Science

Faculty of Science
School of Psychology

PSYC1011
Psychology 1B

Semester 2, 2013

Table of Contents

1. Information about the Course 2
2. Staff Contact Details 2
3. Course Timetable 4
Psychology 1B: Course timetable - 2013 5
4. Aims of the Course 6
5. Student Learning Outcomes 6
6. Graduate Attributes 6
7. Rationale for the Content and Teaching Approach 8
8. Course Components 8
9. Course Assessment 12
10. Research Participation 15
11. Expected Resources for Students 17
12. Course Evaluation & Development 18
13. Plagiarism & Academic Integrity 18
14. Administrative Matters 20

1. Information about the Course

FACULTY	Science		
SCHOOL OR DEPARTMENT	Psychology		
COURSE CODE	PSYC1011		
COURSE NAME	Psychology 1B		
SEMESTER	Semester 2	**YEAR**	2013
UNITS OF CREDIT	6	**LEVEL OF COURSE**	1
ASSUMED KNOWLEDGE, PREREQUISITES OR CO-REQUISITES	None		
SUMMARY OF THE COURSE	This course introduces the content and methods of psychology as a basic science, with emphasis on the biological bases of behaviour. Specific topics covered in this course include: perception, learning, memory, animal learning psychobiology and abnormal psychology. After describing the basic phenomena within an area, the goal will be to explore the neural bases of these behaviours. In addition, training in the methods of psychological inquiry and basic procedures of data analysis is also provided.		

2. Staff Contact Details

The Course Administrator or Head Tutor should always be your first 'port-of-call' for information and advice about Psychology 1B. The easiest and most time-efficient way to make contact with a Course Administrator or Head Tutor is by e-mail at the address below.

firstyearadmin@psy.unsw.edu.au

If you feel you need to meet with the Course Administrator or Head Tutor in person, please email the course administrator to make an appointment. If necessary, you will be referred to the Course Co-ordinator and/or relevant School or University personnel for additional assistance.

Contact details for the Course Administrator, Head Tutor and Course Co-ordinator are provided below.

COURSE ADMINISTRATOR

Name	Phone	Email	Office	Contact Time & Availability
Lynne Bester	-	firstyearadmin@psy.unsw.edu.au	Psychology General Office, Level 10, Mathews Building	By appointment

COURSE HEAD TUTOR

Name	Phone	Email	Office	Contact Time & Availability
Stephanie Roughley	-	firstyearadmin@psy.unsw.edu.au	-	By appointment

COURSE COORDINATOR

Name	Phone	Email	Office	Contact Time & Availability
Dr Thomas Whitford	9385 3936	t.whitford@unsw.edu.au	Mat913	By appointment

LECTURERS

Name	Phone	Email	Office	Contact Time & Availability
Dr Lee Hogarth	9385 3038	l.hogarth@unsw.edu.au	Mat507	By appointment
Dr Lidija Krebs-Lazendic	9385 2441	l.kreb-lazendic@unsw.edu.au	Mat708	By appointment
Dr Kristy Martire	9385 8563	k.martire@unsw.edu.au	Mat439	By appointment
Prof. Rick Richardson	9385 1048	r.richardson@unsw.edu.au	Mat511	By appointment
Dr Scott McDonald	-	sjmcdonald@unsw.edu.au	-	By appointment
Dr Thomas Whitford	9385 3936	t.whitford@unsw.edu.au	Mat913	By appointment

TUTORS

Name	Email	Name	Email
Amy Datyner	a.datyner@unsw.edu.au	Nathan Mifsud	Nathan.mifsud@unsw.edu.au
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Alice Towler	a.towler@unsw.edu.au	Joanna Yau	Joanna.yau@unsw.edu.au

3. Course Timetable				
Component	**Class Number**	**Day**	**Time**	**Location**
Lecture	3885	Monday	12:00 - 13:00	Clancy Auditorium
		Wednesday	14:00 - 15:00	Clancy Auditorium
		Thursday	13:00 – 14:00	Clancy Auditorium
Lecture	3886	Monday	18:00 - 19:00	Mathews A
		Wednesday	18:00 - 19:00	Mathews A
		Thursday	18:00 - 19:00	Mathews A
Statistics Lecture	3883	Monday	11:00 - 12:00	Clancy Auditorium
Statistics Lecture	3884	Monday	19:00 - 20:00	Mathews A
Tutorial	3916	Friday	13:00 - 14:00	Mat303 (Wks 3,5-6, 8-9,10-12); Mat209A(Weeks 4, 7,13)
Tutorial	3909	Friday	14:00 - 15:00	Mat303 (Wks 3,5-6, 8-9,10-12); Mat209A(Weeks 4, 7,13)
Tutorial	3917	Friday	15:00 - 16:00	Mat302 (Wks 3,5-6, 8-9,10-12); Mat209A(Weeks 4, 7,13)
Tutorial	3912	Thursday	09:00 - 10:00	Mat313 (Wks 3,5-6, 8-9,10-12); Mat209A(Weeks 4, 7,13)
Tutorial	3922	Thursday	10:00 - 11:00	Mat313 (Wks 3,5-6, 8-9,10-12); Mat209A(Weeks 4, 7,13)
Tutorial	3889	Thursday	11:00 - 12:00	Mat306 (Wks 3,5-6, 8-9,10-12); Mat209A(Weeks 4, 7,13)
Tutorial	3924	Thursday	12:00 - 13:00	Mat308 (Wks 3,5-6, 8-9,10-12); Mat209A(Weeks 4, 7,13)
Tutorial	3925	Thursday	14:00 - 15:00	Mat313 (Wks 3,5-6, 8-9,10-12); Mat209A(Weeks 4, 7,13)
Tutorial	3923	Thursday	15:00 - 16:00	Mat313 (Wks 3,5-6, 8-9,10-12); Mat209A(Weeks 4, 7,13)
Tutorial	3890	Thursday	16:00 - 17:00	Mat313 (Wks 3,5-6, 8-9,10-12); Mat209A(Weeks 4, 7,13)
Tutorial	3891	Thursday	17:00 - 18:00	Mat313 (Wks 3,5-6, 8-9,10-12); Mat209A(Weeks 4, 7,13)
Tutorial	3927	Thursday	19:00 - 20:00	Mat302 (Wks 3,5-6, 8-9,10-12); Mat209A(Weeks 4, 7,13)
Tutorial	3897	Monday	09:00 - 10:00	Mat302 (Wks 3,5-6, 8-9,10-12); Mat209A(Weeks 4, 7,13)
Tutorial	3907	Monday	10:00 – 11:00	Mat313 (Wks 3,5-6, 8-9,10-12); Mat209A(Weeks 4, 7,13)
Tutorial	3887	Monday	13:00 - 14:00	Mat303 (Wks 3,5-6, 8-9,10-12); Mat209A(Weeks 4, 7,13)
Tutorial	3894	Monday	14:00 - 15:00	Mat313 (Wks 3,5-6, 8-9,10-12); Mat209A(Weeks 4, 7,13)
Tutorial	3895	Monday	15:00 - 16:00	Mat313 (Wks 3,5-6, 8-9,10-12); Mat209A(Weeks 4, 7,13)
Tutorial	3896	Monday	16:00 - 17:00	Mat302 (Wks 3,5-6, 8-9,10-12); Mat209A(Weeks 4, 7,13)
Tutorial	3908	Monday	17:00 - 18:00	Mat130 (Wks 3,5-6, 8-9,10-12); Mat209A(Weeks 4, 7,13)
Tutorial	3901	Tuesday	09:00 - 10:00	Mat313 (Wks 3,5-6, 8-9,10-12); Mat209A(Weeks 4, 7,13)
Tutorial	3920	Tuesday	10:00 - 11:00	Mat313 (Wks 3,5-6, 8-9,10-12); Mat209A(Weeks 4, 7,13)
Tutorial	3902	Tuesday	11:00 - 12:00	Mat302 (Wks 3,5-6, 8-9,10-12); Mat209A(Weeks 4, 7,13)
Tutorial	3892	Tuesday	12:00 - 13:00	Mat313 (Wks 3,5-6, 8-9,10-12); Mat209A(Weeks 4, 7,13)
Tutorial	3898	Tuesday	17:00 - 18:00	Mat303 (Wks 3,5-6, 8-9,10-12); Mat209A(Weeks 4, 7,13)
Tutorial	3910	Wednesday	11:00 - 12:00	Mat302 (Wks 3,5-6, 8-9,10-12); Mat209A(Weeks 4, 7,13)
Tutorial	3919	Wednesday	12:00 - 13:00	Mat302 (Wks 3,5-6, 8-9,10-12); Mat209A(Weeks 4, 7,13)
Tutorial	3903	Wednesday	13:00 - 14:00	Mat308 (Wks 3,5-6, 8-9,10-12); Mat209A(Weeks 4, 7,13)
Tutorial	3899	Wednesday	15:00 - 16:00	Mat313 (Wks 3,5-6, 8-9,10-12); Mat209A(Weeks 4, 7,13)
Tutorial	3904	Wednesday	16:00 - 17:00	Mat313 (Wks 3,5-6, 8-9,10-12); Mat209A(Weeks 4, 7,13)
Tutorial	3900	Wednesday	17:00 - 18:00	Mat306 (Wks 3,5-6, 8-9,10-12); Mat209A(Weeks 4, 7,13)
Tutorial	3926	Wednesday	19:00 - 20:00	Mat302 (Wks 3,5-6, 8-9,10-12); Mat209A(Weeks 4, 7,13)
NB. Course timetables are subject to change without notice. Students are advised to check regularly for updates on the Moodle course site.				

Psychology 1B: Course timetable - 2013

Week	Dates	Lectures	Lecturer	Textbook*	Statistics**	Tutorials***	Assessment
1	29 July- 2 August	Introduction Psychobiology	Dr. Thomas Whitford Dr. Lee Hogarth	- 3	-	-	
2	5-9 August	Psychobiology	Dr. Lee Hogarth	3	-	-	
3	12-16 August	Psychobiology Animal Learning	Dr. Lee Hogarth Prof. Rick Richardson	3 6	Statistics I	Psychobiology	
4	19-23 August	Animal Learning	Prof. Rick Richardson	6	Statistics II	(Lab) Experiment	
5	26-30 August	Animal Learning	Prof Rick Richardson	6	Statistics III (optional exercise distributed)	Animal Learning	
6	2 – 6 September	Memory & Cognition	Dr. Kristy Martire	7 & 8	Statistics IV	How to write a research report	Research Report Distributed
7	9-13 September	Memory & Cognition	Dr. Kristy Martire	7 & 8	Statistics V	(Lab) Mid-semester exam	Mid-semester exam ; Group Pres. Distributed
8	16-20 September	Memory & Cognition Perception	Dr. Kristy Martire Dr. Scott McDonald	7 & 8 4	Revision and Q&A on the optional exercise	Memory and Cognition	
9	23-27 September	Perception	Dr. Scott McDonald	4	-	Perception	
BREAK	30 Sept – 7 October	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK
10	8-11 October	Perception Abnormal Psychology	Dr. Scott McDonald Dr. Thomas Whitford	4 15 & 16	-	Abnormal Psychology	
11	14-18 October	Abnormal Psychology	Dr. Thomas Whitford	15 & 16	-	Abnormal Psychology	Research Report Due
12	21-25 October	Abnormal Psychology Conclusion	Dr. Thomas Whitford Dr. Thomas Whitford	15 & 16 -	-	Group Presentations	Group Presentations
13	28 Oct – 1 November				-	(Lab) Revision	Feedback on Group Presentations
-							Research Report Returned
Exam Period	8-26 November						Final Examination
Deferred Exam	9-13 December						Final Examination

* The required textbook reading for each week from Burton et al. (2012).

** The required textbook reading for the Statistics Series of lectures is Burton et al. (2012). Chapter 2 (including the supplement on pp. 75-85)

*** All tutorials held in weeks 4, 7 and 13 (marked with 'Lab') will be held in Mat209A**.**

4. Aims of the Course

This course introduces the content and methods of psychology as a basic science, with emphasis on the biological bases of behaviour. Specific topics covered in this course include: perception, learning, memory, animal learning, psychobiology and abnormal psychology. After describing the basic phenomena within an area, the goal will be to explore the neural bases of these behaviours. In addition, training in the methods of psychological inquiry and basic procedures of data analysis is also provided.

5. Student Learning Outcomes

Psychology 1B (PSYC1011) introduces the content and methods of psychology as a basic science, with an emphasis on the social bases of behaviour. By the end of this course, you will be able to:

1. Appreciate diverse but complementary theoretical and experimental approaches to major psychological issues	The following areas will be explored: memory and cognition; perception; abnormal psychology; psychobiology and animal learning.
2. Recognise and appreciate the role of the scientific method in psychology	Psychology 1B will present not only the outcomes of research, but highlight also the importance of research methods in psychology, including statistics, research design, data analysis and interpretation, as well as provide some insight into how the research process works.
3. Think more critically about the information presented throughout this course	This includes an ability to identify and question assertions that arise from myths, stereotypes and other untested assumptions; critically evaluate research methodology, including research design and interpretation of results; as well as compare and contrast competing theoretical perspectives. Problem solving and reflective learning skills will be encouraged.
4. Use psychological information in an ethical manner	The course will emphasise the need to ensure that acknowledgement and respect is given to the work, ideas and intellectual property of others, through appropriate referencing and citation in written work.
5. Communicate effectively within a psychology context	A key element of the Psychology 1B course is writing components of a psychological research report, using American Psychological Association (APA) structure and formatting conventions. In this context you will engage critically with information, including: sourcing relevant literature; integrating theoretical and empirical information; and synthesising logical arguments and drawing conclusions.
6. Better understand the application of psychological theories and principles to everyday life	The practical implications of key theoretical perspectives will be emphasised to give you an insight into the value and usefulness of psychology to society.
7. Plan targeted information searches	Information literacy will be emphasised, such that you will learn to recognise the need for information, and be able to locate, evaluate and apply relevant information effectively.

6. Graduate Attributes

The student learning outcomes (SLOs) outlined in Section 5 provide focal points to demonstrate and measure students' progress towards attainment of six distinct psychology Graduate Attributes (GAs) as indexed by Australian Psychological Accreditation Council (APAC), i.e., the capacities or attributes that undergraduate students of psychology can develop during their time at university The table below shows where and how Psychology 1B provides education in and assessment of the GAs. Level refers to level of knowledge, skill and attitude acquisition where 1 = introductory; 2 = intermediate; and 3 = final.

GA 1: Core knowledge and understanding	**Level**	**Form/s of Assessment**	**Learning and Teaching Strategies**
Abnormal psychology	1	Final examination (MCQ)	6 lectures (+ relevant textbook readings), + 2 tutorials
Psychobiology	1	Mid-semester and final examination (MCQ)	7 lectures (+ relevant textbook readings) + 1 tutorial

Memory and cognition	1	Mid-semester and final examination (MCQ)	7 lectures (+ relevant textbook readings) + 1 tutorial
Animal Learning	1	Mid-semester and final examination (MCQ)	7 lectures (+ relevant textbook readings) + 1 tutorial
Perception	1	Final examination (MCQ)	6 lectures (+ relevant textbook readings) + 1 tutorial
GA 2: Research methods in psychology	**Level**	**Form/s of Assessment**	**Learning and Teaching Strategies**
Role of data analysis and statistics in psychological research ; summarising and graphing data ; describing distributions ; comparing individuals ; relationships between variables ; inferential statistics	1	Mid –semester and final examination (MCQ) Research report	6 statistics / research methodology lectures (+ relevant textbook readings) Reference to statistics / research methodology throughout content lectures and tutorials
GA 3: Critical thinking skills	**Level**	**Form/s of Assessment**	**Learning and Teaching Strategies**
Apply knowledge of the scientific method in thinking about problems relating to behaviour and mental processes	1	Research report	Addressed in class discussion throughout tutorials
Question claims that arise from myth, stereotype, pseudoscience or untested assumptions	1	Group presentation	Specific tutorials
Recognise and defend against the major fallacies of human thinking	1	Mid –semester and final examination (MCQ)	Specific tutorials
GA 4: Values, research and professional ethics	**Level**	**Form/s of Assessment**	**Learning and Teaching Strategies**
Evaluate psychologists' behaviour in psychological research and other professional contexts in relation to the Australian Psychological Society "Code of Ethics" and the complementary "Ethical Guidelines" as well as the Australian "National Practice Standards for the Mental Health Workforce".	1	Group presentation	1 tutorial discussion about ethics in research, group presentation to include discussion of ethical issues with the proposed research
Use information in an ethical manner (e.g., acknowledge and respect work and intellectual property rights of others through appropriate citations in oral and written communication	1	Research report	1 tutorial on referencing and avoiding plagiarism
GA 5: Communication skills	**Level**	**Form/s of Assessment**	**Learning and Teaching Strategies**
Write a standard research report using American Psychological Association	1	Research report	2 tutorials devoted to the conduct of an experiment and explaining report writing

(APA) structure and formatting conventions			
Demonstrate effective oral communication skills in various formats (e.g., debate, group discussion, presentation) and for various purposes	1	Group presentation	Group work throughout tutorials with group presentation assessed
GA 6: Learning and application of psychology	**Level**	**Form/s of Assessment**	**Learning and Teaching Strategies**
Describe major areas of applied psychology (e.g., clinical, organisational)	1		Focus on real-world application of psychological research and phenomena throughout tutorials.

7. Rationale for the Content and Teaching Approach

The aim of the lectures is to give you the opportunity to learn about the content, issues, and theories in the major topic areas of modern psychology. Psychology 1B covers the following topics: memory and cognition; perception; abnormal psychology; psychobiology, animal learning and statistics. Each topic will be given by a different lecturer, so that you will have the benefit of their specialised interests and knowledge. It will be common to find a lecturer presenting several different theories about the same body of data. You will, we hope, find this diversity a source of excitement and challenge, as there should be something of interest for everybody curious about how the mind works.

8. Course Components

PSYC1011 Psychology 1B is a 6 UOC course. It consists of three main components.

- a lecture component – 3 one-hour lectures per week (see Section 8.1)
- a statistics component – 1 one-hour lecture per week (see Section 8.2)
- a tutorial component – 1 one-hour tutorial per week (see Section 8.3)

A summary of each of these components is provided in the following sections.

8.1. Lecture Component

Lecture times and locations

Lectures are held in daytime and evening slots on Mondays, Wednesdays and Thursdays each week. You may come to any combination of day and evening lectures as long as you attend an 'A', 'B' and 'C' lecture each week.

	Lecture A	**Lecture B**	**Lecture C**
Day	Monday 12-1pm Clancy Auditorium	Wednesday 2-3pm Clancy Auditorium	Thursday 1-2pm Clancy Auditorium
Evening	Monday 6-7pm Mathews A	Wednesday 6-7pm Mathews A	Thursday 6-7pm Mathews A

Textbook

The textbook for this course, available from the University Bookshop, is:

Burton, L., Westen, D., & Kowalski, R. (2012). *Psychology. Australian and New Zealand Edition*. (3rd ed.) John Wiley & Sons Australia: Milton QLD.

The fact that each topic in the lecture course is given by a different lecturer will tend to highlight differences in approach and methods. The best way to gain an understanding of links between different areas of psychology is to make proper use of the textbook. While the textbook should be referred to as a source of information on specific questions, it is intended to perform an even more useful role if treated simply as intrinsically interesting material. If you regularly read the textbook you are likely to develop a broad appreciation of the methods and content of psychology. In addition, both the mid-semester and final examinations will be partially based on textbook material.

Lecture Schedule

The lecture topics, lecturers and relevant required reading from the textbook for 2013 are presented **Psychology 1B: Course timetable – 2013 (p.5)**. It is a good idea to keep this timetable handy and refer to it often.

Attendance at lectures

For the content areas covered in this course the primary source of information is the lectures. That is, the textbook supplements the lectures rather than the lectures supplementing the textbook. It is, therefore, very important for you to attend the lectures. Should you miss one through sickness, you can make use of the new Echo360 lecture recording system that is available on Moodle. Lectures will not be available as podcasts but can be streamed via Echo360 on Moodle. Lecture notes will also be made available on Moodle either before or shortly after the lecture.

Please note, Echo360 is an optional service we are providing you. We do not advise the regular use of the Echo360 recordings as substitutes for attending lectures, particularly as background noise or technical difficulties may result in poor recording. Moreover, technical difficulties sometimes cause the loss of recordings. Thus, some lectures may not be recorded at all. Therefore, it is your responsibility to attend as many lectures as possible. You are responsible for all lecture content.

As the lectures are held in large theatres with many people present, we urge you to consider your fellow students. Even a relatively small number of students having quiet conversations during the lectures can produce enough background noise to interfere with the clarity of the amplified lecture to a serious extent. This interference cannot be overcome by simply turning up the volume of the speaker system.

Note also, interfering with the capacity of fellow students to learn in lectures will result in you being asked to leave a lecture. Repeated interference will be viewed as academic misconduct.

8.2. Statistics Component

Description

The Statistics lectures will introduce the role of data analysis in psychological research and will be given by Dr. Lidija Krebs-Lazendic. The lectures will focus on descriptive statistics used to summarise information about variables in individuals and groups, and will also provide an introduction to inferential statistics. This knowledge is essential for becoming a more critical consumer of psychological findings. These lectures are held in Weeks 3-8, and will be supplemented by online modules.

Within this component you will be familiarised with the following topics (through lectures and online modules):

1. Role of statistics and data analysis in research, including: populations and samples; quantitative and qualitative variables; and scales of measurement, nominal, ordinal, interval and ratio.
2. Summarising and graphing data, including: continuous variables (frequency distributions, histograms and line graphs); and categorical variables (proportion, percentage, and bar chart).
3. Describing distributions, including: measures of central tendency (mode, median and mean); measures of variability (range, variance and standard deviation); and comparing means.
4. Comparing individuals, including: percentiles; standard scores; normal curves and probabilities of scores in a given range.
5. Relationships between variables, including: scatterplots; correlation coefficient; prediction of one variable from another; and causal relationships.
6. Inferential statistics, including: introduction to hypothesis testing; null hypotheses, test statistics, significance, and interval estimation.

Times and locations

Lectures will be held in the Statistics timeslots. There are two alternative times as the lecture is repeated: you must attend either Monday 11am-12pm in Clancy Auditorium or Monday 7-8pm in Mathews Theatre A.

Assessment

Statistics lecture content will be tested in the mid-semester exam during tutorials in Week 7. The final exam will also contain a substantial number of questions relating to the material covered in the Statistics lectures.

Statistics optional exercise

You will have the option to complete a statistics exercise. As the statistics exercise is optional, it is NOT counted towards your final grade of this course. The exercise will be handed out in Week 5. You should complete it before Week 8. The model answer will be released on Moodle prior to week 8. You should mark your completed exercise by yourself and bring along to the Q & A revision lecture in Week 8 to obtain feedback on the exercise.

8.3. Tutorial Component

Description

The tutorial component has two main roles. As the classes are relatively small they represent an opportunity for you to engage with your tutor and other students in a more active form of learning than is possible in the large-class lectures. They also perform an essential role in showing you how psychology is put into action. This second role takes place through the conduct of experiments and other demonstrations. These research projects will take place in class. There will also be group discussions and videos. Although the tutorials consist mainly of material related to the lecture component, many tutorials will also contain independent research-related material.

Times and locations

Tutorial classes are held in Weeks 3-13 inclusive. Tutorials are held in the Mathews Building, which is across the plaza from the Clancy Auditorium in which the lectures are held. Rooms in the Mathews Building are numbered according to their level (floor). For example, Mat 314, is on level 3 of the Mathews Building. It is important that you check your enrolment information on myUNSW to see the time and location of your tutorial class.

Tutorial Changes

You should have already enrolled in a tutorial class when you enrolled in the course. Any permanent tutorial changes must be made using myUNSW by 5pm Sunday 4th August 2013. If you encounter significant difficulty changing tutorial on myUNSW before this date, please contact a Course Administrator. After this date, **no permanent tutorial changes will be possible. Furthermore, if you attempt to change tutorials on my UNSW *after* this date, you will un-enrol yourself from the course and not be permitted to re-enter!**

You **must** attend the tutorial in which you are enrolled for the duration of session, and cannot arrange with a

tutor to change tutorials.

To change a tutorial time on MyUNSW:

1. Go to myUNSW.edu.au and click on 'My Student Profile'
2. Click on 'Update Enrolment'
3. Under Action, click on the SWAP button (NOT the DROP button)
4. Continue
5. Add the details for the course you want to swap tutorials in e.g. PSYC1011, Semester 2 2012
6. Continue
7. This will give you a list of ALL of the available tutorials that you can swap into. If the time you are after does not appear on the list, then it is NOT available i.e. the tutorial is full. It is only possible to swap into a tutorial in which there are vacancies. Please do not ask the Course Co-ordinator or Course Administrators to swap you into a tutorial that is already full. This IS NOT possible.

Attendance

Attendance at tutorials is a **compulsory** part of the course and that tutorial content is examinable. In addition, as some of the tutorials involve group assessments, you must attend your scheduled tutorial time, so as not to disadvantage your group. Additionally it is the University policy that students who attend less than 80% of their possible classes may be refused final assessment.

If you are unable to attend your scheduled tutorial in a given week for medical reasons, you should contact your tutor and the Course Administrators immediately by e-mail at firstyearadmin@psy.unsw.edu.au and you will be assigned to a make-up tutorial. There are strict University regulations on class sizes, so it is **not** permissible to simply attend an alternative tutorial, without first getting approval. You should give the tutor a note to sign, which you must then take to your own tutor the next week.

You should not attend alternative tutorials other than in exceptional circumstances and with approval, as it could significantly impact your assessment. There is, however, one exception: If you are enrolled in a tutorial that is affected by a public holiday, you must attend another tutorial that week. Arrange this in advance. If you are enrolled in a Friday tutorial and cannot attend university due to illness, a replacement tutorial is not possible, however you still need to contact your tutor and the Course Administrators and provide them with documentation explaining your absence.

Tutors

As the lectures are held in very large classes, the tutorial groups play an important role in providing greater interaction both with other students and with members of the School of Psychology. Your tutor represents the most personal contact you will have with the School of Psychology. You will be notified of times set aside by your tutor for student consultation during each week.

Many tutors are recent graduates of this University who are now completing a PhD and have been through Psychology 1B. Thus, they are well aware of the difficulties you will encounter. Although they are not specialists in all areas of the course, they will be able to help you with most of your problems. Before seeking assistance, try to define your area of difficulty with some precision. Locate the relevant sections in your notes and textbook, and bring these with you to your tutor. If the problem requires specialised knowledge, your tutor may have to consult the lecturer for you, or, in some cases, may ask you to consult the lecturer personally or through the discussion forums on Moodle. Keep in mind that the first-year lectures represent only a part of the lecturer's responsibilities, and it is not possible for them to be freely available for all inquiries.

Tutorial schedule

A broad summary of the topic areas that will be covered in tutorials is presented in **Psychology 1B: Course timetable – 2013** on page 5 of this course outline.

9. Course Assessment

9.1. Course Requirements

The basic requirements of this course are as follows:

- Attendance at three one-hour lectures per week.
- Attendance at a one-hour statistics lecture per week.
- Attendance at and contribution to a one-hour tutorial per week.
- Participation in tutorial group exercise, including group work that is conducted in and out of tutorial class time.
- Completion of a research report.
- Completion of 6 (or more) points of research participation.
- Participation in the mid-semester examination.
- Participation in a final examination at the end of semester

In addition, you may complete an OPTIONAL statistics exercise.

9.2. Description of Assessments

Course assessments are designed to emphasise the different course objectives. Successful completion of these assessments is therefore indicative of a grasp of relevant key objectives. Your final mark is determined by your performance on all aspects of the course over the whole semester. It is therefore possible to compensate for a poor performance in one section by achieving a much better standard in the other sections.

Unless specifically identified as being voluntary, all of the assessment tasks outlined above must be completed. Failure to complete one or more assessment tasks will be recorded as 'unsatisfactory class work'. This will normally result in an automatic failure in the course, regardless of performance in the other assessment tasks.

As with most University courses, when calculating your final mark for this course the raw components are combined and the combined mark is then scaled in order to remove the effects of differences in marking standards from year to year and of differences in the level of difficulty of assessments which inevitably occur from year to year. You are reminded that a passing mark in both Psychology 1A and Psychology 1B is required for admission to second year in psychology at this University.

Research report (25%): Writing research reports in any area of science is an essential skill that reflects your ability to synthesise empirical (research-based) material and report your conclusions clearly and concisely. It is an exercise that requires a considerable level of both theoretical and conceptual understanding and critical analysis.

The research report exercise is designed to familiarise yourself with the formal reporting style of psychological research, including the basic elements of effective and efficient scientific communication, and to further develop your information literacy skills. Specifically, you will be required to submit a research report based on an experiment conducted within tutorials. This is an individual (as opposed to group) exercise, which means that each student will submit a report that they have prepared on their own. Detailed information regarding the content and format of the Research Report will be given in tutorials in Week 6. To further assist you with this exercise, there is a guide to writing research reports on Moodle in the Psychology 1 Toolkit.

Research reports must be submitted (both to Turnitin and also emailed to your tutor; see Section 9.3) by 4pm on Monday 14th October (Week 11). See Section 9.3 for advice on submission of assignments.

You should note the following:

1. As noted above, failure to submit a research report - or failure to submit any other assessment task - will be regarded as a failure to complete the course. This means that, regardless of your performance in other sections of the course, your result may be recorded as 'UF' for the entire course, that is, a failure due to incomplete work.
2. The report must be your own, independent work. It must, of course, be based on your reading and on material given in lectures and tutorial classes, but it should not be simply a restatement of this material. Although it is often very useful to discuss the content of a tutorial with other students, you should be very careful when preparing your report to ensure that it represents your own work.

Group work and tutorial presentation (10%): In addition, you are expected to participate in tutorial exercises, group work exercises and presentation of a research proposal. A key component of these tutorials will be

collaboration in small groups to undertake research-related activities. Information will be distributed in tutorials in Week 7, and group presentations will be conducted in week 12.

Mid-Semester Exam (11%): This will allow you to test your understanding of the content covered in the first 6 weeks of the course. The exam will be held in tutorials in week 7 and all questions will be multiple choice. All topic areas covered in the first six weeks are potentially examinable. Questions on the mid semester exam will be based on material covered in lectures, tutorials and the textbook readings. Please see the course timetable for the relevant textbook chapters.

Research participation (4% + 4.5% optional bonus credit): See Section 10 of this course outline.

Final examination (50%): This exam is held during the University examination period (Friday 8 to Tuesday 26 November, 2013) and is designed to promote an understanding of diverse theoretical and empirical approaches, across a broad range of psychological issues. Questions on the final examination will be based on material covered in lectures, tutorials and the textbook readings.

50% of the total marks for Psychology 1B are determined before the end-of-semester examination. The assessment is, therefore, essentially of the continuous, rather than "one-shot exam" type. The assessment also takes a number of forms, from a report component written in one's own time, to a formal examination. Thus, no student should be too heavily penalised by a "bad" day or a weakness in one particular form of assessment.

9.3. Submission and Collection of Assessments

Submission

Unless directed otherwise, all written work (including assignments, reports and the like) must be BOTH (1) uploaded to the appropriate Turnitin link on the Moodle Course site, AND ALSO, (2) emailed to your tutor. Your assignment will not be considered officially submitted until it has been both uploaded to Moodle and emailed to your tutor

(1) Online Submission via Turnitin: You should upload your assignment via the appropriate Turnitin link on the Moodle website. The exact title and location of the Turnitin link for a given assignment will be provided when the assignment is distributed. After submitting your assignment via the Turnitin link, make sure you save a copy/screenshot of the electronic receipt - you may be asked to produce it at a later date. The official date and time of submission will be taken as the date and time at which the assignment was uploaded to Turnitin.

(2) Emailing the Assignment to your Tutor: You must email your tutor a copy of your assignment within 1 hour of submitting it to Turnitin. This emailed version will be used as a backup in case there are any problems with the Turnitin version. The version of the assignment you email to your tutor must be identical to the version you submitted to Turnitin. You must email your assignment from your official UNSW email account. Be sure to attach your assignment to your email, as either a Word or PDF file. Be sure to a keep a copy of your email for you own records - you may be asked to produce it at a later date. You must include the following information in the body of the email to your tutor. In particular, make sure you include the Declaration of Originality section, as your assignment will not be accepted without it. The names and email addresses of all tutors are listed in Section 2.

Course ID (PSYC1011) ;
Assignment Title ;
Student Name ;
Student zID;
Tutor's Name ;
Tutorial Time ;
Declaration of Originality: I declare that: (1) This assessment item is entirely my own original work, except where I have acknowledged use of source material such as books, journal articles, other published material, the Internet, and the work of other student/s or any other person/s. (2) This assessment item has not been submitted for assessment for academic credit in this, or any other course, at UNSW or elsewhere. I understand that: (1) The assessor of this assessment item may, for the purpose of assessing this item, reproduce this assessment item and provide a copy to another member of the University. (2) The assessor may communicate a copy of this assessment item to a plagiarism checking service (which may then retain a copy of the assessment item on its database for the purpose of future plagiarism checking).

Collection of Marked Assessments

The marks and comments for your research report will be available for viewing after week 13. Once marks are posted you will be advised via an announcement in Moodle.

Feedback about your group presentation will be provided in week 13 tutorials.

It is strongly suggested that you read over the comments on your marked assignments, so that you can learn and benefit from the comments provided. Those of you who intend on taking psychology courses in later years, will be expected to write numerous reports, and you are more likely to improve in this skill by reflecting on and incorporating the feedback provided by tutors.

9.4. Feedback on Assessments

Marking of Assessments

Your report will be marked by one of the Psychology 1B tutors. All of the tutors are experienced markers, and will have the same general approach to the content of each report, determined by discussion and consultation at regular tutors' meetings.

Re-marks

If you are dissatisfied with the feedback that you receive for your written work, you must contact your tutor, who will arrange a time to discuss this in person. After meeting with your tutor, if you are still dissatisfied, you may apply for reassessment by completing a form available from UNSW Student Central. You are required to give reasons to justify your request and pay a fee, and where insufficient reasons are given, the Assessment Executive Committee of the Faculty or Board may decline to take action. Please note that marks may be increased or decreased as a consequence of a re-mark. The application form must be submitted no later than 15 working days after the return of the piece of work.

You must keep all marked work that is returned to you in case it is needed for re-marking.

9.5. Extensions

It is the School's policy not to provide extensions for written work unless there is a medical certificate accompanying a specific request, or exceptional compassionate grounds. Pressure of other academic or non-academic work will not qualify you for an extension. If you are experiencing difficulties in meeting the deadlines, please talk to your tutor or Course Administrator before the piece of work is due.

Failure to meet the submission deadlines will be penalised. It is the School's policy never to accept reports after others are returned. If you have not handed in a report by the time others are returned an alternative essay will be set, if appropriate, but note that the deduction for lateness will still apply from the time the original report was due. Even if you are heavily penalised for lateness, you will at least be avoiding an automatic failure.

For reports submitted late without acceptable reason, but submitted before other marked reports are returned, a penalty of 2% will be deducted for each day it is overdue (note that 6% will be deducted for a weekend). The date/time stamp on the Turnitin copy will be used to determine whether or not a report is overdue. Late submissions may not receive detailed feedback.

To apply for an extension you should submit an application through MyUNSW, see detailed instructions for 'special consideration' in Section 9.6 of this course outline. Please take note that you will need to attach third party supporting documentation to your application, and documentation dated after the submission date may not be accepted.

9.6. Special Consideration

If you should miss an official University examination or assessment deadline, or if you feel your performance, either during semester or in an examination, has been adversely affected by sickness or any other reason, you should inform the University Registrar and ask for special consideration in the determination of your standing. Such requests should be made not later than three working days after the due date of the assessment.

Please read the university instructions for completing an application for special consideration at https://my.unsw.edu.au/student/atoz/SpecialConsideration.html. Applications for special consideration MUST

be submitted through MyUNSW. Attaching documents to assignments, handing medical certificates to tutors or leaving them with the school office will not be accepted.

In general to be considered for special consideration, you need to demonstrate that your attendance or performance has been affected by circumstances which are unexpected and beyond your control. Students are expected to give priority to their University study and any absence must be clearly beyond your control. Remember, work, travel or other course commitments do not constitute appropriate reasons for a request for special consideration. You will need to provide medical certificates or other documents which clearly indicate you were unable to be present. Furthermore the documentation must include the dates that you were seen by the professional/authority providing the official documentation, and the date of the illness or misadventure or the dates of the period of time of the illness or misadventure.

Deferred and further assessments

Students who are absent from an official examination through illness or other acceptable circumstances may be granted a deferred examination. The deferred examination for Psychology 1B will take place in the week of Monday 9th to Friday 13th December, 2013, for Semester 2. If you are unable to attend the official examination, you must contact the Course Administrator (firstyearadmin@psy.unsw.edu.au) to arrange to sit the deferred examination, as well as applying for special consideration and submitting any relevant documentation via MyUNSW. It is your responsibility to contact the School for the location of the exam.

Students can attend the final examination only once, either in the regularly scheduled or deferred examination period. As students will not be permitted to attend both the regularly scheduled and deferred examinations, it is advisable not to attend the exam as originally scheduled if sick on that day. Instead, they should ensure the appropriate medical certificate to support their case for a deferred medical exam. In such a case, a formal application for special consideration must be submitted online within three working days of the exam.

If you apply to do the deferred examination, it is your responsibility to ensure that you are available to sit the deferred exam at the scheduled time. To meet University deadlines for finalising marks, the School cannot provide assessment later than this date. Those students who suspect that they may have to sit for a deferred exam should keep themselves available, as otherwise they risk automatic failure. Additional examinations will not be set under any circumstances.

Deferred and further assessment exams may be given to those students who were absent from the final examination through illness or misadventure. Under no circumstance will a student who has not completed all assessment tasks for the course except the final exam be allowed to sit for the further assessment exam.

Students who are granted deferred or further assessment will be notified through their student email address only (this is the official University means of communication). This assessment can be expected to be of the same degree of difficulty as the original. However, the exam may take a different form from the original. For example where the original exam contained multiple-choice questions, the alternative exam may be contain short answer questions or it may be an oral examination instead of a written one.

Student Equity and Disability Unit (SEADU)

The Student Equity and Disabilities Unit (SEADU) is committed to ensuring that every student's experience of the University of New South Wales is free from discrimination and harassment. They provide a range of services, support and advice to help students overcome barriers that could prevent them from having a successful university education. If you have any type of chronic or reoccurring physical or mental health difficulties, or believe that you are disadvantaged because of your circumstances, we encourage you to contact SEADU early in your university career and they may be able to provide advice or assistance to help with your studies. Please be aware that SEADU is committed to a policy of confidentiality, information you give them will not be released outside of SEADU without your written consent. For more information see http://www.studentequity.unsw.edu.au/.

10. Research Participation

You will be able to participate in psychological research within the School for up to 10 points throughout the semester, 6 of which are compulsory (4%) and up to 4 optional (up to 4% bonus). By participating in on-going research you learn first-hand about the ways in which research in psychology is conducted, and can appreciate the application of the concepts that you encounter in lectures and tutorials. You also find out about theories and areas of investigation that are beyond those you study in the course. Finally, you will be contributing to

the advancement of psychological science. Clearly, the study of human behaviour cannot progress without humans to observe.

Every researcher is under the general supervision of an Ethics committee, and is required to satisfy certain conditions (e.g., to provide information regarding the nature and aims of the study). There is no compulsion to participate in any particular study and it is quite in order to decline to participate after an explanation of what is involved has been given.

Sona

Sona is a web-based facility that provides information to students about approved research projects as they become available. It also enables students enrolled in Psychology 1B to sign-up to participate in research projects of their choice. You can access Sona through Moodle.

You must be registered on Sona to receive research participation credit. A batch registration occurs at the start of the semester, however, if you enrol after Week 1, or if you encounter any difficulties logging on to Sona, please contact sona@psy.unsw.edu.au. If you were enrolled in PSYC1001- Psychology 1A in Semester 1 2013, you will be able to access the system from 15th July 2013 using the credentials you were given in Semester 1. More information about Sona will be provided in the first lecture and in tutorials. Remember it is your responsibility to ensure that you can access Sona.

Signing up to Participate

It is a good idea to complete your research participation requirement early, as fewer studies may be available towards the end of the semester. You must complete all participation by 5pm on Friday 1st November, 2013. All researchers will assign credit by 5pm of Monday 4th November, 2013. Any issues regarding outstanding credit must be resolved between you and the researcher by Tuesday 5th November, 2013.

Only sign up for a study if you are sure you can attend on time. If you sign up and then do not attend without a reasonable excuse, 0.5 points will be deducted from your participation balance because failure to attend causes considerable inconvenience and cost to researchers. If you are going to miss, or have missed a study for which you have signed up, you should contact the researcher as soon as possible, and you may be able to reschedule.

When you attend, the researcher will explain as much as is possible about the study and will give you an opportunity to withdraw if you wish. Keep in mind that you may withdraw at any time during the study if you wish and this will not jeopardise your relationship with the researchers, the course or the university generally.

Research Debriefing Discussion

In order to receive credit for your participation, once your participation in the research concludes, you must discuss the experiment that you have just completed with the researcher. They will debrief you on the study and provide you with a handout detailing your discussion. You should keep the handout for future reference. This is also an opportunity for you to ask any additional questions that you may have. No details of any individuals who took part in the study will be published; students will be anonymous members of the sample tested.

If the researcher does not give you an adequate debrief of the experiment, contact Dr. Lisa Williams (l.williams@unsw.edu.au).

Credit for Participation

You will receive 4% course credit once you complete the required 6 points of participation. Please note that your final point balance will incorporate both experiments that you have completed AND any penalties for failure to attend. In addition, you may choose to do additional research participation for bonus credit. Up to 4 additional points can earn you bonus marks in the course at the rate of 1 mark for every participation point (i.e., a maximum bonus of 4%).

Many students wait until the final weeks of teaching to complete their research participation. We strongly advise against this strategy as there will be limited research opportunities available. In order to ensure that there are adequate research participation opportunities, you will receive an extra 0.5% course mark if you complete at least 3 of the required 6 points prior to 5pm on the Friday of Week 8. If you complete at least 3 points prior to 5pm on the Friday of Week 8, your maximum bonus across the session will be 4.5%.

As your final credit for research participation will be derived from Sona records, you are responsible for

ensuring that your Sona point balance shows all research that you have participated in. If any discrepancy arises, you must email Sona@psy.unsw.edu.au no later than Tuesday 5th November, 2013.

Deception

Usually the initial description of the study will be accurate. However, on occasion the researcher may find it necessary to mislead you as to the true purpose of the study. Such deception can occur in one of two ways. The researcher may simply omit important information, or the researcher may actually misrepresent the true nature of the study. These types of deception will only occur when there is no other way to obtain meaningful data. At the end of a study involving deception, the researcher is obliged to describe the deception and to explain why it was necessary.

Confidentiality

Only the researcher and the researcher's supervisor have access to information that specifically identifies you with the data you provided. Although data collected from you may be reported on an individual or group basis in a publication, you can assume anonymity and confidentiality.

Complaints

If you have any complaints, there is a Research Participation Complaint Form that you can obtain from the Psychology Office (Mathews Level 10). Your comments will be forwarded to the course coordinator and will remain completely confidential. Alternatively, you may contact the Course Co-ordinator, Dr. Thomas Whitford directly if you wish.

Alternative Assignment

If you have an objection to participating as a subject in any research you should talk to the Course Coordinator by the end of week 7 who will arrange an alternative assignment for you to complete in order to obtain the research participation marks.

11. Expected Resources for Students

11.1. Moodle

All course details and information will be posted on the Moodle Course Module http://moodle.telt.unsw.edu.au **You should check this regularly for important information and updates**.

Studies needing participants for optional research participation will also be advertised on Sona, which can be accessed via the Moodle PSYC1011 site.

11.2. Psychology 1 Toolkit

You should also download and print the Psychology 1 Toolkit, available on Moodle. This provides information about Moodle, Sona, research report writing, information literacy, collaborative learning, and more.

11.3. EndNote X5

A free copy of EndNote X5, an automatic referencing program that can be installed with Microsoft Word, can be obtained from UNSW IT Services. It could be useful for you to acquire a copy of End Note, and attend a library course on using it, as mastering this program will save you a considerable amount of time in organising and formatting citations throughout your entire time at University. EndNote can be downloaded from the URL: http://www.it.unsw.edu.au/students/software/endnote.html. When you obtain a copy, ensure that you configure it to produce APA style citations, which is not the default mode.

12. Course Evaluation & Development

We regularly gather student evaluative feedback on the course and continual improvements are made to the course based in part on such feedback. The forms of feedback include UNSW's Course and Teaching Evaluation and Improvement (CATEI) process, focus groups and custom-made written feedback forms. Student feedback is taken seriously and changes to the course are made in accordance with it. We thank you in advance for your participation in this process. You will have an opportunity in the final tutorial to complete the CATEI forms.

13. Plagiarism & Academic Integrity

What is plagiarism?

Plagiarism is presenting someone else's thoughts or work as your own. It can take many forms, from not having appropriate academic referencing to deliberate cheating.

UNSW groups plagiarism into the following categories:

- **Copying:** using the same or very similar words to the original text or idea without acknowledging the source or using quotation marks. This also applies to images, art and design projects, as well as presentations where someone presents another's ideas or words without credit.
- **Inappropriate paraphrasing:** changing a few words and phrases while mostly retaining the original structure and information without acknowledgement. This also applies in presentations where someone paraphrases another's ideas or words without credit. It also applies to piecing together quotes and paraphrases into a new whole, without referencing and a student's own analysis to bring the material together.
- **Collusion:** working with others but passing off the work as a person's individual work. Collusion also includes providing your work to another student before the due date, or for the purpose of them plagiarising at any time, paying another person to perform an academic task, stealing or acquiring another person's academic work and copying it, offering to complete another person's work or seeking payment for completing academic work.
- **Duplication:** submitting your own work, in whole or in part, where it has previously been prepared or submitted for another assessment or course at UNSW or another university.

Where can I find out more information?

In many cases plagiarism is the result of inexperience about academic conventions. The University has resources and information to assist you to avoid plagiarism. The first place you can look is the section about referencing and plagiarism in each Course Guide, as this will also include information specific to the discipline the course is from. There are also other sources of assistance at UNSW:

- **How can the Learning Centre help me?**

  The Learning Centre assists students with understanding academic integrity and how to not plagiarise. Information is available on their website: www.lc.unsw.edu.au/plagiarism. They also hold workshops and can help students one-on-one.

- **How can Elise help me?**

  ELISE (Enabling Library & Information Skills for Everyone) is an online tutorial to help you understand how to find and use information for your assignments or research. It will help you to search databases, identify good quality information and write assignments. It will also help you understand plagiarism and how to avoid it. All undergraduate students have to review the ELISE tutorial in their first semester and complete the quiz, but any student can review it to improve their knowledge: http://elise.library.unsw.edu.au.

- **What is Turnitin?**

  Turnitin is a checking database which reviews your work and compares it to an international collection of books, journals, Internet pages and other student's assignments. The database checks referencing and whether you have copied something from another student, resource, or off the Internet. Sometimes students submit their work into Turnitin when they hand it in, but academics can also use it to check a student's work when they are marking it. You can find out more about Turnitin here: http://telt.unsw.edu.au/turnitin.

What if plagiarism is found in my work?

If plagiarism is found in your work when you are in first year, your lecturer will offer you assistance to improve your academic skills. They may ask you to look at some online resources, attend the Learning Centre, or sometimes resubmit your work with the problem fixed. However more serious instances in first year, such as stealing another student's work or paying someone to do your work, may be investigated under the Student Misconduct Procedures.

Repeated plagiarism (even in first year), plagiarism after first year, or serious instances, may also be

investigated under the Student Misconduct Procedures. The penalties under the procedures can include a reduction in marks, failing a course or for the most serious matters (like plagiarism in a honours thesis) even suspension from the university. The Student Misconduct Procedures are available here www.unsw.edu.au/studentmisconductprocedures.pdf

Examples of plagiarism

Using the internet appropriately

A first year student handed in an assignment where she had copied from a website. Her lecturer realised she didn't understand you have to reference websites in the same way you reference books and journal articles. The lecturer explained how to reference and sent her to a workshop at the Learning Centre to help her improve her skills.

Working together on a math assignment

A group of Mathematics students worked together on an assignment when they had been told this was not allowed. All questions where the students had worked together were given zero, and this lead to some student failing the assessment.

No referencing in an assessment

A third year student submitted a major assessment that included material from a journal article published in Canada. When his essay was submitted into Turnitin, it let the academic know that the student didn't reference the material. The student was given zero for the essay, and because it was worth 50 per cent he failed the course.

Copying design work

A final year design student used images of someone else's designs in her work and he said the designs were his own. The matter was formally investigated by his Faculty and he was found to have committed academic misconduct and failed the course.

Further information and assistance

If you would like further information or assistance with avoiding plagiarism, you can contact the Learning Centre. The Learning Centre at The University of New South Wales has two locations:

UNSW Learning Centre

Lower Ground Floor, North Wing, Chancellery Building
(C22 Kensington Campus – near Student Central)
www.lc.unsw.edu.au
Phone: 9385 2060
Email: learningcentre@unsw.edu.au

Opening Hours:
Monday to Thursday: 9am - 5pm and
Friday: 9am - 2.30pm

COFA Campus Learning Centre

Email: cofalearningcentre@unsw.edu.au
Phone: 9385 0739

14. Administrative Matters

14.1. School of Psychology Student Guide

The *School of Psychology Student Guide*, available at http://www.psy.unsw.edu.au/students/current/files/Student_Guide.pdf, contains School policies and procedures relevant for all students enrolled in undergraduate or Masters psychology courses, such as:

- Attendance requirements;
- Assignment submissions and returns;
- Assessments;
- Special consideration in the event of illness or misadventure;
- Student Code of Conduct;
- Student complaints and grievances;
- Student Equity and Disability Unit; and
- Occupational Health & Safety.

Students should familiarise themselves with the information contained in this *Guide*.

14.2. Withdrawing from the Course

If you wish to withdraw from the course without incurring a HECS debt, you must withdraw before the HECS census date of **Saturday 31 August 2013.** The last day to withdraw without academic penalty is **Sunday 15 September 2013**.

https://my.unsw.edu.au/student/academiclife/enrolment/EnrolmentDates.html

To withdraw from a course after both the census date and the *withdraw without academic penalty* date have passed you need special permission. Complete a '*Special Permission to Withdraw from a course without Penalty'* form which can be downloaded from myUNSW:

https://my.unsw.edu.au/student/academiclife/SpecialPermissiontoWithdrawWithoutFailure.pdf

A copy can also be obtained from Student Central. You will need to:

1. Provide supporting documentation.
2. Bachelor of Psychology/Bachelor of Psychological Science students should bring the form to the School of Psychology Office, Level 10 Mathews. Science students will need to see the Science Student Centre in the Robert Webster Building, Room 128.
3. Once this is complete you will need to lodge the form in person to Student Central.