq.edu.au. Note that all correspondence sent from the department, is **sent to your student@mq.edu.au email address** only, not your `username@psy.mq.edu.au`. You can have your student email forwarded to your `psy` address.

Voicemail

All telephones in the Department of Psychology have voicemail installed. You can access this from home as well. The main instructions for use of voicemail are available from Neville McElroy (C3A518). You will be prompted through the procedure. If you are sharing a phone, be sure to let the others in your room know of the security code, and do not delete messages for others. Your voice "mailbox" is cleared automatically every 30 days.

Note that you do not exit from your voicemail by just hanging up, you need to press 9, then 9 again.

If you have any difficulties with Voicemail, contact Neville McElroy.

Key to Building/Room

Full-time and part-time PhD, D.Psych and MPhil candidates can obtain a swipe card to the buildings for after hour access. See your supervisor about obtaining a swipe card to the building and a key to your room from Mr Neville McElroy C3A518, phone 9850 8065

Mail Box

Mail boxes are available for full-time MPhil, D.Psych and PhD candidates in the Department common room (C3A532).

Photocopying/Fax

Full-time and part-time PhD, D.Psych and MPhil candidates may use the photocopiers located in C3A419 and C3B418 (see also under heading **Funding of Resources** for funding options). The operation of photocopiers requires the entry of personalised ID codes. To obtain the ID code (from Tim Power, C3A516, x8065), see your supervisor first.

Full-time and part-time PhD, D.Psych and MPhil candidates may use the Department's fax machine, located in C3A514. It uses the same personalised ID code (the last four digits) as the photocopiers and the payment arrangement is the same as for the photocopiers. For photocopying in the library, candidates need to purchase a card either from the Library or from the Department. It is slightly cheaper to buy these cards from the Department than from the Library. See Chandera Rajah (C3A515, x8064) for the purchase of these cards.

Room/Desk/Phone

Currently, **full-time** PhD, D.Psych and MPhil candidates are entitled to a desk in a shared office and a phone is located in each room. Should a full-time student amend their enrolment to part-time, please be advised that you will need to vacate your room within 1 month of the amendment. Desks and phones are also located in the Resources Room (C3A418). STD and International phone calls must be authorised by supervisors with the switchboard operators. For an outside call, dial 0 (do not wait for an outside line) then the number.

Stationery

Full-time and part-time PhD, D.Psych and MPhil candidates are eligible to use Department stationery. To obtain stationery, an authorisation form signed by the student's supervisor needs to be provided to Neville McElroy (C3A518). Please record all items you have taken for re-ordering purposes.

Macquarie University Library, including training

Note the following information is to be presented as part of the Commencement Program for new HDR Candidates.

Mary Simons & John Elias are the Academic Outreach Librarian for the Faculty of Human Sciences.

Postgraduate Training in 2010: The library offers postgraduate training sessions. Details are available on the postgraduate training webpage: <http://www.lib.mq.edu.au/higher-degree>

Overview of Research Databases and Services (ORDS) will be offered in two stages:
Stage 1: Introduction to Library services and resources for postgraduate candidates
Stage 2: Research Databases – tailored to suit individual departments. Contact contact Maureen Kattau. More information is available at: <http://www.lib.mq.edu.au/>

Test Library

Where is the Psychology Test Library?

Building C3A level 3 (ground floor), room 326
Telephone 9850-8113.

Test librarians: Ms Janna Enger 9850 8113 email janna.enger@psy.mq.edu.au
Ms Kaye Separovic 9850 8895 email kaye.separovic@psy.mq.edu.au

What is the Psychology Test Library?

The Psychology Department test library is a vital resource for staff and candidates, and a significant amount of funding is set aside by the Department on an annual basis to ensure that the holdings are up-to-date and extensive. Library resources are used:

- **for teaching psychological assessment to all levels of candidates: postgraduates in the Masters, Applied Psychology and Social Health programs; and undergraduates at fourth, third and second years;**
- **by professional Masters candidates on placement**
- **for research purposes by PhD, DPsych, Masters, Honours and Postgraduate Diploma in Psychology candidates, and staff**

All test library materials are for the sole use of the registered borrower only, and are not to be lent or used by a third party under any circumstances

Who can Borrow?

- Members of the Macquarie Psychology Department staff
- Enrolled Macquarie Psychology postgraduate candidates
- Enrolled Macquarie Psychology honours candidates
- Honorary associates of the Macquarie Psychology Department

Hours of Opening

Monday	2.00pm to 6.15pm
Tuesday	2.00pm to 5.00pm
Wednesday	2.00pm to 6.15pm
Thursday	2.00pm to 5.00pm
Friday	2.00pm to 5.00pm

Note that the Library is not accessible for borrowing items outside of these hours, although returns can be made at any time to Janna Enger or Kaye Separovic. Note also that during University breaks, the test library closes at 5.00pm on Mondays - otherwise, hours of opening are the same.

Items Available For Borrowing

There is a comprehensive test library data base which can be searched for the range of tests, books, theses and other items. The test library has a computer which can be used for this purpose.

- **psychological tests**
- **books (primarily related to psychometrics and research methods)**
- student theses (Honours, Masters, Postgraduate Diploma)
- DVDs, videos and tapes

Number Of Items Allowed To Be Borrowed

The maximum number of items to be borrowed **at any one time** is TWO

Borrowing Time

- tests 2 weeks
- books 1 weeks
- theses 1 week
- DVDs, videos and tapes 1 week

It is often possible to extend the borrowing period. Contact Janna Enger to arrange this.

How To Purchase Test Material For Research Purposes

- **There are copyright restrictions on the majority of tests held in the library. This means that the photocopying of record forms/answer sheets etc is NOT permitted. Candidates who need to administer a test for a research project and therefore require the use of multiple copies of protocols/record forms etc, will need to purchase the forms. In many cases Janna Enger can arrange the purchase of forms, but test library funding does not cover such purchases. You will have to arrange your own funding – start by speaking to your supervisor about this. Also note that postgraduate candidates can apply for a Department Postgraduate Award, and materials required for research can be funded in this way.**

- **If you require a particular test for your research that is not held in the test library, speak to Janna Enger. If it is a test that could be a useful resource for several people in the Department, it may be possible for it to be purchased from test library funds.**

Returns to the Library

1. Locate your borrowing form in the borrowing forms folder (in alpha order). Check items being returned with Janna Enger.
2. Make note of any parts of the test that you have discovered are missing or damaged
3. Place your borrowing form with borrowed items in the shelving marked "returns"
4. Items can also be returned to Janna or Kaye outside Test Library hours.

Overdue Items

The test library is a co-operative venture. It only works well if borrowers ensure that items are returned on time. The use of the test library has increased enormously, and the test librarians simply do not have time to chase overdue items. **If you know you will have a problem returning materials on time, contact Janna Enger and ask for an extension.**

In the past we have done our best to work around borrowers who fail to return items on time, but it has now reached the point where, if items are not returned on time, the following procedure will be followed:

1. You will be sent one email asking you to return the overdue item/s
2. If the items are not returned at this point, you can expect to be denied permission to borrow from the Test Library for a period of four weeks.

Note that if items are not returned in the same condition as when they were borrowed (and this refers to test manuals which have been written on/highlighted etc) you will be liable to pay for replacements. If an item is lost, you will be required to pay for a complete replacement.

FUNDS AVAILABLE FOR HIGHER DEGREE RESEARCH CANDIDATES

Photocopying:

PhD, D.Psych and MPhil) candidates may claim up to \$150.00 for photocopying (given in the form of 1,000 copies on a Departmental photocopier plus one library photocopying card). Arrangements for photocopying are to be made with Mr Neville McElroy C3A 518 or Neville.mcelroy@mq.edu.au

Grants:

Information about grants external to Macquarie is available from Ms Jennifer Newton (Macquarie University Research Office, x8609). Research candidates may apply also for the following Internal Macquarie University grants that are available (availability of grants and funds are subject to yearly review):

Macquarie University Postgraduate Research Fund:

The purpose of the Fund is to encourage high quality research in all areas of the University, through assisting with funding thesis research for individual research degree candidates. All applications will be considered on a competitive basis. Funding will not be granted for essential research costs or infrastructure, but may be awarded for projects that clearly “add value” to a thesis, e.g. presentation at an international conference. There are two rounds each year with closing dates in March and August. The maximum value of an individual grant under the Scheme is \$4,000. Only one such grant is available through a student's candidature. Lodge applications with the Macquarie University Research Office. Additional information is available on the Web: <http://www.ro.mq.edu.au/hdru/scholar.htm>

You are encouraged to apply to the Research Office for this one-off grant.

Higher Degree Research Grant (HDRG):

Candidates may apply to the Psychology Higher Degree Research Committee for funds to cover basic research costs, field trips, conferences or maintenance related to their project (e.g., animal subjects). These funds can be used to top-up already existing funds. Forms are available from <http://www.psy.mq.edu.au/postgraduate.htm>. The monetary value of each Grant will not exceed \$10,000 for PhD/Dpsych,

The **total amount that may be** granted through a student's candidature is \$10,000 for PhD/Dpsych candidates. Please see Chandera Rajah (C3A515, x8064) about how to access the funds allocated from these grants.

For other assistance towards their research project, candidates should discuss their needs with their supervisor, who has access to other departmental funds (e.g., minor equipment fund).

Thesis Costs

Sales Tax on Thesis Production: The Accounts Office has provided the following information from the Australian Taxation Office. It states that a copied thesis qualifies as a book, therefore no sales tax is chargeable. Candidates should be advised to query any sales tax charge levied as part of the cost of thesis copying/production.

Thesis Allowance for candidates with APAS and MUPGRAs

A candidate who submits a thesis is entitled to an allowance towards the cost of production of the thesis itself including binding, typographical costs, printing etc. (but not the cost of equipment used), up to a maximum entitlement, on production of receipts provided that:

the thesis is submitted within two years of the award expiring

AND

a claim is lodged with the Registrar and Vice-Principal within six months of the submission of the thesis **and** within two years of the award expiring.

WORKING IN THE DEPARTMENT

Full-time HDR candidates are able to undertake tutoring in undergraduate units on a casual basis during semester. If you would like to be considered for tutoring work, you should let this be known to your supervisor or David Cairns david.cairns@psy.mq.edu.au. Note that tutoring work is subject to availability, and all HDR candidates appointed as tutors as expected to tutor at a standard acceptable to the Head of Department. Tutors are supervised by Unit Chairs, who are typically full-time members of academic staff of the Department. If you are appointed as a tutor, you are appointed and paid as a casual academic staff member of the University, and will need to arrange your appointment and payment with the PA to the Department in Room C3A522. Note that scholarship holders are not permitted to work anymore than 10 hours per week on average during the year, and that the University has a maximum number of hours a casual staff member can work, which is calculated at 60% of a teaching load expected of a full-time staff member.

Note that some restrictions apply to international candidates re the number of hours they are entitled to work under their Student Visa requirements – this is typically 20 hours a week during the official university semester and unlimited hours outside of these times. International candidates should note, however, that as they need to be enrolled on a full-time basis to satisfy Student Visa requirements, it is expected that their HDR studies take first priority, and undertaking tutoring in the Department is subject to availability and the same conditions that apply to domestic candidates. Call Macquarie International for further advice on (02) 9850-6320 or www.international.mq.edu.au

THESIS WORD LENGTH

Guidelines have been established covering the length of HDR theses. You should aim to submit a thesis with a word length that is close to the recommended word limit. Note, however, that a good thesis does not need to be necessarily long one, nor does a short thesis indicate that the thesis is of lesser quality – the word length is to an extent determined by your topic, how succinctly you write, and advice you take from your supervisor. Note that the word lengths below do not include appendices, bibliographies, questionnaire samples, etc.

Degree	Length
PhD (Quantitative study)	75,000 words
PhD (Qualitative study)	100,000 words
D.Psych (all specialisations)	40,000 words*
MPhil	50,000 words

THESIS PREPARATION GUIDELINES

The guidelines, http://www.hdr.mq.edu.au/information_for/thesis_examiners, apply to all HDR candidates and should be read closely at the time you intend to present (format) your thesis. Your supervisor will be able to provide guidance and answer any questions when you are preparing/submitting your thesis.

THESIS SUBMISSION DEADLINES & GRADUATION

The University holds graduation ceremonies biannually for candidates enrolled on the North Ryde Campus – in April and September.

Candidates wishing to be considered to graduate in the **April** ceremony, as a guide, should have their thesis submitted by the beginning of October of the preceding year at the latest. Note that all HDR theses are sent for external examination, and depending on your topic, it may be necessary to send your thesis abroad for examination. A fast turn-around time for marking is typically around four months, though results for some theses take considerably longer, depending on the availability, location and other commitments of examiners. You should also be aware that, even if your thesis is marked and returned quickly, you may be required to make anything from minor to major corrections, which lengthen the timeframe.

Candidates wishing to be considered to graduate at the September ceremony should have their thesis submitted by early March.

Even if you submit by the recommended times, graduation in either the April or September ceremonies cannot be guaranteed, due to the varying marking times between theses, the availability, location and commitments of examiners; and the results of your thesis (i.e., changes/corrections will require additional time). Note also that completion of your thesis also needs to be ratified by a meeting the Academic Senate before you can graduate.

THESIS MARKING PROCESS

All HDR theses are marked by three (3) external examiners, who are recommended by the supervisor and endorsed by the Dean of Faculty, or nominee. The procedure and forms to be submitted are available from

http://www.research.mq.edu.au/candidates/thesis_examination/examiners_and_supervisors

USEFUL WEBSITES AND FURTHER INFORMATION

As a research student of the University, you may find the following university websites useful in terms of finding additional information:

Higher Degree Research Office (HDRO)
Research Office
Department of Psychology
Faculty of Human Sciences

<http://www.hdr.mq.edu.au/candidates>
<http://www.research.mq.edu.au/>
<http://www.psy.mq.edu.au/>
<http://www.humansciences.mq.edu.au>