Faculty of Science
School of Psychology

Industrial and Organisational Psychology
Postgraduate Programs

Program Guide 2014
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Preface

The purpose of this program guide is to give an overview of graduate programs in Industrial and Organisational Psychology at The University of Western Australia. It has been prepared primarily for current students completing these degrees, but also with a view to providing information for others who may be interested in Industrial and Organisational Psychology, such as prospective students, field supervisors, and academic colleagues. This guide is by no means comprehensive, and students attending the courses will receive many additional handouts (reference lists, detailed programs, etc.).

Since the program guide is primarily designed to be useful to current students, as far as possible within the policy and procedure guidelines of the University, it remains a work-in-progress. You are welcome to discuss or clarify the information in the guide with the staff responsible for graduate programs. Feedback concerning the MPsyCh and combined MPsyCh/PhD programs, or this guide would be very much appreciated. Please send any comments to Maria Puerta, on 6488 3247 or email postgradinfo-psy@uwa.edu.au.

Related material can be found at:

http://www.psychology.org.au/about/ethics/#code  APS Code of Ethics
http://www.psychology.uwa.edu.au/for/prospective_postgraduates  Psychology Postgraduate Information

Information in this publication is correct as at 19th February 2014 but may be subject to change. In particular, the University reserves the right to change the content and/or the method of presentation and/or the method of assessment of any unit of study, to withdraw any unit of study or program which it offers, to impose limitations on enrolment in any unit or program and/or to vary arrangements for any program. This guide should be read in conjunction with UWA Policy and Procedures.
Introduction

The University of Western Australia (UWA) is Western Australia’s premier tertiary institution. Established in 1913 and moving to the present location in 1930, the University boasts one of the most picturesque campuses in the country. The University is situated about halfway between the city of Perth and the Indian Ocean and is 10 minutes drive or 20 minutes bus journey from each. The campus is a garden setting that extends along the banks of the Swan River. At the southern end is a popular windsurfing area of international status. Restaurants, coffee shops, and hotels are close by the campus. Accommodation is available within walking distance of the University in Colleges, apartments, and houses.

Established in 1930 as the second psychology department in Australia and the first to offer a full undergraduate course, the School of Psychology at UWA has maintained its reputation for innovative research and teaching for over 80 years. The School has approximately 30 full-time academic staff, 1000 undergraduates, and more than 150 students enrolled in higher degree programs.

The School has developed a well-deserved reputation for success in winning financial support from outside the University. Both basic and applied research attracts substantial external research grants. Staff and research students are actively involved in a broad range of fundamental and applied research programs. Many projects require a team approach to research problems and involve interdisciplinary collaboration. Much research is accomplished in special-purpose laboratories and other projects take place in community settings such as schools and in private and public sector organisations. Research activities in the School are supported by technical staff.

The School is well equipped with teaching, laboratory, and office space. In addition, it has a number of research centres located on the campus including the Centre for the Study of Social Change, and the Bush Fire Cooperative Research Centre, as well as a number of laboratories specialising in areas such as Clinical Psychology, Cognitive Science, and Industrial and Organisational Psychology. These centres provide excellent teaching and research facilities, and have made a major contribution towards establishing the School’s reputation for applied and community research. A Test Library is located in The Hub, General Purpose Building 3.
Mission Statement

The School of Psychology’s mission is to advance the scientific discipline of psychology at an international level:

• through the publication of basic research and applied research findings which further the understanding of psychological processes;

• through the provision of undergraduate and postgraduate training which enables and encourages our graduates to participate actively in the production and dissemination of new psychological knowledge;

• and through the promotion within the community of the important benefits of psychological research.

Industrial and Organisational Psychology Teaching, Research and Administrative Staff

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Degree Offerings in Industrial and Organisational Psychology

The School of Psychology first offered a postgraduate program in Organisational Psychology in 1993. The Industrial and Organisational Psychology programs listed below were approved by the Faculty of Science and the Academic Council at UWA from 2000. All programs train students in the use of the Scientist-Practitioner model in their professional work. Within such a model, theory, research and practice are combined to develop professional skills within a range of strategic and functional areas. Throughout each program, students must demonstrate a high standard of ethical practice in their academic and professional work, in line with APS Ethical Guidelines. Knowledge of ethical issues and practices is assessed where applicable by coursework, research work and by practicum supervisors.

Master of Psychology in Industrial and Organisational Psychology
(Course Code: 50560 and 53580)
2 years full-time; 4 years part-time
This postgraduate degree is intended for students who wish to practise as Organisational Psychologists in Australia. The aim of the course is to provide training in theory, skills, and research methodologies in the area of Industrial and Organisational Psychology in order to prepare students for corporate or academic careers. This aim is realised through the completion of a program of study that is made up of a research project examined by
thesis, practical placements (following the accreditation guidelines of the Australian Psychology Accreditation Council), as well as core and elective coursework units from those offered by the School of Psychology and the UWA Business School. On completion of the degree, students can apply for registration as a Psychologist with the Psychology Board of Australia (PBA). Two years of further professional supervision are then required through the PBA to achieve an approved area of practice in Organisational Psychology, enabling use of the specialist title “Organisational Psychologist”.

**MPsych/PhD (Industrial and Organisational Psychology)**
*(Course Code: 00890/51590 and 01880/54580)*

4 years full-time

This degree combines professional and research training in an integrated program. Students are required to complete all of the units that comprise the MPsych (Industrial and Organisational Psychology) degree and a full PhD thesis. Ordinarily the research component of the program is in an area allied to Industrial and Organisational Psychology. The thesis may be supervised by members of staff within the School of Psychology and the UWA Business School.

**Entrance Requirements**

Entry into all postgraduate psychology programs at UWA is extremely competitive. The baseline academic criterion for entry is ordinarily an Honours degree in Psychology at the IIA level, or an equivalent program. Relevant experience (e.g. prior experience utilising psychological skills in an organisational context) may be taken into account in considering applications.

Candidates may be required to sit an interview and psychological assessment as part of the selection process. The interviewing panel consists of representatives from the UWA School of Psychology teaching staff and may further involve other academic staff, Alumni of the program and selected industry representatives. The selection interview:

- enables applicants to make a fully-informed decision about entering the program, should they be offered a place;
- enables staff to provide information and answer questions about program philosophy, objectives, content, and practicum and research arrangements;
- enables the selection committee to assess the applicant's interest in and motivation for the program and the capacity to satisfactorily complete it.

Entry to the program is usually at the beginning of the academic year.

**Provisional Registration with Psychology Board of Australia**

As a postgraduate student enrolled in an APAC accredited higher degree leading to general registration, you must be registered as a provisional psychologist with the Psychology Board of Australia (PBA). You will need to register from the commencement of enrolment in your higher degree and for the duration of enrolment; including during completion of your thesis.


Once registered, a copy of your registration certificate must be given to the Postgraduate Administrative Officer, to be filed on your student file.

As a provisionally registered Psychologist, students must act in accordance with codes of ethical and professional conduct as outlined by the PBA. Students are responsible for

Coursework Units for 2014

In 2014 UWA semester 1 runs from Monday 24th February to Friday 30th May, and semester 2 from Monday 28th July to Friday 31st October. There are one-week study breaks in April and in September. For further information on important academic dates, visit http://www.student.uwa.edu.au/course/dates/important

As some units are offered every second year, the structure below (whilst subject to variation due to staffing and scheduling requirements) gives an indicative outline of the recommended two-year coursework, placement and thesis unit order for students studying the Master of Industrial and Organisational Psychology full time starting in 2014. Students studying other graduate programs in Industrial and Organisational Psychology should consult the course director for specialised enrolment advice.

Year 1 Semester 1

PSYC5512 Statistics for Field Research (6 points)
PSYC5573 Psychology of Training (6 points)
Elective Minimum value of 6 points
Elective Minimum value of 6 points

Year 1 Semester 2

PSYC5513 Research Methods in Applied Settings (6 points)
PSYC5514 Assessment and Selection (6 points)
PSYC5515 Organisational Development and Work Design (6 points)
PSYC5516 Professional Issues in I/O Psychology (6 points)

Year 2 Semester 1

PSYC5610 Psychology Dissertation Part I (12 points)
PSYC5831 Practical Placement I (6 points)
PSYC5832 Practical Placement II (6 points)

Year 2 Semester 2

PSYC5517 Practical Placement III (6 points)
PSYC5613 Psychology Dissertation Part II (12 points)
PSYC5830 Occupational Health, Safety and Well-Being (6 points).
Coursework Unit Descriptions

PSYCHOLOGY 5512: STATISTICS FOR FIELD RESEARCH
This unit increases students' familiarisation with several psychometric and statistical issues pertinent to the present day I/O psychologist as both informed consultant and active researcher. Pedagogically, the unit serves as a bridge between undergraduates who have some understanding of the application of statistical techniques and professionals who have a greater understanding of the fundamental principles of measurement, statistics and the research process.

PSYCHOLOGY 5513: RESEARCH METHODS IN APPLIED SETTINGS
This unit introduces students to methodological and ethical issues that need to be considered in the construction of their research proposals. Students also learn about a range of specific research techniques that prove valuable to the scientist-practitioner. These techniques include experimental methodology, methods to study short-term and long-term change over time, survey-based research approaches and meta-analysis.

PSYCHOLOGY 5514: ASSESSMENT AND SELECTION
This unit covers the application of psychological theory to methods for selection and assessment of successful employees. Basic concepts that are used to assess the quality of selection instruments are covered (e.g., validity, reliability, adverse impact, test bias, and utility). The unit also focuses on the contemporary scientific evidence for various approaches to personnel selection (e.g., cognitive ability tests, employment interviews, personality questionnaires, assessment centres). Course content provides both an understanding of scholarly research as well as applied practice.

PSYCHOLOGY 5515: ORGANISATIONAL DEVELOPMENT AND WORK DESIGN
This unit examines the field of organisational development (OD) and work design, and covers topics such as the role of the OD practitioner, entering and contracting to organisations, diagnosis, analysis and feedback of organisational issues, the implementation of various organisational interventions, and the evaluation and institutionalisation of organisational change. Practical and theoretical approaches adopted by practitioners to improve organisational effectiveness are presented, discussed and critically evaluated.

PSYCHOLOGY 5516: PROFESSIONAL ISSUES IN I/O PSYCHOLOGY
This unit develops an understanding and appreciation for the responsibilities of working as a professional in the area of I/O psychology, whether as a consultant or internal practitioner. The unit focuses on the societal and legislative expectations concerning professional conduct and the responsibilities involved in providing a professional service including the role played by professional associations (such as the Australian Psychological Society) and regulators (such as the Psychology Board of Australia) in maintaining integrity and public trust in the psychology profession. The unit also deals with contemporary issues of interest to the profession of I/O psychology and to the professionals working within it. A particular emphasis in this unit is the investigation of ethical issues faced by the I/O psychologist in a wide variety of professional contexts.

PSYCHOLOGY 5573: PSYCHOLOGY OF TRAINING
This unit introduces a systematic approach to understanding and managing the training, learning and development functions within an organisational context. The unit covers the strategic dimensions of training and development, training needs analyses, training design, delivery and costing, evaluation, and the training content commonly provided by I/O Psychologists.
PSYCHOLOGY 5610: Psychology Dissertation Part 1 (Semester 1) and
PSYCHOLOGY 5613: Psychology Dissertation Part 2 (Semester 2)
In the research component of their degree students demonstrate the ability to independently design, execute, and analyse a high quality research study with direct relevance to industrial and organisational psychology, and to present this in a manuscript format suitable for publication within a leading research journal. Since the dissertation unit exists within a professional degree program where students are acquiring the skills to work as professional psychologists, it is reasonable for topics to reflect the research questions, the research methodologies, and analytic methods applicable to work settings. “Basic” research is not discouraged, but applied research is clearly appropriate.

Students work independently in these units, which have no formal lecture or tutorial components. Drawing upon their own intellectual resources, and making constructive use of the feedback provided by their research supervisor, students must complete an empirical research dissertation.

If required, all students are expected to have already obtained approval from the Human Research and Ethics Committee and no data collected is permitted without this approval.

Students are required to have an approved research proposal at the latest by the end of March in the second year of their degree. In usual circumstances most progress towards completion of the proposal is undertaken in the MPsych first year research methods unit; PSYC5513.

Please see the “IO Research Guide” for further details of this program component.

PSYCHOLOGY 5830: OCCUPATIONAL HEALTH, SAFETY AND WELL-BEING
There are many issues that impact on the safety, health and well-being of employees in organisational settings. This unit covers a range of topics, mainly at the organisational level, regarding the maintenance of safety, health, and well-being at work. Topics include safety management, human factors, accident and incident analysis and prevention, safety climate, safety measurement, job hazard analysis, and work stress

PSYCHOLOGY 5831: PRACTICAL PLACEMENT I
PSYCHOLOGY 5832: PRACTICAL PLACEMENT II
PSYCHOLOGY 5517: PRACTICAL PLACEMENT III
Students undertake a combined minimum total of 1000 hours of professional practice in the Master of Organisational Psychology. This format is structured as three units of 45 days supervised fieldwork at different places of employment, plus group meetings to cover special practice topics, emerging placement issues and a variety of case studies. The placements provide students with an opportunity to develop their professional skills within a workplace setting as well as the opportunity to develop their professional networks. In some cases, placements may include the student’s regular place of employment, depending on the nature of employment, the availability of suitable projects or tasks and the availability of supervision by registered psychologists. From 2011 all students must be provisionally registered with the Psychology Board of Australia in order to undertake placements.

Please see the “IO Placement Guide” for further details of this program component.
Elective Units Offered by the UWA Business School

All UWA Business School units are listed online in the UWA Handbook at:

http://units.handbooks.uwa.edu.au/units?section=unitcode&faccode=40

Your electives may be chosen from this list adhering to the following two guidelines:

1. The unit must be available as a postgraduate unit. Postgraduate units have unit codes starting with an ‘5’ e.g. IREL5412, MGMT5550, MKTG5406). A few units starting with a ‘4’ are available at both undergraduate and postgraduate level.

2. If the unit requires completion of prerequisite units, you must have completed the required prerequisites in order to enrol in the unit.

   It may be possible to waive required pre-requisites for a unit. This is undertaken on a case-by-case basis depending on the relevance of your previous study and work experience. To discuss prerequisite waivers, please contact the Postgraduate Student Centre on 6488 3980.

All units beginning with the letters ‘MGMT’ are MBA units studied through the Graduate School of Management. To enrol in a MGMT unit, you need to fill in an Interdepartmental Enrolment Form (http://www.gsm.uwa.edu.au/__data/page/82587/SF_013_-_revised.pdf) and provide a CV (with 3 referees) that demonstrates 2 years of full-time work experience. These then need to be sent to the UWA Business School Postgraduate Student Centre in the Myers Street Building (ph: 6488 3980).

NB: You can enrol in elective units online through. However after enrolling in a Business School elective online, you may receive the message that the enrolment is “INVALID”. If that happens, please contact Rebecca Light, Postgraduate Coordinator, at the Business School on 6488 8167 (rebbecca.light@uwa.edu.au) who will check and validate your Business School unit enrolment.

For further advice on enrolment in Psychology units please contact the Postgraduate Administrative Officer on 6488 3247 or email postgradinfo-psy@uwa.edu.au
Timetable for 2014

In 2014, units are offered on the following days and times. For queries related to specific units, please contact the relevant Unit Coordinator. Please check individual unit outlines regarding any additional changes to lecture day or time.

First Semester (and Special Teaching Period 5 for placement units)

<table>
<thead>
<tr>
<th>Day</th>
<th>Time, Room</th>
<th>Unit</th>
<th>Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday</td>
<td>2.00 – 5.00pm</td>
<td>PSYC5573 Psychology of Training</td>
<td>Elisa Adriasola</td>
</tr>
<tr>
<td></td>
<td>Psychology G.42, North Block Psychology</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>5.00 – 7.00pm</td>
<td>PSYC5512 Statistics for Field Research</td>
<td>Gilles Gignac</td>
</tr>
<tr>
<td></td>
<td>Psychology G.26</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td>10:00am – 12:00pm ALL</td>
<td>PSYC5831/PSYC5832/PSYC5517 Practical Placements I, II and III</td>
<td>Karina Jorritsma</td>
</tr>
<tr>
<td>(monthly – see Placement course guide for dates)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>As required by supervisor</td>
<td>PSYC5610 Psychology Dissertation Part I</td>
<td>Nicolas Fay</td>
<td></td>
</tr>
</tbody>
</table>
### Second Semester (and Special Teaching Periods 6 and 7 for placement units)

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Unit</th>
<th>Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>9.00am-12.00pm</td>
<td>PSYC5515 Organisational Development and Work Design</td>
<td>Marylene Gagne</td>
</tr>
<tr>
<td>Monday</td>
<td>5.00pm-8.00pm</td>
<td>PSYC5514 Assessment and Selection</td>
<td>Patrick Dunlop</td>
</tr>
<tr>
<td>Thursday</td>
<td>1.00-3.45pm</td>
<td>PSYC5830 Occupational Health, Safety and Well-Being</td>
<td>Lisette Kanse</td>
</tr>
<tr>
<td>Friday</td>
<td>10.00-12.00pm ALL</td>
<td>PSYC5831/PSYC5832/PSYC5517 Practical Placements I, II and III</td>
<td>Karina Jorritsma</td>
</tr>
<tr>
<td>Friday</td>
<td>8.30-12.30pm</td>
<td>PSYC5513 Research Methods in Applied Settings</td>
<td>Patrick Dunlop</td>
</tr>
<tr>
<td>Friday</td>
<td>1pm-3.45pm</td>
<td>PSYC5516 Professional Issues in Industrial and Organisational Psychology</td>
<td>Marylene Gagne</td>
</tr>
<tr>
<td>As required by supervisor</td>
<td></td>
<td>PSYC5613 Psychology Dissertation Part 2</td>
<td>Nicolas Fay</td>
</tr>
</tbody>
</table>
Study Load Requirements and Expectations

It is expected that students take no more than two years full-time (or four years part-time) to complete the program. Only in exceptional circumstances (e.g., severe illness) will the official time for degree completion be extended. For an extension to be granted, the approval of the Head of School is necessary. Unauthorised interruption of studies has in the past resulted in termination of the student’s program of studies.

Generally, students who are enrolled as full-time students enrol in four units per semester in the program. Those students studying part-time have generally enrolled in no more than two units per semester due to the difficulty of balancing full time work and study.

As a rule of thumb, students should expect to undertake at least 2 hours of additional non-contact time (in pre- or follow-up reading and assignment preparation) for each hour of contact time (generally 3 hours per week per unit for this program). This means students can expect to devote a minimum of 9 hours each week per unit to the program. Those studying four units per semester should thus expect to devote a minimum of 36 hours per week to the program.

Students should note that attendance at classes is compulsory. Absences can only be granted for medical or counselling certified reasons, or for exceptional circumstances at the discretion of the Course Director. Students should ascertain the timing of classes prior to enrolling to ensure that they will be able to attend. A student who misses 2 or more sessions may be deemed to have failed the relevant unit. Students should also note that a failure to attend classes may result in their having to complete further coursework or a period of supervised practice on completion of their degree prior to their registration being approved.

Charter of Student Rights and Responsibilities

The Student Charter is a policy that outlines your rights and responsibilities as a UWA student. The Student Charter contains information on:

- general and fundamental rights and responsibilities
- equal opportunity and non-discrimination
- access to education
- quality of education
- student representation
- procedures for grievances, appeals and complaints

It recognises that excellence in teaching and learning requires students to be active participants in their educational experience. It upholds the ethos that in addition to the University’s role of awarding formal academic qualifications to students, the University must strive to instil in all students independent scholarly learning, critical judgement, academic integrity and ethical sensitivity.

The Charter can be found at:  
www.aps.uwa.edu.au/home/policies/charter
Approved leave

If you are planning to interrupt your studies, you must apply for Approved Leave by the end of the third week of semester one, otherwise, you are expected to maintain a valid enrolment in at least one unit of study in each semester.

If you do not gain approval for a period of leave, you will be regarded as having discontinued your course and should you wish to re-commence your studies, you will be required to apply for readmission.

Please refer to http://www.student.uwa.edu.au/course/enrolments/changing/leave for further information on approved leave including the University’s policy on approved leave, lodging an application and recommencing study.

Request for Signatures

Please note that you will be required to give sufficient notice when requesting signatures from academic staff (e.g. Head of School, Program/Unit Coordinator, Graduate Research Coordinator, Business Operations Manager/School Manager). **Two to three days notice** is typically required; however, getting a signature may take longer than this if key academic staff are on leave. Given this, please ensure you have any paperwork that requires signatures prepared well in advance of the submission deadline. This includes having all relevant sections completed and signed by the relevant individuals (e.g. yourself, your supervisor/s).

Please note: all paperwork must pass through the Postgraduate Administrative Officer (e.g. paperwork requiring a signature from the Head of School or Graduate Research Coordinator and all documentation submitted to the Graduate Research School). Copies will then be kept on your student file for future reference.

Requests for Head of School Signature on Psychology Board of Australia (PsyBA)/AHPRA documentation for registration

The Head of School will only sign off on an application for registration PsyBA/AHPRA (Form PDEC-76) once you have completed all the coursework and placement units and your thesis has been examined and classified by the School’s relevant examination committee (e.g. MPsych, PhD). In some instances an internal examiner can be nominated who can confirm that you have progressed sufficiently in your PhD thesis, to the point where the thesis writing is equivalent to a Masters size thesis and scope. If you are doing this, your internal examiner must be nominated at the same time (or earlier) as your nomination of external examiners. The internal examiner must also have been contacted prior to nomination by your supervisor and their agreement to act as internal examiner given.
Staff-Student Liaison

Much of the teaching in the Industrial and Organisational Psychology programs takes place in small groups, and direct access to the relevant staff member is usually straightforward in these contexts. Normally in the first instance an issue relating to a specific unit should be raised with the appropriate lecturer or co-ordinator (as listed in this Program Guide and on UIMS).

An orientation session is held at the beginning of each year as an opportunity to meet with new students, current students, and I/O Alumni from the various degrees. Review meetings are also held at the end of each semester at which any issues relating to the program can be considered. Students are encouraged to attend these meetings.

In addition to these meetings, staff hold meetings each year with members of our Board of Advisors. This group of external professionals act as a sounding board for ideas about the course and provide advice regarding the relevant professional competencies covered in Industrial and Organisational Psychology degrees.

The APS College of Organisational Psychologists WA

WA is proud to be the exclusive University sponsor of the College of Organisational Psychologists in Western Australia (COPWA).

The APS College of Organisational Psychologists acts as a voice for the profession in Western Australia, advocating on behalf of practising organisational psychologists and providing ongoing networking and professional development opportunities.

COPWA holds regular workshops, networking and professional development events, including dedicated student and early-career events. Students studying organisational psychology are welcome at most events, which are held at the University Club of Western Australia, making access even easier for UWA students.
Enrolment Information

As early as possible, students should take the time to familiarise themselves with the key websites containing policies, guidelines and other information relevant to their course, as well as with the Rules in the UWA Postgraduate Handbook.

For students enrolled in courses administered by the Graduate Research School (all PhD and Master by Research degrees) it is essential to become familiar with the Graduate Research School website (www.postgraduate.uwa.edu.au).

Students enrolled in coursework degrees (MPsych, MPsych/PhD) should refer to the Faculty of Life and Physical Sciences website (www.science.uwa.edu.au/).

Confirmation of enrolment
If you have enrolled online you can view a Receipt of Enrolment as part of the online process. Your confirmation of enrolment can also be accessed through Student Connect at www.studentadmin.uwa.edu.au/welcome/student_connect using your Student ID and your Pheme password. It is imperative that you check your enrolment carefully, and if any information is incorrect you must bring this notice to the Student Administration Enquiry Counter (Hackett Hall) as soon as possible. If you are unable to come in person, telephone (08) 6488 3235.

Fee information
Fees for all programs are payable at the time of enrolment. For all enquiries regarding fees please contact the Administrative Officer (HECS/Enrolments), Student Administration on 6488 2826 or Student Enquiries on 6488 3235 or 6488 3022 or visit the Web site at: http://www.student.uwa.edu.au/course

Account management system
All new UWA students are required to visit the Pheme website (www.pheme.uwa.edu.au) to activate their Pheme account. The activation process involves setting a security question and a password. You will need your Pheme password to log into many UWA services including the Student Connect website which allows you to view information such as your personal details, your enrolment and, where applicable, your examination schedule.

UWA campus card
All students require an official UWA Campus Card with an identifiable photograph (student ID card).

The card, which includes your photograph, student number, and library barcode, will be issued free at the time of enrolment to all new students. It is a requirement of your enrolment that you obtain a Campus Card. You will need your card for identification purposes, to change your enrolment or withdraw from your course, to change your address, to use the library facilities, and whenever you sit for an examination conducted by the University.

Campus Cards: http://www.campuscard.uwa.edu.au/
Managing your enrolment
You are responsible for the management of your enrolment. It is up to you to select units that will satisfy course regulations and lead to graduation. You do this by:

- checking your enrolment online through Student Connect at www.studentadmin.uwa.edu.au/welcome/student_connect using your Student ID and your Pheme password.
- reading your Postgraduate Program Guide(s)
- consulting with Course Advisers when you first enrol or change your enrolment

Changing your enrolment or withdrawing
Please refer to the Student Administration website regarding changes to enrolment. www.studentadmin.uwa.edu.au/welcome/enrolment

All International Students must consult with the International Centre prior to changing their enrolment, as withdrawal and other changes may affect the student visa. www.international.uwa.edu.au/students/intstudents

It is important to familiarise yourself with the important dates for the start, finish, census, and academic withdrawal for each semester and non-standard teaching period. www.student.uwa.edu.au/course/dates

Facilities and Resources

Office Space
The School is currently able to provide dedicated space to postgraduate students, which is unusual given the space constraints of the University:

- MPsych/PhD students will be allocated a desk and computer in a shared office. Once your enrolment has been confirmed, please contact the Postgraduate Administrative Officer for further information regarding your room allocation. Once your room allocation has been finalised, please see Bill Leech to arrange key access.

- MPsych (Industrial and Organisational) students have access to a shared space and computing facilities (hot desking) in the Accelerated Learning Laboratory, General Purpose Building 3 (GP3).
Bookings for these spaces can be made online via the Psychology Booking System [http://bookings.psychology.uwa.edu.au/](http://bookings.psychology.uwa.edu.au/). Given the increasing demand for space across the University, continued access to the School’s bookable space will depend upon usage, as monitored by bookings on the online system.

**Computing Facilities**

The School of Psychology has an extensive computer network connecting more than 800 PCs situated in laboratories, offices and student computer/common rooms at four sites across the campus:

- Main Psychology Building
- General Purpose Building 3 (GP3)
- Sanders Building
- Child Study Centre (CSC) and Neurocognitive Development Unit (NDU)

Each postgraduate student has access to shared computing, printing and photocopying facilities in one or more of these sites. The computers provided for shared access are equipped with a standard suite of applications for email and internet access (Internet Explorer), word processing (Microsoft Word), graphing (Microsoft Excel), and statistical analysis (SPSS/PASW).

Student accounts for email and internet access are now managed centrally by Information Services. Please refer to the Information Services website ([www.is.uwa.edu.au/it-help/students](http://www.is.uwa.edu.au/it-help/students)) for information on:

- UWA student email system
- Student internet and network access (including wireless access)
- Pheme log-ins and passwords
- Computers and printing at the Libraries

For local IT problems, please contact the School’s IT Support at [ithelp-psy@uwa.edu.au](mailto:ithelp-psy@uwa.edu.au)

**After-Hours Access**

Your UWA Campus Card will be automatically programmed (based upon your enrolment) to give you after-hours building access. Please contact Jill Venn ([jill.venn@uwa.edu.au](mailto:jill.venn@uwa.edu.au)) if you have any queries relating to after-hours access.

**The IOPSYCH Mailing List**

[iopsych_postgrads@uwa.edu.au](mailto:iopsych_postgrads@uwa.edu.au) is a general mailing list for students enrolled in Industrial and Organisational Psychology degrees – your student email address will be added to the list upon enrolment. The mailing list is used to keep students informed of news and events, such as orientations, ad-hoc seminars, College events, and job opportunities.

**Facsimile**

Fax machines are located in:

- General Office, Main Psychology Building - 6488 1006
- Hub Reception, General Purpose Building 3 (GP3) - 6488 2655
Mail
The School’s Mail Bag Delivery Point (MBDP) number is M304. Mail is delivered and collected once daily at approximately 10:30am.

Postgraduate mailboxes are located in the foyer of the Main Psychology Building (to the left of the reception counter). Any incoming mail will be placed in your allocated mailbox (arranged alphabetically by surname). Please ensure that you check and clear your mailbox regularly.

Test Library
1. Contents
The Test Library contains an extensive collection of psychological and educational assessment tools: tests, questionnaires, developmental scales etc., as well as recent theses which have been completed within the School. The primary functions of the Test Library are to:
- support teaching at the postgraduate level
- facilitate assessment and therapy offered to the community through practicum modules (e.g. Robin Winkler Clinic, Project Kids, Project HARP, Memory Clinic)
- promote research

2. Location
The Test Library is located in The Hub reception, Room 1.04, General Purpose Building 3 (GP3).

3. Library Hours
Please email the Test Librarian (testlibrary psy@uwa.edu.au) with all requests for test library materials. Tests may be collected at a pre-arranged time.

4. Borrowing of Test Material
The availability of many of the tests in the Library is restricted either to persons qualified to use the tests, or to a person who will be supervised by a qualified user of the tests. Full details of ACER regulations governing test use are available at the Library. In essence they state that a person normally must have had four years undergraduate training with psychology as the main component plus two years’ experience under the supervision of a qualified psychologist. Consequently the following can be taken to apply:

Academic Staff
All academic staff in the School of Psychology may borrow tests.

Students
Most students enrolled in a postgraduate program will not be qualified to use tests (i.e., they will not have four years undergraduate experience plus two years post graduate experience). These students can only obtain access to specific tests if they have an authorisation note from a supervisor or course controller who is qualified to use the tests. Please contact the Test Librarian (testlibrary psy@uwa.edu.au) for a copy of the authorisation form.

Please note that authorisation is only valid for the use of specific tests. Supervisors cannot give students authority for general access to the Library.
There will be some students who are qualified to use the tests. These students will be supplied with tests without authorisation forms if they provide proof of qualifications (e.g., degree certificate, letter from postgraduate supervisor, etc.) when first using the Library.

5. **Period of loans**
Tests may be borrowed for a maximum of two weeks. Extensions may be granted by special arrangement. Tests will not be sent in the mail. Borrowers must collect, and sign out, and return material in person to the Test Library in The Hub. Borrowers will be held responsible for material not returned.

6. **Number of loans**
Only two tests may be borrowed at any one time except when tests are required for teaching undergraduate and postgraduate courses, or are required for assessment sessions within The Hub.

7. **Theses**
The Library has a stock of Masters and PhD theses that have been completed within the School in the previous five years. MPsy theses from 2008 onwards are available on CD. All of the above may be borrowed for two weeks, or longer by special arrangement. A list of postgraduate theses held in the Library is available from the Test Librarian.

8. **Copyright**
Most of the tests, books and materials held in the Library are copyrighted. Unauthorised reproduction of any of these, or part of them, is a breach of copyright. Consequently material borrowed from the Library must not be copied.

9. **Ordering of Test Materials**
Recommendations for purchasing new test material or renewing stocks of existing material should be given to the Test Library Coordinator, Dr Corinne Reid.

   Note: As the time required for supplies to arrive is variable and to some extent unpredictable, it is wise to place orders well in advance. Staff or students who will be using large numbers of test answer sheets, questionnaires etc. for teaching or research purposes should also check well in advance that sufficient copies are held in the Library.

10. **Information**
The Library does not have a full-time staff member. Thus, unfortunately because of other commitments, the Librarian cannot provide a general information service. Whereas information concerning tests held in the Library is available, the Librarian is not able to spend time pursuing inquiries about suitability of tests and availability of other test material.
Course Information

Course Materials Online (CMO)
CMO contains course materials identified by your lecturers as important for your unit. Items listed may include online journal articles, book chapters, examination papers or links to books and other items held in a subject library’s reserve or main collections. CMO can be accessed at: www.is.uwa.edu.au/information-resources/cmo

Unit Information Management System (UIMS)
Unit outlines provide detailed information about the units within your course, including:

- contact information
- unit rules
- assessment details (e.g. assessment mechanism, learning outcomes)
- unit details (e.g. description, structure, schedule)

Each unit has a unit outline on UIMS (www.unitoutlines.science.uwa.edu.au). Unit outlines are published on UIMS one working day prior to the commencement of the semester or relevant teaching period in which the unit is offered.

Learning Management System (LMS)
Many of the units offered in the Industrial and Organisational Psychology degrees have accompanying material (such as readings and slide presentations) available online in your Learning Management System (LMS, formerly WebCT). Details on such materials will be provided in the respective unit outline or in class by your lecturer.

We also use the discussion board function in LMS as a private space for currently-enrolled students to access some course-specific information such as course outlines, and research ideas. You will automatically be enrolled in the relevant LMS unit for your degree (e.g., Master of Psychology - Industrial and Organisational) and can access and contribute to the information available there.

LMS can be accessed at: www.lms.uwa.edu.au

Academic Conduct Essentials (ACE)
Academic Conduct Essentials (ACE) is a compulsory online module for all students about ethical scholarship and the expectations of correct academic conduct that UWA has of its students. Those students required to complete ACE are automatically enrolled in the unit and can access it through their Learning Management System (LMS).

You must complete the ACE module within the first 10 weeks of your enrolment.

Academic Assessment Policies and Processes

Assessment Mechanism Statement
Assessment details for each unit, including an assessment mechanism statement, can be found in individual unit outlines on the University’s Unit Information Management System (UIMS - [www.unitoutlines.science.uwa.edu.au](http://www.unitoutlines.science.uwa.edu.au)). Unit outlines are published on UIMS one working day prior to the commencement of the semester or relevant teaching period in which the unit is offered.

Award of Grades and Marks
The following classifications are used for final results:

<table>
<thead>
<tr>
<th>Grades</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>HD (Higher Distinction)</td>
<td>80-100%</td>
</tr>
<tr>
<td>D (Distinction)</td>
<td>70-79%</td>
</tr>
<tr>
<td>CR (Credit Pass)</td>
<td>60-69%</td>
</tr>
<tr>
<td>P (Pass)</td>
<td>50-59%</td>
</tr>
<tr>
<td>N+ (Fail)</td>
<td>45-49%</td>
</tr>
<tr>
<td>N (Fail)</td>
<td>0-44%</td>
</tr>
<tr>
<td>AC (Assessment Continuing)</td>
<td></td>
</tr>
<tr>
<td>FC (Failed Component)</td>
<td></td>
</tr>
<tr>
<td>NA (Results Not Available)</td>
<td></td>
</tr>
<tr>
<td>UF (Ungraded Fail)</td>
<td></td>
</tr>
<tr>
<td>UP (Ungraded Pass)</td>
<td></td>
</tr>
</tbody>
</table>

Appeals Against Academic Assessment
If a student believes that the final mark/grade for a piece of work does not fairly represent the worth of the piece of work, they may formally appeal against the assessment. A formal appeal must be lodged no later than 20 University working days from the release of the formal result.

The process for appealing against academic assessment can be found at: [www.aps.uwa.edu.au/home/policies/appeals](http://www.aps.uwa.edu.au/home/policies/appeals)

Special Consideration
A student who believes that illness or other significant circumstances have had, or will have, an adverse effect on their academic performance in, or preparation of, work for assessment, may apply to the relevant faculty or board for special consideration. Information on applying for special consideration can be found at: [http://www.studentadmin.uwa.edu.au/__data/page/8581/Special_Consideration_Form.pdf](http://www.studentadmin.uwa.edu.au/__data/page/8581/Special_Consideration_Form.pdf)
Academic Conduct: Ethical Scholarship, Academic Literacy and Academic Misconduct

The University strongly supports teaching and learning that promotes academic literacy and ethical scholarship. Detailed information on the University’s academic conduct policy and guidelines can be found at: http://www.teachingandlearning.uwa.edu.au/staff/policies/conduct

Academic Misconduct

The University takes the matter of academic misconduct by students seriously, and has policies in place that define misconduct (including plagiarism) and the penalties that apply. The consequences for misconduct can be severe, including exclusion from the University.

All students are expected to make themselves aware of the definitions and the policies relating to academic misconduct, and with any additional requirements or stipulations that may be provided by individual coordinators.

Student Services provides an on-line plagiarism portal that defines plagiarism and helps you avoid it in your written work: www.teachingandlearning.uwa.edu.au/staff/policies/conduct

Turnitin Originality Checking and Plagiarism Prevention is used in the Faculty to allow both staff and their students to check written work for improper citation or misappropriated content: www.turnitin.com

Other Information

As noted in the introduction, this program guide is a work-in-progress. We do hope the information above is useful to you in undertaking your study in the Industrial and Organisational Psychology programs available at UWA. More specific information on some study components (such as practical placements and research) can be found in the separate course guides available through the School of Psychology website.

For us to provide you with a study experience that is enjoyable and challenging we need to know about your needs, and we will take the time to work with you to make every aspect of the program as personally rewarding for you as possible.

If ever you have any concerns or need clarification on any aspect of the program, please contact the staff members listed above.

If you have any feedback, comments or suggestions for other information that might be useful to include in the course guide or through other means (such as on the School of Psychology website, or at a student orientation), we are eager to hear from you. Please contact the Postgraduate Administrative Officer on 6488 3247 or email postgradinfo psy@uwa.edu.au

We wish you all the best in your studies with us