Course Manual 2025

Master of Psychology (Clinical)
Rule A: MPsych(Clin) / PhD(ClinPsych)

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

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Letter from the Director

Welcome to the UNE Clinical Psychology Program, 2025

Congratulations on achieving this important milestone on your pathway to becoming a Registered Clinical Psychologist and fulfilling such a vital role in our communities. Rural and remote psychology provides an incredible and enriched experience of diversity in our work, and UNE is anchored in time and space to support your development and growth in the profession. 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. All courses are fully accredited with the Australian Psychology Accreditation Council (APAC) and approved by the National body Psychology Board of Australia (PsyBA).

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, which involves a formative on-campus component complimented by off-campus and distance education learning. Our aim is to be relevant to local communities by focusing on rural practice, serving them through our Clinic, and training quality practitioners.

The Clinical Psychology courses have three interrelated components: coursework, practicum, and applied research skills. This manual has been compiled as an overview and reference guide to these components, and the requirements and rules of the UNE Postgraduate Clinical Psychology Program. I trust it will provide a roadmap for what lies ahead.

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

Dr Amanda Jefferys
Acting Director of the Clinical Psychology Program
January 2025

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 Clinical Psychology Program at the University of New England

This Course Manual describes the Clinical Psychology Program at the University of New England (UNE). There are two clinical psychology degrees offered within the School of Psychology, which share some overlapping content. One is the Master of Psychology (Clinical) degree [MPsych(Clin)] which prepares students for entry into the profession of clinical psychology. The other is the Doctor of Philosophy (Clinical Psychology) degree [PhD(ClinPsych)] which combines the MPsych(Clin) content with a traditional PhD degree.

The MPsych(Clin) is the standard professional training course for candidates who want to practice as a clinical psychologist. The PhD(ClinPsych) degree is for candidates who wish to combine clinical practice with high-level research that can lead to a career in research or teaching. Both degrees meet the accreditation standards of the Australian Psychology Accreditation Council (APAC), the Psychology Board of Australia (PsyBA) and the Australian Psychological Society (APS) College of Clinical Psychologists. Completion of either degree, and subsequent supervised registrar training satisfies the requirements for endorsement as a Clinical Psychologist with the PsyBA.

The MPsych(Clin) degree is normally completed in two years of full-time (FT) study or up to six years of part-time (PT) study. **All students must enroll as FT on-campus for the first year** of study and thereafter as off-campus students. The PhD(ClinPsych) program comprises of requirements normally completed in four years of FT study. The first year of the PhD(ClinPsych) degree is identical to the MPsych(Clin) degree.

The Clinical Psychology Program at UNE is based on 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 program has three interrelated components: coursework (60%), placements (35%), and research (5%). The objective of these components is to provide graduates with the knowledge and skills necessary for the practice of clinical psychology. 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. Attention is drawn to the Australian Psychology Accreditation Council (APAC) website for the most recently approved [accreditation standards](#).

Staff Associated with the Clinical 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

	Dr Amanda Jefferys Acting Director of the Clinical Psychology Program Clinical Psychology and MPSYAE Course Coordinator Senior Lecturer in Clinical Psychology Phone: +61 2 6773 4047 Email: Amanda.Jefferys@une.edu.au
	Dr Hayley Farrell Course Coordinator, Professional Psychology Program Lecturer in Clinical Psychology Phone: +61 2 6773 2929 Email: Hayley.Farrell@une.edu.au
	Dr Warren Bartik Associate Professor in Clinical Psychology Phone: +61 2 6773 3743 Email: wbartik@une.edu.au
	Dr Amy Lykins Professor in Clinical Psychology Phone: +61 2 6773 5014 Email: alykins@une.edu.au

	Dr Cassandra Sundaraja Senior Lecturer in Clinical Psychology Phone: +61 2 6773 5165 Email: csundar2@une.edu.au
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	Ms Henri Dohnt Lecturer in Clinical Psychology Telephone +61 2 6773 3012 Email: hdohnt@une.edu.au
	Dr Tom Janovsky Lecturer in Clinical Psychology Email: tjanovs3@une.edu.au

Placement Coordination Team

	Dr Daiva Newby Director, UNE Psychology Clinic Phone: +61 2 6773 1296 Email: daiva.newby@une.edu.au
	Ms Alice Hone Clinical Psychology Placement Supervisor, UNE Psychology Clinic Email: ahone3@une.edu.au
	Ms Anna Helder Clinical Psychology Placement Supervisor, UNE Psychology Clinic Email: ahelder@une.edu.au
	Dr Justine Evans Clinical Psychology Placement Supervisor UNE Psychology Clinic Email: jevans66@une.edu.au
	Dr Kath Boekamp Clinical Psychology Placement Supervisor UNE Psychology Clinic Email: kboekam2@une.edu.au

Administrative staff

	Ms Erin Rodgers Practice Manager, UNE Psychology Clinic Phone: +61 2 6773 5462 Email: elove3@une.edu.au Clinic Phone: (02) 6773 2545 Clinic E-mail: psychology.clinic@une.edu.au
	Tania Robb Clinical Placement Officer Phone: +61 2 6773 3680 Email: psych-placements@une.edu.au Clinic Phone: (02) 6773 2545
	Ava Leonard Professional Psychology Programs Coordinator Phone: 02 6773 3378 Email: psych-aa@une.edu.au
	School of Psychology – Administration Team Shannan Marshall and Emily Waldron School of Psychology Faculty of Medicine and Health **Phone:** +61 2 6773 5031 **Email:** psych-aa@une.edu.au

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

Course Information

Overview of MPsych(Clin) Degree

The University regulations pertaining to the MPsych(Clin) appear in the UNE Course Handbook.

The practicum units (PSYC513, PSYC534, & PSYC535) are assessed as satisfied requirements or 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 units. This is a condition of accreditation by the Australian Psychology Accreditation Council.

The MPsych(Clin) involves successful completion of the following 96 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 **Course Plans** section of the Course Handbook for more information on first and second year units. Click on the unit to view the required textbooks (if applicable), and other unit information.

Details of all unit requirements are also provided on the relevant myLearn site.

First Year Skills Practice and Peer Learning

First Year students may engage in peer learning sessions in Trimester 1: 1:30 – 4:30 pm Wednesdays via Zoom. These sessions will involve engaging in prescribed skills practice, viewing DVDs, podcasts, webinars or lectures on topics that supplement the Year 1 lectures. Students will view the materials then engage in a discussion of questions provided by course instructors. These sessions will enhance knowledge and promote skills for lifelong active learning through peer discussion and consultation. Some direction and sessions may be led by Course Academics.

Practicum

The practicum component of the Clinical Psychology Program aims to integrate and link clinical practice with the knowledge base gained from the coursework and applied research components. The practicum requirements are identical for the MPsych(Clin) and the PhD(ClinPsych) and are composed of a period of initial skills training in the UNE Psychology Clinic (Placement 1 – PSYC513) followed by two external clinical placements (PSYC534 and PSYC535). There may be some capacity for one or two students to undertake PSYC534 also in the UNE Psychology Clinic in T1 of Year 2 working with children and adolescents.

ALL communication regarding Placements is to be submitted to the UNE PSYCHOLOGY PLACEMENT COORDINATION TEAM via AskUNE, see *How to Contact Us* section for instructions.

A Placements Manual will be distributed that includes further information on placements. It is important that you read this manual in full.

Transferring from the MPsych(Clin) to the PhD(ClinPsych)

Students wishing to transfer from the MPsych(Clin) to the PhD(ClinPsych) degree must submit, in writing, a request for change of enrolment to the Director of the Clinical Psychology Program after completion all of the First Year of the MPsych(Clin) units. An EOI will be sent out during February each year for those interested to respond. Permission to transfer will be granted to students who: (1) achieve an average grade of Distinction or above for the First Year coursework units; (2) successfully complete PSYC513; (3) have the support of a research supervisor to develop a PhD research proposal; and (4) proceed to develop a research proposal that is accepted by the Clinical Psychology Higher Degree Research Panel. Following approval, students will have to apply for candidature in the PhD via Research Services.

The Clinical Psychology Higher Degree Research Panel will consist of the student's supervisor, two members of the clinical psychology teaching staff, and the Director of the Clinical Psychology Program. If a member of this panel is not available to provide a timely assessment of the proposal, their place may be taken by another member of the clinical psychology teaching team. The student will need to submit their extended research proposal to this panel to gain final approval to proceed to enrol in the PhD. This will typically take place early in the second year of study.

All information pertaining to Higher Degree Research at UNE can be found at the following site: https://www.une.edu.au/research/hdr.

Overview of the PhD (ClinPsych) Degree

The University regulations pertaining to the PhD(ClinPsych) degree appear in the UNE Course Handbook. The PhD(ClinPsych) involves successful completion of the following 192 credit points of study:

First Year – Full-time			
Unit Number	**Unit Name**	**Offering**	**Credit Points**
PSYC503	Adult Psychological Disorders	T1, Intensive School and online	6
PSYC504	Psychological Interventions with Adults	T1, Intensive School and online	6
PSYC505	Clinical Psychological Assessment	T1, Intensive School and online	6
PSYC506	Counselling Skills and Professional Practice	T1, Intensive School and online	6
PSYC507	Clinical Child and Adolescent Psychology	T2, Intensive School and online	6
PSYC516	Applied Clinical Research	T2, Intensive School and online	6
PSYC513	Clinical Psychology Placement I	T2, Internal UNE Clinic **compulsory**	12
Second Year – Full-time			
Unit Number	**Unit Name**	**Offering**	**Credit Points**
	PhD Thesis	Year Long	36
PSYC526	Advanced Topics in Clinical Psychology	T1, Intensive School and online	6
PSYC528	Advanced Assessment and Intervention (I) - Adults	T1, Intensive School and online.	6
	Confirmation of Candidature	By end T2	Hurdle Requirement
Third Year – Full-time			
Unit Number	**Unit Name**	**Offering**	**Credit Points**
	PhD Thesis	Year Long	30
PSYC534	Clinical Psychology Placement II	T1, External	12
PSYC529	Advanced Assessment and Intervention (II) - Children and Adolescents.	T2, Intensive School and online	6

Fourth Year – Full-time			
Unit Number	**Unit Name**	**Offering**	**Credit Points**
	PhD Thesis	Year Long	30
PSYC535	Clinical Psychology Placement III	T1, External	12
PSYC525	Health Psychology, Rehabilitation and Older Adults	T2, Intensive School and online	6

Award of the PhD(ClinPsych) degree is contingent upon satisfactory completion of all PSYC500 units and the thesis. All coursework units are graded. The practicum units (PSYC513, PSYC534, & PSYC535) are assessed as satisfied requirements or fail. The degree is not graded. On successful completion of the PhD(ClinPsych) graduates are eligible for General Registration as a Psychologist with the Psychology Board of Australia. On successful completion of an 18-month registrar program, graduates are eligible for Area of Practice Endorsement in Clinical Psychology.

PhD Progression

To pass from Year 1 to Year 2 of the PhD (ClinPsych) students must pass all units and receive a grade of Distinction or above for the coursework components of study. To pass from Year 2 to Year 3, students must receive a Distinction grade for PSYC526 and PSYC528 and must successfully complete their Confirmation of Candidature in the PhD. To pass from Year 3 to Year 4, students must receive a Distinction grade for PSYC529. Students must receive a Distinction grade for PSYC525 in Year 4.

PhD Thesis in Second Year

PhD(ClinPsych) students commence a three-year program of research in the second year of study. This work will proceed in accordance with UNE's Higher Degree Research (HDR) policies.

The requirements for the PhD(ClinPsych) thesis are the same as for a PhD degree, except that the research is to have direct relevance to the field of clinical psychology. Further, the thesis report (or publications) must make a significant, substantial and original contribution to knowledge.

Transferring To and From Part-Time Study

All part-time students are considered half time (i.e., students are not permitted to enrol on any other proportional basis). Students can apply in writing to the Director of the Clinical Psychology Program to change their enrolment from full-time to part-time (or later, from part-time to full-time) **from the Second Year of study only**. Part-time enrolment is determined on an individual basis in consultation with the Director of the Clinical Psychology Program. Part-time students **must** gain the approval of the Director of Clinical Psychology Program for the proposed scheduling of units. Further, part-time students will be expected to make continuous progress on their research throughout their enrolment (i.e., they will be required to submit six-monthly progress reports that are generated from the Higher Degree Research (HDR) Unit). To make a request, see *How to Contact Us* section for instructions.

Balancing Paid Employment with Study

The Master of Psychology (Clinical) **must be studied full-time in Year 1**. The full-time study load equates to a minimum of 37 hours per week. Students are therefore advised to limit paid employment to a maximum of 10 hours per week. Full-time students who are provided with a Research Training Scheme place in the PhD(ClinPsych) degree, have an ethical obligation to engage in study activities for a minimum of 37 hours per week during periods of enrolment and

to limit paid employment to a maximum of 10 hours per week. Funding bodies require the Director of the Clinical Psychology Program to provide an annual statement of recipients' enrolment status. For this purpose, an annual declaration of casual hours worked during T1 and T2 is to be provided to the Director upon request. If students wish to exceed the 10-hour per week limit (including doing casual work at UNE) then permission, with justification, is to be sought in writing from the Director of the Clinical Psychology Program. Submit requests via AskUNE.

If this request is approved and you are a provisional psychologist who is intending to work (paid or voluntary) in a psychology role whilst undertaking the course, you also need to abide by AHPRA's Working in Addition to Placement Policy. These students will need to then fill out the AWOP-76 form, available on the AHPRA website.

Schedule

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.

Lectures and Peer Learning Sessions

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.

Lectures and peer learning sessions will primarily be held from Monday to Wednesday in online format. Lecture content will often be live viewing and uploaded later that day for additional viewing.

Policies Relating to the Clinical Psychology Program

Mandatory Attendance at Intensive Schools

Attendance at all lectures and Intensive Schools is **mandatory**. If a student cannot attend a lecture due to illness, then s/he should advise the Unit Coordinator by telephone or email and provide a medical certificate to the Director of the Clinical Psychology Program. As per the University's policy regarding Mandatory Intensive Schools, failure to attend the entire Intensive School for a given unit 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 shall result in termination of candidature.**

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) 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 by this time, 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 requirement for their degree.

Mandatory documents are as follows:

1. AHPRA Provisional Registration (renew each year)
2. National Police Check (valid for up to 5 years)
3. Working with Children Check or your home state equivalent (valid for up to 5 years)
4. Signed Confidentiality Agreement (no renewal required)
5. Signed Student Declaration (no renewal required)

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 <u>new</u> 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

All students are required to complete the NSW Working with Children Check. The WWCC 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.

The above checks (and registration) need to be attended to promptly upon commencement of the course.

If completing a placement outside of NSW you will be required to complete an equivalent check as described below.

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 can be read, signed and submitted online and on campus students. A copy of this document can be found on the Course Community myLearn site.

Within this declaration, students undertake to notify the Director of the Clinical Program 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 practise 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 Director of the Clinical Program at the commencement of your candidature in the MPsych(Clin). 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 online and on campus students. A copy of this document can be found on the Course Community myLearn site.

Sensitive and confidential issues will be raised during this degree including anonymised descriptions of clients, clinical videos, and information from fellow students during skills training or reflection exercises. It is important that all this information is kept confidential.

Assignments

Submission

All written work should 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 (7th edition Professional Style). 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 references. 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 of submission** and must include supporting documentation (e.g., a 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 via AskUNE. Extensions will only be granted in accordance with the UNE Assessment Policy. Please note that applications for extensions of time must 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 subject to a late penalty.

Late assignments will attract a penalty of 5% per day 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. Information about late penalties can be found in clause (18) of the University'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 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 and Integrity Policy and students are required to 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 is 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:
    - ο Educate "clients" about AI's limitations beforehand
    - ο Get proper informed consent
    - ο Have a plan for managing potential negative reactions

- o   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 given credit for coursework that is **directly equivalent** in Level to coursework in a specific Unit 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.

Practicum

No credit will be given for any previous placement, clinical or work experiences.

Research (PhD ClinPsych)

No credit will be given for any previous higher degree research experience, as the research component is integrated into the total program and has a specific focus on research in the area of clinical 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.

Feedback

Course Evaluation

Student evaluation of the Clinical Psychology Program 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) evaluation of placement experiences, which is described later in this Manual and in the Placement Handbook. Student evaluation of the program is considered an important source of information and is the main vehicle for improving the program. Student feedback to Unit Coordinators, 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

The program has a Course Advisory Board (CAB) that meets twice yearly, in approximately May and October. The CAB provides advice to the program staff. The CAB consists of staff, student representatives from each year, local professionals, members of related organisations, and external field supervisors.

Documentation of Training

Electronic copies of documentation relating to each student's training will be kept on file for 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

- Adult Vaccination Record showing completed specified immunisations
- All placement Supervision Forms and mid- and end-placement evaluation forms
- Log Book of placement experience
- For PhD (ClinPsych) research proposal and approval to proceed
    - Approved ethics application and notification
    - Research progress report at 6-month intervals
- Correspondence relating to progression and activity within the Program
- Information provided 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 MPsych(Clin) and PhD(ClinPsych) degrees are required to have internet access throughout their period of enrolment and to **regularly 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. Students will not be granted any extensions or special consideration due to failure to be aware of any key course information posted on unit myLearn sites or sent via UNE email, such as teaching-related information or assignment due dates.

Professional Behaviour and Expectations

Students must behave in accordance with the Australian Psychological Society Code of Ethics and the UNE Student Behavioural Misconduct Rules. As the aim of the Clinical Program 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, to enable them to complete the practicum element of the program. 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).

Confidentiality

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 and clinical videos, or matters relating to fellow students during discussion or reflective exercises. The protection of clients' or peers' confidentiality applies to all clinical teaching and related materials, as well as discussion, clinical skills training and practice sessions.

Withdrawal of Candidature and Mechanism for Appeal

A student's candidature in the Clinical Psychology Program will be withdrawn under the following circumstances:

- Receipt of a Fail grade in any unit of study: coursework, research or practicum
- Refusal to accept, or withdrawal from, an allocated placement.

Students whose candidature has been withdrawn may appeal in accordance with the relevant UNE policy.

Leave During the Clinical Program

Students are advised that it is not permissible to take vacation leave during Trimesters 1 (T1) or 2 (T2) in either year of the MPsych(Clin) program. In the first year, an extensive break is scheduled from December to the end of the second week of February. During this time students should take a vacation. Other breaks from lectures, such as the Intensive School period and Easter in T1 of the first year, are needed for the completion of assessment tasks. If a student requires leave for unforeseen personal circumstances, this needs to be negotiated with and approved by the Director of the Clinical Psychology Program. Justification for the leave may need to be supported by a medical certificate or a statutory declaration. Submit requests via AskUNE.

Facilities

Office space

During the first year of the program, while enrolled in on-campus work, students will be accommodated in shared office space (Masters Room) in the Psychology "Howie" Building.

To request access, email psych-aa@une.edu.au

In your email request, specify the **start and end dates** in which you will require access.

I.e. if you are only coming to campus for an Intensive, give the first and last day of the Intensive. If you are requiring access for a full year/s, specify start and end date accordingly. Note that your access will be terminated on the end date specified.

Desk space

First year students will as cited each have access to a desk in the shared office (Masters Room) in the Psychology "Howie" building. Students attending for a Second-Year placement in the Clinic will have a shared office in the Tablelands Clinical School building with after-hours access to the 3rd Floor. Students who transfer to the PhD(ClinPsych) will be allocated a shared office with other postgraduate research students in the Howie Wing.

Computers

The School provides access to computers and computer-related facilities for on-campus postgraduate students. Computers for First Year MPsych(Clin) and PhD(ClinPsych) students are located within the designated office spaces. Internet access and a range of statistical packages are available on these computers. Second Year students on placement in the Clinic have access to computers in that building. Students enrolled in off-campus units may visit the

University and have access to computers during business hours in the Psychology PC Lab when classes are not in progress. Computers are also available in Dixon Library and the Postgraduate Centre.

Telephones

Telephones are located in the Psychology Clinic and can be used to arrange client appointments and others matters related to client contact.

Library

In addition to the collection in Dixon Library, MPsych(Clin) 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.

Assistance for Clinical Psychology Students

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 Support Team 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

Technical

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

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

Methodological and Statistical

Specialist advice can be sought from several staff members in Psychology. There is also a range of statistical software on PCs (MS Windows), Macintosh, and mainframe computers.

Funding support

All students

- Students in the MPsych(Clin) may be eligible for Youth Allowance, Austudy or Abstudy.
- The Tertiary Health Study Subsidy Program offers up to $12,000 in scholarships.
- The Award for Excellence in PhD Thesis: an award of $1000 is offered by the Australian Psychological Society (APS) to encourage and reward outstanding research in psychology.
- APS College of Clinical Psychologists Students Prize: This prize is awarded to a final-year postgraduate clinical psychology student who demonstrates high levels of clinical skill and the ability to design and conduct clinically relevant research. Self-nominations for the UNE recipient are called for in December. The name of the successful nominee is placed on the Honour Board outside of the Paul Barratt Lecture Theatre.
- Under the Australian Research Training Program (RTP) Australian students transferring to the PhD(ClinPsych) after completion of the first year of the MPsych(Clin) receive exemption from fees for second to fourth years**.**
- 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 freecall 1800 622 384.

Course Completion

Once your grade for your final unit has been released, please advise the Placement Coordination Team via AskUNE. The Placement Coordination Team (in conjunction with the Course Coordinator and University Enrolments and Progression team) will check that students have satisfied course requirements. The Placement Coordination Team can then send confirmation to AHPRA that you have satisfied course requirements so that you may finalise registration and progress to the registrar program. 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.