SCHOOL OF PSYCHOLOGY

STUDENT GUIDE 2012

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SCHOOL OF PSYCHOLOGY CONTACTS AND ENQUIRIES

Mailing Address

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Faculty of Science
UNSW Sydney NSW 2052

School Office

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HOURS: Monday to Friday, 9:00am to 4:45pm

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INFORMATION FOR COURSEWORK STUDENTS

This document contains School policies and procedures relevant for all students enrolled in undergraduate or Masters psychology courses. Please familiarise yourself with the information contained in this document.

TIMETABLES

The 2012 Class Timetable is available at:

http://www.timetable.unsw.edu.au/current/subjectSearch.html

Psychology timetables are also available on the School website (http://www.psy.unsw.edu.au/) and from the School Office (Room 1011, Mathews Building).

UNDERGRADUATE ENROLMENT AND PROGRESSION

It is each student's responsibility to ensure that you are following the rules of your degree program and that you are enrolled in appropriate courses for your program. We advise that you consult the University Handbook (http://www.handbook.unsw.edu.au) each semester to make sure that you are on track. You should refer to the edition for the year you commenced your degree program. For example, if you commenced your degree program in 2010, you should refer to the 2010 edition.

Program information can also be found on the School website at:
    http://www.psy.unsw.edu.au/students/current/currenthome.html

Please note that it is your responsibility to make sure you are enrolled correctly by the enrolment deadline of *Sunday, 4 March 2012 for Semester 1* and *Sunday, 22 July 2012 for Semester 2*. Beyond these deadlines it will not be possible to Add or Swap Courses for that semester.

How to Add, Drop and Swap Courses

See the Step-by-Step Guides for:
- Adding a course: https://my.unsw.edu.au/student/academiclife/enrolment/AddingCourses.pdf
- Drop or Swap a course: https://my.unsw.edu.au/help/ACT/enrol_details.html

Swapping Tutorial times

To swap tutorial classes within a course, follow the Guide above for swapping a course and choose **Swap** next to the appropriate course, and **Continue**. You will see a list of available tutorial times. Tutorials that are *full* will not be visible and are not available. It is possible to change ONLY to a tutorial time that is available (one that has vacancies). The deadline for swapping tutorials is *Sunday, 4 March 2012 for Semester 1* and *Sunday, 22 July 2012 for Semester 2*. It is not possible to swap your tutorial time beyond these deadlines.

Timetable Clashes

If you cannot enrol in a course due to a timetable clash, you should complete the Timetable Clash Approval form available at:
    http://www.science.unsw.edu.au/uploads/28174/ufiles/ssc/TimetableClashApproval.pdf.

Without it, the School Office will not process any requests to override timetable clashes.

Withdrawing from a Course

- The last day for students to withdraw from a course without financial penalty is *Saturday, 31 March for Semester 1* and *Friday, 31 August for Semester 2*.
- The last day for students to withdraw without academic penalty is *Sunday, 22 April for Semester 1* and *Sunday 2 September for Semester 2*.

To withdraw from a course before these deadlines, follow the Drop or Swap a course guide above.

Withdrawing from a course after the academic deadline:

If you wish to withdraw from a course without penalty after the above dates, you will need to apply for **Special Permission to Withdraw from a Course without Penalty**. Download the form and view further information at:

https://my.unsw.edu.au/student/atoz/CourseChanges.html

Please note that the School supports such applications only in exceptional circumstances, and usually in cases where students have been absent from classes for a significant period due to medical or other documented reasons and have failed to complete any or all course assessments. The School does not support these applications from students who have completed all class assessments and sat the final exam.

ATTENDANCE

Attendance at lectures and tutorial/lab classes is a requirement of each course. Students are expected to attend at least 80% of lectures and classes in a course and be punctual in attendance at all lectures and classes. Attendance is monitored for tutorials and labs, and you should make sure your name has been marked on the class role for each class you attend.

Explanations for an occasional absence from a class or requests for permission to be absent from a class should be discussed with the lecturer/tutor, and where applicable, accompanied by a medical certificate.

BLACKBOARD (Bb) – Online Course Content

Most Psychology courses have an online component offered through Blackboard (Bb), which can be accessed via myUNSW. Blackboard modules are made available to students the *week before* the start of each Semester. Check with your Course Coordinator if your course is not listed on the Blackboard site once the Semester has commenced.

COURSE ASSESSMENTS

Unless specifically identified as optional, all assessment tasks set for a course *must* be completed. Failure to do so will be recorded as "unsatisfactory class work", which may result in failure in a course. For each course, check the Course Outline and make sure you are clear about what assessments are required and the deadline for each.

ASSIGNMENTS

Submission: Students are required to submit both a hardcopy and electronic copy of their assignment to the School.

- **Hardcopy:** Assignments must be submitted to the Drop Box located at the School Office (Room 1011, Mathews Building) by no later than 4:30pm on the day it is due. Each assignment must have a properly completed School Assignment Submission Form firmly attached to the front. This form can be downloaded from

    http://www.psy.unsw.edu.au/students/current/files/Cover%20Sheet.pdf

    or collected from the School Office. Make sure you have *signed this form* before submitting your assignment. Do not have anyone else sign this form for you; to do so would be a case of Student Misconduct (see below).

    Assignments will be date-stamped by the School Office as formal evidence of submission.

- **Electronic copy:** In addition, an electronic version of your assignment must be submitted to the Blackboard site for your course on the same day. This also serves as evidence that the assignment has been submitted should the hardcopy be misplaced. In most cases, an electronic version of the assignment should be submitted through the Turnitin box on Blackboard for plagiarism checking. Check your Course Outline for instructions regarding online submission.

The School takes no responsibility for assignments submitted in ways other than specified above. While individual Course Coordinators may occasionally arrange for assignments to be emailed to them, under no circumstances will assignments emailed or faxed to the School be accepted.

Late Penalty

Failure to meet the submission deadline will attract a penalty. For an assignment submitted late without acceptable reason but before other assignments are marked and returned, 2% of the maximum possible mark will be deducted for each day (including weekend days) it is overdue. In determining whether or not an assignment is overdue, the date stamp on the hardcopy, not the date it was submitted online, will be used.

Once assignments are marked and returned to students, the School will accept no additional submission. Instead, an alternative assessment task may be set if appropriate. The deduction for lateness will still apply from the original submission deadline.

Request to waive late penalty:

- *If the assignment is worth less than 20% of the total mark for the course*, and there are extenuating circumstances for late submission, a medical certificate or other document (including certified official documentation) should be stapled to the assignment, under the Assignment Coversheet. In these situations we will not consider applications for special consideration to waive the late penalty unless there is evidence of these circumstances lasting for more than 3 consecutive days or a total of 5 days or more within the assessment period.
- *If the assignment is worth more than 20% of the total mark for the course*, students are required to apply for special consideration through UNSW Student Central (see Special Consideration below). They should also staple a copy of a medical certificate or other document to the assignment, under the Assignment Coversheet.

Assignments submitted late may not receive detailed feedback.

Assignment Return

Marked assignments will be returned either through tutorial/lab classes or through the School Office within four weeks of the submission due date. To collect your assignment from the School Office, please remember to bring your student ID card with you as you will need to provide proof of identification. In line with University policy, assignments cannot be collected by someone other than the author/owner of the assignment.

Students are requested to collect assignments in a timely manner. The School will dispose of any uncollected assignments after six months has elapsed from the conclusion of the semester in which the course is taught.

EXAMINATIONS

Final Examinations

Final written examinations for each course will be held during the University examination period (Friday, 8 June to Monday, 25 June for Semester 1, and Friday, 26 October to Tuesday, 13 November for Semester 2). The University examination timetable is determined by the UNSW Student Administration & Records Office, not by the School. Timetables, are published through myUNSW.

As students will not be permitted to attend both the regular and the deferred examinations (see Deferred Examinations below), it is advisable not to attend the regular examination if you are sick on the day it is held. Instead, you should obtain a medical certificate to support your application for special consideration to sit a deferred exam. A formal application for special consideration must be submitted to UNSW Student Central within three working days of the exam.

Further Assessment (Deferred) Examinations

A deferred exam may be given to those students who were absent from the final examination due to illness or misadventure. Students who have not completed all assessment tasks for the course (excluding the final exam) will not be allowed to sit the deferred exam.

Deferred examination opportunity for each course will be offered only once. Deferred exams will be conducted from 9th through 13th July for Semester 1 and from 26th through 30th November for Semester 2. Students who are granted a deferred exam will be notified through their student email address only.

Students granted a deferred exam can expect the exam to be of the same degree of difficulty as the original. Deferred exam materials may be in a different format from the original (e.g., short answer instead of multiple choice questions, and oral examination instead of written examination). In addition, the original and deferred assessment materials may also differ in the specific content, although overall, both will be sampled from the same relevant course material. These principles will apply to both deferred final examination and alternative in-session assessments.

Special Arrangements for Final Examinations

The School is not able to make individual arrangements with students regarding the scheduling of final examinations. However, if you are unable to attend a final exam for religious reasons you should complete a Request for Alternative Exam Arrangements for Religious Reasons form (pdf) and return it to UNSW Examinations **no later than one week after the publication of the final examination timetable**.

Students with disabilities, in certain circumstances, may be eligible for alternative provisions for formal end of semester examinations (i.e. run by UNSW Examinations). These provisions must be arranged with Student Equity and Disabilities, which will liaise with the Examinations Section (Student Management). If you believe you may need special provisions for final examinations, you should discuss your needs with an Equity Officer (Disability) in the Student Equity and Diversity Unit (SEADU), Ground Floor, John Goodsell Building (Phone: 9385 4734).

SPECIAL CONSIDERATION

If you find that illness, misadventure, or other circumstances beyond your control prevent you from completing a course requirement or attending classes, or may significantly affect your performance in assessable work, you can apply for special consideration for the affected assessments, provided the assessment is worth more than 20% of the total course assessment.
Students wishing to apply for Special Consideration should do so within three working days of the assessable event. All applications must be made via Online Services in myUNSW. Log into myUNSW and go to My Student Profile tab > My Student Services channel > Online Services > Special Consideration. You will need to submit original documents to UNSW Student Central, in person, to support your online application. If your application is on the grounds of illness, the original documents should include a Professional Authority form which has been completed by a medical practitioner.
For further information and to download the Professional Authority form please go to:

https://my.unsw.edu.au/student/atoz/SpecialConsideration.html

Note that we will not consider applications for special consideration where the assessment is worth less than 20% of the total course assessment, unless there is evidence of these circumstances lasting for more than 3 consecutive days or a total of 5 days or more within the assessment period.

FINAL MARKS FOR A COURSE

Final marks for a course are calculated from the summation of component marks for a course (with weightings indicated in the Course Outline). Final marks for all courses are scaled to ensure consistency in assessment standards across different courses and examinations.

REVIEW OF RESULTS

A review of a Final Mark for a course may take one of two forms:

1. **Checking of marks** – an administrative check that all marks have been included in the final composite mark;
2. **Re-assessment** – an academic re-assessment of a piece of work.

Students may apply to have a piece of work re-marked, *but must first discuss their performance with the course coordinator.* If students still have reasons to believe that the mark they have received does not reflect their performance, they may apply for re-assessment. Students are required to give reasons to justify their request. Where insufficient reasons are given the School may decline to take action. Please note that if you request a reassessment of your result, this will include a check of the addition of marks. In either case the review may result in the mark going up or down.

The application form must be submitted no later than fifteen working days after the return of the piece of work or from the date of issue of the Notification of Results of Assessment, whichever is earlier. All marked work returned to students must be kept in case it is needed for re-marking.

See https://my.unsw.edu.au/student/academiclife/assessment/Results.html for further information.

COURSE EVALUATION AND DEVELOPMENT

Courses are periodically reviewed and students' feedback is used to improve them. Feedback is gathered using various means, including UNSW's Course and Teaching Evaluation and Improvement (CATEI) process.

INFORMATION REGARDING HONOURS

In the Fourth Year Honours program, students conduct a major independent research project under the supervision of a member of the academic staff, and write a thesis based on the project. In addition, students take both compulsory and elective coursework.

A four-year Honours degree is required for entry to postgraduate psychology programs in Australian universities.

Minimum Entry Requirements

Students in science degree programs are eligible to apply for a place in the Fourth Year (Honours) program in psychology.

To gain entry to the Fourth Year in psychology, students are required to have achieved an average of 75% or higher in all Psychology Level 1, Level 2 and Level 3 courses for their degree program. The average is based on a student's mark for the first attempt at courses—unless there were special circumstances whereby, for example, a student's performance in a course was affected by a medical condition. In such cases, students should set out these circumstances in a letter to the Fourth Year Coordinator at the time of application. Results for psychology courses completed by students whilst on exchange are not included in the average.

How to Apply

In Semester 2 each year, a meeting is organised by the School for all third-year students who intend to undertake a Fourth Year in psychology. The meeting time and location will be advertised via Level 3 psychology Blackboard sites. At this meeting information is provided regarding the Honours program, supervisors and their research interests. If you wish to apply for Honours in 2013 it is important that you attend this meeting as you will be given an application form which requires you to nominate your preference for supervisor and research area. Students will be notified in December of the outcome of their application.

STUDENT CODE OF CONDUCT

The University is committed to the pursuit of excellence in learning, teaching and research, and to community engagement. The Student Code of Conduct sets out the University's expectations of students with respect to their academic and personal conduct and outlines the University's responsibilities to students.

Students are expected to familiarise themselves with the Student Conduct Policy, which incorporates the Student Code of Conduct, and the Student Misconduct Procedures. They are available respectively at:

- http://www.gs.unsw.edu.au/policy/documents/studentconductpolicy.pdf

- http://www.gs.unsw.edu.au/policy/documents/studentmisconductprocedures.pdf

PLAGIARISM: ESSENTIAL INFORMATION FOR AVOIDING PLAGIARISM

What is plagiarism?

Plagiarism is presenting someone else's thoughts or work as your own. It can take many forms, from not having appropriate academic referencing to deliberate cheating.

UNSW groups plagiarism into the following categories:[*]

- **Copying**: using the same or very similar words to the original text or idea without acknowledging the source or using quotation marks. This also applies to images, art and design projects, as well as presentations where someone presents another's ideas or words without credit.

- **Inappropriate paraphrasing**: changing a few words and phrases while mostly retaining the original structure and information without acknowledgement. This also applies in presentations where someone paraphrases another's ideas or words without credit. It also applies to piecing together quotes and paraphrases into a new whole, without referencing and a student's own analysis to bring the material together.

- **Collusion**: working with others but passing off the work as a person's individual work. Collusion also includes providing your work to another student before the due date, paying another person to perform an academic task, stealing or acquiring another person's academic work and copying it, offering to complete another person's work or seeking payment for completing academic work.

- **Duplication**: submitting your own work, in whole or in part, where it has previously been prepared or submitted for another assessment or course at UNSW or another university.

Where can I find out more information?

In many cases plagiarism is the result of inexperience about academic conventions. The University has resources and information to assist you to avoid plagiarism. The first place you can look is the section about referencing and plagiarism in each Course Guide, as this will also include information specific to the discipline the course is from. There are also other sources of assistance at UNSW:

How can the Learning Centre help me?

The Learning Centre assists students with understanding academic integrity and how to not plagiarise. Information is available on their website: www.lc.unsw.edu.au/plagiarism. They also hold workshops and can help students one-on-one.

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[*] These categories are adopted from Oxford Brookes University (UK) Plagiarism Information Skills, Oxford Brookes University Library Skills Resource http://www.brookes.ac.uk/library/skill/plagiarism.html.

How can Elise help me?

ELISE (Enabling Library & Information Skills for Everyone) is an online tutorial to help you understand how to find and use information for your assignments or research. It will help you to search databases, how to identify good quality information and how to write assignments. It will also help you understand plagiarism and how to avoid it. All undergraduate students are required to review the ELISE tutorial in their first semester and complete the quiz, but any student can review it to improve their knowledge: http://elise.library.unsw.edu.au

What is Turnitin?

Turnitin is a checking database which reviews your work and compares it to an international collection of books, journals, Internet pages and other students' assignments. The database checks referencing and whether you have copied something from another student, resource, or off the Internet. Oftentimes, students are asked to submit an electronic version of their work into Turnitin, but academics can also use it to check a student's work when it is being marked. You can find out more about Turnitin here: http://telt.unsw.edu.au/turnitin

What if plagiarism is found in my work?

If plagiarism is found in your work when you are in first year, your lecturer will offer you assistance to improve your academic skills. They may ask you to look at some online resources, attend the Learning Centre, or sometimes resubmit your work with the problem fixed. However more serious instances in first year, such as stealing another student's work or paying someone to do your work, may be investigated under the Student Misconduct Procedures.

Repeated plagiarism (even in first year), plagiarism after first year, or serious instances, may also be investigated under the Student Misconduct Procedures (see above). The penalties under the procedures can include a reduction in marks, failing a course or for the most serious matters (such as plagiarism in an honours thesis) can result in suspension from the University.

STUDENT COMPLAINTS AND GRIEVANCES

The School is committed to the University policy of "providing a harmonious work and study environment, and will seriously listen to complaints and resolve them quickly if possible. The resolution procedures ensure that students are able to air legitimate complaints, knowing that ad hoc, vindictive or arbitrary action will not be taken against them or the staff complained about."

If students have a grievance they should first attempt to resolve it with the staff member concerned. If that fails, the next step is to take the matter to the course or level co-ordinator within a reasonable period of time. Beyond this, the next step is to take the matter to the School Grievance Officer (see "School Contacts" above) and then to the Head of School.

If the matter is still not resolved, then you can seek advice about your options from the Student Conduct and Appeals Officer, in the Office of the Pro Vice-Chancellor (Students) and Registrar (Phone: 9385 8515; Email: studentcomplaints@unsw.edu.au).

The full University complaint policy can be found on:

https://my.unsw.edu.au/student/atoz/Complaints.html

STUDENT EQUITY AND DISABILITIES UNIT

Students who have a disability that requires some adjustment in their learning and teaching environment are encouraged to discuss their study needs with the course convener prior to or at the commencement of the course, or with the Student Equity Officers (Disability) in the Student Equity and Disabilities Unit (9385 4734). Information for students with disabilities is available at:

http://www.studentequity.unsw.edu.au/

Issues to be discussed may include access to materials, signers or note-takers, the provision of services and additional examination and assessment arrangements. Early notification is essential to enable any necessary adjustments to be made.

OCCUPATIONAL HEALTH AND SAFETY

UNSW's Occupational Health and Safety Policy requires each person to work safely and responsibly in order to avoid personal injury and to protect the safety of others. For all matters relating to Occupational Health and Safety, see http://www.ohs.unsw.edu.au/index.html. And for student matters regarding personal safety in and around the University environment, see http://www.ohs.unsw.edu.au/ohs_students/index.html.

USE OF SCHOOL COMPUTING FACILITIES

The following is a summary of computer-related information for all undergraduate and postgraduate students.

Accounts

In most cases, psychology computer accounts will be available from Week 2, Semester 1. Fourth-Year accounts are available in early February.

Only students in the following Programs/Courses are given their own psychology accounts:

- Bachelor of Psychology
- Bachelor of Psychological Science
- Honours
- Master of Psychology (Clinical, Forensic and Organisational)
- PSYC2001 (Semester 1 only)
- All Level 3 courses

Please note that due to limited School resources it is not possible to create psychology computing accounts for all students taking psychology courses (whether as part of a major or not). Only those students who fall into one or more of the categories above will be issued a psychology account.

Passwords and Technical Difficulties

All passwords will be reset in Semester 1, and notices posted on lab doors explaining this.

Psychology accounts are administered by the School of Psychology's Technical Support Unit (TSU) located in Room 138 of the Mathews Building, and not by the University's central IT unit. Your psychology account is not the same as your zlogin-zpass account. Students having difficulties with their psychology accounts should contact the TSU.

Access Hours

The following access hours/rules will apply:

Programs or Courses	Rooms	Hours
BPsych (see below for Honours) BPsychSci	Mat 209 and Mat 209A, Mat 422	8am-10pm Mon-Fri March – December
PSYC2001, 4111	Mat 209 and Mat 209A, Mat 422	8am-10pm Mon-Fri March - June
Level 3 PSYC Courses – Semester 1	Mat 209 and Mat 209A, Mat 422	8am-10pm Mon-Fri March -July
Level 3 PSYC Courses – Semester 2	Mat 209 and Mat 209A, Mat 422	8am-10pm Mon-Fri July - December
Honours (PSYC4053, PSYC4063), MPsychol	Mat 209 and Mat 209A, Mat 422	24 hour access, 7 days a week

Print Quotas

The following initial quotas will be assigned:

- 350 pages for Honours and Master of Psychology students.
- 250 pages for all other students.

Students can top-up their print quotas by bringing a ream of A4 paper (500 sheets) to the TSU. They will receive credit for 150 pages. This credit system takes into account the major cost factor associated with laboratory printing which is the toner and printer itself rather than paper. Only one top-up per semester is generally allowed with the exception of Honours and Master of Psychology students.

Rules

While at UNSW, students are responsible for ensuring that their use of the University's information and computing technology (ICT) facilities is ethical and lawful. By using any of the School computing facilities, students acknowledge that they have read and will abide by the University rules relating to student use of computing and electronic communications facilities. The full version is available at https://www.it.unsw.edu.au/students/policies/index.html.

Users of computing and communications facilities must be aware that use of these facilities is subject to the full range of State and Federal laws that apply to communications and to the use of computers, as well as any other relevant laws. This includes copyright, breach of confidence, defamation, privacy, contempt of court, harassment, vilification and anti-discrimination legislation, the creation of contractual obligations, and criminal laws.

Examples of Inappropriate Use

Examples of inappropriate use include (but are not limited to):

- Making/using illegal copies of a licensed computer program;
- Downloading, copying, storing or transmitting copyrighted material such as music, graphic, video or movie files without the express permission of the copyright holder or as permitted by law;
- Using another's login or password, or allowing others to use yours;
- Gaining unauthorised access to systems by any means, including port scans, 'hacking' and use of 'password sniffer' software;
- Using UNSW ICT resources to attack or compromise any other system, whether on or off-campus, including circumventing system security or protection measures;
- Knowingly propagating or installing computer viruses or malicious code;
- Accessing or intercepting others' electronic communications without permission;
- Creating/sending email under another's name (forgery); creating/sending/forwarding electronic chain letters, unsolicited broadcast emails ('Spam'), obscene, abusive, fraudulent, threatening or repetitive messages;
- Using ICT resources to harass, threaten, defame, vilify or discriminate against any group or individual;
- Causing intentional or irresponsible damage to ICT resources, or stealing equipment;
- Making excessive personal use of ICT resources; and
- Deliberately or negligently accessing, preparing, storing, displaying or transmitting of material that: is obscene, pornographic or paedophilic; is used to harass, threaten, defame, vilify or discriminate against any group or individual; promotes illegal acts, or that advocates violence; is offensive or potentially unlawful; or promotes/allows online gambling - unless this material is a requisite component of an approved course of study or research program.

Penalties for Breaching Conditions of Use

Penalties will depend upon the type and severity of breach. The School of Psychology reserves the right to suspend the psychology account privileges of any student found in breach of the above code of conduct rules. In addition, penalties may range from loss or restriction of ICT access to formal University disciplinary action for breach of "Student Misconduct Rules". Misuse of ICT resources by students may attract financial penalties. Cases of serious, deliberate, and/or criminal breach will be referred to external authorities and may result in civil or criminal proceedings.