

Welcome to the School of Psychology. This School attaches the highest priority to the attainment of research excellence and to the advancement of knowledge relevant to psychology as a scientific and profession discipline. Accordingly, it aims to foster an intellectually stimulating learning environment and to ensure that the infrastructure necessary for the serious pursuit of scholarly and research interests is available to its academic staff and students. Postgraduate students are seen both as special beneficiaries of, and vitally important contributors to, the development and maintenance of this distinctive research-based climate and culture. Postgraduate students are strongly encouraged to present their research findings at scientific and professional meetings, to submit their work for review and publication in refereed journals of international stature and, more generally, to see themselves as active participants in the psychological research community. The School's goal is to ensure that, on completion of their degrees, students are capable of carrying out high quality research on questions of genuine significance and thus fully prepare to contribute to the advancement of knowledge within the discipline.

PEOPLE TO CONTACT

Enrolment:

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Postgraduate Research Coordinator
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General Administrative Matters:

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Personal Assistant to Head of School
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Senior Technical Officer
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Computer and email set-up:

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POSTGRADUATE COMMITTEE

There is a School Postgraduate Committee that consists of the Head of School, Postgraduate Coordinator, and at least one other member of academic staff. The function of this Committee is to monitor progress of students, respond to specific individual problems, and make decisions about general procedures and policy.

SUPERVISION

The relationship that a PhD student forms with their supervisor is one of the most important that they will have, not only during the period of their candidature but also in the years that follow. The quality of the research that is undertaken towards the PhD may well depend in part on the quality of this relationship. The intellectual satisfaction that is gained from the experience of doing this research is likely to be a reflection to some extent of the student-supervisor relationship as well. To be effective, such relationships need to be cultivated by both the supervisor and the student. Good research student supervision is a priority for the academic staff in this School.

As stated in the UNSW *Higher Degree Research Supervision Guidelines*, it may be helpful to reach an agreement with your supervisor on such things as regularity of meetings (e.g., at least one formal meeting per month), deadlines for written work, the resources available to be used in your research, and any part-time work that you may undertake during your candidature). During any formally scheduled meetings, some students and supervisors find it useful to take notes regarding their committed undertakings prior to the next meeting.

The role of the co-supervisor varies widely from person to person. In some cases, the co-supervisor might provide on-going advice on aspects of the research, while in other cases the co-supervisor might only be involved to the extent of being a formal reviewer of the research proposal and mid-candidature reports. In the absence of the supervisor for any lengthy period, the co-supervisor might take on a greater involvement during that time.

DURATION OF CANDIDATURE

The expected duration of the PhD is three years and the MSc two years. Note that the University may be compelled to withdraw the student's place if the candidature exceeds four years for PhD and three years for MSc. To maintain their enrolment under these circumstances, students may be required to pay full fees.

SEMINAR ATTENDANCE

To contribute to your training as researchers, attendance at the following is required for all postgraduate research students. **Note that failure to attend these seminars on a regular basis will result in a suspension of your student research account.**

School Colloquium

These presentations of research by visiting and local scholars are held each Friday at 1pm during session (currently held in the Mathews Level 16 meeting room). Colloquia are a very important way in which one can learn about progress in Psychology, not just in your own area of interest but in a wide range of topics. They are often a useful way to pick up information about aspects of psychology that you will never otherwise come across. In addition, it can be instructive to see how other people go about presenting their research: You can learn much about the "do's and don'ts" of how to communicate to an audience. Finally, the question period is a useful time for you to ask questions of the speaker and you are certainly encouraged to do so. As frightening as it might seem at first, the skill of asking questions is something that is worth developing, and the colloquium is an ideal forum in which to do this.

Postgraduate Student Seminar

A meeting of research students is held each Tuesday at 1pm during session (currently held in the in the Mathews Level 16 meeting room). The main aim of these seminars is to provide a forum for the presentation and discussion of research being conducted by postgraduate students in the School. Students are expected to give TWO presentations during their candidature (see [Monitoring Progress](#) below).

It is expected that all students will consistently attend the School Colloquium and Postgraduate Student Seminars throughout their candidature. Remedial action may be taken if attendance is not satisfactory. Students are also very much encouraged to attend colloquia even in the later stages of their candidature.

Additional course requirements may be specified for some students in order to fill significant gaps in their preparation for postgraduate research in psychology. In most cases these will be determined at the time of admission, but further prescriptions may be indicated by the Postgraduate Committee where necessary. A student whose thesis is in the area of clinical, organisational or forensic psychology may be permitted to take relevant Masters courses under certain conditions with the consent of their supervisor, the Postgraduate Committee, and the relevant Masters Committee. Any arrangement of this nature can only be approved, however, if it is clear that it will not significantly retard the student's rate of progress towards the research degree for which they are enrolled.

MONITORING PROGRESS

The enrolment of all candidates in the PhD degree is subject to confirmation. Satisfactory progress, as assessed in accordance with the University procedures for confirmation of candidature between six and nine months after enrolment, is required in order for the candidature to be confirmed. Satisfactory progress is determined as follows.

1. Thesis Research Proposal

All students are required to submit a research proposal of approximately 4,000 words for consideration by the Postgraduate Studies Committee. You are expected to submit your proposal **by Friday 15 July 2016**. If you find you are having difficulties meeting this deadline, make sure that your supervisor and the Postgraduate Co-ordinator are aware of the problems so that progress can be expedited. Keep in mind that the proposal needs to be approved by the Committee, some data collected and an oral presentation given, prior to the end of your second session. It is important that you discuss the content of your proposal with your supervisor who will need to approve the final written version before submission. It may also be useful to consult with your co-supervisor, who will be one of the formal reviewers of the proposal. The other reviewer will be a member of academic staff.

Your proposal should be submitted in electronic copy only to Linda Camilleri, copying on the Postgraduate Co-ordinator (Lenny Vartanian).

The research proposal should contain the following headings and information:

a. Aims, Significance, and Background

This section should clearly state the aims of the research and what significant contribution to knowledge can be expected from it. It should include a brief review of the literature on the theoretical and empirical issues relevant to the proposed research.

b. Research Plan

This section should include: (1) a description of the methods and techniques to be used, (2) an outline of at least one of the proposed experiments/studies, (3) a time-line (at least until the end of the first year) for the completion of activities/experiments, and, if relevant, (4) a brief consideration of any ethical issues raised by the research, and how you propose to deal with them.

The proposal should provide sufficient information on the specific issues and methodological details to enable reviewers (who are broadly familiar with the area in which you are working) to evaluate the significance and effectiveness of the studies planned. If you wish (and particularly if explicitly suggested by your supervisor), you may submit a more extensive literature review to the Committee either prior to, or at the same time as, the Research Proposal. Although the Committee and reviewers would not be required to examine such a document, it may be useful for reviewers to consult if they require more detail on theoretical background etc. Such an extensive review will also, of course, be helpful when you later come to write up your thesis.

New review procedure: Candidates will convene a panel meeting to be held approximately four weeks after the submission of the proposal. The panel will consist of the supervisor and the two reviewers of the proposal. That meeting will provide an opportunity for the candidate to obtain helpful and perhaps critical comments and suggestions from independent sources. At the conclusion of that meeting, the supervisor will complete a form outlining any areas of concern or aspects of the research that need of improvement, and the candidate and panel members will sign the form acknowledging its contents. Any major issues that are noted will need to be addressed before candidature can be confirmed.

Further information regarding guidelines for the research proposal can be obtained from your supervisor or the Postgraduate Co-ordinator, but see also the *UNSW Higher Degree Research Supervision Guidelines* for the rationale for progress reviews, and the importance of developing an appreciation of constructive criticism.

2. Oral Presentation of Research Proposal (and initial experimentation)

During the second session of enrolment, you are required to present a summary of your proposed research at one of the weekly Postgraduate Seminars. This is required so that you may gain experience in preparing and presenting your work before your peers and so that your fellow students are informed about your work.

3. Annual Progress Report (APR)

Around November of each year of enrolment, the University requires every postgraduate research student to fill out an APR. In this report, you will be asked to itemise your achievements for the year and the milestones aimed for by the next year's review. It additionally provides you with an opportunity to formally alert the Postgraduate Committee to any problems that you have experienced or delays that have interfered with your progress. Your supervisor will also fill in a section of the report, and the APR will then be evaluated by the Postgraduate Committee to confirm whether progress has been satisfactory or not. If progress is not considered satisfactory, steps will be taken to try to get the project back on track. This may include suspension of part-time teaching and/or research assistance, and a break from coursework if in the combined PhD/MPsychol program. Note that if the Postgraduate Committee finds that progress is unsatisfactory it may recommend to the Faculty Higher Degree Committee the suspension, cancellation or transfer (e.g., from PhD to MSc) of the student's enrolment. The APR for the end of your first year of enrolment need not be at all extensive if your proposal has been accepted. However, the APR from the end of second year and beyond should be quite extensive, being the only opportunity to provide a written report on what you have achieved. This report, and the proposed milestones, should prove helpful to you in moving toward a timely and successful completion of your research thesis.

4. Oral Mid-Candidature Report:

During the 4th or 5th session of full-time equivalent enrolment (i.e., mid-candidature), you will be expected to present an oral summary of your research at the Postgraduate Seminar. (For Combined students, this presentation is scheduled later in their candidature.)

COURSEWORK IN COMBINED PHD/MASTERS DEGREES

The thesis component of the combined degree must be the central focus of your candidature and you need to ensure that your coursework does not interfere with your research progress. There are therefore regulations governing the number of courses that you can take.

There are twelve Masters courses in each program and you are normally restricted to a maximum of four courses in any one year. In your first year you would normally select the core courses for your program:

Clinical	Semester 1	PSYC7001 Psychological Assessment 1 PSYC7212 Experimental Clinical Psychology 1
	Semester 2	PSYC7000 Research and Evaluation Methods PSYC7221 Experimental Clinical Psychology 2
Forensic	Semester 1	PSYC7001 Psychological Assessment 1 PSYC7400 Interventions in Forensic Psychology 1
	Semester 2	PSYC7000 Research and Evaluation Methods PSYC7401 Interventions in Forensic Psychology 2
Organisational	Semester 1	PSYC7100 Psychology of Organisations 1 PSYC7129 Assessment in Organisations
	Semester 2	PSYC7000 Research and Evaluation Methods PSYC7101 Psychology of Organisations 2

You may substitute another course in your first year from those listed above such as PSYC7102 Learning, Training and Development or PSYC7210 Clinical Neuropsychology if, after discussion with your supervisor, it was deemed that such a course related to your research and therefore it may help to take it early on in your program.

Professional practice is not scheduled until second year and often programs prefer that once you start you should complete the four professional practice courses in four consecutive semesters. It may also be inadvisable to take courses concurrently with writing your PhD thesis (e.g., in the 7th semester of enrolment).

If the Postgraduate Committee becomes concerned about your research progress, they may require you to reduce your concurrent coursework in order to concentrate on your research.

FACILITIES AND RESOURCES

Consistent with university policy, all full-time research students are provided with desk space and secure storage. Early in your candidature, you will probably share an office or lab space with one or more other students, though later in your candidature (at the writing up stage) an attempt will be made to find you more private space. Note that if you exceed 8 full-time sessions of enrolment (4 sessions for MSc students), you will need to put in a request to the Postgraduate Co-ordinator to keep your desk-space. In addition, once you submit your thesis you will need to vacate your desk. However, if further work is required on the thesis after examination, or if you want to use the post-submission period working on papers, job applications, etc, then desk-space and computing facilities for this purpose

should be arranged through the Technical Support Unit (TSU, located in Room 138 Mathews). Once the thesis has been accepted, however, we can no longer provide such facilities.

A pigeon hole will be provided for incoming mail, and correspondence related to your work can be posted using the mail-bag located in the same room. You may request stationery items through the General Office. Specific expensive items must be paid for from your research account (see below).

The School will also attempt to provide each postgraduate research student with their own computer and access to computing facilities, including free access to the local area network printers, campus network services, and to the internet. Access to telephones is considered essential only for research-related activities such as contacting potential research participants. It is the supervisor's responsibility to provide such access. Additional expensive items must be charged to your research account.

Student Research Accounts: A personal research account of \$500 per year of full-time enrolment is provided to PhD students by the School for each student to use towards research-related costs. You are encouraged to carefully budget these funds in order to gain experience in this aspect of research and are permitted to accumulate funds across years to put towards larger items. If you have research needs beyond these funds, you should discuss them with your supervisor who may be able to contribute from the funds that they receive for postgraduate student infrastructure, or to support a request for funds from the Head of School.

Conference Travel Support: The University operates a Postgraduate Student Research Support Scheme which provides successful applicants up to a maximum of \$3,300 each to support costs for conference attendance. The scheme is administered via the Graduate Research School and information is available via <http://research.unsw.edu.au/prss-conference-travel-funds>.

The School will also provide \$500 per year of full-time enrolment, plus an additional \$1,000 in the final year, towards the travel and registration costs associated with attending local or international conferences at which the student is presenting a paper or poster. You should submit requests for these funds, detailing the amount requested and the purpose, to Socrates Mantalaba.

Photocopying: Photocopying can be done on the School photocopiers on L15.

ETHICS AND ACCESS TO SUBJECT POOLS

Before beginning your research, you must have the relevant ethical approval to undertake such research. It is the responsibility of the supervisor to ensure that such approval is obtained, but of course it is your responsibility to undertake research in an ethical manner. Please note, however, that ethical approval is not automatic, and can sometimes take months to process.

First year psychology students participate in research for course credit. It should be noted that the "peak" times for such participation are at the beginning of each session; at other times, participation rates can be frustratingly low. Please note that there are strict guidelines for accessing this subject pool and your ethics approval is predicated upon observation of these. Forms can be downloaded from <http://www.psy.unsw.edu.au/research/research-resources>.

CONFERENCES, PUBLICATIONS AND INTELLECTUAL PROPERTY

During the course of your research, you should try to write up papers for publication. Apart from the benefit for your later career, such papers can help you in developing your ideas. In addition, the feedback you will receive from the journal editor and reviewers may help in subsequent studies and in writing up the thesis. Presentations at conferences are also beneficial because they afford expert feedback on concepts and assist in discerning current trends in the field of interest. In regard to

intellectual property, attention is drawn to UNSW documents Policy on supervision of research degree candidates and examples of good practice and Policy on intellectual property. In normal circumstances it is expected that the candidate will be the first author on publications based directly on their thesis. If there are patent issues relevant to your research, then you and your supervisor should discuss these with reference to the relevant sections of the Intellectual Property Policy.

THESIS SUBMISSION & EXAMINATION

About 2 months from submission of your thesis, you must forward a Notification of Intention to Submit form to the Graduate Research School. For more information, see <http://research.unsw.edu.au/prior-submission>. After submission of this form, the Postgraduate Co-ordinator will request from your supervisor a list of nominated examiners. You may discuss possible thesis examiners with your supervisor. In particular, you may alert your supervisor to anybody who would not be an appropriate examiner and give your reasons. You should not contact potential examiners - this is the responsibility of the supervisor. The final decision regarding examiners is made by the Faculty Higher Degree Committee and their identity cannot be revealed until after receipt of their reports by the University, and then only with their consent. On submitting the Notification of Intention to Submit, you will be sent information by the university regarding the format and binding of the thesis, as well as the method of submission.

PART-TIME TEACHING

Full-time students (including recipients of Australian Postgraduate Awards) may be able to do up to six hours per week of undergraduate teaching (usually tutoring). If available, this opportunity should provide valuable experience as an instructor in psychology as well as benefits of a financial nature. However, teaching (and other part-time work) should be viewed as an activity undertaken in addition to full-time study, and should not interfere with progress toward completion of your research program. You should discuss whether or not part-time teaching would be advisable with your supervisor who will make a recommendation to the Head of School. Limits may be placed on teaching opportunities, particularly for Students in the first year of their candidature and for students in a combined degree.

GRIEVANCE PROCEDURES

If in the course of your candidature you feel that you are being unfairly treated or have any particular concerns, you should first consult your supervisor. If there is a breakdown in the relationship with your supervisor, you should approach the Head of School, the Postgraduate Co-ordinator, or the School Grievance Officer.

If you would prefer to obtain confidential advice independent of the School or Faculty, you can contact the Student Liaison Manager at the GRS. You may also find it helpful to consult the UNSW Student Complaints Policy and Student Complaints Procedure available from the GRS website.

Note that the School has a postgraduate representative who may participate in staff meetings. In 2015, the representatives are Briana Kennedy and Melissa Black. Through your representative, you can convey to academic staff any concerns that you may wish to keep anonymous.