

Department of Psychology

MSc in Clinical Applications of Psychology  
Student Handbook

2021-2022

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## Welcome

This is the eleventh year of the MSc in Clinical Applications in Psychology. This course is aimed at students who are preparing for a clinically oriented career. The aim of the course is to familiarise students with the current state of evidence-based practice in child, adult and older adult Clinical Psychology, provide extensive opportunity to engage in clinical case analysis, and substantial hands-on experience of working in NHS mental health services. The course is a collaborative offering between the Department of Psychology and the Coventry-Warwick Doctoral Programme in Clinical Psychology. Teaching sessions in this course will be shared by academics and clinicians who are experts in the relevant fields. We hope that the training and experience gained during this year will give you a significant advantage in your pursuit of career goals.

Dr Claudie Fox

Programme Director, MSc in Clinical Applications of Psychology

E-mail: [claudie.fox@warwick.ac.uk](mailto:claudie.fox@warwick.ac.uk), Room: H126, Tel: 024 765 23176

## What to do first

There are a number of things that you should do as soon as you arrive:

1. If you haven't already done so, you MUST enroll as soon as possible, full details are provided at: <https://warwick.ac.uk/students/welcome/enrolment>. If you have not enrolled by the time online enrolment closes, please contact Postgraduate Admissions <https://warwick.ac.uk/study/postgraduate/contacts/pgenquiry>. Alternatively Student Services can be found on the ground floor of Senate House.
2. Once enrolled, the University will prepare your University card – see <https://warwick.ac.uk/services/academicoffice/ourservices/enrolment/cardcollection/> for details of when and where you can collect your card. This card will provide you with access and borrowing rights in the University Library and ensures that you are given an email address and access to computing facilities.
3. There are several induction events that you should attend. Some of these are run centrally by the University (you should have already been informed of them) and there is also the Departmental MSc Induction session.

## Introduction

The purpose of this handbook is to provide you with an informal guide to the department and the University's procedures and regulations. **However, please note that this document does not replace the regulations published in the University Calendar (<http://warwick.ac.uk/services/gov/calendar>). Accordingly, the University reserves the right to modify or cancel any statement(s) in this guide and no responsibility is accepted for the consequences of such changes.**

Another valuable source of information is the Department of Psychology's website at: <http://warwick.ac.uk/fac/sci/psych/>

Also remember that your personal tutor, supervisor(s) and other postgraduates can be a valuable source of support and information.

Finally, as with most things, this handbook is constantly changing as a result of the demands of a changing world. If there is information that you think would be useful to add, or changes that you think would be helpful then please let us know.

### Induction information

A specific MSc course induction session has been organised on Friday 1<sup>st</sup> October 2021.

In addition to the MSc induction session there are also a number of related University activities and events, see: <http://warwick.ac.uk/study/welcome/firstweeks/>

### Departmental information

The Department of Psychology is located within the Humanities Building on the Central Campus Site.

For general enquiries, please contact:

Psychology Programmes Office,  
Department of Psychology,  
Room H143, Humanities Building,  
University of Warwick, CV4 7AL.  
Tel: +44/0 2476 150395  
Email: [PsychologyPG@warwick.ac.uk](mailto:PsychologyPG@warwick.ac.uk)

**Office Hours:** 09:20 – 15:30 Mon, 08:30 – 16:30 Wed - Thurs, 09:20 – 15:30 Fri

Please be aware that, due to the ongoing effects of COVID-19, the Psychology Office may be infrequently staffed throughout 2021/22, and the above hours may be subject to change. As such, if you would like to discuss something face-to-face, you may find it easier to email the office first to discuss your issue and arrange a mutually convenient time to meet.

In cases of emergency, please use the contact details above to contact the Department. Please note that the first port of call for an on-campus issue should be through Security on 02476 522222.

### Room numbers and people

The Psychology department is located on the first floor of the Humanities Building and on the first three floors of the Humanities Building Extension. Room numbers are prefixed by 'H' for Humanities. The University's interactive, searchable map at <https://www2.warwick.ac.uk/about/visiting/maps/interactive> allows you to search for a location.

Academic staff, research staff and research students mostly have offices on the first floor of the Humanities Building.

A complete list of staff research interests, home pages, publications and profiles can be found at: <https://www2.warwick.ac.uk/fac/sci/psych/people/>

Key members of staff with a specific role on the **MSc in Clinical Applications** are as follows:

**Dr Claudie Fox**, Programme Director, Room: H126, Tel: (024) 765 23176, E-mail: [claudie.fox@warwick.ac.uk](mailto:claudie.fox@warwick.ac.uk)

**Nicola Grant**, Programme Secretary, Room: H146, Tel: (024) 761 50395, E-mail: [N.Grant@warwick.ac.uk](mailto:N.Grant@warwick.ac.uk)

## Roles in the Department:

Postgraduate Office	<ul style="list-style-type: none"><li>• Mr Tom Freeman, Postgraduate Programmes Officer <b>Room No:</b> H146, <b>Email:</b> <a href="mailto:Thomas.G.Freeman@warwick.ac.uk">Thomas.G.Freeman@warwick.ac.uk</a></li><li>• Mrs Nicola Grant, Postgraduate Secretary <b>Room No:</b> H146, <b>Email:</b> <a href="mailto:N.Grant@warwick.ac.uk">N.Grant@warwick.ac.uk</a></li><li>• PG Office Email: <a href="mailto:psychologyPG@warwick.ac.uk">psychologyPG@warwick.ac.uk</a></li></ul>
Academic Programmes Manager	<ul style="list-style-type: none"><li>• Mrs Angela Gibson (Term 1) <b>Room No:</b> H142, <b>Email:</b> <a href="mailto:A.Gibson@warwick.ac.uk">A.Gibson@warwick.ac.uk</a></li><li>• Emily Biggs (Term 2 &amp; 3) <b>Room No:</b> H142, <b>Email:</b> <a href="mailto:E.Biggs@warwick.ac.uk">E.Biggs@warwick.ac.uk</a></li></ul>
Director of MSc Programmes	<ul style="list-style-type: none"><li>• Dr Claudie Fox <b>Room No:</b> H126, <b>Email:</b> <a href="mailto:Claudie.Fox@warwick.ac.uk">Claudie.Fox@warwick.ac.uk</a></li></ul>
Course Director MSc in Clinical Applications of Psychology	<ul style="list-style-type: none"><li>• Dr Claudie Fox <b>Room No:</b> H126, <b>Email:</b> <a href="mailto:Claudie.Fox@warwick.ac.uk">Claudie.Fox@warwick.ac.uk</a></li></ul>
Course Director MSc in Behavioural and Economic Science	<ul style="list-style-type: none"><li>• Prof. Elliot Ludvig <b>Room No:</b> H121, <b>Email:</b> <a href="mailto:E.Ludvig@warwick.ac.uk">E.Ludvig@warwick.ac.uk</a></li></ul>
Course Director MSc in Behavioural and Data Science	<ul style="list-style-type: none"><li>• Prof. Thomas Hills <b>Room No:</b> H134, <b>Email:</b> <a href="mailto:T.T.Hills@warwick.ac.uk">T.T.Hills@warwick.ac.uk</a></li></ul>
Course Director MSc in Psychological Research	<ul style="list-style-type: none"><li>• Dr Friederike Schlaghecken <b>Room No:</b> H248, <b>Email:</b> <a href="mailto:F.Schlaghecken@warwick.ac.uk">F.Schlaghecken@warwick.ac.uk</a></li></ul>
Director of Graduate Studies (Research)	<ul style="list-style-type: none"><li>• Prof. Anu Realo <b>Room No:</b> H122, <b>Email:</b> <a href="mailto:A.Realo@warwick.ac.uk">A.Realo@warwick.ac.uk</a></li></ul>
Deputy Head of Department	<ul style="list-style-type: none"><li>• Dr Fiona MacCallum <b>Room No:</b> H129, <b>Email:</b> <a href="mailto:Fiona.MacCallum@warwick.ac.uk">Fiona.MacCallum@warwick.ac.uk</a></li></ul>
Head of Department	<ul style="list-style-type: none"><li>• Prof. Derrick Watson <b>Room No:</b> H140, <b>Email:</b> <a href="mailto:D.G.Watson@warwick.ac.uk">D.G.Watson@warwick.ac.uk</a></li><li>• Mrs Catherine Johnstone – PA to Head of Department <b>Room No:</b> H141, <b>Email:</b> <a href="mailto:C.J.Johnstone@warwick.ac.uk">C.J.Johnstone@warwick.ac.uk</a></li></ul>



## Who to talk to:

Difficulties with your course	<ul style="list-style-type: none"><li>• Personal Tutor</li><li>• Course Director, Dr Claudie Fox <b>Room No:</b> H126, <b>Email:</b> <a href="mailto:Claudie.Fox@warwick.ac.uk">Claudie.Fox@warwick.ac.uk</a></li><li>• Postgraduate Secretary, Mrs Nicola Grant <b>Room No:</b> H146, <b>Email:</b> <a href="mailto:N.Grant@warwick.ac.uk">N.Grant@warwick.ac.uk</a></li></ul>
Personal Difficulties	<ul style="list-style-type: none"><li>• Personal Tutor</li><li>• Resident Tutor (if in campus accommodation)</li><li>• SU Advice Centre: <a href="https://www.warwicksu.com/help-support/">https://www.warwicksu.com/help-support/</a></li></ul>
Support with Health or Disability Issues	<ul style="list-style-type: none"><li>• Wellbeing Support Services, Senate House <b>Phone:</b> +44 (0)24 7657 5570 <b>General Advice:</b> <a href="https://warwick.ac.uk/services/wss">https://warwick.ac.uk/services/wss</a> <b>Wellbeing Portal:</b> <a href="https://wellbeing.warwick.ac.uk">https://wellbeing.warwick.ac.uk</a></li></ul>
Difficulties with your residence	<ul style="list-style-type: none"><li>• Resident Tutor (for campus residences)</li><li>• Warwick Accommodation (for Warwick-owned properties): <a href="https://warwick.ac.uk/services/accommodation">https://warwick.ac.uk/services/accommodation</a></li><li>• SU Advice Centre (for private properties): <a href="https://www.warwicksu.com/help-support/">https://www.warwicksu.com/help-support/</a></li></ul>
Module Issues	<ul style="list-style-type: none"><li>• Module convenor (see relevant Moodle pages, Psychology website, list later in guide)</li></ul>
Mitigating Circumstances	<ul style="list-style-type: none"><li>• Your Course Director/Personal Tutor (in the first instance)</li><li>• Postgraduate Secretary, Mrs Nicola Grant <b>Room No:</b> H146, <b>Email:</b> <a href="mailto:N.Grant@warwick.ac.uk">N.Grant@warwick.ac.uk</a></li><li>• To declare Mitigating Circumstances regarding a piece of work, you should complete the following form on Tabula prior to the deadline: <a href="https://tabula.warwick.ac.uk/mitcircs/">https://tabula.warwick.ac.uk/mitcircs/</a></li></ul>
Careers	<ul style="list-style-type: none"><li>• Careers Advisor, Ms Siobhan Qadir <b>Phone:</b> +44 (0)24 7655 0199, <b>Email:</b> <a href="mailto:S.Qadir@warwick.ac.uk">S.Qadir@warwick.ac.uk</a></li></ul>
Course Satisfaction	<ul style="list-style-type: none"><li>• Course Director, Dr Claudie Fox <b>Room No:</b> H126, <b>Email:</b> <a href="mailto:claudie.fox@warwick.ac.uk">claudie.fox@warwick.ac.uk</a></li></ul>
Health and Safety Issues	<ul style="list-style-type: none"><li>• Health &amp; Safety Officer, Ms Linda Wilson <b>Room No:</b> H106, <b>Email:</b> <a href="mailto:linda.wilson@warwick.ac.uk">linda.wilson@warwick.ac.uk</a></li></ul>

IT Issues	<ul style="list-style-type: none"> <li>Physical: IT Support Officer, Mr Andrew Barnacle Room No: H254, Email: <a href="mailto:A.C.Barnacle@warwick.ac.uk">A.C.Barnacle@warwick.ac.uk</a></li> <li>Website: IT Manager, Ms Linda Wilson <b>Room No:</b> H106, <b>Email:</b> <a href="mailto:linda.wilson@warwick.ac.uk">linda.wilson@warwick.ac.uk</a></li> </ul>
Feedback about a staff member	<ul style="list-style-type: none"> <li>PA to Head of Department, Mrs Catherine Johnstone <b>Room No:</b> H141, <b>Email:</b> <a href="mailto:C.J.Johnstone@warwick.ac.uk">C.J.Johnstone@warwick.ac.uk</a></li> </ul>
Complaints	<ul style="list-style-type: none"> <li>Complaints against the University, its staff, or other students are dealt with through the University complaints procedure. Please see: <a href="https://warwick.ac.uk/services/feedbackcomplaints">https://warwick.ac.uk/services/feedbackcomplaints</a></li> </ul>

### Communication

It is essential that the Department is able to communicate with you. Please ensure that the course secretary (Nicola Grant) knows if you are going to be away from the University, and if at all possible leave a contact address and telephone number.

If you change address or do anything which alters the information on the registration form please let the Nicola Grant (Programme Secretary) know as soon as possible.

**Email:** The primary way the Department will contact you is through your official Warwick email address which is given to you on registration. It will have the format xxxxxx@warwick.ac.uk. It is your responsibility to ensure that you check this regularly (preferably at least daily). 'Mass email', which is sent to a group such as everyone on a module or the course, will also go to your Warwick email address. This email will be used throughout your time here, both during term, and outside term time. If you do have an alternative contact email, please ensure that you keep university records of this up to date. You can do this through MyWarwick. If you will not be able to access email, please make sure that another arrangement is made.

**Post:** The Department does not usually handle post for students. Any mail should be directed to your Warwick postal address. If you are expecting large parcels to be delivered, these must be addressed to the student post room.

Although email is the primary contact, it is your responsibility to ensure that you keep university records of your address up to date.

**Notice boards/plasma screen:** Due to the ongoing issues with COVID-19, the notice boards and plasma screen will not be used during 2021/22. Please check your email and the course webpages for updates.

**Notice boards/plasma screen:** There are a number of notice boards around the Department which give information and updates on useful department and university information. The notice boards will provide information on Staff Student Liaison Committees, the Psychology Society and Psychology research. There are also notice boards covering careers, Mental

Health, the British Psychological Society, and forthcoming conferences. We also have a plasma screen outside H141 in the lift area of the Department.

**IT systems:** The department website is <http://www2.warwick.ac.uk/fac/sci/psych/> The website contains information about the Department, the people in it, news and events, and the current research.

**Moodle** is the teaching site, located at <http://moodle.warwick.ac.uk/my/> The Moodle site is split into difference pages. There are pages for each of the modules that you undertake. Each module page contains information specifically for that module e.g. reading lists, lecture notes and other teaching materials.

The **MSc in Clinical Applications of Psychology page** can be found at <https://warwick.ac.uk/fac/sci/psych/students/clinical> and contains all the general information or links you may need, procedures relating to your degree, such as submission of work, assessed work deadline dates and other important documents. This should be your first port of call for questions regarding process of procedure, if you have any questions or need any forms. It also contains a range of departmental information.

These Moodle and course pages are produced for you, as a student in the department, and suggestions for improvements are welcome. Please send any suggestions for module pages to the Programme Director, Claudie Fox (H126, [claudie.fox@warwick.ac.uk](mailto:claudie.fox@warwick.ac.uk)).

**Tabula** is the student administration site, located at <https://tabula.warwick.ac.uk/> Tabula is where you will need to submit assessed work, where provisional marks will be displayed for you once your work has been marked (all marks are provisional until ratified by an exam board). It will also give you access to your personalised timetable, seminar groups (if applicable) and any notes from the department.

**My.Warwick** is the university student site, located at <https://www2.warwick.ac.uk/students/> This is a central space for all student information. Through this, you can access your email, update your information, access Moodle pages, access library information, campus printer information as well as information about the Students Union and events and opportunities on campus.

The Psychology Department and MSc in Clinical Applications of Psychology have official **Facebook** pages. This are:

[Department Facebook page](#)

[MSc in Clinical Applications Facebook page](#)

**Administrative support**

Information about who to contact regarding administrative and technical support can be accessed from the following link:

<https://www2.warwick.ac.uk/fac/sci/psych/people/support/>

## Data protection

The University of Warwick is committed to protecting the privacy rights of individuals who entrust the University with their personal data. The Data Protection Policy, which can be found at <https://warwick.ac.uk/services/idc/dataprotection> outlines the University's commitment to transparency and accountability and promoting good information governance.

All students at the University of Warwick who handle or process personal data about individuals (names, contact details, financial details, course details, personal circumstances, beliefs etc.) in the course of their studies **must be aware** of the Data Protection Principles (<https://warwick.ac.uk/services/sim/dataprotection>) and how to apply them lawfully within the confines of the University Data Protection policy. Further clarification can be sought from the Administrative Officer for Legal Compliance at [infocompliance@warwick.ac.uk](mailto:infocompliance@warwick.ac.uk). Any database created containing information about individuals, who can, in principle, be identified, must be noted in the University registration. The registration covers the Psychology Department for certain databases we might be expected to keep. However, each user is responsible for ensuring that databases created comply with the requirements of the Act and are registered. For example, if a data file contains a means by which participants could be identified, then it is subject to the Act. Specific advice can be obtained from Linda Wilson, Data Protection Contact.

## Training Requirements

### Health and safety

All students are expected to undertake a **Health and Safety induction** and **Fire Awareness certificate**. Certificates obtained from these should be retained as they may be requested as proof of completion later in the course.

### Equality and diversity

We are committed to ensuring a working and learning environment in which all University members (staff and students) are treated fairly and with dignity and respect, and where bullying and harassment are not tolerated.

All students will be expected to undertake a **Diversity certificate**. Certificates obtained should be retained as they may be requested as proof of completion later in the course.

## The MSc student's year

Although the taught modules are delivered in term time, your work as a postgraduate student is not only confined to term time. Your assessed work and your placement and project will involve working outside term time. One of the criteria which examiners have to consider when deciding whether an MSc should be awarded is that the project should be commensurate with six months' worth of work. The University is closed over the Christmas and Easter holiday periods, and for a number of additional statutory holidays. Students are not normally expected to attend the University at these times, though access is normally possible if required. Any other times that you wish to be away from the University should be agreed with the Programme Director. It is also a good idea to be aware of undergraduate term dates as term-time influences library opening hours, how staff organise their time etc. Most library books loaned to postgraduate students have to be returned or renewed

around the end of each term. Some books have restricted loans periods, e.g. overnight or 7 days.

### Term dates

Please see: <http://warwick.ac.uk/study/termdates>

### Resources for students

The Department recognises the resource needs of students, and will do what it can to meet these needs. In return, students are expected to understand the financial implications of their activities, and the constraints that apply.

### Computing

Computers within the Department are PCs, networked to give access to a central server, laser printer, the library catalogue and other bibliographic resources, email and the internet. The Department's standard software is Microsoft Word for word processing, SPSS for statistics, and Endnote for bibliographic work. In addition, a variety of other special purpose software is also available. Unlicensed software must NOT be used. University regulations about the use of computing facilities can be found at: <https://warwick.ac.uk/services/its/about/policies>

As part of your Psychology degree, you may access systems or software which require further permissions. **It is your responsibility to:**

- **Ensure that you read, understand and adhere to the terms and conditions of use of the software**
- **Use the software for University of Warwick-related, non-commercial purposes**
- **Stop using this software at the end of your course**

If you have any questions or concerns about software or IT systems, please speak to Linda Wilson, IT manager ([linda.wilson@warwick.ac.uk](mailto:linda.wilson@warwick.ac.uk))

As this course involves work in NHS facilities located away from campus where IT equipment for students on placement may not be easily available, the course can, where necessary, provide students with a laptop computer with Microsoft Office, SPSS and any other licensed software students are expected to need. If students wish to borrow a laptop computer for placement purposes, they can obtain one from the Programme Secretary. We hope you will appreciate the convenience provided by this facility, and in return, take good care of the equipment during your time on the course. Please note that return of any borrowed equipment in fully working and fair condition will be a requirement for graduation.

Alternatively, if students wish to use their own laptops, all of the required software is available for download from the University IT Services: [list of software for download](#)

**Please Note: It is your responsibility to ensure that your files are regularly backed-up. The only safe place to store work on the university network is on the H: drive, which can be accessed via the web. The H: drive is regularly backed up, but it is strongly suggested that you also keep your own backups on USB or similar storage.**

## Post

Private outgoing post may be placed in H141 and provided it has postage stamps for the correct value, it will be sent out with the University's post. Normal amounts of mail that are part of a student's research activity will be paid for by the department. The dispatch of larger amounts of mail must be cleared with your project supervisor. If in any doubt about what "larger" means – check with your project supervisor or personal tutor.

## Telephone

As far as possible, telephone calls made as part of a students' research activity will be paid for by the department. Extensive use of the telephone for outgoing calls should be checked with your project supervisor or personal tutor. "Extensive" may refer to number, duration or distance. If in any doubt – please ask. International calls always need prior approval. This facility must not be abused or it will be withdrawn.

## Photocopying

Each student has access to the Departmental Photocopier. You will need to register with the photocopier using your University Card. Instructions are displayed in the room. The code for entering this room is **2008**.

## Inter-library loans

Requests for Inter-Library Loans are normally unrestricted, though the Library requires the personal tutor or project supervisor's approval.

## Travel expenses

On-campus parking is your responsibility. However, the cost of travel to your placement will be subsidised by the Department. We will also subsidise project-related travel expenses within reasonable limits. Students are encouraged to use public transportation (e.g., claim for a bus pass for the period of your placement). If public transportation is not feasible (and this must be demonstrated), we will pay **25p** per mile plus parking at your placement location. **Mileage is calculated from the University and is fixed for each placement location.** Additional information on travel expenses can be found here under forms and documents: <https://warwick.ac.uk/fac/sci/psych/students/clinical> (if your placement location is not listed, contact the Postgraduate Secretary (Nicola Grant) for the correct mileage)

It is expected that you will travel to your placement three days per week for the duration of the placement period. If additional travel is required and/or project-related travel expenses are not within a reasonable limit, this needs approval from the Programme Director **IN ADVANCE**.

Costs for travel, whether by public or private transportation, must be claimed using the University's Claim for Travelling and Subsistence Allowances (FP16a), available on the course web pages under forms and documents (<https://warwick.ac.uk/fac/sci/psych/students/clinical>). When submitting a claim, you must also submit original receipts for public transport or parking.

**Please Note: Claims should be submitted to the Postgraduate Secretary on the last Friday of the month in which the cost was incurred.**

### Course information

The taught component of the MSc consists of two one-term research methods modules, three one-term clinical content area modules, one two-term seminar module, and a six-month NHS research placement module leading to a project report.

In Term 1, the modules are PS906: Experimental design and data collection, PS907: Advanced qualitative and quantitative analysis, PS910: Clinical psychology in adult mental health, PS911: Clinical child and adolescent psychology, and PS914: Case study seminars.

In Term 2, PS914: Case study seminars continues and students undertake PS915: Placement and Project module which involves a six month NHS research placement from January to July that leads to a service-related project. Each module will have a course convenor and most modules will have several lecturers. The methods of assessment for various modules may include worksheets, projects, presentations, essays, and exams.

The NHS research placement is an important component of the course, giving students a unique opportunity to work in one of our partnership trusts under the supervision of practicing clinicians. The placement will lead to a two-part written report designed collaboratively between students and their supervisors. There will be several sessions focused on the placement and project, covering orientation, allocation, and project planning support.

### Module information

More detailed module information and outlines can be found on the course web pages at: <https://warwick.ac.uk/fac/sci/psych/students/clinical>

### Module convenors

Module	Person	Location	E-mail	Phone
PS906: Experimental design and data collection	Dr Michaela Gummerum	H137	<a href="mailto:michaela.gummerum@warwick.ac.uk">michaela.gummerum@warwick.ac.uk</a>	(024) 765 73945
PS907: Advanced qualitative and quantitative analysis	Dr Claudie Fox	H126	<a href="mailto:claudie.fox@warwick.ac.uk">claudie.fox@warwick.ac.uk</a>	(024) 765 23176
PS910: Clinical Psychology in Adult Mental Health	Dr Claudie Fox	H126	<a href="mailto:claudie.fox@warwick.ac.uk">claudie.fox@warwick.ac.uk</a>	(024) 765 23176



PS911: Clinical child and adolescent psychology	Dr Fiona MacCallum	H129	<a href="mailto:Fiona.Maccallum@warwick.ac.uk">Fiona.Maccallum@warwick.ac.uk</a>	(024) 765 23182
PS914: Case study seminars	Dr Lesley Harrison	Coventry University	<a href="mailto:Lesley.Harrison@warwick.ac.uk">Lesley.Harrison@warwick.ac.uk</a>	-
PS915: Placement and Project	Jacky Knibbs	Coventry University	<a href="mailto:j.knibbs@coventry.ac.uk">j.knibbs@coventry.ac.uk</a>	-
	Dr Claudie Fox	H126	<a href="mailto:claudie.fox@warwick.ac.uk">claudie.fox@warwick.ac.uk</a>	(024) 765 23176

### **PS906: Experimental design and data collection (15 CATS)**

**Overview:** The module aims to provide background for the student to understand principles of research design and strategy, including an understanding of how to formulate researchable problems and an appreciation of alternative approaches to research. To introduce the student to techniques for data collection and initial stages of analysis.

**Assessment:** Two written assignments counting 16.5% each (33% total); class test counting 67%

### **PS907: Advanced qualitative and quantitative analysis (15 CATS)**

**Overview:** This module aims to provide background for the student to understand and apply a variety of standard and advanced methods of qualitative and quantitative data analysis.

**Assessment:** Two written assignments each counting for 50%

### **PS910: Clinical psychology in adult mental health (15 CATS)**

**Overview:** Along with child and adolescent specialties, adult and older adult mental health is one of the key areas of specialisation for professional Clinical Psychologists. This module will provide students on the MSc in Clinical Applications of Psychology with a broad theoretical background and introduce them to key professional issues in the adult and older adult specialisations. The module will evaluate the main theoretical approaches to adult psychological distress, and consider the repercussions of the increasing importance of evidence-based practice. The module will consider the distinctive contribution Clinical Psychology can make in a multi-disciplinary workplace alongside other professions such as counselling, psychiatric nursing and specialist psychotherapists.

**Assessment:** Take-home written examination (100%)

### **PS911: Clinical child and adolescent psychology (15 CATS)**



**Overview:** Child and adolescent mental health is one of the key areas of specialisation for professional Clinical Psychologists. This module will provide students in the MSc in Clinical Psychology with a broad theoretical background and introduce them to key professional issues in this specialisation. First, the module will consider vulnerability and resilience to psychological dysfunction in early life. Second, it will address major psychological disorders of infancy, childhood and adolescence, with particular emphasis on contemporary developments in evidence-based psychological intervention. Sessions will be led by both academics and clinicians to provide a broad range of perspectives on child and adolescent mental health.

**Assessment:** Take-home written examination (100%)

### **PS914: Case study seminars (30 CATS)**

**Overview:** Case studies as selected by instructors.

**Assessment:** Class test (100%)

### **PS915: Placement and Project (90 CATS)**

**Overview:** This module will enable the MSc in Clinical Applications of Psychology students to gain practical experience of working with Clinical Psychologists within NHS trusts. Students will be assigned to 6-month long research placements during which they will complete 2 pieces of academic work. Their assigned project work in the field will be supervised onsite by a Clinical Supervisor, and their analysis and report-writing work will be co-supervised by an assigned academic supervisor. A report of how the student functioned in the placement setting will also be obtained from the Clinical Supervisor.

**Assessment:** 5,000 words maximum for each of the 2 pieces of work, literature review and small-scale service project.

### **Timetable**

The timetable can be accessed via the course web pages:

<https://warwick.ac.uk/fac/sci/psych/students/clinical>

### **Examinations and Assessment**

In this chapter you will find information regarding the marking scale, degree requirements, submission of assessed work, feedback etc.

#### **Marking scale**

All student work is marked by an academic, with a provisional mark returned to students. Marks are subject to moderation and revision by the Exam Board. The MSc adopts the 20-point marking scale introduced by the University of Warwick for Undergraduate Courses. The category scale uses identified grade points which map onto fixed percentages on the 0-100% scale, and is designed to encourage the use of the full range of marks, and to ensure equitable treatment of students of similar abilities and achievements across the

University. The marking scale uses scale points as follows: 100, 94, 88, 82, 78, 74, 68, 65, 62, 58, 55, 52, 48, 45, 42, 38, 32, 25, 12, 0. These relate to the level criteria below.

<b>Mark Range</b>	<b>Level Descriptors</b>
90% and over	(Very High Distinction) Over and above the qualities of the 80-89% descriptor, the work demonstrates exceptional quality. The work may achieve or be close to publishable standard.
80%-89%	(High Distinction) Work which, over and above possessing the qualities of the 70-79% descriptor, demonstrates excellence – the nature of which will vary according to the assignment but may include: comprehensive answers, complete and correct proofs or calculations, project work that extends the original brief, deep and critical analysis, originality, and advance in scholarship, a highly professional approach.
70%-79%	(Distinction) The work demonstrates mastery of the subject matter, methodologies, and, where appropriate, laboratory techniques. It also provides evidence of near complete conceptual understanding, high level technical competence, and depth of analysis or mathematical understanding. Where applicable, the statement and proof of theorems is handled with confidence, and their application to unseen material is sound. Accuracy and precision will be strong throughout and, if applicable, presentation will be excellent. Minor mistakes may nevertheless appear occasionally. Where appropriate, the work shows evidence of originality.
60%-69%	(MSc Merit) The work demonstrates a sound and thorough grasp of subject matter and methodologies. Conceptual or mathematical understanding and technical competence are solid, but applications, arguments, or data analysis may contain minor flaws. Examined work will be well organised and structured, while good presentation and a logical approach to the material will be evident in projects or dissertations. Overall, the work reveals a high level of effort and commitment, but lacks breadth, depth, and fluency in parts.
50%-59%	(MSc Pass) The work reveals an underlying grasp of the subject matter, but with areas of confusion or some gaps in conceptual/mathematical understanding or methodology. Answers are fairly well structured but may tend towards the factual or derivative. In project or dissertation work, general conclusions or outcomes are reasonable, but there is room for substantial improvement in the individual's ability to apply theorems, analyse problems or execute technical skills.
40-49%	(Fail) Though it reveals some familiarity with the subject matter, and a basic grasp of factual and conceptual material, there are

	frequent and important gaps and/or misconceptions. Some effort has been made to reflect on and analyse questions or problems, or to apply theorems, but with little evidence of organisation or insight. Technical competence is poorly developed and general conclusions are unreliable or unsubstantiated.
20%-39%	(Fail) The work is insufficient to demonstrate a basic grasp either of factual or conceptual subject matter. Technical competence is at a very low level and, if appropriate, laboratory work has required constant supervision. Data used in project work may be both inaccurate and irrelevant. Overall, answers and arguments reveal little effort towards analysis or conceptualisation. Important issues may have been ignored or seriously misconstrued. There is little evidence of an individual contribution to the material.
Less than 20%	(Fail) Inadequate work: poorly argued, written and presented; conceptual confusion throughout; demonstrates little or no knowledge of the field. Failure to address the issues raised by the question. Project work contains little or no data. Sparse or no evidence for technical competence or individual contributions.

## Degree requirements

Degree requirements are as follows:

70%-100%	Distinction
60%-69%	Merit
50%-59%	Pass
0%-49%	Fail

The final degree will be based 50% on the six taught modules (PS906, PS907, PS910, and PS911 counting 8.33% each, and PS914 counting 16.67%) and 50% on PS915 (placement and project).

You will need to achieve an overall mark of at least 50% in both the taught modules and the project to pass the MSc. Degrees with Distinction will normally be awarded where both taught component **and** project marks are 70% or above. Degrees with Merit will normally be awarded where the overall average is at least 60% (please note: both taught **and** project marks are normally required to be at least 60%). All modules must have a mark of at least 50% for Merit or Distinction.

University regulations governing taught postgraduate courses can be found at:

[http://www2.warwick.ac.uk/services/gov/calendar/section2/regulations/reg37pgt\\_pt1/](http://www2.warwick.ac.uk/services/gov/calendar/section2/regulations/reg37pgt_pt1/)

University requirements for taught postgraduate awards can be found at:

<http://www2.warwick.ac.uk/services/aro/dar/quality/categories/examinations/conventions/pgt/>

**Please note: The above are the current and expected postgraduate degree classification conventions for 2021/22. Due to the ongoing COVID-19 pandemic, the University reserves the right to make changes to the conventions as and when necessary to ensure students are not disadvantaged by any unexpected changes to teaching and learning throughout the year.**

## Transcripts/HEAR and degree certificates

### Transcripts/HEAR

A transcript is an official summary of academic performance, including qualification obtained, modules taken and marks achieved. It also details your University start date, programme of study, level and degree class conferred (as appropriate). The transcript is a legal University document and therefore cannot be altered.

Student Records are unable to produce an 'official' printed transcript of studies for current **taught postgraduate** students who have not yet had their award conferred by the Senate. **Postgraduate students will be notified by the Student Records team when their**

**award has been conferred.** Until notification of conferral has been received you must request an interim transcript from your department. A printed copy of your transcript will be produced for successful taught postgraduate students for your [Degree Congregation](#) that you will receive together with your award certificate where possible. You may request additional copies if required.

Current **Undergraduate** Students who have not had your award conferred by the Senate should make use of the formative [HEAR](#) until the HEAR has become finalised.

<https://warwick.ac.uk/services/academicoffice/studentrecords/records/transcript>

### **Degree certificates**

For information on Degree certificates and ceremonies, please see the university web pages at <https://www2.warwick.ac.uk/services/academicoffice/congregation/>

Please note:

- If you attend a Degree Congregation you will be presented with your certificate on stage;
- If you register to defer your ceremony to a future ceremony date, your certificate will be issued at the time of your chosen ceremony (it cannot be issued before this time);
- If you are not eligible to attend a degree ceremony, or choose to graduate *in absentia*, your certificate will be posted to you or can be collected from the Student Reception.

**If you choose to attend a Degree Congregation you cannot receive your certificate in advance of the ceremony.**

### [Submission of assessed work](#)

Assessed work should be submitted online through the University's coursework management system [TABULA](#). Here you will find details of the pending assignments for your modules. **YOU DO NOT NEED TO SUBMIT A PAPER COPY.** Please make note of the deadline time for assessed work, as any work received after the deadline without an approved extension will be treated as late and subject to penalties (see section on late submission). All work is marked anonymously so your name must not appear in the title or content of the work. **You should include your university id number on your work.**

To submit your work, click on the 'submit' button next to the appropriate assignment. Click 'choose file' and attach your assignment file. Read through the submission notes and declaration and tick the relevant box to confirm that you have read the notes and that the assignment is all your own work. When you have read through all the information carefully, click the 'submit' button. Once your work has been submitted, you will be sent an email receipt confirming the submission, please save this email just in case technical problems arise. If you accidentally submit the incorrect document all is not lost! You can re-submit at any time up until the deadline.

If you are unable to submit by the deadline for any reason please let us know immediately. Please read the information provided in the section on extensions.

## Feedback

The Department aims to provide feedback to students on assessed work within 20 University working days of the submission deadline. It is possible that circumstances such as staff illness might prevent this, in which case the Department would notify you in advance of a possible delay in returning feedback.

Feedback will be returned to you via the coursework management tool within Tabula.

You will automatically be e-mailed with a link to Tabula once the feedback has been published. Either follow this link straight to the feedback page, or go to the coursework management homepage and click the 'view feedback' button next to the appropriate assignment. From here you should see a green button that will enable you to download your feedback.

## Word count

Students will be set a word count for individual assessment components. WE DO NOT OPERATE A 10% POLICY REGARDING WORD COUNT ON THE MSc IN CLINICAL APPLICATIONS. You must therefore stick to the word count set. Students can expect to be penalised for exceeding word counts indicated, but also for failure to be concise even when adhering to the guidelines on length.

Students exceeding the word limit will be penalised as follows: Five percentage points of the available mark will be deducted (e.g., 65-5=60) for each five percent that the word limit is exceeded (e.g., for a 1500 word essay the mark will be deducted by 5% when the count is 1501 - 1575 words, by 10% when the count is 1576 - 1650 words, etc.).

**As a general rule, the word count should include the body of the essay (including citations, figure legends, etc.) but exclude the title, tables and references.**

Although frustrating and challenging, writing to a word count enables you to demonstrate your ability to follow directions, answer a question and communicate clearly and concisely. This is an important skill and one that is relevant for clinical practice.

More information on word length requirements for individual assessment components can be found on the relevant module pages.

## Academic Integrity

It is expected that all students demonstrate academic integrity in their work. The idea of assignments is for students to demonstrate their understanding of the topic. This is best done in their own words.

By plagiarism is meant:

- Copying out passages, sentences, or even phrases from other authors, without quotation marks.
- Paraphrasing the ideas or arguments of others (changing the wording) without acknowledging the source.

Both Plagiarism and Cheating in University examinations are dealt with under Regulation 11 (<https://warwick.ac.uk/services/gov/calendar/section2/regulations/cheating> ) The regulation also refers to plagiarism in assessments, such as essays and practical reports. Other authors includes other students. It is an offence to reproduce without acknowledgement material from unpublished theses, reports, or student essays (written here or at other institutions).

All work submitted via Tabula is submitted automatically to Turnitin to check for plagiarism. These scores are analysed by the marker or Module Convenor and used as part of the identification of cases of plagiarism.

Cases of plagiarism may be dealt with by the Academic Conduct Panel representative in the first instance and can be referred on to other panel members or further to an Investigating Committee of the Senate. The penalty for plagiarism may not normally exceed the award of a mark of zero for the course containing the relevant piece of work. Full details of the disciplinary procedures are set out in the University Calendar, under Regulation 11.

The University has a clear policy on proofreading, which can be found at [https://warwick.ac.uk/services/aro/dar/quality/categories/examinations/policies/v\\_proofreading](https://warwick.ac.uk/services/aro/dar/quality/categories/examinations/policies/v_proofreading)

The safest way to avoid problems associated with plagiarism is to use quotation marks to identify any word for word reproduction of other people's writing, and to cite the source of the quotation.

#### Example 1: Quoting a passage

"Darwin's commitment to the inherited nature of co-operation would not be supported by many psychologists today. Co-operation does have survival value, however, and as such would be likely to continue to be transmitted in some form from generation to generation." (Wheldall, 1975, p. 102).

Full details of the source should then be given in a reference section of the essay or report. For example:

#### References

Wheldall, K. (1975). Social Behaviour. London: Methuen.

#### Example 2: Quoting part of a passage

Recently psychologists have refused to accept "Darwin's commitment to the inherited nature of co-operation" (Wheldall, 1975, p. 102).

Once again details of the source should be included in a reference section.

#### Example 3: Paraphrase

When an argument is put in the student's own words, the source should still be acknowledged. For example, an essay might properly include the statement:

Psychologists no longer accept Darwin's view that cooperation is transmitted from one generation to the next (Wheldall, 1975)

Alternatively, the statement might say:

Wheldall (1975) has argued that Darwin's views on cooperation are out of date.

In both cases, details of the source should be given, as suggested in Example 1.

**The general rule is:** students should take care to put things in their own words. When they do not, they should use quotation marks. When students put other people's ideas into their own words, they should say where the ideas came from. If students are in any doubt, they should seek advice from a member of staff.

Special problems may arise with respect to reports of practical work. Experiments in class are normally carried out by pairs of students or by small groups. Descriptions of procedures and results may embody the work of more than one student and are not regarded as plagiarism or cheating. The introduction, discussion and conclusion must be the work of the individual student, however, and sources acknowledged in the usual way.

It is not acceptable for students to submit a report the wording or detailed structure of which is similar or merely paraphrased. Where this occurs it is dealt with using the procedures provided by Regulation 11 of the University Calendar covering cheating.

In addition to plagiarism, cheating also encompasses the fabrication of data, and the deliberate augmenting, amending or omission of data, with the intention to deceive. It is the responsibility of the student to maintain the integrity of the data at all stages of the research. If data are excluded from analysis for any reason, if hypothetical data are discussed at any point, or if any corrections are applied to data, then this must be made explicit. Students must submit their raw data for second and third year projects (e.g., response sheets, questionnaires, electronic data files, as agreed with the supervisor at the start of the project), and evidence of informed consent by participants where appropriate, to their project supervisors by the deadline specified for the written report. Failure to submit the raw data could result in a mark of zero for the project. Students are therefore strongly urged to consult their supervisors at the outset of the project regarding what is expected to be submitted as raw data for each particular project.

#### [Late submission of assessed work](#)

There are penalties for late submission of assessed work. The coursework management system will automatically flag any work received after 12.00 (the Midday deadline) as late. Five percentage points (i.e. 5% of the available marks, not the mark eventually awarded) will be deducted for each day or part of a day (excluding weekend days and public holidays) elapsing between the deadline and the actual time the piece of work was submitted.



For example, a late piece of work that would have scored 65%, had it been handed in on time, would be awarded 60% if it were one day, or just a part of a day, late, 55% if two days late etc.

### Extension requests

Deadline dates can be accessed via the course web pages at:

<https://warwick.ac.uk/fac/sci/psych/students/clinical>

The Department expects students to plan their workload and extensions will only be granted in cases of mitigating circumstances. Extension requests on the grounds of Mitigating Circumstances should follow the process outlined in the Mitigating Circumstances section of this handbook. Any requests for an extension should be submitted by completing a Mitigating Circumstances Form. The form can be found at <https://warwick.ac.uk/fac/sci/psych/students/mitcircs> and should be completed prior to the deadline. It will then be reviewed and a response given to the student.

**For extension requests: as soon as possible BEFORE the submission deadline.**

### Mitigating circumstances

Mitigating circumstances are submitted via TABULA <https://tabula.warwick.ac.uk>

During the course of study you may experience exceptional unforeseen short term circumstances which are outside your control and might have a detrimental effect on your studies. Some students have a late identification of a disability and so reasonable adjustments to assessments may not be in place. Both scenarios are dealt with through the University's mitigating circumstances procedure. It is important that you always tell your Personal Tutor/Programme Director of any mitigating circumstances or reasonable adjustment needs as early as possible to ensure that appropriate support is put in place.

You can find the Mitigating circumstances Form at <https://warwick.ac.uk/fac/sci/psych/students/mitcircs>. Please read the information presented on the Mitigating Circumstances web pages before completing the Mitigating Circumstances Form. The completed form, along with supporting evidence, should be submitted to the Programme Director (Dr Claudie Fox) via TABULA.

**For all other mitigating circumstances: as soon as possible but no later than a week after the last submission date for the programme.**

### Re-examination

If you do not achieve the pass mark for one piece of assessed work on a module, you may be offered the opportunity for a resit of that assessment. However, the maximum mark which may be awarded for a module on re-examination is 50, irrespective of the mark(s) which have been given for other elements of the assessment for that module. In the first instance, you should discuss any failed piece of work with the Programme Director and/or the module convenor.

See procedures for re-examination in the Section 3 of the University conventions for taught postgraduate courses: [Website for PGT conventions](#)

### Reasonable adjustments

For more information on reasonable adjustments, please see the relevant section of this handbook. Students can apply for extensions to assignments, in accordance with the University's Policy on [Examination Arrangements for Students with Disabilities](#).

For all tests and examinations, provisions are made for any student who requires a reasonable adjustment, including separate rooms, extra time, typing answers on computers, rest breaks, stop-the-clock breaks etc.

**Please note: this can only be done in liaison with [Disability Services](#) and [Student Support](#) and if information is provided to student support by the deadlines given.**

### Pastoral care and support

Personal Tutors are academic members of staff based in departments, assigned to each student on arrival at Warwick. They provide academic advice to personal tutees on their studies and personal development including feedback on academic progress and transition into university life. They also offer help and advice on other issues that impact students' ability to study which may involve signposting students to Wellbeing Support Services for professional assistance.

Personal tutors are the first point of contact for help with concerns about academic progress, study problems, enquiries about course changes, general concerns about university life, and financial issues. All departments have one or more Senior Tutors with whom students can also discuss issues. On occasion your personal tutor may refer you to either the Senior Tutor or to other support services within the university, such as Wellbeing Support Services.

You will be notified of your personal tutor at the start of the course.

The Psychology Department also has mental health first aiders:

Name	Location	Contact
Liz Farmer	H143	L.farmer@warwick.ac.uk
Nicola Grant	H146	n.grant@warwick.ac.uk
Jag Jutley-Neilson	H138	Jagjeet.Jutley-Neilson@warwick.ac.uk

### Student engagement

#### The postgraduate staff-student liaison committee (PGSSLC)

The Student Staff liaison committee provide an accessible arena for students to discuss any concerns they have with teaching, learning and student support services with the academic staff from their department.

SSLCs work in conjunction with the Students Union, and their website gives details for the representatives for the academic year: <https://www.warwicksu.com/sslc/>

The Department has an SSLC devoted to resolving concerns of relevance to the postgraduate community. The PGSSLC meets four times a year (Week 1 of every term then once in the Summer). You will be informed by the PGSSLC Chair via email when each meeting will take place. Each of the taught postgraduate courses has a representative on the SSLC; the representative for the MSc in Clinical Applications will be elected at the start of the year and should attend all SSLC meetings (bear in mind that all postgraduates are welcome to attend). If you have an issue for the SSLC and are unable to attend the meeting, you should let the course representative know and they will raise a matter on your behalf. Alternatively, you can contact any other member of the SSLC to raise the matter for you. Meetings are run by the Chair and Secretary who are elected postgraduates. In addition, there are two staff representatives. Issues from the SSLC are presented by the Chair at the Postgraduate Taught Committee meeting (Week 2 of each term) (see below), and further action taken if necessary.

**Please Note: The PGSSLC is a great way to improve things for postgraduates. We therefore encourage our PGSSLC representatives to try to attend as many of the meetings as possible during their time at Warwick.**

#### Postgraduate Taught Committee (PGTC)

The Department of Psychology has a Postgraduate Taught Committee (PGTC) whose role is to monitor and make recommendations on issues relating to postgraduate education including but not limited to postgraduate admissions, training, progress, and teaching quality. The committee reports directly to the Department Council.

Specific duties of the Postgraduate Taught Committee (PGTC):

1. To consider postgraduate admission procedures, postgraduate training, student funding opportunities and postgraduate numbers.
2. To consider issues arising from the minutes from the PGSSLC and make any recommendations to the department staff meeting.

#### Resolving problems

Most issues arising during the course of a student's work should be raised initially with the lecturer, module convenor, project supervisor or personal tutor as appropriate. Issues which are of common interest for several students (for example issues concerned with resources), or which relate to Departmental procedures can usefully be raised by the course representative in the Postgraduate Staff-student Liaison Committee (SSLC). In the case of further difficulties, students should approach the Programme Director, Director of Postgraduate Studies, or the Chair of the Department, or any other member of the Postgraduate Taught Committee for advice and assistance. In particular, please note that any issues can be discussed in confidence with your Personal Tutor, the Programme Director, Director of Postgraduate Studies, or the Chair of the Department.

## Monitoring student progress and attendance

Supervision, monitoring of student progress and examination follows the University's Codes of Practice.

### Attendance and engagement

Students are required to engage with the course, and you are expected to attend all of the lectures and seminars timetabled, including the placement. Satisfactory attendance and engagement with your studies is a necessary condition of your registration. Failure to adhere to this can result in being referred to the University Continuation Committee who have the power to terminate your registration at the University. Please see [University Regulation 36](#) for information on this.

The Department is required to monitor the attendance of all students at designated points throughout the year. It is one of the [responsibilities](#) of a student on a Tier 4 visa to study and ensure that they meet the progression and attendance requirements of the course. There are therefore potential implications to visa status if monitoring points are missed. The monitored contact points cover a range of academic engagement and can be, for example, lecture attendance, tutorials, assessed work submissions, meetings with project supervisors, etc.

Students classified as "full-time" are required to complete no less than 21 hours per week over 24 weeks of the year (including self-directed study). Such students are not, therefore, permitted to undertake full-time employment during term-time. International students may also have further limitations placed on the hours they can work in order to comply with the requirements of their UK visa.

All students are expected to be regular and punctual in their attendance at classes. Students are required to remain in residence throughout the full period of any term. Any student deemed to have unacceptable levels of engagement may be referred, either by their department or by the Academic Registrar, to a Continuation of Registration Committee as set out in University Regulation 36 (see above).

Monitoring points can be found on the course web pages under forms and documents at <https://warwick.ac.uk/fac/sci/psych/students/clinical>

**What if I know I will miss a monitoring point?** If you know that you will miss a monitoring point, it is your responsibility to inform that department in advance of the point. For example, you may be ill and unable to attend the lecture that day. If you contact the programmes office (+44/0 24765 75527/ [psychologyPG@warwick.ac.uk](mailto:psychologyPG@warwick.ac.uk)) we can mark the point as 'authorised missed'. This can only be done if you contact in advance of the session. It will not be done retrospectively, and it will only be done in certain situations, usually those that the student could not have predicted and had no control over (e.g. illness) as attendance is expected to be on a full time basis.

**What happens if I miss a monitoring point?** If you miss one point, there is no problem, however, you will be contacted should we become concerned about your missed Contact

Points, and we have to report missed points to the University who will also contact you directly. You will be required to take action if you have missed monitoring points.

After **three missed points**, or if there are other concerns with your progression, we will contact you to investigate whether you are having any problems that are preventing you from fully engaging with your course.

After **four missed points**, we may refer you to the relevant professional within the University welfare system who could help you, such as the Senior Tutor or the Mental Health and Wellbeing Service, as appropriate.

After **five missed points**, you will be contacted to make you aware that you are at risk of being recommended for termination of your registration at the University.

After **six missed points**, the Department is able to invoke Regulation 36 (see <https://warwick.ac.uk/services/gov/calendar/section2/regulations/reg36registrationattendanceprogress/>) to begin termination of registration proceedings and your case is handed over to the Academic Office.

**Keep in contact:** Please ensure that you let the department know if you are not able to make taught sessions. To do this, you can **call** +44/0 24761 50395, or **email** **PsychologyPG@warwick.ac.uk**. Please state your course, year, ID number and the module and session you are going to miss so we can easily convey this to the session leader.

### Ethics

Student projects must conform to the British Psychological Society's ethical principles ([www.bps.org.uk](http://www.bps.org.uk)). Any potential issues should be discussed with your project supervisor(s).

The empirical component of the MSc will involve conducting a Small Scale Service Project in an NHS Psychology Service. The type of service-related empirical study usually takes the form of either a Clinical Audit or a Service Evaluation. These terms have specific meanings in the context of NHS research, and under the Research Governance Framework. They differ from projects classified as *Research* within the NHS, and such projects do not usually require approval by an NHS Research Ethics Committee, or approval from NHS Research and Development (R& D) Departments. For example, Clinical Audit and Service Evaluation projects usually evaluate existing data which was routinely collected, and they don't involve randomisation, thus distinguishing them from Research requiring ethical review.

The differences between the use of the terms Clinical Audit, Service Evaluation and Research for purposes of such projects within the NHS are clearly outlined by the Health Research Authority, and available at the following website.

<http://www.hra.nhs.uk/research-community/before-you-apply/determine-whether-your-study-is-research/>

Clear guidance is provided in the NHS document: "Defining Research": [http://www.hra-decisiontools.org.uk/research/docs/DefiningResearchTable\\_Oct2017-1.pdf](http://www.hra-decisiontools.org.uk/research/docs/DefiningResearchTable_Oct2017-1.pdf)

There is also a useful Decision Tool to help you decide whether your study is classified as research: <http://www.hra-decisiontools.org.uk/research/>

These guidelines may be updated from time to time and should be referred to in liaison with Clinical and Academic Supervisors before conducting your empirical project.

If after consulting the above documents any doubts arise as to whether your proposed empirical study can be classified as Clinical Audit or Service evaluation, this should in the first instance be discussed with your research supervisors. If doubts remain, then contact should be made with the local NHS R& D department for guidance about this.

### Psychology teaching and assessment strategy

#### A brief student guide



#### Warwick Assessment Aims

We are deeply committed to providing all students with a high quality learning experience. All assessments have specific objectives, which are directly linked to the learning outcomes at the module and course-level. The following are the key principles that underlie our assessment aims in psychology:

- All students will engage with a range of relevant formative and summative assessments, clearly linked to the module and course-level learning outcomes.
- All assessment processes will be designed to be accessible and inclusive, and aligned with the University's Equal Opportunities Statement and all relevant equality legislation.
- Formative and summative assessment will be designed to enable students to demonstrate the skills and knowledge they have acquired at both module and course level.
- The feedback mechanisms in place will include guidance on how to improve performance.
- Assessment processes and outcomes will be designed to enhance students' personal and professional development through the acquisition of skills.
- All assessment processes will be designed to embody the underlying principles of reliability; validity; equity; timeliness; manageability; and inclusivity.

*(The University Assessment Strategy was approved by Senate on 29 January 2014)*

## What type of assessments are used in psychology?

To ensure we meet the above assessment aims, your psychology modules contain a mixture of both summative and formative assessments, a diverse range of assessments, rigorous quality assurance mechanisms and importantly, helpful feedback on work that you have submitted to help you improve on future assessments.

Summative assessments contribute to the final mark for a module; these can include exams, essays, in class tests, MCQs, presentations and group work. Whereas, formative assessments are those pieces of work, which do not contribute towards the final mark of a module. A list of the types of assessments we use in psychology can be found on the Guide pages on Moodle.

To ensure for accuracy of assessments and that they meet the intended learning outcomes of the module all exams and written assessments are internally verified by academic staff and externally verified by the external examiners.

- Marking criteria is available on your module Moodle webpage
- Module convenors will **give more information about the assessment** in a lecture or seminar session.
- **Assessment and feedback** hours are an opportunity for students to meet with their Lecturers and Tutors on a one-to-one basis and receive invaluable feedback and guidance or simply discuss interesting topics
- **Feedback fora in Moodle**, allow you to post comments and discuss issues relating to topics and assessment. They will thus act as a form of **peer-to-peer feedback** and a way for **module convenors to give feedback** by answering any questions.
- If you would like help with academic writing skill your personal tutor support can help.

## Postgraduate training and development provision

You can find information regarding The Warwick Graduate School, The Postgraduate Hub, seminars and reading groups, and the annual postgraduate research day in this chapter.

### The Postgraduate Hub

**Location:** Floor 2, Junction Building

PG Hub is a peer-led collaborative community space that brings together postgraduates from across Warwick.

At PG Hub you can:

- Book meeting rooms for group-work and collaborative study, as well as find first-come-first-served study and meeting space
- Ask any questions you might have about your postgraduate life at Warwick
- Access support for your dissertation through Dissertation Station
- Find mentorship to take you to the next level
- Get actively involved in cultural events, which last year included Hallowe'en, the Burns Poetry Competition, Chinese New Year and a Nowruz Celebration



- Locate support for your studies and future career plans through events and drop-ins
- Share your postgraduate life through our competitions and social media

We recognise that postgraduate life is about more than just work. The PG Hub exists to make your time at the University more productive and enjoyable, so we welcome your ideas on things you want to see as a Warwick postgraduate.

Currently open: 09:00 – 00:00 (see website for holiday opening). For more information: [https://warwick.ac.uk/services/library/pghub/about/postgraduate\\_hub/](https://warwick.ac.uk/services/library/pghub/about/postgraduate_hub/)

#WarwickPGHub, @warwickPGHub

### Seminars

The Department runs two series of research seminars. The external seminars typically consist of presentations given by active researchers from other Universities in the UK and elsewhere. The internal seminars provide an opportunity to hear about the latest research being conducted within the department. Note that attendance at these seminars is strongly encouraged. The aim is to broaden students' awareness of the application of a range of methodologies to a spectrum of substantive issues in contemporary psychology. For the latest information and programmes see: <http://warwick.ac.uk/fac/sci/psych/events>

### Annual postgraduate research day

The annual Postgraduate Research Day is organised by postgraduates usually in the Summer term. This provides an excellent opportunity for all current postgraduates to present some aspect of their research work (either in progress or completed) to an audience comprising Departmental Staff and Postgraduates. Typically presentations take the form of either short talks or posters. In addition to providing an opportunity to polish your presentation skills, it is a way of obtaining additional feedback on your research and can also be used as a practice talk for future conference presentations.

### Learning resources and student support

A multitude of learning resources and support are available at Warwick. Information about these resources is presented in this chapter.

### Library

The Library has a designated Academic Support Librarian (ASL) for each academic department. The Academic Support Librarians are able to provide advice about Library services and resources for staff who are putting together course materials and module websites. They work with academic colleagues to embed information skills throughout the curriculum with the Student as Researcher programme.

The ASLs can also provide discipline-specific text about the Library for student handbooks. These include:

- General information about accessing and using the Library, Learning Grids, and Modern Records Centre
- Information sources for your subject



- Developing information and research skills
- Sources of help and advice

The ASL for Psychology is: Samantha Johnson ([samantha.a.johnson@warwick.ac.uk](mailto:samantha.a.johnson@warwick.ac.uk))

Please see the Library website at <http://warwick.ac.uk/services/library> for general information and the Psychology subject page for more specific resources (<http://www2.warwick.ac.uk/services/library/subjects/sciences/psychology/>)

### Student careers and skills

The Student Careers & Skills team offers a wide range of online resources, workshops, 1:1 advice, employer presentations, careers fairs and a student helpdesk accessible in person, by email and phone and can help students:

- Settle into life at Warwick and discover all the University has to offer
- Understand what's important to them, what their strengths and career goals are
- Succeed in their studies and get help with academic writing, revision, note-taking and seminar presentations
- Recognise and develop transferrable skills employers look for, including communication, leadership, enterprise and team-working
- Research employers, gain work or volunteering experience and find a job for after graduation, including by searching thousands of employer vacancies.

Each academic department has designated a Careers Consultant who can provide discipline-specific support for students and information for departmental handbooks and websites. This can include, for example, 1:1 advice in the department, support for alumni events, and discipline-specific information sessions (e.g. 'What can I do with my MSc in Psychology?').

The Careers Consultant for Psychology is Siobhan Qadir ([S.Qadir@warwick.ac.uk](mailto:S.Qadir@warwick.ac.uk), <https://warwick.ac.uk/services/careers/findingwork/jobsectors/hcp/> )

Please see the Careers & Skills website for more general information ([https://warwick.ac.uk/services/careers/careers\\_skills](https://warwick.ac.uk/services/careers/careers_skills)).

### IT Services

IT Services provide the essential resources and support necessary to give all students access to information technology services and support. If students have problems with IT related issues, IT Services provide a dedicated Help Desk. Students can go to the drop-in centre on the 1st floor of the Library building (Monday to Friday, 9am-5.30pm), telephone 024 765 73737 (Monday to Friday, 8.30am-5.30pm) or email: [helpdesk@warwick.ac.uk](mailto:helpdesk@warwick.ac.uk).

Every student, with the exception of those students on courses at partner institutions which are validated by the University, is entitled to register to use the services provided by IT Services, which can be accessed from anywhere on campus. Information on setting up an account, accessing the network from on and off campus, printing and purchasing computers is available on-line at: <http://warwick.ac.uk/its>. IT Services also produce information on

acceptable use of University IT facilities for students and staff:

<https://warwick.ac.uk/services/its/about/policies>

A range of Help Desk Leaflets providing useful IT support information are available from: <http://warwick.ac.uk/servicedesk/leaflets> or students can pick up copies from the IT Services Help Desk Drop-in centre. IT services also provide support for personal computer-related issues such as slow performance, removing viruses, replacing hardware and assisting with file recovery.

The training service provided by IT Services is available to all University students and is provided to facilitate students to work more effectively with applications delivered by IT Services: <http://warwick.ac.uk/its/serviceessupport/training>.

IT Services provides a number of open access work areas across Gibbet Hill, Westwood and main campuses, accessible to all students, and the University provides student residences with a network connection and access to wireless. For further information on the Residential Network Service (ResNet), please visit: <http://warwick.ac.uk/its/serviceessupport/networkservices/resnet/>.

Please see MyWarwick at: <http://warwick.ac.uk\students> for links list to useful pages.

### Language centre

The Language Centre supports the University's commitment to the increased provision of foreign language learning opportunities for undergraduate and postgraduate students and staff across the University. It is equipped with digital language classrooms and seminar rooms, with data projection and electronic whiteboards. There is also a multi-media open access suite with satellite TV, computer-based learning, and DVD players. There are a number of choices available for acquiring a new foreign language or brushing up language skills:

### Modules for credits on the academic programme

These can usually be taken as part of an undergraduate degree course, but this must be agreed with student's home department before enrolling. More information available online from: <http://warwick.ac.uk/fac/arts/languagecentre/academic/>

### Academic modules not for credit

The same modules as those available for academic credit are also available to take in addition to degree studies. A fee applies to these modules. Further information is available from the Centre's website.

### Lifelong Language Learning (LLL) Courses

A programme of language courses for students, members of staff and the public. More information is available from: <http://warwick.ac.uk/fac/arts/languagecentre/lifelonglearning>

The Language Centre (<http://warwick.ac.uk/fac/arts/languagecentre>) is located on the ground floor of the Humanities Building and can be contacted by email [language.enquiries@warwick.ac.uk](mailto:language.enquiries@warwick.ac.uk).

### Student support services

Student Support Services (<https://www2.warwick.ac.uk/services/supportservices>) offer a comprehensive support structure available to help with all kinds of different problems, including personal, health, financial, problems connected with the law and University regulations, problems involving the provision of facilities for students with disabilities, or harassment of any sort. Students may consult the services of their own accord, or may be referred to them by personal tutors/supervisors. There may be more than one option available to students in difficult situations. Support services available to students through the University comprise the following:

- Student Support (<http://warwick.ac.uk/services/studentssupport>)
- Personal Tutors System (<http://warwick.ac.uk/services/tutors/personaltutors>)
- University Dean of students and faculty senior tutors (<http://warwick.ac.uk/services/tutors/about/>)
- Residential Life Team International Office (<http://warwick.ac.uk/services/international>)
- Wellbeing support
- Counselling and psychology interventions team ([www.warwick.ac.uk/counselling](http://www.warwick.ac.uk/counselling))
- Disability Services (<http://warwick.ac.uk/services/tutors/disability>)
- Student Wellbeing Advisor/Practitioner (<https://www2.warwick.ac.uk/services/mentalhealth>)
- University Health Centre (<https://warwick.ac.uk/healthcentre>)
- Chaplaincy (<http://warwick.ac.uk/services/chaplaincy>)
- Student Advice Centre (an independent, free and confidential Students' Union service) (<http://warwicksu.com/advice>)
- Student Funding (<http://warwick.ac.uk/services/academicoffice/funding/>)
- Security Services (<https://warwick.ac.uk/services/community-safety/>)

Student Support Services, located on the ground floor of Senate House, can be contacted by telephone on 024 765 75570 or email on [studentsupport@warwick.ac.uk](mailto:studentsupport@warwick.ac.uk).

### Student support

The Head of Student Support and the Student Support Team work closely with the University Senior Tutor to help students in times of need, and lead on the development of policy and practice in the area of student support across the University. They advise students on non-academic issues, including: personal or family problems; financial difficulties, accommodation problems; and in situations where students are unsure who to go to or where to get help.

The Student Support team provide support and pastoral care and helps foster a sense of community amongst students; give advice and practical help to students on a daily or more long term basis; and manage emergency and crisis situations which impact on students.

Student Support Services, located on the ground floor of Senate House, can be contacted by telephone on 024 765 75570 or email on [studentsupport@warwick.ac.uk](mailto:studentsupport@warwick.ac.uk).

#### University Dean of students and faculty senior tutors

The University Dean of Students works closely with Faculty Senior Tutors to assist students and to promote and develop the academic support of students, individually and collectively.

The Dean of Students and Faculty Senior Tutors are experienced members of academic staff whom students can turn to in confidence for support regarding difficulties with their studies, which they have been unable to resolve with departmental Personal and departmental Senior Tutors.

The University Dean of Students has overall responsibility for the development of the personal tutor system, but no disciplinary function. Issues typically dealt with by the Dean of Students' Office include: academic course issues unresolved at the departmental level; advice on temporary withdrawal; appeals against academic decisions; academic complaints; ongoing difficulties with a Personal Tutor, Course Tutors or Supervisors; and problems with termination of registration proceedings.

The Dean of Students' Offices are located on the First Floor of the Senate House (open Monday to Thursday, 9am-5pm, Friday 9am-4pm). In the first instance, please contact the appropriate Faculty Senior Tutor (<http://warwick.ac.uk/services/tutors/about/>). The Dean of Students can be contacted on: [SeniorTutor@warwick.ac.uk](mailto:SeniorTutor@warwick.ac.uk) or telephone the Offices on 024 765 22761.

#### Residential life team

All students who have accommodation on campus, or in some off-campus properties in the surrounding area, have access to an excellent network of support called the Residential Life Team. The Residential Life Team works and lives alongside students within the Halls of Residence and is a key part of the University's support network.

Resident Tutors are there to help with a wide range of matters including: personal or family problems; feeling lonely or homesick; problems with accommodation – e.g. noisy neighbours, trouble settling in etc.; and when students are not sure where to get help or who to talk to. Resident Tutors in students' accommodation are their primary point of contact; if unavailable, students are advised to contact the Student Support Office.

#### International office (immigration team)

The International Office supports all EU and international students during their studies at Warwick and is able to assist with immigration advice (a free and confidential service advising on issues including visa extensions, dependent visas, working in the UK during or after study, travel visas, etc.); practical support (bringing family to the UK; Police registration; providing letters to prove student status for visa purposes; banking) and the International Student Experience (orientation and a programme of ongoing induction events; social events and trips for international students and their families; and the opportunity to take part in a HOST visit).

The International Office, located on the first floor of University House, can be contacted by telephone on 024 765 23706 or email [Internationalsupport@warwick.ac.uk](mailto:Internationalsupport@warwick.ac.uk) or [immigrationservice@warwick.ac.uk](mailto:immigrationservice@warwick.ac.uk).

### Immigration advice for students

Advice on immigration can only be obtained via authorised staff who are deemed to meet the Immigration Services Commissioner's Code of Standard and Guidance. Students should be directed to the Immigration Team within the International Office ([immigrationservice@warwick.ac.uk](mailto:immigrationservice@warwick.ac.uk)) or the Students' Union Advice Centre ([advice@warwicksu.com](mailto:advice@warwicksu.com)) in the first instance for immigration advice. It is also worth noting that changes in a student's enrolment status, for instance, temporary withdrawal, can have implications for their ability to hold a visa to remain in the UK and students may wish to seek advice accordingly.

### Wellbeing support

Wellbeing Support offers an access point to all Wellbeing services – following a short consultation, we will refer you to the most appropriate Wellbeing colleagues for support.

In addition, the Wellbeing Support team offers advice and support appointments on a wide range of issues. Whether you are an undergraduate or a postgraduate; home or international – if there is something troubling you, or hindering you from focusing on your studies, please come and talk to us.

The issues may be:

- practical - for example, difficulties with accommodation
- emotional - family difficulties, homesickness, support through a disciplinary process
- wellbeing-related - concerns about your wellbeing and how you can better manage it, or that of another member of the University community
- safety-related - concerns about security, harassment or crime

Wellbeing Support is located on the ground floor of Senate House. To access services, submit an enquiry through [wellbeing.warwick.ac.uk](http://wellbeing.warwick.ac.uk) or telephone 024 76575570.

### Counselling and psychology interventions team

The Counselling and Psychology Interventions Team makes up part of the network of support for all students at any level of study. The team offers students opportunities to access professional support to help them better develop and fulfil their personal, academic and professional potential. There are a wide variety of services, including individual counselling, group sessions, workshops and email counselling.

Students engage with the Counselling and Psychology Interventions Team to work through issues such as depression, anxiety, or problems with self/identity or interpersonal relationships. Students bring problems from their past or present that hinder their capacity to function, such as: abuse, self-harm, eating disorders, loss. Counselling and psychology can help with exploring issues to develop insight and bring about positive change to psychological and emotional distress.

The Counselling and Psychology Interventions Team is located on the ground floor in Senate House. To access our services, submit an enquiry through <https://warwick.ac.uk/services/wss>.

### Disability services

Disability Services offer advice, guidance and support to students with Specific Learning Differences/Dyslexia or other, hearing and visual impairments, physical disabilities, mobility difficulties, Asperger's, unseen/medical conditions, mental health difficulties and any other impairment or condition that is likely to have an impact on their studies and life at University. The services provided are tailored to the individual and aim at enabling students to manage their support and studies independently.

Students should visit Disability Services to discuss individual support requirements; for advice on the Disabled Student Allowance (DSA); if they think they might be dyslexic or have any other Special Learning Difference; if they require exam arrangements, note taking, mentoring, specialist study skills support etc.; for information about accessible campus accommodation, parking, resources and assistive technology; and for information about external agencies that also provide support.

Disability Services are located on the ground floor of University House and can be contacted by telephone on 024 761 50641 or email [disability@warwick.ac.uk](mailto:disability@warwick.ac.uk).

### University health centre

Students resident on campus and in some local areas should register with the University Health Centre. Students must be registered in order to use the Health Centre, although the Centre may be able to assist non-registered people in emergencies.

The Health Centre provides primary health care GP services to registered patients; two medical practices with both male and female doctors; nurse practitioners and Practice Nurses; sexual health clinics; travel clinics and immunisation facilities; physiotherapy sessions.

Students should visit the Health Centre if they require a consultation with a doctor or nurse; an emergency appointment; emergency contraception; vaccinations or advice on vaccinations; sickness certification.

Students living off-campus, who are not able to register with the health centre, can locate your nearest GP by visiting <http://www.nhs.uk/Pages/HomePage.aspx>

The University Health Centre is located on Health Centre Road and can be contacted by telephone on 024 765 24888.

### Chaplaincy

The Chaplaincy is the focus of Spiritual life on campus; it provides a meeting place for Christian, Jewish and Muslim prayer and worship. It is a focal point for different faith groups and student societies and offers a safe, supportive space at the centre of campus where people can 'learn to live well together'. Students of all faiths and none can come and find a

friendly place to chat and eat. A chapel, three kitchens, meeting rooms and an Islamic prayer hall make the Chaplaincy an inclusive, spiritual and social space that welcomes the whole University community.

Students can visit the Chaplaincy with personal issues – stress, debt, relationships, loneliness; vocational issues; theological issues; enquiries about using the Chaplaincy for religious and social functions.

The Chaplaincy is located by the Arts Centre and can be contacted by telephone on 024 765 23519 or email [chaplaincy@warwick.ac.uk](mailto:chaplaincy@warwick.ac.uk).

### Student funding

The Student Funding team offers advice and guidance on all aspects of financial support. This includes government grants and loans, and scholarships and bursaries provided directly by the University. The team can provide budgeting advice to help make students' money go further and also administers University hardship funds.

Students should visit Student Funding if they want to know what financial support they may be entitled to; want to know more about the scholarships and bursaries; are having difficulty paying for your day-to-day living expenses; or have additional financial needs because they care for a child or have a disability.

The Student Funding team is located on the ground floor of Senate House and can be contacted by telephone on 024 761 50096 or email [studentfunding@warwick.ac.uk](mailto:studentfunding@warwick.ac.uk).

### Security

The University Security Team works 24 hours a day to support the University's overall aims by ensuring there is a safe, secure and friendly environment for students, staff and visitors. The University also has a campus policeman who is located on the University campus, is available Monday to Friday (9am – 5pm) and can be contacted by telephone on 024 765 22083 or email [security@warwick.ac.uk](mailto:security@warwick.ac.uk). In emergencies dial 999.

Students should call the security team about emergency response requirements – Doctor/Ambulance/Fire; safety and security issues on and off campus; assistance – pastoral care, directions and facility support; outdoor event applications and entertainment support.

### Students' union advice centre

The Students' Union Advice Centre is an independent Warwick Students' Union-run service for all students. It offers free, confidential, non-judgemental advice and support on a whole range of issues.

Students can contact the Advice Centre if they have academic problems and difficulties with, for example, exams, change of course, academic appeals and complaints; have a housing problem with their accommodation on or off campus; have immigration problems such as entry clearance, family members and working in the UK; have money or legal difficulties, or are simply not sure who to talk to or where to get help.



The Advice Centre is on the second floor of SU HQ next to the lift. It will see students usually by appointment or can be reached by telephone on 024 765 72824 or email [advice@warwicksu.com](mailto:advice@warwicksu.com).

### Nursery

Some students, especially postgraduate or mature, may need information about child care provision on campus. The University Nursery (<http://warwick.ac.uk/nursery>) is open to children of staff and students.

### Academic office

- Examination Office <http://warwick.ac.uk/services/academicoffice/examinations>
- Student Records <http://warwick.ac.uk/services/academicoffice/studentrecords>
- Awards and Ceremonies <http://warwick.ac.uk/services/academicoffice/congregation>
- Student Finance <http://warwick.ac.uk/services/academicoffice/finance>
- Student Funding <http://warwick.ac.uk/services/academicoffice/funding/>

**Please note: Due to the ongoing effects of COVID-19, some services may be operating online or have different hours during 2020/21. Please make sure to check their website for the latest information.**

### Academic registrar's office

- Teaching Quality <http://warwick.ac.uk/services/aro/dar/quality>

### Health and safety

The Department of Psychology considers that high standards of health and safety are of paramount importance, and views compliance with legal requirements as the minimum acceptable health and safety standard. The Department is committed to the development of health and safety through planning and review, in accordance with the requirements of SITU (Safety In The University) publications.

In order to assist the Chair of the Department (who has overall responsibility for health and safety) in the formation, implementation and development of safety policy, we have a Departmental Safety Officer - Linda Wilson (H106, Ext. 73740).

The following people have been appointed as Fire Evacuation Wardens:

- Linda Wilson: Main 1st floor corridor including teaching rooms
- Steve McGladrigan: Lab Area A, gents, H144 and common room
- Catherine Johnstone: Extension-ground and first floor
- Andrew Barnacle: Extension- second and third floor

All staff, students and others working in the Department are expected to adopt a positive attitude to health and safety issues and must:



- comply with appropriate legal requirements and University requirements as laid down in the publications that make up SITU
- take reasonable care for their own health and safety and that of others exposed to their activities
- inform the DSO of any situations that, within the limits of their competence, they consider could give rise to serious or imminent danger or are shortcomings in safety arrangements

The Department will make suitable arrangements for health and safety within the limits of available financial and physical resources.

Students should not operate hazardous equipment, unless under the supervision of a member of staff.

Undergraduates, Postgraduates and non-Technical Staff should not attempt to repair or modify equipment but should ask for assistance from the Technical Staff.

Items of personal mains powered equipment brought into the Department must be checked by the Technical Staff (PAT, SITU Part 24) before use.

Chemicals and other substances brought into the Department must be checked by the Technical Staff (Care of Substances Hazardous to Health, COSHH, SITU Part 26) before use. COSHH assessments may be consulted in the General Office (H141).

Children are not permitted in any of the laboratories except under close supervision.

Staff, Postgraduates and Undergraduates working in the laboratories should be aware of the contents and requirements of SITU Part 3. A copy of SITU Part3 is available for consultation from the DSO.

The full Health and Safety Policy and guidelines are displayed on the Course Regulations Notice Board on the First Floor of the Humanities Building.

### Important contacts

Emergency Telephone	Ext. 999 (24hr)
Security	Ext. 22222
Departmental First-Aider*	Lis Blagrove (H251, Ext. 50232)
	Thomas Hills (H134, Ext. 23183)
Location of First-Aid boxes	Electronics Lab (H147)
	Dept General Office (H140)
Departmental Mental Health First-Aider*	Nicola Grant (H146, Ext. 50395)
	Liz Farmer (H143, Ext. 23096)

	Jag Jutley-Neilson (H138, Ext. 51091)
Fire Evacuation Wardens	Linda Wilson (H106, Ext. 73740)
	Catherine Johnstone (H141, Ext. 23745)
	Steve McGladrigan (H141, Ext. 23189)
	Andrew Barnacle (H254, Ext. 28190)
Department Safety Officer	Linda Wilson (H106, Ext. 73740)
Director of Health and Safety	John Phillips, Ext. 50022
University Health Centre	Ext. 24888

***\*Please note: because of hybrid working, first aiders may not be in the building. Please call Security on x22222 (or 024 765 22222 from a mobile phone) for assistance.***

### **Safety issues**

Safety issues may be raised at any time with the DSO or the Chair of the Department.

### **Fire alarm**

The fire alarm is a continuous sounding of the alarm. Upon hearing it, leave the building immediately via the shortest available route. Do not stop to collect belongings or save work material.

### **Procedure for reporting accidents**

1. Report incident to Departmental Safety Officer (DSO)
2. Complete Accident / Incident Register in Dept. General Office, Room H140

### **General safety guidance**

The Department of Psychology is a “No Smoking” area. Smoking is not permitted in Public Areas, Workshops, Laboratories or Seminar Rooms.

The consumption of food and drink is not permitted in workshops, laboratories or computer rooms.

### **Equality and Diversity**

At Warwick, we believe that every individual in our University community should be treated with dignity and respect and be part of a working and learning environment that is free from barriers, regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage or civil partnership and pregnancy or maternity status.

We value our diverse and international community, the pursuit and dissemination of knowledge and research with real impact.

We want to support our students and each other to become critical thinkers and collaborative yet independent learners – individuals with a global and sustainable outlook, who are able to make an active and positive contribution to society. At the same time, we are committed to working towards a supportive, accessible and inclusive environment.

We uphold the importance not only of freedom of thought and expression, but also the significance of academic and personal integrity, [equality and diversity](#), and mutual respect and consideration for the rights, safety and dignity of all.

We place great importance on the responsible behaviour of both our students and staff at Warwick. It is important for you, as a student, to have an idea of Warwick's core values and an understanding of the primary expectations of student members of the Warwick community. Take a look at the following to help you understand what this means for you:

**What's Expected of Students at Warwick**, which summarises key expectations for students and signposts to associated support

<https://warwick.ac.uk/services/wss/students/communityrespect>

**Equal Opportunities Statement**, setting the value we place on maintaining an inclusive environment where all can contribute and reach their full potential

<https://warwick.ac.uk/services/equalops>

**Dignity at Warwick Policy**, setting out how our differences are respected and valued and how we aim to prevent and address harassment and bullying

<https://warwick.ac.uk/services/equalops/findsupport/dignityatwarwick>

**University Strategy**, which sets our vision as a world-class university and our values

<https://warwick.ac.uk/about/strategy>

**Warwick Student Community Statement**, which sets out aims for the University as well as for students

<https://warwick.ac.uk/services/aro/dar/quality/categories/wscs>

**University Calendar**, the main 'rule book' and includes ordinances and regulations which you need to be aware of, including examinations, cheating, use of computing facilities and behaviour

<https://warwick.ac.uk/services/gov/calendar>

[General university information](#)

Below you will find links to useful information on a wide range of topics.

**Study Hours Statement:**

<http://warwick.ac.uk/services/aro/dar/quality/categories/studyhours/>

**University Calendar:** <http://warwick.ac.uk/services/gov/calendar>

1. Regulation 10 Examination Regulations  
<http://warwick.ac.uk/services/gov/calendar/section2/regulations/examregs>
2. Regulation 11 Procedure to be Adopted in the Event of Suspected Cheating in a University Test  
<http://warwick.ac.uk/services/gov/calendar/section2/regulations/cheating>
3. Regulation 23 Student Disciplinary Offences  
<http://warwick.ac.uk/services/gov/calendar/section2/regulations/disciplinary/>
4. Regulation 36 Regulations Governing Student Registration, Attendance and Progress  
<http://warwick.ac.uk/services/gov/calendar/section2/regulations/reg36registrationattendanceprogress>

**Health and Safety:** <https://www2.warwick.ac.uk/services/healthsafetywellbeing>

**Equality Diversity and Inclusion:** <http://warwick.ac.uk/services/equalops>

**Sexual, Racial and Personal Harassment: Dignity at Work and Study Policy:**

<https://warwick.ac.uk/services/equalops/dignityatwarwick>

**Policy on Recording Lectures by Students:**

<http://warwick.ac.uk/services/aro/dar/quality/recordinglectures/>

**Smoking Policy:**

<http://warwick.ac.uk/services/healthsafetywellbeing/guidance/smokingpolicy>

**Policy on the Timing of the Provision of Feedback to Students on Assessed Work:**

<http://warwick.ac.uk/services/aro/dar/quality/categories/examinations/assessmentstrategy/assessment/timeliness>

**Moderation Guidance:**

<http://warwick.ac.uk/services/aro/dar/quality/categories/examinations/moderation>

**University Assessment Strategy:**

<http://warwick.ac.uk/services/aro/dar/quality/categories/examinations/assessmentstrategy>