

**POSTGRADUATE PROFESSIONAL TRAINING
HANDBOOK**

2018

MASTER OF PROFESSIONAL PSYCHOLOGY

MASTER OF PSYCHOLOGY (CLINICAL)

**School of Medicine
Division of Psychology**

TABLE OF CONTENTS

OVERVIEW OF POSTGRADUATE PROFESSIONAL TRAINING PROGRAMS IN PSYCHOLOGY	5
Contact Details	6
GENERAL INFORMATION	6
Courses Offered Course Code	6
ENROLMENT	6
Logging onto eStudent	6
Pre-requisite Units	7
Policies for Granting Credit or Advance Standing for Previous Studies	7
Need Help with your Enrolment?	9
TEACHING AND STUDENT REQUIREMENTS.....	11
Attendance	11
Class Attendance and Engagement	11
Timetables	12
Learning Resources and Supports	12
Unit Outlines and Seminar Notes	12
MyLO, the online learning platform	12
Consultation Times with Postgraduate Professional Training Staff	13
Text Books and Required Reading	13
Student Representatives	13
Help for Students.....	13
Occupational Health and Safety	14
Learning Expectations	14
Seminars and Colloquia	15
Research Colloquia	15
Clinical Forums.....	15
Assessments	15
OSCEs.....	15
Format of Assignments.....	16
Submission of Assignments	16
Extensions.....	16
Grading	16
Penalties	16
Return of Assignments	16
Academic Honesty.....	16
Review of Results and Appeals.....	17
Postgraduate Studios.....	18
Access to Buildings/Rooms.....	18
Information and Communication Technology (ICT) Facilities	18

Email	18
Audio-Visual Equipment	19
Photocopying.....	19
Other Learning Facilities	20
Library Resources	20
Mail.....	20
Tutoring	21
Awards and Prizes.....	21
Graduation.....	21
Program Schedule 2018.....	22
Master of Professional Psychology (MProfPsych)	25
Course Duration.....	25
Mode of Delivery	25
Overview of Major Course Components	25
Course Outline	25
Course Objectives	25
Units of Study	26
Master of Professional Psychology, M7Q internship	26
Completion of Formal Obligations	27
Course Duration.....	28
Mode of Delivery	28
Course Outline	28
Course Objectives.....	28
Unit Summary.....	29
Master of Psychology (Clinical), M7L Placements	29
Master of Psychology (Clinical) Research Project	30
General Information.....	30
Scope of Research Project	30
Types of Research Projects.....	30
Project Approval and Ethics.....	31
Selecting a Research Topic	31
Supervision	31
MPsych(Clin) Research Proposal	33
Format of the Research Proposal	33
Research Proposal Presentation.....	34
Recruiting Research Participants	35
Research Resources.....	36
Authorised Travel for Research Purposes	36
Research Facilities	36
The Research Report/Thesis.....	37

Format	37
Submission of MPsych(Clin) Research Report/Thesis	39
Examination of Research Report/Thesis Process	40
Completion of Formal Obligations	41
Web Summary	41
Publishing Research.....	42
Introduction.....	47
Location and Contact Details.....	47
Hours of Opening.....	47
Test Library Holdings	49
University Psychology Clinic (UPC) Holdings	50
Borrowing Procedures and Conditions.....	51

OVERVIEW OF POSTGRADUATE PROFESSIONAL TRAINING PROGRAMS IN PSYCHOLOGY

Welcome to the Division of Psychology (the Division) at the University of Tasmania, the fourth oldest University in Australia, where Psychology has been taught since 1902. The Division is situated on the three campuses of the University – Hobart, Launceston and Cradle Coast. Postgraduate Professional Training programs are offered in Hobart. Since January 1, 2013 the Division of Psychology has been part of the School of Medicine, College of Health and Medicine.

Information in this handbook supplements official University publications and it is recommended that you familiarise yourselves with necessary and relevant student-related documentation available on the University website. Material presented in this handbook provides general guidance on frequently asked questions, rules, policies and procedures and introduces staff within the Division. General information about the Units covered in both the Master of Professional Psychology (MProfPsych) and the Master of Clinical Psychology (MPsych[Clin]) programs is also provided. This handbook should be read in conjunction with the Placement Manual which you will receive during your Orientation to Placement program.

Staff in the Division are committed to helping you achieve your academic goals and improve your understanding and skills in the field of psychology. Specialist competency-based training offered by the staff in many areas will provide you with a strong basis for future employment. Your relationship with the staff and the Division is a partnership involving rights, responsibilities and obligations on both sides. You, as a postgraduate student, have the right to a high quality learning experience within the Division, but with obligations in terms of academic, professional and personal conduct.

Key Staff

Director of Postgraduate Professional Training:

Professor Jenn Scott

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Email: jenn.scott@utas.edu.au

Associate Director of Postgraduate Professional Training:

Dr Kimberley Norris

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Postgraduate Masters' Research Coordinator:

Assoc. Professor Raimondo Bruno

Ph: 6226 2240

Email: raimondo.bruno@utas.edu.au

Professional Experience Placement Coordinator and University Psychology Clinic Manager:

Dr Tracey Dean

Ph: 6226 7480

Email: tracey.dean@utas.edu.au

A list of all Division of Psychology staff is contained at the end of this document

Contact Details

Any concerns, such as meeting specific deadlines or accessing particular resources that arise in relation to individual modules or units, should be taken up in the first instance with the relevant staff member or unit coordinator.

All other queries in relation to the program can be directed initially to:

Sue Muir, Program Delivery Officer, Room SB.SocSci110
email: Sue.Muir@utas.edu.au ph: +61 3 6226 2095

For enquiries regarding enrolment, please contact:
Faculty Officer College of Health and Medicine,
email: health.central@utas.edu.au ph: +61 3 6226 4757

For Test Library access and bookings please contact:
Sue Muir, Program Delivery Officer, Room SB.SocSci110
email: Sue.Muir@utas.edu.au ph: +61 3 6226 2095

For general administration enquiries e.g. research expenses, building access, contact:

Claire Byrne, Room SB.SocSci136
email: secretary@psychol.utas.edu.au ph: +61 3 6226 7124 or,
Psychology Reception, SB.SocSci112
email: secretary@psychol.utas.edu.au ph: +61 3 6226 2237

Mailing address:

Division of Psychology
University of Tasmania
Private Bag 30
Sandy Bay TAS 7005

Physical address:

Ground Floor
Social Science Building
Sandy Bay Campus
Sandy Bay TAS 7005

GENERAL INFORMATION

Courses Offered

Master of Professional Psychology
Master of Psychology (Clinical)

MProfPsych
MPsych(Clin)

Course Code

M7Q
M7L

ENROLMENT

Whichever course you are undertaking, the enrolment process is ongoing for the duration of your course and involves the management of your personal details as well as your course and unit selection. Most aspects of your enrolment can be managed through eStudent, the UTAS online student administration portal.

Logging onto eStudent

When you are ready to enrol, log on to eStudent (accessed from the 'Current Students' webpage) and use the UTAS student username and password that you received after you accepted your offer.

Unit Selection

You are encouraged to enrol in your units prior to the commencement of each semester. Please **do not** enrol beyond the semester you are about to commence, as you may not meet the required pre-requisites for future studies. The required units are listed in the online Course and Unit Handbook, as well as page 27 (Master of Professional Psychology) and page 30 (Master of Psychology, Clinical) of this handbook.

Please note that you cannot enrol in any of these units more than once (the only exceptions being if you fail a unit or withdraw from a unit). If you do not complete a placement or thesis unit within the semester of enrolment, a result of AO (Assessment Ongoing) will be recorded until your final result is submitted (after final assessment). Please note that an AO can only be recorded for one semester beyond which you undertook the unit (e.g. if you receive an AO for Research Thesis 1A in semester 1, you must have finalised the requirements for this unit by the end of semester 2 in the same year). After this time, an NN grade will be awarded.

Pre-requisite Units

It is important not to enrol in a unit on the eStudent system until you have completed the pre-requisites for the unit. This is true for both full-time and part-time enrolments. For example:

UNIT CODE	UNIT TITLE	PRE-REQUISITE UNITS
KHA721	Advanced Assessment	KHA711
KHA724	Behaviour Change 2	KHA714
KHA735	Professional Practice 1	KHA711, KHA714, KHA734
KHA739	Research Thesis 1B	KHA716, KHA736
KHA740	Professional Practice 2	KHA735, KHA745
KHA741	Professional Practice 3	KHA740, KHA746
KHA745	Clinical Placement 1	KHA711, KHA713, KHA714, KHA722, KHA734
KHA746	Clinical Placement 2	KHA721, KHA724, KHA735, KHA745
KHA747	Clinical Placement 3	KHA746, KHA740
KHA759	Professional Practicum 2	KHA711, KHA713, KHA714, KHA722, KHA730, KHA734
KHA757	Advanced Ethics and Professional Practice	KHA714, KHA734, KHA730
KHA751	Research Thesis 2A	KHA739
KHA755	Research Thesis 2B	KHA751

Policies for Granting Credit or Advance Standing for Previous Studies

As per current APAC Accreditation Standards 5.1.9 to 5.1.11:

“5.1.9 Students should only be given credit for any coursework if it is strictly equivalent to coursework in the current course, and in the case of prior studies at an Australian institution, the coursework for which credit is to be granted must also have been successfully completed in an APAC accredited course within the previous ten-year period. Studies undertaken at non-Australian institutions must be carefully evaluated by the AOU to determine their strict equivalence to the coursework for which credit is to be granted, and the AOU must be prepared to defend its decisions regarding the granting of credit should APAC conduct an audit of the AOU’s credit practices.

5.1.10 Students can only be given credit for placement experience completed as part of their current employment if it is of direct relevance to the course, if the work would ordinarily be undertaken by a qualified psychologist, and if supervision is arranged to fulfil all of the usual requirements of placements which are part of the course. Any such experience must not amount to more than one placement component and it must not constitute more than 30% of the total placement requirements of the course. AOU's must not give credit for previous employment experience (prior to entry into the APAC accredited professional course) as it is not integrated into the overall learning undertaken during the course. Placement experience completed as part of current employment should not normally be credited in a fifth year Graduate Diploma of Professional Psychology course.

5.1.11 Students should not be given any credit for any previous research experience including research higher degrees as the research component is integrated into the course."

Part-Time Study

Candidates normally enter a program at the beginning of each academic year and those wishing to complete a program part-time will need to seek planning advice from the Faculty Officer and prospective approval in writing from the Director of Postgraduate Professional Training for their proposed study schedule each year.

Part-time MPsych(Clin) program candidates will not be eligible to commence clinical placements until they have completed and passed the following units: **KHA711, KHA713, KHA714, KHA722, and KHA734.**

Part-time MProfPsych program candidates will not be eligible to commence KHA759, Professional Practicum 2, until they have completed and passed the following units: **KHA711, KHA713, KHA714, KHA722, KHA730 and KHA734.**

Enrolling in your Units

To enrol, click on 'Manage Enrolment' in eStudent, open the appropriate course link and follow the steps to add the units you have selected.

Be sure to go through all the steps and click on 'Submit' at the end to complete this part of the enrolment.

After you have enrolled you will be able to print out a personalised timetable using your Student ID number.

Checking your Enrolment

Within 24-48 hours of enrolling online you will be able to check your enrolment through the 'Current Details' page. This facility lists the degree you are studying, the units you have enrolled in and the semester in which you are enrolled. Ensure you check your enrolment once semester commences.

NB: It is your responsibility to check that you are correctly enrolled. If you do not correctly enrol in a unit, a grade cannot be awarded for that unit. Incorrect enrolment could also prevent you from graduating.

Confirmation of Enrolment

You can generate a confirmation of enrolment for AHPRA registration or scholarship purposes by logging on to eStudent and requesting the document, under the study plan tab. The document will be emailed direct to you. If you are requesting the document as part of your provisional registration renewal for AHPRA, simply forward the email document you receive to the Program Delivery Officer and it will be forwarded to AHPRA on your behalf to satisfy their requirement. The Division does not issue letters for this purpose.

Check your UTAS Email Account

Remember to check your UTAS email frequently. The University will correspond with you using your UTAS email account with advice about your enrolment, fees and other important information. Teaching staff will also communicate information about lectures and presentations via your UTAS email address.

NB: The UTAS communication system does not reliably transmit to or from Hotmail and other generic email service emails. Do not forward your UTAS email to Hotmail or any other generic email service as transmission cannot be guaranteed.

Census Dates

Your enrolment and all administrative details must be finalised by the **census date** that has been set for each semester. Details regarding the census dates are available in the online Course and Unit Handbook. If you are required to pay a tuition fee for your unit and you have not paid by the relevant census date, your enrolment will be cancelled.

If you are enrolled in a unit at the census date you will be liable for the fees and charges for that unit for the relevant semester, even if you intended to withdraw from the unit. It is not sufficient to advise the lecturer that you will no longer be attending classes; you need to withdraw from your units through your eStudent account. All changes can be made under the 'Manage Enrolment' tab.

Please refer to the Course and Unit Handbook for withdrawal dates, academic and financial penalty dates and their associated withdrawal dates.

Need Help with your Enrolment?

Student Centre staff are available to assist students to use the eStudent. If you need help please call 1300 361 928 or visit the Student Centres in Hobart or Launceston.

You can also use the ['Ask Us'](#) tool through the UTAS website.

If you need advice regarding your study pathway please contact your Faculty Officer via email to health.central@utas.edu.au or ph: 03 6226 4757.

Additional Enrolment Requirements

All students enrolled in the MProfPsych program must complete the following additional requirements prior to commencement of the program:

- 1. Provisional Registration with the Australian Health Practitioner Regulation Agency (AHPRA)**

The Psychology Board of Australia (PsyBA) stipulates that all psychology higher degree students in Australian Psychology Accreditation Council (APAC) accredited professional programs at fifth year or higher must be provisionally registered from the commencement of enrolment and for the duration of enrolment, including the thesis.

Students can apply online for provisional registration with AHPRA as soon as enrolment in their degree is completed.

- Graduate Applications online can be accessed at www.ahpra.gov.au/Registration/Graduate-Applications.aspx
- Alternatively a paper application for provisional registration (APRO-76) is available from the PsyBA website www.psychologyboard.gov.au under Forms.

Evidence of provisional registration must be sighted and recorded by the Professional Experience Placement (PEP) Coordinator, Dr Tracey Dean, once enrolment is confirmed.

All students are required to provide confirmation of their current enrolment when applying for, or renewing, their provisional registration with AHPRA. Students can request a 'Confirmation of Enrolment' document online by logging on to eStudent, select 'Study Plan' from the menu bar, then 'Current Enrolment' and 'Request Confirmation of Enrolment'. eStudent will automatically send the required document to your UTAS email address. Forward this document to the Program Delivery Officer who will forward it to AHPRA on your behalf to verify your enrolment status. Please note that letters are not provided by the Division for this purpose.

2. Safety in Practice (SiP) Requirements

All students enrolling in Faculty of Health programs which include a professional experience placement component, laboratory and/or field activity are required to establish and maintain their capacity to practice safely via *Safety in Practice Requirements* compliance documentation.

The Faculty, in accordance with the *Safety in Practice Compliance and Risk Assessment Procedure*, assesses student compliance with Safety in Practice Requirements, which include:

- national criminal history
- medical, physical and psychological capacity to safely undertake the Faculty of Health Mandatory Functional Requirements, and
- infectious disease and immunisation status

Newly enrolled students must complete and submit the Safety in Practice Agreement to the Professional Experience Placement Coordinator, Dr Tracey Dean, by week 2 of Semester 1, or in case of late enrolment, prior to commencing study.

The exception is the **Immunisation Record Form/Card**, which must be completed (with HepB vaccination begun) and submitted by week 1 of Semester 2.

Continuing students must complete and submit the Safety in Practice Agreement to the Professional Experience Placement Coordinator, Dr Tracey Dean, by Wednesday 22 February 2017

- The Safety in Practice Agreement and associated reading can be found at:
<http://www.utas.edu.au/health/professional-experience-placement/safety-in-practice-requirements>
- Further information about Professional Experience Placements can be found at the Faculty of Health PEP page: <http://www.utas.edu.au/health/professional-experience-placement/home>

TEACHING AND STUDENT REQUIREMENTS

Attendance

Class Attendance and Engagement

Students are required to attend and engage with 100% of all classes in order to obtain a passing grade, and attendance at class is recorded. All absences will need to be supported by a medical certificate or statutory declaration signed by a Justice of the Peace, Commissioner for Declarations or other authorised person. A Statutory Declaration form is available online from the following link: [www.utas.edu.au/ data/assets/word doc/0005/27095/statutory declaration.doc](http://www.utas.edu.au/data/assets/word_doc/0005/27095/statutory_declaration.doc) . For any classes missed for legitimate reasons, students will be required to complete make-up tasks commensurate with the amount of work that would have been required during the missed class.

If you have any questions or issues regarding your attendance at classes, please speak to your unit or course coordinators.

In addition to attending classes, students are required to actively participate and engage with all learning activities and demonstrations. If you are having difficulties in this regard, you are encouraged to discuss this in the first instance with either the lecturer or unit coordinator, and if required, make contact with Postgraduate Program Director, Prof Jenn Scott.

Professional Conduct

Students enrolled in the postgraduate Psychology programs at the University of Tasmania are required to adhere to appropriate codes of professional conduct and behaviour. In addition to being bound to the APS Code of Ethics, students are also required to conduct themselves as they would in a professional setting. As such, students are required as a minimum to be:

- punctual for all classes, placements, and study-related activities (including return of test-library or other borrowed materials);
- demonstrate courtesy and respect towards other students, professional staff, academic staff, and clients;
- demonstrate a positive attitude towards learning and skills development;
- appropriately respond to constructive feedback and undertake efforts to address areas for further development;
- ensure appropriate appearance and dress standards are maintained; and
- adhere to all policies and procedures within the Division of Psychology, and University of Tasmania more broadly.

Timetables

Class timetables will be provided as part of unit outlines, which can be accessed from MyLO. Timetables are also available via the University website: <http://student-timetable.utas.edu.au/> and http://www.utas.edu.au/data/assets/pdf_file/0004/872635/2017-UTAS-Calendar.pdf It is considered to be a student responsibility to check the University website for timetable information.

Learning Resources and Supports

Unit Outlines and Seminar Notes

Unit outlines are posted on MyLO immediately prior to a semester commencing. Unit coordinators/lecturers will explain the contents of the unit outline during the initial seminar. Students will also have an opportunity to ask questions in relation to unit requirements and timetables.

It is the responsibility of the student to obtain a printed copy of seminar notes for use during class. Printed seminar notes will not be provided by the lecturer. Notes can be accessed from MyLO, or as advised by unit coordinators.

MyLO, the online learning platform

MyLO is the online learning environment at the University of Tasmania. Most units are web supported and access to the MyLO online unit is essential.

Log in to MyLO at: <http://www.utas.edu.au/mylo> and you will have access to the units you are enrolled in.

To find out more about the features and functions of MyLO, and to practice using them, visit the Getting Started in MyLO unit.

For access to information about MyLO and a range of step-by-step guides in pdf, word and video format, visit the [MyLO Student Support page](#) on the University website.

If something is not working as it should, contact the Service Desk at: service.desk@utas.edu.au phone 6226 1818, or [Request IT Help Online](#).

Consultation Times with Postgraduate Professional Training Staff

Any concerns, such as meeting specific deadlines or accessing particular resources that arise in relation to individual modules or units, should be taken up in the first instance with the relevant staff member or unit coordinator.

Staff within the postgraduate professional training programs will provide students with appropriate contact details and consultation times should students wish to discuss matters related to their course. Many staff have a variety of commitments, both inside and outside the University, and students will need to check consultation times and make an appointment to meet at a mutually convenient time.

Invited guest lecturers may not always be available for student consultation. The unit coordinator is always the first point of contact for student queries.

Text Books and Required Reading

All required or recommended text books and readings will be listed in the unit outline. In most cases, copies of any required textbooks will also be available in the Psychology Test Library or Morris Miller Library. Throughout the unit the lecturer may draw your attention to other readings and texts and advise how to access these resources.

Student Representatives

Each year, nominations are sought for student representatives from the 1st and 2nd year postgraduate programs. The student representatives are required to attend a Staff/Student consultation meeting at the end of each semester, and an External Advisory Committee meeting at least once a year. The student representatives must be prepared to be available to other students within the course who wish to raise concerns/issues/feedback in relation to the course. It is the role of the student representatives to communicate these matters at consultative meetings.

Help for Students

If you are experiencing difficulties with your studies or assignments, have personal or life planning issues, disability or illness which may affect your course of study, you are advised to raise these with the Clinical Director in the first instance. There are a range of University-wide support services available to you including:

The Personal Counselling Service (<http://www.utas.edu.au/students/whs/counselling>)

Disability Services <http://www.utas.edu.au/students/whs/disability>

International Student Services <http://www.utas.edu.au/international-support>

Learning Development. <http://www.utas.edu.au/students/learning>

Please refer to the Current Students homepage for further details

<http://www.students.utas.edu.au>

Occupational Health and Safety

The University is committed to providing a safe and secure teaching and learning environment.

Please refer to the University's policy at:

http://www.human-resources.utas.edu.au/_data/assets/pdf_file/0011/8687/ohs.pdf

Learning Expectations

The University is committed to high standards of professional conduct in all activities, and its commitment and responsibility to students is of paramount importance. Students have a mutual responsibility to the University as they pursue their studies within the special environment the University offers. The University's Code of Conduct and Learning states: Students are expected to participate actively and positively in the teaching/learning environment. They must attend classes as required, strive to maintain good progress within the subject or unit framework, comply with workload expectations, and submit work on time. If you need assistance in preparing for, or keeping up with, study please refer to your tutor/lecturer. For additional information refer to the Learning Development website <http://www.learningsupport.utas.edu.au/learners.html>

Students are further advised that in order to achieving an overall passing grade in any unit, they must successfully pass all assessment pieces associated with that unit.

The Academic Progress Review (APR) Process

The staff at the University of Tasmania are committed to supporting student learning. As such, the Academic Progress Review (APR) process has been implemented. The purpose of APRs is to monitor student progress, and provide support if students are having difficulties successfully completing units of study. APR is a formal University process that occurs at the end of Semester 1 and 2, for all enrolled students. If it is identified that a student is having difficulties, a plan will be negotiated to address, and remediate, these issues. In the context of the postgraduate professional training programs in Psychology, students must remediate these issues prior to commencing placement.

Students will receive further advice regarding requirements of the APR progress during the orientation program, as well as within individual units. For general information on the APR process, go to <http://www.utas.edu.au/students/learning/academic-progress>.

We also encourage students to make contact with lecturers or supervisors outside of the formal APRs if they are experiencing difficulties that are impacting on their ability to engage with learning materials and develop required competencies.

Furthermore, as students engage in Professional Experience Placements (PEP), there are additional requirements regarding placements for Masters of Professional Psychology and Masters of Psychology (Clinical) students. Students are encouraged to familiarise themselves with this material via the [PEP website](#). Additional queries in this regard can be directed to the Professional Experience Placement Coordinator Tracey Dean, or PEP Operations Officer Mike Spurr (mike.spurr@utas.edu.au; 6324 3358).

Seminars and Colloquia

Research Colloquia

During Semester time the Division schedules regular research seminars or colloquia. A variety of speakers are invited to participate (both internal and external). The Division views these as an important educational resource for students and expects all postgraduate students, part-time and full-time, to attend them on a regular basis. In addition, students are welcome to present their research data, including practicing conference presentations.

Contact Associate Professor Raimondo Bruno, raimondo.bruno@utas.edu.au for further information.

Clinical Forums

A program of Clinical Forums is scheduled throughout the year. These offer the opportunity to discuss material presented during coursework units and to present additional topics not covered in coursework. The forums may also include case presentations by supervisors in the field. The Division views these as an important educational resource for students and expects all postgraduate students, part-time and full-time, to attend them on a regular basis.

Contact Dr Tracey Dean tracey.dean@utas.edu.au for further information.

Assessments

Over the course of your studies you will engage with a number of different competency-based assessments including written reports, quizzes, and objective structured clinical examinations (OSCEs). These are designed to ensure you have developed the requisite knowledge and skills to progress towards qualifications as a psychologist.

OSCEs

OSCEs are a hands-on, real-world approach to learning and assessment. OSCEs comprise a circuit of short (15-minute) stations, in which each student is examined on a specific set of skills learned within the semester. You will be provided guidance on broad topic areas prior to the OSCEs (e.g. CBT skills), however will not be advised of specific content prior to undertaking the station. All stations require students to demonstrate an ability to apply both theory-based and skills-based learning to a simulated client problem.

OSCEs are held over a two-day period in the Medical Sciences Precinct at the end of each semester. Please refer to the Masters timetable on page 23 of this handbook to ensure you are available for your scheduled time, as OSCEs cannot be rescheduled or deferred.

You are required to successfully pass the OSCE affiliated with each coursework unit to achieve a passing grade overall. In the event you receive an NN for your OSCE performance, you will be provided detailed feedback regarding areas for improvement and will sit a supplementary OSCE within two weeks of the first attempt. If you obtain a passing grade on your supplementary OSCE, you will receive an overall passing grade for the associated unit. If you are unable to achieve a passing grade on your supplementary OSCE you will be required to repeat the associated unit the following year.

Format of Assignments

All written assignments must adhere to APA style and formatting guidelines, unless instructed otherwise by the lecturer setting an assignment. For APA style and formatting guidelines please refer to the APA Manual (6th edition).

Submission of Assignments

Assignments should be submitted by the due date stated in the unit outline for the units you are enrolled in. Assignments are usually submitted online via a MyLO assignment Dropbox unless students are specifically instructed to submit an assignment via hard copy. Assignment submissions (for marking) via e-mail will not be accepted.

Extensions

For all units, students requesting an extension should consult the unit coordinator prior to the due date with any relevant supporting documentation (e.g. medical certificates), and must also provide proof-of-progress. When granted, extensions will be confirmed by email.

Grading

All assessments within the Postgraduate Professional Training Programs at the University of Tasmania adhere to an ungraded pass profile. Similarly, your academic transcript will use this same grading system.

This means all assessable work will be graded as either UP (ungraded pass), or NN (fail grade), which indicates you need to continue towards developing that competency. You are required to achieve a UP on all assessment pieces in order to successfully pass a unit of study – be that coursework, placement, or thesis.

A UP grade equates to achievement of 70% or higher on a given task, and this benchmark must be achieved to be awarded a UP. This criteria is consistent with both the required performance on the National Psychology Exam, as well as within the School of Medicine, College of Health and Medicine, University of Tasmania.

Penalties

The Division has a policy for the submission of assignments. If an extension has not been granted and approved, an assignment submitted after the designated due date will incur a penalty of 5% per day. Should you need to submit an assignment during a weekend, it is your responsibility to consult the unit coordinator prior to the close of business on the preceding Friday.

The number of words/pages stipulated for assignments includes citations, but excludes tables, figures, captions, abstract and the reference list. Assignments exceeding the prescribed number of words/pages will incur a penalty of 10% of the total obtainable mark.

Return of Assignments

If an assignment is submitted via MyLO for marking it will be returned to the student via MyLO. Assignments are usually returned to students 3-4 weeks after the due date.

Academic Honesty

Academic integrity is concerned with mastering the art of scholarship. Scholarship involves researching, understanding and building upon the work of others and requires that you give credit where it is due and acknowledge the contributions of others to your own intellectual efforts. At its core, academic integrity requires honesty. This involves being responsible for ethical scholarship and for knowing what academic dishonesty is and how to avoid it.

Plagiarism

Plagiarism is a form of cheating. It is taking and using someone else's thoughts, writings or inventions and representing them as your own; e.g., using an author's words without putting them in quotation marks and citing the source; using an author's ideas without proper acknowledgment and citation; copying another student's work.

If you have any doubts about how to refer to the work of others in your assignments, please consult your lecturer or tutor for relevant referencing guidelines, and the academic integrity resources on the web at <http://www.academicintegrity.utas.edu.au>

Self-copying/Re-submission of assessment:

It is not permissible to copy your own work, in part or in whole, and submit it for assessment in more than one unit of study at this, or another, University. This also applies to students repeating a unit. Unless otherwise approved, all assessment tasks undertaken in a unit must be done within the enrolment period.

Group work:

It is important that all group members make appropriate contributions to the required task. Copying from others or contributing less, little, or nothing to a group assignment and claiming an equal share of the marks is not acceptable. When working as a member of a group or team, it is important to keep records of your own work. Even though you may have group discussions and work together, you must always write your own notes and keep records of what you have personally contributed to any group assessment product/s.

Sharing assignments and collusion:

Protect your academic work. The intentional sharing of your work potentially allows others to copy your work and cheat to gain an academic advantage. In these circumstances, both you and the person that copied your work may be subject to allegations of academic misconduct.

Penalties

Plagiarism is a serious offence which attracts penalties that may range from a fine or deduction/cancellation of marks to, in the most serious of cases, exclusion from a unit, a course, or the University.

Details of penalties are available in the Ordinance of Student Discipline – Part 3 Academic Misconduct, see: http://www.utas.edu.au/data/assets/pdf_file/0006/23991/Ordinance-9-Student-Discipline.pdf

Review of Results and Appeals

For re-assessment of assignments, the following procedure is applied within the Division:

1. Students with a query about their grade should approach the unit coordinator to clarify why the grade was awarded. The unit coordinator may, at his or her discretion, direct the student to the original assessor to provide feedback.
2. If step 1 does not resolve the student's concern the student should present a written statement to the unit coordinator outlining why a re-mark is warranted. The grounds for granting a re-mark include:

- comments in the feedback are factually incorrect
 - comments in the feedback that reduce the grade awarded are not relevant to the stated assessment criteria
 - an apparent inconsistency between the feedback and the grade awarded
 - the student mounting an argument for value in the assignment that has been misunderstood or overlooked by the assessor
3. If the unit coordinator determines a review is warranted, students should provide the unit coordinator with the original assessment, plus a clean, unmarked copy of the assignment with no identifying personal information or information regarding the original assessor.
 4. The unit coordinator will arrange for an independent assessment of the assignment by an alternative assessor, ensuring that the clean copy is identical to the original assignment and that any supporting material e.g. the assignment outline, marking instructions, feedback sheets and criteria, is also forwarded to the assessor. Feedback will be in the same format as the original assessment.

Students wishing to have an assignment re-marked must request a review within 14 days of its return date.

The University has formal procedures regarding the re-assessment of final examinations and information: Rule 111, Academic Assessment at: <http://www.utas.edu.au/university-council/university-governance/rules>

Postgraduate Studios

Masters students have a shared common room area allocated for individual or group study on the first floor of the Psychology Annexe building, at the rear of the University Psychology Clinic.

Access to Buildings/Rooms

Access to the Psychology Division buildings (Sandy Bay Campus) after hours and access to the postgraduate studios is via a proximity card. These can be purchased from the TUU Contact Centre (opposite the bookshop). To activate your card please see the Psychology Administration Officer at the Sandy Bay campus. You will need to check with your supervisor regarding access to any special spaces. Keys to study rooms and other necessary facilities for research purposes are also obtainable after paying a deposit of \$15 which is refundable in full when the key is returned. Proximity cards must be returned when your enrolment ceases.

Information and Communication Technology (ICT) Facilities

The University provides a number of ICT services to all students, for which advice and guidance can be sought from the ITS Service Desk: www.utas.edu.au/service-desk ph: 03 6226 1818 or 1300 304 903

A summary of the key services are as follows:

Email

All students are provided with a University email address. The Student Centre will send you details of your email address and access password. Your POP account and password are printed on your

Enrolment Statement and Fees Invoice. Email details are also available from the Service Desk. Take your University Staff or Student ID card as proof of identity.

It is essential that you regularly check your UTAS email account. Staff and the Student Centre regularly communicate to students via email. Please be aware that IT Resources recommends against forwarding university email. Staff are not obliged to correspond with students via personal email addresses and are often blocked from doing so by the University IT system.

Email is provided via [Office 365](#) including 'email for life' and Office Web Applications such as Word, Excel and PowerPoint

WiFi at UTAS is called '[eduroam](#)'. Look out for the broadcast name and connect using your username and password

Printing is managed by the many Copying and Printing Service ([CAPS](#)) printers located in the computer labs

Computer Labs are situated throughout all campuses, predominantly in Library spaces. There are also teaching and research computer labs with applications and resources specific to your studies at Psychology venues which your supervisor will advise you of

On-line learning is delivered via the [MyLO](#) service (My Learning On-line) and will act as the service to engage with your supervisor, collaborate with other students and submit work

More in depth information on these, and all other services provided by UTAS, can be found at the [service desk website](#)

Audio-Visual Equipment

Students are required to conduct recorded role plays for assessment in some units. The Psychology Division (Hobart Campus) has a consultation room and digital video cameras that can be booked for these purposes.

Please see the Psychology Administration Officer or Program Delivery Officer to make room and audio-visual equipment bookings.

Photocopying

Masters students can use the photocopier in the annexe building (Hobart students) or the staff photocopier at the Division of Psychology printing room (O-106) in Launceston (during business hours only). Students are assigned an individual PIN code to use these photocopiers. All enquiries regarding purchasing photocopying credit should be directed to Claire Byrne, the Psychology Administration Officer in Hobart.

Photocopying is available in the main libraries and the Contact Centre in the Union Building also provides photocopying services.

Students are expected to pay for their personal printing and photocopying: for this purpose thesis preparation (binding, printing drafts as well as final copies), seminar/assignment references and seminar/assignment preparations are regarded as personal costs. Thesis research costs including additional photocopying of questionnaires and score sheets and research photocopying done for

the thesis supervisor, may be supported from Lab Group funds, with prior arrangement and with approval of the thesis supervisor.

All photocopying and printing related to your coursework is the student's responsibility. Psychology administration staff do NOT do photocopying for students.

Please note that printing and photocopying policies and procedures change periodically as advised by the Psychology Administration Officer

Other Learning Facilities

Library Resources

The Psychology Division in Hobart is situated only 50 metres from the main University Library, the Morris Miller Library. The library collection includes over 650,000 volumes, almost evenly divided between monographs and serials (including continuations). In the monographs, there are between 10,000 and 12,000 volumes in the areas of psychology, social psychology, educational psychology, clinical psychology, and closely related fields (e.g., psychologically relevant volumes in the collections attributed to psychiatry, statistics, genetics, etc.). In the serials collection, the Library has continuing subscriptions to approximately 400 serials regularly indexed in Psychological Abstracts, including most of the standard psychological journals, and there is access to PsycINFO and other abstract databases that are URL accessible via the network. The Launceston Campus also has a well-stocked library. The library also subscribes to a large number of electronic journals.

At the beginning of each semester, library tours are conducted by library staff. If you are unfamiliar with the University Libraries, please contact the library for information about their tours.

Division of Psychology Test Library

The Psychology Division has an extensive Test Library of psychological tests and test materials, available for staff teaching and research, and for loan to students under the supervision of qualified users. The Test Library also holds copies of past students' theses.

Please see the Test Library Users Guide (included as an appendix to this document) for further information regarding accessing and using resources.

Placement Training Facilities

The Psychology Division operates the University Psychology Clinic (UPC), on the Sandy Bay Campus as part of the postgraduate training in clinical psychology. The UPC provides a service to the community offering specialist clinical psychology assessments and intervention; providing postgraduate students opportunities to undertake supervised casework and embark on clinical research. The UPC does not accept UTAS students as clients, except for those students referred by the University Personal Counselling service or by Disability Services for Specific Learning Disorder assessment.

Mail

Postgraduate students share a mail pigeonhole in the main reception area for receipt of mail. There are also three pigeonholes for RHD students. Mail is delivered to the University twice daily and is distributed to staff and students via the pigeonholes. Messages are also left in these pigeonholes. Please ensure you check regularly for incoming mail.

Tutoring

Some casual tutoring positions are available to postgraduate students each semester within the Division. Expressions of interest for these positions are usually communicated to postgraduate students by email before the start of each semester. Enquiries can be directed to either Dr Jim Sauer (Jim.Sauer@utas.edu.au) or Dr Kimberley Norris (Kimberley.Norris@utas.edu.au). Students considering undertaking a tutoring role should consider their ability to simultaneously complete all coursework, research and placement requirements alongside tutoring responsibilities which include teaching and marking.

Awards and Prizes

The Morris Miller Prize is awarded annually to the student who shows the most proficiency in, and has completed the requirements for, a Master degree in Psychology.

The Fiona Allan Prize is awarded annually to the full-time enrolled student who shows the greatest proficiency in coursework in the first year of the MPsych (Clin) program.

Graduation

Students need to be aware that graduation **cannot** be guaranteed in any specific graduation round as a number of processes are required to be completed by the University administration following completion of all degree requirements.

Helpful information regarding these processes can be found on the graduation website at:

<http://www.utas.edu.au/graduation/home>

Common requirements prior to graduating will include a Letter of Completion

http://www.utas.edu.au/_data/assets/pdf_file/0005/314618/application-for-completion-letter.pdf and/or a transcript <http://www.utas.edu.au/exams/academic-transcripts>

Official Academic Transcripts

When applying for provisional and general registration as a Psychologist with AHPRA you will be asked to provide a copy of an official academic transcript which must be sent direct to AHPRA from the University. To do this please follow the instructions below:

You can order an official copy of your Academic Transcript through [eStudent](#):

- Navigate to the 'Results and Graduation' tab
- Select "Order Official Transcript" from the menu on the left
- Follow the prompts to place your order

You can also order a copy:

- Over the counter at one of the Student Services and Information Centres. Note: Cash is not accepted at any of our centres
- By printing a copy of the [Application for Academic Transcript order form \(PDF 363.5 KB\)](#) and either mailing or faxing it to the Student Services and Information Centre (details are on the form Note: Do not email the form – credit card payments **cannot** be accepted by email
- By phoning the Student Services and Information Centre on 1300 361 928 (+61 3 6226 6111) and providing your credit card details

Whichever method you choose, make sure you nominate the address you want the transcript to be sent to, i.e. the AHPRA local office you are applying to.

Please note that academic transcripts will not be printed for students with outstanding fees. Please check your fee status before you order as the transcript will be withheld until you have made payment.

When applying for General Registration you should ensure that all your FINAL RESULTS and confirmation that you have completed the degree requirements are displayed on your academic record before applying for your transcript.

Program Schedule 2018

January	
Mon 22	University Psychology Clinic (UPC) re-opens; 2 nd Year Students continue/commence placements.
February	
Thurs 22-Fri 23	Clinical Program Orientation, Safety In Practice Kits incl. National Police Check & Provisional Registration due (1 st Yrs)
Mon 26	Semester 1 commences
March	
Fri 9	Final day for Safety in Practice Kits, including National Police Check and Provisional Registration to be submitted and uploaded in InPlace (end of Week 2, Semester 1)
Mon 12	Eight Hours Day, Public Holiday (Tasmania)
Fri 23	HECS Census Date
Thurs 29 – Wed 4/4	Mid-Semester break, Easter (UPC closed)
April	
Thurs 5	Semester 1 classes resume
Tuesday 25	Anzac Day, Public Holiday
June	
Fri 1	Semester 1 ends; Submission of written research proposals: 1 st Year MPsych(Clin) students
Thurs 7 – Fri 8	OSCE examinations
Mon 17 – Tues 18	Supplementary OSCE examinations
Sat 9 – Tues 26	Semester 1 Examination Period
Mon 11	Queen's Birthday, Public Holiday
Thurs 14	Research proposal presentations: 1st Year MPsych(Clin) students
Fri 15	PEP SiP documents due 4 weeks prior to commencing placement: Working with Children Registration and Immunisation Record
Wed 27 - Fri 6 July	Semester Break
July	
Mon 9 – Wed 13	Professional Experience Placement Orientation days
Wed 11	Semester 1 results released

Mon 16	Semester 2 commences. 1st Year Student placements commence
August	
Fri 10	HECS Census Day
September	
Mon 3 – Fri 7	Mid Semester break
October	
Fri 19	Semester 2 ends
Fri 19	Suggested submission of Masters Research Project: 2 nd Year MPsych(Clin) students
Mon 22 - Fri 26	Study Period
Fri 26	Deadline for research project extension requests: 2nd Year MPsych(Clin) students
Sat 27 – Tue 13 Nov	Semester 2 Examination Period
Mon 29-Tues 30	OSCE examinations
November	
Mon 12 – Tues 13	Supplementary OSCE examinations
Fri 16	Final submission date of Masters Research Project: 2 nd Year MPsych(Clin) students****
Wed 28	Semester 2 results released
December	
Fri 14	University Psychology Clinic closes
<i>Students should note that the University Psychology Clinic (UPC) is open from 22 January to 14 December Masters students can therefore expect to be on placements between these dates</i>	

***Note: Submission at this time will mean that it will not be possible to graduate until the New Year. We encourage submission by October 19 at the latest to facilitate graduation by year's end, providing all coursework and placement requirements are also fulfilled.

MASTER OF PROFESSIONAL PSYCHOLOGY

(Course Code: M7Q)

Master of Professional Psychology (MProfPsych)

Course Duration

1-year full-time study or equivalent part-time study (maximum of 3 years). In order to apply for general registration as a psychologist, graduates of this program will need to have completed all components of the MProfPsych program plus, a one year full-time or equivalent, supervised internship. The internship year commences after graduation from the 5th year, is entirely independent of the University and is managed by the Australian Health Practitioner Regulation Agency (AHPRA). Candidates must remain provisionally registered from year 5 until they become eligible for general registration.

Mode of Delivery

The MProfPsych program is offered for full-time or part-time study on the Hobart campus. Full-time enrolment is the recommended study pathway for the program. To study the course part-time, students are required to seek prospective approval in writing from the Director of Postgraduate Professional Training. It is not recommended that students combine full-time study with outside employment due to the intensive nature of the program and the attendance requirements.

Overview of Major Course Components

Course Outline

In line with the course approval guidelines of APAC, there are two main components: coursework, plus professional experience placements. The course includes full coverage and mastery of the general knowledge and skills required by psychology practitioners. The course is structured to allow the integration of learning experiences across these components.

NB: with the exception of research unit (KHA710), advanced ethics and professional practice (KHA757), and the professional practicum units (KHA730 and KHA759), the program is the same as the 1st year APAC accredited Master of Psychology (Clinical).

Course Objectives

The Master of Professional Psychology is the 5th year of a 5+1 internship program comprising coursework, research training and practical placements. The course provides preparation for progression to a 1-year, PsyBA-approved, internship program. Through the program students will develop professional skills plus both theoretical and empirical knowledge in line with the scientist-practitioner model. Research training including the ability to critically assess and apply research

findings to inform evidence-based professional practice is also provided. Within this program, students will:

- master the knowledge, principles and methods of the discipline and profession of psychology
- train in the conceptual skills required to apply the basic knowledge principles and methods in psychology to issues in professional practice
- acquire specific skills in the use of relevant procedures, technologies and techniques in the field of psychology
- endeavour to achieve rigorous appraisal of and improvement in their own practice
- maintain a scholarly and critical approach to the scientific foundations of psychology, and to the evaluation of one's own practice
- retain a desire to keep abreast of, and critically appraise research by others

Units of Study

	Semester	Weight
KHA710 Clinical Research Skills	1	6.25%
KHA711 Current Issues in Assessment	1	6.25%
KHA713 Adult Psychopathology	1	6.25%
KHA714 Behaviour Change 1	1	6.25%
KHA722 Clinical Child Psychology	1	6.25%
KHA730 Professional Practicum 1	1	12.50%
KHA734 Ethics and Professional Practice	1	6.25%
KHA712 Psychopharmacology and Substance Use	2	6.25%
KHA721 Advanced Assessment	2	6.25%
KHA724 Behaviour Change 2	2	6.25%
KHA759 Professional Practicum 2	2	18.75%
KHA757 Advanced Ethics and Professional Practice	2	12.50%
<i>Year 1</i>		<i>100.0%</i>

Full details of unit content and assessments are contained in the individual unit outlines - see unit MyLO sites.

Master of Professional Psychology, M7Q internship

Within the MProfPsych, the 6th year (the +1 year of practical training), is a 1-year supervised practice internship which leads to general registration. The internship is arranged and developed independently by the student and must be approved by the Psychology Board of Australia. In order to apply for general registration as a psychologist, students will need to have completed both the MProfPsych program and a 1-year internship. Students must also remain provisionally registered from year 5 until they obtain general registration.

On completion of the 1-year MProfPsych program, graduates may be eligible to apply for entry to a Masters program in an area of specialist practice, such as clinical psychology.

Completion of Formal Obligations

The Division of Psychology (School of Medicine) will withhold Master of Professional Psychology degree results until students complete specific University and School obligations. These are included on a formal checklist which you will be provided with close to the conclusion of your study. All of these requirements must be completed before you leave at the end of your studies.

MASTER OF PSYCHOLOGY (CLINICAL)

(Course Code: M7L)

Course Duration

2 years of full-time study, or equivalent part-time study (maximum of 5 years). Although all coursework is delivered within 2 academic years, course completion may take longer due to the timing of clinical placements or delays in progress with key milestones, such as progress with the research project.

Mode of Delivery

The MPsyCh(Clin) program is offered for full-time or part-time study on the Hobart campus. Full-time enrolment is the recommended study pathway. To study part-time, students are required to seek prospective approval in writing from the Director of Postgraduate Professional Training. It is not recommended that students combine full-time study with outside employment due to the intensive nature of the program and their attendance requirements.

Course Outline

In line with the course approval guidelines of the APS College of Clinical Psychologists, there are three main components: coursework, research, and professional experience placements. The course includes full coverage and mastery of the general knowledge and skills required by psychology practitioners as well as knowledge of the specialist areas of clinical psychology. The course is structured to allow the integration of learning experiences across these components.

Course Objectives

The MPsyCh(Clin) program aims to provide professional and research training in clinical psychology, such that graduates have the skills and knowledge to gain general registration and practice as general psychologists; be eligible for associate membership of the APS College of Clinical Psychologists; and endorsement as a clinical psychologist after 2 years of post-qualification supervision in a registrar program.

In line with APS Standards, the MPsyCh(Clin) program involves a minimum of 2 years full-time (or equivalent part-time) study. It incorporates coursework units, clinical practicum and a research project. The primary objective of the MPsyCh(Clin) program is to provide training in the professional practice of clinical psychology. As the basic philosophy underpinning the MPsyCh(Clin) program is the “scientist-practitioner” model, training integrates coursework, research project, and practical placement experience. Students will:

- master the knowledge, principles and methods of the discipline and profession of clinical psychology
- train in the conceptual skills required to apply the basic knowledge principles and methods in clinical psychology to issues in professional practice
- acquire specific skills in the use of relevant procedures, technologies and techniques in the field of clinical psychology
- endeavour to achieve rigorous appraisal of and improvement in their own practice
- maintain a scholarly and critical approach to the scientific foundations of clinical psychology, and to the evaluation of one's own practice
- retain a desire to contribute to the further development of scientific clinical psychology, and to keep abreast of, and critically appraise research by others

Unit Summary

<i>Year 1 units</i>		Weight
KHA711 Current Issues in Assessment	S1	6.25%
KHA713 Adult Psychopathology	S1	6.25%
KHA714 Behaviour Change 1	S1	6.25%
KHA716 Research Design 1	S1	6.25%
KHA721 Advanced Assessment	S1	6.25%
KHA722 Clinical Child Psychology	S1	6.25%
KHA734 Ethics and Professional Practice	S1	6.25%
KHA736 Research Thesis 1A	S1	12.50%
KHA739 Research Thesis 1B	S2	12.50%
KHA745 Clinical Placement 1	S1, S2	18.75%
KHA724 Behaviour Change 2	S2	6.25%
KHA735 Professional Practice 1	S2	6.25%
<i>Year 1</i>		<i>100.0%</i>
<i>Year 2 units</i>		
KHA740 Professional Practice 2	S1	6.25%
KHA746 Clinical Placement 2	S1, S2	18.75%
KHA747 Clinical Placement 3	S1, S2	18.75%
KHA749 Health Psychology	S1	6.25%
KHA751 Research Thesis 2A	S1	18.75%
KHA752 Research Thesis 2B	S2	18.75%
KHA712 Psychopharmacology and Substance Use	S2	6.25%
KHA741 Professional Practice 3	S2	6.25%
<i>Year 2</i>		<i>100.0%</i>

Master of Psychology (Clinical), M7L Placements

Detailed information on the placement units is provided in the Clinical Placement Manual distributed at the Orientation Day in February. All students are also required to attend placement orientation sessions at the University Psychology Clinic in mid-July of their first year. At these sessions, students will be given a copy of the Clinic Administrative Manual.

Please refer to these documents in the first instance if you have any queries about the placement program.

Students should note that they cannot commence placements until they have successfully completed the pre-requisite coursework units: **KHA711, KHA713, KHA714, KHA722 and KHA734.**

Master of Psychology (Clinical) Research Project

General Information

The research component of the MPsych(Clin) program is an integral part of the program and gives students the opportunity to conduct an individual research project, with the aim of publication in a scientific journal. Students should commence their research as early as possible during the first year of the MPsych(Clin) Program. It is the objective of units KHA736 (Research Thesis 1A) and KHA739 (Research Thesis 1B) to prepare a proposal and commence the literature review and/or the collection of data. KHA751 (Research Thesis 2A) and KHA752 (Research Thesis 2B), during the second year of the program, focus on completion of the research project and the writing of the research report and journal article.

Scope of Research Project

The research project must be equivalent to an Honours standard thesis.

The research project should be conducted in an area of relevance to any area of clinical specialisation of the course and must have as its central focus the scientific analysis of a problem *[APAC Accreditation Standard 5.3.11]*

The research project can be undertaken under supervision as an individual or a group project. As students will have completed a major research project previously, they should be demonstrating greater independence than at the fourth year level. The project must be designed so that each student is required to undertake all of the steps involved in conducting an empirical investigation or enquiry, including:

- review of the relevant scientific literature
- the formulation of a research question or questions (or in the case of a literature review and a paper for publication, explication of a model or theoretical proposition)
- the design of an appropriate rigorous scientific method for investigating the question
- the collection and analysis of data
- the interpretation of findings and the preparation of a report

[APAC Accreditation Standard 5.3.12]

If you wish to progress to a PhD following your Masters, please discuss this with your research supervisor.

Types of Research Projects

The research project may take the form of one or more of the following:

- a critical review and empirical secondary data analyses (thesis)
- a critical review, pilot study, and full grant application
- a traditional empirical research project (thesis)
- a program evaluation study
- a study based on experimental single-case design
- a critical review and a meta-analysis

- a literature review and an article suitable for submission to a peer-reviewed international scientific journal

The total length of the project report must be at least 5000 words.

Data collected for a project must be available for inspection by APAC.

[APAC Accreditation Standard 5.3.13]

Project Approval and Ethics

It is Division policy that ethics approval cannot be sought and data collection cannot begin, until a student has submitted and presented their research proposal and received approval by the Division. In exceptional circumstances, explicit approval may be sought from the Director of Postgraduate Professional Training for research to commence prior to the proposal being approved. Not all projects e.g. meta-analysis of existing studies, require ethics approval. Where ethics approval is required, this must be obtained *before* data collection begins.

Selecting a Research Topic

Information on potential supervisors' interests and the topics they offer is provided on Orientation Day. Students should identify possible topics for research taking into account their own interests and requirements, the resources of the Division in terms of staff expertise, materials and equipment, and the general feasibility of the research, including (if applicable) any potential difficulties there may be in obtaining suitable or sufficient research participants in the time available.

Topics must have relevance to clinical psychology and should be selected so that arrangements can be made for ethics approval (if applicable) and any access to educational or health facilities well in advance of data collection. Obtaining official access to participants can sometimes prove an unnecessary difficulty for students which can be largely avoided through good preparation. Research preferences are ranked and submitted by students no more than one week after Orientation Day and supervisors are assigned by the Division based on these preferences wherever possible.

Supervision

The research project may be supervised either solely or jointly, but in all cases the primary supervisor must be an academic member of staff from the AOU presenting the course *[Division of Psychology]*, and at least one supervisor should hold doctoral qualifications.

[APAC Accreditation Standard 5.3.14]

It is expected that the student and supervisor will have regular meetings by mutual arrangement, which may vary depending on the nature of the issues that are being addressed. A clear timeline and tasks to be achieved should be planned and regularly reviewed at supervision meetings.

A requirement is that the thesis should reflect the student's independent work, however, the development of the research project and the writing of the thesis are expected to occur in a consultative student-supervisor framework. The supervisor is expected to provide guidance on all aspects of the development of the thesis proposal, reviewing the literature, the conduct of the study, and writing the thesis.

In relation to the writing of the thesis it is expected that the supervisor will provide advice on the structure of the thesis, and although some supervisors may be prepared to read and comment on early drafts of the thesis, it is expected that each supervisor will provide timely feedback on a final draft of the thesis.

It is important for students to recognise that all supervisors are heavily committed to teaching and research programs and are working to multiple schedules. As a result students will need to negotiate their schedules and allow their supervisor sufficient time to comment on written material. The thesis is evaluated only on the independent efforts of the student and the unacknowledged incorporation of any work not conceived or conducted by the student will be regarded as a serious ethical breach, and may also be subject to academic integrity investigation.

Timeline for MPsych(Clin) Research Project

Time Period	Research Progress	Corresponding Unit
YEAR ONE		
By end of March	Complete consultations with supervisor(s) and finalise decision on research topic	KHA736
April - mid-May	In discussion with supervisor(s) prepare research proposal	KHA736
1 June 2018	Submission of written research proposal	KHA736
14 June 2017	Present research proposal	KHA736
June - July 2018	<ul style="list-style-type: none"> • Receive formal approval of research proposal from the Division of Psychology • Seek Ethics Committee approval (if required) • Commence literature review • Commence data collection (if applicable) 	KHA739
Aug - Dec 2018	Continue literature review and data collection	KHA739
YEAR TWO		
Jan - May 2018	<ul style="list-style-type: none"> • Finalise data collection • Complete draft literature review • Draft journal article 	KHA751
July 21 -Nov 2018	Submit research project for examination	KHA752

MPsych(Clin) Research Proposal

Format of the Research Proposal

The MPsych(Clin) research proposal should be a maximum of four A4 pages (excluding references), typed in size 12 font (e.g. Times New Roman), with single spacing and standard margins. This is used as a handout for circulation to all staff and students and must be emailed to the Program Delivery Officer, no less than one week prior to presentation.

The proposal should summarise the research in a succinct manner, so that staff and students can read and understand the proposed study. It is a permanent record and is a useful point of reference later in the development of the thesis/research project by the student or by others pursuing related research. It also allows for contribution to the research proposal by people unable to attend the panel meeting.

The handout should be written to be comprehensible to a generally informed, but non-specialist, audience. Technical terminology should be explained. It should conform to the style expected in the psychological literature (e.g., consistent use of APA format). The content of the written proposal will vary according to the type of research project proposed.

In general, it should contain the following:

- **Title** (should be succinct and pertinent)
- **Student's name**
- **Supervisor's name** (or supervisors names in the case of joint supervision)
- **Statement of the issue to be investigated**, leading into essential background information in the form of theoretical positions and previously reported empirical studies. A lengthy review of the literature is not required. The handout should contain the rationale for the proposed study and state clearly the aims (and hypotheses when appropriate) to be investigated. The expected scientific or applied contribution of the research can also be stated.
- **Methodology of the research**, including:
 - **Design**: A concise description of the methodology. Depending on the type of research project, this could include:
 - **Research Participants**:
The characteristics and methods of selecting participants and the basis of allocation to particular groups, or matching, where relevant:
MPsych(Clin) projects can use archival data, although cannot replicate a previously completed study.
Students need to explain how their project will be different from all previous studies that have used the same data set.
Also note that the data collected must have been approved by an acceptable human research ethic committee, and adhere to policies of the National Health and Medical Research Council (NHMRC).
Please note that proposals in which it is anticipated that new clinical populations will be used will need a back-up plan for participant recruitment included in the proposal document.

If the research project is taking the form of a critical review, then an overview of the studies to be covered (and their sources) needs to be presented.

○ **Instruments/materials:**

A brief description of the instruments to be used and the measures to be obtained should be included.

Standardised procedures and tests should be fully referenced.

If the study design involves the development of instruments, issues of validity and reliability should be addressed.

○ **Procedure:**

Outline exactly how data are to be collected from participants, along with any control procedures.

○ **Analysis:**

Specify as precisely as possible the particular statistical tests that will be used to test the experimental hypotheses.

○ **Ethical considerations:**

Any potential risks to participants through participation must be described and how these are to be minimised.

Steps to preserve anonymity and confidentiality must be described as must any briefing and debriefing procedures.

For all participants, recruitment and consent procedures must be outlined.

○ **Budget:**

Include an accurate budget estimate (such as costs of equipment, computer software and programming, test consumables, payment of participants, etc.) to reflect the anticipated costs associated with the research.

○ **Timeline:**

A timeline for the collection of data, analysis of the data and writing up of the literature review and research study should be included, bearing in mind the deadline for submission.

The timeline should be negotiated between the student and supervisor and should allow for drafts to be submitted for supervisor comment before the final deadline.

○ **References:**

Include only those cited in the handout, which should be those most essential to the proposal.

As the proposals are photo reduced for handouts, it is important that they be clearly laid out, with suitable spacing, headings and sub-headings to enhance legibility.

Research Proposal Presentation

Following the submission of the written research proposal, all candidates are required to present their proposal at a seminar, on Thursday 14 June 2018, which will be attended by academic staff (including members of the Proposal Committee) and fellow students.

An MPsych(Clin) proposal presentation takes 20 minutes, 15 minutes for presentation and 5 minutes for questions.

Research Proposal Evaluation

Following presentation of the proposal, the Proposal Committee members will make an assessment using the following criteria:

- clarity & cohesiveness of introduction & background of the study or review
- clarity and soundness of rationale provided for conducting the study or review
- clarity and cohesiveness of translation of the rationale into hypotheses OR of the review objectives and inclusion and exclusion criteria
- appropriateness of the methodology
- feasibility issues (e.g. Sound recruitment plan, time involved in seeking and reviewing articles etc)
- appropriateness of the scope of the project (e.g. too large for MPsych)
- appropriateness of the statistical analyses proposed or meta-analytic approach

If the Committee needs clarification on any issue you and your supervisor may be asked to attend a meeting. Following discussion and further meetings if required the Committee will grade a proposal as:

- accept, no changes suggested
- accept, but minor revisions recommended (*These revisions are recommended but not mandatory. You may proceed with your research.*)
- reject pending major revisions (*These revisions are mandatory and must be addressed prior to re-submission of your proposal to your supervisor and the MPsych Masters Research Coordinator.*)

You will then be provided with a copy of the approval or report on your proposal.

If you receive either of the "accept" grades you may apply to the appropriate committee (if required) of the Human Research Ethics Committee (Tasmania) Network (you will find these forms on the Office of Research Services Website) for ethics approval and commence your research once ethics approval has been obtained.

If you receive a "reject pending major revisions" grade you will receive a letter advising that approval to commence research is subject to certain changes being made to the proposal and, in this case, approval will be given on receipt of a revised proposal which incorporates the agreed changes or provides reasonable reasons for not adopting the proposed changes. If this is not accepted then the student will make another presentation (evaluated as described for the initial presentation).

Recruiting Research Participants

Some students may want to recruit human research participants from the volunteer participant pool. This pool is very limited. Any request for participants from the pool must be made through your supervisor and you are advised to make the necessary arrangements as soon as possible. If your research requires accessing undergraduate students during class time e.g., completion of

questionnaires, you should, in conjunction with your supervisor, approach the unit coordinator for that unit.

If you need to recruit participants for your project via the media (psychological topics are of great interest to the general public and media), it is very important that all contacts with the media are handled with caution. Often the media will wish to conduct follow-up interviews of psychological interest. There are guidelines which should be adhered to for media releases, including adverts in newspapers, talks on TV or radio, etc.:

- in general, the Associate Head of the Division of Psychology, in collaboration with the Head of the School of Medicine, will review and approve all media release activity and ensure it complies with Faculty of Health policies. You will also likely liaise with the media liaison for the College of Health and Medicine. No media activity is to be engaged in without prior approval from the Associate Head of the Division of Psychology
- all media releases, which have the primary aim of recruiting participants, should state that the study has ethics approval from the relevant ethics committee
- information given in any release should not provide material that may lead to a potential participant having negative feelings
- all media release activity should be conducted professionally
- if in a media release you say that you will be available, then you must be available
- make sure you make your name and contact phone number available in all releases

Research Resources

The University attempts to support research to the fullest possible extent being mindful of budgetary constraints. All supervisors are assigned funds to support the research of postgraduate students. Your research proposal will include a budget allocation, which should be discussed with your supervisor prior to presentation of your proposal. In all cases, you should organise purchase of research tools (tests, equipment, stationery etc.) through your supervisor, to obtain approval for expenses.

Any spending by students on items for research must be:

- prospectively approved by the supervisor who will specify items and sign the authority
- approved by the Division's Senior Administrator who will check whether items are held in stock or may be purchased more cheaply through an official University supplier.

Authorised Travel for Research Purposes

If your research requires travel to interview participants, please obtain authorised approval from your supervisor and then contact the Psychology Administration Officer to complete the necessary paperwork **PRIOR** to travelling. Travel expenses cannot be reimbursed if this process is not followed.

Research Facilities

Not all research is carried out within the Psychology Division's laboratories which are located in the Psychology Research Centre.

The Division enjoys excellent relations with other Divisions and Schools in the Faculty of Health, the State Department of Education, and the Department of Health and Human Services (DHHS). A number of postgraduate students have taken advantage of these relationships to conduct research in local schools, mental health facilities, and hospitals.

The Research Report/Thesis

Format

Your research report/thesis should be double-spaced and typed in 12 point Times New Roman type. The text should be typed on one side of the paper only, with a left-hand margin of 4 cm to permit binding. All other margins should be at least 2.5 cm. All pages of text, including tables and

figures, should be numbered consecutively. The introductory pages described below should be numbered with Roman numerals. The first (title) page is not numbered.

The report/thesis should be set out as follows:

Title page: This page is not numbered, and should be set out as follows:

Title (approximately 12 words)

Student Name

Relevant Previous Highest Degree, e.g. BA (Hons)

A report submitted in partial requirement for the degree of Master of Psychology (Clinical) at the University of Tasmania

p. ii -- Statement page:

Statement

I declare that this research report is my own work and that, to the best of my knowledge and belief, it does not contain material from published sources without proper acknowledgement, nor does it contain material which has been accepted for the award of any other higher degree or graduate diploma in any university.

(Signature)

p. iii -- Acknowledgements page: If you received any special assistance in terms of finance, equipment, facilities, access to subjects, advice etc., you must acknowledge it. This is both a matter of courtesy as well as a matter of integrity (to avoid the possibility of taking credit for the work of others). Take care not to identify sources of participants e.g., schools, hospitals, by name as that may breach confidentiality. Present the acknowledgments in a professional and succinct manner. It is also expected, and common courtesy, that you acknowledge your supervisor and study participants in this section as well as any other individual or entity that assisted in the undertaking (including participant recruitment) of this project.

p. 1 Abstract page: (from this point on, all pages in the report should be numbered consecutively) The Abstract should be a stand-alone single page, containing a concise, accurate and self-contained summary of the review. Aim for around 250 words.

The total length of the project report must be at least 5000 words.

In addition to the few introductory pages as listed, the actual report should be written using the format mentioned in the Publication Manual of the American Psychological Association. Use the format (in style, content, flow and organisation) that corresponds to your research type (see Chapter 1 of the current Manual). The manual mostly provides details of the format for an empirical report. There is no set way of setting out Masters theses. Some supervisors may recommend preparation of your manuscript to match the format of a particular journal, in order to facilitate submission of your thesis for publication. By negotiation with your supervisor and the co-ordinator of the MPsych(Clin) research thesis units, in these situations you may be approved to prepare your manuscript in keeping with the particular target journal if it does not use APA formatting. However, please note that the total length of the submitted project report *must* remain at ≥ 5000 words, regardless of the specifications of the target journal.

Projects that are systematic reviews of meta-analyses should be compliant with guidelines for this type of research. You may find the following resources helpful:

- PRISMA Statement Website: <http://www.prisma-statement.org/>
PRISMA stands for Preferred Reporting Items for Systematic Reviews and Meta-Analyses. It is an evidence-based minimum set of items for reporting in systematic reviews and meta-analyses.
- “Guidance on the Conduct of Narrative Synthesis in Systematic Reviews”
Available on various websites including:
http://www.academia.edu/305812/Guidance_on_the_Conduct_of_Narrative_Synthesis_In_Systematic_Reviews
- The Handbook of Research Synthesis and Meta-Analysis edited by Harris Cooper, Larry V. Hedge and Jeffrey C. Valentine (2009).
- J R Soc Med. 2003 Mar;96(3):118-21. Five steps to conducting a systematic review. Khan KS1, Kunz R, Kleijnen J, Antes G.
- If you are reporting case-controlled, cohort or cross-sectional studies, please refer to the STROBE Statement for a checklist of information to report (<http://www.strobe-statement.org/index.php?id=available-checklists>)
- For RCTs, the CONSORT statement provides a series of recommendations for reporting randomised trials (www.consort-statement.org). Many of the CONSORT recommendations are helpful points to consider in providing clear reporting of any experimental study.

Submission of MPsych(Clin) Research Report/Thesis

The final report submission date is close of business on 16 November 2018, for those in their second year of study in 2018.

Earlier submission of the research report, by early October, of your second year of study has the advantage of *possible* graduation in December (this cannot be guaranteed, being dependent on examiner availability, the extent of the required revisions to the report after examination, and of course completing all other degree requirements i.e. coursework and placements).

NB: If you submit your thesis after this date, it is extremely unlikely that you will complete all the thesis requirements in time for your final thesis result to be submitted with the main results in mid-November.

The final version of your thesis should be submitted to the Program Delivery Officer. The format required is:

- Two unbound copies (pages securely fastened together e.g. bulldog clip) of the thesis plus two CDs or USB sticks containing your data
- Electronic copy of the thesis in both MS Word and PDF format emailed to the Program Delivery Officer
- Electronic copy of the thesis in MS Word format submitted to the KHA752 Research Thesis 2B unit Dropbox (Turnitin) on MyLO

Examination of Research Report/Thesis Process

- Your research report will be examined by two examiners. Your supervisor/s will not be involved in the assessment of any thesis they are involved with supervising. Examiners are requested to complete and submit their examination reports to the Director of Postgraduate Professional Training within three weeks of receiving the research report.
NB: Examiners' names remain confidential and are not released to candidates.
- On receipt of both examiners' reports, the Director of Postgraduate Professional Training and/or the Postgraduate Masters' Research Coordinator will review the reports. Students should note that it is not unusual for revisions to be requested. Revisions should be discussed with research supervisors, and may need to be completed in order to achieve a passing grade on the research thesis.
If one or more examiners fail the research report the student will be requested to re-submit the research report for further assessment within a specified time period
- When a final determination has been made the Postgraduate Masters' Research Coordinator will write to the student advising the result of the examiners' reports and invite the student to make corrections, taking into account the points made by the examiners as appropriate and based on the details of the assessment reports. The student will be asked to contact their supervisor(s) to discuss any recommendations for corrections or revisions made by the Postgraduate Masters' Research Coordinator
- Following revision the student is required to submit an electronic copy of the revised thesis (using Track Changes) to the Postgraduate Masters' Research Coordinator via the Program Delivery Officer, with a covering letter detailing how the examiner's comments have been addressed, point by point.
- Once revisions have been completed to the satisfaction of the supervisor(s) and Postgraduate Masters' Research Coordinator the candidate will be requested to submit two hardbound copies of the research report to the Program Delivery Officer. One copy will be catalogued and retained in the Division's Test Library whilst the student is encouraged to give the second copy to their supervisor
- When all formal obligations have been met (see below) the final result for unit KHA752 Research Thesis 2B (formerly KHA755) will be submitted to Faculty (as an ungraded pass grade, UP). Providing all other placement and coursework unit requirements have also been completed and the corresponding results submitted, the student will be eligible to graduate.

The date of submission of the final result for KHA752 will be dependent on:

- the date the thesis is submitted for examination
- the extent of the revisions required after examination
- the time taken by the student to complete the necessary revisions
- the date of submission of the hardbound copies of the thesis
- receipt of signed confirmation that all formal obligations have been completed

Students cannot assume that they will have completed all degree requirements to be eligible for graduation in the December of their final year.

It is very important that students be aware that they cannot apply to AHPRA for general registration until after final results have been submitted and approved for all units, and all degree requirements have been completed.

Once you submit your application for full registration to AHPRA, it will be a minimum of two weeks before your application is reviewed. At peak times (for example, around graduation from October-February and May-June), longer wait-times are to be expected. Applications will be attended to in the order in which they are received, regardless of student work status or commitments. As such, students are reminded to take this into consideration when applying for roles that require full registration.

Completion of Formal Obligations

The Division of Psychology (School of Medicine) will withhold Masters degree thesis results until students complete specific University and School obligations. These are included on a formal checklist which you will be provided with and include:

- submission of two hardbound copies and both MS Word and PDF copies of the final version of the research project to the Program Delivery Officer in Hobart
- the provision of a summary of the Masters research for posting on the Division of Psychology's web page (see below). For some projects this forms part of the formal debriefing process for research participants, unless this is excluded by the ethics approval. This research summary must be submitted to the thesis supervisor for acceptance as to accuracy, completeness, (and to avoid harm to participants where relevant)
- raw data files (the data on which analyses are based) must be submitted to your supervisor to satisfy archiving requirements for research data - electronic data files must be given to supervisors in their preferred format e.g. as an e-mail attachment, storage drive, DVD or CDROM - check with your supervisor as to the preferred format for data transmission and storage
- an MS Word file containing the final version of your thesis must be given to your supervisor
- you must comply with your supervisor's requirements to ensure data storage conditions are in compliance with your Ethics approval
- you must return keys to the Psychology Administration Officer in Hobart, or to Security Services in Launceston
- return any borrowed books, articles, or equipment to the appropriate source
- update your contact details on the eStudent system

All of these requirements must be completed before you leave at the end of your studies.

Web Summary

Clinical students are required to submit a summary of their research findings for the Division's web page. Research abstracts are not understandable to the lay public and do not help our endeavours to market the Division as a place of exciting, worthwhile research. The guidelines include the

requirements that the summary has a title, is limited to a maximum of 200 words in length, and is presented in lay language that is understandable to the general public. Provision of this lay statement fulfils the frequent requirement by the Ethics Committee to provide research participants with the opportunity to find out about the project results. It also means that we have a web page that is interesting and engaging to the broader community and potential future students. Web summaries are to be forwarded to the Program Delivery Officer.

Publishing Research

All researchers have an ethical obligation to try to publish the results of their research. Students are also encouraged to seek publication of their completed research as this will disseminate its findings to the professional community in addition to adding strength to their curriculum vitae.

Individual supervisors may have an agreement with their students regarding publication of results. In general, students should be named on any publication arising from their research as long as the standard for authorship in the relevant journal is met. It is recommended that students and supervisors discuss issues in relation to publication and authorship order early in the course of candidature. Where possible, this should be documented. It is recommended that timeframes are included for activities from all contributing authors. This allows for the fact that it is reasonable to renegotiate the original agreement if a party does not contribute what was agreed or if too much time has elapsed since the study was completed. If supervisors have a written agreement with a student, the proforma of this agreement should be submitted to the Postgraduate Masters' Research Coordinator (Assoc Prof Raimondo Bruno) prior to signing by student and supervisor. Copies of signed agreements will be retained in the student's file. The templates provided by the American Psychological Society (detailed below) provide a very useful structure for such documents.

Ordering of authorship on publications is decided in consultation with the supervisor for each individual project and depends on factors such as the design/conceptual development of the project, the relative amount of work completed on the manuscript (including writing, data analysis and interpretation, and revision of submitted drafts), how closely the manuscript relates to the thesis and the time elapsed since the study was completed.

Useful guidance for decisions on authorship is available on the following websites:

- International Committee of Medical Journal Editors "Defining the role of Authors and Contributors" - www.icmje.org
- American Psychological Society website has:
 - o Guidelines for publication practices - <http://www.apa.org/research/responsible/publication/index.aspx>;
 - o and tips, tools and scoresheets for determining authorship credit: <http://www.apa.org/science/leadership/students/authorship-paper.aspx>

Students should familiarise themselves with:

- the University of Tasmania's Responsible Conduct of Research Framework <http://www.utas.edu.au/research-admin/research-integrity-and-ethics-unit-rieu/research-integrity/university-of-tasmania-responsible-conduct-of-research-framework>

- and with the Authorship of Research Policy
http://www.utas.edu.au/data/assets/pdf_file/0004/411961/Authorship-of-Research-Policy.pdf

In addition to plagiarism, responsible and ethical conduct of research requires that all researchers have confidence in research undertaken and reported to peers. The falsification and fabrication of data is inconsistent with academic integrity. Falsification of data refers to the selective modification of data collected in the conduct of experimental research, the misrepresentation of processes or uncertainty during statistical analysis of the data. Falsification may also involve the selective omission, deletion or suppression of data inconsistent with the research objectives. Fabrication of data refers to the creation of records of research for which there is no basis in fact, with the intent to mislead or deceive.

NB: The University, or any persons authorised by the University, may submit your assessable works to a plagiarism checking service, to obtain a report on possible instances of plagiarism. Assessable works may also be included in a reference database. It is a condition of this arrangement that the original author's permission is required before a work within the database can be viewed.

Division of Psychology: All Academic Staff

Professors

Andrew Heathcote BSc(Hons) <i>Tas</i> , PhD <i>Queens</i>	Hobart
Jenn Scott, BA <i>UQ</i> Grad.Dip.Psych <i>Tas</i> MCP <i>UQ</i> PhD <i>Griffith</i>	Hobart

Associate Professors

Raimondo Bruno, BA (Hons), PhD <i>Tas</i>	Hobart
Nenagh Kemp, BA (Hons) <i>Tas</i> , DPhil <i>Oxon</i>	Hobart

Senior Lecturers

Michael Garry, BHK PhD <i>UBC</i>	Hobart
Rachel Grieve, BA (Hons) PhD <i>QUT</i>	Hobart
Mandy Mathewson, BA (Hons) PhD <i>Tas</i>	Hobart
Kimberley Norris, BA (Hons) PhD (ClinPsych) <i>Tas</i>	Hobart
Matthew Palmer BA Grad Dip Psych PhD <i>Flinders</i>	Launceston
Jim Sauer, BPsych(Hons) PhD <i>Flinders</i>	Hobart

Lecturers

Cynthia Honan, MClInPsych *Macq*, PhD *UNE*

Launceston

Allison Matthews, BSc(Hons) PhD *Tas*

Hobart

Christine Padgett, BPsych (Hons) *Tas*

Hobart

Jason Satel, BSc (Hons), PhD *Dalhousie*

Launceston

Leesa Van Niekerk, BA(Hons) PhD (ClinPsych) *Tas*

Hobart

Associate Lecturer

Peter Tranent, BPsych (Hons) *James Cook*

Launceston

Manager, University Psychology Clinic

Tracey Dean, BA(Hons), DPsych(Clin) *Tas*

Hobart

Post Doctoral Research Fellow

Mark Hinder, MSci *Bham* MSc *Canada* PhD *UQ*

Hobart



FACULTY OF HEALTH

Test Library Users Guide

2018

**School of Medicine
Division of Psychology**

Contents:

Introduction.....	47
Location and Contact Details.....	47
Hours of Opening.....	47
Who Can Use the Test Library?	47
Private Practice.....	4
Test Categories	5
Test Library Holdings	49
University Psychology Clinic (UPC) Holdings	49
Accessing the Test Library Online Catalogue.....	50
Borrowing Procedures and Conditions.....	51
Penalties	10
Copying Restrictions.....	10
Test Materials for Research Purposes.....	10
Ordering New or Replacement Test Library Resources	11
Video Cameras.....	11
Need Help?	11

Introduction

The Division of Psychology (the Division) has an extensive library of psychological tests, test materials, DVDs, theses and reference books available for:

- Staff teaching Psychology Honours and Postgraduate students
- Research by Division staff, Psychology Honours and Postgraduate students
- Supervised use on placement by Postgraduate students either in the University Psychology Clinic (UPC) or on approved external placement

Location and Contact Details

The Test Library collections are located at two sites: Sandy Bay Campus (Hobart) and the Newnham Campus (Launceston).

The Division's Hobart Test Library is located on the ground floor of the Social Science building in Room SocSci110, near Psychology Reception. The Division of Psychology's Launceston Test Library is located in Room NH.124 in the Division of Psychology, Newnham Campus. Dr Cynthia Honan cynthia.honan@utas.edu.au

The academic liaison staff member responsible for the Test Library holdings is Dr Mandy Matthewson mandy.matthewson@utas.edu.au. Please contact Mandy for Test Library advice or access. Please contact Dr Cynthia Honan cynthia.honan@utas.edu.au for information about access to the Launceston Test Library.

Please contact the Manager of the University Psychology Clinic (UPC) in Hobart, Dr Tracey Dean, tracey.dean@utas.edu.au for enquiries regarding the UPC holdings.

Hours of Opening

Hobart

8.00 am to 4.00 pm Monday to Friday. Collection and return of items must be arranged during these hours. There is no student access outside these hours and the Test Library is not open at weekends or on Public Holidays.

Launceston

9 am – 5 pm Wednesday and Thursday, 9 am – 12 pm Friday and by arrangement with Dr Cynthia Honan on Monday and Tuesday.

Who Can Use the Test Library?

Test Library resources are for the use of registered borrowers only and must not be lent to, or used by, any third party under any circumstances.

The use of all test materials must be supervised by a qualified user i.e. a registered psychologist.

Test Library resources can be used by the following registered users for the purposes given only:

Category	Approved Purpose of Loan and Usage
Members of UTAS Division of Psychology Staff (<i>Profile and Contract staff only</i>)	Loans permitted For teaching and research purposes only under the supervision of a Registered Psychologist, if the staff member is not a Registered Psychologist
Division of Psychology Post-Doctoral/Research Fellows	Loans permitted For teaching and research purposes if registered or under the supervision of a Registered Psychologist
Enrolled UTAS Postgraduate Psychology Students	Loans permitted For research, assignment and placement purposes
Enrolled UTAS Postgraduate Psychology Research Students	Loans permitted For research purposes only
Enrolled UTAS Psychology Honours Students	Short term loans permitted For research and assignment purposes
Enrolled undergraduate psychology students	Loans not permitted May use the test library by appointment for assignment purposes, but cannot borrow resources
Honorary Associates of the Division of Psychology	Loans not permitted May use the library by appointment for research purposes
Registered psychologists in private practice and government depts.	Loans not permitted Registered Psychologists may arrange to view tests in the test library by appointment
Registered psychologists working in other UTAS departments	Loans not permitted Registered Psychologists may arrange to view tests in the test library by appointment
Approved Field Supervisors	Loans not permitted Registered Psychologists may arrange to view tests in the test library by appointment

Private Practice

Staff, Placement Supervisors and Honorary Associates may not borrow tests for use in private practice.

Postgraduate Psychology students may borrow tests, for use with placement clients only, when they are on placement in a private practice. Postgraduate Psychology students must not borrow tests on behalf of their placement supervisor for their placement supervisor's own use.

Test Categories

All Test Library users should note that all psychological tests are categorised by the publisher and can only be borrowed by those who have the appropriate qualifications. Examples from frequently used publishers follow:

Pearson Clinical Australia usage levels:

- **Level C**
Registered Psychologist – can access tests with levels A, B, C, T or HR
- **Level S**

Speech Pathologist – can access tests with levels A, B, S, T or HR

- **Level B**
Allied Health or Special Education Professional – can access tests with levels A, B, T or HR
- **Level M**
Medical Practitioner – can access tests with levels A or M
- **Level HR**
Human Resources Professional – can access tests with levels A or HR
- **Level P**
Exercise Physiologist and Podiatrist – can access tests with levels P or A
- **Level T**
Teacher, Social Worker, Nurse and Early Childhood Professional – can access tests with levels A or T
- **Level A**
No qualifications necessary – can access tests with level A only

Psychological Assessments Australia usage levels:

- **Level A**
To qualify at this level, customers must be Registered Psychologists with post-graduate training in Psychology. Registered Psychologists without post-graduate training can qualify if they produce evidence of attendance at suitable training programs in specific test administration and interpretation. Level A users will be able to purchase assessments from all qualification levels.
- **Level B**
To qualify at this level, customers must be Registered Psychologists, or 4 year Psychology graduates undergoing supervision. Provisionally registered psychologists will be required to submit their supervisor's registration details. Level B users will be able to purchase assessments indicated Level B and/or Level C and/or Level M.
- **Level C**
To qualify at this level, customers must be graduates in a field related to the area of test usage and have had some experience and/or additional training in test administration and interpretation. Non-graduates with extensive relevant experience and the completion of appropriate training programs will also be considered for registration at this level. Level C users will be able to purchase assessments indicated Level C only.
- **Level M**
To qualify at this level, customers need to have completed a specialized degree in the health care field and be a member of an appropriate professional society. Level M users will be able to purchase assessments indicated Level M and Level C.

Extract from: <http://www.psychassessments.com.au/Global/User-Levels.aspx>

Test Library Holdings

The Test Library holdings include:

- Current editions of the most widely used group and individual psychological test kits. There is a wide range of tests for intellectual and developmental assessment, cognitive and clinical assessment, occupational and vocational testing. Examples include: WAIS, WMS, WISC, WIAT, CMS, Stanford-Binet, Bayley Scales, WPPSI, MMPI-2, 16PF, MCMI.
- Copies of past theses - Honours, Masters, DPsych(Clin) and PhD
- Psychology DVDs and videos
- Psychology reference text books including the DSM-5 and Code of Ethics
- Temporary collections of books and DVDs on loan from staff (reference only)
- Two Panasonic HD video cameras

A full listing of holdings is available on request.

University Psychology Clinic (UPC) Holdings

UPC currently holds the following test kits which are reserved for use in the clinic only. UPC kits are stored in locked cupboards in the University Psychology Clinic administrative office and are for use by students on placement in the UPC only. These kits cannot to be removed from the UPC.

Accessing the Test Library Online Catalogue

Hobart Test Library Catalogue

Hobart Test library holdings are catalogued in the School of Medicine (Psychology) electronic resource library system, OpenBiblio.

Theses are catalogued using search items provided by the researcher/author.

All test kits and other materials are catalogued into the system including:

- All theses
- All test kits
- All audio-visual resources
- All reference books

The School of Medicine (Psychology) electronic resource library system OpenBiblio can be accessed at: <http://openbiblio.health.utas.edu.au/home/index.php>

Honours students, postgraduate students and staff will also find access to the system via a Desktop icon on their computer.

Login to the system using your usual UTAS Username and Password

Borrowing Procedures and Conditions

1. Confirm you are an eligible Test Library User

Check that you are eligible to access and use the Test Library User (see table on page 4)

2. Searching the Catalogue

See instructions above for accessing OpenBiblio.

If an item is catalogued on OpenBiblio, you can then look for it in the library or check the Loan Sheet to see if it is already on loan.

3. Booking a Test Kit

Tests kits are often in high demand and must be pre-booked using the online Test Library Resource Booking System. Please contact the Program Delivery Officer or the Psychology Administration Officer to book a test kit in advance. Please be aware that kits are not always available for loan without a booking.

Additional kits are maintained in the UPC but these test kits cannot be taken outside UPC.

Students on external placement or requiring Test Library kits or other resources for scoring or practice should pre-book whenever possible.

To use Test Library kits and resources:

1. Pre-book the kit/resource with the Program Delivery Officer or Psychology Administration Officer ensuring you provide collection and return times. You will be provided with confirmation of your request and (where applicable) the kit number that has been booked for you. It is essential that you take the designated kit.
2. Collect the kit from the Test Library and complete the loan register provided.
3. Check that all items are in the kit as per the checklist and inform the Program Delivery Officer or Psychology Administration Officer immediately if any component is missing.
4. When returning the kit/resource check all items are present as per the checklist provided with each kit before signing the kit back into the Test Library
5. All kits and materials borrowed from the Test Library must be kept under secure conditions at all times. The student room in the UPC is not a secure space and kits and other materials should be returned to the Test Library or locked in the UPC administration office if you need to leave them.

Students on placement at UPC should book and use the on-site kits before using Test Library resources. To book UPC kits:

1. Book the kit in the Clinic Booking System, in the following format for client use: "John S (Jane) WISC Clinic" (the client's name and initial first and the student's name in brackets). If you are booking the kit for practice or scoring, you still need to put it in the Booking System, even if you aren't using a bookable room. In this case enter it in an early (e.g. 7 am)

timeslot, in which case include the time required, e.g. “Jane WISC Clinic practice 9:30-10:30”.

2. In the event of a kit being double-booked, priority will be given to the student who first booked the kit, or requires it for client use and finds that a Test Library kit is not available. Alternatively an attempt can be made to re-schedule the client’s appointment.
3. Collect the kit from the locked cupboard in the UPC administration office, and complete the kit loan register
4. Check that all items are in the kit as per the checklist and inform the administration assistant immediately if any component is missing.
5. When you have finished using the kit it is vital that you check all items are returned to the bag/case as per the checklist provided with each kit.
6. Return the kit to the administration office, lock it in the relevant cupboard and sign the kit back in on the loan register.

4. Conditions of Borrowing Materials

Students are generally limited to borrowing a maximum of two tests and one article e.g. Thesis, at a time.

Loans must be returned by the due date and time otherwise penalties may apply. Returning Test kits on time is particularly important as borrowers frequently have clients booked to undertake assessment at set times.

Restricted Items – Test Materials

All borrowers of test materials must adhere strictly to professional and ethical conditions for use as outlined in publishers’ and Australian Psychological Society documentation.

Borrowing the majority of the tests in the test library is restricted to persons either qualified to use the tests, or to a person who will be supervised by a qualified user of the tests.

5. Borrowing an Item

Hobart

Test kits and other materials are generally available for 1- 2 day loans, apart from those required for external placements outside the Hobart metropolitan area, which can be borrowed for the minimum period required to complete the placement.

Reference items can be used in the Test Library only.

All loan items must be recorded on the loan registers available in the Test Library with all requested details provided.

All kits and materials must be checked and verified as being complete prior to leaving the Test Library.

Launceston

All loans from the Launceston Test Library must be arranged by contacting Dr Cynthia Honan.

Period of Loans

- **Theses** – 1 week, renewable on request
- **Tests and Test Kits** – normally 1-2 days loan or part thereof. Some tests may be approved for up to a week's loan if students are on external placement in regional Tasmania.
- **DVDs** – Reference only (can be viewed in the Test Library)
- **Books** – Reference only (can be read in the Test Library)

Extension requests

To extend the length of a loan you must contact the Program Delivery Officer prior to the expiration of the loan to request an extension.

Loans may be extended for a short period of time if the item has not been reserved for someone else or required for teaching.

6. Return of materials

Loan items are to be returned to the Program Delivery Officer in room SocSci110 or the Psychology Administration Officer in SocSci134 or at Psychology Reception. All loans must be returned by the due date and time and during normal business hours. The Library is open between 8.00 am and 4.00 pm Monday to Friday. Access cannot be guaranteed outside these hours. Please note that the Test Library is not open at weekends or on Public Holidays.

Borrowers are required to check and verify that all components of Test Kits are returned and in good order. A checklist is included in all kits for this purpose. Borrowers should be aware that failure to return items on time can impact on staff and student placement, supervision and research activities.

Psychology staff will re-shelve returned theses.

Penalties

Late Returns Policy

Borrowers are contacted if resources are not returned by the specified date. Penalties may apply for late returns.

Penalties

If borrowers do not return items by the due date, and subsequently fail to respond to requests to return the items, they will be barred from borrowing any test library items for a period of up to two weeks.

If borrowers repeatedly miss due dates they will also be barred from borrowing test library materials for up to two weeks.

If borrowers fail to return items, they will be charged the cost of replacing those items.

Lost or Damaged Materials

Borrowers are required to check all test kits and report any damaged or missing components before removing the test kit from the Test Library.

Borrowers are required to sign a declaration that their test kit is complete and undamaged both at the time of borrowing and again upon return.

Failure to report damaged or missing components may result in the borrower being liable for the replacement cost of damaged/lost test materials.

Copyright Restrictions

Copyright restrictions exist on the majority of test materials held in the Test Library. This means that the photocopying of record forms/answer sheets and the like is **NOT** permitted. Students who need to administer a test for a research project, and therefore require the use of multiple copies of protocol/record forms etc. will need to purchase these forms out of their research budget.

Test Material for Research Purposes: Clinical Postgraduate Students

The Division attempts to support research to the fullest possible extent being mindful of budgetary constraints. All supervisors are assigned funds to support the research of postgraduate students. In all cases, students must organise purchase of research tools (tests, equipment, etc.) through their supervisor who will seek approval for expenses from the Division's Senior Administrator.

Ordering New or Replacement Test Library Resources

All staff may request new or replacement Test Library resources by writing to the Program Delivery Officer, outlining the required materials. Approval will then be sought on your behalf to secure these materials.

The Test Library resources are audited annually and regularly checked to ensure they are complete and current.

Students are also encouraged to identify tests and materials that are not currently held in the Test Library for consideration by the academic liaison staff member responsible for the Test Library holdings.

New editions of tests are purchased as and when required to meet the requirements of the Division's training programs.

Video Cameras

The test library has two Panasonic HD video cameras and HD memory cards for use by Postgraduate Psychology students and staff. The video cameras and HD memory cards are securely stored.

The cameras can be borrowed by staff for teaching purposes only.

The cameras can be borrowed by Postgraduate Psychology students when they are requested to do so by staff for learning and assessment purposes.

Staff and students can borrow an HD memory card when borrowing a camera but memory cards must have their content deleted prior to return to the Test Library.

Cameras and HD memory cards can be borrowed for a 24 hour period and prior booking is essential.

Need Help?

One of the following people will be able to assist you:

Program Delivery Officer

Sue Muir SocSci110 6226 2095

Sue.Muir@utas.edu.au

Psychology Administration Officer

Claire Byrne SocSci136 6226 7124

claire.byrne@utas.edu.au

Academic Staff Liaison Member (Hobart)

Dr Mandy Matthewson

mandy.matthewson@utas.edu.au

Academic Staff Liaison Member (Launceston)

Dr Cynthia Honan

cynthia.honan@utas.edu.au

Manager of the University Psychology Clinic (UPC) in Hobart

Dr Tracey Dean,

tracey.dean@utas.edu.au