



Faculty of Science  
School of Psychology

# STUDENT GUIDE

## SCHOOL OF PSYCHOLOGY CONTACTS AND ENQUIRIES

### Mailing Address

School of Psychology  
Faculty of Science  
UNSW Sydney NSW 2052

### School Office/Enquiries

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Phone: (02) 9385 3041  
Ask a Question [here](#)  
Access webforms [here](#)  
<https://www.unsw.edu.au/science/our-schools/psychology>

### Head of School

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### Graduate Diploma in Psychology Enquiries

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### Fourth Year (Honours) Convenors

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### SONA Enquiries

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### Director of Undergraduate Programs

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### Postgraduate Research Coordinators

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### Master of Psychology (Forensic) Program Director

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### Graduate Diploma in Psychology Program Director

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### Grad Cert in Child Development Program Director

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### Grievance Officer

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## INFORMATION FOR COURSEWORK STUDENTS

Welcome to your Psychology course! This document contains School policies and procedures relevant for all students enrolled in undergraduate and Masters psychology courses. These policies and procedures have been formulated in accordance with the [Australian Psychology Accreditation Council \(APAC\) Accreditation Standards](#) as well as with University policies and procedures. Please familiarise yourself with the information contained in this document.

The Graduate Diploma in Psychology program (5331) is delivered via the post-graduate online Hexamester calendar to allow for a more flexible program structure. The program's key dates and some policies may be different than those applicable to students enrolled in standard programs using the standard academic (m)1.6 (')19-0

**TIMETABLE CLASHES**

2023 Last Day to Drop a Course With Academic Penalty:

<b>Term 1</b>	<b>Term 2</b>	<b>Term 3</b>
Friday, 21 April 2023	Friday, 4 August 2023	Friday, 17 November 2023

The School takes no responsibility for assignments submitted in ways other than specified above. While individual Course Convenors may occasionally arrange for assignments to be emailed to them, under no circumstances will assignments emailed or faxed to the School be accepted.

Late Penalty

In accordance with the

days past the absolute fail deadline may be provided. No further extensions beyond this point will be granted.

**(ii) Group Work**

No extensions will be granted for group work.

ELS-registered students who require educational adjustments with respect to group work should discuss their specific needs with their Course Convenor within one week of receiving their ELP and no later than the end of Week 1

Students registered with Equitable Learning Services (ELS), in certain circumstances, may be eligible for alternative provisions for formal end-of-term exams (i.e., those run by UNSW Exams). These provisions



Students enrolled in a School of Psychology course should make a Special Consideration application relating to an assessment task regardless of the weighting given to this assessment task. Except in unusual circumstances, the duration of circumstances impacting academic work must be more than 3 consecutive days, or a total of 5 days within the teaching period.



Psychology courses completed at another university (e.g., via credit transfer, cross-institutional study, exchange or study abroad)  
Non-psychology free electives or courses counted as General Education  
Psychology courses graded SY

*For the Graduate Diploma in Psychology*

First attempt marks for all psychology courses completed at UNSW .

**How to Apply for the Honours program**

The [School's website](#) is updated annually with information about the following year's Honours program, including application procedures and available supervisors. Students should carefully read all the available information (including the FAQs) and submit their Honours application accordingly. Applications typically open on 1 August and close on 15 November. Late applications will not be accepted.

**STUDENT CODE OF CONDUCT**

The University is committed to the pursuit of excellence in learning, teaching and research, and to community engagement. The Student Code sets out the University's expectations of students with respect to their academic and personal conduct and outlines the University's responsibilities to students.

**STUDENTS ARE EXPECTED TO FAMILIARISE THEMSELVES WITH THE UNIVERSITY'S STUDENT CODE OF CONDUCT. (L)-0.5-2 (e) and (f) TW 34 (i) 323 TDEC. (IO)-5 (F)-**

academic work and copying it, offering to complete another person's work or seeking payment for completing academic work. This should not be confused with academic collaboration.

**Inappropriate citation:** Citing sources which have not been read, without acknowledging the "secondary" source from which knowledge of them has been obtained.

**Self-plagiarism:** "Self-plagiarism" occurs where an author republishes their own previously written work and presents it as new findings without referencing the earlier work, either --

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

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

Course Hero;  
Nexus Notes;  
StudyMode; and  
Thinkswap

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

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

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

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

### **Important notes on chatGPT and other generative AI tools**



Completion of an online health & safety awareness course is required for Honours and postgraduate students. Those conducting laboratory work as part of their study may also be required to undertake a laboratory safety course.

More information can be found [here](#).

If you fail to complete mandatory health and safety training:

Panel meetings may not be convened for Honours students.

Postgraduate coursework/research students may not be permitted to enrol.

Those requiring laboratory work as part of their study may not be allowed access to labs.

## **A Safe Campus**

Student safety and the security of personal property is a high priority at UNSW.

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

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

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

Visit the "[Your Safety on Campus](#)" website for further information.

## **USE OF SCHOOL COMPUTING FACILITIES**

The following is a summary of computer-related information for all undergraduate and postgraduate students.

### **Accounts**

In most cases, psychology computer accounts will be available from Week 1 of each term. Fourth-Year accounts are available in early February.

Students in the following Programs/Courses are prov Tc 0.2.2 (s)-80e(or)-1.3(i)13.5 (r)4.7n749 0 TdYT

account is not the same as your zID/zPass account. Students having difficulties with their psychology accounts should contact the TSU (Phone: 9385 3139).

### Access Hours

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

Programs or Courses	Rooms	Hours
BPsych(Hons) [3632] <sup>†</sup>	Mat 209 and Mat 209A, Mat 419	8am-6pm Mon-Fri
BPsychSc [3435]		February – December
PSYC2001	Mat 209 and Mat 209A, Mat 419	8am-6pm Mon-Fri February – June



