PSYCHOLOGY UNDERGRADUATE STUDENT GUIDE

SCHOOL OF PSYCHOLOGICAL SCIENCES

FACULTY OF MEDICINE, NURSING AND HEALTH SCIENCES

MONASH UNIVERSITY

Prepared by:

The School of Psychological Sciences

Faculty of Medicine, Nursing & Health Sciences

Monash University

CONTENTS

OVERVIEW OF THE UNDERGRADUATE PSYCHOLOGY PROGRAM

The School of Psychological Sciences is part of the Sub-Faculty of Biomedical and Psychological Sciences, which sits within the Faculty of Medicine, Nursing and Health Sciences. It harnesses unique opportunities presented within the discipline of Psychology, to develop world-class research-led undergraduate programs supported by innovative pedagogy, technology and teaching approaches.

This guide sets out student obligations when studying units in Psychology. It specifies the policies that the School teaching and administrative staff apply in order for students to be treated consistently and fairly.

TEACHING MODES

All undergraduate units offered by the School of Psychological Sciences are consistent across campuses, off-shore institutions, and via off-campus and online learning. This means there is a common syllabus, assessment, and marking standards.

The program is taught in the following modes:

- on-campus
- distance education / online

These modes differ in terms of the emphasis on face-to-face classes and in the use of other forms of teaching such as printed and multi-media based material for independent study. Different units and unit modes vary in the use of lectures, workshops, laboratories, and tutorials.

ACCREDITED MAJOR, MAJOR AND MINOR PSYCHOLOGY SEQUENCES

Completing an APAC accredited major is necessary for those who wish to specialise in psychology.

This option provides a pathway to further studying psychology and to the training required to practice as a psychologist in Australia. Alternatively, students may undertake an eight-unit major, or four-unit minor in psychology.

Accredited (extended) major

The three-year undergraduate psychology sequence, taught as part of an APAC accredited degree program, comprises ten 6-credit point units (**9 core units plus 1 elective unit**). Refer to the core and elective units listed on the following pages.

Major (non-accredited)

Completion of 48 credit points in psychology units satisfies the requirements of a major sequence according to some degree regulations (e.g., Bachelor of Science, Bachelor of Arts). The 48 credit point major in psychology is not accredited by the Australian Psychology Accreditation Council (APAC) and does not satisfy the requirements of eligibility for entry into fourth year courses in psychology.

A 48 credit point major sequence (non-accredited) comprises:

- PSY1011 and PSY1022
- Two units from PSY2061, PSY2071, PSY2042 or any psychology elective unit at 2nd or 3rd year level; and
- Four units (24 points) from the level 2 and 3 core and elective units listed on the following pages, with at least 18 points at level 3.

Minor sequence

Completion of 24 credit points in psychology units satisfies the requirements of a minor sequence according to some degree regulations (e.g., Bachelor of Science, Bachelor of Arts).

A minor sequence comprises:

- PSY1011 and PSY1022
- Two units from PSY2061, PSY2071, PSY2042 or any 'PSY' psychology elective unit at 2nd or 3rd year level

UNDERGRADUTE PSYCHOLOGY UNIT OFFERINGS

CORE UNITS

Semester 1	Semester 2
Year 1	
PSY1011 Psychology 1A*	**PSY1022 Psychology 1B****
▪ Clayton, Malaysia, DE-Online (Caulfield)	▪ Clayton, Malaysia, DE-Online (Caulfield)
Year 2	
PSY2061 Biological psychology*	**PSY2042 Personality and social psychology**
▪ Clayton, Malaysia, DE (Clayton) ▪ *Prerequisite: PSY1011, PSY1022*	▪ Clayton, Malaysia, DE (Clayton) ▪ *Prerequisite: PSY1011, PSY1022*
PSY2071 Developmental psychology	
▪ Clayton, Malaysia, DE (Clayton) ▪ *Prerequisite: PSY1011, PSY1022* ▪ *Corequisite: PSY2061*	
Year 3	
PSY3041 Psychological testing, theories of ability and ethics	**PSY3032 Abnormal psychology**
▪ Clayton, Malaysia, DE (Clayton) ▪ *Prerequisite: PSY2061 and PSY2071*	▪ Clayton, Malaysia, DE (Clayton) ▪ *Prerequisite: PSY2061*
PSY3051 Perception and cognition	**PSY3062 Research methods and theory**
▪ Clayton, Malaysia, Off-campus (Clayton) ▪ *Prerequisite: PSY2061*	▪ Clayton, Malaysia, DE (Clayton) ▪ *Prerequisite: PSY2061 and PSY2071*

*PSY1011 and PSY2061 are also offered during Summer semester for Australian students.

** PSY1022 is also offered from October for Malaysian students.

ELECTIVE UNITS – APAC ACCREDITED

These units are psychology undergraduate electives that may be completed to form part of the psychology minor, major, and APAC accredited undergraduate psychology sequence.

Semester 1	Semester 2
PSY3130 Health psychology • Clayton, Malaysia • *Prerequisite: PSY2031 or PSY2061* **PSY3180 Human neuropsychology** • Clayton • *Prerequisite: PSY2031 or PSY2061*	**PSY2112 Organisational psychology** • Malaysia • *Prerequisite: completion of 48 credit points of any degree* **PSY3120 Introduction to counselling** • Clayton, Malaysia • *Prerequisite: PSY1011 and PSY1022* **PSY3150 Contemporary and social psychology** • Malaysia • *Prerequisite: PSY2042* **PSY3190 Addiction studies** • Clayton, Off-campus (Clayton) • *Prerequisite: PSY1011 and PSY1022* **PSY3250 Positive psychology** • Malaysia • *Prerequisite: completion of 48 credit points of any degree* **PSY3280 The neuronal basis of consciousness** • Clayton • *Prerequisite: 48 credit points* **PSY3320 Sleep and circadian rhythms** • Clayton • *Prerequisite: 48 credit points*

ELECTIVE UNITS – NON APAC-ACCREDITED

These units are general electives taught by the School of Psychological Sciences. Please note that these units are not part of the APAC accredited sequence of undergraduate units and so do not form part of the Psychology minor, major or APAC accredited extended major. They can be undertaken as a general elective, and PMH1011 is undertaken as a core unit with the Bachelor of Psychology (Honours)

Semester 1	Summer A
PMH1011 Mental health in the community • Clayton, Malaysia • *Available as a general elective that is **not** part of any major. It is also a core unit for the BPsych(Hons).*	**PMH3110 Psychology Impact Internship** • Clayton • *Prerequisite: Students who have attained at least a distinction (70%) average, completed 48 credit points, and PSY2061 and PSY2071.* • *Corequisite: Must be enrolled in M3005 BPsych(Hons)*

OVERVIEW OF THE HONOURS PROGRAM IN PSYCHOLOGY

The Monash Honours in Psychology program is an APAC accredited 4th year program that enables graduates to register as provisional psychologists. Graduates are able to pursue further research and training in psychology.

The program is delivered on-campus at Clayton and Malaysia over a duration of one year full-time. Part-time is only permitted in exceptional circumstances.

ADMISSION TO HONOURS IN PSYCHOLOGY

In order to progress to further studies such as a Masters, PhD or Clinical PhD, students will need to undertake a 4th year of study, typically an honours year in psychology, but may also be an accredited graduate diploma.

Bachelor of Psychology (Honours)

Students in the Bachelor of Psychology (Honours) (course code M3005) are eligible to proceed to the honours year if they achieve a 70% average across PSY3041, PSY3051, PSY3032 and PSY3062. If they do not apply, or do not achieve the required grades, upon completion of the first three years of the Bachelor of Psychology (Honours) they can request to be course complete with a Bachelor of Psychological Science.

They will need to submit an application for honours to indicate their intention to pursue the honours year, and complete all other requirements for the first three years of study for the course.

Arts, Science, bridging Graduate Diploma and external Applicants

All other students are admitted on a competitive basis. For further information on entry requirements please refer to https://www.monash.edu/medicine/psych/teaching/fourth-year/psych-honours-overview.

TEACHING MODES

The honours program is taught via on-campus learning, with class attendance requirements forming hurdles for units. Students are expected to commit 24 hours per week to activities related to their research project.

HONOURS UNIT OFFERINGS

Upon honours admission, students are enrolled in core units by Monash staff. Clayton students are invited to indicate their elective preferences, which will assist Monash staff in allocating students to the elective units.

Students undertaking Honours in psychology complete 48 credit points of units;

- Coursework units: PSY4210, PSY4220, PSY4270 and a Psychology honours elective unit
- A research project unit: PSY4100

Students are also enrolled into PSY4000 *Final Honours Psychology*, a 0 credit point unit, which requires no additional work and is for the purpose of recording an overall honours year grade.

CORE UNITS

Semester 1	Semester 2
PSY4210 Statistics and research design for professional psychology ▪ Clayton, Malaysia	**PSY4270 Psychological assessment and intervention** ▪ Clayton, Malaysia
PSY4220 Ethics, legal and professional issues in psychology ▪ Clayton, Malaysia	
PSY4100 Psychology honours: research project ▪ Clayton, Malaysia ▪ Full year (24 credit points)	**PSY4100 Psychology honours: research project** ▪ Clayton, Malaysia ▪ Full year (24 credit points)

ELECTIVE UNITS

Semester 1	Semester 2
	PSY4110 Psychology in society ▪ Malaysia
	PSY4120 Mental health and illness ▪ Clayton
	PSY4130 Developmental psychology and clinical neuroscience ▪ Clayton

CONTACT INFORMATION

COURSE PROGRESSION AND ADMINISTRATION ADVICE

The Faculty of the degree that you are enrolled in is able to assist with the following:

- Any changes you wish to make to your enrolment
- Adding or withdrawing units

Contact your faculty or review information in the Web Enrolment System (WES) https://my.monash.edu.au/wes.

On-campus support, for students enrolled at the Caulfield campus is available from the Caulfield Student Service Centre.

COURSE ADVICE – SPECIALISED PSYCHOLOGY DEGREES

Psychology Education Office

Level 4, 35 Rainforest Walk, Clayton

Web: ask.monash or submit an enquiry

Phone: 9905 3968

Bachelor of Psychology (Honours)

Bachelor of Psychological Science Advanced (Honours)

Course Coordinator: Associate Professor Sean Cain

Assistant Coordinator: Danielle Amiet

Honours

Honours Convenor: Dr James Coxon

Malaysia Campus

Jeffrey Cheah School of Medicine and Health Sciences

Course Management Office (Psychology)

Building 3, Level 2, Room 15

Phone: +6 03 5514 5865/ +6 03 5514 5826

Email: malaysia.psychadmin@monash.edu

Bachelor of Psychological Science and Business

Bachelor of Psychological Science

Course Coordinator: Dr Vanlal Thanzami

Honours

Course Coordinator: Dr Karen Golden

ACADEMIC ENQUIRIES

Should you not be able to find answers to academic queries through the unit's Moodle site or through other avenues, please email your query to the appropriate coordinator, below. Be sure to include your **full name** and the **unit code** in the enquiry.

First Year Units Unit Coordinator

- Dr Chris Siva
- psych.firstyear@monash.edu

Elective Units Coordinator

- Dr Swati Mujumdar
- psych.electives@monash.edu

Second and Third Year Unit Coordinator

- Mr Jake Hoskin

Please email the specific email address:

- Psych.PSY2061Coordinator@monash.edu
- Psych.PSY2071Coordinator@monash.edu
- Psych.PSY2042Coordinator@monash.edu
- Psych.PSY3041Coordinator@monash.edu
- Psych.PSY3051Coordinator@monash.edu
- Psych.PSY3032Coordinator@monash.edu
- Psych.PSY3062Coordinator@monash.edu

For honours, please contact the appropriate academic specified in the relevant unit guide.

STUDENT COMMUNICATIONS

The School maintains a Psychology web site at https://www.monash.edu/medicine/psych

EMAIL

Please note that students are expected to monitor the email account regularly (at least twice a week), including after the exam period at the end of semester. There may be important communication about results, return of assignments or other notifications.

Monash policy also stipulates that in communication with students we will only use the Monash email address.

When you email a member of staff, please make sure that you email your request from your student email account, and include your full name, your ID number, and the relevant unit code in the email.

While staff will endeavour to respond to your emails as soon as possible, immediate responses are not always possible. Some staff are not able to check emails every day and staff are not required to check emails outside of normal office hours, on weekends, or public holidays.

For the fastest response, we recommend you search for your query on the unit forum in Moodle (guidelines below). Post on the forum if the query has not already been addressed. It is likely that the unit coordinator will respond to your query by posting to the forum rather than replying directly. As our staff have other commitments, please be patient when waiting for a response.

MOODLE

In accordance with the Education Policy of Monash University web-based teaching and learning resources including unit guides for all undergraduate units will be available via Moodle (http://moodle.vle.monash.edu/my/).

Forum guidelines

In many psychology units the coordinator will set up an online discussion group on the Moodle site for student use. These groups are provided so that students can discuss, in an open forum, matters related to their study of the unit. Matters such as course content, lecture material and other topics of mutual interest may be discussed. These groups may also be used by staff to convey information about the unit, such as changes to lecture times, absences, notification of collection of assignment dates, or items of interest including requests for research participation.

Contributing to an online discussion group provides you with another way to:

- get help with prescribed laboratory activities and assignments;
- ask questions and check your understanding of concepts;
- find out about new perspectives and ideas that can challenge your understanding;
- share information and resources relevant to the course (e.g., articles, web sites, media reports or documentaries of interest);
- solve practical and technological problems; and
- enhance motivation and support through collaboration with other students.

There are some uses of these discussion groups that are not appropriate. For example:

- where a student requests or provides information related to completion of a piece of assessment that may be considered collusion. For example, checking answers on a statistics assignment;
- posting "wanted" or "for sale" advertisements;
- requesting information that is readily available elsewhere, for example in lab manuals and unit guides. This practice not only wastes the time of the discussion group moderator but causes frustration amongst those students who regularly read newsgroup posts and find many irrelevant, often repeated, posts clogging their system.

Managing notifications

You can manage forum updates so that you receive Moodle forum updates as a digest, by clicking on the "Forums" link on the Moodle page and selecting the desired option.

Moodle access

Recently the university has announced plans to allow students to access Moodle sites for units they were enrolled in, from the previous year as well as their current units. Until this is implemented however, students have access to Moodle sites for no more than 2 months after the end of the exam period. **If you want to keep any of the materials available to you, you will need to download and save your own copy on your own personal computer or hard drive.**

ONLINE DISCUSSION GROUP GUIDELINES

- Avoid posting very long messages, be concise and try to limit your message to a single idea. To make your message easy to read control the length of the lines (i.e., so it doesn't appear all on one line).
- Include a brief and accurate description of your message in the subject heading.
- Regularly access the online discussion group to read new messages and contribute.
- Make sure you read the messages that have been posted previously to avoid repeating a question that has already been answered.
- Remember that the discussion group is not monitored at all times so there may be a delay before you get a response. In most cases the moderator will provide you with a guide as to the turn-around that can be expected for responses.
- Always be positive and courteous to others. Give encouragement and be constructive in your feedback and comments.
- The style of communication can be more informal and conversational than formal academic writing, but please correct typing and spelling errors, and also avoid using the kinds of abbreviations that you might use in SMS text messaging.
- Don't be negative, never use personal attacks. No flaming (e.g., being rude, hostile or insulting).
- Never use sexist, racist or objectionable language.
- Remember that communicating online is limited to text-based communication. The usual social and non-verbal cues we use in face-to-face conversation and even telephone conversations are not present online. Be aware that the 'tone' of your message can be harder to interpret and sometimes misunderstandings can occur. Be careful about phrasing humour and sarcasm.
- When directing a question to a specific person either staff (other than the moderator) or student, use e-mail instead.

Note that newsgroups are moderated, thus any inappropriate posts will be deleted and the person who posted the message will be advised accordingly.

LAST MINUTE QUERIES

Teaching staff are not expected to respond to queries about assessment pieces within 2 working days of an assignment due date – this imposes a "black-out" period for assessment task queries. During the black-out period, students may check previous queries in the relevant discussion forum for answers.

Students are encouraged to prepare work in a timely manner and send queries regarding assessment pieces in reasonable advance of submission dates.

TEACHING POLICIES

LECTURE AND CLASS ATTENDANCE

Lectures

Students who are unable to attend scheduled lectures may listen to recordings of most undergraduate Psychology lectures. Links to recordings are made available on the unit's Moodle page. Honours unit lectures may not be recorded due to the smaller class sizes.

Students should not rely on this as an alternative to attending lectures. Occasionally difficulties can cause recording failures and lecturers can nominate not to use the service. Not all lecture locations are equipped to record lectures.

Tutorials, laboratories and workshops

Attendance at undergraduate laboratory classes (online or in-person) is not compulsory in order to pass the unit, but be aware that the required content will only be delivered in this forum. Attendance is highly recommended in order to gain valuable information about assessment tasks.

If you have missed a lab class for a legitimate reason such as illness or bereavement then your tutor can assist you with the content of that class. In this instance, supporting documentation such as a medical certificate or statutory declaration is required. On-campus students who miss a lab class are encouraged to attend an alternative class during that week to catch up on the content. Slides used in tutorials will not be supplied to students who choose not to attend classes.

Honours attendance requirements

At honours level, the complexity of material increases and is best conveyed in lecture, workshop or tutorial format. Attendance at Honours level timetabled activities is compulsory. Students should refer to the unit Handbook details or unit guide for the attendance requirements for a specific unit.

CLASS ALLOCATION RESPONSIBILITIES

Students must ensure that they are allocated to a correct laboratory class.

Students may select and change timetable preferences via the Allocate+ preference timetable system (https://www.monash.edu/timetables/). Students should note key allocation dates and may request changes to their allocated class via the online assistance form.

Students should attend the laboratory class to which they have been allocated. **Consequences of not being allocated to a class include:**

- **assignment submissions may not be processed correctly;**
- **online submissions are not marked or recorded correctly.**

ASSIGNMENT SUBMISSION

Format

All assignments should be presented as double-spaced, 12-point serif font (preferably Times New Roman), with 2.5cm margins; this is prepared in accordance with the following writing guide which is prescribed for all undergraduate psychology units.

Findlay, B. (2014). *How to write psychology reports and essays* (7th ed.). Frenchs Forest, NSW: Pearson Education Australia.

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.

Plagiarism review

Students are encouraged to utilise *Turnitin* text-matching software prior to finalising written assignments. This software reviews referencing, identifies possible plagiarism concerns and generates a "Similarity Report" for student review.

First and second year psychology units allow for unlimited Turnitin submissions of assignments. For later year levels only a single Turnitin submission is permitted.

First and second year students please note: you can only get three Similarity Report every 24 hours for each assignment. You can view your initial Similarity Report, then revise and resubmit your work up to three times. After three submissions, you will need to wait 24 hours before your next Similarity Report will be released.

The library provides guides (https://www.monash.edu/rlo) on how to use Turnitin and how to interpret your Similarity Report.

To assist with managing and recording references appropriately, students are advised to use EndNote. This software can be used to manage bibliographies, citations and references and is free for all students. Details on EndNote and how to obtain it can be found here: http://guides.lib.monash.edu/endnote

Submission

When submitting your assessment this please ensure that your assessment was uploaded successfully.

A Turnitin Similarity Report is automatically generated when you upload your assignment. Although Similarity Reports are generated immediately, it may take up to 10 minutes for this to be visible if there is heavy traffic on Moodle. Ensure that you view and interpret the Originality Report before finalising your submission. Please note that the acceptable similarity percentage must be less than 15% (<15%).

Students will be required to acknowledge the University plagiarism and collusion statement in order to progress to assessment submission. *Assignments left in draft form may receive zero for failing to accept the Student Statement.*

Assessment tasks not received by the due date may incur late penalties.

Do not submit assessments directly to tutors; nor should they be posted, faxed, or emailed. Submission of assessment in any of these forms will not be accepted.

Record keeping responsibilities

Occasionally, work that you believe has been submitted does not reach the marker.

You must always keep an electronic copy of any assignment you submit. If you are not able to provide a copy within 24 hours on request, it will be assumed that the work was not handed in.

Please note that computer problems are not a valid reason for special consideration

Return of work

Every effort is made to ensure that work submitted by the due date is handed back as quickly as possible. The School of Psychological Sciences aims to return assignments within three weeks of the due date. School staff undertake to ensure that constructive feedback on assignments is received in time for students to benefit in preparing the next assessment task.

Note that access to the unit Moodle site is revoked after the end of the exam period. Ensure you save any assignment feedback for your reference in future units. Moodle is NOT a place for you to store your notes, assignments and resources throughout your course. There are currently plans to extend student access to unit Moodle sites, however you should be mindful that you will not retain access to Moodle sites indefinitely.

ONLINE QUIZ SECURITY

Students attempting online quizzes totalling more than 10% of the overall unit must use Respondus Lockdown Browser security software. This software provides an invigilation tool and assists in preventing cheating and collusion during online assessment. Online quizzes feature in many unit assessment regimes and provide an excellent resource for preparing for final examinations and student revision of the content of the unit.

To **download for free** to your personal computer you will need to raise a request via the eSolutions Service Desk. Suitable devices include PC, Mac or iPad. Smartphones are not suitable.

Unfortunately, the Respondus software is NOT available in any Monash library. Please do not try to download this software onto a Monash computer, as it will not work.

Please ensure that you **open Respondus prior to attempting your quiz**, otherwise you will get an error message preventing you from doing the quiz. This message will also ask you if you want to install the software, even if you already have it on your computer. Please ignore this (if you have already downloaded it) and proceed to open the program before navigating to the quiz. Once your quiz is complete, you can exit the program and resume using your computer as normal.

For more assistance in using this program to complete your online assessment, please refer to the assessment Moodle page.

Should you encounter any issues with using the software, please contact your Assistant Coordinator via email immediately for further assistance. Please try to supply evidence of the issue (for example, photos, videos, etc.) in case special consideration may be granted.

Please do not email your tutors as they will be unable to help.

Any issues with using this program on Monash computers, please speak to eSolutions:

- Web: http://servicedeskonline.monash.edu/
- Email: servicedesk@monash.edu
- Phone: 990 32777

SPECIAL CONSIDERATION

Students can access special consideration application details and forms from the University web site via http://www.monash.edu.au/exams/special-consideration.html.

Special consideration will only be granted on the following grounds:

- Documented acute illness: a medical certificate must be provided
- Compassionate grounds: significant loss or bereavement
- Documented misadventure, hardship or trauma

IN-SEMESTER

You must submit your request for special consideration via ask.monash. You will need to complete an online special consideration form with appropriate documentation (counsellor's letter, medical certificate, police report, funeral notice etc.).

The maximum extension that can be granted is 7 days including weekend and public holidays. E.g., if your medical certificate states that you were ill for 5 days you will be granted a 5 day extension. For serious ongoing issues, grief or illness you may be granted the maximum extension of 7 days including weekend and public holidays.

We encourage students with ongoing issues to seek advice from the Disability Support Service. If your circumstances are serious and prolonged you should consider discontinuing from the unit and returning to study when you are sufficiently recovered.

Generally, an outcome will be available within 3 days of submission of your application, but we recommend that you do not wait for a response. You should continue working on your assignment during this time and submit it as soon as possible. If an extension is granted, it will appear as an "extension due date" on your assignment upload page. You may not be notified of the outcome of your special consideration via email.

Should you wish to discontinue your unit enrolment please consider your options and consult the course administrator prior to census date to ensure you are not financially or academically penalised.

Late assignment submission

- Students can submit assessments up to and including 7 days late. For all assessment items submitted after the official due date, without an agreed extension, a 10% penalty applies for each day (or part thereof, including weekends and public holidays) that the item is late.
- If the assessment item is more than 7 days late, the work may be submitted and it will be marked, but not graded. A zero grade will be awarded. Online Moodle submission will not be possible after 7 days; students should contact the Unit Coordinator if they wish to submit their assignment for feedback.
- Individual assessment tasks that independently contribute to no more than 5% of the final mark may not be exempted from the above rules if deemed appropriate by the unit Chief Examiner (See Unit Guide for further information).
- No penalty will apply if an extension is sought and granted by the Chief Examiner or delegate. If the assessment item is submitted after the extension period, then the above penalties will apply.

Quizzes

- No extensions are granted on quizzes or other assessment tasks that are individually worth 5% or less.
- Technical issues (internet connection, computer operation, etc) are not typically grounds for extensions on any quizzes. Students should attempt the quiz early enough in the prescribed time frame to account for time to request adjustments or a quiz reset, for any technical issues that may occur.
- Some quizzes require the use of the Respondus lock down browser. Students should check the details in the relevant unit guide for details and prepare early for the use of this software.

END OF SEMESTER EXAMINATIONS

Please note that deferred exam requests should be submitted online via the special consideration application webpage.

For any further enquiries regarding extensions/special consideration please contact

psych-specialconsideration@monash.edu

PLAGIARISM AND ACADEMIC MISCONDUCT

The incorporation of the work of someone else without due identification and reference constitutes plagiarism. Using someone else's data, incorporating portions of text, even extended and very close paraphrasing, without due acknowledgement, are examples of plagiarism. The University takes a very serious view of plagiarism.

In your psychology units we devote a lot of effort to ensuring you know how to acknowledge information from other sources without plagiarism.

To build your skills in citing and referencing, and using different referencing styles, see the online tutorial Academic Integrity: Demystifying Citing and Referencing at https://guides.lib.monash.edu/citing-referencing

Definitions

Academic integrity: is the moral code of academia. It involves using, generating and communicating information in an ethical, honest and responsible manner.

Academic misconduct: means conduct by which a student seeks to gain for himself, herself or another person an unfair or unjustified academic advantage in a course or unit of study and includes cheating, collusion and plagiarism. It may be intentional or reckless.

Cheat/Cheating: means to seek to obtain an unfair advantage in an examination or written, oral or practical work required to be submitted or completed for assessment in a course or unit of study and includes the resubmission of work that has already been assessed in another unit.

Collusion: means unauthorised collaboration on assessable written, oral or practical work with another person or persons.

Plagiarism: means to take and use another person's ideas and or manner of expressing them and to pass them off as one's own by failing to give appropriate acknowledgement, including the use of material from any source, staff, students or the Internet, published and unpublished works.

Proofreading: The process of identifying errors and suggesting corrections to a text. This must not involve rewriting passages of text in order to clarify meaning; amending the words used by the author (except to identify the correct

spelling of the word used); rearranging passages of text or code, or reformatting other material; contributing additional material to the original; and checking calculations or formulae.

Disciplinary action

Plagiarism and collusion are methods of cheating. Read more about avoiding them here:

https://www.monash.edu/students/admin/policies/academic-integrity

Where there are reasonable grounds for believing that plagiarism or collusion has occurred this will be reported to the Chief Examiner. The Chief Examiner may disallow the work concerned by prohibiting assessment, or they may refer the matter to the Faculty Manager for disciplinary action. Unintended plagiarism will be dealt with as poor scholarship, with appropriate adjustments to the assessment. How seriously this is seen will depend upon the year level.

Often you will be encouraged to work cooperatively in psychology units. This means that you should work in groups during exercises set in the laboratories obtaining references, discussing your lab reports, and revising for the exam. Any work that is written for assessment such as essays and lab reports should be produced by the student alone. You should not give or accept help in writing your reports.

Do not, under any circumstances, give or loan people copies of your work, either before or after submission.

ASSESSMENT POLICIES

Grading scale

Throughout the university, the following grading scale applies:

- 80+   HD   High Distinction
- 70-79   D   Distinction
- 60-69   C   Credit
- 50-59   P   Pass
- 0-49   N   Fail

Under certain conditions, Faculties may award an **NS grade** for marks in the range **45-49**, indicating eligibility for supplementary assessment. Students should check with their managing Faculty i.e. Arts, Science etc for the appropriate policy/procedure. Further information regarding supplementary assessment regulations is found at:

https://www.monash.edu/__data/assets/pdf_file/0006/801690/Assessment-in-Coursework-Units-Grading-and-Marking-Procedures.pdf

Hurdle requirements

Students must achieve at least 45% or more on any piece of assessment worth 40% or more of their overall mark, in any psychology unit to achieve a pass in that unit.

Moderation of marks

Moderation of results is undertaken in psychology subjects as part of a robust process of ensuring the assessment outcomes are valid and reliable. Moderation is undertaken to between assessment markers and as part of release of assessment results to account for differences in difficulty of assessment tasks and differences in marking standards across different options.

For further information on moderation refer to the University guidelines.

Assessment feedback or review

If a student requires further feedback or clarification regarding any aspect of their assessment, they may approach the marker. Should markers be unavailable for consultation feedback should be discussed directly with the Unit Coordinator.

All students who have any queries about an assessment item must approach their marker within two weeks of result release on Moodle. This will provide staff with adequate time to respond to queries.

REMARK REQUESTS

Students should note that there is no automatic right to have a piece of assessment remarked. Remarking can result in an increase or decrease in the final result. https://www.monash.edu/__data/assets/pdf_file/0003/1290666/Re-marking-Procedure-version-2-current-at-26Feb2018.pdf

It is the students' responsibility to check the result upon return of an assessment item.

Prior to requesting a remark, the student is required to have discussed the corrected piece of work with the marker. If the marker is unavailable for consultation the student can then approach another relevant staff member i.e. Assistant Unit Coordinator.

If the student is still dissatisfied, the student may then proceed directly with a request for a remark.

Time line for applying for a remark

Students have a two week period from the release of result for an individual assessment item, during which they are expected to raise any queries about their mark, and make a formal request for a remark.

Remark Process

Remark requests must be made in writing within the specified two-week period. The request must be made by downloading the Remark Application form from unit Moodle site and filling out sections A, B and C outlining the specific grounds for a re-mark.

All applications must be emailed to the relevant unit coordinator from your Monash student email account. The unit coordinator will organise for the work to be re-marked. Students will not receive a separate email notification as the outcome of the remark will replace the existing grade in Moodle accompanied by any comments in the feedback box for that assessment task.

Requests for remark may be rejected due to lack of substance or justifiable reason. If the remark request is granted, an independent marker will be assigned to 'blind mark' a 'clean' copy of the work. If the specific field of study limits the number of suitable markers the best fit for an appropriate maker will be used.

The adjusted mark will normally be based on the remarked assessment. In the event of discrepancy of 10% or greater between the original mark and remark, the two markers should confer and agree on the final mark. In the event that agreement cannot be reached, the final mark will be at the discretion of the Chief Examiner.

Exclusion from these Procedures

These procedures do not apply to the following assessment items:

- research thesis;
- in-class oral presentations; and
- examinations.

EXAM REVIEW

Students are not automatically entitled to a remark of an examination. The following excerpt from the Faculty's Assessment Business Process:

https://www.monash.edu/medicine/study/student-services/policies/assessment-policy

2.2 *Student access to examination scripts*

- *Students are entitled to view the examination paper and their examination scripts. However, students may be denied access to their scripts if the examination contains short-answer questions or a component of multiple-choice questions…..'*

Instead, students can request feedback on their exams from their unit coordinator within 2 weeks of the release of results for the unit. Typically, this feedback will include reference to areas and topics for improvement.

GRIEVANCES

In the first instance, it is expected that students will attempt to resolve a complaint with the staff member concerned. This is considered the commencement of the informal process and is confidential.

If the complaint is not resolved at this stage, or it is considered one of bias on the part of the staff member concerned, the student may direct the complaint to the next appropriate level. Students who wish to appeal decisions made at the school level should approach the Psychology Education Manager: Anna Vanderbom (anna.vanderbom@monash.edu)

If this still fails to resolve your complaint, please follow steps to make a formal complaint.

Students Rights Officers are available to provide independent advocacy, assistance and advice in relation to a grievance. For contact information on Students Rights Officers go to:
http://www.ombudsman.monash.edu.au/studentrightsofficers.html

LIBRARY

USING THE LIBRARY

It is important that you become familiar with the online and print resources for psychology available from the Monash Library. This includes:

- the library's catalogue
- databases such as PsycINFO for psychology-related journal articles and other scholarly publications
- procedures for borrowing from the library and reserve collection

Library staff are happy to help you to use the library's resources and services.

See the Monash University Library homepage at www.monash.edu/library/ for more information.

LEARNING SKILLS

Monash University Library provides services and resources to those who want to improve their learning skills, including the quality of their academic English and approaches to study, at the undergraduate and postgraduate levels. Assistance is offered in such areas as oral communication and presentation, reading, study and exam preparation, effective listening and note-taking in lectures and seminars, analysis, problem-solving and critical thinking, and academic essay, report and thesis writing.

Drop-in sessions are 10 - 15 minute consultations with a Learning Skills Adviser which are held at the Research and Learning Service point in any branch library. These are available to any student, commence in week 2 and run through to week 14. No appointment is necessary and students are seen on a first-come, first-served basis. For drop-in session times in individual Monash libraries see the Programs and Drop-ins webpage at:
https://www.monash.edu/library/skills/resources

Individual consultations are available for students with referrals from lecturer, faculty, as well as from Health, Wellbeing and Development and the Disability Liaison Unit.

Classes/Workshops:

Search for and enrol in classes via the Library tab of your my.monash portal. Book into classes at:
https://www.monash.edu/library/skills/resources/programs

Resources: Language and Learning Support also provide a range of useful online resources:

http://monash.edu.au/lls/llonline/

Learning Skills Advisers for Psychology:

For advisers on your campus please refer to https://www.monash.edu/library/skills/contacts/fac-medicine

OCCUPATIONAL HEALTH & SAFETY

All Students and Staff are required to familiarise themselves with the following points from the Monash University OH&S Policy and Procedures.

Each student must take reasonable care of their own health and safety and the health and safety of others by:

- taking action to avoid, eliminate or minimise hazards of which they are aware;
- complying with all occupational health and safety instructions, policies, and procedures including departmental safety manuals;
- making proper use of all safety devices and personal protective equipment;
- complying with the instructions given by emergency response personnel such as emergency wardens and first aiders;
- Not wilfully placing at risk the health and safety of any other person;
- seeking information or advice where necessary before carrying out new or unfamiliar work;
- maintaining dress standards appropriate for the work being done. Appropriate protective clothing and footwear must be worn at all times;
- only consuming or storing food and drink in areas designated for this purpose;
- being familiar with emergency and evacuation procedures and the location of, and if appropriately trained, in the use of, emergency equipment;
- report all hazards, incidents and 'near miss' incidents in accordance with the OHS procedures for Hazard & Incident reporting, investigation & recording.

For more detailed information about Occupational Health and Safety and to report an incident please go to:

http://www.adm.monash.edu.au/ohse/index.html