

Course Manual 2025



Master of Psychology (Clinical) Advanced Entry MPSYAE

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 Master of Psychology (Clinical) – Advanced Entry, 2025

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 our courses are fully accredited with the Australian Psychology Accreditation Council (APAC). The Master of Psychology (Clinical) – Advanced Entry is offered for the first time in 2025, and we are delighted to welcome you to the program.

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 formative, intensive online training. This is complimented by optional on-campus workshops to target your learning. Our aim is to be relevant to local rural, regional and remote communities by focusing on rural practice, serving them through our Clinic operations, and training high quality practitioners.

The Clinical Psychology courses have 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 UNE Postgraduate Clinical Psychology Advanced Entry 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

This Course Manual describes the Master of Psychology (Clinical) - Advanced Entry Program at the University of New England (UNE). There are three accredited professional psychology degrees offered within the School of Psychology:

- 1) the Master of Professional Psychology (MPP) is a Level 3 (5th year) program;
- 2) the Master of Psychology (Clinical), which constitutes a packaged Level 3 and 4 (5th and 6th year) program and this program; and
- 3) the Master of Psychology (Clinical) Advanced Entry (MPSYAE). The MPSYAE is a Level 4 (6th year) program which prepares students for entry into the profession of clinical psychology and constitutes the Level 4 training as a Clinical Psychologist.

The MPSYAE is the standard professional training course for candidates who want to practice as a clinical psychologist and have previously completed an accredited Level 3 Master of Professional Psychology program. The 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 the MPSYAE, and subsequent supervised registrar training satisfies the requirements for endorsement as a Clinical Psychologist with the PsyBA.

The MPSYAE degree is normally completed in one year of full-time (FT) study or up to four years of part-time (PT) study. 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 two interrelated components: coursework (50%) and placements (50%). The objective of these components is to provide graduates with the knowledge and necessary skills 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 Master of Psychology (Clinical) - Advanced Entry

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

	<p>Dr Cassandra Sundaraja Senior Lecturer in Clinical Psychology</p> <p>Phone: +61 2 6773 5165 Email: csundar2@une.edu.au</p>
	<p>Dr Ryan Davies Lecturer in Clinical Psychology</p> <p>Email: rdavie36@une.edu.au</p>
	<p>Dr James Brown Lecturer in Clinical Psychology</p> <p>Telephone +61 2 6773 4511 Email: jbrow258@une.edu.au</p>
	<p>Ms Henri Dohnt Lecturer in Clinical Psychology</p> <p>Telephone +61 2 6773 3012 Email: hdohnt@une.edu.au</p>
	<p>Dr Tom Janovsky Lecturer in Clinical Psychology</p> <p>Email: tjanovs3@une.edu.au</p>

Placement Coordination Team

	<p>Dr Daiva Newby Director, UNE Psychology Clinic</p> <p>Phone: +61 2 6773 4047 Email: daiva.newby@une.edu.au</p>
	<p>Ms Alice Hone Clinical Psychology Placement Supervisor, UNE Psychology Clinic</p> <p>Email: ahone3@une.edu.au</p>
	<p>Ms Anna Helder Clinical Psychology Placement Supervisor, UNE Psychology Clinic</p> <p>Email: ahelder@une.edu.au</p>
	<p>Dr Justine Evans Clinical Psychology Placement Supervisor UNE Psychology Clinic</p> <p>Email: jevans66@une.edu.au</p>
	<p>Dr Kath Boekamp Clinical Psychology Placement Supervisor UNE Psychology Clinic</p> <p>Email: kboekam2@une.edu.au</p>

Administrative staff

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

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 MPSYAE Degree

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

All coursework units (PSYC525, PSYC526, PSYC528 & PSYC529) are graded. The practicum units (PSYC534 & PSYC535) are assessed as satisfied requirements or fail. 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 MPSYAE 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 Course Plan section of the Course Handbook](#) for more information on 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.

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.

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.

Classes 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.

Practicum

The practicum component of the Master of Psychology (Clinical) – Advanced Entry aims to integrate and link clinical practice with the knowledge base gained post your completion of the coursework and applied research components.

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 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). 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 such that placement units are factored to support the learning from units previously covered**. Further, part-time students will be expected to make continuous progress throughout their enrolment. To make a request, see *How to Contact Us* section for instructions.

See [the Course Plan section of the Course Handbook](#) for full time and part time study sequencing.

Balancing Paid Employment with Study

A 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. 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 on 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.

Policies Relating to the Master of Psychology (Clinical) – Advanced Entry

Mandatory Attendance at Intensive Schools

Attendance at online Intensive Schools is **mandatory**. 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 is necessary to commence placements. **All mandatory documentation is to be submitted via InPlace prior to Trimester 1 Census Day (www.une.edu.au/about-une/principal-dates) or prior to Placement Commencement (whichever comes first)**, thus 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. All mandatory documentation is to be submitted to the Placement Coordination Team via [InPlace](#) as outlined on the Postgraduate Psychology Community [myLearn](#) site.

If mandatory documentation is not submitted by this time, or if mandatory documentation lapses throughout candidature, students risk losing candidature and may be required to **Show Cause** 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, requiring the student to show cause as to why their candidature should not be terminated.

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 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

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 be 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 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 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.

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 or full 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
- Correspondence relating to progression and activity within the Program
- Information provided to the Australian Health Practitioner Regulation Agency (AHPRA) with reference to Registration with the Psychology Board of Australia (PsyBA) and course completion

Internet Access and Email Communication

Students completing the MPSYAE will require 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 email, such as teaching-related information or assignment due dates.

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.

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). 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, 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 and Assistance

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

Library

In addition to the collection in Dixon Library, MPSYAE 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.

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

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

Methodological and Statistical assistance

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 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 freecall 1800 622 384.

Course Completion

Once a student's grade for their 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 confirm that students have met all 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.