Master of Clinical Psychology Working Rules

THE AUSTRALIAN NATIONAL UNIVERSITY

COLLEGE OF MEDICINE, BIOLOGY & ENVIRONMENT

MASTER OF CLINICAL PSYCHOLOGY

WORKING RULES

Definitions

"the Clinical Committee" means the Clinical Committee of the Department of Psychology
"Director" means a member of the full-time academic staff appointed by the Dean on the recommendation of the Head of Department of Psychology to be the Director of the Clinical Program and to act as coordinator of the Clinical Program
"Dean" means the College Education Dean
"Delegated Authority" means the Head of the Department of Psychology or another person appointed by Dean for the purposes of these Rules
"Head" means the Head of the Department of Psychology
"course" means a subject of scholarly study undertaken
(a) in a connected series of classes or demonstrations;
(b) by means of practical work, including clinical field placement, production by students of reviews of literature, essays and case studies or the attendance and participation by students in seminars or workshops;
(c) by a combination of (a) and (b); or
(d) as a supervised research project.

Note: These Rules should be read in conjunction with the Graduate Coursework Awards Rules (available at http://www.anu.edu.au/cabs/rules/GradCsworkRules.pdf) and the relevant sections of the Graduate Coursework Guide and the Student Enrolment and Administrative Procedures (SEAP) Guide. The Graduate Coursework Awards Rules take precedence over any other information about the Master of Clinical Psychology.

1. ADMISSION TO CANDIDATURE

1.1 Admission Requirements

Completion of a degree recognised as equivalent to an Australian Honours degree specialising in Psychology at the IIA level or above. The applicant must be registered or be eligible for registration as a 'provisional psychologist' by the Psychology Board of Australia. Specific undergraduate courses successfully completed, previous clinical experience and additional related qualifications may be taken into account in the selection process. The selection process will be overseen by the Clinical Committee.

1.2 Transfer from the Doctor of Psychology (Clinical) or Doctor of Philosophy (Clinical Psychology) Programs

The Delegated Authority may, on the advice of the Clinical Committee, admit, as a student for the Master of Clinical Psychology program, a person who immediately prior to that admission, was a student for the Doctor of Psychology (Clinical) program or the Doctor of Philosophy (Clinical Psychology) program, and may treat the student’s commencement in that program as the commencement of the student’s Master of Clinical Psychology program. On being admitted, this person may receive status in relation to the program for so much of the work undertaken for the Doctor of Psychology (Clinical) program or the Doctor of Philosophy (Clinical Psychology) program as the Delegated Authority determines on the advice of the Clinical Committee.

2. PROGRAM OF STUDY
For the award of the Master of Clinical Psychology degree, students must have satisfactorily completed 12 compulsory courses totalling 96 units, with a grade of at least Pass or CRS in each. The 12 courses will be:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Units</th>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>S1</td>
<td>12</td>
<td>PSYC8101</td>
<td>Clinical Coursework I</td>
</tr>
<tr>
<td>S1</td>
<td>6</td>
<td>PSYC8201</td>
<td>Clinical Field Placement I</td>
</tr>
<tr>
<td>S1</td>
<td>6</td>
<td>PSYC8301</td>
<td>Clinical Research I</td>
</tr>
<tr>
<td>S2</td>
<td>12</td>
<td>PSYC8102</td>
<td>Clinical Coursework II</td>
</tr>
<tr>
<td>S2</td>
<td>6</td>
<td>PSYC8202</td>
<td>Clinical Field Placement II</td>
</tr>
<tr>
<td>S2</td>
<td>6</td>
<td>PSYC8302</td>
<td>Clinical Research II</td>
</tr>
<tr>
<td>S3</td>
<td>12</td>
<td>PSYC8103</td>
<td>Clinical Coursework III</td>
</tr>
<tr>
<td>S3</td>
<td>6</td>
<td>PSYC8203</td>
<td>Clinical Field Placement III</td>
</tr>
<tr>
<td>S3</td>
<td>6</td>
<td>PSYC8303</td>
<td>Clinical Research III</td>
</tr>
<tr>
<td>S4</td>
<td>12</td>
<td>PSYC8104</td>
<td>Clinical Coursework IV</td>
</tr>
<tr>
<td>S4</td>
<td>6</td>
<td>PSYC8204</td>
<td>Clinical Field Placement IV</td>
</tr>
<tr>
<td>S4</td>
<td>6</td>
<td>PSYC8304</td>
<td>Clinical Research IV</td>
</tr>
</tbody>
</table>

The coursework courses are divided into 'sub-courses' offered throughout the program and internally administered by the Department of Psychology. These sub-courses may vary from time-to-time.

3. SUPERVISION OF RESEARCH COMPONENT

For the purposes of supervising the thesis component of the program, all students must have at least one supervisor from the academic or clinical staff of the Department of Psychology.

4. DURATION OF THE PROGRAM

(i) The full-time program will normally be completed in two years and must be completed in less than seven years;
(ii) The part-time program will normally be completed in four years and must be completed in less than seven years.

5. MARKING AND GRADING SCALES

The following marking and grading system will apply to the results of all courses:

<table>
<thead>
<tr>
<th>Mark %</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>below 50</td>
<td>Fail (N)</td>
</tr>
<tr>
<td>50-59</td>
<td>Pass (P)</td>
</tr>
<tr>
<td>60-69</td>
<td>Credit (Cr)</td>
</tr>
<tr>
<td>70-79</td>
<td>Distinction (D)</td>
</tr>
<tr>
<td>80 and above</td>
<td>High Distinction (HD)</td>
</tr>
<tr>
<td>N/A</td>
<td>Course Requirement Satisfied (CRS)</td>
</tr>
</tbody>
</table>

6. ASSESSMENT

6.1 Examination of Coursework and Clinical Placement Components

(i) Coursework will be examined by written examination or assignments or by other such means as determined by the Delegated Authority on the advice of the Director and Clinical Committee.
(ii) Clinical field placements will be assessed by the Clinical Placement Coordinator (as appointed by the Delegated Authority) in consultation with clinical field placement supervisors.
(iii) The student will be examined for the degree by the combined results of examination of research (see section 6.2), coursework, and clinical field placements. If the overall results obtained by the student, both in the assessment of the research component by the examiners and in examination of the coursework and any other examinations not
related to the assessment of the thesis, are not satisfactory, the Delegated Authority may decide that the student should be failed or that the student should be re-examined. Decisions about results, re-examination, failure and appeal provisions are set out in the Graduate Coursework Awards Rules and Academic Progress Rules.

(iv) Examinations, research reports, and literature reviews will be written and conducted in the English language.

(v) Examinations, including special examinations or re-examination, will be conducted in accordance with the Graduate Coursework Awards Rules and the Examinations Rules. Special examinations will not normally be granted except on compassionate or medical grounds or where the student is unable to be in Canberra on the date specified for the examination for reasons beyond the student’s control. Appropriate documentation will be required in support of such applications, and written verification from the student’s place of employment in the case of applications made on work-related grounds. Applications must be referred to the Director for approval.

(vi) The Delegated Authority may approve the repetition of a course and will take into account the student’s overall academic progress and whether or not repetition is possible within the duration of the student’s program. A student who fails the same course twice will have failed to maintain a satisfactory academic standard and will be notified by the Delegated Authority that he/she has been excluded from the program.

(vii) Any appeal by a student against exclusion from the program or against a decision to fail them for a course will be conducted in accordance with the Academic Progress Rules.

6.2 Examination of Research Component

(i) Research will normally be examined by the submission and assessment of a research report associated with research units (see Section 2, Program of Study) and a literature review complementary to that research, together with oral or written examinations, or both, related to such assessment as determined by the Director in consultation with the student’s research supervisor.

(ii) The research components are to be submitted to the Department of Psychology.

(iii) The research report will be examined by at least one internal examiner (normally a staff member of the Department of Psychology) and at least one examiner external to the ANU.

(iv) The literature review will be examined by at least one internal examiner, normally the student’s research supervisor.

(v) The Delegated Authority may, on receipt of an application, permit the student to submit the required research components within such a period as the Clinical Committee specifies, being a period ending not more than two years after the date on which the student's course expires. In such cases, the student may:

- be granted program leave with the expectation that the research component will be submitted immediately upon return; or
- be permitted to enrol on a part-time basis by semester (students are liable to pay the relevant fee); or
- be expected to enrol in a non-award component which may include such non-award research courses as determined by the Clinical Committee (students are liable to pay the relevant fee).

7. AWARD OF MASTER DEGREE

The requirement for the award of the degree of Master of Clinical Psychology is the successful completion of the 96 units with a grade of at least Pass or CRS in each.

8. STATUS FOR PREVIOUS STUDIES
The Delegated Authority, on the advice of the Director, may grant status for relevant postgraduate work in accordance with the following criteria set by the Education Dean:

(i) status will not normally be granted for coursework courses worth more than 24 units in total;
(ii) status will not normally be granted for coursework courses completed more than five years before the commencement of the program;
(iii) a student will not be granted status for study undertaken as part of a course for another degree or diploma if that course has been or will be completed by the student;
(iv) where status is granted, the duration of the program may be adjusted accordingly.

9. STATUS FOR CONCURRENT WORK

Where a student for the degree of Master of Clinical Psychology has:

(a) during the program, undertaken supervised clinical experience in a clinical service; and
(b) in the opinion of the Clinical Committee, the standard of the experience is equivalent to the standard of experience that would be gained by undertaking a clinical fieldwork placement unit as part of the course for the degree;

on the recommendation of the Director, the Delegated Authority may grant the student status towards the degree with respect to Clinical Field Placement units up to a maximum of six units.

10. EXEMPTION FROM COURSES

Students with appropriate qualifications obtained either in a completed previous course or in the course of relevant work experience, may be granted exemption by the Delegated Authority, on the recommendation of the Director from any of the compulsory course(s) on that basis. If an exemption is granted, another course from the approved list of courses will be required in substitution for the course not taken. Where substitution is not possible exemption will not be granted. Exemption will not normally be granted for courses completed more than five years before the commencement of the program.

11. COMPLETION OF COURSEWORK AT APPROVED INSTITUTIONS

The Delegated Authority, on the recommendation of the Director, may grant approval for a student to complete not more than 24 coursework units to count towards the degree during their candidature for the Master of Clinical Psychology at another tertiary institution. Such approval will not normally be granted unless at least one course of 12 units has already been successfully completed at the ANU.

12. COURSEWORK ATTENDANCE

Students are required to attend at least 80% of all Clinical Program coursework (inclusive of scheduled classes, workshops, field trips etc.). Students who do not meet this requirement may be failed in the relevant courses. Failure to attend any component of the course without documented evidence of illness or other impeding factors beyond their personal control may result in overall failure. Note that when documented evidence is supplied, a student may still fail if, in the view of the Delegated Authority on the advice of the Clinical Committee, the student has not attended a sufficient proportion of the coursework.

13. PROGRAM LEAVE

Applications for program leave of absence must be made by using the appropriate form, obtainable from Student Administration, the College Office or online at http://www.anu.edu.au/sas/forms/programleaveguidelines.pdf. Applications must include a statement of the reason(s) for the request.
A request for program leave of absence is approved by the Delegated Authority. The Delegated Authority will not normally approve program leave requests for more than one year in the first instance. Students can generally only take program leave up to a maximum aggregate of two years within the duration of the program.

Program leave of absence may be approved for the following reasons:
(i) on compassionate or medical grounds;
(ii) absence from Canberra for work-related reasons;
(iii) employment demands or commitments of a temporary nature.

Where medical leave is requested, a student will be required to submit a medical certificate covering the relevant period. Where program leave is requested on work-related grounds, the student will be required to provide written verification by the appropriate person from his or her employer. Where compassionate grounds are cited, appropriate documentary evidence will be required.

Students receiving a scholarship should check their Conditions of Award to determine if payment will continue while on program leave or if leave is permissible.

14. WITHDRAWAL FROM A COURSE OR FROM THE PROGRAM

Students seeking to withdraw from a course or courses, or to cancel their enrolment in the program, must complete the appropriate form obtainable from Student Administration, the College Office, or via the online enrolment system. Change of enrolments must be done before the Census dates of 31st March for Semester 1 or 31st August for Semester 2 to avoid financial penalty as specified in the SEAP Guide.

15. ACADEMIC PROGRESS

15.1 Prerequisites

A student will not normally be permitted to enrol in a course that has a prerequisite until that prerequisite has been satisfactorily completed, or waived by the Director.

A student will not be permitted to be awarded the degree until all prerequisites and co-requisites have been satisfactorily completed or exemption granted.

15.2 Milestones

There will be annual reviews of the student’s progress in each component (coursework, field placement and research) of the program.

15.3 Termination of the Program

A student may be excluded by the Education Dean from the degree program under the Academic Progress Rules or have their candidature terminated on the grounds that the student has otherwise failed to comply with the Graduate Coursework Awards Rules or a condition imposed on the student’s admission to candidature. The student will be invited to make representations before a final decision is reached.

16. DISPUTE RESOLUTION

16.1 Review of Assessment of Results

(i) All students are entitled to view their marked assignments and examination scripts.
(ii) Students are entitled to discuss their performance in relation to assessment with the lecturer or the Convener of the course.
(iii) Each course will be assessed by at least two examiners. One examiner will be designated as the Chair of Examiners for that course and, as such, is required to ensure
that the academic performance of each student in that course is adequately and fairly assessed, taking into account the representation of a student who is querying the mark awarded. The Chair of Examiners may, after consultation with other examiners in the course, recommend that a mark in the course be varied.

(iv) Should a student be dissatisfied with the outcome of his/her representations referred to in (ii) and (iii) above, the student may write to the Delegated Authority (Head of Department) setting out the reasons for her/his dissatisfaction with the mark awarded.

(v) Should the student be dissatisfied with the outcome of his/her representation to the Head of Department, the student may write to the Education Dean. It is then the responsibility of the Dean to investigate the matter and ensure that assessment has been properly and fairly carried out. Students are entitled to a statement of the reasons for the final decision; they may ask to see any relevant documentation that has been generated by the progress of the review.

(vi) Written requests to the Dean for a review under paragraph (v) should be received by the College Office within six weeks of the date of issue of the University's official Notification of Results for the course.

16.2 Decisions of the Delegated Authority

A student who wishes to question a decision of the Delegated Authority concerning any matter affecting the student under these Working Rules or the Graduate Coursework Awards Rules (e.g., status; exemption) other than a decision classifying the student’s performance should write to the Education Dean setting out a case for a review of the decision.

16.3 Grievances Concerning Teaching Practice or Other Matters

The ANU has rules, policies and procedures that cover adverse decisions or actions relating to an enrolled student’s experience at the University, including complaints of discrimination, harassment or serious grievances. These include:

(at the Policies website http://policies.anu.edu.au/by_title)
- Student Complaints Resolution Policy
- Student Complaints Resolution Procedures

- Graduate Coursework Awards Rules (includes review of admission decisions; and review of a decision made by an Education Dean/Delegated Authority under the Rules, except a decision classifying the student’s performance)
- Fees Rules
- Academic Progress Rules
- Discipline Rules
- Medical Leave Rules
- Information Infrastructure and Services Rules (includes library and IT access)