POSTGRADUATE PSYCHOLOGY HANDBOOK

FOR

MASTER OF PROFESSIONAL PSYCHOLOGY
&
MASTER OF PSYCHOLOGY (CLINICAL)

PROGRAMS

2015
TABLE OF CONTENTS

Overview of postgraduate programs in Psychology.......................................................... 5
Courses Offered.................................................................................................................. 5
Course Duration................................................................................................................ 5
Mode of Delivery .............................................................................................................. 5
Entry Requirements ....................................................................................................... 6
Selection Procedures ..................................................................................................... 6
Policies for Granting Credit or Advance Standing for Previous Studies ..................... 6
Overview of Major Course Components ..................................................................... 7
Course Objectives: Master of Professional Psychology ............................................. 7
Course Objectives: Master of Psychology (Clinical) ..................................................... 7
Unit Summary .................................................................................................................. 8
Internship and Placements .............................................................................................. 9
Master of Psychology/Doctor of Philosophy (Clinical) Program ............................... 9
Enrolment ....................................................................................................................... 10
Logging onto eStudent ................................................................................................. 10
Unit Selection ................................................................................................................ 10
Pre-requisite Units ........................................................................................................ 11
Part-time Study ............................................................................................................... 11
Enrolling in your Units .................................................................................................. 11
Checking your Enrolment ............................................................................................. 11
Check your UTAS Email Account ............................................................................... 12
Census Dates .................................................................................................................. 12
Need Help? ..................................................................................................................... 12
Additional Enrolment Information ............................................................................... 12
Provisional Registration with AHPRA ......................................................................... 13
Safety in Practice Requirements .................................................................................. 13
Teaching and Student Requirements ............................................................................ 14
Seminars and Colloquia ................................................................................................. 14
Research Seminars ....................................................................................................... 14
Clinical Forums .............................................................................................................. 14
Publishing Research .................................................................................................... 14
Prizes ............................................................................................................................... 15
Tutoring .......................................................................................................................... 15
Student Representatives .............................................................................................. 15
Consultation Times with postgraduate program staff ................................................. 15
Unit Outlines and Seminar Notes ............................................................................... 15
Timetables ..................................................................................................................... 16
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plagiarism</td>
<td>36</td>
</tr>
<tr>
<td>Publication</td>
<td>37</td>
</tr>
<tr>
<td>Facilities For PostGraduate Psychology Program Students</td>
<td>37</td>
</tr>
<tr>
<td>Contact Details</td>
<td>37</td>
</tr>
<tr>
<td>Postgraduate Studios</td>
<td>37</td>
</tr>
<tr>
<td>Access to Buildings/Rinsrooms</td>
<td>37</td>
</tr>
<tr>
<td>Information and Communication Technology (ICT) Facilities</td>
<td>38</td>
</tr>
<tr>
<td>Audio-Visual Equipment</td>
<td>38</td>
</tr>
<tr>
<td>Library Resources</td>
<td>38</td>
</tr>
<tr>
<td>Mail</td>
<td>39</td>
</tr>
<tr>
<td>Research Resources</td>
<td>39</td>
</tr>
<tr>
<td>Authorised Travel for Research Purposes</td>
<td>39</td>
</tr>
<tr>
<td>Photocopying</td>
<td>39</td>
</tr>
<tr>
<td>Research Facilities</td>
<td>40</td>
</tr>
<tr>
<td>MPsych Program Schedule 2015</td>
<td>41</td>
</tr>
<tr>
<td>Staff in the Division of Psychology</td>
<td>43</td>
</tr>
</tbody>
</table>
OVERVIEW OF POSTGRADUATE PROGRAMS IN PSYCHOLOGY

Welcome to the Division of Psychology (the Division) at the University of Tasmania, the 4th oldest University in Australia, where Psychology has been taught since 1902. The Division is spread over the three campuses of the University – Hobart, Launceston and Cradle Coast. Since January 1, 2013 the Division of Psychology has been part of the School of Medicine, Faculty of Health.

Information in this handbook supplements official University publications and you are encouraged to familiarise yourselves with necessary and relevant student-related documentation available on University web pages. Material presented in this handbook provides general guidance on frequently asked questions, rules, policies and procedures and introduces staff within the Division. General information is also provided on units.

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 both in terms of academic conduct and personal conduct.

Courses Offered

- Master of Professional Psychology MProfPsych Course code M7Q
- Master of Psychology (Clinical) MPsych(Clin) Course code M7L
- Master of Psychology/Doctor of Philosophy (Clinical) MPsych/PhD(Clin) Course Code tba

NB: Full details of this program will be published following approval by the Academic Senate

Course Duration

Master of Professional Psychology
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 is entirely independent of the University. Candidates must remain provisionally registered from year 5 until they become eligible for general registration.

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

Mode of Delivery
Both the MPsyhc(Clin) and the MProfPsych programs are offered for full-time or part-time study on the Hobart campus. Full-time enrolment is the recommended study pathway for both programs. To study either course part-time, students are required to seek prospective approval in writing from the Director of Professional Training. It is not recommended that students in either program combine full-time study with outside employment due to the intensive nature of the programs.
Entry Requirements

In line with the Australian Psychology Accreditation Council’s (APAC) requirements, students seeking to enter 5th and 6th year Masters programs will need:

- to have successfully completed either a 4-year, or a 3-year plus 4th year, APAC-accredited sequence in psychology within the last 10 years, and
- have achieved a minimum of an upper second class Honours (2A) or equivalent overall mark, and
- be eligible for Provisional Registration with the Psychology Board of Australia (PsyBA)

Students who have completed a 3-year plus a 4th year APAC-accredited sequence without Honours grading will be required to provide a letter from their University indicating that their 4th year qualification is equivalent to at least an upper second class Honours degree.

Degrees without APAC-accreditation will need to be assessed by the Australian Psychological Society (APS) to verify their equivalence to a 3-year plus 4th year sequence without Honours and equivalence to at least an upper second class Honours.

Alternatively applicants can provide a letter from their University verifying that their 4th year qualification is equivalent to at least an upper second class Honours degree.

Selection Procedures

Selection of applicants is conducted by a panel comprising the Director of Professional Training, Placement Coordinator/Manager of the University Clinic, plus academic staff members from the postgraduate psychology program. At least two panel members will hold eligibility for membership of the APS College of Clinical Psychologists. For each applicant, selection decisions are made collectively by the panel and are based on consideration of a range of domains including academic achievements to date, relevant voluntary or paid experience, interview performance plus professional and/or academic references.

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. AOUs 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.”

Overview of Major Course Components

Master of Professional Psychology, M7Q
In line with the course approval guidelines of the Australian Psychology Accreditation Council, there are three main components: coursework, including a research project, 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.

Master of Professional Psychology, M7Q 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, Psychology Board of Australia-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.

Master of Psychology (Clinical), M7L
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.

Master of Psychology (Clinical), M7L 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-professional” 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

**M7Q: Master of Professional Psychology**

1 Year only

<table>
<thead>
<tr>
<th>Course</th>
<th>Year</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>KHA710 Clinical research Skills</td>
<td>S1</td>
<td>6.25%</td>
</tr>
<tr>
<td>KHA711 Current Issues in Assessment</td>
<td>S1</td>
<td>6.25%</td>
</tr>
<tr>
<td>KHA712 Psychopharmacology and Substance Use</td>
<td>S2</td>
<td>6.25%</td>
</tr>
<tr>
<td>KHA713 Adult Psychopathology</td>
<td>S1</td>
<td>6.25%</td>
</tr>
<tr>
<td>KHA714 Behaviour Change 1</td>
<td>S1</td>
<td>6.25%</td>
</tr>
<tr>
<td>KHA721 Advanced Assessment</td>
<td>S2</td>
<td>6.25%</td>
</tr>
<tr>
<td>KHA722 Clinical Child Psychology</td>
<td>S1</td>
<td>6.25%</td>
</tr>
<tr>
<td>KHA724 Behaviour Change 2</td>
<td>S2</td>
<td>6.25%</td>
</tr>
<tr>
<td>KHA730 Professional Practicum 1</td>
<td>S1</td>
<td>12.50%</td>
</tr>
<tr>
<td>KHA731 Professional Practicum 2</td>
<td>S2</td>
<td>12.50%</td>
</tr>
<tr>
<td>KHA732 Research Project</td>
<td>S1</td>
<td>6.25%</td>
</tr>
<tr>
<td>KHA734 Ethics and Professional Practice</td>
<td>S1</td>
<td>6.25%</td>
</tr>
<tr>
<td>KHA735 Professional Practice 1</td>
<td>S2</td>
<td>6.25%</td>
</tr>
</tbody>
</table>

**Year 1** 100.0%

**M7L: Master of Psychology (Clinical)**

**Year 1 units**

<table>
<thead>
<tr>
<th>Course</th>
<th>Year</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>KHA711 Current Issues in Assessment</td>
<td>S1</td>
<td>6.25%</td>
</tr>
<tr>
<td>KHA713 Adult Psychopathology</td>
<td>S1</td>
<td>6.25%</td>
</tr>
<tr>
<td>KHA714 Behaviour Change 1</td>
<td>S1</td>
<td>6.25%</td>
</tr>
<tr>
<td>KHA716 Research Design 1</td>
<td>S1</td>
<td>6.25%</td>
</tr>
<tr>
<td>KHA721 Advanced Assessment</td>
<td>S1</td>
<td>6.25%</td>
</tr>
<tr>
<td>KHA722 Clinical Child Psychology</td>
<td>S1</td>
<td>6.25%</td>
</tr>
<tr>
<td>KHA724 Behaviour Change 2</td>
<td>S2</td>
<td>6.25%</td>
</tr>
<tr>
<td>KHA734 Ethics and Professional Practice</td>
<td>S1</td>
<td>6.25%</td>
</tr>
<tr>
<td>KHA735 Professional Practice 1</td>
<td>S2</td>
<td>6.25%</td>
</tr>
<tr>
<td>KHA736 Research Thesis 1A</td>
<td>S1, S2</td>
<td>12.5%</td>
</tr>
<tr>
<td>KHA739 Research Thesis 1B</td>
<td>S1, S2</td>
<td>12.5%</td>
</tr>
<tr>
<td>KHA745 Clinical Placement 1</td>
<td>S1, S2, S3</td>
<td>18.75%</td>
</tr>
</tbody>
</table>

**Year 1** 100.0%
Year 2 units
KHA712 Psychopharmacology and Substance Use       S2       6.25%
KHA740 Professional Practice 2                   S1       6.25%
KHA741 Professional Practice 3                   S2       6.25%
KHA743 Research Thesis 2A                        S1, S2   18.75%
KHA746 Clinical Placement 2                      S1, S2, 18.75%
KHA747 Clinical Placement 3                      S1, S2, 18.75%
KHA749 Health Psychology                         S1       6.25%
KHA755 Research Thesis 2B                        S1, S2   18.75%
                                      Year 2  100.0%

Master of Professional Psychology, M7Q internship

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

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.

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 completed the prerequisite coursework units: KHA711, KHA713, KHA714, KHA722 and KHA734.

MPsych/PhD(Clin) Program  (NB: subject to approval by the University’s Academic Senate)

The proposed MPsych/PhD(Clin) program is currently progressing through the University’s Academic Senate approval process. The proposed admission requirements are as follows:

Applicants will meet the UTAS minimum entry requirements for doctoral degree candidature and applications for the MPsych/PhD(Clin) will be submitted in accordance with the Graduate Research application process.

Entry to the MPsych/PhD(Clin) will be approved following completion of all coursework and placement requirements for the MPsych(Clin). Intending applicants will nominate an intention to apply for transfer to the MPsych/PhD(Clin) in their fourth semester of full-time study (or equivalent) in the MPsych(Clin). Applicants will need to:
a) demonstrate a capacity to complete the research component of the MPsych(Clin) on or before the final-November submission date

b) be enrolled in, and intending to complete, the third and final placement requirement of the MPsych(Clin) by the end of the current academic year

Applications for admission to the MPsych/PhD(Clin) will be normally be submitted by 31 October for consideration by the Graduate Research Committee. Suitability for HDR study will be assessed by the Committee and a recommendation on admission and scholarship will be made to the Graduate Research Office pending completion of all requirements for the MPsych(Clin).

Candidates will be expected to fulfil all Graduate Research confirmation requirements, including a written research proposal and oral presentation to staff and peers in the Division of Psychology, by the end the first semester of their candidature. Candidates who fail to satisfy the requirements for confirmation will retain their eligibility to graduate with the award of MPsych(Clin).

The timeline for admission to the MPsych/PhD(Clin) will be as follows:
- Nomination of intention to apply – 31 August
- Submission of application for MPsych/PhD(Clin) candidature – 31 October
- School recommendation on admission forwarded to GRO – early December
- Commencement of candidature – from 1 February
- Submission of written research proposal and oral presentation – by the end of first semester of candidature
- Confirmation of candidature – within 9 months of commencement of candidature

**NB:** All current students will be advised when a determination has been made by the Academic Senate in relation to the proposed MPsych/PhD(Clin) Program.

**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 for students.

**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 for semesters 1 and 2 at the beginning of the year. The required units are as shown on Pages 8-9.

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).
Pre-requisite Units

It is not possible to enrol in a unit on the eStudent system until you have completed the pre-requisites for the unit. For example:

<table>
<thead>
<tr>
<th>UNIT CODE</th>
<th>UNIT TITLE</th>
<th>PRE-REQUISITE UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>KHA721</td>
<td>Advanced Assessment</td>
<td>KHA711</td>
</tr>
<tr>
<td>KHA724</td>
<td>Behaviour Change 2</td>
<td>KHA714</td>
</tr>
<tr>
<td>KHA735</td>
<td>Professional Practice 1</td>
<td>KHA711, KHA714, KHA734</td>
</tr>
<tr>
<td>KHA741</td>
<td>Professional Practice 3</td>
<td>KHA735, KHA740</td>
</tr>
<tr>
<td>KHA745</td>
<td>Clinical Placement 1</td>
<td>KHA711, KHA713, KHA714, KHA722, KHA734</td>
</tr>
<tr>
<td>KHA746</td>
<td>Clinical Placement 2</td>
<td>KHA721, KHA724, KHA735, KHA745</td>
</tr>
<tr>
<td>KHA747</td>
<td>Clinical Placement 3</td>
<td>KHA746, KHA740,</td>
</tr>
<tr>
<td>KHA731</td>
<td>Professional Practicum 2</td>
<td>KHA711, KHA713, KHA714, KHA722, KHA730, KHA734</td>
</tr>
<tr>
<td>KHA732</td>
<td>Research Project</td>
<td>KHA710</td>
</tr>
<tr>
<td>KHA739</td>
<td>Research Thesis 1B</td>
<td>KHA716</td>
</tr>
</tbody>
</table>

Please keep this in mind when enrolling in the placement and thesis units in particular. If your transcript does not show the pre-requisite units as complete, you will not be able to see the unit you wish to enrol in on the system.

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 from the Director of Professional Training for their proposed study schedule each year.

Part-time MPych(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 KHA731, 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.

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 will generally not transmit Hotmail and other generic email service emails so it is important to use your UTAS email as your default.

Census Dates
Your enrolment and all administrative details must be finalised by the census date that has been set for each unit. Details regarding the census dates for individual units 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?
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.

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 2250.

You can generate a confirmation of enrolment for AHPRA registration or scholarship purposes by logging on to eStudent and requesting the document, which will be emailed direct to you. If you are requesting the document as part of your provisional registration application to AHPRA, simply forward the email document you receive to the Program Delivery Officer, Christine de Villeneuve via email to christine.devilleneuve@utas.edu.au and it will be forwarded to AHPRA on your behalf to satisfy their requirement.

Additional Enrolment Requirements
All students enrolled in either the MPsych(Clin) or the MProfPsych programs 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.

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 18 February 2015

The Safety in Practice Agreement and associated reading can be found at:


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

Seminars and Colloquia

Research Seminars
During Semester time the Division of Psychology schedules regular research seminars or colloquia on Friday afternoons from 4-5pm. A variety of speakers are invited to participate (both internal and external). The Division of Psychology 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 may present their research data, including practicing conference presentations.

Contact Prof Kim Felmingham kim.felmingham@utas.edu.au for further information.

Clinical Forums
Occasional Clinical Forums are provided 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. Students are strongly encouraged to attend.

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 Research Committee prior to signing by student and supervisor. Copies of signed agreements will be retained in the student file.

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 are 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:
and tips, tools and scoresheets for determining authorship credit:

Students should familiarise themselves with:

- the University of Tasmania’s Responsible Conduct of Research Framework

and with the Authorship of Research Policy

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

Tutoring
Some casual tutoring positions are available to postgraduate students each semester within the Division of Psychology. Expressions of Interest for these positions are usually communicated to postgraduate students by email before the start of each semester.

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 in relation to the course. It is the role of the student representatives to communicate these matters at consultative meetings.

Consultation Times with Postgraduate Program Staff
Staff within the postgraduate 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.

Unit Outlines and Seminar Notes
Unit outlines are posted on MyLO immediately prior to semester commencing. Unit coordinators/lecturers will explain the contents of the unit outline during the initial lecture. 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 the shared teaching drive, as advised by unit coordinators.

**Timetables**

Class timetables will be provided as part of unit outlines. Unit outlines and timetables are also available via the University website [www.courses.utas.edu.au](http://www.courses.utas.edu.au)

It is considered to be a student responsibility to check the University website for timetable information.

**Class Attendance**

Students are required to attend all classes, and attendance at class is recorded. All absences will need to be supported by a medical certificate.

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

**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 library. Throughout the unit the lecturer may draw your attention to other readings and texts and advise how to access these resources.

**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 study please refer to your tutor/lecturer. For additional information refer to the Learning Development website [http://www.learningsupport.utas.edu.au/learners.html](http://www.learningsupport.utas.edu.au/learners.html)

**MyLO**

MyLO is the University of Tasmania’s on-line learning system. It is strongly suggested that all students familiarise themselves with MyLO and obtain user training via online resources if necessary. Unit coordinators do not provide MyLO training to students. Please see the MyLO webpage for further information and support guides: [http://www.utas.edu.au/learning-teaching-online/](http://www.utas.edu.au/learning-teaching-online/)

**Netiquette**

Netiquette is a form of etiquette for the web – the dos and don’ts of online communication. As participants of online discussion groups (either through the Discussion Board, Email or Chat
facility), all students are expected to observe the University’s Information Technology Facilities User Guidelines (see Learning Online >> More Info - Policies > IT Policy). UTAS has a social media policy that all students are encouraged to familiarise themselves with and which can be found at http://www.utas.edu.au/__data/assets/pdf_file/0012/636978/Social-Media-Policy.pdf

So that all students feel encouraged to participate online, comments that are harassing, discriminatory, or just plain rude are not acceptable. Mainly, it is a matter of pausing before you send an email, post a message, or hit the Send button, and thinking:

- Is this really what I want to say?
- How will it be received by the readers?

Remember that discussion board and chat postings are usually read by everyone, and that some people in the class may have very different backgrounds, customs and experiences to your own. If in doubt, err on the side of politeness!

More Information and Assistance

Contact the Service Desk if you have problems using MyLO.
Website: http://www.utas.edu.au/servicedesk
Telephone: 6226 1818; 1300 304 903 (local call from within TAS; mobiles excepted)
Email: servicedesk@utas.edu.au

Contact your lecturer if you have a problem related to course content or assessment.

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.

Assignments

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. Hard copy assignments should be submitted via the Psychology assignment drop box outside Room SocSci109 in Hobart.
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). Extensions will be confirmed by email.

Penalties
The Division of Psychology 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 2-4 weeks after the due date.

Any hard copy assignments will be returned via the Program Delivery Officer in SocSci110a

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

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
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.

Research:
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.

Review of Results and Appeals
For re-assessment of assignments, the following procedure is applied within the Division of Psychology:

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/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

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 your supervisor in the first instance. There are a range of University-wide support services available to you including the Support and Equity Unit, Disability Services, International Student Services and Learning Development. 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
UNIT SUMMARIES

Please note that the following are summaries only. Full details of unit content and assessments are given in the individual unit outlines - see unit MyLO sites. All units are studied by students from both Masters programs except where otherwise indicated.

Year 1 Units

**KHA710 Clinical Research Skills (MProfPsych students)**  Unit Coordinator: Dr Michael Quinn
The objectives of the unit are to introduce intern psychologists to a variety of research methodologies and statistics related to clinical psychology; program planning and evaluation, and understanding the use of systematic reviews, meta-analysis and other synthesis research to inform clinical practice.

**KHA711 Current Issues in Assessment**  Unit Coordinator: Dr Mandy Matthewson
This unit aims to provide students with the knowledge and practical skills to conduct a competent psychological assessment. Relevant clinical and theoretical literature will be reviewed, with an emphasis given to the practical skills needed to evaluate, administer, score and interpret commonly used clinical instruments. Issues of clinical judgement and decision-making/clinical inference will also be considered.
In this unit students will learn skills needed to conduct an initial interview assessment, cognitive assessment and assessment of mood in a competent and ethical manner. Practice and ethical issues around confidentiality and limits to it will be discussed. How to conduct a competent and ethical risk assessment and response to such an assessment will also be covered. In each seminar students will be required to engage in and complete activities involving practice and ethical issues as they relate to assessment.

**KHA712 Psychopharmacology and Substance Use**  Unit Coordinator: Assoc Prof Raimondo Bruno
*NB: This unit is offered in year 2 for MPsyCh(Clin) students*
This unit contains two major components. The first provides an introduction to psychopharmacology and the underlying physiological systems that are involved in psychopathological disturbances. Students will also be introduced to pharmacological interventions currently used in Australia for particular disorder classes, their mechanisms of action, and the evidence base for their effectiveness. Additionally, the effects of these drugs on cognitive and behavioural function are examined where relevant to the practice of clinical psychology.

The second component aims to introduce students to the impact of psychoactive drugs on brain chemistry and behaviour, biopsychosocial models of development of dependence and addiction, and the strategies employed in assessment and the clinical treatment of people experiencing problems in relation to substance use. There will be a focus on the types of drugs most commonly used within Australia (alcohol, cannabis, methamphetamine, ecstasy and related drugs, heroin and prescription opioids and benzodiazepines) and the effects of such use on brain function at both the neurophysiological and cognitive levels. Students will also be introduced to clinical strategies for helping people overcome problems associated with substance use, such as motivational interviewing, problem solving skills, behavioural self-management, and relapse prevention training.
KHA713 Adult Psychopathology  
Unit Coordinator: Assoc Prof Raimondo Bruno
Study of the development, organisation and content of mental disorders. In general an experimental-clinical approach is taken, and intern psychologists are expected to become familiar with current research in the area. Consideration will be given to the diagnostic features of specific disorders, prevalence, course, aetiological knowledge and theories, familial, social and cultural features, and differential diagnostic issues. Clinical case study material is used as appropriate and intern psychologists are required to be familiar with the DSM-5 and ICD-10 classificatory systems as they apply to the practice of clinical psychology. This will involve a critical consideration of these classificatory systems.

KHA714 Behaviour Change 1  
Unit Coordinator: Dr Bethany Wootton
This unit will introduce students to the fundamentals of behaviour change and the various evidence-based cognitive-behavioural therapeutic techniques that are necessary to undertake their first placement.

KHA716 Research Design 1 (MPsych(Clin) students)  
Unit Coordinator: Assoc Prof Raimondo Bruno
The objectives of the unit are to:
1. introduce students to a variety of research methodologies and statistics related to clinical psychology
2. program planning and evaluation, and
3. assist students with developing their research proposal.

KHA721 Advanced Assessment  
Unit Coordinator: Dr Mandy Matthewson
This unit aims to provide students with advanced training in the administration and interpretation of clinical assessment instruments. An evidence-based approach to best practice in psychological assessment will be emphasised. Topics will focus on assessing specific diagnostic problems. In this unit students will learn advanced assessment skills. Practice and ethical issues around assessing different client populations will be examined. How to conduct a competent and ethical risk for violence assessment and response to such an assessment will also be covered. In each seminar students will be required to engage in and complete activities involving practice and ethical issues as they relate to assessment.

KHA722 Clinical Child Psychology  
Unit Coordinator: Dr Kimberley Norris
This unit aims to provide an overview of the most commonly encountered behavioural, emotional, social, and developmental childhood and adolescent clinical disorders. Topics may include attention deficit-hyperactivity disorder, oppositional defiant disorder, conduct disorder, anxiety and mood disorders, learning and intellectual disorders, and autism spectrum disorder. An evidence-based practice approach will be used to examine current diagnostic, assessment and treatment issues. Particular attention will be given to the need for developmental and cultural sensitivity in clinical practice.

KHA724 Behaviour Change 2  
Unit Coordinator: Dr Bethany Wootton
This unit will take a disorder specific approach and teach students evidence based treatment for a variety of common mental health conditions. The emphasis in this unit will be on understanding the theoretical basis, outcome literature and specific techniques relevant for the most common psychiatric disorders.
KHA730 Professional Practicum 1 (*MProfPsych students*) Unit Coordinator: Dr Mandy Matthewson
This unit will provide students with an opportunity to observe and practice the application of psychology within a structured and supervised setting. The practicum will promote a scientist-practitioner model of the professional psychologist through simulated learning activities. Students will learn practice and process skills. Issues pertaining to ethical and professional conduct as a psychologist will be addressed, as will how to competently and skilfully interact with clients. Further issues such as practicing with in ethical codes and guidelines will be addressed.

KHA731 Professional Practicum 2 (*MProfPsych students*) Unit Coordinator: Dr Tracey Dean
This unit will provide students with an opportunity to observe and practice the application of psychology in a structured and supervised setting. The practicum will promote a scientist-practitioner model of the professional psychologist with an increasing level of independence. Students will be expected to consider therapeutic issues and apply techniques while on field placement. This will be reflected in their interaction with clients, standard of case formulations, and demonstrated understanding of assessment and the therapeutic process. At the end of this placement students will have completed the requisite hours of supervised placement experience and client contact.

KHA732 Research Project (*MProfPsych students*) Unit Coordinator: Dr Michael Quinn
This unit is designed to provide students with research skills relevant for practice as a psychologist. The goal of this unit is to aid student in the development of the skills required for the application of research to practical clinical practice. Students will critically review the literature in an area of psychology relevant to their practice and evaluate the application of the literature base to clinical practice, specifically identifying areas where the literature may be currently insufficient. Students undertaking this unit will be required to complete a 3000-5000 word report. Topics will be developed by the student, in consultation with the unit coordinator.

KHA734 Ethics and Professional Practice Unit Coordinator: Prof Kim Felmingham
This unit considers practical and ethical issues in clinical psychological practice. Students are introduced to key ethical codes and legislation and to a model for ethical decision-making through practice-based examples. The latter part of the course will cover issues of risk assessment, case formulation and treatment planning. Issues and skills particularly relevant to the student experience of practicum placement are addressed. Classroom discussion and exercises provide an opportunity to develop problem-solving and case formulation skills. Students will be introduced to key practice issues including guidelines of professional and ethical conduct, confidentiality, and supervision, and students will have extensive practice of developing case formulations and treatment plans using case examples.

KHA735 Professional Practice 1 Unit Coordinator: Prof Kim Felmingham
This unit considers the practical issues and skills relevant to the experience of clinical psychology practice. Lectures will outline key theoretical models and evidence-based treatments for specific adult psychological disorders, and classroom discussion and exercises will provide an opportunity to develop key cognitive behavioural therapy skills. Where appropriate, lectures will be supplemented with audio-visual material and handouts, and students should be prepared to role play elements of the key therapy skills discussed.

KHA736 Research Thesis 1A (*MPsych(Clin) students*) Unit Coordinator: Assoc Prof Raimondo Bruno
Each student prepares a written research proposal and presents this to Psychology staff and postgraduate students towards the end of May. The proposal should conform to the Division...
guidelines (see p.24 & 25). Once formal approval of the research proposal has been received, the student may progress to the next thesis unit.

**KHA739 Research Thesis 1B (MPsych(Clin) students)** Unit Coordinator: Assoc Prof Raimondo Bruno

In consultation with the research supervisor, students seek ethics approval for their research (if required), and progress with the literature review and data collection (if applicable). Students undertaking a systematic review should complete the literature review by the end of this unit.

**KHA745 Clinical Placement 1 (MPsych(Clin) students)** Unit Coordinator: Dr Tracey Dean

This is the first period of supervised professional experience practice for all students, and for most students this placement occurs in the University Psychology Clinic (UPC). In total the first clinical placement requires 300 to 350 hours of professional experience at the UPC, or other suitable external placement setting. Students will work in the Clinic under the supervision of experienced clinical supervisors. This placement provides an opportunity to develop some clinical skills to a level consistent with expectations for this stage of clinical training. It is the first placement in an integrated sequence of placements in the clinical training program.

**Year 2 Units**

**KHA712 Psychopharmacology and Substance Use** (MPsych(Clin) students only in year 2) Unit Coordinator: Assoc Prof Raimondo Bruno

This unit contains two major components. The first provides an introduction to psychopharmacology and the underlying physiological systems that are involved in psychopathological disturbances. Students will also be introduced to pharmacological interventions currently used in Australia for particular disorder classes, their mechanisms of action, and the evidence base for their effectiveness. Additionally, the effects of these drugs on cognitive and behavioural function are examined where relevant to the practice of clinical psychology.

The second component aims to introduce students to the impact of psychoactive drugs on brain chemistry and behaviour, biopsychosocial models of development of dependence and addiction, and the strategies employed in assessment and the clinical treatment of people experiencing problems in relation to substance use. There will be a focus on the types of drugs most commonly used within Australia (alcohol, cannabis, methamphetamine, ecstasy and related drugs, heroin and prescription opioids and benzodiazepines) and the effects of such use on brain function at both the neurophysiological and cognitive levels. Students will also be introduced to clinical strategies for helping people overcome problems associated with substance use, such as motivational interviewing, problem solving skills, behavioural self-management, and relapse prevention training.

**KHA740 Professional Practice 2** Unit Coordinator: Prof Jenn Scott

This unit aims to provide clinical supervision and training to students engaged in psychology placements. Clinical practice or ethical issues relevant to the practice and profession of psychology are discussed and problem solved. The format involves seminar presentations with professional input from the unit co-ordinator, and peer and expert review. Discussions are also linked to clinical theory and students are assisted to develop skills in self-evaluation of their clinical competencies and to identify goals and strategies for enhancing their best practise from the scientist practitioner framework. Students also learn the skills for writing succinct and professional therapy reports for referral agencies and case files.
KHA741 Professional Practice 3  
Unit Coordinator: Prof Kim Felmingham  
The objective of this unit is to introduce students to specialist areas of clinical practice. This unit will involve a series of weekly two hour workshops consisting of presentations on advanced clinical issues in the areas of forensic psychology, multi-cultural and indigenous psychology, working with couples and families, working with complex trauma in children and adults, online treatments, and preparing for professional practice.

KHA743 Research Thesis 2A  
Unit Coordinator: Assoc Prof Raimondo Bruno  
This unit involves the completion of data collection (if applicable), draft preparation of a journal article and production of a draft of the literature review.

KHA746 Clinical Placement 2  
Unit Coordinator: Dr Tracey Dean  
The second clinical placement unit requires 300 to 350 hours of professional experience in an external placement setting (or settings). Placement settings will encompass a range of client problems, varying age ranges, contexts, and use of a variety of clinical skills. This placement provides an opportunity to experience a variety of client problems, and to develop more advanced clinical skills, working towards a level suitable for independent practice as a clinical psychologist. It is the second placement unit in an integrated sequence of placements in the clinical training program.

KHA747 Clinical Placement 3  
Unit Coordinator: Dr Tracey Dean  
This third clinical placement unit requires 300 to 400 hours of professional experience at an external placement setting, or settings. Placement settings will encompass a range of client problems, varying age ranges, contexts, and use of a variety of clinical skills. This placement can provide the opportunity for elective experience, working with a specified client group and/or in a specialised service. More advanced clinical skills, will be developed in preparation for general registration and eligibility to commence the Clinical Registrar Program. It is the third placement in an integrated sequence of placements (totalling 1000 hours) in the clinical training program.

KHA749 Health Psychology  
Unit Coordinator: Dr Mandy Matthewson  
The unit provides an overview of theories, core skills and practice issues in health psychology intervention and prevention. This unit examines the relationship between psychological functioning and health related issues with particular emphasis being given to working with people who are currently ill and those who are engaging in behaviours that are not health protective.

KHA755 Research Thesis 2B  
Unit Coordinator: Assoc Prof Raimondo Bruno  
Submission and successful examination of completed research project.
**MProfPsych Research Project** (*MProfPsych students only*)

**General Information**

The goal of this unit is to aid students in the development of the skills required for the application of research to psychological practice.

Students will critically review the literature in an area of psychology relevant to their intended area of practice, or their area of interests in professional practice. They will evaluate the literature, and specifically identify how the literature findings can be translated to practice, and the limitations of this transferability.

Students undertaking this unit will be required to complete a 3000-5000 word report. Topics will be developed by the student, in consultation with the unit coordinator.

**MPsyh (Clin) Research Project** (*MPsyh(Clin) students only*)

**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 plan 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. KHA743 (Research Thesis 2A) and KHA755 (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 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; and
- the interpretation of findings and the preparation of a report.

[APAC Accreditation Standard 5.3.12]
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 Clinical 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 relate 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 of Psychology based on these preferences wherever possible.

Supervision

The research project may be supervised either solely or jointly, but in all cases at least one 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.

**Timeline for MPsyCh(Clin) Research Project**

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Research Progress</th>
<th>Corresponding Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>YEAR ONE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>By end of March</td>
<td>Complete consultations with supervisor(s) and finalise decision on research topic.</td>
<td>KHA736</td>
</tr>
<tr>
<td>April - mid-May</td>
<td>In discussion with Supervisor(s) prepare research proposal</td>
<td>KHA736</td>
</tr>
<tr>
<td>1 June 2015</td>
<td>Submission of written research proposal</td>
<td>KHA736</td>
</tr>
<tr>
<td>9 June 2015</td>
<td>Present research proposal</td>
<td>KHA736</td>
</tr>
<tr>
<td>June - July 2015</td>
<td>• Receive formal approval of research proposal from the Division of Psychology.</td>
<td>KHA739</td>
</tr>
<tr>
<td></td>
<td>• Seek Ethics Committee approval (if required)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Commence literature review</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Commence data collection (if applicable)</td>
<td></td>
</tr>
<tr>
<td>August - December 2015</td>
<td>Continue literature review and data collection</td>
<td>KHA739</td>
</tr>
</tbody>
</table>
YEAR TWO

| January - May 2016 | • Finalise data collection  
|                   | • Complete draft literature review  
|                   | • Draft journal article  
| July 21st - November 2016 | Submit research project for examination  
|                      | KHA743  
|                      | KHA755  

MPsych(Clin) Research Proposal

Format of the Research Proposal

The MPsych(Clin) proposal should be 1000-1500 words in length, excluding references. Aim for a maximum of four A4 pages, typed in size 12 font (e.g. Times New Roman), with single spacing. This is used as a handout for circulation to all staff and students and must be emailed to the Program Delivery Officer, Christine de Villeneuve, 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, pertinent and preferably stated in 12 words or less)
- **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.
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.

• **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.

• **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.

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

• **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.
• **Timetable:**
  A timetable 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 timetable should be negotiated between the student and supervisor and should allow for drafts to be submitted for supervisor comment before the final deadline.

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 **Tuesday, 9 June 2015**, 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 research co-ordinator.)
You will then be provided with a copy of the approval or report on your proposal.

If you receive either of the "accept" gradings 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" grading 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 will review and approve all media release activity
- 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

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)
Bianca Smyth  
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.

**p. 1 Literature Review 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.

In addition to the few introductory pages as listed, the actual report has to 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.

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 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](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).


Submission of MPsy(Clin) Research Report/Thesis
Your research report/thesis can be submitted for examination any time between the end of July and 20 November 2015. The final report submission date is 20 November 2015.

Submission of the research report by 9 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). If you submit your thesis after this date, it is 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 (pages securely fastened together) copies of the thesis plus two CDs or USB sticks containing your data
- Electronic pdf copy of the thesis emailed to the Program Delivery Officer Electronic copy of the thesis in MS Word format submitted to the KHA755 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. Examiners are requested to complete and submit their examination reports to the Director of 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 Professional Training and/or the 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.

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 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, 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 Masters Research Coordinator

- Following revision the student is required to submit an electronic copy of the revised thesis (using Track Changes) to the Masters Research Coordinator with a covering letter detailing how the examiner’s comments have been addressed

- Once revisions have been completed to the satisfaction of the supervisor(s) and 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 KHA755 Research Thesis 2B 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.

NB: The date of submission of the final result for KHA755 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.

Students should 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.

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 a .pdf copy 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. 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
• a 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.

Plagiarism

It is expected that the research submitted for assessment will be the student’s own work. Any contribution made by others (whether ideas or written statements) should be acknowledged appropriately and the source referenced. Without this, the student is guilty of plagiarism - the use of the work of others (e.g., other students‘ published work) as though it were one’s own. Plagiarism is a very serious offence in any form of scientific work, and in the context of externally examined research the consequences are likely to be severe.

The practice of copying significant portions of the work of others, either word-for-word or with some words changed, and then attempting to legitimise the practice by citing the source, is also unacceptable. The only instance where this is permissible is when a quotation direct from source is used to introduce or explain a point. The quotation should be limited to a sentence or two, be in quotation marks, and be acknowledged appropriately.

Any work submitted should be the student’s own. Copying is not only unacceptable but also demonstrates a lack of understanding both of the material and of the scientific process. Synthesising the ideas of others shows that the student has understood the material and is capable of expressing the ideas in his or her own words. This is the hallmark of a good scientific psychologist.
Publication
Students and their supervisor(s) are encouraged to submit their research report for publication. Please refer to the earlier section on ‘Publishing Research’ for guidance in relation to publication and decisions in relation to authorship.

Facilities for Postgraduate Psychology Program Students

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 initially be directed to:

Christine de Villeneuve, Program Delivery Officer, Room SB.SocSci110A
email: christine.devilleneuve@utas.edu.au  ph: +61 3 6226 2944

General contact for psychology related matters:
Trish McKay, Psychology Secretary, Room SB.SocSci112 (Psychology Reception)
email: secretary@psychol.utas.edu.au  ph: +61 3 6226 2237

For enquiries regarding enrolment and study pathways, please see:
Susan Jopling, Faculty Officer for Psychology, Room SB.SocSci136
email: susan.jopling@utas.edu.au  ph: 03 6226 2250

For Test Library access and bookings please contact:
Christine de Villeneuve, Program Delivery Officer, Room SB.SocSci110A
email: christine.devilleneuve@utas.edu.au  ph: +61 3 6226 2944
or
Trish McKay, Psychology Secretary, Room SB.SocSci112 (Psychology Reception)
email: secretary@psychol.utas.edu.au  ph: +61 3 6226 2237

For general administration enquiries e.g. research expenses, building access, contact:
Trish McKay, Psychology Secretary, Room SB.SocSci112 (Psychology Reception)
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

Postgrad Studios
Psychology Honours and Masters students have dedicated common room areas allocated for individual or group study.

Access to Buildings/Rooms
Access to the Psychology Division buildings (Sandy Bay Campus) after hours and access to the postgrad 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:


ph: 03 6226 1818 or 1300 304 903

A summary of the key services are as follows:

**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

**Email** is provide via Office 365 including ‘email for life’ and Office Web Applications such as Word, Excel and PowerPoint

**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 camera that can be booked for these purposes.

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

**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.

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 Policy and Procedures document for further information regarding accessing and using resources.

**Mail**

Postgraduate students share a mail pigeonhole in the main office 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 pigeon-holes.

**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 Mrs Heather Williams who will check whether items are held in stock or may be purchased more cheaply through an official University supplier.

Petty cash reimbursement *will not* be available to anyone who does not follow these procedures.

**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.

**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 Trish McKay, the Psychology Division.

---

*Revised July 2015 v2*
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*

**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 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.
### MPsysch Program Schedule 2015

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>January</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon 19</td>
<td></td>
<td>University Psychology Clinic (UPC) re-opens. 2nd Year Students continue/commence placements.</td>
</tr>
<tr>
<td><strong>February</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed 18</td>
<td></td>
<td>Clinical Program Orientation Day for 1st Year Students  Safety In Practice Kits including National Police Check and Provisional Registration to be submitted (1st Year Students)</td>
</tr>
<tr>
<td>Mon 23</td>
<td></td>
<td>Semester 1 commences</td>
</tr>
<tr>
<td><strong>March</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri 6</td>
<td></td>
<td>Semester 1 Fees Due</td>
</tr>
<tr>
<td>Mon 9</td>
<td></td>
<td>Public Holiday (Tasmania)</td>
</tr>
<tr>
<td>Sun 22</td>
<td></td>
<td>HECS Census Date</td>
</tr>
<tr>
<td><strong>April</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thurs 2 – Wed 8</td>
<td></td>
<td>Easter Break. (UPC closed).</td>
</tr>
<tr>
<td>Thurs 9</td>
<td></td>
<td>Semester 1 classes resume</td>
</tr>
<tr>
<td><strong>May</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri 29</td>
<td></td>
<td>Semester 1 ends</td>
</tr>
<tr>
<td><strong>June</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon 1</td>
<td></td>
<td>Submission of written research proposals (1st Year MPsysch(Clin) students)</td>
</tr>
<tr>
<td>Mon 1 - Fri 5</td>
<td></td>
<td>Study Period</td>
</tr>
<tr>
<td>Sat 6 - Tues 23</td>
<td></td>
<td>Examination Period</td>
</tr>
<tr>
<td>Wed 9</td>
<td></td>
<td>Research proposal presentations (1st Year MPsysch(Clin) students)</td>
</tr>
<tr>
<td>Wed 24 June - Fri 5 July</td>
<td></td>
<td>Intra-semester Break</td>
</tr>
<tr>
<td><strong>July</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon 6 - Wed 10</td>
<td></td>
<td>Placement Orientation Days for 1st Year MPsysch(Clin) students.</td>
</tr>
<tr>
<td>Wed 8</td>
<td></td>
<td>Semester 1 results released</td>
</tr>
<tr>
<td>Mon 13</td>
<td></td>
<td>Semester 2 commences</td>
</tr>
<tr>
<td>Mon 13</td>
<td></td>
<td>1st Year Student placements commence</td>
</tr>
<tr>
<td>Fri 24</td>
<td></td>
<td>Semester 2 Fees Due</td>
</tr>
<tr>
<td><strong>August</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sun 9</td>
<td></td>
<td>HECS Census Day</td>
</tr>
<tr>
<td>Mon 31</td>
<td></td>
<td>Mid-Semester break commences</td>
</tr>
<tr>
<td><strong>September</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sun 6</td>
<td></td>
<td>Mid Semester break concludes</td>
</tr>
<tr>
<td>Mon 7</td>
<td></td>
<td>Semester 2 classes resume</td>
</tr>
<tr>
<td><strong>October</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri 16</td>
<td></td>
<td>Semester 2 ends</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>----------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Mon 19 - Fri 23</td>
<td>Study Period</td>
<td></td>
</tr>
<tr>
<td>Sat 24</td>
<td>Examination Period commences</td>
<td></td>
</tr>
<tr>
<td>Fri 30</td>
<td>Deadline for research project extension requests (2nd Year MPsych(Clin) students)</td>
<td></td>
</tr>
<tr>
<td>November</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tues 10</td>
<td>Examination Period concludes</td>
<td></td>
</tr>
<tr>
<td>Fri 27</td>
<td>Semester 2 results released</td>
<td></td>
</tr>
<tr>
<td>Fri 27</td>
<td>Submission of Masters Research Project (2nd Year MPsych(Clin) students)</td>
<td></td>
</tr>
<tr>
<td>December</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thurs 17</td>
<td>University Psychology Clinic closes</td>
<td></td>
</tr>
</tbody>
</table>

*Students should note that the University Psychology Clinic (UPC) is open most of the year (19 January to 17 December).*

*MPsych(Clin) students can therefore expect to be on placements between these dates.*
Division of Psychology Staff

Associate Head, Psychology
Jenn Scott, BA UQ Grad.Dip.Psych Tas MCP UQ PhD Griffith  
Hobart

Professors
Kim Felmingham BA (Hons) Tas, MA (ClinPsych) Canada, PhD UNSW  
Hobart
Andrew Heathcote BSc(Hons) Tas, PhD Queens  
Hobart
Douglas Paton, BSc (Hons) St and PhD Edin  
Launceston
Jeff Summers, BSc MSc MA PhD Oregon  
Hobart

Associate Professors
Raimondo Bruno, BA (Hons), PhD Tas  
Hobart

Senior Lecturers
Michael Garry, BHK PhD UBC  
Hobart
Nenagh Kemp, BA (Hons) Tas, DPhil Oxon  
Hobart
Matthew Palmer BA Grad Dip Psych PhD Flinders  
Launceston
Jim Sauer, BPsych(Hons) PhD Flinders  
Hobart
Ben Schüz, Dipl-Psych PhD FU Berlin  
Hobart

Lecturers
Rachel Grieve, BA (Hons) PhD QUT  
Hobart
Mandy Mathewson, BA (Hons) PhD Tas  
Hobart
Allison Matthews, BSc(Hons) PhD Tas  
Hobart
Kimberley Norris, BA (Hons) PhD Tas  
Hobart
Bethany Wootton, MPsyCh(Clin), PhD Macquarie  
Hobart

Associate Lecturers
Christine Padgett, BPsych (Hons) Tas  
Launceston
Peter Tranent, BPsych (Hons) James Cook  
Launceston
Michael Quinn, BA(Hons) PhD (ClinPsych) Tas  
Launceston

Manager, University Psychology Clinic
Tracey Dean, BA(Hons), DPsyCh(Clin) Tas  
Hobart

Post Doctoral Research Fellows
Mark Hinder, MSci Bham MSc Canada PhD UQ  
Hobart
Saeid Mehrkanoon, MEng  
Hobart

Administration
Senior Administration Officer - Heather Williams, BA DipEd Tas  
Hobart
Faculty Officer - Sue Jopling, BA(Hons) MSocSc Bham  
Hobart
Program Delivery Officer – Christine de Villeneuve BSc(Psych) GDipPsych Macq.  
Hobart
Psychology Administration Officer – Trish McKay  
Hobart
Administrative Assistant, University Psychology Clinic – Jess Latham  
Hobart

ICT & Technical
David Loveridge – Client Services Officer, Information Technology Services  
Hobart
Ben Duan – Client Services Officer, Information Technology Services  
Hobart