



# **Course Manual 2025**

## **Master of Professional Psychology**

(MProfPsyc)

Email: via [AskUNE](#) (see page 2 for details)  
Website: [www.une.edu.au/about-une/faculty-of-medicine-and-health/school-of-psychology](http://www.une.edu.au/about-une/faculty-of-medicine-and-health/school-of-psychology)

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## Letter from the Course Coordinator

### Welcome to the UNE Master of Professional Psychology Program

Psychology at UNE was founded in 1938 and is the third oldest Psychology department in Australia. Sixty years after its inception, and in response to a changing professional scene, the Postgraduate Clinical Psychology Program was inaugurated in 1998.

Consistent with the UNE Strategic Priorities, our Program is regionally based but globally connected through the international research collaborations of our academic staff. It is also renowned for the quality of student experience in off-campus and distance education learning. Our aim is to be relevant to local communities through the training of quality practitioners Australia-wide.

The Master of Professional Psychology is a scientist practitioner program which has three interrelated components: coursework, practicum and applied research. This manual has been compiled as an overview and reference guide to these components, and the requirements and rules of the course. I trust it will provide a roadmap for what lies ahead.

The journey to becoming a practicing psychologist is exciting, challenging and rewarding. On behalf of the Psychology staff at UNE, I welcome you and look forward to sharing the experience with you.



Dr Hayley Farrell  
Course Coordinator, Master of Professional Psychology

## How to Contact Us

**Queries regarding assignments or any aspect of the Unit content:** post these questions on the myLearn Discussion boards for the relevant Unit.

**All other queries:**

1. Login to [AskUNE](#).
2. Select the 'Contact Us' tab,
3. Subject line – Always start subject with “**School of Psychology**”
4. Topic:
  - a. For all Placement related questions, select: “Professional/Practical Experience -> School of Psychology”
  - b. For all other queries: search topics as needed

## General Information

### **The Master of Professional Psychology Program at the University of New England**

This Course Manual describes the Master of Professional Psychology (MProfPsyc) at the University of New England (UNE). The MProfPsyc offers a foundational qualification in professional psychology and is accredited by the Australian Psychology Accreditation Council (APAC) and meets the accreditation standards of the Psychology Board of Australia (PsyBA). Completion of the MProfPsyc and a further year of supervised internship will lead to general registration as a Psychologist with the Psychology Board of Australia.





The course provides one year of full-time (or part-time equivalent) off-campus education. Our program adheres to the scientist-practitioner model, which emphasises the use of evidence-based approaches to assessment and intervention in areas such as mental health, wellbeing, and physical and cognitive functioning. The MProfPsyc involves coursework and practical skills training and aims to provide graduates with an education in the most recent evidence-based theories and methods of practice and equip graduates with the foundational skills that are necessary to practice as a psychologist in a variety of settings. Attention is drawn to the Australian Psychology Accreditation Council (APAC) website for the most recently approved [accreditation standards](#).






# Staff Associated with the Master of Professional Psychology Program

## Direct Staff






Staff members who provide extensive teaching, and clinical and research supervision, or who are directly associated with the UNE Clinical Psychology program, are listed below.

### Academic Staff

	<p><b>Dr Amanda Jefferys</b>            Acting Director of the Clinical Psychology Program            Clinical Psychology and MPSYAE Course Coordinator            Senior Lecturer in Clinical Psychology            Phone: +61 2 6773 4047            Email: <a href="mailto:Amanda.Jefferys@une.edu.au">Amanda.Jefferys@une.edu.au</a></p>
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	<p><b>Dr Ryan Davies</b> Lecturer in Clinical Psychology</p> <p>Email: <a href="mailto:rdavie36@une.edu.au">rdavie36@une.edu.au</a></p>
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**Placement Coordination Team**

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	<p><b>Ms Alice Hone</b> Clinical Psychology Placement Supervisor, UNE Psychology Clinic</p> <p>Email: <a href="mailto:ahone3@une.edu.au">ahone3@une.edu.au</a></p>
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**Administrative staff**

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**Adjunct and Casual Clinical Lecturers**

In addition to the University staff, several clinicians who work in positions outside the University also contribute to teaching and field supervision. For a full list of Adjunct staff, please see the following webpage:

<https://www.une.edu.au/about-une/faculty-of-medicine-and-health/school-of-psychology/psychology-people>

# Overview of Master of Professional Psychology (MProfPsych) Degree 2025

The University regulations pertaining to the MProfPsych appear in the [UNE Course Handbook](#).

The practicum unit (PSYC533) is assessed as satisfied requirements (SR) or unsatisfactory/fail. The remainder of the coursework units are graded. For the award of the degree, a minimum pass grade must be achieved for all requirements in all assessment items and for all units. This is a condition of accreditation by the Australian Psychology Accreditation Council (APAC).

The MProfPsych involves successful completion of the following 48 credit points of study. Students are expected to spend a minimum of 150 hours on each 6-credit point unit. Students are also expected to purchase prescribed texts.

See [the Study Plan section of the Course Handbook](#) for more information.

## Unit Descriptions

A description of the above units including Course and Unit Learning Outcomes can be found in the [UNE Course Handbook](#) (search for relevant units). Details of all unit requirements are provided on the relevant myLearn site. Students are also expected to purchase prescribed texts.

### Practicum

The practicum component of the Master of Professional Psychology aims to integrate and link clinical practice with the knowledge base gained from the coursework components. The practicum requirement for the MProfPsych is a minimum 300-hour simulated placement as part of PSYC533 (Psychology Practice Placement) unit which is undertaken in the final trimester of study. By undertaking this placement unit **you are committing to the equivalent of at least 3 full-time working days per week** (i.e., 24 hours). As such, students find it difficult to balance full-time employment with placement. To maximise learning and preserve health and wellbeing, we strongly encourage students to consider what accommodations may need to be put in place prior to placement. Please note that students must complete PSYC533 to fulfill course requirements. As such, there is no option to complete a face-to-face placement.

To be eligible to enrol in the PSYC533 unit, students must meet the **unit pre-requisites and co-requisites** as stated in the Course and Unit Catalogue. These include:

1. Successful completion of Trimester 1 units (PSYC503, PSYC504, PSYC505 and PSYC506);
2. Enrolment in (or prior completion of) PSYC507 and PSYC516 (co-requisite);
3. **Full compliance with all mandatory documentation requirements for the duration of candidature.**

Students are required to enrol in the PSYC533 placement unit at least 2 months prior to the commencement of the Trimester to ensure that supervision arrangements can be made. Late enrolments may be deemed ineligible to complete the placement unit in that trimester.

If you have a Study Access Plan (SAP), please be aware that the workplace placement section of your SAP applies to PSYC533. Therefore, if you require any accommodations to support your ability to thrive in the placement, please contact the Psychology Placement team via AskUNE at least 1 month prior to commencement of placement to allow necessary accommodations to be discussed and arranged.

### Mandatory Attendance at Intensive Schools

As per the UNE Intensive Schools Policy, failure to attend a unit-based Mandatory Intensive School will result in the student being withdrawn from the unit. If the Intensive School occurs after the census date, the student will be withdrawn without academic penalty (but will still have a HECS liability). As per the [Course Rules](#), **failure of any unit may result in termination of candidature**. See the Schedule section for more information on dates.

### Transferring To and From Part-Time Study

The MProfPsyc may be studied part-time or full-time and students may apply to change their enrolment status during their course of study. Please note the minimum period of candidature for part time study is 2 years (due to unit offerings and prerequisite requirements), and the **maximum period of candidature is 4 years**. **Students must send a written request through AskUNE (see page 2 for details)**. Students will then be notified if they are eligible to change their study load.

### Leave of Absence (suspending candidature)

Students wishing to take a break may apply for a pause in their candidature by completing a [Request for Suspension/Intermission](#). If you are applying for a leave of absence, you may either take time off in trimester blocks (i.e. Trimester 1), or you may apply for one year at a time. Students are permitted to take a maximum of two years absence over the duration of the course.

## Schedule of activities 2025

### How to Access Your Timetable

Principal Dates for all UNE activities in 2025 can be found at the following site: <http://www.une.edu.au/about-une/principal-dates>.

To view the timetable for each unit, and all related Intensive school dates, go to:

- the [Course Handbook](#), click on Course Plans, and then click on each Unit; and
- the myLearn site for each unit.

### 2025 Overview

Trimester 1 commences on 24<sup>th</sup> February and concludes on 23<sup>rd</sup> May 2025. There are 11 teaching weeks with a two week break in the middle, and the intensive school period is held during this two-week break (for T1 units). The intensive school for PSYC507 is held the week prior to the commencement of T2. There is also an orientation intensive school for PSYC533 held two weeks prior to the trimester. A non-mandatory introductory orientation is scheduled on Saturday 15<sup>th</sup> February (9:30am – 12:30pm) for commencing students. Please refer to the [Postgraduate Psychology Community site](#) for further information.

## How to Access Lecture Materials

A detailed timetable describing the topics covered each week as well as the assessment tasks for each unit will be provided within each of the Unit Guides corresponding to each Unit (accessible on the Unit myLearn site). Students should expect Lectures and associated materials to be uploaded to myLearn on the Friday of each week's timetabled classes. Lecturers may endeavour to make these materials and lectures available earlier in the week if possible.

A number of the lectures will involve being asked to engage in role-plays, discussion topics or reflection on discussion boards prior to being given access to the next set of lecture materials. Each student is therefore expected to have completed these tasks prior to the following Friday. Participation in the online activities is required in many of the coursework units. Inadequate engagement with the online activities may result in the student failing the unit.

## Applying for entry into the Master of Psychology (Clinical) - Advanced Entry

The Master of Psychology (Clinical) - Advanced Entry (MPSYAE) is a Level 4 (6th year) professional training course for candidates wishing to practice as a clinical psychologist.

Entry is competitive for limited places. Final offers are based on interview performance, academic record and referee reports. Entry is based on completed MProfPsync. A workshop is held annually (in August) for MProfPsync candidates interested in applying. Applications close 31<sup>st</sup> October.

The program has two interrelated components: coursework (50%) and placements (50%). The aim is to provide an education in the most recent evidence-based theories and methods of practice, and to equip graduates with the skills which are necessary to practice as a clinical psychologist in a variety of settings.

For further information see:

<https://www.une.edu.au/study/courses/master-of-psychology-clinical-advanced-entry>.

## Facilities

### Student Support

The University is committed to providing all students with a high-quality learning experience. Effective support services are available to assist you throughout the course of your studies. These services include information on academic, administrative, financial, IT, personal and resource needs. To access the information relating to these resources, please visit the [Student Services](#) website and follow the links.

Services include (but are not limited to):

- Careers Advice
- Counselling
- Student Access and Inclusion Office (and Study Access Plans)
- Student Grievance Unit

## Library

In addition to the collection in Dixon Library, MProfPsyc students are entitled to four free inter-library loans during their candidature. Psychology also has a well-equipped Test Library and a collection of books, treatment manuals and DVDs located in the Clinic and on campus at the Warwick Oliphert Memorial Psychology Test Library. The test library is located in the basement of Psychology building S006. To enquire about access please email [psych-test@une.edu.au](mailto:psych-test@une.edu.au).

# Assistance for Master of Professional Psychology Students

## Technical assistance

Technical support is available in the first instance from the IT Service Desk, which can be contacted in the following ways:

**Telephone:** +61 (2) 6773 5000 or toll-free 1800 763 040

**Email:** [servicedesk@une.edu.au](mailto:servicedesk@une.edu.au)

**In person:** Dixon Library Service Desk, Ground floor Dixon Library (C31)

## Funding support

### All students

- Students in MProfPsyc may be eligible for [Youth Allowance](#), [Austudy](#) or [Abstudy](#).
- The [Tertiary Health Study Subsidy Program](#) offers up to \$12,000 in scholarships.
- Visit [Scholarships, Prizes and Awards](#) on the UNE website for more helpful resources.

### Aboriginal and Torres Strait Islander students

- The [Indigenous Postgraduate Professional Psychology Scholarship](#) provides funding up to \$15,000 per year.
- [ATSIPP Indigenous Student Conference Attendance Award](#) provides up to \$1200 to attend the Annual APS Conference. The purpose of this award is to provide Indigenous students with a positive experience of the psychology profession through a conference format.
- [Puggy Hunter Memorial Scholarship](#)
- [Australian Psychological Society Bendi Lango Bursary](#)
- [Various other scholarships at UNE](#)

For more information contact [Oorala Aboriginal Centre](#) on 02 6773 3034 or free call 1800 622 384.

# Policies Relating to the Master of Professional Psychology

## Enrolment

Pursuant to UNE's [Admission, Credit, and Enrolment Policy](#), students are responsible for their own enrolment into units via myUNE. Please note that when enrolling students must:

- a) understand the requirements of the course;
- b) comply with [Course Rules](#);
- c) enrol within the timeframes outlined in UNE's [Principal Dates](#);
- d) be aware of course progression requirements; and
- e) monitor progression to ensure the requirements of the course are met.

Withdrawal from units after census will incur a financial penalty (cost of studying the unit). Withdrawal on or before the last day to withdraw before academic penalty will be recorded as a withdrawn without failure. Withdrawal after the last day to withdraw before academic penalty will be recorded as withdrawn with failure.

**Please note that withdrawal from all units in the first trimester of enrolment will require the student to reapply for admission to the course. Deferrals are not possible for first year students.**

## Mandatory Documentation

Mandatory Documentation is an essential requirement to maintain your candidature and your ability to commence placement. **All mandatory documentation for commencing students is to be submitted via InPlace prior to Trimester 1 Census Day** ([www.une.edu.au/about-une/principal-dates](http://www.une.edu.au/about-une/principal-dates)) as outlined in the [Postgraduate Psychology Community](#) myLearn Site. Students are urged to address these requirements promptly. Students are responsible for ensuring that **mandatory documentation is valid for the duration of candidature**. We advise students to take note of when documentation is approaching expiry to prompt renewal.

If mandatory documentation is not submitted, or if mandatory documentation lapses throughout candidature, students risk losing candidature and may be requested to undertake a **Show Cause** proceeding to demonstrate why they should remain in the course.

**\*\*A Show Cause** is a notice issued to students who are not currently meeting the course progression requirements for their degree, requiring the student to show cause as to why their candidature should not be terminated.

Mandatory documents are as follows:

1. AHPRA Registration (valid for 12 months - renewal each year required)
2. Working with Children Check or your home state equivalent (valid for up to 5 years)
3. National Police Check (valid for up to 5 years)
4. Signed [Confidentiality Agreement](#) (no renewal required)
5. Signed [Student Declaration](#) (2025 updated version must be renewed by continuing students)

### AHPRA Provisional Registration

Students must be provisionally (or fully) registered with the Psychology Board of Australia (PsyBA) for the duration of candidature, including when they are not undertaking placement. The AHPRA provisional registration certificate (or proof of application). Provisional registration must be renewed each year (and a new application is required after two renewals). Students will not be able to commence placement if their registration is not up to date or has not been provided.

**Please note** The AHPRA registration form is outdated. The University will automatically forward a bulk enrolment advice list on your behalf to the registration board once enrolments are finalised. You **do not** need a letter from the education provider (UNE). The enrolment list is usually submitted to AHPRA in mid-January. **Please ignore the request for proof of enrolment from the university.**

### National Police Certificate

Students need to apply online for a National Police Certificate at:

<https://www.afp.gov.au/what-we-do/services/criminal-records/national-police-checks>

A certificate is usually issued within 48 hours (but can take up to 3 weeks).

### Working with Children Check

The State certified clearance to work with children should be carried according to the procedures of the state or territory in which you reside or plan to conduct your internship. The State certified clearance according to each State is outlined below.

#### New South Wales:

The NSW [Working with Children Check](#) is free for students and lasts for a period of 5 years. Apply for the check online then present the receipt along with photo ID (as directed on the online form) at a Roads & Maritime Registry or Service Centre. A letter and/or email advising of the outcome of the check will usually be issued within 10 days.

#### Queensland:

In QLD you need to apply for the QLD Blue Card. There is more information about how to apply for this here: <http://www.bluecard.qld.gov.au/> Once students apply online please email the Placement Team your application/ID number so we can log in and link you to UNE in the Blue Card system. This will assist you to finalise the application.

#### Victoria:

In VIC you need to apply for the Victorian Working with Children Check. There is more information about how to apply here: <http://www.workingwithchildren.vic.gov.au/>

#### South Australia:

In SA you are required to undertake child related employment screening which is conducted by the Department of Human Services. You can find out more about how to apply here: <https://screening.sa.gov.au/screening-process/child-related-employment-screening#childrelatedemployment>. If you are a student who will be completing their placement in SA then please contact the Course Coordinator after enrolment.

**Western Australia:**

In WA you are required to complete a WA working with children check. You can find out more about how to apply here: <https://workingwithchildren.wa.gov.au>

Please note WA has a hardcopy application form that will need to be completed by the student then posted to us for our Placement Officer to add enrolment details and send back to you for processing. Please post these to:

*Tania Robb, Psychology Placement Officer*

*UNE Psychology Clinic*

110 Butler St, Armidale NSW 2350

**Tasmania:**

In Tasmania you are required to complete a working with children registration. You can find out more about how to apply here: <https://www.service.tas.gov.au/services/education-and-skills/working-with-vulnerable-people-including-children/apply-for-registration-to-work-with-vulnerable-people>

**Northern Territory:**

In the NT you are required to have a Working with Children Clearance Notice (Ochre Card). You can find out more about how to apply here: <https://nt.gov.au/emergency/community-safety/apply-for-a-working-with-children-clearance>

**Australian Capital Territory:**

In the ACT you will require the Working with Vulnerable People registration. You can find out more here: <https://www.accesscanberra.act.gov.au/business-and-work/working-with-vulnerable-people>

**Student Declaration**

The Student Declaration is located on the Course Community myLearn site. Within this declaration, students undertake to notify the Course Coordinator and the UNE Placement Coordination Team about injuries or health impairments which may affect their capacity to undertake clinical training and/or which may detrimentally affect their safety or the safety of others within the placement setting as soon as they become aware of these.

**Where a health impairment which potentially impacts upon a student's fitness for practice** is present, the student undertakes to provide a Fitness for Practice Certificate signed by their Medical Practitioner that indicates full clearance to perform duties of placement. Students must comply with guidance from the Australian Health Practitioner Regulation Agency (AHPRA) in relation to any health impairments, including notifying the Psychology Board of Australia of any impairments at first registration or renewal of registration, and if necessary, providing information about how these impairments are managed. A health impairment is defined within the Health Practitioner Regulation National Law (NSW) – Section 5 as a physical or mental impairment, disability, condition or disorder (including substance abuse or dependence), that detrimentally affects or is likely to detrimentally affect a registered health practitioner's capacity to safely practice the profession or a student's capacity to undertake clinical training. Note that these conditions can include chronic medical or physical conditions, or a mental health condition.

**Students must also ensure that they meet the inherent requirements associated with professional psychology programs** (details of inherent requirements can be found [here](#)). The University is committed to working with students to make reasonable adjustments to teaching and learning, assessment, work/clinical placements and



other activities to address the impact of students' disabilities or other factors on their ability to participate in and meet the requirements of their course. When making reasonable adjustments, the University will maintain the inherent academic and other requirements of its courses.

If you are a student with a disability, or if there are other factors that may impact upon your studies and ability to carry out the inherent requirements, you should discuss any concerns with the UNE [Student Access and Inclusion Office](#) in conjunction with the Course Coordinator at the commencement of your candidature in the MProfPsyc. These staff can work collaboratively with you to determine reasonable adjustments to assist you to meet the inherent requirements.

If you have a Study Access Plan (SAP), please be aware that the workplace placement section of your SAP applies to placement units. If you require any accommodations to support your ability to thrive in the placement, please contact the Psychology Placement Coordination team via AskUNE at least one (1) month prior to commencement of placement in order to allow necessary accommodations to be discussed and arranged.

***If it is anticipated that the inherent requirements cannot be met with reasonable adjustments, you will not be prohibited from enrolment, but you may be unable to successfully complete your course.*** For this reason, University staff will provide guidance regarding other study options.

### Confidentiality Agreement

The Confidentiality Agreement is to be read, signed and submitted to Inplace. A copy of this document can be found on the Course Community myLearn site.

During the course of this degree, sensitive and confidential material and issues will be raised. This may include the descriptions of (anonymised) client difficulties within teaching, watching clinical videos and may also relate to fellow students during discussion or reflective exercises. The protection of clients' confidentiality applies to all clinical teaching and related materials, but also applies to discussion, clinical skills training and practice sessions.

## Assignments

### Submission

All written work must be e-submitted via the myLearn site for the relevant unit. All written work must also comply with APA format as detailed in the APA Publication Manual (7<sup>th</sup> edition Professional Style) unless otherwise specified. Typing should be in a 12-point font size throughout, double-spaced and with at least 2.54 cm margins all round. All pages are to be numbered. The word count must be specified on the title page. The word count applies to the text of the assignment and includes all material except the title page and reference section (all in text citations are included in the word count). The School's policies regarding specified word limits can be accessed through myLearn.

### Lecturer contact and enquiries

If students have any queries regarding assignments or any aspect of the Unit content they should post these questions on the myLearn Discussion boards for the Unit. Lecturers will typically be unable to provide feedback to such queries by email.

### Extensions and late submission

Only the Unit Coordinator may grant extensions for an assessment. An application for an **extension must be requested through [AskUNE](#) prior to the due date** and must include supporting documentation (e.g., medical certificate and/or statutory declaration outlining the circumstances leading to the requirements for an extension). Students with a Study Access Plan (SAP) must also apply for extensions through [AskUNE](#) *prior* to the due date and include their SAP as supporting documentation. Automatic extensions are not available to candidates enrolled in postgraduate programs.

Unit Coordinators may grant up to 30 days extension on assessments, however, an extension cannot be granted beyond the end of the examination period. Thereafter, students must apply for a Special Extension of Time (SET) through the Student Centre or [AskUNE](#). Similarly, students seeking extensions longer than 30 days must also apply for a SET. SETs will only be granted in accordance with the [UNE Assessment Policy](#). Please note that applications for extensions of time will be expected to be made with accompanying supporting documentation. Extensions will not be granted due to: (a) the demands of other assignments due on or about the due date or other study-related commitments; (b) failure of computer, Internet, or other Information Communication Technology (ICT) unless publicly documented (ICT failure at the UNE server is treated at a global unit level by the school); or (c) foreseeable work commitments or other foreseeable circumstances.

A Unit Coordinator is under no obligation to accept late work if prior approval for late submission has not been sought and granted before the due date. However, if unapproved late work is accepted, it will be subject to the School's [Assessment Policy](#). Late assignments will attract a penalty of 5% per day (35% per week) which is deducted from the maximum possible assignment mark, with a maximum of 10 days (50%). Thereafter, a late assignment will be recorded as having been received for the purposes of completion but attract a zero mark. Please note that late assignments are likely to be returned with a significantly reduced amount of feedback, and we cannot guarantee that feedback will be received prior to the next assignment being due or examination date. Information about late penalties can be found in UNE's [Assessment Policy](#). No penalty will be applied when an extension has been granted, provided the extended due date is not exceeded.

Please note that the assignments are required to be submitted via the relevant Unit myLearn site by the assignment due date. The timely submission of assignments is the responsibility of the student. Therefore, any assignments which are submitted late due to technological difficulties that the student has encountered will be penalised unless additional extenuating circumstances apply. Students are therefore encouraged to ensure they are fully familiar with the online submission portal prior to the assignment due date and also to allow plenty of time to upload the assignment prior to the deadline for submission.

### Plagiarism and Academic Integrity

Prior to submitting any written work students must read the University's [Student Academic Integrity Policy](#) and complete the [Academic Integrity Module](#) through myLearn prior to submission of Unit assessments.

### Use of Generative Artificial Intelligence (GenAI)

GenAI tools can help you develop your knowledge and skills; however, it is important to use them in appropriate and ethical ways and with academic integrity (see: [The ethics and risks of generative AI in psychology](#) [APS, 2023]). If you use a GenAI tool in your learning or at any stage of the creation, drafting or editing phase of unit assessments, please keep in mind the following:

- Check guidance from Unit Coordinators and assessment instructions for information about the use of GenAI in each unit and each assessment task (i.e., for generating ideas, proof-reading, visualisation, assisting with summarising and improving writing organisation). If GenAI use is not permitted, do NOT use GenAI tools.
- Check any output against other sources of information. GenAI tools may present inaccurate, biased or outdated information, or make up or misrepresent sources. Given these limitations, you need to apply your own knowledge of the subject and your critical thinking skills to assess the GenAI output.
- Ensure that all work submitted is your own – i.e., your own intellectual work.
- Always consider the ethical implications of using GenAI and be mindful of the privacy of your own, and others', information. As a rule, do not give GenAI personal or confidential information.
- Avoid the use of generative AI for making clinical diagnoses, writing patient notes, and developing treatment plans - this violates privacy laws, informed consent requirements, and could lead to incorrect clinical decisions.
- Be aware that GenAI has significant cultural biases - its knowledge base is predominantly Western and English-language based, which makes it potentially inappropriate for developing treatment approaches, specifically for culturally diverse clients.
- When considering AI tools in practice, always apply critical thinking and clinical reasoning skills first - evaluate any AI-generated suggestions carefully before implementing them with clients.
- If using AI as a therapy tool (e.g., for role-playing or explaining concepts), always:
  - Educate "clients" about AI's limitations beforehand
  - Get proper informed consent
  - Have a plan for managing potential negative reactions
  - Maintain confidentiality standards
- Like any source, cite any output from GenAI in your assessment (and in the reference list) following the referencing requirements of the unit. It is important to acknowledge/cite the work of others in your assignment (see: [How to cite ChatGPT](#)).
- ***If you use GenAI, please keep a record of your interaction with the AI tool (download the timestamped chat history) and attach it to your assessment in the Appendix (not to be included in word counts). You should keep drafts of your assessment before and after AI use in case you are asked to show them.***
- If your unit encourages you to use a Cogniti teacher's agent (GenAI), please use it only as directed in the instructions for the same, through myLearn.

### Inappropriate use of GenAI

- Using GenAI when your unit coordinator has explicitly stated that it is NOT permitted.
- Plagiarising from a GenAI tool (i.e., copying and pasting large chunks of information into your assessment). Please note that UNE's AI detection tools will pick up on this and notify markers.
- Sharing confidential client information with GenAI without appropriate consents in place.
- Not acknowledging or citing the use of GenAI.
- Not checking the accuracy of information provided by GenAI.
- The misuse of GenAI may amount to academic misconduct.

### Australian Psychological Society Membership

The Australian Psychological Society (APS) does not generally permit the reproduction of publications including the APS Code of Ethics, APS Ethical Guidelines, Evidence-based Psychological Interventions, and other APS resources. As such, students are encouraged to join the APS to gain access to these publications and a variety of other benefits of membership. Students enrolled in an APAC-accredited psychology program may be eligible for free membership as a student subscriber.

To become a member, visit <https://psychology.org.au/become-a-member/types-of-membership>

## Credit (Advanced Standing) for Previous Experience

### Coursework

Students may be eligible for credit for coursework already completed that is directly equivalent to coursework in the current program and has been completed in an APAC accredited program at *pass* level within the preceding five years. Students who wish to apply for advanced standing should do so through AskUNE. Further information about applying for advanced standing can be found at <https://www.une.edu.au/study/applying-to-une/transfer-and-advanced-standing>.

### PSYC516 (Applied Clinical Research) and PSYC533 (Psychology Practice Placement)

As specified in the [Course Rules](#), credit cannot be granted for any previous work or research experience completed prior to entry in the course.

## Feedback

### Course Evaluation

Student evaluation of the Master of Professional Psychology will be carried out in two ways: (a) UNE Student Evaluations of Teaching of coursework units, which is undertaken via online survey by the Corporate Intelligence Unit; and (b) online survey asking for feedback on the program as a whole as needed. Student evaluation of the program is an important source of information and is the main vehicle for improving the program in the future. Student feedback to Unit Coordinators, the Course Coordinator or the Director of the Clinical Psychology Program, is welcome at any stage. Any complaints about a unit should be directed to the Unit Coordinator in the first instance.

### Course Advisory Board Meeting

The program has a Course Advisory Board Meeting (CAB) which meets twice yearly (dates vary but held in approximately May and October each year). The CAB provides advice to the program staff. The CAB consists of staff, student representatives from each of the Postgraduate Professional Psychology programs, local professionals and members of related organisations.

## Documentation of Training

Electronic copies of documentation relating to each student's training will be kept on file for at least 10 years following course completion. File documents will include (but are not limited to):

- Application for candidature
- Letters of offer and acceptance
- Curriculum Vitae
- Provisional Registration certificate
- Letters of Clearance (National Police Certificate and Working with Children Check)
- Letters to scholarship funding bodies confirming enrolment

- Confidentiality agreement
- Student Declaration
- All placement Supervision Forms and mid- and final placement evaluation forms
- Logbook of placement experience
- Correspondence relating to progression and activity within the Program
- Letters to the Australian Health Practitioner Regulation Agency (AHPRA) with reference to Provisional Registration with the Psychology Board of Australia (PsyBA) and course completion

### Internet Access and Email Communication

Students completing the Master of Professional Psychology are required to have internet access throughout their period of enrolment **and to regularly (at least weekly) check their UNE email account and myLearn. All communications from the University will come via myLearn and/or your student email**, failure to check may mean that you miss important information and announcements. All teaching units will be delivered online via the learning management system myLearn. Each unit will also involve engaging in skills practice and discussion via message boards and video link. Students are therefore required to have access to a computer capable of sending and receiving emails, accessing the internet and watching videos online. Students are reminded of the following understanding and signed declaration made as a condition of candidature in the program:

*The University will communicate with me electronically (unless due to extenuating circumstances alternate communication arrangements have been approved by the University) and it is my responsibility to regularly check my UNE email account and that I am required to have access to a computer capable of sending and receiving email, accessing the Internet, playing CDRoms and interacting with Learning Management Systems.*

Students are also encouraged to read the University's [Communication Procedures](#).

### Professional Behaviour and Expectations

Students must behave in accordance with the Australian Psychological Society (APS) Code of Ethics and the [UNE Student Behavioural Conduct Rules](#). As the aim of the Master of Professional Psychology is to prepare students for work in the field, professional conduct and respectful behaviour is required at all times. In accordance with the APAC accreditation standards, students will not be permitted to continue in or graduate from the program if professionalism has not been demonstrated. To assist students to meet the requirements of professionalism, conduct will be monitored throughout the period of candidature. Reports of breaches of ethical conduct or behavioural misconduct will be managed according to the University's rules and guidelines.

It is a course requirement that all students hold either Provisional Registration or General Registration as a Psychologist with the Psychology Board of Australia. As such, students must comply with the Health Practitioner Regulation National Law as a "registered health practitioner", including the mandatory notification provisions within Section 140 of the National Law in relation to notifiable conduct. For further information please refer to the guidance provided by the Psychology Board of Australia:

<https://www.psychologyboard.gov.au/Standards-and-Guidelines/Codes-Guidelines-Policies/Guidelines-for-mandatory-notifications.aspx>).

## Withdrawal of Candidature and Mechanism for Appeal

As stated in the Master of Professional Psychology Course Rules:

- Candidates may have their candidature terminated on the grounds of unsatisfactory progress or unprofessional or unethical conduct
- Unprofessional or unethical conduct shall be determined with reference to the **Australian Psychological Society Code of Ethics**, the UNE [General Rules](#) and the UNE [Student Academic Integrity Policy](#).
- Failure in any unit shall result in termination of candidature. Failure of an assessment item will result in failure of a unit.
- Before a candidate has his/her candidature terminated, he/she shall be given opportunity to show cause why such action should not be taken.
- Students whose candidature has been withdrawn may appeal in accordance with the relevant UNE policy.

## Balancing Paid Employment with Study

The MProfPsyc involves the completion of a number of academic assignments and, when undertaken full-time, its completion is expected to require the hours associated with full-time employment (students are expected to spend a **minimum** of 150 hours on each *6-credit* point unit). It is therefore recommended that full-time students limit their paid employment to a maximum of 10 hours per week.

## Course Completion

Once your grade for your final unit has been released, the Placement Coordination Team will send confirmation to AHPRA that you have satisfied course requirements. Please note that this is a multi-step process and can take more than 4 weeks.

To expedite the application process, we would encourage students to lodge the required documentation up to 3 months prior to course completion.

See detailed requirements and information on the following link:

<https://www.ahpra.gov.au/Registration/Graduate-Applications.aspx>

Provision of your full academic transcript (when available) will also assist in the process.