



# **Professional Programmes in Clinical Psychology**

**Handbook**

**2015**

**Please advise any errors to Russell Hawkins**

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## Welcome

Welcome to the Postgraduate Programmes in Clinical Psychology. This handbook provides information about these awards and additional information can be found at the links below. While this Handbook is as accurate as possible it will be important to check for policy and other changes as the year progresses.

Professor Russell Hawkins  
Director of Professional Programmes

**Doctor of Psychology (Clinical Psychology)** Course code 112802  
**“the New DPsych” 4 year programme**

[http://www-public.jcu.edu.au/handbooks2015/courseinfo/researchcourses/JCU\\_140386](http://www-public.jcu.edu.au/handbooks2015/courseinfo/researchcourses/JCU_140386)

**Doctor of Psychology (Clinical Psychology)** Course code 102312  
**“the Old DPsych” 3 year programme**

[http://www-public.jcu.edu.au/handbooks2012/courseinformation/pgcourses/JCUHB12\\_058257](http://www-public.jcu.edu.au/handbooks2012/courseinformation/pgcourses/JCUHB12_058257)

**Master of Psychology (Clinical)** Course code 102304

[http://www-public.jcu.edu.au/handbooks2012/courseinformation/pgcourses/JCUHB12\\_057871](http://www-public.jcu.edu.au/handbooks2012/courseinformation/pgcourses/JCUHB12_057871)

**Graduate Diploma of Clinical Psychology** Course code 84107

[http://www-public.jcu.edu.au/handbooks2012/courseinformation/pgcourses/JCUHB12\\_054736](http://www-public.jcu.edu.au/handbooks2012/courseinformation/pgcourses/JCUHB12_054736)

**Graduate Certificate of Clinical Psychology** Course code 84111

[http://www-public.jcu.edu.au/handbooks2012/courseinformation/pgcourses/JCUHB12\\_056734](http://www-public.jcu.edu.au/handbooks2012/courseinformation/pgcourses/JCUHB12_056734)

**Graduate Diploma of Geropsychology** Course code 84507

[http://www-public.jcu.edu.au/courses/course\\_info/index.htm?userText=84507-#.UQnhlr\\_R18E](http://www-public.jcu.edu.au/courses/course_info/index.htm?userText=84507-#.UQnhlr_R18E)

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## Psychology Professional Programmes

The Master of Psychology and Doctor of Psychology programmes offer academic coursework, research thesis experience and practical post-graduate experience for people wishing to work in clinical psychology. These two-year and four-year programmes comprise academic training in the theoretical knowledge and skills required of practicing psychologists, work experience in different situations to gain practical knowledge and applied skills, and the preparation of a research dissertation. The shorter Graduate Certificate (Clinical) and Graduate Diploma (Clinical or Geropsychology) programmes include only the academic coursework training (no practica or thesis).

Program	Years of Full-time Study
Graduate Certificate	0.5
Graduate Diploma	1
Master of Psychology	2
Doctor of Psychology	4
Joint Master of Psychology/ Doctor of Philosophy	4 to 4.5

The Master of Psychology (Clinical Psychology) the “old” Doctor of Psychology (Clinical and Clinical Geropsychology) and the “new” Doctor of Psychology degree degrees are accredited by the Australian Psychology Accreditation Council (APAC) (<http://www.psychologycouncil.org.au/>). These degrees provide training for national registration as a psychologist by the Psychology Board of Australia (<http://www.psychologyboard.gov.au/>).

The Doctor of Psychology programme has existed as a 3 year full time coursework degree but from 2015 onwards has been redesigned according to new Australian Quality Framework (AQF) guidelines as a 4 year research degree. Existing DPsych students can complete the “old” degree while new students will undertake the 4 year revised degree.

The Master of Psychology (Clinical) is designed for full time students. The university is now quite firm about students completing in a timely manner and any delays could become problematic. Students have been precluded from completion on the basis of slow progress.

The combination degree of Master of Psychology and Doctor of Philosophy provides students with the research experience of the full Ph.D. together with the APAC-accredited coursework and practicum components of the Master of Psychology award.

The Graduate Certificate and Graduate Diploma programmes are not APAC accredited. These two programmes are available to individuals who desire to augment their training and credentials. These programmes are also available for students who are enrolled in the accredited MPsych or DPsych courses and who

determine that they would prefer to graduate with one of these less ambitious qualifications.

Trainees accepted into the MPsych and DPsych programmes must obtain student registration with the Psychology Board of Australia **prior** to commencing their studies.

An adult, self-motivated approach to learning is assumed on the program. In addition, students should approach the programme as if in employment. Regular and punctual attendance at all activities is expected, and work schedules may extend beyond the standard study period. **Students must attend all scheduled sessions of any subject in which they enrol.**

Enrolment issues are handled by administrative staff and not by academic staff. E-mail communication with the College of Healthcare Sciences ([chs@jcu.edu.au](mailto:chs@jcu.edu.au)) must use the student's JCU e-mail address (i.e., not private email accounts such as Hotmail or Gmail). All enrolment changes must be made before the census dates in each semester. Changes cannot be made after these dates without academic and/or financial penalties.

Any extended absence from the programme requires an approved Leave of Absence application.

Applicants for the programmes should have completed an APAC accredited, 4-year sequence in psychology, or an approved equivalent at a 2A standard or better. This will have included courses at second year or above, in the following areas: research methods and statistics, psychological assessment, physiological or biological psychology, psychopathology, human learning, and child development. Subjects in personality, cognition, motivation and emotion, and social psychology are also required at the undergraduate level, while health psychology and counselling would be of benefit. Applicants who have not completed relevant subjects in their undergraduate programmes and who are offered a place in the Professional Psychology Programmes may be required to undertake additional reading and examination of the material to ensure that they are able to cope with the topics at a post-graduate level. The Subject Co-ordinator will recommend suitable texts and readings in such cases.

## National Registration

The Psychology Board of Australia has determined that psychologists must be registered with the Board prior to practicing. Accordingly students must complete the necessary paperwork prior to commencing the program. Applications should be made as soon as final acceptance into the programme has been notified.

The Psychology Board of Australia has also adopted policy and registration procedures that affect psychology students of approved coursework Masters and Doctoral degree programs.

Postgraduate coursework psychology students who have Student Registration with Provisional Conditions with the Board who have completed all components of their courses, including the examination of the thesis, will be eligible for the removal of all conditions upon application to the Board.

Any questions about registration may be answered through the Board's website or be directed to the Board:

Telephone: 1300 419 495

Online enquiry form: <http://www.ahpra.gov.au/About-AHPRA/Contact-Us.aspx>

Web: [www.psychologyboard.gov.au](http://www.psychologyboard.gov.au)

## Aims and Philosophies

In general the subjects in clinical psychology will:

- Train students to follow the Scientist-Practitioner model in their professional work such that assessment, treatment, and research are an integral part of their approach to clinical practice.
- Familiarise students with the knowledge base necessary for a practicing psychologist in a range of clinical situations, including theoretical and empirical knowledge as well as that to be gained from practical experience.
- Provide skills training and experience in the application of knowledge and skills in practical situations and a range of employment settings, and for purposes of prevention as well as treatment and rehabilitation.
- Familiarise students with issues related to working in settings where particular issues may be of critical importance such as: cross-cultural situations, working in isolation in a rural location, working in multi-disciplinary teams, and working with special populations.
- Provide advanced training to enable students to undertake research and programme evaluation in areas of relevance for clinical psychology.

- Encourage and promote a high standard of ethical practice in all professional work. Knowledge of ethical issues and practices will be addressed as part of coursework, in professional seminars, and during practicum placements.
- Enable students to evaluate critically new trends and material from a scientific perspective. This will be an integral part of course-work assignments.
- Address additional issues associated with working as a psychologist in rural Australia and especially North Queensland as an integral part of the program.
- Promote effective communication skills, both verbal and written. Practicing psychologists are frequently required to present case studies, give talks and tutorials to other professionals or colleagues, and prepare reports and submissions. Communication skills are therefore given some emphasis in the program. Teaching, learning, and assessment will be integrated to foster the development of confidence and ability in these areas.

## Career Prospects

Graduates of the Masters programme can expect to find employment in a broad sector or positions in government agencies, private and public hospitals and clinics, and in private practice. Those who complete a Doctor of Psychology degree can work in similar positions, but are likely to find additional opportunities for administrative and management positions, some research positions, and positions with university professional training programs. Such academic positions are particularly suitable for graduates of the combined Master of Psychology and Doctor of Philosophy award, along with work as a consultant to private and public agencies in addition to possible positions in all the previously mentioned agencies and organizations.

## Fees and Scholarships

Students of coursework degrees, such as those in the Professional Program, may incur fees. Students may be offered the choice of either paying fees or having a Commonwealth supported place. Such arrangements should be confirmed on enrolment.

The introduction of the Higher Education Loan Programme (FEE-HELP) provides an interest-free loan to cover the costs of the fees for the course for those students who prefer to defer the payment of fees. “*Request for FEE-HELP assistance*” forms are available from the student administration offices.

Further information on fees and financial help can be found at <http://www.jcu.edu.au/student/>

To find scholarships/fees please use the main search function on the main university web page [www.jcu.edu.au](http://www.jcu.edu.au)

There are several options for the payment of fees in addition to the traditional direct payment by cash, credit card, or cheque. Fees can now be paid online via

BPay or direct debit using the Students Online system. Please note that in cases in which fees are not paid by the census date in each study period, the enrolment will be cancelled. If enrolment has been cancelled by student administration, the student will not be permitted to attend workshops, assignments will not be graded, and the student will have to repeat the subject.

**It is the responsibility of the student to ensure that payment of fees has been arranged by the deadline in each study period.**

## **Transfer to the Doctor of Psychology programme**

Students in the MPsych course who wish to transfer to the Doctor of Psychology (DPsych) course may *apply* to transfer before the end of their first year of full-time study. Students will be considered on an individual basis (transfer is not automatic), but in general an average grade across all first year subjects in the first year at the level of a Distinction average will be required together with demonstrated aptitude from the first practicum and a clear research proposal together with support from potential supervisors.

Applications for upgrading will be considered by a panel of professional staff. In addition to the application form, applicants should include a signed statement by at least one and preferably two academic staff members that they agree to supervise the doctoral research project and a two to three page outline of the planned thesis project.

Students who wish to transfer into the DPsych programme should seriously consider the workload and commitment that are required for the additional 500 hours of placement experience and the heavier research element as compared to the MPsych program. The requirement for the DPsych thesis that it be a contribution to knowledge is an additional requirement over the MPsych requirement. The additional two years means additional tuition fees. Another issue to consider seriously is the thesis project itself. This should be realistic in aims of time, commitments and available resources.

## **Transfer to the Master of Psychology programme**

Students in the DPsych course may also decide to shorten their period of study and graduate with an MPsych degree. Anyone interested should consult the College Office for the appropriate procedure.

## **Assessment**

Each subject component will be assessed by the responsible lecturer and the mode of assessment will be discussed at the commencement of each topic.

Grades from "Pass" to "High Distinction" will be given for successfully completed coursework subjects. Practica subjects and dissertation components will be awarded a non-graded pass if performance is satisfactory.

The main form of teaching in the Professional Programmes in clinical psychology involves intensive teaching workshops. This typically involves attendance at two, 3 day workshops per subject per study period. Some subjects may be taught in a distance education format and others use a combination of a workshop and distance education materials. Workshops are the main forum for face-to-face teaching in the programme and a significant amount of experiential learning occurs in these fora.

The faculty in the programme considers that full attendance at the workshops is critical to the students' learning and that it constitutes an assessable aspect of the curriculum. Therefore, most of the workshops will include assessment material which may include, but is not limited by, student involvement in theoretical presentations, role-play, practice assessments, group discussions, and general involvement. The faculty expect all students to attend all of the workshops.

**Anybody who is not able to attend all workshops sessions should not enrol in the subject concerned.**

Students can expect that the assessment requirements for active participation will be clearly stated for each subject prior to their commencement including the percentage that each assessable activity will contribute to their overall grade. This percentage remains at the discretion of the lecturer of the subject in which the assignment is due.

All work assigned must be handed in by the due date unless an extension has been negotiated beforehand. Extensions may be granted for medical reasons or other significant reasons such as a death in the family.

In cases in which an extension is requested, the request will normally be made some time before the due date of the assignment. This obviously may not apply in the case of medical or family emergencies. Extensions will not be granted on the grounds of work commitments, moving house, having other assignments due in other subjects, or other non-medical or non-emergency reasons.

The following notice is the official policy of the Department of Psychology on this matter.

**The policy of this Department is to impose a penalty for late submission of essays or other assignments. Marks will be subtracted from the awarded mark at the rate of 5% of the value of the assessable work per day.**

**Important Note:**

Please note, extensions can be granted only if the request is in writing. Except in special circumstances, all requests should include signed documentation from a medical practitioner, psychologist or other appropriate source. Requests for extensions will not be considered if lodged after the due date for submission of the assignment, unless truly exceptional circumstances prevail.

Allowances will be made in determining any late penalties for delays in the postal or courier systems or for lost or delayed electronic submissions. Students who are distant from campus can submit assignments by post or, if the lecturer approves, electronically, but should retain a dated receipt in the case of using the postal system, or retain a record of when an electronic copy was sent. Most email programmes can be set to retain a copy of sent items. This facility should be activated by students who submit assignments by email. In all cases and by whatever means of submission, students should retain a copy of any material submitted.

A grade of “Pass” or better is required for all subjects and if a “Fail” is obtained on two occasions the student may be precluded from continuing in the program.

Any appeals of results will be handled under the procedures outlined under *Review of Assessment – Coursework* in the University Handbook.

In addition to submitting assignments on time, students should also attend all sessions of the workshops. The staff who teach in the programme are responsible for certifying to the Psychology Board of Australia that provisional registrants are competent in the areas designated by the Board. Such certification will only be provided if full attendance has been achieved. Absences mean that the student will have to take the subject again.

Note that no individual result on an assessment task should be taken as an indication of the final grade for this subject. Official subject grades are released after the examination period on scheduled release dates following the semester’s examiners’ meeting.

## **Academic Progress**

In the event that a student fails to make satisfactory progress with either academic or professional components of the program, the Department reserves the option of suspending or terminating the student from the program.

Unsatisfactory progress may be indicated by the failure of the same subject twice or by failure in a placement subject.

In the case of the failure of a placement subject, the Director of Professional Programmes will arrange a review of the placement with the student, placement supervisor, and the field supervisor and an independent member of the Department. The group will then make a recommendation to the Head of School with regard to the continuation of the student in the program.

The University policy on Academic Progress can be found at [http://www.jcu.edu.au/policy/allatoh/JCUDEV\\_015091.html](http://www.jcu.edu.au/policy/allatoh/JCUDEV_015091.html). All postgraduate psychology thesis and placement subjects are covered by this policy. This coverage means that a failure in any single subject leads to a requirement for the affected student to produce a Statement of Reasons why they should be permitted to continue in the program. If no Statement is submitted, then the

student is automatically suspended for a period of three years. If the failure is in a placement subject, then the process described in the preceding paragraph will be employed, but the student will still need to file a Statement of Reasons as part of the process.

The Professional Programmes in Psychology are covered by the University policy on suitability to continue in a professional program. Unprofessional or unethical behaviour while on a placement may lead to a request for a formal review of a student's suitability to practice. See Appendix 3 for a copy of this policy.

Students must pay close attention to completing their placements, submitting their portfolios and presenting at a Mini-Conference in a timely manner. In addition, making progress on the thesis must have a high priority.

Students are now required to establish a study plan and to maintain satisfactory process towards completion of their degree. One aspect of this system is that it is not acceptable under such plans to take one subject per semester and not to enrol for periods of time without formally suspending study through requesting a leave of absence.

All students in the Professional Programmes are required to maintain registration with the Psychology Board of Australia.

The staff of the Department of Psychology have an ethical obligation to the Board to report cases in which they feel that psychologists, including students with provisional registration, are impaired due to a health problem.

The health status of a student is normally a private and confidential matter. At the same time, it is an expectation of professional practice that students learn to monitor and manage their own health so that they do not compromise their ability to perform in a fully capable manner with their own clients. Efforts to identify and manage problems in their early stages are far preferable to attempts to deny the existence of health concerns. Resources are available both on campus and in the community to assist students, and staff of the Department can assist in locating an appropriate source of assistance. In rare cases, it may be that a student's health status is such that questions are raised as to the student's ability to function as a practicing psychologist. In those cases, the Department will endeavour to obtain the optimum outcome from the perspective of the student, the Department, and the community, including the profession.

Note that commencing a new placement is not permitted until all required documentation from the previous placement has been submitted.

Students should ensure that all academic requirements of subjects are completed by the due dates. In cases in which this is not possible, as in placement subjects and the thesis subjects, then a relevant extension will be entered into the records system. If the grade for those subjects cannot be cleared within the following study period, then the student will have to re-enrol and pay for the subject again.

If a student does not enrol in any subjects in a given semester, no fees will be charged. There may, however, be implications for payment of government loans and for the completion date for the degree. Doing so also raises the risk of having enrolment suspended if the unapproved absence is for two semesters or more.

Students who are enrolled in the Master of Psychology and Doctor of Psychology degrees must maintain their enrolment during the course of their thesis research. This is necessary in order to maintain access to the library and its resources, to ensure liability insurance coverage during the data collection, and to provide the supervision by staff during the stages of the completion of the thesis.

**Students must maintain their enrolment while on placement and while collecting data for their thesis and during the process of writing.**

Please note that grades are not released through the Students Online system if the student owes the University unpaid fees of any kind.

## **Insurance**

The majority of student time during practica is spent off campus in a field setting. The University generally provides insurance coverage for a variety of situations for students who are on placements.

The University maintains agreements with Queensland Health for Allied Health students (including psychology). Currently a master agreement is in place for these and other regions and now covers all Health Districts in the State, and some agencies in other States and Territories.

These agreements confirm that the University provides coverage for workers' compensation, public liability and professional indemnity insurance for students on placements. Additional information can be obtained from the Insurance Officer, Resources Office or from the website at [http://www.jcu.edu.au/fabs/JCUPRD\\_044897.html](http://www.jcu.edu.au/fabs/JCUPRD_044897.html)

## **Advisory Committee**

An Advisory Committee comprises University staff and students plus senior psychologists in the community. The Committee meets to discuss any concerns or suggestions they may have in relation to the program.

## Programme Structure

The Professional Psychology programmes at James Cook University are delivered in a flexible format incorporating intensive workshops, with some subjects using distance education methods. These innovations have made access to the various components of the programme easier for students with work or family commitments, or those who find it difficult to travel to campus on a weekly basis.

The programme comprises three components: Coursework, Practica and Research Dissertation.

Students in the Certificate and Diploma courses complete only the Coursework component. Full-time students in the MPsych and DPsych courses complete much of the Coursework in Year 1. Practica are spread over years 1, 2, and 3, as appropriate. The Research component is conducted over the full course of each program.

### Coursework Subjects

Much of the learning material in coursework subjects is provided in intensive workshops. Students need to note the dates of planned workshops to ensure they can attend, as these workshops contain a large proportion of the teaching material for a subject, and absence will result in a student being unable to complete the subject. It is essential that students negotiate well in advance with their employers or workplace to ensure they are able to attend all workshop sessions. Note that some workshops may occur on weekends or outside regular study period times.

Attendance at workshops is compulsory. Travel (e.g., flights) should be arranged to allow on time and full attendance).

Workshops are supplemented with selected key readings and assignments, and are also closely integrated with practicum work.

### Practica

Practica are organised in the James Cook University Psychology Clinic and in other settings, such as psychiatry and mental health in-patient and outpatient services, community health, rehabilitation, and other agencies in the Townsville region. Placements outside the Townsville region may also be possible where satisfactory supervision arrangements can be organised but this is not guaranteed. Students need to make their own transport arrangements for undertaking placements. Practica are organised in consultation with the Placement Coordinator.

Students must be enrolled in a placement subject (Practicum 1 PY6001, Practicum 2 PY6002, Practicum 3 PY6003, Advanced Practicum A PY6221, Advanced Practicum B PY6222 or Doctoral Practicum PY6107) in order to

undertake a placement, and fees for that subject must have been paid or subject to an approved payment scheme.

Students in the MPsych programme will be required to complete at least 1000 hours of practical work, of which at least 400 hours must be spent in direct client contact in accordance with APS College of Clinical Psychologists Guidelines. These hours are achieved via 3 x 333 hour placements.

Students in the DPsych programme must complete an additional 500 hours of supervised practical work, with at least 200 hours of direct client contact. Part of this may be in the James Cook University Psychology Clinic.

Clinical placements will be supervised by a Psychology Board of Australia Board approved supervisor.

In order to simplify any calculations of the period of time required for a placement, the following figures can be used, assuming a working day of 7.5 hours:

100 hours = 13 days  
300 hours = 40 days  
320 hours = 43 days  
350 hours = 47 days  
500 hours = 67 days

Practicum work typically requires students to work outside the normal study period time frame. During the time spent on placement, students should act as if they were employees of the agency (clinic, hospital, etc.). This includes responsibility to keep accustomed working hours, to dress appropriately, and to behave at all times in a responsible and professional manner.

One practicum **must** be within the James Cook University Psychology Clinic, with supervision being provided according to the type of case. This ensures a range of different supervision experiences for students. Interim meetings of all staff involved in supervision are held to review the progress of students on placement in the Clinic, but any particular problems, (perceived by either a supervisor or a student), should be immediately referred to the Director of Professional Programmes so that remedial action may be discussed and instituted.

Students undertaking a placement at the James Cook University Psychology Clinic will be seeing people under the age of 17 and therefore must apply for a "Working with Children Check" and lodge it with the Commission for Children and Young People. Those students working with children at other placement settings should apply for a check through that agency. Students on placement are classed as volunteers by the Commission, and so are not charged the application fee.

Students must successfully complete and pass two of the first study period subjects (Psychological Assessment PY5001; Adult Psychopathology PY5003; and Working with Clients PY5013) before starting the first practicum (Practicum 1

PY6001). It is recommended that Working with Clients and Psychological Assessment be taken in Semester 1 by all students.

Students should complete Practicum 1 PY6001 before they are permitted to enrol in and commence the remaining practica, which should be completed in the order given below under Programme Components.

Students may not undertake placements in two settings at the same time. The sole exception to this would be a period of overlap for concluding reports and handing over cases between one placement and the following one.

Successful completion of a placement includes the presentation of a conference paper at one of the Professional Issue Mini-Conferences which are held three times a year. All students undertaking a placement will be required to present at one conference and attend at another, separate conference. Students who undertake two placements during the year will be required to present at two separate conferences, but will not be required to present at any more than this.

In those cases in which a student receives a rating of “Unsatisfactory” in one of the domains of conduct that are evaluated during all placements, this is regarded as a serious matter. In such cases, a meeting between the Placement Coordinator, the student, and the relevant field supervisor will be arranged in order to determine if any remedial action is both appropriate and possible. One option in such cases is to extend the length of time in the placement, or to arrange for additional supervision. If the issues raised by the field supervisor are sufficiently serious, or if the remediation programme is judged to be unsuccessful in addressing the matters leading up to the effort at remediation, then the student will be graded as having failed that placement. In such cases, the student will then be advised to provide a rationale under the University *show cause* procedure as to why they should not be terminated from the program. This procedure can be found in the University handbook on the JCU web.

Students should also be aware that Psychology is one of the disciplines covered by the University policy on suitability to continue in a program. A copy of this policy is reproduced as Appendix 3. In brief, if a student’s conduct on a placement or during their academic work while enrolled suggests to a member of staff that they do not appear to be suitable for practice as a professional psychologist, then the provisions of this policy will be followed.

## **Immunisation**

Students who undertake placements in a facility operated by Queensland Health should be aware that Queensland Health requires that all health care students are immunised against Hepatitis B prior to their undertaking a placement. All students doing such placements must provide evidence of Hepatitis B vaccination or declare a commitment to undertake vaccination. Vaccination is highly recommended for the following diseases as well: chicken pox, diphtheria, Hepatitis A, measles, mumps, pertussis (whooping cough), poliomyelitis, rubella, and tetanus.

Depending upon the nature and location of the placement, students may also wish to have vaccinations for influenza, tuberculosis, pneumococcus, lyssavirus, and meningococcal encephalitis. This would apply particularly to students undertaking placements in some remote regions such as the northern Cape York peninsula.

## Psychology Clinic

The James Cook University Psychology Clinic is an integral part of the Professional Programme providing closely supervised practical experience for students in a supportive environment. There are 6 consulting rooms, all of which have facilities for audio and video recording. The Clinic offers specialised services to the community for individuals (adult or child) or families requiring assessment and/or treatment. The Clinic operates on a fee-for-service basis.

Students are referred to the “Professional Programmes Placement Handbook” for detailed descriptions of all aspects of working in the University Clinic, and to “Guidelines for Supervised Placements: Information for Psychologists and Supervisors” for more detailed information about practica.

## Research Dissertation

The dissertation may take the form of an experiment, either in a laboratory or a field setting; a series of case studies; a descriptive study; or the evaluation of a program, and should have applied or theoretical clinical relevance. Qualitative research projects are also available.

It is possible to complete the research project in the form of different types of research other than the traditional empirical data collection and report for the Master of Psychology award. It is now accepted that other type of projects can be undertaken (i.e., a programme evaluation, critical review and grant application, critical review and meta-analysis, or critical review and secondary data analysis). Such projects should be of the same standard of work and length as a traditional thesis, but need not involve the collection of data. **Topics must still be relevant to clinical psychology practice.**

During the first year of the program, full-time students will be exploring possible research areas in terms of project viability. The primary dissertation supervisor must be a University staff member but joint supervision with external staff is also possible.

Topics covered in the various coursework seminars will provide ideas for research projects in conjunction with the methodology covered in Evaluation and Research PY6010.

Students in the MPsych programme should prepare their research ideas in consultation with their supervisor and consult other staff as necessary on their design and proposed analysis. To pass Research Thesis Part A PY6201, students must have submitted their Ethics Committee application.

DPsych students should arrange to have both a primary and a secondary supervisor from staff of the University. Additional supervisors outside the University may also be appointed as associate supervisors. The DPsych research project should represent a contribution to knowledge in its area of study. This is not a requirement for the MPsych thesis. The Doctor of Psychology dissertation continues to follow the traditional format of empirical data collection. The DPsych thesis includes additional requirements such as the presentation of a Confirmation Seminar and a Pre Completion Seminar. The Confirmation Seminar includes the preparation of a research proposal of up to ten pages in length (approximately 2000 words) in consultation with their supervisor. This should provide a brief background based on the relevant literature, but should focus on the methodology of the planned study. There should be a specification of the nature of the sample, its size, and from where participants will be obtained. Similarly, the experimental design or sampling frame should be provided as appropriate. A timeline for the conduct of the study is required. A brief discussion of potential problems and how the student might deal with them might be useful. This proposal forms the basis for the DPsych confirmation seminar. It is important to note that this proposal is not the same as the submission to the University Ethics Committee. The focus of the proposal is upon the logic and methodology of the study, whereas the Ethics Submission focuses upon the protection of the participants in the research.

Students in the DPsych programme should consult the Graduate Research School pages for further information on the doctoral thesis.

## **Presentations**

One of the activities in which psychologists must frequently engage is to make a presentation to a group of their peers, to the public, or at a scientific meeting or professional conference. Making such a presentation is a matter of both a learned skill and practice. In order to develop this skill, students will obtain practice in making such presentations through the Mini-Conferences, classroom activities, and, for Doctor of Psychology students, their Confirmation and Pre-Completion Seminars.

In preparing a presentation, Microsoft Power Point (PPT) has become increasingly common as the medium of choice. This has also led to the introduction of unnecessary complexity and distractions from an effective presentation. Students are encouraged to review materials on effective PPT presentations (e.g., keep material on each slide concise, never read the material on your slides: speak to the content, avoid acronyms and abbreviations, and check your spelling)

## **Thesis Planning**

There are several elements that people should consider as they undertake work on their thesis. There are some general themes.

First, consider carefully the scope of the thesis you will be doing. There is a difference between the requirements for a coursework master's thesis and a

Doctor of Psychology thesis. The latter has the additional requirement of providing a contribution to knowledge as well as its larger size.

Second, an MPsych thesis need not address a matter of major theoretical or clinical significance. No thesis at this level is intended to resolve major problems or develop major insights. Instead, what is expected is a well-designed and well implemented project that clearly identifies the issue and addresses it in a manner that is methodologically sound.

Third, several possible designs can be used. Qualitative studies are possible, as are local laboratory-based experimental studies or community surveys. Topics should be relevant to clinical issues, but it is not necessary to involve clinical populations. Other options include a programme evaluation, a critical review and meta-analysis, or a critical review and secondary data analysis. These alternate formats will be examined in the same manner as traditional experimental and survey studies.

Fourth, your project should be realistic. Do you have access to the desired population? Are there enough of them to form the basis for a decent study? How long will ethics approval take? Are there likely to be factors that could delay or prevent ethics approval? Remember that studies involving community members require approval by the University Committee, while projects involving patients in the Health District will also require approval by the Townsville or Cairns or other district ethics committees, as appropriate.

Fifth, consider discussing with the academic staff whether they have a project related to their own research that you might undertake. This approach is likely to help you in the event that you have been unable to identify a project yourself or if you have been considering too many projects and have been unable to decide on any particular option.

Finally, consider how you might answer the following questions. They may help you to define your planned thesis topic more effectively once you have some definite thoughts about a topic. They are also helpful for planning a presentation for a confirmation seminar for those who need to do so (namely those in the Doctor of Psychology and joint M.Psych./Ph.D. programs). By the time you are ready to start collecting data, you definitely should have answers to all of these questions.

- What is your broad area of research?
- What is the central question to which you want an answer?
- Why is your study important?
- What method(s) will you use?
- What will your data consist of?
- How will you analyse your data?

- How will your study contribute to knowledge in your area? (DPsych Students only)

There are other items that can prove helpful during the course of a thesis.

One such item is to obtain some form of notebook that you can use to document matters related to your thesis research. For example, write down ideas for your research, including reminders to yourself or ideas for things to search for in the library or electronic database. You can also use it as a research diary to record things such as your system for coding your data, definitions for variable names, and how you recoded variables. In short, use it to record anything that you might later want to recall when it comes time to write your thesis or a research article. All the information will then be in one place and reasonably well organized.

In general, do not try to hand score any questionnaires or scales used in your research. Instead enter the item responses directly into programmes such as SPSS or Excel and have the computer score the questionnaires. The computer can reverse the coding for any items that are false-keyed more consistently and reliably, and you will easily be able to calculate the internal consistency reliability of your measures. That is important because it is information that should be reported in your thesis for any scales or questionnaires that you use.

Statistical packages such as SPSS can usually read Microsoft Excel files, so you may be able to do your basic data entry that way and then read the file into SPSS for more extensive analyses than can be done in Excel. Keep records of the filenames and command sequences in your notebook.

Take advantage of the University course on using EndNote for your references. You can obtain your copy of EndNote through the library or through technical support services. A programme such as EndNote makes integrating your references into the thesis much easier as it will automatically format them and alphabetise them, among other things.

### **Other Requirements**

There are several strict requirements that students must comply with during the completion of the thesis. Students must be enrolled as a student in a thesis subject while collecting data and during the period in which they are writing the thesis or otherwise receiving some form of official supervision. This is particularly relevant for the period in which data collection occurs, but students may also find that their entire enrolment can be cancelled if the student fees are not paid. Students are not entitled to receive supervision unless they are formally enrolled in a thesis subject.

In the event that there is a change of supervisors, the student must ensure that both the Department and the University Ethics Office are informed. Amendments to an ethics submission can be made through the Ethics Amendment form available from the ethics office or on the webpage for the Graduate Research School.

## **Confirmation Seminar for the Doctor of Psychology (3 year DPsych)**

The Confirmation Seminar provides an opportunity for candidates to plan their research and to receive feedback during the initial stages of their Doctor of Psychology research program. There is an additional gain in obtaining generic research skills in providing experience in presenting a seminar, writing a proposal, and receiving scholarly feedback on the progress of the research. At an administrative level, the process will ensure that there is adequate infrastructure for the research program, an appropriate supervision arrangement, and suitable funding.

The candidate and the Principal Supervisor ask the Department Postgraduate Liaison Officer (PLO) to organise the time and venue for the seminar. The Department Administrative Officer (Professional Programs) will contact all other members of the Panel (any co-supervisors or associate supervisors and the Director of the Program). The candidate must arrange for distribution of copies of the project proposal (approximately 2000 words) and any presentation PowerPoint slides to the members of the committee **at least one week in advance**.

At the seminar, the Department PLO explains the function of the seminar and chairs the proceedings. The seminar should last 30 to 40 minutes, with up to 20 minutes allowed for questions.

Completion of the Confirmation Seminar is required for the successful completion of the Doctoral Thesis B subjects (PY6212/ PY6216). If the seminar does not take place during the study period in which the student is enrolled in Doctoral Thesis B 1 of 2 (PY6212), then the student should enrol in Doctoral Thesis B Part 2 of 2 (PY6216) in each subsequent study period until the Confirmation Seminar is passed.

The assessment of the Confirmation of Candidature is undertaken on the basis of the written project proposal and the seminar presentation. The full Panel meets after the seminar to discuss the outcome and make recommendations. The seminar presentation and proposal are reported on by the members of the Panel in a combined report. Separate reports should be submitted only if independent consensus cannot be reached. The candidate will also be provided with a copy of all relevant reports.

If no consensus can be reached, the Pro Vice Chancellor of the Faculty will resolve any remaining disagreements over the proposal. In considering the reports on the seminar presentation, the Pro Vice Chancellor may interview a candidate, and if appropriate, any member(s) of the Supervisory Committee, and any other relevant person. The Pro Vice Chancellor may make suggestions to the candidate as to how the research proposal might be improved and may seek independent peer review. The Principal Supervisor and the Head of the Department are also informed of such recommendations. The Pro Vice Chancellor will advise the candidate in writing within 14 days of the decision, together with advice of the candidate's right of appeal.

Once the proposal has been reviewed and any appropriate changes made, the student then proceeds to complete the University Application for Ethics Approval for Research or Teaching Involving Human Participants. The completion of the written proposal, proposal confirmation seminar and submission to the Ethics Committee should normally be completed prior to the end of the second study period of enrolment in the doctoral thesis (i.e., during the period of enrolment in Doctoral Thesis Part B Part 1 of 2 PY6212 and Doctoral Thesis Part B Part 2 of 2 PY6216).

Note that all students must maintain their enrolment and insurance coverage during the process of collecting data from human subjects and while receiving active supervision.

The MPsych thesis may be submitted in the form of either a traditional thesis or in the form of a literature review and journal manuscript. Students interested in the latter option should consult with their supervisor on the details of the procedure. Students interested in alternate forms of a thesis such as a programme evaluation or meta-analysis should consult their supervisor for details.

The Doctorate of Psychology thesis is submitted using the conventional thesis format (i.e., the journal article plus literature review option is not available). The examination of the DPsych Thesis is processed by the Graduate Research School.

### **Pre-Completion Seminar (3 year DPsych)**

The following text has been adapted from the *Handbook for Research Higher Degree Students*.

Doctor of Psychology candidates are required to present an overview and synthesis of the major findings of their thesis in a public forum at a pre-completion seminar within at least six months of the planned submission date of the thesis. The candidate's supervisor(s) must attend the seminar and meet with the candidate after the seminar to discuss the outcome.

The objectives are:

1. to improve the quality of research by providing candidates with public feedback;
2. to promote the use of generic skills important for research in the form of an oral presentation and defence;
3. to provide the supervisor and academic staff with an opportunity to evaluate the scope of the project before the thesis is submitted;
4. to allow the presentation of a publication plan for the results that are as yet unpublished.

The candidate, through their supervisor, should ask the School Postgraduate Liaison Officer (PLO) to organise the seminar. The Postgraduate Administrative Officer can assist with the organisation. Attendance by the supervisor(s) is

required and other academic staff and professional programme students are strongly encouraged to attend. Videoconferencing is an acceptable alternative to deliver of the seminar in person. It is also acceptable to provide a video of the presentation to be viewed in the normal manner, followed by a teleconference for questions.

## **Thesis Submission**

### **MPsych thesis**

Appendix 2 – The Degree of Master of Psychology provides information on the process of submission of dissertations and also provides a checklist of the contents to be included with each type of dissertation.

The first step in the final process of thesis submission and its examination is to **obtain the final approval of the form and content of the thesis from the thesis advisor**. Once that is done the following steps should be followed.

1 Obtain the various declarations on copyright and related matters from the Graduate Research School's web page. **You must sign these forms before the thesis will be sent out for examination.**

2 Consult with your advisor on the nomination of examiners. For a Master of Psychology thesis, one should be internal to the University and the other should be external to the University. Both examiners should be knowledgeable in the area of the thesis. Normally, anyone that you have consulted during the course of the thesis, or who has some other form of conflict of interest, would not be considered as an examiner. You can also make known the name of anyone you do not want to have as an examiner.

3 At this point, your advisor should approach the suggested examiners and obtain their agreement to examine the thesis. Once this agreement has been obtained and documented by letter or e-mail, your advisor should complete the form to nominate the examiners and send this to the Programme Director for signature.

4 Arrange for three copies of the thesis to have a temporary binding. This can be thermal, a spring back hard cover, or plastic rings. The copies of the thesis may be submitted to the Programme Administrative Officer.

5 The Programme Administrative Officer will send the thesis out to the examiners. Normally, both examiners' reports should be back within 8 weeks.

6 Once both reports are back, either your advisor or the Programme Director will inform you of the results. It is common for the examiners to suggest some revisions. In some cases, the revisions requested may be so extensive that the examiner wishes to re-examine the thesis.

There have been failed theses. In such cases, it is generally the case that the student has either not followed the advisors suggestions or has not consulted the

advisor. Normally if a student's thesis fails, the student will be required to complete another thesis. Serious consideration should be given to obtaining a new advisor in such cases. While students may become accustomed to passing and receiving high grades with coursework material there is a risk that this may lead to complacency with the thesis. Examples of failed theses mean that this new section has been added to the handbook to encourage awareness that the thesis really does need to be carefully prepared.

### **DPsych thesis (3 year DPsych)**

Appendix 1 provides additional information on the different procedures that are used for the Doctor of Psychology thesis. The administration of DPsych theses is through the Graduate Research School and not the Department as is the case with the Master of Psychology.

The first step in the final process of thesis submission and its examination for the Doctor of Psychology is to obtain the final approval of the form and content of the thesis. Important issues are whether the thesis constitutes a contribution to knowledge and is of sufficient scope for a doctoral degree. There are no rigid criteria for these matters, but they will be considered by the examiners as criteria for evaluating the thesis. Therefore students should discuss these matters with their advisors. Once that is done the following steps should be followed.

1 Obtain the various declarations on copyright and related matters from the Graduate Research School's web page. **Students must sign these forms before the thesis will be sent out for examination.**

2 Consult with the advisor on the nomination of examiners. For a Doctor of Psychology thesis, both examiners should be external to the University. Both examiners should be knowledgeable in the area of the thesis. Normally, anyone that has been consulted during the course of the thesis, or who has some other form of conflict of interest, would not be considered as an examiner. Students can also make known the name of anyone they do not want to have as an examiner.

3 At this point, the advisor should approach the suggested examiners and obtain their agreement to examine the thesis. Once this agreement has been obtained and documented by letter or e-mail, the advisor should complete the form to nominate the examiners and send this to the Programme Director for signature.

4 Arrange for three copies of the thesis to have a temporary binding. This is normally thermal binding. Submit the copies either to the Programme Director. Declarations must be signed by the advisor and submitted with the thesis. The student submission checklist should also be completed and submitted with the thesis.

5 The Graduate Research School Office will send the thesis out to the examiners. Normally, both examiners' reports should be back within 8 weeks.

6 Once both reports are back, either the advisor or the Programme Director will inform the student of the results. While no amendments may be asked for, it is most common for the examiners to suggest some revisions. In some cases, the revisions requested may be so extensive that the examiner wishes to re-examine the thesis. Two or three copies of the revised thesis will be required for re-submission.

7 Once any requested revisions have been completed and approved by your advisor or Programme Director, as appropriate, you should arrange for the final submission of three copies of the corrected thesis for binding. The Department will pay for the binding of a copy to be retained in the Department and one for the Library. The third copy can be bound at your expense. You may wish to have additional copies bound. A copy for your advisor would be traditional and generally appreciated.

8 If the thesis is the last element of the required units, then you can apply to graduate. To do so, contact Examinations and Ceremonies and obtain the form to apply to graduate. If you wish to attend a graduation ceremony, that office will inform you of the additional requirements. Otherwise, your degree will be approved in due course by the University Council and the office will inform you of the process.

## Program Sequences 2015

The program sequences for full time study are shown.

### Graduate Certificate in Clinical Psychology (84111)

4 subjects (3 credit points each: total of 12 coursework points)

#### Study Period 1

Psychological Assessment	PY5001
Adult Psychopathology	PY5003
Health and Rehabilitation	PY5007
Working with Clients	PY5013

#### Study Period 2

### Graduate Diploma in Clinical Psychology (84107)

8 subjects (3 credit points each: total of 24 coursework points)

#### Study Period 1

Psychological Assessment	PY5001
Adult Psychopathology	PY5003
Health and Rehabilitation	PY5007
Working with Clients	PY5013

#### Study Period 2

Clinical Neuropsychology	PY5006
Methods of Intervention 1	PY5011
Methods of Intervention 2	PY5012
Child and Family Therapy	PY6015

### Graduate Diploma in Geropsychology (84507)

8 subjects (3 credit points each: total of 24 coursework points)

#### Study Period 1

Psychological Assessment	PY5001
Adult Psychopathology	PY5003
Health and Rehabilitation	PY5007
Working with Clients	PY5013
Psychosocial Elements of Ageing	PY5017

#### Study Period 2

Clinical Neuropsychology	PY5006
Methods of Intervention 2	PY5012
Psychology and Disorders in Later Life	PY6017

## Master of Psychology (Clinical) (102304)

48 credit points total

24 course work points

12 practica points

12 thesis points

(8 subjects by 3 points) 50%

(3 practica by 4 points) 25%

(thesis work) 25%

### Year 1, Semester 1

Psychological Assessment

PY5001

Adult Psychopathology

PY5003

Working with Clients

PY5013

Evaluation and Research (thesis subject)

PY6010

### Year 1, Semester 2

Methods of Intervention 1

PY5011

Child and Family Therapy

PY6015

Practicum 1

PY6001

Research Thesis A

PY6201

### Year 2, Semester 1

Health and Rehabilitation

PY5007

Practicum 2

PY6002

Research Thesis B (Part 1 of 2)

PY6202

### Year 2, Semester 2

Clinical Neuropsychology

PY5006

Methods of Intervention 2

PY5012

Practicum 3

PY6003

Research Thesis B (Part 2 of 2)

PY6203

Colour code:

Red = coursework subjects

Black = Practica subjects

Blue = thesis subjects

## Doctor of Psychology (Clinical) (102312) (3 year DPsych)

72 units total

27 coursework points (9 subjects by 3 points) 37.5%  
18 practica points (5 practica components) 25%  
27 thesis points (thesis work) 37.5%

### Year 1, Semester 1

Psychological Assessment PY5001  
Adult Psychopathology PY5003  
Working with Clients PY5013  
Evaluation and Research PY6010

### Year 1, Semester 2

Methods of Intervention 1 PY5011  
Child and Family Therapy PY6015  
Practicum 1 PY6001  
Research Thesis A PY6201

### Year 2, Semester 1

Health and Rehabilitation PY5007  
Practicum 2 PY6002  
Doctoral Thesis B (Part 1 of 2) PY6212

### Year 2, Semester 2

Clinical Neuropsychology PY5006  
Methods of Intervention 2 PY5012  
Practicum 3 PY6003  
Doctoral Thesis B (Part 2 of 2) PY6216

### Year 3, Semester 1

Psychosocial Elements of Ageing PY5017  
Advanced Practicum A PY6221  
Doctoral Thesis C PY6213

### Year 3, Semester 2

Advanced Practicum B PY6222  
Doctoral Thesis D (Part 1 of 2) PY6214  
Doctoral Thesis D (Part 2 of 2) PY6215

Colour code:

Red = coursework subjects

Black = Practica subjects

Blue = thesis subjects

## Doctor of Psychology in Clinical Geropsychology (3 year DPsych)

Students in the Doctor of Psychology program may opt to complete a specialty in Clinical Geropsychology. This option has a different structure in the third year of the course, as noted below.

### Year 3, Study Period 1

Psychosocial Elements of Aging	PY5017
Doctoral Thesis C	PY6213
Doctoral Practicum	PY6107

### Year 3, Study Period 2

Psychology and Disorders in Later Life	PY6017
Doctoral Thesis D (Part 1 of 2)	PY6214
Doctoral Thesis D (Part 2 of 2)	PY6215

## Doctor of Philosophy/Master of Psychology

To qualify for the degree of Joint Master of Psychology-Doctor of Philosophy, a candidate shall satisfactorily complete the requirements as specified by the University for the Doctor of Philosophy and 36 credit units consisting of:

- (a) 24 units of designated coursework;
- (b) 12 units from three supervised practica

### Part-time programs

MPsych students are normally full time students. In the unusual event that a student is studying part time he or she will need to take note of the link in timetabling between some course-work subjects that have workshops and plan the enrolment sequence carefully to ensure timely completion. Part time completion limits are twice the length of full time candidature.

### Workshop Blocks

Intensive Workshop Blocks are programmed throughout the year. There are normally two 3-day workshops for each subject.

### Professional Issues Mini-Conferences

Successful completion of a placement includes the presentation of a conference paper at one of the Professional Issues Mini-Conferences, which will be held three times a year. All students undertaking a placement will be required to present at one conference and attend at another, separate conference. Students who undertake **two** placements during the year will be required to present at **two** separate conferences, but will not be required to present at any more than this. The arrangements for the Professional Issues Mini-Conferences are described in a separate set of guidelines and are available from the Subject Coordinator.

## Coursework subjects

### Psychological Assessment PY5001

Credit Point value:	3
Pre-requisites	Admission to the Professional Programme or permission of the Programme Director
Subject Co-coordinator	Dr Joanna Barlas
Lecturer	Associate Professor Garry Kidd

This subject is taught as two workshops. Psychological Assessment aims to provide students with the knowledge base and practical skills to conduct a competent professional psychological assessment. Relevant theoretical literature will be reviewed, and emphasis given to the practical skills needed to evaluate, select, administer, score and interpret commonly used assessment instruments. Emphasis will also be given to the ability to integrate this information into a meaningful and relevant report, along with the ability to feed back this information to the client, and other referral sources. Forms of assessment will include interviewing, cognitive, memory, and personality assessment. Assessment issues across the life span will be addressed. Emphasis will also be given to important ethical issues associated with test usage.

*Note: this subject has a prerequisite of PY3107 (Introductory Psychometrics, assessment & Ethics) or its equivalent.*

### Working with Clients

### PY5013

Credit Point value:	3
Pre-requisites	Admission to the Professional Programme or permission of the Programme Director
Subject Co-ordinator:	Professor Russell Hawkins
Lecturer	Professor Russell Hawkins

This subject is taught as two workshops. The subject explores the communication and counselling micro skills necessary to work with a client. In addition, issues of client reluctance and resistance are addressed. Students will take part in practical exercises designed to assist them gain a greater awareness of their own strengths and weaknesses in working with clients. The class will also include a review of legislation relevant to the practice of psychology and of important ethical issues common in professional practice.

**Adult Psychopathology****PY5003**

Credit Point value

3

Pre requisites

Admission to the Professional Programme or permission of the Programme Director

Subject Co-ordinator

Dr Beryl Buckby

Lecturer

Dr Beryl Buckby

This subject is taught as two workshops. This subject addresses the aetiology, presentation, diagnosis, classification and treatment of psychopathology in adults, including psychopharmacology. The subject assumes a basic knowledge of psychopathology and deals, at an advanced level with utilizing the DSM-IV and ICD-10 classification systems. It is approached from a biopsychosocial model, with critical evaluation of current research and findings. The objective of the subject is to provide a practical working knowledge of psychopathology. Some skills related to the management of mental disorders will also be incorporated.

**Child and Family Therapy****PY6015**

Credit Point value

3

Pre-requisites

Admission to the Professional Programme or permission of the Programme Director

Subject Co-ordinators

Dr Meegan Kilcullen

Lecturer

Dr Meegan Kilcullen

This subject will be delivered in two workshops. It aims to develop competencies in the evidence-based treatment of common infant, childhood and adolescent psychological disorders. Important frameworks for clinical practice will be considered including normal versus abnormal development, infant mental health, risk and resilience factors, and working with children and their families. Clinical problems will include major internalizing behaviour (depression, anxiety) and externalizing behaviour disorders (attention deficit/hyperactivity, aggression and defiance), children at risk, and other psychological disorders such as autism and pervasive developmental disorders. There will be an emphasis on the development of practical evidence-based skills to use with these client groups.

**Psychosocial Elements of Ageing PY5017****(Geropsychology stream and as an option for D Psych Students)**

Credit Point Value

3

Pre-requisites

Admission to the Professional Programme or permission of the Programme Director

Subject Co-ordinator

Dr Wendy Li

Lecturer

Dr Wendy Li

This subject is delivered in the form of a collection of readings and assignments for distance study. Students will learn of the position of older adults in modern society and about the more common physical, psychological and neurological disorders in older people. Topics include theories of ageing, social issues such as work and retirement, and the assessment and treatment of common anxiety and mood disorders.

**Health and Rehabilitation****PY5007**

Credit Point value

3

Pre-requisites

Admission to the Professional Programme or permission of the Programme Director

Subject Co-ordinator

Dr Meegan Kilcullen

Lecturer

Dr Meegan Kilcullen

This subject is taught as two workshops. The subject provides an overview of the environmental and biological factors that influence psychological and health status across the lifespan but predominantly in middle to later life. An additional purpose of this subject is to enable the student to become familiar with the ideas and skills necessary to deal with more complex psychological issues. The student can expect that they will be exposed to issues to do with practicing psychology in medical settings and in family/couple work. Students are introduced to the common disorders in adolescents and chronic health disorders in adults and provided with examples of appropriate types of assessment and introduced to the more common interventions.

**Methods of Intervention 1****PY5011**

Credit Point value

3

Pre requisites

Admission to the Professional Programme or permission of the Programme Director

Subject Co-ordinator

Dr Meegan Kilcullen

Lecturer

Dr Meegan Kilcullen

This subject is taught as two workshops. This subject provides training in basic intervention methods for common psychological problems. Techniques using basic behavioural and cognitive approaches are introduced and applied to common anxiety and mood disorders.

**Methods of Intervention 2****PY5012**

Credit Point value

3

Pre-requisites

Admission to the Professional Programme or permission of the Programme Director

Subject Co-ordinators

Dr Beryl Buckby

Subject Co-ordinator

Dr Beryl Buckby

This subject is taught as two workshops. Methods of Intervention II follows on from the Cognitive Behavioural Therapy skills obtained from Methods of Intervention I, by presenting further evidence based therapies. An overview of several evidence based therapies will be provided, with greater focus on Schema Therapy, Acceptance and Commitment Therapy, Emotion Focused Therapy, and Dialectical Behavioural Therapy. The workshops will include skills development, case formulation and some guidelines for matching therapy to client. This subject is intended to raise student awareness of the scope of Psychology practice with complex cases, with some introduction to rural and remote practice, cultural factors, and thinking through ethical issues that arise in practice.

### **Clinical Neuropsychology PY5006**

Credit Point value	3
Pre-requisites	Admission to the Professional Program, or permission of the Programme Director
Prerequisite	PY5001
Subject Co-ordinator	Professor Edward Helmes
Lecturer	Professor Edward Helmes

This subject is taught as two workshops. The subject aims to provide basic competency in the theory and practice of neuropsychological assessment in the context of primarily adult assessment and intervention. An integrated approach will be emphasized which includes assessment and rehabilitation. Relevant clinical and theoretical literature will be reviewed, with an emphasis on the development of practical skills. Basic knowledge of neuroanatomy is essential. The first half of the course will include the process of a neuropsychological evaluation, and major neuropsychological assessment domains, including premorbid intelligence, attention, memory, executive functioning, and language. The second half of the course will introduce the major clinical disorders likely to be encountered in clinical practice, including acquired brain injury, dementia, alcohol abuse, vascular disorders, epilepsy, learning disability and attention deficit disorder, and clinical assessment and counselling issues.

### **Psychology and Disorders in Later Life PY6017 (Geropsychology stream only)**

Credit Point Value	3
Pre-requisites	Admission to the Professional Programme or permission of the Programme Director
Subject Co-ordinator	Professor Edward Helmes
Lecturer	Professor Edward Helmes

This subject will be delivered in a combination of distance education and a single workshop. One goal is to develop the skills of the student to deal with more complex psychological and behavioural disorders in older adults. Additional material covers the range of neurological and medical conditions seen in older adults, together with the specialised methods of assessment and treatment of these conditions. Other topics will include the role of psychologists in long-term care facilities, the assessment and management of disruptive behaviour, and various special topics.

## Practicum subjects Semester 1 or 2

<b>Practicum 1</b>	<b>PY6001</b>
Credit Point value	4
Pre-requisites	Admission to the MPsych or DPsych Program; Completion of two of PY5001, PY5003, or PY5013.
Duration	350 hours
Subject Co-ordinator	TBA

This practicum is undertaken at the JCU Psychology Clinic in Townsville. Each student spends 300 to 350 hours during their first year working under supervision with clients presenting with psychological problems that relate to a range of problems associated with clinical issues. Students will attend regular supervision sessions at set times each week. These will sometimes be group sessions, with students living and/or working in remote settings joining in by audio- and/or video-conference. At these sessions, students will often be required to produce recordings or videos of sessions with clients for discussion, and case synopses describing progress and intervention plans or assessment reports for current clients.

Students are also required to attend Professional Issues Mini-Conferences, where they will present case studies from their practicum work for discussion and analysis, and discuss professional issues.

<b>Practicum 2</b>	<b>PY6002</b>
Credit Point value:	4
Pre-requisites	Completion of PY6001
Duration	350 hours
Subject Co-ordinator	TBA

<b>Practicum 3</b>	<b>PY6003</b>
Credit Point value:	4
Pre-requisites	Completion of PY6002
Duration	350 hours
Subject Co-ordinator	TBA

<b>Advanced Practicum A</b>	<b>PY6221</b>
Credit Point value:	3
Pre-requisites	Completion of all of PY6001, PY6002 and PY6003
Duration	250 hours
Subject Co-ordinator	TBA

<b>Advanced Practicum B</b>	<b>PY6222</b>
Credit Point value:	3
Pre-requisites	Completion of all of PY6001, PY6002 and PY6003
Duration	250 hours
Subject Co-ordinator	TBA

<b>Doctoral Practicum</b>	<b>PY6107</b>
Credit Point value:	3
Pre-requisites	Completion of all of PY6001, PY6002 and PY6003
Duration	500 hours
Practicum Co-ordinator:	TBA

These practica are generally completed in settings external to the University. Students will work in a variety of practical settings to develop applied clinical skills and work practices, and become familiar with the professional networks within which psychologists are required to operate. Exposure to different approaches to problems, therapy, and work environments will also aid professional development and adaptability to future work situations.

Prior to a student being placed with an external supervisor, the student will meet with the Placement Coordinator to discuss what experiences can be provided by the placement and the expectations required of all parties. A contract will be subsequently drawn up detailing these expectations and defining the aims and learning objectives, as well as the monitoring process and the assessment procedures.

**The placement contract must be signed by the student, the agency supervisor and by the Director of Professional Programmes before the student begins the placement.** The accumulation of supervised hours can only begin with the signing of the contract by all parties.

The Placement Coordinator is available to liaise between the student and agency supervisor whenever required, but formal monitoring of progress will occur with interim and end of placement meetings. Where practicum supervision is being provided by a University supervisor, he or she should attend the placement setting regularly to meet with clients and ensure that supervision is appropriate to the goals of the placement.

Where practicum supervision is being provided by the agency supervisor, he or she should arrange additional meetings with the student and Placement Coordinator if there are thought to be problems; the student may also request these additional meetings.

Placement supervisors will be provided with written information as to University requirements for placements. They will be asked to complete a student assessment protocol at the end of the placement, to write a report on the student's performance, and they will be invited to provide feedback to the University regarding its administration of placements.

Students will be required to keep a logbook of all practical work supervised during the programme and to present it to the Placement Coordinator as requested. They will also be required to complete an assessment protocol and report on placements.

Included in the total of 1000 hours (1500 hours for DPsych students) is participation in scheduled Professional Issues Mini-Conferences. These include

case presentations by students and other topics presented by staff and visiting speakers.

The placement report normally would be at least 1000 words, but can be longer. Queries about the suitability of a topic for inclusion as a doctoral analysis should be directed to the Director of Professional Programmes. The reflective analysis should be included with the placement folio.

Note that an additional requirement is in place for Advanced Practicum A PY6221 and Advanced Practicum B PY6222 and for Doctoral Practicum PY6107. Students in the profession doctorate are required to undertake the structured elements of the supervision training module that is described in more detail in the placement handbook.

The final assessment of each practicum will be on a Non-graded Pass or Fail basis and will again comprise the evaluations provided by the Practicum supervisor(s) (Pass/Fail) and the presentation of an extended case study in the Practicum folio (Pass/Fail). In order to pass a practicum, students are required to obtain a rating of 3 (Satisfactory) or above on all skills or attributes listed in the Placement Assessment Report completed by the Placement Supervisor (see “Guidelines for Supervised Placements: Information for Psychologists and Supervisors”). In the case of the Advanced Practicum, completion of Part A will be granted upon the receipt of satisfactory ratings by the field supervisor in the mid-placement report. It should be noted that not all listed skills and attributes will be assessed on every placement due to the type of placement experience negotiated. An independent member of the Professional Programme will initially mediate any disagreement over assessment. Where inadequacies in a student's performance are identified, the following procedure will be implemented.

### **Major inadequacies**

Where major inadequacies are identified, a ‘Failure’ (U) will be entered and the student will be required to re-enrol in the subject if he or she wishes to continue the Programme and a review of issues by academic and placement staff support the student's continuation in the Program. Examples of major inadequacies include serious professional misconduct affecting clients or repeated failure to correct deficiencies identified by supervisors, or ratings by a field supervisor of less than satisfactory performance in three or more areas of practice. The student will be required to negotiate a new placement contract for the re-enrolled practicum that explicitly addresses the identified inadequacies. The assessment procedure for re-enrolled practica is the same as for other practica.

### **Minor inadequacies**

Minor inadequacies are normally reflected in ratings of less than Satisfactory by a field supervisor in one or two areas of practice. Where minor inadequacies are identified, a ‘Result Withheld’ (RW) will be entered and the student will immediately be required to complete extra work to remedy these deficiencies. This work may be extra time on the existing practicum, or of some other format,

consistent with the need to provide the student with an appropriate opportunity to demonstrate his or her improved competency within a reasonable time.

### **Supervision Training**

One of the requirements for students enrolled in the Doctor of Psychology is that they receive some training in providing supervision. That training is structured through a self-study module that involves required readings and the preparation of a literature review, as well as other activities. More details are provided in the Placement Handbook.

### **Procedures for Handling Inadequacies**

Where inadequacies are found, the following procedure will be followed:

1. The Placement Coordinator will discuss the nature of the reasons for the ratings with the field supervisor. If the placement is conducted within the Psychology Clinic, the Programme Director and Clinic Director will meet with the student.
2. The Programme Director, the student and the Placement Coordinator will meet in order to plan the remedial placement in the case of major inadequacies or to plan the remedial activities in the case of minor inadequacies.
3. If the subsequent assessment results in the student receiving satisfactory ratings on the previously deficient skills and attributes, a grade of Satisfactory (S) will be entered.
4. If assessment again results in unsatisfactory ratings a 'Failure' (U) will be recorded and the student will be required to follow the same procedure (above) for major inadequacy.
5. Where a 'Failure' mark is recorded, the student will be required to show cause why he or she should not be excluded from the program. Failure is not expected to occur, as the purpose of the interim reviews is to identify and remedy any ongoing or foreseeable problem areas well before the final assessments are due.

Should a student be excluded from the programme or desire to withdraw, the option of transferring to the relevant Postgraduate Certificate or Postgraduate Diploma shall be available.

## MPsych Thesis Subjects

### Evaluation and Research

### PY6010

Credit Point value	3
Pre requisites	Admission to MPsych or DPsych program
Subject Co-ordinator	Professor Russell Hawkins
Lecturer	Professor Russell Hawkins

This subject is taught as two workshops. This subject focuses on the development of research skills for postgraduate students undertaking professional training in clinical psychology. Topics may include: major design and measurement decisions; survey approaches; sampling issues; practical management of research; human research ethics; the development of research proposals; data analysis options; and the critical interpretation and evaluation of research. Emphasis is placed on the skills and methods that will assist students in the development and timely completion of their research thesis.

### Research Thesis A

### PY6201

Unit value	3
Pre-requisites	Admission to MPsych or DPsych program PY6010
Duration	Study Period 1 or 2
Subject Co-ordinator	Professor Russell Hawkins

This subject is used to further develop the research thesis. The subject is passed if the ethics applications is submitted

### Research Thesis B Part 1 of 2 PY6202

Unit value:	3
Pre-requisites	Research Thesis A, PY6010
Duration:	Study Period 1 or 2
Subject Co-ordinator	Professor Russell Hawkins

Students will design, carry out, and report applied research and evaluation in an applied setting or clinical practice. The study should demonstrate original and critical thought, a capacity to undertake an independent study, and should relate to an area of clinical psychology. Students should aim to produce a publishable piece of work. The thesis can be in the form of a traditional thesis or a combination of a literature review and manuscript in the format required of a publishable journal article.

The dissertation shall be produced in accord with APA (6th Ed.) format, and may be submitted in conventional format (between 9,000 and 15,000 words), or in the form of a substantial literature review plus a report of the research structured and presented as a journal article suitable for publication.

A dissertation submitted in the alternative format shall consist of:

- (a) A literature review of 6,000-10,000 words;  
and
- (b) An academic paper in a journal-article format of 3,000-5,000 words.

The aim of this format is to allow students to demonstrate their mastery of the discipline of writing a research paper for a professional journal and, additionally, to provide detailed evidence of their command of the relevant research literature.

Three copies of the thesis in temporary binding are to be submitted for examination. Once the thesis has been accepted, students will need to arrange for a number of final copies to be professionally bound, and formally lodged. Full details of other requirements are provided elsewhere in this handbook.

This subject is passed when the thesis is submitted for examination.

### **Research Thesis B Part 2 of 2 PY6203**

Unit value:	3
Pre-requisites:	PY6010 and PY6202
Duration:	Study Period 1 or 2
Subject Co-ordinator	Professor Russell Hawkins

This subject is completed when the thesis is passed by the examiners.

### **Enrolment in Masters Thesis Subjects**

During the first semester, students should establish a working relationship with a potential supervisor(s), identify a project and begin thinking about the literature review, study design and preparation of the ethics application.

As soon as possible students should formalise the relationship with a supervisor by obtaining agreement to supervise and enrol in Research Thesis A PY6201. To pass this subject, students must submit their thesis ethics proposal.

Supervisors will report on progress at the end of the semester. If a student has not made progress on the thesis, a failing grade will be entered and the student will be required to re-enrol in Research Thesis A PY6201 in the following study period.

Upon completing Research Thesis A, students should enrol in Masters Thesis B Part 1 of 2 PY6202 then Masters Thesis B Part 2 of 2 PY6203 in the following two semesters.

The thesis is normally completed over 3 semesters or 18 months. If delays occur, students may re-enrol in Masters Thesis B Part 2 of 2 PY6203 if necessary, but this will also require the payment of the appropriate fees.

## **Research Presentation**

Master of Psychology students need to make a presentation to their peers and programme staff. This is in the format of a brief presentation as used at some professional conferences. This is a 10 minute presentation with five minutes for questions. Such presentations are to be scheduled during one of the Mini-Conferences. The presentation may be at any stage of the thesis project and cover its conceptualisation, issues in data collection or ideally, present a summary of the topic and the results.

## **Assessment**

The project will be assessed on the standard of the final written report by two independent examiners, one of whom should be external to the University.

Examiners will be decided upon by consultation between the supervisor(s), the Director of Professional Programmes and Head of Department, as necessary. Upon receipt of the examiner's reports, the Programme Director will determine whether or not a thesis will be passed in its submitted form, whether modifications are required to the thesis, or whether the thesis has failed. Amendments to the thesis should be accompanied by a list of relevant amendments or arguments as to reasons amendments that were suggested by examiners have not been followed.

## DPsych Thesis Subjects (3 year DPsych)

### Research Thesis A

**PY6201**

Unit value:

3

Pre-requisites:

Admission to DPsych program

Duration:

Study Period 1 or 2

Subject Coordinator:

Professor Russell Hawkins

### Doctoral Thesis B Part 1 of 2

**PY6212**

Unit value:

3

Pre-requisites:

Admission to DPsych program; PY6201

Duration:

Study Period 1 or 2

Subject Coordinator:

Professor Russell Hawkins

### Doctoral Thesis B Part 2 of 2

**PY6216**

Unit value:

3

Pre-requisites:

Admission to DPsych program;  
PY6201, PY6212

Duration:

Study Period 1 or 2

Subject Coordinator:

Professor Russell Hawkins

### Doctoral Thesis C

**PY6213**

Unit value:

6

Pre-requisites:

Admission to DPsych program;  
PY6201, PY6212 & PY6216

Duration:

Study Period 1 or 2

Subject Coordinator:

Professor Russell Hawkins

### Doctoral Thesis D Part 1 of 2

**PY6214**

Unit value:

6

Pre-requisites:

Admission to DPsych program;  
PY6201, PY6212, PY6216, PY6213

Duration:

Study Period 1 or 2

Subject Coordinator:

Professor Russell Hawkins

### Doctoral Thesis D Part 2 of 2

**PY6215**

Unit value:

3

Pre-requisites:

Admission to DPsych program;  
PY6201, PY6212, PY6216, PY6213, PY6214

Duration:

Study Period 1 or 2

Subject Coordinator:

Professor Russell Hawkins

## **Enrolment in Doctoral Thesis Subjects (3 year DPsych)**

Full time students should enrol in Research Thesis A PY6201 in the second semester of their first year. During this period, the student should form a working relationship with the primary supervisor and secondary supervisor.

If the supervisors feel that the student has not made satisfactory progress at the end of the semester, a failing grade will be entered and the student will be required to re-enrol in the following semester in Research Thesis A PY6201.

If satisfactory progress is made during the first semester, students may enrol in Doctoral Thesis B Part 1 of 2 PY6212 and Doctoral Thesis Part 2 of 2 PY6216 in subsequent semesters. To pass these subjects the ethics proposal must have been submitted and the confirmation seminar passed. If these steps have not been completed, the student will be required to re-enrol in PY6216 in the following semester in order to complete the requirements. A grade of "WD" will be entered for the first enrolment in PY6216.

Enrolment in PY6213 Doctoral Thesis C will permit further progress on the thesis, as confirmed by the supervisors at the end of semester examiners meeting.

The student enrolls in PY6214 Doctoral Thesis D Part 1 of 2 and PY6215 Doctoral Thesis D Part 2 of 2 in the second semester of their third year. If, for any reason, the research project takes longer than expected, a grade of "WD" will be entered for PY6215 and the student will re-enrol in that subject until the thesis has been submitted for examination (fees may be payable).

Enrolment is required at every stage of the thesis for the student to continue to have library, computer and internet access, as well as to continue to receive supervision during the entire thesis project. It is important to note that enrolment must also be maintained during the stage of data collection in order to ensure that liability insurance coverage remains in effect.

Students will design, carry out, and report applied research and evaluation at a doctoral level in an applied setting or in clinical practice. The study should demonstrate original and critical thought, a capacity to undertake an independent study, and should relate to a well-defined area of clinical psychology. Students should aim to produce a publishable piece of work that represents a contribution to knowledge in its area of study.

The main purpose of the initial stage of the development of a DPsych thesis is to prepare a comprehensive literature review and research proposal. This subject involves the completion of a comprehensive review of the literature relevant to the thesis proposal to the satisfaction of the thesis advisors, and the preparation of a research proposal for the confirmation seminar.

A presentation to a confirmation seminar will be made when the plans for the study are in place. The seminar will be open to members of the Department and other students and chaired by the Postgraduate Liaison Officer. Once any

suggested amendments have been made, the proposal is submitted to the University or hospital Ethics Committee.

The dissertation itself is to be produced in accord with APA (6th Ed.) format, and will normally comprise not less than 30,000 words and not more than 50,000. The thesis must constitute a significant contribution to knowledge or practice in psychology.

Subject requirements include the preparation of the proposal and presentation of the confirmation seminar. The submission of the seminar proposal and completed ethics form to the University or Health District Ethics Committee is required. Grades are assigned on a Pass/Fail basis. The decisions of the Ethics Committee do not form a basis for evaluation in this subject.

The Confirmation Seminar provides an opportunity for candidates to plan their research in an appropriate context and to receive feedback during the initial stages of their Doctor of Psychology research program. There is an additional gain in obtaining generic research skills in providing experience in presenting a seminar, writing a proposal, and receiving scholarly feedback on the progress of the research. At an administrative level, the process will ensure that there is adequate infrastructure for the research program, an appropriate supervision arrangement, and suitable funding. This is a requirement for the successful completion of Doctoral Thesis B Part 1 of 2 PY6212 and Doctoral Thesis B Part 2 of 2 PY6216.

### **Assessment**

The examination procedures for the DPsych thesis are handled by the Graduate Research School rather than by the Psychology Department (which does handle the MPsych thesis examination process).

The project will be assessed on the standard of the final written report by two independent examiners, both of whom will be external to the University.

Examiners will be decided upon by consultation between the supervisor(s) and the Director of Professional Programmes or the Head of Department, as appropriate. Upon receipt of the examiner's reports from the Graduate Research School any disagreements among the reports will be resolved following the procedures of the Graduate Research School. The Director of Professional Programs, in consultation with a Sub-Committee of the AESS Research Committee, will then determine the appropriate course of action and inform the Graduate Research School accordingly.

Normally the recommendations will be whether the thesis is accepted in its submitted form, whether minor or major modifications are required to the thesis, or if the thesis is to be re-examined or has failed.

## Accommodation

### On Campus

The University's Halls of Residence and Affiliated Colleges provide visitor and conference accommodation on-campus during the University vacation periods. Further information regarding costs and reservations should be made directly with the residences. Further information can be found via <http://www.jcu.edu.au/accommodation/>

### Off Campus

Townsville has a large number of motels, serviced apartments, self contained units, holiday units and bed and breakfast complexes throughout the city. Though some are located close to the campus; most are located in and around the city centre (approximately 12kms from the University). The JCU Accommodation Service has contact details and further information. All reservations should be made directly with the accommodation provider.

A new off-campus database has been developed to assist students in their search for visitor accommodation. Access is via [http://www.jcu.edu.au/international/support/beforeyouarrive/accommodation/JCU\\_PRD1\\_066645.html](http://www.jcu.edu.au/international/support/beforeyouarrive/accommodation/JCU_PRD1_066645.html) Also on the web site, you can find information on commercial accommodation sites. Simply look to the "Useful Links" page, you will find a link for "Townsville Online", On this page you will find links to all Hotels/Motels, Bed and Breakfasts, Caravan Parks and Budget accommodation sites in Townsville. Again, all enquiries must be made directly with the site.

## Additional Resources and Information

### Tests and Audio-visual Materials

Some tests, reference books, and video material are held in the Test Library for use by students and staff. Videotapes and DVDs on various topics are available.

A number of tests are maintained in the Test Library for use by students in the Clinic. Although other staff and post-graduate students have access to these materials, these test materials must **not be removed** for any reason as they need to be available at all times in case they are required for Clinic purposes. The Programme Administrative Officer holds a listing of these materials. Note that books must be signed out through the Programme Administrative Officer. Failure to do so may have serious consequences, including suspension of borrowing privileges.

A wide range of tests is available in the Test Library for inspection and use. Borrowing is via the Administrative Officer, during scheduled hours. Tests may be borrowed only for one week at a time, as there is often a heavy demand for tests.

Former students and other psychologists from the community may borrow tests for short periods of time for a small fee. Extensions should be sought if longer

periods of borrowing are required. A failure to return tests on time will result in restriction of borrowing rights. Psychologists should report any damage to test materials as soon as possible and inform the Administrative Officer if a supply of test protocols is low.

## **Computers**

Several computers and a photocopier-printer are available for the use of postgraduate students in the Psychology Clinic and Postgraduate Common area.

## **Photocopying facilities**

Post-graduate students are permitted a limited amount of photocopying for research purposes. Code numbers, to permit access to these machines, are issued to students for whom this has been approved.

## **Financial assistance for research**

Some limited assistance is available only in the second and third years of the programme when the student is working toward the completion of a thesis. Application for funds must be made subsequent to the approval of the project by the University or hospital ethics board. All expenditure must be approved by the thesis supervisor and Head of School.

A student engaged in an MPsych research project is entitled to a total of \$500, a DPsych student to a total of \$1000. DPsych students who wish to undertake research that cannot be adequately funded from this source and other Department research funding must have identified the need for and have a strong likelihood of additional funding from external sources for the duration of their studies before their candidature is formally confirmed in Doctoral Thesis Part B 1 of 2 PY6212. Students must be aware that their project may not be viable if the external funding does not come through.

Relevant research costs include:

Photocopying

Internet charges related to the project.

Essential interlibrary loans

Reasonable expenses for undertaking approved research at libraries and archives external to the JCU campuses

ISD and STD telephone calls and fax costs related to the project

Cost of access to service facilities

Data analysis and other specialized computer packages

Fieldwork expenses appropriate to the research project (sufficient to enable the research to be conducted in accordance with the University Workplace Health & Safety Policies)

Laboratory consumables specific to the research project

Postage associated with essential research activities (e.g., surveys)

## **Student mail and e-mail addresses**

In order to circulate important information and for prompt contact when necessary, all students should provide the Department and the Administrative Officer with their up-to-date addresses and contact details (including work or private phone numbers and email addresses) plus any changes should they occur.

Academic staff may respond to student email from personal email address but any official university communication must use the JCU student email address. Students should check their JCU e-mail mailbox regularly. Important information is sent to students by JCU email on matters relating to courses, subjects, enrolment, and university matters.

## **Ethics Submission for the Thesis**

This guide is intended to supplement the information already available through the Graduate Research School and the Ethics Office on the submission of ethics applications. It also supplements the general information guide provided by the Ethics Monitors that is currently available in the main office of the Department of Psychology.

Note that the ethics submissions are not research proposals. The University Ethics Sub-Committee has an interest in the design of the study, but only in so far as the study is scientifically legitimate and the procedure internally valid. This is not their primary interest. The primary interest in the ethics application is the protection of the participants. Therefore the material in the application should emphasise how participants are to be recruited, what they are being asked to do, and how their privacy and interests are protected by the researcher.

For students who are submitting their first ethics application at James Cook University, there are procedures with which you may not be familiar.

In general, your application must first be checked and signed by your advisor (or advisors for Doctor of Psychology students). Then the application is to be signed by the Ethics Monitors and then the Head of Department.

One of the Monitors will read the application and provide feedback in the event that there are matters that the Monitor feels will cause difficulty in the final review by the University Ethics Sub-Committee. These can be matters of both format and substance. If the Monitor feels there are no major problems with the application, the application will be returned, the Head of department signature can be obtained and then the required copies can be made and the formal application to the Ethics Committee submitted.

Note that special procedures must be in place if any participants are under the age of 18.

Students are advised to carefully explore the JCU Human Ethics web pages to be found at

<http://www-public.jcu.edu.au/researchservices/ethics/human/index.htm>

This site allows the Ethics Application form to be download and guidelines to complete the application and provides the meeting dates for the Ethics Committee.

Preparation of a good quality Ethics Application requires considerable effort and attention to detail. The application guidelines should be studied carefully. A poor application will result in unnecessary delays. Some specific issues are mentioned below.

- 1.If the research is being conducted at a hospital or community health centre, then an application is normally submitted through that Health District's Ethics Committee. In such a case, once approval is granted the University ethics form should be completed and submitted to the Ethics administrator, who will issue a JCU approval number. This process is necessary so that the research can be tracked appropriately under NHMRC guidelines.
- 2.The Detailed Methodology section should provide a clear description of the procedures to be used. It should not include technical details or the rationale for using particular procedures or tests. Samples of items from commercially published and copyrighted tests should be provided in Section 5, along with copies of unpublished tests or those developed specifically for the study.
- 3.The section on Participant Welfare Particulars covers the aspects of the study related to the participants. How will they be recruited? Will they be compensated? How will their general welfare be protected? Can you reasonably expect that some participant might experience distress or discomfort? If so, what steps will be taken to deal with such distress or discomfort? Will there be any deception? If so, describe the likelihood of it causing distress. How will you explain the deception to participants and deal with it during the debriefing? Note that not telling your participants what your hypothesis is does not constitute deception.
- 4.Confidentiality and anonymity are different. Confidentiality assures the participant that you will not reveal their identity to third parties. Anonymity *guarantees* to the participant that it is not possible for you to reveal their identity to anyone else. Anonymity is normally assured by keeping consent forms physically separate and not linkable to the response data or by not collecting the person's name or other identifying information during the course of the data collection. To preserve anonymity, signed consent forms should be submitted independently of questionnaires and, under some conditions, may be waived.
- 5.Data are to be stored on the University campus, normally within the facilities of the Department. Usually a period of five (5) years for non-clinical and fifteen (15) years for clinical studies is the minimum.

6. The information to Participants sheet must contain the contact details for the researcher, the supervisor, and the Ethics Administrator. The participants should be able to retain the Information Sheet. If the study is a Category 2 or higher, the details of an accessible, free counselling service for participants who need assistance for any reason should be provided. This service should be provided by a third party and accessible without any intervention from the researcher. Any such service should not be provided by the researchers themselves. See the additional information provided by the Ethics Monitors on this topic. One important point that they make is that if researchers in any way inform participants of the hypotheses or predictions of the study, then the internal validity of the study is questionable and of doubtful benefit to the participant, discipline, or society.

## **Appendix 1: The degree of Doctor of Psychology (3 year DPpsych)**

### **Information on Degrees and Processes**

Information on course structure, contents, and other matters related to the degree can found in the section of the University Handbook on Postgraduate Coursework programs.

The section of the Handbook on Student Feedback and Grievances contains information on procedures related to dissatisfaction with grades or other aspects of subject or course. The Student Association may also be able to provide assistance in some cases.

### **Doctor of Psychology Dissertation Submission Procedures**

The administration of the examination of the Doctor of Psychology dissertation is handled by the Graduate Research School. Other elements of the award of the degree are handled within the Faculty and the Department of Psychology. This document outlines procedures to be followed during the course of submission of the dissertation.

Candidates completing their degrees are required to present an overview of the findings of their thesis in a public venue at a pre-completion seminar. This is to be done at least six months prior to submission of the thesis for examination. Booking this seminar should be done through the program's administrative officer. Scheduling a pre-completion seminar at one of the Mini-Conferences is desirable.

Supervisors should discuss the selection of examiners with the candidate several weeks before the planned date of submission of the dissertation. The student and supervisor should identify a pool of 4 or 5 examiners from whom the final examiners will be chosen. The student should be invited to specify in writing the name of any person whom they do not want to examine the thesis. Examiners should be knowledgeable in the area of the dissertation, but they should be largely independent of the student. This generally means that the student has not previously been in contact with the examiner about the thesis, nor had the examiner as a teacher or supervisor. In addition, they should have a record of relevant publication, normally have a doctoral qualification, and preferably experience as a doctoral examiner as well.

Two names should be put forward as possible examiners by the supervisor to the Director of Professional Programs. Both examiners should be external to the University. The names should be submitted to the Director of Professional Programmes on the relevant form (*Nomination of Examiners, Professional Doctorate*), together with either a vita or documentation from a web page with information concerning the examiner's research interests and publications. After gaining the approval of the Director of Professional Programs, the supervisor

should contact these prospective examiners and obtain their written agreement to act as examiners; a printed copy of emailed confirmation is acceptable.

The form of the dissertation should follow that outlined in the *Handbook for Research Higher Degree Students*, which is available from the Graduate Research School or accessed at <http://www.jcu.edu.au/courses/handbooks/research>.

If the supervisor is concerned that the dissertation does not meet the standard required for a Doctor of Psychology, s/he should inform the student of the nature of the concerns in writing. The student should be asked to respond to these concerns in writing but has the right to submit the thesis if s/he so desires.

Three copies of the dissertation, accompanied by a completed *Certification of Supervisor(s)* form, should be submitted to the office of the Graduate Research School. The dissertation should be submitted in bound form. The *Check List* for the contents and format of the thesis should be submitted together with the bound copies of the thesis. The checklist includes the *Declaration on Ethics* that must also be signed.

1. Following the return of the examiners' reports to the Graduate Research School, the reports will be reviewed by the Faculty Research and Postgraduate Studies Committee, which will recommend one of the options provided for in the degree rules.
2. Where relevant, the Director of Professional Programmes will sign off on any nominated corrections. The student should provide a written statement about how each correction suggested by the examiners has been addressed.
3. In those cases in which the Director of Professional Programmes supervised the candidate, the Head of School will substitute.

This information is current at the time of writing but students should check with their supervisors for any changed requirements.

## James Cook University

### CHECK LIST TO BE SUBMITTED WHEN LODGING A DOCTOR OF PSYCHOLOGY DEGREE (3 year) THESIS FOR EXAMINATION.

Please check that your thesis complies with University and College/Department Guidelines.

Tick each area as appropriate:

- I have proof read my thesis carefully and have corrected all typing, spelling, grammatical and punctuation errors.
- The various sections in the thesis are in the order as set out as below:  
(Examples at: [http://www.jcu.edu.au/office/grs/links/submission\\_of\\_thesis.html](http://www.jcu.edu.au/office/grs/links/submission_of_thesis.html))
  - Title page of the thesis
  - Signed statement of access
  - Signed statement of sources
  - Statement on the contribution of others including financial and editorial help

Further paragraphs should be included in the statement if applicable specifying:

- that all research procedures reported in the thesis received the approval of the relevant Ethics/Safety Committees (*see declaration below*);
  - the extent of collaboration with another person or persons in the design of your research, and the collection and analysis of data;
  - the extent and the nature of any other assistance received in the pursuit of the research and preparation of the thesis;
  - the contributions of all authors to any co-authored accompanying papers.
- 
- Acknowledgements
  - Abstract (300 words)
  - Table of contents
  - List of tables
  - List of figures
  - List of plates
  - Main text
  - References (Normally APA)
  - Appendices

Candidate's signature:..... Date:.....

I agree to my examiners' reports being used (anonymously) for Quality Assurance purposes.

- Yes  No



## Copyright and Release of Thesis for Examination Doctor of Psychology

This form is to be completed in accordance with the *Handbook for Research Higher Degree Students* and the programme handbook for postgraduate coursework psychology courses. It is to be submitted with your thesis for examination to the Graduate Research School.

### Part 1: Student Details

Student Number \_\_\_\_\_ Title Mr  Ms  Other \_\_\_\_\_

Given Name \_\_\_\_\_

Surname/Family name \_\_\_\_\_

Degree: Professional Doctorate in Psychology

Email Address (current for 12 months after submission) \_\_\_\_\_  
\_\_\_\_\_

Other Contact details (current for 12 months after submission) \_\_\_\_\_  
\_\_\_\_\_

### Part 2: Thesis Details

Title of Thesis \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sensitivity Commercial  Cultural

Keywords to describe your thesis \_\_\_\_\_  
\_\_\_\_\_

Thesis submitted for examination  Revised thesis submitted for re-examination

Date of Submission \_\_\_\_\_ Date of Submission \_\_\_\_\_

### Part 3: Copyright Declaration

James Cook University students and staff are subject to the provisions of the Commonwealth of Australia Copyright Act 1968 and are required to abide by the University's associated policies and requirements on the copying and communication of copyright material. The items in this Part relate to the University's Copyright Policy and Procedures, available at <http://www.library.jcu.edu.au/Copyright/>. For information about copyright issues specifically in relation to JCU ePrints and the electronic copy of the thesis, see [http://cms.jcu.edu.au/libcomp/JCUPRD\\_031272](http://cms.jcu.edu.au/libcomp/JCUPRD_031272).

1. I declare that I have read the Copyright Policy of the University and understand the provisions therein.
2. I declare that the thesis contains no material which infringes the copyright of any other person(s).
3. I declare that I have obtained permission from the copyright owners to use any third-party copyright material reproduced in the thesis (e.g. photos or other images, tables, maps, diagrams, quotes or other blocks of text, questionnaires, unpublished letters or emails), or to use any of my own published work (e.g. journal articles) in which the copyright is held by another party (e.g. publisher, co-author).

Please indicate the option that applies to your thesis:

- Permission statements from copyright owners are included in an appendix to the thesis. <sup>1</sup>
  - No permission statements were required.
4. It is recommended that you include the following statement in your thesis:  
*Every reasonable effort has been made to gain permission and acknowledge the owners of copyright material. I would be pleased to hear from any copyright owner who has been omitted or incorrectly acknowledged.*

<sup>1</sup> A sample letter requesting permission to reproduce material in a thesis is available online at <http://eprints.jcu.edu.au/permission.doc>.

### Part 4: Contribution of Others / Third Party Collaboration and Thesis Editing

5. I declare that I have stated clearly and fully in the thesis the extent of any collaboration with others. To the best of my knowledge and belief, the thesis contains no material previously published by any other person except where due acknowledgment has been made. <sup>2</sup>
6. A professional proof-reader/editor was used in preparing the final thesis:
  - YES
  - NO

If a professional proof-reader/editor was used in preparing the final thesis, I declare that I have read and complied with the Policy for the Editing of Research Theses by Professional Editors available at [http://www.jcu.edu.au/grs/idc/groups/public/documents/form\\_download/jcuprd1\\_058480.pdf](http://www.jcu.edu.au/grs/idc/groups/public/documents/form_download/jcuprd1_058480.pdf)

<sup>2</sup> An exemplar of a Statement of Contributions of Others is available online at [http://www.jcu.edu.au/grs/idc/groups/public/documents/form\\_download/jcuprd\\_046148.pdf](http://www.jcu.edu.au/grs/idc/groups/public/documents/form_download/jcuprd_046148.pdf).

### **Part 5: Ownership of Intellectual Property**

The items in this Part relate to the University's Intellectual Property Policy, available at [http://www.jcu.edu.au/policy/research/practices/JCUDEV\\_009787.html](http://www.jcu.edu.au/policy/research/practices/JCUDEV_009787.html).

7. I declare that I have read and understood the Intellectual Property Policy, in particular section 4: "Ownership and Assignment of Intellectual Property – Students".

In accordance with the Policy, I own copyright in the thesis.

8. I understand that all other Intellectual Property created by me in the course of my thesis project belongs to me, and that I may freely publish on the basis of this research, unless the following applies (please tick if applicable):

- I have signed an Assignment of Intellectual Property and/or Confidentiality Agreement that embargoes publication of my thesis and stipulates restrictions on the use of my intellectual property or the production of publications that include or are based on my intellectual property, as a precondition of, or in the course of participating in my thesis project.
- I have *not* signed an Assignment of Intellectual Property and/or Confidentiality Agreement.

### **Part 6: Release of Thesis 3, 4**

9. I declare that this thesis is my own work and has not been submitted in any form for another degree or diploma at any university or other institution of tertiary education. Information derived from the published or unpublished work of others has been acknowledged in the text and a list of references is given.

10. I declare that the electronic copy of this thesis provided to the James Cook University Library is, within the limits of the technology available, an accurate copy of the print thesis submitted.

11. I, as the copyright owner of this thesis, and following the award of the degree,

- Grant the University a permanent non-exclusive licence to store, display or copy any or all of the thesis, in all forms of media, for use within the University, and to make the thesis freely available online to other persons or organisations.  
or
- I wish this work to be embargoed until \_\_\_\_\_ after which I grant the University a permanent non-exclusive licence to store, display or copy any or all of the thesis, in all forms of media, for use within the University, and to make the thesis freely available online to other persons or organisations.<sup>5</sup>  
or
- I wish the following restrictions to be placed on this work<sup>6</sup> : \_\_\_\_\_

<sup>4</sup> It is University Policy that an unbound print copy and an unsecured electronic copy of the thesis (normally a PDF file) must be lodged for deposit

in the Library prior to conferral of the degree by the Council of the University. Publicly available research and scholarly output of the University is located in the central digital institutional repository known as JCU ePrints at <http://eprints.jcu.edu.au/>.

<sup>5</sup> Embargoes longer than 12 months and Restrictions must be approved by the Dean of Postgraduate Studies, Graduate Research School.

<sup>6</sup> Restrictions include an [exemption from depositing a digital copy of your thesis](#), which must be approved by the Dean of Postgraduate Studies, Graduate Research School. If an exemption is granted, you must provide an extended abstract of 1000-2000 words for inclusion in JCU ePrints.

**Part 7: Signature of Student, Supervisor and Programme Director (or delegate) (where appropriate)**

In signing this form, I \_\_\_\_\_ confirm agreement with the statements above. (student's name)

**Signature of Student** \_\_\_\_\_

Date \_\_\_\_\_

On behalf of the Supervisory Team, I declare that the student has completed this form accurately and approve that the thesis be submitted for examination.

**Signature of Principal Supervisor** \_\_\_\_\_

Date \_\_\_\_\_

**Name of Principal Supervisor** \_\_\_\_\_

or

On behalf of the Supervisory Team, we declare that the student has completed this form accurately and approve that the thesis be submitted in a revised form for re-examination.

**Signature of Programme Director or Delegate** \_\_\_\_\_

Date \_\_\_\_\_

**Privacy Policy**

Information supplied on this form will be handled in accordance with JCU's [Privacy Policy](#). By signing this form I acknowledge that this information may be provided to other areas of JCU and to third parties for administrative and legislative purposes, including (but not limited to) other State and Commonwealth government agencies.

<b>Framework for Consideration of DPsych Examiners' Reports – When Two Examiners are Appointed</b>	
<b>Outcome</b>	<b>Action</b>
Both examiners make Recommendation NA	Thesis is accepted without change. DPP or nominee where appropriate*, recommends to the Faculty Research and Postgraduate Studies (FRPSC) that the degree be awarded.
Any combination of examiners making Recommendations NA, MA, SA (a), or SA (b).	Thesis is accepted subject to the following documentation from DPP or nominee where appropriate*, to the FRPSC: (1) statement of how candidate has addressed examiners' comments; (2) letter verifying that all amendments recommended by examiners have been made. Any exceptions to total compliance should be fully documented. Corrections will normally be sent to an examiner requesting Recommendation 3 (b) for checking, to ensure that the revision requirements have been complied with.
One examiner makes Recommendation MA, MA, SA (a), or SA (b) and the second examiner makes Recommendation RR.	The DPP (head of school if DPP is supervisor), supervisor and candidate should be asked to work together to provide a single evaluative statement on both the examiners' reports. When the report is finalized, one of the following applies: 1. If there is a consensus on the comments of the examiners, the candidate will be required to resubmit the thesis after rewriting specified sections. Comments on the revisions made will be sent with the amended thesis to the examiner. 2. If a clear decision is not apparent, then an independent external adjudicator will be appointed, taking into consideration the examiners' reports. 3. The adjudicator's decision conveyed to the DPP, supervisor, and candidate.
Both examiners make Recommendation RR.	Candidate is required to resubmit thesis for examination after rewriting specified sections as recommended by examiners. The resubmitted thesis should be accompanied by a document detailing how recommendations have been addressed. Original examiners will normally be used if available. If the DPP recommends a change in examiners, case should be referred to the FRPSC.
One examiner makes Recommendation F, other makes Recommendation .NA, MA, SA (a), SA3 (b) or RR.	The DPP (head of school if DPP is supervisor), supervisor and candidate should be asked to work together to provide a single evaluative statement on both the examiners' reports. When the report is finalized, one of the following applies: 1. If a clear decision is not apparent, then an independent external adjudicator appointed, taking into consideration the examiners' reports. 2. The adjudicator's decision conveyed to the DPP, supervisor, and candidate.
Both examiners make Recommendation F.	Candidate be permitted to revise thesis and resubmit for Master of Psychology degree.
One examiner makes Recommendation 6; other examiner makes Recommendation NA, MA, SA (a), SA (b), RR or F.	If substantively divergent reports are received: 1. The DPP (head of school if DPP is supervisor), supervisor and candidate should be asked to work together to provide a single evaluative statement on both the examiners' reports. 2. If a clear decision is not apparent, then an independent external adjudicator appointed, taking into consideration the examiners' reports. 3. The adjudicator's decision conveyed to the DPP, supervisor, and candidate.
Both examiners make Recommendation 6.	Candidate is not awarded degree and is not permitted to resubmit the thesis for consideration in the revised form.

\*For example, conflict of interest, areas of expertise, or when a Supervisory Committee is involved.

- Notes:**
- 1. Where a candidate is required to submit a revised thesis for examination, the DPP, in consultation with the head of school, will determine appropriate examiners and documentation to be considered.**
  - 2. Failure to comply with revision requirements will mean the candidate is not eligible for award of the degree**

## Appendix 2: The degree of Master of Psychology

### Master of Psychology Dissertation Submission Procedures

The administrative process for the examination of the Master of Psychology dissertation is handled by the Department of Psychology. This document outlines procedures to be followed during the course of submission of the dissertation.

1. Thesis advisors should discuss the selection of examiners with the candidate several weeks before the planned date of submission of the dissertation. Examiners should be knowledgeable in the area of the dissertation, normally have at least a research master's degree, and preferably have both experience as an examiner and a record of relevant publication. The internal examiner will likely know the student and have some relationship as a former teacher or supervisor. The external examiner should, however, be independent and not have a prior relationship with the student or had previous contact with the student.

Two names should be put forward as possible examiners to the Director of Professional Programmes. At least one examiner should be external to the University. The advisor should contact the prospective examiners and obtain their written agreement to act as examiners; a printed copy of emailed confirmation is acceptable. The names should be submitted to the Director of Professional Programmes, together with either a curriculum vita or documentation from a web page with information concerning the external examiner's research interests and publications.

2. The form of the dissertation should follow that outlined in the *Handbook for Research Higher Degree Students*, which is available from the Graduate Research School or accessed at <http://www.jcu.edu.au/courses/handbooks/research>.
3. If the advisor is concerned that the dissertation does not meet the standard required for a Master of Psychology, he or she should inform the student of the concerns in writing. The student should respond to these concerns in writing, but has the right to submit the thesis. A copy of both the statements of the advisor and the student (if any) should be provided to the Director of Professional Programs.
4. Three bound copies of the dissertation should be submitted to the Department office. The *Check List* for the contents and format of the thesis should also be submitted with the bound copies of the thesis. The checklist includes the *Declaration on Ethics* that must also be signed.
5. Following the return of the examiners' reports the reports will be reviewed by the Director of Professional Programmes, who will recommend one of the options provided for in the degree rules on the basis of the examiners' reports and, where relevant, will sign off on any nominated corrections. The student

should provide a written statement about how each correction suggested by the examiners has been addressed.

6. In those cases in which the Director of Professional Programmes supervised the student, the Head of Department will substitute.
7. The examination of the thesis will be based on the system summarised below. Both internal and external markers use the same rating system and categories, which are then evaluated under the framework on the following examination rating scale.

<b>CLASS</b>	<b>LITERATURE REVIEW</b>	<b>RESEARCH PAPER</b>
<b>1A (85-100%)</b>	Outstanding command of expression and logical argument in a skilful structured manuscript	Outstanding command of expression and logical argument in a skilfully structured manuscript
	Superior evaluation and integration of existing literature	Sophisticated understanding of research methods, with evidence of careful attention to critical design issues in the execution of the project
	Evidence of significant insight and original thought in dealing with the critical issues	Thoughtful and appropriate choice of data analysis and outstanding presentation and reporting of results
	Clear and coherent interpretation of the results of other studies	Clear and coherent interpretation of the data
<b>2A (75-84%)</b>	The evaluation and integration of the existing literature is very sound	Comprehensive understanding of the importance of the results in the context of the theoretical framework
	Reasonable insight and some evidence of original thought in dealing with the critical issues	Evidence of a solid understanding of research methods
		Adequate design of the research project, although possibly containing minor but retrievable errors
		Choice of data analysis that is appropriate for the design (although less well justified than might be expected of Class 1 standard), and clear presentation of results
<b>2B (65-74%)</b>		Generally sound but not particularly creative interpretation of results and their importance to the theoretical context
	Generally competently written, although some problems exist in the logical organisation of	Basic but somewhat limited understanding of the research methods

	the text and the way it is expressed	
	Provides an adequate coverage of the literature, although it tends to be more descriptive than evaluative, and arguments are often disjointed	The design of the research project is generally adequate but is marred by errors and oversights
<b>3 (50-64%)</b>	The work is not well written and shows flaws in the structuring of logical arguments	Knowledge and/or application of research methods is deficient
	Coverage of the necessary literature is weak, with insufficient information provided to support the arguments made, or conclusions drawn	Serious flaws exist in the design of the research project making it difficult for the research to meet its aims
	Little evidence of insight and ideas tend to be highly derivative	Data analysis techniques are arbitrary or inappropriate
		The results are poorly presented
		Interpretations are superficial, demonstrating a weak understanding of the results and their relevance to the theoretical framework
<b>Fail (&lt;50%)</b>	The work is very poorly written and shows a serious inability to structure and present a logical argument	Knowledge and/or application of research methods is seriously deficient
	Coverage of the necessary literature is inadequate, with little information provided relevant to the claims made, or conclusions drawn	Serious flaws exist in the design making it difficult or impossible for the research to meet its aims
	Serious misunderstanding of key concepts and issues	Data analysis techniques are inappropriate and the results are presented inadequately
		An inability to show how the results of the research project relate to the theoretical framework; serious misinterpretations of results

Please note that the postgraduate coursework programmes are covered under the Generic Rules for coursework degrees ([www.jcu.edu.policylibrary.teachingandcoursemanagement](http://www.jcu.edu.policylibrary.teachingandcoursemanagement)). These rules cover such things as applications, progression, and appeals



## Copyright and Release of Thesis for Examination

Master of Psychology (Clinical)

### Part 1: Student Details

Student Number \_\_\_\_\_ Mr  Ms  Other \_\_\_\_\_

Given Name \_\_\_\_\_

Surname/Family name \_\_\_\_\_

Email Address (current for 12 months after submission)

\_\_\_\_\_

Other Contact details (current for 12 months after submission)

\_\_\_\_\_

### Part 2: Thesis Details

Thesis title \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Keywords to describe your thesis \_\_\_\_\_

\_\_\_\_\_

Thesis submitted for examination  Revised thesis submitted for re-examination

Date of Submission \_\_\_\_\_ Date of Submission \_\_\_\_\_

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1. I declare that I have read the Copyright Policy of the University and understand the

provisions therein.

2. I declare that the thesis contains no material which infringes the copyright of any other person(s).
3. I declare that I have obtained permission from the copyright owners to use any third-party copyright material reproduced in the thesis (e.g. photos or other images, tables, maps, diagrams, quotes or other blocks of text, questionnaires, unpublished letters or emails), or to use any of my own published work (e.g. journal articles) in which the copyright is held by another party (e.g. publisher, co-author).
4. Please indicate the option that applies to your thesis:
  - Permission statements from copyright owners are included in an appendix to the thesis. <sup>1</sup>
  - No permission statements were required.

5. It is recommended that you include the following statement in your thesis:

*Every reasonable effort has been made to gain permission and acknowledge the owners of copyright material. I would be pleased to hear from any copyright owner who has been omitted or incorrectly acknowledged.*

<sup>1</sup> A sample letter requesting permission to reproduce material in a thesis is available online at <http://eprints.jcu.edu.au/permission.doc>.

#### **Part 4: Contribution of Others / Third Party Collaboration and Thesis Editing**

1. I declare that I have stated clearly and fully in the thesis the extent of any collaboration with others. To the best of my knowledge and belief, the thesis contains no material previously published by any other person except where due acknowledgment has been made. <sup>2</sup>
2. A professional proof-reader/editor was used in preparing the final thesis:
  - YES
  - NO

If a professional proof-reader/editor was used in preparing the final thesis, I declare that I have read and complied with the Policy for the Editing of Research Theses by Professional Editors available at

[http://www.jcu.edu.au/grs/idc/groups/public/documents/form\\_download/jcuprd1\\_058480.pdf](http://www.jcu.edu.au/grs/idc/groups/public/documents/form_download/jcuprd1_058480.pdf)

<sup>2</sup> An exemplar of a Statement of Contributions of Others is available online at [http://www.jcu.edu.au/grs/idc/groups/public/documents/form\\_download/jcuprd\\_046148.pdf](http://www.jcu.edu.au/grs/idc/groups/public/documents/form_download/jcuprd_046148.pdf).

### **Part 5: Ownership of Intellectual Property**

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3. I declare that I have read and understood the Intellectual Property Policy, in particular section 4: "Ownership and Assignment of Intellectual Property – Students".
4. In accordance with the Policy, I own copyright in the thesis.
5. I understand that all other Intellectual Property created by me in the course of my thesis project belongs to me, and that I may freely publish on the basis of this research, unless the following applies (please tick if applicable):
  - I have signed an Assignment of Intellectual Property and/or Confidentiality Agreement that embargoes publication of my thesis and stipulates restrictions on the use of my intellectual property or the production of publications that include or are based on my intellectual property, as a precondition of, or in the course of participating in my thesis project.
  - I have not signed an Assignment of Intellectual Property and/or Confidentiality Agreement.

### **Part 6: Release of Thesis 3, 4**

6. I declare that this thesis is my own work and has not been submitted in any form for another degree or diploma at any university or other institution of tertiary education. Information derived from the published or unpublished work of others has been acknowledged in the text and a list of references is given.
7. I declare that the electronic copy of this thesis provided to the James Cook University Library is, within the limits of the technology available, an accurate copy of the print thesis submitted.
8. I, as the copyright owner of this thesis, and following the award of the degree,
  - Grant the University a permanent non-exclusive licence to store, display or copy any or all of the thesis, in all forms of media, for use within the University, and to make the thesis freely available online to other persons or organisations.

or

  - I wish this work to be embargoed until \_\_\_\_\_ after which I grant the University a permanent non-exclusive licence to store, display or copy any or all of the thesis, in all forms of media, for use within the University, and to make the thesis freely available online to other persons or organisations. <sup>5</sup>

or

  - I wish the following restrictions to be placed on this work <sup>6</sup> : \_\_\_\_\_

**Part 7: Signature of Student, and Supervisor) (or delegate where appropriate)**

In signing this form, I \_\_\_\_\_ confirm agreement with the statements above. (student's name)

**Signature of Student** \_\_\_\_\_ **Date** \_\_\_\_\_

On behalf of the Supervisory Team, I declare that the student has completed this form accurately and approve that the thesis be submitted for examination.

**Signature of Principal Supervisor** \_\_\_\_\_

**Name of Principal Supervisor** \_\_\_\_\_

**Date** \_\_\_\_\_

Privacy Policy  
Information supplied on this form will be handled in accordance with JCU's [Privacy Policy](#). By signing this form I acknowledge that this information may be provided to other areas of JCU and to third parties for administrative and legislative purposes, including (but not limited to) other State and Commonwealth government agencies.

**James Cook University  
Department of Psychology**

**CHECK LIST TO BE SUBMITTED WHEN LODGING A MASTER OF  
PSYCHOLOGY DEGREE THESIS FOR EXAMINATION.**

Please check that your thesis complies with University and College/Department Guidelines.

Tick each area as appropriate:

- I have proof read my thesis carefully and have corrected all typing, spelling, grammatical and punctuation errors.
- The various sections in the thesis are in the order as set out as below:

(Examples at: [http://www.jcu.edu.au/office/grs/links/submission\\_of\\_thesis.html](http://www.jcu.edu.au/office/grs/links/submission_of_thesis.html))

- Title page of the thesis
- Signed statement of access
- Signed statement of sources
- Statement on the contribution of others including financial and editorial help

Further paragraphs should be included in the statement if applicable specifying:

- that all research procedures reported in the thesis received the approval of the relevant Ethics/Safety Committees (*see declaration below*);
  - the extent of collaboration with another person or persons in the design of your research, and the collection and analysis of data;
  - the extent and the nature of any other assistance received in the pursuit of the research and preparation of the thesis;
  - the contributions of all authors to any co-authored accompanying papers.
- 
- Acknowledgements
  - Abstract (300 words)
  - Table of contents
  - List of tables
  - List of figures
  - List of plates
  - Main text
  - References (Normally APA)
  - Appendices

Candidate's signature:..... Date:.....

I agree to my examiners' reports being used (anonymously) for Quality Assurance purposes.

- Yes  No

## **Appendix 3: Review of Students' Suitability to Continue in a Course Of Study that includes a Prescribed Professional or Clinical Placement.**

### **1. Introduction**

James Cook University has a duty of care to its staff, students and placement agencies. The University seeks to ensure that students who undertake prescribed professional or clinical placements are not only academically prepared, but also are emotionally, behaviourally and ethically prepared for the demands of placements.

A student enrolled in a course of study, or a subject, that involves professional or clinical placements may be required to participate in a review at any stage to assess their suitability to participate, or continue, in a professional or clinical placement or to continue in that course of study. While the review is conducted in the strictest of confidences, the Review Panel may decide to seek additional information concerning the student. All information collected will remain confidential.

The review of a student's suitability to continue in a course of study or subject may include consideration of any of the following:

- Physical or mental health, where this may:
  - significantly restrict the ability of a student to comply with the occupational requirements of the occupation for which the course of study will academically qualify the students; or
  - put the health and safety of other persons in the workplace at risk, or
  - put public health at risk,
- Interpersonal skills,
- Criminal behaviour,
- Behaviour contrary to the relevant professional ethical requirements, and
- Behaviour contrary to relevant policies of the University or placement agency, or both,
- Ability to undertake prescribed requirements of placements or professional activities,
  - Actions (verbal or non-verbal) which demonstrate a risk that a student may cause harm to, or disruption of the activities of University staff, students, placement agencies or persons connected with placement agencies.

Consideration of the above factors should ensure that unlawful discrimination does not occur.

### **2. Coverage**

This policy will apply to students who are enrolled in academic disciplines as listed in the Schedule, which may be varied from time to time by the Vice-Chancellor on the recommendation of the relevant Faculty.

### **3. Reasons for Review**

A review may be requested:

- a) if there are serious concerns about the suitability of a student to continue in a professional course of study;
- b) in the event that a student's suitability to undertake prescribed professional or clinical placements is in question; or
- c) if a student appears to be in a state of health, whether physical or mental, which may:

- significantly restrict the ability of a student to comply with the occupational requirements of the occupation for which the course of study will academically qualify the student; or
- put the health and safety of other persons in the workplace at risk, or
- put public health at risk.

A written request for a review, which may contain a formal complaint, document or other relevant information, should be sent to the relevant Head of School<sup>1</sup>. If the concerns cannot be resolved satisfactorily through informal processes, the Head of School will institute the Review Process.

#### **4. Request for Review**

A review may be requested by:

- a) A Head of Program;
- b) A Head of School; or
- c) Anyone involved with the student on a professional basis.

After a review has been requested, the Head of School will nominate, in writing, a relevant staff member<sup>2</sup> to convene, and institute, a Review Panel to undertake the process outlined in 5. below. The nominated staff member will hereafter be referred to as the Review Panel Convener.

#### **5. Process for Review**

##### **5.1 Membership of Review Panel**

The Panel membership will comprise of:

- a) The Review Panel Convener who will act as the Chair of the Panel;
- b) One member of staff whose main teaching commitment is to the discipline/degree in which the student is currently enrolled; and
- c) One experienced qualified practitioner, who is:
  - currently employed in the relevant profession, in a position where he/she is responsible for participating in, or overseeing agency staff recruitment or supervision;
  - not currently employed by James Cook University in any continuing, contract or casual position; and
  - not a person the student is currently working with, employed by, or with whom the student has a close relationship that may cause a conflict of interest.
- d) One or more nominee of the Chair of the Review Panel who would be qualified to provide expertise specific to the review under consideration. This expertise may include medical, psychological, professional or other expertise that is appropriate to properly inform the Panel in respect of the suitability of a particular student.

In the case of a student who is Aboriginal or Torres Strait Islander, normally it will be appropriate to ensure that the third member of the Panel is an experienced practitioner of Aboriginal or Torres Strait Islander descent.

##### **5.2 Conflict of Interest**

5.2.1 Panel members must be able to deal with the matters before them in an unbiased manner. A conflict of interest may result in a Panel member being unable to review the student's suitability solely on the material presented to the Review Panel. A

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<sup>1</sup> The relevant Department is that which is responsible for the course of study in which the student under review is enrolled.

<sup>2</sup> Examples of a relevant staff member include a Director of Professional Experience, Clinical Placement Supervisor or equivalent, an Academic Advisor or equivalent.

conflict of interest would exist, for example, if the student and a potential Review Panel member have, or have had, a personal relationship such as near relative, spouse, close friend or personal associate.

- 5.2.2 The student will be consulted (see 5.3 (f) below) as to whether he/she considers specific staff member(s) and/or practitioner(s) to have a conflict of interest in being a member of the Appeal Panel.
- 5.2.3 In the event that a conflict of interest is identified with respect to the role as Panel Convener, another staff member associated with a relevant programme will take on the role of Review Panel Convener, following consultation by the Head of School with the student.
- 5.2.4 The staff member who is approached to participate in the Review must be asked to advise the Review Panel Convener if there is a conflict of interest and must withdraw from the Review process if this is the case.
- 5.2.5 The practitioner who is approached to participate in the Review must be asked to advise the Review Panel Convener if there is a conflict of interest and must withdraw from the Review process if this is the case.
- 5.2.6 An impartial observer, acceptable to all parties may be appointed at the discretion of the Head of School, to oversee the procedural fairness of the Panel's proceedings. The observer will submit a report as an addendum to the Panel's report. The observer will not participate in determining the recommendation of the Review Panel.

### **5.3 Duties of Convener**

The Review Panel Convener will normally within two weeks of receiving the request of review from the Head of School:

- a) Obtain copies of relevant documents received by the Head of School;
- b) Ensure the student is informed in writing of the Review Panel process;
- c) Clarify in writing the grounds of the Review with the student, including sending copies of the formal complaints and other relevant documents and invite the student to submit a written response;
- d) Inform the student he/she is entitled to be accompanied to the Review Panel hearing by a fellow student and/or a representative of the Student Association and/or a solicitor, who may act as a support person and adviser;
- e) Liase with the Head of School, who will suggest an appropriate staff member to be part of the Panel (see 5.1 (b) above);
- f) Liase with the Head of School, who will suggest an appropriate experienced practitioner to be part of the Panel (see 5.1 (c) above). If appropriate, the Head of School will consult with the relevant Head of Program;
- g) Contact the student to ensure that there is no conflict of interest in relation to the members proposed for the panel (refer 5.1 (a), (b) and (c) above). If the student identifies a conflict of interest with any specific staff member or practitioner, these people should not normally be approached to participate in the Review and alternatives should be identified in consultation with the Head of School;
- h) Ascertain that the identified staff member and practitioner are available and willing to participate in the Review; and
- i) Create a file for each party to the Review (including the student), which will include a copy of the formal documents received by the Head of School (including where available a submission from the student). These files are to be returned to the Panel Convener by Panel members at the end of the Review process, one set for

filing and the rest for destruction. The student may choose to retain a copy of the documents.

#### **5.4 Procedure**

5.4.1 The Review Panel Convener will:

- a) Convene a meeting of members of the Panel to formulate questions to be asked in the formal review panel process. Questions should relate only to issues raised in the documentation.
- b) Schedule interviews between the Panel members and the student and with the writers of submitted documents. Where possible interviews will be in person but telephone or video conferencing with another campus may be utilised. If necessary the relevant Department will fund the transport costs, between campuses, of the student under review.

5.4.2 The Panel will interview the student, focusing on the issues raised in the formal documents, and will aim to ascertain the student's suitability to undertake the prescribed professional or clinical placements and/or continue in the course of study in which the student is currently enrolled.

5.4.3 Possible recommendations of the Review Panel include:

- Permission to participate or continue in a placement
- Suspension from participation in a placement
- Exclusion from participation in a placement
- Suspension of enrolment in specified relevant subject(s)
- Repeat of specified subject(s)
- Exclusion from specified subject(s)
- Suspension of enrolment from the course of study until such time as the student can satisfy a reconvened Review Panel that he/she has addressed the issues of concern and is ready to continue with studies
- Transfer to another course of study
- Exclusion from the course of study
- Exclusion from the University; or
- Any other recommendation that may be considered appropriate in a particular student's situation.

A unanimous decision must be made.

The Review Panel may also recommend that the student:

- Attend personal counselling to address personal issues which have impacted on his/her ability to perform to an appropriate standard in the course of study; and/or
- Obtains at his/her own expense a Psychiatric, Psychological, physical or other appropriate assessment. The assessment should determine the fitness of the student to continue in the course of study.

5.4.4 The Panel will advise the Head of School, in writing, of its recommendation(s) and reasons for the recommendation(s).

5.4.5 The Head of School will act on such recommendation(s) and will notify the student in writing of the action to be taken, together with a copy of the Panel's report.

Where the recommendation involves an amendment to a students' course of study this must be approved by the Pro Vice Chancellor of the Faculty.

#### **6. Appeal of Review Panel Decision**

Where a recommendation against continuation in the course of study (permanently or at this point in time) is made, the student has a right of appeal against the decision. No

appeal shall lie in relation to the merits of the decision of the Review Panel, but the student may appeal against the decision on the basis that due process was not observed during the course of the review proceedings.

### **6.1 Procedures for an Appeal**

6.1.1 The student should lodge an appeal with the Registrar within 14 days of the receipt of the Review Panel's recommendation(s). The appeal must state why the student believes that due process was not observed during the course of the review proceedings. The appeal should include any relevant documentary evidence in support of the claim. In exceptional circumstances only, the Appeal Panel may choose to consider further evidence from the student.

6.1.2 The Appeal Panel membership will comprise of:

- a) The Chair of the Academic Board (or nominee), who will also act as Chair of this Panel;
- b) A Pro Vice Chancellor from a Faculty other than that in which the student is enrolled;
- c) A staff member from the Faculty in which the student is enrolled who has no association with the teaching of the discipline in which the student's suitability has been reviewed; and
- d) A member of the staff of the Student Association appointed by the Association.

6.1.3 Unless the circumstances are exceptional, the Appeal Panel shall consider only:

- a) The student's grounds for appeal; and
- b) Any documents relevant to the process undertaken by the Review Panel.

6.1.4 The Chair of the Appeal Panel shall notify the student, and the relevant Pro Vice Chancellor, in writing of the Appeal Panel's decision and the reasons therefore within fourteen days of the meeting of the Appeal Panel.

6.2 The decision of the Appeal Panel will be final.

### **Schedule**

Academic discipline areas where satisfactory completion of a professional or clinical placement is mandatory for the attainment of an Award:

- Community Welfare
- Education
- Engineering
- Medical Laboratory Science
- Medicine
- Midwifery
- Nursing Science
- Occupational Therapy
- Pharmacy
- Psychology
- Public Health and Tropical Medicine
- Social Work
- Sport and Exercise Science