# Table of Contents

The Undergraduate Psychology Program ................................................................. 1
The APAC accredited psychology major (60 credit points) ........................................ 1
  Psychology core units .................................................................................. 2
  Psychology elective units ........................................................................... 3
  48 credit point psychology major sequence (non-accredited) ......................... 4
  24 credit point psychology minor sequence ............................................... 4
Who do I contact about psychology in the School? .............................................. 4
Who do I contact if I have enquiries about my degree program? .......................... 5
How the School Communicates with Students .................................................... 6
  Email ........................................................................................................ 6
  Moodle .................................................................................................... 6
  Guidelines for the use of online discussion groups ...................................... 7
Last Minute Queries ......................................................................................... 7
Monash University Lectures Online - MULO ..................................................... 7

## Teaching Policies ......................................................................................... 8
  1. Submitting Assignments ...................................................................... 8
  2. Taking precautions against losing your work .................................... 8
  3. Return of work ................................................................................ 8
  4. Class listing with Allocate+ .............................................................. 8
  5. Avoiding plagiarism and cheating .................................................... 9
Plagiarism ........................................................................................................ 10

## Assessment Policies .................................................................................... 11
  1. Marking scale .................................................................................. 11
  2. Re-scaling of marks ...................................................................... 11
  3. Requests for feedback or review .................................................... 11
  4. Requests for re-mark .................................................................. 11
  5. Reviewing exam and final assessment results .................................. 12
  6. Special Consideration .................................................................. 13
     - Special Consideration (In semester) procedure – (Extensions) ...... 13
     - Special Consideration – (End of Semester) procedure (Deferred examinations) .................. 14
  7. Attendance Requirements ................................................................ 14
  8. Grievances ................................................................................... 15

## Assistance with studying psychology ......................................................... 16
  1. Using the library ........................................................................... 16
  2. Learning Skills ............................................................................ 16

## Occupational Health & Safety .................................................................... 17
The Undergraduate Psychology Program

The School of Psychological Sciences is part of the Faculty of Biomedical and Psychological Sciences which sits within the Faculty of Medicine, Nursing and Health Sciences. It harnesses unique opportunities presented within the discipline of Psychology, to develop world-class, research-led undergraduate programs supported by innovative pedagogy, technology and teaching approaches. All undergraduate units offered by the School of Psychological Sciences are consistent across campuses, off-shore institutions, and via off-campus learning. This means there is a common syllabus; assessment; and marking standards.

The program is taught in the following modes:
- on-campus
- off-campus learning (OCL)
- online learning

These modes differ in terms of the emphasis on face-to-face classes and in the use of other forms of teaching such as printed and multi-media based material for independent study. Thus, there will inevitably be variations in how the unit material is delivered in these different teaching modes, as well as minor differences between individual lecturers and tutors. We encourage students to see these as natural and acceptable variations that are a necessary part of accommodating a diverse range of learning needs and situations.

The School devotes considerable resources to ensuring that students have equal opportunities to achieve successful outcomes in their psychology units. Information essential for completing assessment requirements is available to all students. Assessments are monitored to ensure that equivalent standards are applied on each campus and to each teaching mode. Standardisation of grades is applied as necessary to achieve this aim.

This guide sets out the obligations you must meet as students studying units in Psychology. It specifies the policies that the teaching and administrative staff of the School must apply, in order that students are treated consistently and fairly.

The APAC accredited psychology major (60 credit points)

The three year undergraduate psychology sequence, taught as part of an APAC accredited degree program, comprises ten 6-credit point units (9 core units plus 1 elective unit).

**PSY units in second year and third year have specific pre-requisites and/or co-requisites. These prerequisite requirements must be met in order to progress throughout the prescribed major sequence. It is the students’ responsibility to plan their course progression carefully to ensure they meet the necessary pre- and/or co-requisites for advanced units.**

More information on location and mode of offering for each unit is provided in the University handbook: [http://www.monash.edu.au/pubs/handbooks/](http://www.monash.edu.au/pubs/handbooks/)

Note: All lectures for 2nd and 3rd year units will run from Clayton campus, however laboratory/tutorials are scheduled at both Clayton and Caulfield campuses and via OCL.
<table>
<thead>
<tr>
<th>Year 1</th>
<th>Semester 1</th>
<th>Year 2</th>
<th>Semester 2</th>
</tr>
</thead>
</table>
| PSY1011 | Psychology 1A | PSY2031 | Developmental and biological psychology  
  *(Pre-requisites: PSY1011 and PSY1022;  
  Co-requisite: PSY2051)* |
| PSY1022 | Psychology 1B | PSY2042 | Personality and social psychology  
  *(Pre-requisites: PSY1011 and PSY1022; Pre- or  
  co-requisite: PSY2051)* |
| PSY2051 | Research design and analysis  
  *(Pre-requisites: PSY1011 and PSY1022)* | PSY2051 | Research design and analysis  
  *(only offered by OCL in Semester 2; Pre-requisites:  
  PSY1011 and PSY1022)* |
| PSY3041 | Psychological testing, theories of ability and ethics  
  *(Pre-requisite: PSY2051)* | PSY3032 | Abnormal psychology  
  *(Pre-requisite: PSY2031 & PSY2051)* |
| PSY3051 | Perception and cognition  
  *(Pre-requisites: PSY2031 & PSY2051)* | PSY3062 | Research methods and theory  
  *(Pre-requisites: Any two of PSY2031, PSY2042 or PSY3041). NB. PSY2051 is a co-requisite or pre-requisite of each of these units.* |
Psychology elective units

In addition to the nine core PSY units, students must complete one elective psychology unit from any of the following list. Third-year electives can be undertaken at second-year providing the pre- and co-requisites are met.


<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PSY3130</strong> Health psychology (Clayton, OCL) <em>(Pre-requisite: PSY2031)</em></td>
<td><strong>PSY2112</strong> Organisational psychology (Malaysia Sunway,) <em>(Pre-requisite: Completion of 48 credit points of any degree)</em></td>
</tr>
<tr>
<td><strong>PSY3150</strong> Contemporary social psychology (Clayton,) <em>(Pre-requisite: Completion of 48 credit points of any degree)</em></td>
<td><strong>PSY3120</strong> Introduction to Counselling (Clayton,) <em>(Pre-requisites: at least 12 credit points of any second year level units)</em></td>
</tr>
<tr>
<td><strong>PSY3240</strong> Music psychology (Clayton, OCL) <em>(Pre-requisite: Completion of 48 credit points of any degree)</em></td>
<td><strong>PSY3180</strong> Human neuropsychology: developmental and neurodegenerative disorders (Clayton) <em>(Pre requisite: PSY2031) (Co requisite: PSY2042)</em></td>
</tr>
<tr>
<td><strong>PSY3250</strong> Positive psychology (Clayton,) <em>(Pre-requisite: Completion of 48 credit points of any degree)</em></td>
<td><strong>PSY3190</strong> Addiction studies (Clayton, OCL) <em>(Pre-requisites: PSY1011, PSY1022, PSY2031)</em></td>
</tr>
<tr>
<td><strong>PSY3280</strong> The neuronal basis of consciousness (Clayton) <em>(Pre requisite: PSY2031) (Prohibitions: BNS3021, BNS3052, BNS3062)</em></td>
<td><strong>PSY3230</strong> Forensic psychology (Clayton) <em>(Pre-requisite: PSY2051) (Co-requisite: PSY2042)</em></td>
</tr>
<tr>
<td><strong>PMH1011</strong> Mental Health in the Community (Clayton) *(Pre requisite: Must be enrolled student in BPsysch (with Honors))</td>
<td><strong>PSY3270</strong> Neuroscience of Cognition Behaviour (Clayton) <em>(Pre requisite: PSY2031) (Prohibitions: BNS3021, BNS3052, BNS3062)</em></td>
</tr>
</tbody>
</table>
48 credit point psychology major sequence (non-accredited)

Completion of 48 credit points in psychology units satisfies the requirements of a major sequence according to some degree regulations (e.g., Bachelor of Science, Bachelor of Arts). The 48 credit point major in psychology is not accredited by the Australian Psychology Accreditation Council (APAC) and does not satisfy the requirements of eligibility for entry into fourth year courses in psychology.

A 48 credit point major sequence (non-accredited) comprises:
- PSY1011 and PSY1022
- PSY2051 and at least an additional six points from PSY units at level two; and
- Any 18 or 24 remaining points of PSY units at level three.

24 credit point psychology minor sequence

Completion of 24 credit points in psychology units satisfies the requirements of a minor sequence according to some degree regulations (e.g., Bachelor of Science, Bachelor of Arts).

A minor sequence comprises:
- PSY1011 and PSY1022
- PSY2051 plus any one of PSY2031, PSY2042 or any psychology elective unit at 2nd or 3rd year level

Who do I contact about psychology in the School?

Please use the following contact details as your first point of contact for questions about undergraduate matters

**School of Psychological Sciences**
4th Floor, Building 18, Innovation Walk, Clayton Campus
Phone: (03) 9905 3968
Fax: (03) 9905 3948
ug.psych@monash.edu
hons.psych@monash.edu

Sunway
Ms Choo May May
Phone: +603 551 46000 Ext. 61580, no direct line

On-campus support, for students enrolled at the Caulfield campus is available from the Caulfield Student Service Centre [http://www.monash.edu.au/service-centre/caulfield.html](http://www.monash.edu.au/service-centre/caulfield.html).

**Academic Programs Committee Chair – Dr Matthew Mundy**
Appointments to see Dr Mundy can be made by emailing: matthew.mundy@monash.edu

**Deputy Head of School - Professor Shantha Rajaratnam**
Appointments to see Prof Rajaratnam can be made by phoning 990 53949.

**Head of School of Psychological Sciences- Professor Kim Cornish**
Appointments can be made to see Professor Kim Cornish by phoning 9905 9588.
Who do I contact if I have enquiries about my degree program?

Advice regarding your degree, including changes you wish to make to your enrolment, such as adding or withdrawing units, is provided by the Faculty of the degree in which you are enrolled and via WES [https://my.monash.edu.au/wes/](https://my.monash.edu.au/wes/).

Student enrolled in degrees offered by the Faculty of Medicine, Nursing and Health Sciences should contact one of the following School of Psychological Sciences Administrators:

**Course Contacts**

**Bachelor of Psychology (with Honours)**  
Course Coordinator:  
Dr Sean Cain, 5th Floor, Building 18, Innovation Walk Clayton Campus  
**Enquiries:**  
Ms Deb Krasey - Room 408  
Building 18, Innovation Walk, Clayton Ph. 9903 2251  
Email: deborah.krasey@monash.edu

**Honours**  
Honours Coordinator:  
A/Professor Antonio Verdejo-Garcia, 5th Floor, Building 18, Innovation Walk, Clayton Campus  
**Enquiries:**  
Mr Ken Browne  
4th Floor Clayton campus Ph. 9905 3968  
Email: hons.psych@monash.edu

**Graduate Diploma of Psychology** (in teach-out)  
Course Coordinator:  
Dr Sean Cain, 5th Floor, Building 18, Innovation Walk, Clayton Campus  
**Enquiries:**  
Ms Meredith Cole - Room 408  
Building 18, Innovation Walk, Clayton Ph. 9905 3965  
Email: meredith.cole@monash.edu

**Bachelor of Behavioural Neuroscience** (in teach-out)  
**Enquiries:**  
Ms Meredith Cole - Room 408  
Building 18, Innovation Walk, Clayton Ph. 9905 3965  
Email: meredith.cole@monash.edu

**Bachelor of Psychological Science & Business (Malaysia)**  
Course Coordinator:  
Dr Tam Cai Lian  
**Enquiries:**  
**Sunway Campus (Malaysia)**  
Choo May May  
Jeffrey Cheah School of Medicine and Health Sciences Ph: +6 03 5514 5826  
Email: choo.may.may@monash.edu
How the School Communicates with Students

The School maintains a Psychology web site at http://www.med.monash.edu.au/psych

Email

The University uses the ‘my monash’ system of individual personalised ‘portals’ to the Monash Web. This enables staff to send important updates to specific groups of students. School of Psychological Sciences staff use a system of automated e-mail messages to provide information to individual students. It is important to note that University Policy stipulates that in communication with students we will only use the Monash email address. Also be aware that, due to privacy laws, YOU WILL NOT RECEIVE A REPLY FROM US UNLESS YOU SEND YOUR EMAIL FROM YOUR MONASH ADDRESS. Please access your Monash email regularly (even after the exam period at the end of semester) as there may be important communications about results, return of assignments, or other notifications.

Moodle

In accordance with the Education Policy of Monash University web-based teaching and learning resources including unit guides for all undergraduate units will be available via MOODLE. For more information on how to access MOODLE go to: http://moodle.med.monash.edu.au/

In many psychology units the coordinator will set up an online discussion group on the MOODLE site for student use. These groups are provided so that students can discuss, in an open forum, matters related to their study of the unit. Matters such as course content, lecture material and other topics of mutual interest may be discussed. These groups may also be used by staff to convey information about the unit, such as changes to lecture times, absences, notification of collection of assignment dates, or items of interest including requests for research participation.

Contributing to an online discussion group provides you with another way to:

- get help with prescribed laboratory activities and assignments;
- ask questions and check your understanding of concepts;
- find out about new perspectives and ideas that can challenge your understanding;
- share information and resources relevant to the course (e.g., articles, web sites, media reports or documentaries of interest);
- solve practical and technological problems; and
- enhance motivation and support through collaboration with other students.

There are some uses of these discussion groups that are not appropriate, for example:

- where a student requests or provides information related to completion of a piece of assessment that may be considered collusion. For example, checking answers on a statistics assignment;
- posting “wanted” or “for sale” advertisements. The University provides a Web based advertisement site for this purpose (see Monash Marketplace available through the my monash portal);
- requesting information that is readily available elsewhere, for example in lab manuals and unit guides. This practice not only wastes the time of the discussion group moderator but causes frustration amongst those students who regularly read newsgroup posts and find many irrelevant, often repeated, posts clogging their system.
Guidelines for the use of online discussion groups

- Avoid posting very long messages, be concise and try to limit your message to a single idea. To make your message easy to read control the length of the lines (i.e., so it doesn’t appear all on one line).
- Include a brief and accurate description of your message in the subject heading.
- Regularly access the online discussion group to read new messages and contribute. Make sure you read the messages that have been posted previously to avoid repeating a question that has already been answered.
- Remember that the discussion group is not monitored at all times so there may be a delay before you get a response. In most cases the moderator will provide you with a guide as to the turn-around that can be expected for responses.
- Always be positive and courteous to others. Give encouragement and be constructive in your feedback and comments.
- The style of communication can be more informal and conversational than formal academic writing, but please correct typing and spelling errors, and also avoid using the kinds of abbreviations that you might use in SMS text messaging.
- Don’t be negative, never use personal attacks. No flaming (e.g., being rude, hostile or insulting).
- Never use sexist, racist or objectionable language.
- Remember that communicating online is limited to text-based communication. The usual social and non-verbal cues we are used to in face-to-face conversation and even telephone conversations are not present online. Be aware that the ‘tone’ of your message can be harder to interpret and sometimes misunderstandings can occur. Be careful about phrasing humour and sarcasm.
- When directing a question to a specific person either staff (other than the moderator) or student, use e-mail instead.

Note that all newsgroups are moderated, thus any inappropriate posts will be deleted and the person who posted the message will be advised accordingly.

For further information on the Monash University IT Use Policy for students please see link below: http://www.policy.monash.edu/policy-bank/management/its/acceptable-use-of-information-technology-facilities-by-students-policy.html

Last Minute Queries

The School encourages students to prepare work in a timely manner, and to send any queries they have regarding assessment pieces to teaching staff in reasonable advance of submission dates.

Teaching staff will accordingly respond to queries about assessment pieces sent to MOODLE or via email up to 2 days prior to submission dates. After that time, students are advised to check the previous queries in the relevant discussion forum for answers to frequently asked questions.

Monash University Lectures Online - MULO

Monash University Lectures Online is an audio only recorded lecture service provided by the library which allows students to listen to digital recordings of most psychology lectures on the Web.
To access lectures on-line go to: http://www.mulo.monash.edu.au/index.html

The MULO service is offered as a supplement only, so students should not rely on this as an alternative to attending lectures. Occasionally difficulties can cause recording failures, and lecturers can nominate not to use the service. Not all lecture locations are equipped to record lectures online.
Teaching Policies

1. Submitting Assignments

Assignment format
Assignments should be presented, 1.5 or double-spaced, and prepared in accordance with the following writing guide which is prescribed for all undergraduate psychology units.


Students are required to submit assessments on-line via Moodle.

- When doing this please ensure that your assessment has been uploaded successfully.
- Students will be required to acknowledge the University plagiarism and collusion statement in order to progress to assessment submission.
- Assessment tasks not received by the due date may incur late penalties.
- Do not submit assessments directly to tutors; nor should they be posted, faxed, or emailed. Submission of assessment in any of these forms will not be accepted.

2. Taking precautions against losing your work

Occasionally, work that you believe has been submitted does not reach the marker. You must always keep an electronic copy of any assignment you submit. If you are not able to provide a copy within 24 hours on request, it will be assumed that the work was not handed in. Please note that computer problems are not a valid reason for special consideration.

3. Return of work

Every effort will be made to ensure that work submitted by the due date is handed back as quickly as possible. The School of Psychological Sciences aims to return assignments within four weeks of the due date. School staff undertake to ensure that constructive feedback on assignments is received in time for students to benefit in preparing the next assessment task. Please also be aware that you will have access to your Moodle sites for no more than 2 months after the end of your exam period. Therefore if you want to keep any of the materials available to you then you will need to download and save your own copy on your own personal computer or hard drive. It is especially important to save any assignment feedback you have been given for your reference in future units. Moodle is NOT a place for you to store your notes, assignments and resources throughout your course.

4. Class listing with Allocate+

It is the responsibility of students to ensure that they are allocated to the correct laboratory class.

Students use the Allocate+ online system to submit their timetable preferences at the beginning of semester. If students need to change their allocated class they must use the online form located on the Allocate+ site from the following link http://www.monash.edu.au/timetables/allocate/fix-problems.html.

It is imperative that students attend the laboratory class to which they have been allocated. OHS policy prohibits excess attendance at lectures/labs. Consequences of not attending your allocated class may be:

- the possibility that the submission of your assignment is not processed correctly;
- that online submissions are not marked or recorded correctly.
5. Avoiding plagiarism and cheating

The incorporation of the work of someone else without due identification and reference constitutes plagiarism. Using someone else’s data, incorporating portions of text, even extended and very close paraphrasing, without due acknowledgement, are examples of plagiarism. The University takes a very serious view of plagiarism.

In your psychology units we will devote a lot of effort to ensuring you know how to acknowledge information from other sources without plagiarism.

To build your skills in citing and referencing, and using different referencing styles, see the online tutorial Academic Integrity: Demystifying Citing andReferencing at www.lib.monash.edu.au/tutorials/citing/

Definitions (Plagiarism Policy, Monash University Policy Bank)
http://www.policy.monash.edu/policy-bank/academic/education/conduct/plagiarism-policy.html

(Faculty of Medicine, Nursing & Health Sciences Plagiarism Policy)

Academic integrity: is the moral code of academia. It involves using, generating and communicating information in an ethical, honest and responsible manner.

Academic misconduct: means conduct by which a student seeks to gain for himself, herself or another person an unfair or unjustified academic advantage in a course or unit of study and includes, cheating, collusion and plagiarism. It may be intentional or reckless.

Cheat/Cheating: means to seek to obtain an unfair advantage in an examination or written, oral or practical work required to be submitted or completed for assessment in a course or unit of study and includes the resubmission of work that has already been assessed in another unit.

Collusion: means unauthorised collaboration on assessable written, oral or practical work with another person or persons.

Plagiarism: means to take and use another person’s ideas and or manner of expressing them and to pass them off as one’s own by failing to give appropriate acknowledgement, including the use of material from any source, staff, students or the Internet, published and unpublished works.

Proofreading: The process of identifying errors and suggesting corrections to a text. This must not involve rewriting passages of text in order to clarify meaning; amending the words used by the author (except to identify the correct spelling of the word used); rearranging passages of text or code, or reformatting other material; contributing additional material to the original; and checking calculations or formulae.
**Plagiarism**

Plagiarism may take the form of similar work submitted by students who may have worked together under circumstances where this is not allowed. This is quite distinct from collaboration where students work together on a joint project.

If students present as their own work that which is nearly identical to that of another student, that is copied from another person, has been presented by a previous student, or has been presented by a student at another institution, this will be interpreted as cheating.

Where work submitted for assessment by two or more persons is the same or substantially the same, the work so submitted is prima facie evidence of cheating by those persons.

Plagiarism is regarded as a form of theft and the Pocket Oxford Dictionary defines "plagiarise" as "publish borrowed thoughts as original; steal (thoughts), steal from (work, author)". Plagiarism is therefore "theft" and is a serious offence.

When quoting or paraphrasing material from other sources, those sources must be acknowledged in full. It may be useful to seek the help of a tutor in preparing the piece of work and discuss concepts with fellow students in sorting out ideas, but the final product must be written by the student in his or her own words.

Plagiarism occurs when students fail to acknowledge that ideas have been borrowed. Specifically it occurs when:

- phrases and passages are used verbatim without quotation marks and without a reference to the author;
- an author's work is paraphrased and presented without a reference;
- other students' work is copied;
- items of assessment are written in conjunction with other students (without prior permission of the relevant staff member);
- a piece of work has already been submitted or assessed in this or another unit.

**Procedures**


It is University policy that where there are reasonable grounds for believing that plagiarism or collusion has occurred this will be reported to the Chief Examiner, who will disallow the work concerned by prohibiting assessment or refer the matter to the Faculty Manager for disciplinary action (Plagiarism Policy, Monash University). Unintended plagiarism will be dealt with as poor scholarship, with appropriate adjustments to the assessment (and how seriously this is seen will depend upon the year level).

Often you will be encouraged to work cooperatively in psychology units. This means that you should work in groups during exercises set in the laboratories obtaining references, discussing your lab reports, and revising for the exam. Any work that is written for assessment such as essays and lab reports should be produced by the student alone. You should not give or accept help in writing your reports. Do not, under any circumstances, give or loan people copies of your work, either before or after submission.
Assessment Policies

1. Marking scale

Throughout the university, final marks are awarded in percentage terms, with the following conversion to grades:

<table>
<thead>
<tr>
<th>Mark Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>80+</td>
<td>HD</td>
</tr>
<tr>
<td>70-79</td>
<td>D</td>
</tr>
<tr>
<td>60-69</td>
<td>C</td>
</tr>
<tr>
<td>50-59</td>
<td>P</td>
</tr>
<tr>
<td>0-49</td>
<td>N</td>
</tr>
</tbody>
</table>

** Some Faculties award an NS grade for marks in the range 45-49, indicating eligibility for supplementary assessment. Students should check with their home Faculty i.e. Arts, Science etc for the appropriate policy/procedure. Further information regarding supplementary assessment regulations can be accessed via the university policy at: http://www.monash.edu.au/pubs/calendar/council/regulation13.html

Please note: Students must pass (achieve at least 50% or more) any piece of assessment worth 50% or more of their overall mark, in any psychology unit to achieve a pass in that unit.

2. Re-scaling of marks

Scaling of results is intended to ensure that differences in difficulty of assessment tasks and differences in marking standards across different electives and markers are allowed for in the final grade given to each piece of work. We believe that, in a large and diverse School, this process is fair. Standardisation of both individual and aggregate marks may occur. The mark shown on an assignment will be the final mark after any standardisation. Since both examination marks and aggregate marks may be standardised, your final mark in the unit may differ from the weighted sum of marks that you have received.

3. Requests for feedback or review

If a student requires further feedback or clarification regarding any aspect of their assessment they may approach the marker. Should markers be unavailable for consultation feedback should be discussed directly with the Unit Coordinator.

4. Requests for re-mark

These procedures outline the process, and responsibilities for remarking of a piece of assessment. Students should note that re-marking can result in an increase or decrease in final result. http://policy.monash.edu.au/policy-bank/academic/education/assessment/unit-assessment-procedures.html

‘10.1 Subject to the fail mark verification procedures, there is no automatic right for students to have a piece of assessment remarked.’

It is the students’ responsibility to check the result upon return of an assessment item. Prior to requesting a re-mark, the student is required to have discussed the corrected piece of work with the marker. If the marker is unavailable for consultation the student can then approach another relevant staff member i.e. Assistant Unit Coordinator.
If the student is still dissatisfied, the student may then proceed directly with a request for a re-mark.

**Time line for applying for a remark**

Students have a two week period from the release of result for an individual assessment item, during which they are expected to raise any queries about their mark, and make a formal request for a re-mark.

**Remark Process**

Requests for remark may be rejected due to lack of substance or justifiable reason. If the re-mark request is granted, an independent marker will be assigned to ‘blind mark’ a ‘clean’ copy of the work. If the specific field of study limits the number of suitable makers the best fit for an appropriate maker will be used. **The adjusted mark will normally be based on the re-marked assessment.** In the event of discrepancy of 10% or greater between the original mark and re-mark, the two markers should confer and agree on the final mark. In the event that agreement cannot be reached the final mark will be at the discretion of the Chief Examiner.

**Exclusion from these Procedures**

These procedures do not apply to the following assessment items:
- major thesis;
- minor thesis; and
- examinations.

**Requesting remark**

Re-mark requests must be made in writing within the specified two week period. The request must be made by downloading the Re-Mark Application form from unit MOODLE sites and filling out sections A, B and C outlining the specific grounds for a remark. All applications must then be submitted to Meredith Cole via email: meredith.cole@monash.edu phone: 9905 3965 who will organise for the work to be remarked. Students will not receive a separate email notification as the outcome of the remark will replace the existing grade in MOODLE accompanied by any comments in the feedback box for that assessment task.

5. **Reviewing exam and final assessment results**

The following excerpt from the Monash University Policy Bank Freedom of Information Act
http://www.policy.monash.edu/policy-bank/management/governance/freedom-of-information-policy.html explains the basis for exam review:

‘8.2 Examination Script Books

- **Staff are encouraged to give feedback to students on their performance in examinations. In such discussions the staff member might refer to the student’s examination script.**
- **Students wishing to access their exam and other assessment papers should refer to the assessment papers policy and procedures of their faculty.**
- **Departments/Schools are entitled to deny students access to their scripts if the examination is a short answer or multiple choice module which the examiner intends to use again.**
- **It is the responsibility of departments to arrange for routine destruction of examination script books six months after the publication of the results, or one month after the conclusion of an appeal, whichever is the longer. For information about the University’s disposal schedules, the Manager, Records and Archives Services, should be contacted.’
6. Special Consideration

Faculty of Medicine, Nursing and Health Sciences Late Submission Policy.

The following policy applies to all Year 1-3 PSY-coded Psychology units irrespective of which Faculty you are enrolled with:

Students can download in-semester special consideration application forms from the University web site via [http://www.monash.edu.au/exams/special-consideration.html](http://www.monash.edu.au/exams/special-consideration.html). Students should submit the completed form together with original or certified copies of supporting documentation to the School of Psychological Sciences either in person or via the special consideration email address: psych-specialconsideration@monash.edu.

Please note the school will not reply to your application for special consideration via email. All students will be informed whether an extension has been granted via Moodle (see following page). Extensions will only be granted on the following grounds:

- Documented illness: a medical certificate must be provided
- Compassionate grounds: those situations for which compassionate leave is normally granted in employment
- Documented misadventure, hardship or trauma

1. Students can submit assessments up to and including 7 days late. For all assessment items submitted after the official due date, without an agreed extension, a **10% penalty** applies for each day (or part thereof, including weekends and public holidays) that the item is late.

2. If the assessment item is more than 7 days late, the work may be submitted and it will be marked, but not graded. A zero grade will be awarded. **Note: Online MOODLE submission will not be possible after 7 days; students should contact the Unit Coordinator if they wish to submit their assignment for feedback.**

3. Individual assessment tasks that independently contribute to no more than 5% of the final mark may be exempted from the above rules if deemed appropriate by the unit Chief Examiner (See Unit Guide for further information).

4. No penalty will apply if an extension is sought and granted by the Chief Examiner or delegate. If the assessment item is handed in after the extension period, then the above penalties will apply."

**Special Consideration (In semester) procedure – (Extensions)**

If you require an extension for a piece of assessment due to serious issues affecting your studies, you must fill out a special consideration form which can be downloaded from the website cited above. You will need to attach appropriate documentation (counsellor’s letter, medical certificate, police report, funeral notice etc.). If you do not provide a special consideration form or attach appropriate documentation your request will not be accepted. The special consideration policy can be viewed at: [http://www.policy.monash.edu/policy-bank/academic/education/assessment/special-consideration-policy.html](http://www.policy.monash.edu/policy-bank/academic/education/assessment/special-consideration-policy.html)

**Do not attach your Medical Certificate to your assignment**

You must submit your request for special consideration to the School of Psychological Sciences Office at Clayton campus or via the psych-specialconsideration@monash.edu email address no later than 2 university working days after the assessment due date. The maximum extension that can be granted is 7 days including weekend and public holidays.

Please note: You will not be notified of the outcome of your special consideration via email. Check for the ‘extension due date’ on your assignment upload page.
Generally an outcome will be available within 2-3 days of submission of your application, however do not wait for a response; you should continue working on your assignment during this time and submit it as soon as possible.

e.g. If your medical certificate states that you were ill for 5 days you will be granted a 5 day extension For serious ongoing issues, grief or illness you may be granted the maximum extension of 7 days including weekend and public holidays.

In extreme cases Alternative Assessments may be granted on a case-by-case basis. This is determined by the Board of Examiners at the end of semester, and outcomes cannot be guaranteed.

Please note you are expected to keep an electronic copy of your work. There are computers on campus; therefore computer problems are not a valid reason for special consideration.

If your circumstances are serious and ongoing you should register with Disability Services at: http://monash.edu/social-justice/

If your circumstances are serious and prolonged you should consider discontinuing from the unit and returning to study when you are sufficiently recovered. Students who choose this option may be eligible to apply for remission of debt. For further information on this please see policy on refunds: http://www.monash.edu.au/fees/discounts-refunds/refunds/loan-debt.html.

Should you wish to discontinue your unit enrolment please consider your options, and consult the course administrator prior to census date to ensure you are not penalised either academically or financially.

Special Consideration – (End of Semester) procedure (Deferred examinations)

If you require a deferred exam you can download the form from section above:

Please note that deferred exam requests should be submitted to your Faculty Office*

* Bachelor of Psychology (with Hons) and Graduate Diploma of Psychology student should submit deferred exam requests directly to the School of Psychological Sciences.

For any further enquiries regarding extensions/special consideration please contact psych-specialconsideration@monash.edu

7. Attendance Requirements

The following attendance requirements apply to Psychology undergraduate units in years 1-3:

Sessions may be held at Clayton or Caulfield campuses.

Attendance at laboratory classes and weekend schools (WESch) is not compulsory in order to pass the unit, however be aware that the required content will only be delivered in this forum. If you have missed a lab class for a legitimate reason such as illness or bereavement then your tutor can assist you with the content of that class. In this instance, supporting documentation such as a medical certificate or statutory declaration is required. On campus students who miss a lab class are encouraged to attend an alternative class during that week to catch up on the content. Slides used in tutorials will not be supplied to students who choose not to attend classes.
8. **Grievances**

In the first instance, it is expected that students will attempt to resolve a complaint with the staff member concerned. This is considered the commencement of the informal process and is confidential.

If the complaint is not resolved at this stage, or it is considered one of bias on the part of the staff member concerned, the student may direct the complaint to the next appropriate level. Students who wish to appeal decisions made at the school level should approach the Manager, Undergraduate Programs: Patricia Stephens patricia.stephens@monash.edu within the School of Psychological Sciences.

Issues may be raised with the Chair of Academic Programs Committee- Dr Matt Mundy; Deputy Head of School - Prof Shantha Rajaratnam or the Head of School- Prof Kim Cornish as appropriate, prior to lodging a formal grievance with the appropriate faculty.

The Faculty of Medicine, Nursing and Health Sciences has a specific policy which covers academic and administrative grievance procedures and students are advised to review this policy: [http://policy.monash.edu.au/policy-bank/academic/education/management/student-complaints-grievances-procedures.html](http://policy.monash.edu.au/policy-bank/academic/education/management/student-complaints-grievances-procedures.html)

All students lodging a grievance must use the prescribed ‘grievance lodgement’ form available from:


Students Rights Officers are available to provide independent advocacy, assistance and advice in relation to a grievance. For contact information on Students Rights Officers go to: [http://www.ombudsman.monash.edu.au/studentrightsofficers.html](http://www.ombudsman.monash.edu.au/studentrightsofficers.html)

School of Psychological Sciences Contact:

- Patricia Stephens, Manager Undergraduate Programs
- Building 18, Innovation Walk, Room 4.12 Clayton Campus, Monash University
- Phone: 9905 3941
- Email: patricia.stephens@monash.edu
1. Using the library

It is important that you become familiar with the online and print resources for psychology available from the Monash Library. This includes:

- the library's catalogue
- databases such as PsycINFO for psychology related journal articles and other scholarly publications
- procedures for borrowing from the library and reserve collection

Library staff are happy to help you to use the library's resources and services. See Monash University Library homepage [www.lib.monash.edu.au](http://www.lib.monash.edu.au) for more information.

2. Learning Skills

Monash University Library provides services and resources to those who want to improve their learning skills, including the quality of their academic English and approaches to study, at the undergraduate and postgraduate levels. Assistance is offered in such areas as oral communication and presentation, reading, study and exam preparation, effective listening and note-taking in lectures and seminars, analysis, problem-solving and critical thinking, and academic essay, report and thesis writing.

**Drop-in sessions** are 10 - 15 minute consultations with a Learning Skills Adviser which are held at the Research and Learning Service point in any branch library. These are available to any student, commence in week 2 and run through to week 14. No appointment is necessary and students are seen on a first-come, first-served basis. For drop-in session times in individual Monash libraries see the Classes and drop-ins webpage at: [monash.edu/library/skills/resources/classes](http://monash.edu/library/skills/resources/classes).

**Individual consultations** are available for students with referrals from lecturer, faculty, as well as from Health, Wellbeing and Development and the Disability Liaison Unit.

**Classes/Workshops:**

**Resources:** Language and Learning Support also provide a range of useful resources on the Web: [http://monash.edu.au/lls/llonline/](http://monash.edu.au/lls/llonline/)

**Learning Skills Advisers for Psychology:**

**Caulfield**
- Contact: Fiona Patterson
- Telephone: + 61 3 990 31013
- Email: fiona.patterson@monash.edu
Clayton
Contact: Tomas Zahora
Telephone: + 61 3 990 50003
Email: tomas.zahora@monash.edu

Help
Ask for assistance at the Information Desk in any branch library, email ask.monash at:
monash.custhelp.com/app/answers/list/c/207/kw/library, or ring 9905 5054. Visit a Research and
Learning Service point for a 15 minute consultation with a librarian who can assist you with creating
searches and finding resources.

Subject and Liaison Librarians for Psychology:

Caulfield
Contact: Cassandra Freeman
Telephone: + 61 3 990 32443
Email: cassandra.freeman@monash.edu

Clayton
Contact: Anne Young
Telephone: +61 3 9905 5057
Email: anne.young@monash.edu

Occupational Health & Safety
All Students and Staff are required to familiarise themselves with the following points from the Monash
University OH&S Policy and Procedures:

Each student must take reasonable care of their own health and safety and the health and safety of others by:

• taking action to avoid, eliminate or minimise hazards of which they are aware;
• complying with all occupational health and safety instructions, policies, and procedures including
departmental safety manuals;
• making proper use of all safety devices and personal protective equipment;
• complying with the instructions given by emergency response personnel such as emergency wardens
and first aiders;
• Not wilfully placing at risk the health and safety of any other person;
• seeking information or advice where necessary before carrying out new or unfamiliar work;
• maintaining dress standards appropriate for the work being done. Appropriate protective clothing
and footwear must be worn at all times;
• only consuming or storing food and drink in areas designated for this purpose;
• being familiar with emergency and evacuation procedures and the location of, and if appropriately
trained, in the use of, emergency equipment;
• report all hazards, incidents and 'near miss' incidents in accordance with the OHS procedures for
Hazard & Incident reporting, investigation & recording.

For more detailed information about Occupational Health and Safety and to access hazard incident
report forms please go to: