



Faculty of Science  
School of Psychology

# **STUDENT GUIDE T1 2019**

## SCHOOL OF PSYCHOLOGY CONTACTS AND ENQUIRIES

### Mailing Address

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### School Office

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### General Enquiries

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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. These policies and procedures have been formulated in accordance with the [Australian Psychology Accreditation Council \(APAC\) Accreditation Standards](#) as well as with University policies and procedures. Please familiarise yourself with the information contained in this document.

The Graduate Diploma in Psychology program (5331) is delivered using non-standard teaching dates and course durations to allow for a more flexible program structure. The program's key dates and some policies may be different than those applicable to students enrolled in standard programs using the standard academic calendar. Students enrolled in the Graduate Diploma in Psychology should refer to the "**Graduate Diploma in Psychology (5331) - Guide 2019**" and the program information available in the Graduate Diploma in Psychology section on the School of Psychology website at <http://www.psy.unsw.edu.au/>. Please contact [gpsy@unsw.edu.au](mailto:gpsy@unsw.edu.au) with any enquiries relating to this program.

### TIMETABLES

The 2019 Class Timetable is available at:

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

Postgraduate students should also refer to Moodle, and their Course Outlines, as some classes are not centrally timetabled (e.g., workshops) and will not appear on the timetable website.

### 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 term 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 2017, you should refer to the 2017 edition.

Program information can also be found on the School website at:

<http://www.psy.unsw.edu.au/current-students/undergraduate/course-selection>

Please note that it is your responsibility to make sure you are enrolled correctly by the enrolment deadline (see below). Beyond these deadlines it will not be possible to Add or Swap Courses for that term.

#### 2019 Enrolment Deadlines:

Term 1	Term 2	Term 3
Sunday, 24 February 2019	Sunday, 9 June 2019	Sunday, 22 September 2019

### How to Add, Drop and Swap Courses

See the Step-by-Step Guides: <https://student.unsw.edu.au/enrol/annual>

### Swapping Tutorial times

To swap tutorial classes within a course, follow the Guide above. It is not possible to swap your tutorial time beyond the above deadlines.

#### 2019 Tutorial Swap Deadlines:

Term 1	Term 2	Term 3
Sunday, 24 February 2019	Sunday, 9 June 2019	Sunday, 22 September 2019

## TIMETABLE CLASHES

If you cannot enrol in a course due to a timetable clash, you should complete the electronic Timetable Clash Approval form available at:

[UNSW Science Timetable Clash Approval Form](#)

The School Office will not process requests to override timetable clashes without a completed Timetable Clash Approval form.

## WITHDRAWING FROM A COURSE

You can drop courses via myUNSW until the last day of the Teaching Period (inclusive). The Teaching Period dates can be found on the Academic Calendar <https://student.unsw.edu.au/calendar>. There are implications for your financial liability and/or academic record, depending on the timing at which you drop a course.

### On or before the Census Date

The Census Date is the last day to drop a course without having to pay the tuition fee or HECS/FEE-HELP contribution.

If you drop a course on or before the Census Date:

- You will **not** be financially liable for the course.
- The course will **not** appear on your transcript.
- The course will **not** be included in the calculation of your Weighted Average Mark (WAM).
- The course will **not** be included in the calculation of your academic standing.

You can drop courses via myUNSW.

*2019 Census Dates:*

Term 1	Term 2	Term 3
Sunday, 17 March 2019	Sunday, 30 June 2019	Sunday, 13 October 2019

### On or before the deadline to drop a course without academic penalty

If you drop a course on or before the last day to drop a course without academic penalty, but after the Census Date:

- You **will** be financially liable for the course.
- The course will **not** appear on your transcript.
- The course will **not** be included in the calculation of your WAM.
- The course will **not** be included in the calculation of your academic standing.

You can drop courses via myUNSW.

*2019 Last Day to Drop a Course Without Academic Penalty:*

Term 1	Term 2	Term 3
Sunday, 31 March 2019	Sunday, 14 July 2019	Sunday, 27 October 2019

## After the deadline to drop a course without academic penalty

If you drop a course after the last day to drop a course with academic penalty:

- You **will** be financially liable for the course.
- The course **will** appear on your transcript with a grade of AW (Academic Withdrawal).
- The course will **not** be included in the calculation of your WAM.
- The course **will** be included in the calculation of your academic standing as units of credit attempted but not passed.

You can drop courses via myUNSW.

2019 Last Day to Drop a Course With Academic Penalty:

Term 1	Term 2	Term 3
Wednesday, 1 May 2019	Monday, 12 August 2019	Monday, 25 November 2019

## After the last day of the Teaching Period

You will not be able to drop courses via myUNSW after the last day of the Teaching Period. You will be assigned the final mark and grade awarded to you by the School.

## Special Circumstances

In defined special circumstances, you can apply for Fee Remission. If successful:

- You will **not** be financially liable for the course.
- The course **will** appear on your transcript with a grade of PW (Permitted Withdrawal).
- The course will **not** be included in the calculation of your WAM.
- The course **will** be included in the calculation of your academic standing as units of credit attempted but not passed.

Download the form and view further information at: <https://student.unsw.edu.au/fee-remission>

## ATTENDANCE

Students are required to attend at least 80% of tutorial / lab classes in a course and be punctual in attendance at all lectures and tutorial / lab classes. Note that in some courses, 100% attendance is required - be sure to check the course outline. Tutorial attendance is required to ensure students are consistently working towards achieving the foundational graduate competencies required by the APAC Accreditation Standards. These Accreditation Standards are incorporated in Program and Course Learning Outcomes. Attendance is monitored for tutorials and labs, and may be monitored for lectures. You should make sure your name has been marked on the class roll for each class you attend. Failure to meet these specified attendance requirements may result in course failure.

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.

## MOODLE – ONLINE COURSE CONTENT

Most Psychology courses have an online component offered through Moodle, which can be accessed via myUNSW. Course Moodle sites are made available to students enrolled in the course the **week before** the start of each Term. Check with your Course Coordinator if your course is not listed on Moodle once the Term has commenced.

## COURSE ASSESSMENTS

Students are expected to complete all assessment tasks for a course except for those specifically identified as optional. For each course, check the Course Outline and make sure you are clear about what assessment tasks are required and when the deadline is for each.

### (i) Individual Written Assignments

#### ***Submission***

Students are required to submit an electronic copy of their assignment to the School via the course Moodle site. In most cases, the electronic version of the assignment should be submitted through the Turnitin link on Moodle for plagiarism checking. Check your Course Outline for instruction 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 (“the initial deadline”) will attract a penalty. For an assignment submitted late without an acceptable reason but within 10 working days of the initial deadline, 2% of the maximum possible mark for that assignment will be deducted for each day (including weekend days) it is overdue.

For example, if an assignment is worth 100 points, you will automatically lose two points ( $100 \times 0.02 = 2$ ) for each day it is late. If you submit this assignment three days after the initial deadline, a penalty of six points will be deducted from your mark.

In determining whether or not an assignment is overdue, the date it was submitted online via Moodle will be used.

Assignments submitted late may not receive detailed feedback from markers.

Under no circumstances will an extension be given for longer than 10 working days after the initial deadline. Failure to submit an assignment within 10 working days of the initial deadline will result in a mark of 0 for the assignment, unless a Special Consideration request has been approved to undertake a supplementary assessment. See “Special Consideration” and “Supplementary Assessment” below.

#### ***Request to Waive Late Penalty***

Students are required to apply for Special Consideration through [The Nucleus: Student Hub](#). See “Special Consideration” below for details.

**If you are a student registered with UNSW Disability Services**, and your Disability Services Letter of Support authorises extensions for assignment submission, you do not need to apply for Special Consideration through The Nucleus: Student Hub irrespective of the weight of the assignment. ***Instead, you are required to email the Course Coordinator at least one week prior to the assessment deadline to request an extension***—unless the Letter of Support specifically stipulates that you are not required to do so. The period of extension cannot be longer than 10 working days after the initial deadline. If you do not comply with the responsibilities indicated in your Letter of Support, you may not be granted any adjustments.

If your Letter of Support does not include an authorisation for late submission, you are subject to the same rules that apply to all other students. See “Special Consideration” below.

**(ii) Group Work**

No extensions will be granted for group work.

Disability Services students who require educational adjustments with respect to group work should discuss their specific needs with their Course Coordinator within one week of receiving their Letter of Support and no later than the end of Week 1. These needs may be accommodated within reason in accordance with the Letter of Support, however it should be noted that APAC standards involve the demonstration of interpersonal and teamwork skills, which is often what is being assessed during group work.

**(iii) Exams Other Than Final Exams**

“Exams other than final exams” include but may not be limited to mid-term exams and quizzes. It is students’ responsibility to check the Course Outline for the dates of, and make themselves available for, these exams.

If you miss one of these exams due to unexpected short-term illness, misadventure, or other circumstances beyond your control and wish to sit a supplementary exam, you are required to apply for Special Consideration through The Nucleus: Student Hub. **Students registered with Disability Services are no exception.** See “Supplementary Exams” and “Special Consideration” below for details.

**(iv) Final Exams**

Final written exams for each course will be held during the University exam period. **All students are expected to be available during the entire exam period, including the Supplementary Exam Period.** The University exam timetable is determined centrally, not by the School, and exam timetables are published through myUNSW (<https://student.unsw.edu.au/exam-timetable>).

2019 Examination Period:

Term 1	Term 2	Term 3
Monday, 6 May 2019 through Saturday, 18 May 2019	Friday, 16 August 2019 through Saturday, 31 August 2019	Friday, 29 November 2019 through Saturday, 14 December 2019

**Special Arrangements for Final Exams**

The School is unable to make individual arrangements with students regarding the scheduling of a final exam. If you are unable to attend a final exam for religious reasons, you may request alternate exam arrangements by applying for Special Consideration (<https://student.unsw.edu.au/exam-alternative-arrangements-religion>). Your request for an alternative examination must be submitted no later than two weeks after the release of the final exam timetable.

Students registered with Disability Services, in certain circumstances, may be eligible for alternative provisions for formal end-of-term exams (i.e., those run by UNSW Exams). These provisions must be arranged with Disability Services, who will liaise with the Examinations Team. If you believe you may need special provisions for final exams, you should discuss your needs with a Disability Officer in Disability Services, Ground Floor, John Goodsell Building (Phone: 9385 4734).

If you miss a final exam, or you believe your performance has been affected, due to unexpected short-term illness, misadventure, or other circumstances beyond your control, you may be eligible for a supplementary exam after a successful application for Special Consideration. **Students registered with Disability Services are no exception.** See “Supplementary Exams” and “Special Consideration” below for details.

## SUPPLEMENTARY ASSESSMENT

A supplementary assessment is an additional assessment that may be provided to a student who, due to extenuating special circumstances, failed or was unable to complete an initial assessment. The form of supplementary assessment need not be identical to the original assessment but will assess the same learning outcomes. Moreover, the timing and conditions of the supplementary assessment can be different from the standard assessment and will be determined by the Course Coordinator, or by the Director of Undergraduate Administration.

If Special Consideration is approved, a supplementary assessment will be offered to any student who fails an assessment task. The mark awarded for the assessment task will be based solely on the supplementary assessment.

For students in the final term of their program and who have failed an assessment task, one supplementary assessment will be offered in cases where passing the task would result in passing the course and completing the program. For such cases, in the absence of Special Consideration, the mark awarded for the supplementary assessment will be capped at 50% of the value of the assessment task.

A supplementary exam is one type of supplementary assessment. For further information regarding supplementary exams, see "Supplementary Exams" below.

## SUPPLEMENTARY EXAMS

A supplementary exam may be given to students who:

- (a) Are absent from the initial exam due to unexpected short-term illness, misadventure, or circumstances beyond their control and who successfully apply for Special Consideration;
- (b) Fail the initial exam and successfully apply for Special Consideration for this exam; or
- (c) Are in the final term of their program and fail the initial sitting of the final exam for a course and for whom a pass mark would enable successful completion of their degree program.

Where students sit a supplementary exam under circumstances (c) above, the final mark *for the course* will be capped at 50%.

**A supplementary exam opportunity for each Psychology course will be offered only once.** Supplementary exams will be conducted:

- In the case of exams other than final exams, at a time specified by the Course Coordinator; and
- In the case of final exams, from Monday 27 May 2019 through Friday 31 May 2019 for Term 1, from Monday 9 September 2019 through Friday 13 September 2019 for Term 2, and Monday 13 January 2020 through Friday 17 January 2020 for Term 3.

Students who are granted a supplementary exam will be notified through their student email address only.

Students granted a supplementary exam can expect the exam to be of the same degree of difficulty as the original. Supplementary exam materials may be in a different format from the original (e.g., short answer instead of multiple choice questions, or an oral exam instead of written exam). In addition, the original and supplementary exam materials may also differ in the specific content, although, overall, both will be sampled from the same relevant course material.

## SPECIAL CONSIDERATION

If you find that unexpected short-term illness, misadventure, or other circumstances beyond your control may 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.

Students enrolled in a School of Psychology course should make a Special Consideration application regarding an assessment task **regardless of the weighting** given to this assessment task. Note that applications for Special Consideration will not be considered unless there is evidence of these



circumstances lasting for more than three consecutive days or a total of five days or more within the teaching period.

An application for Special Consideration together with supporting documentation must be submitted within 3 working days of the due date of the assessment to which it refers. In exceptional circumstances an application may be accepted outside the 3-day limit. All applications must be made via Online Services in myUNSW. Log into myUNSW and go to My Student Profile tab > My Student Services > Online Services > Special Consideration. You must submit the supporting documentation to The Nucleus: Student Hub for verification within 3 working days of the assessment or the period covered by the supporting documentation. Failure to do so will result in your application being rejected.

If your application is on the grounds of unexpected short-term 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, go to:

<https://student.unsw.edu.au/sites/all/files/uploads/group47/forms/ProfessionalAuthority.pdf>

## **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 may be moderated to ensure consistency in marking of assessment tasks.

## **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 re-assessment 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. Please note that the application form must be signed by the Course Coordinator. All marked work returned to students must be kept in case it is needed for re-marking.

See <https://student.unsw.edu.au/results> for further information.

## **FEEDBACK**

Assessments, other than final exams, will be marked and returned to students within 10-working days from the assessment submission date. Students will receive a mark for the assessment and written comments from the marker. Students who wish for further feedback on their assessment should contact the Course Coordinator within five working days of the return of marks for the assessment. The Course Convenor is responsible for responding to this request in a timely manner, and within 5 working days from the receiving the student's request.

## **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 myExperience survey.

## INFORMATION REGARDING HONOURS

Students undertaking Honours in psychology 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 undertake compulsory and elective coursework each term.

An Honours year in psychology is required for entry to postgraduate psychology programs in Australian universities.

### Minimum Entry Requirements

Students in degree programs that allow for completion of an accredited sequence in psychology (96 UoC for 3632 Psychology (Honours) program; 78 UoC for a Psychology major in other degree programs commencing in 2015 or later) are eligible to apply for a place in the Honours year in psychology.

For some students the Honours year is embedded in their four-or-more-year degree (e.g., 3632 BPsych(Hons), 3962 BAdvSc(Hons), 4721 Psych(Hons)/Law). For other students (e.g., 3435 PsychSc, 3970 Sc) the Honours year is taken as a separate one-year program (4518 PsychSc(Hons)) at the end of their three-year degree.

Entry to the Honours program for current students is obtained by achieving a *Psychology Average* mark of at least 75%. The *Psychology Average* is calculated from:

- Marks for **psychology core courses common to all psychology programs / plans** (see below); and
- The **three highest** of marks for all Level 3 psychology elective courses ever attempted.

The average is based on a student's mark for the first attempt at courses—unless there were special circumstances which justify including the mark from the second attempt. In such cases, students should set out these circumstances in a letter to the Honours Coordinators at the time of application. Results for psychology courses completed by students whilst on exchange are not included in the average.

The psychology core courses are as follows:

#### Level 1

- PSYC1001 Psychology 1A
- PSYC1011 Psychology 1B
- PSYC1111 Measuring Mind and Behaviour

#### Level 2

- PSYC2001 Research Methods 2
- PSYC2061 Social and Developmental Psychology
- PSYC2071 Perception and Cognition
- PSYC2081 Learning and Physiological Psychology
- PSYC2101 Assessment, Personality and Psychopathology

#### Level 3

- PSYC3001 Research Methods 3
- PSYC3011 Research and Applications of Psychology

### How to Apply

In approximately September each year, the School's website (<http://www.psy.unsw.edu.au/current-students/undergraduate/honours>) will be updated with information about the following year's Honours program, including application procedures and available supervisors and research areas. Once the information is published an announcement will be made on each Level 3 Psychology Moodle page, directing students to the School's website. If you do not expect to be enrolled in a Level 3 Psychology course in Term 3, it is recommended that you periodically check the School's website for the update. Students should carefully read all the available information and submit their Honours application accordingly.

## 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 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 Code Policy, which incorporates the Student Code, and the Student Misconduct Procedures. They are available at:

<https://student.unsw.edu.au/conduct>

## 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 includes copying materials, ideas or concepts from a book, article, report or other written document, presentation, composition, artwork, design, drawing, circuitry, computer program or software, website, internet, other electronic resource, or another person's assignment, without appropriate acknowledgement.
- **Inappropriate paraphrasing:** Changing a few words and phrases while mostly retaining the original structure and/or progression of ideas of the original, and information without acknowledgement. This also applies in presentations where someone paraphrases another's ideas or words without credit and to piecing together quotes and paraphrases into a new whole, without appropriate referencing.
- **Collusion:** Presenting work as independent work when it has been produced in whole or part in collusion with other people. Collusion includes students providing their work to another student before the due date, or for the purpose of them plagiarising at any time, paying another person to perform an academic task and passing it off as your own, 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. This should not be confused with academic collaboration.
- **Inappropriate citation:** Citing sources which have not been read, without acknowledging the "secondary" source from which knowledge of them has been obtained.
- **Self-plagiarism:** "Self-plagiarism" occurs where an author republishes their own previously written work and presents it as new findings without referencing the earlier work, either in its entirety or partially. Self-plagiarism is also referred to as "recycling", "duplication", or "multiple submissions of research findings" without disclosure. In the student context, self-plagiarism includes re-using parts of, or all of, a body of work that has already been submitted for assessment without proper citation.

### 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 Outline, as this will also include information specific to the discipline the course is from. There are also other sources of assistance at UNSW:

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\* The following text has been adopted from "UNSW Plagiarism: Essential information for avoiding plagiarism" (<https://my.unsw.edu.au/student/academiclife/Plagiarism.pdf>; accessed on 1 February 2017).

### ***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: <http://www.lc.unsw.edu.au/academic-integrity-plagiarism>. They also hold workshops and can help students one-on-one.

### ***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 and postgraduate coursework students are required to review the ELISE tutorial in their first term and complete the quiz, but any student can review it to improve their knowledge: <http://subjectguides.library.unsw.edu.au/elise>

### ***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: <https://student.unsw.edu.au/how-use-turnitin-within-moodle>.

### **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. 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.

#### **Important Notes on File-sharing Websites**

There are some file-sharing websites around that specialise in buying and selling academic work to and from university students. Examples of such websites include but are not limited to:

- [Course Hero](#);
- [Nexus Notes](#);
- [StudyMode](#); and
- [Thinkswap](#).

You should be aware that you would be committing plagiarism if you download a piece of work from these websites and present it as your own either wholly or partially.

If you upload your original work to these websites, and if another student downloads and presents it as their own either wholly or partially, you might be found guilty of collusion—even years after graduation.

Your work may be posted by others unbeknownst to you. The surest way to avoid putting yourself at risk is to take care to not share your work with another student. If you stumble across your work online, the School of Psychology recommends you take action to have it removed at the earliest opportunity.

These file-sharing websites may also accept for purchase course materials, such as copies of lecture slides and tutorial handouts. By law, the copyright on course materials, developed by UNSW staff in the course of their employment, belongs to UNSW. It constitutes copyright infringement, if not plagiarism, to trade these materials.

## **STUDENT COMPLAINTS AND GRIEVANCES**

The School is committed to the University policy of “providing a fulfilling and rewarding learning and research experience that enables students to achieve their full academic potential”, 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 they “will not suffer detriment or disadvantage as a direct result of making a complaint.”

If students have a grievance they should first attempt to resolve it with the individual concerned. If that fails, the next step is to take the matter to the course or level coordinator 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 Integrity Unit (Phone: 9385 8515; Email: [studentcomplaints@unsw.edu.au](mailto:studentcomplaints@unsw.edu.au)).

The full University complaint policy can be found on:

<https://student.unsw.edu.au/complaints>

## **DISABILITY SERVICES**

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 Coordinator prior to or at the commencement of the course, or with the Disability Advisors in Disability Services (9385 4734). Information for students with disabilities is available at:

<https://student.unsw.edu.au/disability>

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.

## **HEALTH & SAFETY FOR STUDENTS**

UNSW is a leading Australian University with a diverse range of research, teaching programs and centres of excellence, covering a multitude of disciplines and research areas. Health and safety is intrinsic to the way we do business at UNSW. Our overall aim is “Harm to Zero”, with the expectation that all persons shall come to no harm while in the workplace.

The following values form the basis of achieving our aim of “Harm to Zero”:

- People are our most valuable asset, and we are all committed to ensuring the health, safety and wellbeing of everyone in the workplace.
- Everyone has a responsibility for safety, their own and others.
- Injuries can be prevented, and an incident-free working and learning environment is actively pursued.
- Communication and consultation are central to working together for a safer workplace.

For all matters relating to Health and Safety, see <http://safety.unsw.edu.au/>

## Hazard & Incident Reporting

Students enrolled in Psychology courses are required to report any hazards or incidents *in two ways*:

1. Using the <https://safety.unsw.edu.au/reporting-hazards-incidents> via [myUNSW](#); and then
2. Emailing [John Bolzan](#), the School of Psychology Health & Safety representative, with details of the hazards or incidents.

*You must report hazards or incidents using both methods.*

## Mandatory Health & Safety Training

Completion of an online health & safety awareness course is mandatory for Honours and postgraduate students. Those requiring laboratory work as part of their study may also be required to undertake a laboratory safety course. See <http://safety.unsw.edu.au/Training/student-training> for further information.

If you fail to complete mandatory health and safety training:

- Panel meetings may not be convened for Honours students.
- Postgraduate coursework/research students may not be permitted to enrol.
- Those requiring laboratory work as part of their study may be denied access to labs.

## A Safe Campus

Student [safety](#) and the security of personal property is a high priority at UNSW.

Personal safety on campus is something UNSW wants students to be aware of. UNSW encourage students to act positively and responsibly to enhance their own safety.

Safety on campus is managed by [UNSW Security Services](#) who are dedicated to providing a safe campus for the whole community.

UNSW is a large institution and includes a number of [campuses](#). Each campus has a local security focus so it is important to find out what the safety procedures are at each location

Visit the "Stay Safe on Campus at Night" website <http://www.estate.unsw.edu.au/about-us/news-events/stay-safe-campus-night> for further information.

## 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 of each term. Fourth-Year accounts are available in early February.

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

- Bachelor of Psychology (Honours)
- Bachelor of Psychological Science
- Honours year students
- Master of Psychology (Clinical and Forensic)
- PSYC2001 (Term 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 at the beginning of each term, 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 zID-zPass account. Students having difficulties with their psychology accounts should contact the TSU (Phone: 9385 3139).

## Access Hours

The following access hours/rules will apply:

Programs or Courses	Rooms	Hours
BPsych(Hons) [3632] (see below for <i>Honours year</i> ) BPsychSc [3435]	Mat 209 and Mat 209A, Mat 419	8am-10pm Mon-Fri February – December
PSYC2001	Mat 209 and Mat 209A, Mat 419	8am-10pm Mon-Fri February – June
Level 3 PSYC Courses – T1	Mat 209 and Mat 209A, Mat 419	8am-10pm Mon-Fri February – June
Level 3 PSYC Courses – T2	Mat 209 and Mat 209A, Mat 419	8am-10pm Mon-Fri June – August
Level 3 PSYC Courses – T3	Mat 209 and Mat 209A, Mat 419	8am-10pm Mon-Fri August – December
Honours year (PSYC4093, PSYC4072, PSYC4073, and PSYC4103)	Mat 209 and Mat 209A, Mat 419	24 hour access, 7 days a week
MPsychol		

**Absolutely no food or drinks permitted in computer labs**

## 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 term 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 UNSW Information Technology policies. In addition, penalties may range from loss or restriction of ICT access to formal University disciplinary action for breach of the UNSW Information Technology policies. 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.