Department of Psychology

MSc in Clinical Applications of Psychology
Student Handbook

2023-2024

Contents

Welcome

This is the 13th 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: claude.fox@warwick.ac.uk, Room: H126, Tel: 024 765 23176

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).***

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.

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 H0.42, Humanities Building,
> University of Warwick, CV4 7AL.
> Tel: +44/0 2476 150395
> Email: PsychologyPG@warwick.ac.uk

Office Hours: Mondays, Tuesdays and Thursdays 9.30am – 12.00pm, 1.00pm – 4.00pm. Wednesdays 9.30am – 12.00pm. Fridays 9.30am – 12pm, 1.00pm – 3.00pm. Outside of these hours, please use the email above.

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 Community Safety on 02476 522222.

Room numbers and people

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

A complete list of staff research interests, home pages, publications and profiles can be found at: https://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

Jenny Regan, Postgraduate Programmes Officer, Room: H0.42, Tel: (024) 761 50395, E-mail: PsychologyPG@warwick.ac.uk

Roles in the Department:

Postgraduate Office	• Mr Tom Freeman, Postgraduate Programmes Officer **Room No**: H0.42, **Email**: Thomas.G.Freeman@warwick.ac.uk • Jenny Regan, Postgraduate Programmes Officer **Room No**: H0.42, **Email**: **J.Regan.1@warwick.ac.uk** • PG Office Email: psychologyPG@warwick.ac.uk
Teaching and Learning Manager	• Emily Biggs **Room No**: H0.41, **Email**: E.Biggs@warwick.ac.uk
Programmes Coordinator	• Alice Parkes Room No: H042, Email: Alice.Parkes@warwick.ac.uk
Director of MSc Programmes	• Dr Claudie Fox **Room No**: H126, **Email**: Claudie.Fox@warwick.ac.uk
Course Director MSc in Clinical Applications of Psychology	• Dr Claudie Fox **Room No**: H126, **Email**: Claudie.Fox@warwick.ac.uk
Course Director MSc Mental Health and Wellbeing	• Dr Kirsty Lee **Room No:** H111, **Email:** Kirsty.S.Lee@warwick.ac.uk
Course Director MSc in Behavioural and Economic Science	• Professor Elliot Ludvig **Room No**: H1.21, **Email**: E.Ludvig@warwick.ac.uk
Course Director MSc in Behavioural and Data Science	• Prof. Thomas Hills **Room No**: H0.26, **Email**: T.T.Hills@warwick.ac.uk
Course Director MSc in Psychological Research	• Dr Friederike Schlaghecken **Room No**: H0.34, **Email**: F.Schlaghecken@warwick.ac.uk
Director of Graduate Studies (Research)	• Dr Michaela Gummerum **Room No**: H137, **Email**: Michaela.Gummerum@warwick.ac.uk
Deputy Head of Department	• Dr Fiona MacCallum **Room No**: H129, **Email**: Fiona.MacCallum@warwick.ac.uk

Head of Department	• Prof. Derrick Watson **Room No**: H140, **Email**: D.G.Watson@warwick.ac.uk • Hannah Austin – PA to Head of Department **Room No**: H141, **Email**: Hannah.O.Austin@warwick.ac.uk

Who to talk to:

Difficulties with your course	• Personal Tutor • Course Director, Dr Claudie Fox **Room No**: H126, **Email**: claudie.fox@warwick.ac.uk • Postgraduate Programmes Officer, Jenny Regan **Room No**: H0.42, **Email**: PsychologyPG@warwick.ac.uk
Personal Difficulties	• Personal Tutor • PG Senior Tutor, Dr Claudie Fox, Room No: H126, Email: claudie.fox@warwick.ac.uk • Residential Community Assistant (if in campus accommodation) • SU Advice Centre: https://www.warwicksu.com/help-support/
Support with Health or Disability Issues	• Wellbeing Support Services, Senate House **Phone**: +44 (0)24 7657 5570 **General Advice**: https://warwick.ac.uk/services/wss **Wellbeing Portal**: https://wellbeing.warwick.ac.uk • Disability Liaison, Dr Gemma Gray, Room H0.37, Email: G.Gray@warwick.ac.uk
Difficulties with your residence	• Residential Community Team (for campus residences) • Warwick Accommodation (for Warwick-owned properties): https://warwick.ac.uk/services/accommodation • SU Advice Centre (for private properties): https://www.warwicksu.com/help-support/
Module Issues	• Module convenor (see relevant Moodle pages, Psychology website, list later in guide)
Mitigating Circumstances	• Your Course Director/Personal Tutor (in the first instance) • Postgraduate Programmes Officer, Jenny Regan **Room No**: H0.42, **Email**: PsychologyPG@warwick.ac.uk • To declare Mitigating Circumstances regarding a piece of

	work, go to **Tabula – My Student Profile – Personal Circumstances**, then select 'Declare mitigating circumstances'.
Careers	• Personal Tutor • Careers Advisor, Ms Siobhan Qadir **Phone**: +44 (0)24 7655 0199, **Email**: S.Qadir@warwick.ac.uk
Course Satisfaction	• Course Director, Dr Claudie Fox **Room No**: H126, **Email**: claudie.fox@warwick.ac.uk
Health and Safety Issues	• Health & Safety Officer, Ms Linda Wilson **Room No**: H138, **Email**: linda.wilson@warwick.ac.uk
IT Issues	• Physical: IT Support Officer, Mr Andrew Barnacle Room No: H107 Email: A.C.Barnacle@warwick.ac.uk • Website: IT Manager, Ms Linda Wilson **Room No**: H138, **Email**: linda.wilson@warwick.ac.uk • IT Helpdesk, Email: Helpdesk@warwick.ac.uk
Feedback about a staff member	• PA to Head of Department, Hannah Austin **Room No**: H141, **Email**: Hannah.O.Austin@warwick.ac.uk
Complaints	• Complaints against the University, its staff, or other students are dealt with through the University complaints procedure. Please see: https://warwick.ac.uk/services/feedbackcomplaints • SU Advice Centre: https://www.warwicksu.com/help-support/ • Dean of Students and Faculty Senior Tutors: contact Dean of Students PA (DofSResourcePA@warwick.ac.uk) who will put you in touch with Dean of Students or the appropriate Faculty Senior Tutor (http://warwick.ac.uk/services/tutors/about/)

Communication

It is essential that the Department is able to communicate with you. Please ensure that the Postgraduate Programmes Officer (Jenny Regan) knows if you are going to be away from the University, and if at all possible leave a contact address and telephone number.

My Warwick App: In the case of an unexpected cancellation or change to a lecture, we would use this app to inform you of any unavoidable, last-minute changes.

Change to your personal information: If you change address or do anything which alters the information on the registration form please let Jenny Regan (Postgraduate Programmes Officer) know as soon as possible.

It is also a requirement that you keep your student record up-to-date at all times. Please see here for more information on how to update your personal details on your student record – https://warwick.ac.uk/services/academicoffice/studentrecords/students/

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). This email will be used throughout your time here, both during term, and outside term time. If you do have an additional contact email, please ensure that you keep university records of this up to date (see information above). 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 also your responsibility to ensure that you keep university records of your address up to date (see information above).

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 https://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).

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://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.

Administrative support

Information about who to contact regarding administrative and technical support can be accessed from the following link: https://warwick.ac.uk/fac/sci/psych/people/support/

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

You can also find information on the Recommended IT specs for the Psychology department on the Clinical Applications web page, under 'Other helpful information':
https://warwick.ac.uk/fac/sci/psych/students/clinical/

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)

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 Postgraduate Programmes Officer. 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.

Additional information on University support regarding device loans can be found at: https://warwick.ac.uk/services/it-students/computers/laptop-loans/

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 in 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. For access contact PsychologyPG@warwick.ac.uk

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/formsanddocuments (if your placement location is not listed, contact the Postgraduate Programmes Officer, Jenny Regan, 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/formsanddocuments). When submitting a claim, you must also submit original receipts for public transport or parking.

Please Note: Claims should be submitted on the last Friday of the month in which the cost was incurred. For any queries, please email PsychologyPG@warwick.ac.uk

Information for the first weeks at the University
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 enrol 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.

Induction information
A specific MSc course induction session has been organised on Friday 29th September 2023.

In addition to the MSc induction session there are also a number of related University activities and events, see: https://warwick.ac.uk/students/welcome

Students' Union
Warwick Students' Union (SU) is a democratically run, student-led charity and a separate organisation from the University of Warwick. Upon enrolling at Warwick, every student automatically becomes a member of the SU and has access to the range of services they provide, including democracy, academic representation, student activities, welfare and

entertainment. There are many different ways for students to get involved at the SU, which can support and enhance your experience whilst at Warwick. You can find out more information at www.warwicksu.com or contact the SU on Contact Us (warwicksu.com).

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.

Students are expected to complete the Warwick Values Programme 23/24. It communicates your rights and responsibilities as members of the Warwick community and enable us to create a working, living and learning environment:

- Where everyone feels welcomed and safe to be themselves
- Where everyone is treated with dignity and respect
- Where there is equal opportunity for all to reach their potential

Certificates obtained should be retained as they may be requested as proof of completion later in the course.

When you have completed all the above training courses AND reviewed all the necessary course information, please complete the PGT New Starter form to confirm this.

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. 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.

Term dates
 Please see: https://warwick.ac.uk/study/termdates/#2023

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.

Workload and study time
Details of workload for each module are given on the module catalogue - https://courses.warwick.ac.uk/

If you persistently fail to attend lectures, seminars and tutorials, you may be deemed not to be following the course. There are a series of monitoring points throughout the year, details of which can be found at https://warwick.ac.uk/fac/sci/psych/students/attendance/ under 'Postgraduate Monitoring Points'.

However, it is important to realise that there is more to a university course than contact time. In a subject like Psychology you are expected to do a lot of reading and to take responsibility for organising your own learning. At times there is a lot of work to be done in quite a short time, which means that you need to plan and manage your time appropriately.

With respect to the distribution of your time, the best guide to the proportion of time you should spend on a module is the number of Credit Accumulation and Transfer Scheme (CATS) points allocated to each module. As a rough guide, for each CATS point, a typical student would be expected to need to spend 10 hours to accomplish the learning outcomes.

For example, on a 30 CATS module, this would be 300 hours overall. This would include contact time, independent study, preparation and completion of assessed work, and preparation for exams. This is a rough guide and the exact amount of time may vary from student to student.

Study skills are important because it is easy to spend time working, but to be wasting it by not working effectively. There is no single way of working which suits everyone. Your personal tutor will be able to discuss this with you. Time taken to develop good working habits and study skills will help you get the most out of your course and provide you with skills you will value throughout your life.

Writing skills are particularly important. If there are points you do not understand, or on which you want advice you should discuss them with your personal tutor.

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.

Course regulations

All modules offered as part of the MSc in Clinical Applications of Psychology programme are core modules. These equate to a total of 180 CATS. To be eligible for an award of MSc, a student must pass all core modules at the Pass mark of 50.

The Rules for Award for Taught Postgraduate Qualifications for 23/24 can be found at: https://warwick.ac.uk/services/aro/dar/quality/categories/examinations/conventions/

Module information

Below you will find information about each of the modules on the MSc in Clinical Applications of Psychology. These modules are all core modules and are therefore taken by all students.

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.

Links to more detailed module information and module outlines can be found on the course web pages under 'Module Resources' at:
https://warwick.ac.uk/fac/sci/psych/students/clinical/moodle

Module convenors

Module	Person	Location	E-mail	Phone
PS906: Experimental design and data collection	Dr Michaela Gummerum	H137	michaela.gummerum@warwick.ac.uk	(024) 765 73945
PS907: Advanced qualitative and quantitative analysis	Dr Claudie Fox	H126	claudie.fox@warwick.ac.uk	(024) 765 23176
PS910: Clinical Psychology in Adult Mental Health	Dr Claudie Fox	H126	claudie.fox@warwick.ac.uk	(024) 765 23176
PS911: Clinical child and adolescent psychology	Dr Fiona MacCallum	H129	fiona.maccallum@warwick.ac.uk	(024) 765 23182
PS914: Case study seminars	Dr Greg Stocks	Coventry University	ad1368@coventry.ac.uk	-
PS915: Placement and Project	Dr Greg Stocks	Coventry University	ad1368@coventry.ac.uk	-
	Dr Claudie Fox	H126	claudie.fox@warwick.ac.uk	(024) 765 23176

Timetable

The timetable can be accessed via the course web pages under 'Timetable': https://warwick.ac.uk/fac/sci/psych/students/clinical and via Tabula (go to **Tabula – My Student Profile – Timetable**)

Examinations and Assessment

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

Assessment conventions/degree classification

Degree classifications are as follows:

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

To be eligible for an award of MSc, a student must pass all core modules at the Pass mark of 50.

The final degree will be based 50% on the five 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: https://warwick.ac.uk/services/gov/calendar/section2/regulations/reg37pgt_pt1

University Rules for Awards 23/24 for Taught Postgraduate Qualifications can be found at: https://warwick.ac.uk/services/aro/dar/quality/categories/examinations/conventions/

Exam board dates

Interim Exam Board: June 2024

Final Exam Board: September 2024

For details of Mitigating Circumstances Panels and the possible recommendations available to the Board of Examiners, please see the 'Mitigating Circumstances' section, later on this handbook.

Transcripts and degree certificates
Transcripts

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 ceremony (https://warwick.ac.uk/services/academicoffice/congregation/ceremonies) that you will receive together with your award certificate where possible. You may request additional copies if required.

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://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 Information Centre in Senate House.

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.

Release of marks and 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.

Departmental policy on 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 Moodle pages.

Marking criteria and marking scale

All student work is marked by an academic, with a provisional mark returned to students. Marks are provisional until after the Exam Board.

All marks will be given on a 0-100 scale. The minimum pass mark for all postgraduate modules is 50.

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.

Mark Range	Level Descriptors
80% and over	(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%	(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 significant engagement with the content and concepts, 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. There is some reflection on and analysis of the 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 analysis or conceptualisation. Important issues may have been ignored or seriously misconstrued. There is little evidence of an individual contribution to the material/work.
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 to the material/work.

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.

"Academic misconduct are acts or omissions by a student which give or have the potential to give an unfair advantage in an examination or assessment, or might assist someone else to gain an unfair advantage, or an activity likely to undermine the integrity essential to scholarship and research**."** Regulation 11 Academic Integrity

What is Plagiarism and Poor Academic Practice and how is it detected?

Plagiarism

Plagiarism is using the wording, ideas or arguments of others without appropriate citation. This includes content from a range of sources, including webpages, blogs, videos, as well as journal articles, books, or other students work. Examples include:

- verbatim copying of another individual/institution's work without acknowledgement
- close paraphrasing of another's work by simply changing a few words or altering the order of presentation, without acknowledgement
- unacknowledged quotation of phrases from another's work
- the deliberate and detailed presentation of another's concept as one's own

Self-plagiarism refers to using content that you have written for previous assessments or other sources.

Poor Academic Practice

Poor Academic Practice refers to using material in an assignment which is very similar to that of another source, even though the source has been cited appropriately. Often this indicates inadequate paraphrasing or citation, but there is no evidence of an intention to cheat, therefore it is not Academic Misconduct. Poor Academic Practice reduces the quality of your work, therefore you will likely receive a lower mark, as you cannot be given credit for copying the work of others even with citation – you must paraphrase the content. Poor Academic Practice will be commented on in your assessment feedback and will be reflected in your mark.

How is plagiarism detected?

All work submitted via Tabula is submitted automatically to Turnitin, which contains a database of sources including journal articles, books, webpages and other students work. Turnitin produces a report showing the overlap between submitted work, and other work in its database. This report is analysed by the marker or Module Convenor and may be used as part of the identification of cases of plagiarism.

Turnitin is not the only tool we use however, and often markers detect issues because of their knowledge of the field.

How do I avoid plagiarism and poor academic practice?

Paraphrasing

When using any source, you should paraphrase appropriately from the content, i.e. put the content into your own words, and cite the source of the original idea or wording, using APA referencing style. See the Academic Integrity Guide for examples of appropriate paraphrasing.

Use Quotations

If you decided that you want to use the exact wording from a source, you must put this in quotation marks and cite the source appropriately according to APA standards, including author(s), date and the page number the content appeared on. See Academic Integrity guide for examples of appropriate quotation.

Excessive use of quotations may be treated as a Poor Academic Practice issue though, as we cannot determine what you have learnt from the content when used in this way. Therefore, use quotes sparingly, as it is preferable to paraphrase content instead.

We strongly advise that you do not use plagiarism checking software to check for these issues for two reasons:

- Avoidance of plagiarism should be built into the way you write, not checked and adjusted afterwards
- Plagiarism checking software may add your work to our Turnitin database, so you may get flagged for plagiarism of your own work

Use of artificial intelligence

Generative Artificial Intelligence Tools (GAIT's) like ChatGPT, Google Bard or Bing AI, are large language models that enable generation of human-like text responses to prompts. These tools are flexible, adaptive and able to write a range of different types of responses.

Such tools can produce seemingly well written responses, and as such students may be tempted to use of these tools to complete their assessed work, but it is important to understand the departments policy on their use.

The department does not permit the use of AI to write part or all of an assignment, or to complete online tests. This covers all assessment types.

Using AI in this way does not appropriately demonstrate your ability or your understanding of a topic, and it is considered cheating under Regulation 11. Where AI is found to have been used for assessed work, it is likely there will be significant penalties to assignment marks, which can include receiving a mark of zero for the work.

There are also significant issues with the reliability of the information that AI may produce, as it can be biased or inaccurate.

For more information about acceptable and unacceptable use of AI, please see the Academic Integrity Guide.

Other forms of Academic Misconduct

Collusion

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 usually 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 where the wording or detailed structure is similar to or merely paraphrased from another source, such as another student. Where this occurs, it is dealt with using the procedures provided by 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

Fabrication of data

This refers to 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 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 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.

What happens if academic misconduct is suspected?

All cases of suspected Academic Misconduct are referred by the Module Convenor to the department Academic Integrity Officer (AIO), who will assess the evidence related to the case, which may include the assessment, Turnitin reports, submission logs and marker reports.

The AIO may find that the issues are more due to Poor Academic Practice, in which case the assignment will be returned to the marker to provide an appropriate mark. If the AIO supports the allegation of suspected misconduct, a meeting will be arranged, including the student and two members of the Academic Conduct Panel (ACP).

The purpose of this meeting is to discuss the assignment and the students explanation, and to determine whether academic misconduct has occurred. If the ACP determines that misconduct has occurred, it is likely that the ACP will recommend a sanction to the assessment mark, which could include the student receiving a mark of zero on the assessment.

For full information about this process, please see the Student Academic Integrity Guide. More serious cases may be referred to the Academic Registrar for consideration by an external Academic Integrity Committee.

Resources and Support

If you are concerned about Academic Misconduct, or would like support on avoiding plagiarism and poor academic practice, please make an appointment with Gemma Gray (Deputy DSEP and Academic Integrity Offficer): g.gray@warwick.ac.uk . You can also discuss this with Jag Jutley-Neilson (DSEP): jagjeet.jutley-neilson@warwick.ac.uk .You may also find these resources helpful.

- **Academic Integrity:** https://warwick.ac.uk/students/supportservices/academic_integrity/
- **Avoiding Plagiarism Moodle Course:** https://warwick.ac.uk/services/library/students/library-online-courses/
- **Referencing:** https://warwick.ac.uk/services/library/students/referencing/

Late submission penalties

There are penalties for late submission of assessed work. The coursework management system will automatically flag any work received after 12.00 (the midday (12 noon) deadline) as late. **5 percentage points** per working day will be imposed for the late submission of work where no formal extension had been granted. 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 late, 55 if two days late etc. A day is counted as a 24-hour period counting from the original published deadline. Penalties accrue only on working days (not on weekends, public holidays and University closure days).

Extension requests

Deadline dates can be found under the 'Coursework' section in Tabula and accessed via a PDF on the course web pages at:
https://warwick.ac.uk/fac/sci/psych/students/clinical/assessment/

What is a specific extension?
In psychology, an extension will only be granted where there are student circumstances, supported by independent evidence, which justify the request. For circumstances where you are not able to provide evidence, you may be able to use a self certification. For serious circumstances, or where you are unable to submit, you need to submit mitigating circumstances for consideration by a Mitigating Circumstances Panel (MCP) and the course Exam Board (more information on each of these can be found on the pages linked above).

A specific extension is a request for an extension to a deadline. It is limited and you may be required to submit mitigating circumstances for some situations.

It is important to note:

- **Reasons and supporting evidence must be provided.** In psychology, an extension will only be granted where there are student circumstances, supported by independent evidence, which justify the request. The only exception is where a student has flexible deadlines as a reasonable adjustment from Disability Services.

- Extension requests cannot be granted for all assessments. They are **only possible on written assessments and some in year tests (NOT exams)**.

- **There are limits on the usual amount of time given** to ensure that there are not issues with other submissions, or, at the end of the academic year (project submissions) that students are able to proceed through exam boards or graduate.

  - For assessments: The request asks you to indicate how long you are requesting, please be aware that the department will not usually grant long extensions (e.g. more than 5 working days) because of the knock on impact on further assessments.
  - For tests: If you cannot undertake the test at the time set, it may be possible to set up an alternative if the circumstances are judged to warrant this. For the integrity of the assessment, tests have to be set up to run at set times

How do I request a specific extension?

Extensions are requested on the assessment by selecting 'request an extension'. All extension requests are reviewed and will not be authorised without reasons and supporting evidence. All information will be held in the strictest confidence. There is a step by step guide at

https://warwick.ac.uk/services/its/servicessupport/web/tabula/manual/cm2/students/extension

If you find that you are experiencing difficulties and these are affecting you, there are a number of people that you can talk to. We would advise speaking with your personal tutor, course director or one of the Senior tutors in department (see these pages for people in the department). You may also want to speak with Wellbeing services for support.

NOTE: **An extension can be reviewed and changes requested (even after approval) until the original submission date.** After this, mitigating circumstances can be submitted and these will be reviewed.

Mitigating circumstances

During the course of study you may experience exceptional **unforeseen 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/Departmental Senior Tutor of any mitigating circumstances or reasonable adjustment needs as early as possible to ensure that appropriate support is put in place.

If you have long term support needs, you should speak to Wellbeing services about Reasonable Adjustments as these offer ongoing support (if you have these in place, please see the 'Reasonable Adjustments' section of the handbook).

You can see the university guidance for Students on Mitigating circumstances here

Mitigating circumstances are submitted:

- if you have had serious circumstances that have stopped you submitting work or attending an exam
- if there are circumstances you wish to be considered by a mitigating circumstances panel (for recommendations to be made to the relevant exam board)

You make a submission through the 'personal circumstances' tab on TABULA.

Submissions must be made by the published deadline for consideration by the mitigating circumstances panel / exam board. We cannot take into account circumstances that we are not told about. To ensure fairness to all students, it is your responsibility to fully disclose all relevant mitigating circumstances and to ensure you are aware of the possible outcomes.

Important points about mitigating circumstances:

- **Mitigating circumstances do not change marks** - work is not (and cannot fairly be) marked in a different way because of mitigating circumstances.

- **If you sit a test or submit an assignment during the year, you are declaring yourself fit to do so.** Being 'fit' generally means that you are feeling well and functioning effectively. Therefore, if you are feeling unwell because of qualifying medical or personal difficulties, you should not sit a test or submit an assignment, but should contact us as soon as possible to let us know, and submit mitigating circumstances which will allow you to evidence the difficulties you are having. It is important that you submit this as soon as possible at the time of the illness / issue. In this way we can help most effectively.

- If you take a test or submit an assignment knowing that you are unwell because of qualifying medical or personal difficulties, particularly if you have received marks for that assessment, you will not normally be able to successfully claim mitigating circumstances. There are some, limited, circumstances in which a student can make a successful claim after having gone ahead and sat an exam or submitted an assignment knowing they were unwell. This would normally be limited to situations where a student was so unwell that they were unable to recognise or determine their own ill health, and medical documentation would need to be provided to confirm this.

- There are a number of things that Mitigating circumstances panels can do, all of which are detailed in this section and in the [university policy](#) (see 'What happens next' below)

Evidence should:
- corroborate what is being stated in the submission.
- be timely - it should corroborate the timescales being claimed for and, usually, be written around the time you were experiencing your claim in order for an assessment to be made on the impact of your claim. Evidence written sometime after the event will not normally be accepted as it is not usually possible to evidence the impact of the claim on the individual during the period affected. Evidence of IT issues should show the timestamp of the issue.

- be from an independent third party. It should be dated and written on headed or official notepaper or via email and in English. (If the letter is in another language the student must provide both a copy of the original note and a translation into English. The University may seek to verify the accuracy of the translation provided.)

- Be verifiable. This means that **we cannot accept evidence from unlicensed practitioners or unofficial email addresses.**

- **Be accessible on a university machine** - we cannot accept Apple only files such as .HEIC as these cannot be opened.

Evidence can follow a submission, as long as it is received before the published deadline for the panel so that it is available for review by the panel. Submissions missing evidence can be rejected on these grounds.

Students who already experience a deterioration of an existing condition should provide additional evidence of worsening or new symptoms or any other circumstances that would have impacted on their academic performance during the assessment period to meet the mitigating circumstances criteria.

The University reserves the right to check the legitimacy of any evidence provided. If any submission is found to be fabricated or altered then the student may be investigated under Regulation 23, Student Disciplinary Offences.

The university provides more information on evidence here If you are unsure about evidence, you can speak to the PGT Senior tutor, or another member of staff you are comfortable speaking to.

What happens next?
The Mitigating Circumstances Panel will review your case at the next meeting.

Your evidence will be examined and impact of the mitigating circumstances, but not necessarily the circumstances themselves, will be graded (A-C, where A is less serious and C is most serious). Your claim will be assessed in confidence by a Mitigating Circumstance Panel (MCP) in your Department. Claims will normally be assessed after the departmental deadline for submission and before the Board of Examiners' meeting. The panel will make recommendations based upon the type, timing and severity of circumstances and any evidence provided.

In Psychology the Mitigating Circumstances Panels are made up of the staff listed below:

UG Panels	PG Panels
Deputy Head of Department	Director of PGT courses

Senior Tutor(s)	PGT Senior tutor
DSEP	Course Director
Teaching and Learning Manager	Teaching and Learning Manager
Programme Administrator	Programme Administrator

The Board of Examiners will be notified of the decision but NOT of your mitigating circumstances to ensure confidentiality. Outcomes made to the Board of Examiners will be recorded by student ID number only. The record will include a brief summary of the discussion of the case. You are entitled to know the outcome of your submission, however, details of the discussions held will not normally be disclosed.

What are the possible outcomes?

The MCP will take into account and reflect relevant factors such as your mode of study, or mode of assessment and the decision will be based on the evidence that has been presented to it in the original submission. Marks WILL NOT be changed for assessed work or examinations.

Depending upon the severity of the circumstances, possible recommendations of the Board of Examiners can include:

- The claim was rejected.
- The mitigating circumstances were considered weak, and/or had no material effect on your academic performance. For example, the circumstances fall within the normal level of everyday life that a person with normal emotional resilience would be expected to cope with.

If the claim was supported, the Board of Examiners may reach on of the following outcomes:

- Waive or reduce penalties for late submission of assessed work.
- Accept submission of assessed work received by a method other than the delivery assessment system (with or without late penalty submission)
- If you have failed to submit a piece of work for assessment with a credit weighting of 3 credits or less, you may have that piece of assessment waived. In this circumstance, the Board might conclude that it is not in your interest (or it is not possible) to reschedule it. The unreliable component will be disregarded and the module mark will be recalculated.
- Allow you a further re-sit (examination)/re-submit (assessed work) opportunity. This would be as a final attempt so the marks will be capped at the pass mark and there will be no further opportunity to remedy failure.

- Allow you a further sit (examination)/submit (assessed work) opportunity. This would be as a first attempt so marks will not be capped and there will be a further opportunity to remedy failure. Any marks achieved in the subsequent attempt will count as the original mark.

- Allow you to proceed with low credit to the next year of study. This decision must be made within University and Programme Regulations. You must be notified of the implications this has on any future failure and for the achievement of your degree.

- Subject to any restrictions imposed by accreditation or professional certification, recommend to award a Degree (or other qualification), or award of a higher class of degree than would be merited by the marks returned.

- Recommend to the Academic Registrar that you should be granted a repeat of the year in full as a first attempt so that marks will not be capped (except for the MBChB programme) and there will be a further attempt to remedy failure. All previous marks achieved will be discounted. Note this will incur another set of fees. Recommend to the Academic Registrar that you should be granted a repeat of the year in full as a final attempt so that the marks are capped at the pass mark and there will be no further attempt to remedy failure. Note this will incur another set of fees.

An additional outcome at any level of severity may be:

- No action is required in terms of progression decisions, but the circumstances will be carried forward and be considered when determining the degree classification at the relevant level and at a future meeting of the Board of Examiners.

Decisions on cases concerning joint honours students will be made by the school/department in which the student is registered and will be communicated to the other department(s).

Why might your claim be rejected?

- Your submission was incomplete or incorrectly submitted.
- Your claim was submitted after the relevant event and deadline for MC submission without prior indication that it might be submitted late.
- The nature of the circumstances was not over and above the normal difficulties that would be experienced by an average person with average resilience.
- There was insufficient evidence to show that the timing of the circumstances adversely affected your assessment.
- Sufficient mitigation had already been made for the same circumstances.
- The circumstance is a disability for which reasonable adjustments had already been made.

Submission Deadlines

Mitigating circumstances panels are usually held immediately prior to the relevant exam boards, however because there are a number of in year exams, to ensure that cases relating to these can be reviewed in a timely manner, Psychology has a number of panels per year. Panel dates and submission deadlines can be found at: https://warwick.ac.uk/fac/sci/psych/students/mitcircs

NOTE: Submissions relating to issues within a specific exam should usually be received within 24 hours of the exam.

Reasonable adjustments

Reasonable adjustments are adjustments that the university can make to ensure that a student with a long term chronic condition or disability is not at a disadvantage.

The Adjustments that can be made depend on the individual's condition and needs, and this will be assessed by the disability team with Wellbeing Support Services - https://warwick.ac.uk/services/wss/

You must have spoken to the Wellbeing team. If you have not done this, the department will not have details of what you need. (Ticking a box on Tabula submissions is not sufficient.)

For more information on reasonable adjustments, please see our Reasonable Adjustment web pages. 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 Wellbeing Support Services and if information is provided to student support by the deadlines given.

Resit/remedying failure

Students have the right to remedy failure in modules where the overall fail minimum pass mark has not been reached/achieved.

Where a module has been passed overall, students are not permitted to remedy failure in individual assessment components, unless the requirement to pass these components has been specified.

Where a student has failed to reach the minimum pass mark for a module which contains more than one element of assessment, the student shall normally be required to be re-examined only in the element(s) of the assessment which has(have) not met the minimum pass mark, noting that the appropriate method of reassessment should be determined by the Board of Examiners.

The maximum pass 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.

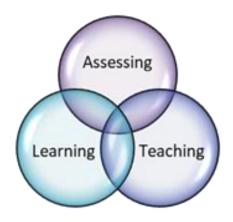See procedures for re-examination in Section 6 of the [University Rules for Award 23/24](): and the Right to Remedy failure policy - https://warwick.ac.uk/services/aro/dar/quality/categories/examinations/policies/remedyingfailure/

Academic appeals

The Regulation Governing Academic Appeals is intended to enable students to raise concerns about their academic progress, arising from specific decisions of Boards of Examiners where there is evidence to suggest it is reasonable to do so under the grounds listed in [Regulation 42 Governing Academic Appeals]().

More information regarding academic appeals, including an appeal form, can be found at: https://warwick.ac.uk/services/academicoffice/examinations/students/appeals

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 conveners to give feedback** by answering any questions.

- If you would like help with academic writing skill your personal tutor support can help.

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. The Psychology Department has a PG Senior Tutor

(Dr Claudie Fox, H126, claudie.fox@warwick.ac.uk). On occasion your personal tutor may refer you to either the PG 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.

You can also find pastoral care and support information at the Student Information Centre in Senate House - https://warwick.ac.uk/services/reception/

The Psychology Department has staff trained in mental health first aid:

Name	Location	Contact
Liz Farmer	H0.42	L.farmer@warwick.ac.uk
Jag Jutley-Neilson	H0.39	Jagjeet.Jutley-Neilson@warwick.ac.uk

Student voice

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.

We will also consult with the SSLC on any proposed course changes or any feedback which is communicated by students via the module feedback forms. Therefore, we encourage all students to complete the Module Feedback forms at the end of each module (these can be found on the individual Module Moodle page).

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 Student 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 for this course can be found on the 'Monitoring and attendance' web page, under 'Postgraduate Monitoring' -
https://warwick.ac.uk/fac/sci/psych/students/attendance/

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 24761 50395/ 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 Wellbeing and Student Support 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/reg36registrationattend anceprogress/) 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.

It is also a requirement of all students to keep their contact details (including telephone number, additional email and home/term-time address) up-to-date on their Student Record at all times. For information on how to do this, please go to https://warwick.ac.uk/services/academicoffice/studentrecords/students/

Ethics

Student projects must conform to the British Psychological Society's ethical principles (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

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.

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.

PG Hub

Junction Building, Floor 2 (card access, postgraduate-only)
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
- Find mentorship to take you to the next level
- Get actively involved in cultural events, such as Hallowe'en, Chinese New Year, Eid and other celebrations
- 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.

Opening times: 09:00 – 22:00, Monday to Sunday (see website for holiday opening)

For more information:
http://warwick.ac.uk/pghub/postgraduate_hub
#WarwickPGHub
pghub@warwick.ac.uk

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.

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.

The university has an online portal called Report and Support which allows students, to disclose incidents of bullying and harassment, discrimination, relationship abuse, hate crimes/incidents or sexual misconduct, carried out by a student or member of staff of the University of Warwick. If an individual decides to disclose their name and contact details, the platform also acts as a route to additional confidential support through the university's liaison officer scheme. This support includes emotional support, academic support, financial support, and support accessing emergency or alternative accommodation.

Take a look at the following to help you understand what this means for you:

Report and Support, what is…
- Sexual Misconduct
- Discrimination
- Bullying and harassment
- Relationship abuse
- Hate crime/incidents

Our values, the principles that set out expectations of how we behave as a University community, both as individuals and as an institution.

Social Inclusion setting the value we place on maintaining an inclusive environment where all can contribute and reach their full potential.

Dignity at Warwick, setting out the policy that outlines unacceptable behaviours and the process on reporting and dealing with inappropriate behaviour.

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

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

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

Student Life, which provides information and links to university regulations, policies and guidelines that govern what you as a student can expect from the University, and what you would need to be aware of and adhere to as a registered student.

For all students

Feedback and complaints

We want you to be able to let us know when things are going well or there is something that you particularly like, but also if there is a problem that you don't feel you can resolve yourself. As part of this, we have a Student Feedback and Complaints Resolution Pathway and actively encourage feedback on all aspects of the student experience.

While we are committed to providing high quality services to all our students throughout their University experience, if there is something that goes wrong and you want assistance to resolve, we have an accessible and clear procedure which you can use to make a complaint (http://warwick.ac.uk/studentfeedbackandcomplaints/).

Health, safety and wellbeing policy statement
http://warwick.ac.uk/services/healthsafetywellbeing/guidance/handspolicy

Smoking policy
http://warwick.ac.uk/services/healthsafetywellbeing/guidance/smokingpolicy

Anti bribery policy
https://warwick.ac.uk/services/gov/university-policies/antibribery/

Online and Social Media Communications Policy
https://warwick.ac.uk/services/engagementgroup/marketing/digital/social/policy/

Attendance and study
i. Regulation 36; Regulations Governing Student Registration, Attendance and Progress: http://warwick.ac.uk/regulation36
ii. Policy on Recording Lectures: http://warwick.ac.uk/quality/recordinglectures/
iii. Regulation 31; Regulations governing the use of University Computing Facilities: http://warwick.ac.uk/regulation31

iv.   [Local policy on how students should report absences and ask for leave](#)

Recommended IT device specifications

During the 2023/24 academic year and beyond, students will need a personal computing device. As a result IT Services have produced central guidance on the recommended specification for any device students use to undertake their academic work.

There are good quality IT workspaces and computing labs on campus, but for convenience, you may prefer to use your own device. IT Services recommend a laptop for portability as you may need it on campus, in residences, and in your home during term time and holidays.

Your device must support [Microsoft Office Pro Plus](#) (or equivalent), [Microsoft Teams](#) and [Moodle](#).

To participate in the learning and assessment for your particular course activities, you may need a different device specification. We will provide this additional information to you if it is required.

You can also see the Recommended IT specifications for Psychology students (for 23/24) under 'Other helpful information' on the Clinical Applications current student web pages: https://warwick.ac.uk/fac/sci/psych/students/clinical/

We would like to stress that it is not essential to buy a new device to study at Warwick – a reliable laptop that is less than three years old is likely to be sufficient. For older laptops, we advise you to check their specification (going to System > Settings).

To find out more and read the full recommended technical specification for student devices, [please visit the IT Help for Students website](#).

Assessment

i.   University assessment strategies:
    http://warwick.ac.uk/quality/projects/assessmentreviewprogramme/assessmentstrategiesproject

ii.   Policy on the Timing of the Provision of Feedback to Students on Assessed Work:
    http://warwick.ac.uk/quality/categories/examinations/assessmentstrat/assessment/timeliness

iii.   Moderation guidance:
    http://warwick.ac.uk/quality/categories/examinations/moderation

iv.   Regulation 10; Examination Regulations:
    http://warwick.ac.uk/regulation10

v.   Regulation 11; Academic Integrity:
    https://warwick.ac.uk/services/gov/calendar/section2/regulations/academic_integrity/

vi.   Regulation 23; Student Disciplinary Offences:
    http://warwick.ac.uk/calendar/section2/regulations/disciplinary/

Postgraduate taught students

i. Regulation 37; Regulations Governing Taught Postgraduate Courses:
   http://warwick.ac.uk/regulation37
ii. Rules for Award 23/24
iii. Right to Remedy Failure
iv. Maximum Periods of Study
v. Masters Skills Programme
   a. Use the Masters Skills Programme to develop your academic, personal and professional skills whilst at Warwick. Our range of workshops, events and online resources will help you adjust to postgraduate study, boost your employability and enhance your research skills.

Selected highlights:
- Warwick Skills Portfolio Award: tailored by you to meet your personal development needs, this award encourages you to work towards your own goals and reflect on your learning experiences
- Leadership Scheme: this scheme runs during the spring term and is designed to support students in developing their leadership skills whilst at Warwick

There are plenty of opportunities to meet other students and you can gain recognition for your efforts through the Warwick Skills Portfolio Award.

For more information:
https://warwick.ac.uk/services/skills
skills@warwick.ac.uk
@warwickskills

University learning resources and student experience 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) who is a subject specialist and can provide detailed and expert advice to help you carry out independent research for your assignments, projects and theses. They can help you to:

- make the best use of the extensive range of Library resources available at Warwick
- locate material on your reading list
- search specialist databases to find scholarly information including journal articles and papers

Please contact them to arrange a one to one appointment for help with literature searching or for more information about any of their resources.

They can provide guidance and information on plagiarism and referencing.

They are also responsible for developing the library collections in specialist areas – please contact them if there is a <u>book</u> you need for your subject which they don't have.

For more information, visit the Library website at: http://warwick.ac.uk/library for general information, and the subject web pages at: http://warwick.ac.uk/library/subjects/ for support in starting research in your subject area. Regular news and updates can be found via the Library's homepage, Facebook pages (@WarwickUniLibrary) and its Twitter/Instagram account (@warwicklibrary).

The Library also manages a number of learning and teaching spaces from which skills enhancement and community engagement programmes are run. Study spaces - University of Warwick Library:

- The Learning Grid, University House
- The Learning Grid Rootes
- The BioMed Grid (for Biological Sciences and Medical students)
- Wolfson Research Exchange (for all Warwick's researchers)
- The Postgraduate Hub (for all PG students)
https://warwick.ac.uk/services/library/pghub/about/postgraduate_hub
- The Teaching Grid (for teaching staff)
(https://warwick.ac.uk/services/library/using/libspaces/about-teaching-grid)
- Co-Creation Space (a new space where students and staff can come together to co-create) (https://warwick.ac.uk/services/library/using/libspaces/the-co-creation-space)
- Modern Records Centre: (http://warwick.ac.uk/library/mrc)
The Modern Records Centre houses the Library's archive collections. MRC staff can provide training for students on the range of sources contained in the collections, and on conducting research using archive sources. They also provide advice for researchers wishing to use their collections.

More on the Library's community engagement wellbeing services can be found at: https://warwick.ac.uk/library/students/study-happy/ or via Twitter at #StudyHappy.

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

Student opportunity
Student Opportunity (https://warwick.ac.uk/services/studentopportunity) offers a wide range of face-to-face and online resources, workshops, presentations, 1:1 information, advice and guidance and dedicated enquiry point based in the Student Opportunity Hub in Senate House.

Within Student Opportunity, the **Careers team** supports students to personalise their career path, building confidence and equipping them to explore the widest possible range of possibilities. They offer support with navigating employer recruitment and selection processes and bring hundreds of employers of all sizes and from all sectors to campus events. Employability support enables students to:

- Understand what's important to them, their values, strengths and career goals
- Recognise and develop the transferrable skills employers look for
- Research employers, search for vacancies, gain work or volunteering experience and find a job or further study place for after graduation

Our Senior Careers Consultants provide discipline-specific support for students. This can include 1:1 careers guidance, support for alumni events and discipline-specific information sessions or employability sessions embedded in academic curricula. You can also refer to the Careers website for more information, see https://warwick.ac.uk/services/careers

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

The skills team offers employability skills and personal development opportunities based on the 12 Warwick Core Skills. These include:

- The Warwick Award, which recognises students' skills development both within and alongside their course
- Moodle courses for each of the Warwick Core Skills
- The Undergraduate Research Support Scheme (URSS)
- Personal Development Programmes
- Intercultural communication and teamwork training

For more information see https://warwick.ac.uk/services/skills/

The **Intercultural Training team** (https://warwick.ac.uk/services/studentopportunity/interculturaltraining/) seek to enable you to better understand, communicate, and build effective relationships with those from different cultural backgrounds through the 'Intercultural training programme'.

The **Student Mobility team** (https://warwick.ac.uk/studentmobility) is able to support students interested in pursuing work and study opportunities overseas, whether a traditional Year Abroad or a period of short-term mobility.

The **Internships, Placements and Work Experience team**
Provides the WorkReady Toolkit, which supports students throughout their work experience journey to secure opportunities and gain the maximum benefit from the experience, enhancing their readiness for graduate employment. Students facing financial challenges to undertake work experience can access support from the Work Experience Bursary.

Warwick Volunteers (https://warwick.ac.uk/about/community/volunteers) enables students to access a wide range of volunteering opportunities, enabling students to gain experience and transferable skills whilst benefitting the local community.

Student Experience

Student Experience Division was created in May 2022 and are focused on students' wider experience of the university, beyond their teaching and learning.

The Warwick Community Experience team launch new students' time at Warwick with a centralised Welcome programme of information, social activities and transitional support, and curate the year-round Warwick Presents (https://warwick.ac.uk/students/warwickpresents/) programme of vibrant, visible, campus-based events, cultural celebrations and activities.

The Student Immigration & Compliance team provide international students with vital visa advice and support, and ensure Warwick is compliant with UK immigration rules and sponsor duties. The team supports all EU and international students during their studies at Warwick and assists with immigration advice (a free and confidential service advising on issues including visa extensions, dependant visas, working in the UK during or after study, travel visas, etc.); practical support (bringing family to the UK, provides letters to prove student status for visa purposes, etc). Advice on immigration should only be obtained via appropriately qualified staff in the Immigration team (https://warwick.ac.uk/study/international/immigration).

It is important to note that changes to an international student's enrolment status, for instance, temporary withdrawal, resit examinations etc., can have implications for their ability to hold a visa to remain in the UK and students will wish to seek advice accordingly.

IT Services as part of the information and digital group

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, 9am-5.30pm) or email: 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: http://warwick.ac.uk/regulation31.

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 to facilitate students to work more effectively with applications delivered by IT Services: http://warwick.ac.uk/its/servicessupport/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/servicessupport/networkservices/resnet/.

Other useful links:
MyWarwick at: http://warwick.ac.uk\students for links list to useful pages.

Language centre

The Language Centre (http://warwick.ac.uk/languagecentre) supports the University's strategic priority of Internationalisation of the student experience and its commitment to the increased provision of foreign language learning opportunities for undergraduate and postgraduate students across the University. For those interested in developing their language skills, the Language Centre offers a wide range of modules, resources and programmes to support students. There are a number of choices available for acquiring a new foreign language or brushing up language skills:

   i. Modules for credit the academic programme

   These can be taken as part of an undergraduate degree course but must be agreed with the student's home department before enrolling. There are a range of levels available, as well as accelerated options for those who want to develop their language skills at a faster pace. More information is available from: http://warwick.ac.uk/languagecentre/academic/

   ii. Modules not for credit the academic programme

   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. More information is available from: http://warwick.ac.uk/languagecentre/academic/fees/

   iii. Courses not for credit on the Lifelong Language Learning (LLL) programme

   A programme of language courses available to students staff and the wider community from beginner level. More information is available from: http://warwick.ac.uk/languagecentre/lifelonglearning/.

Enrolment

Enrolment takes place online for all programmes, from mid-September.

Academic modules: Please consult [Language Centre - Academic Enrolment (warwick.ac.uk)](warwick.ac.uk) for further information on the enrolment process. The Language Centre can also be contacted by email at SMLCOffice@warwick.ac.uk for more information on these modules.

Lifelong Language Learning courses: Please consult [Language Centre - Enrolment for Lifelong Language Learning (LLL) Courses (warwick.ac.uk)](warwick.ac.uk) The Language Centre can also be contacted by email at SMLCOffice@warwick.ac.uk for more information on these courses.

Wellbeing support services

Wellbeing Support Services offer brief consultations daily from 10am to 3pm Monday to Friday. These can be accessed via an online queue or students can drop in in-person at Senate House. There is no need to book in. The brief consultations are an opportunity to discuss what it is you are looking for support with, to learn about the different support options available, and plan the best next steps for you, with the support of the wellbeing professional.

The Wellbeing Support Team offer 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 them.

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.

We can also refer onwards to appropriate internal/ external services.

The Wellbeing Support Team also run a wellbeing programme called Steps to Wellbeing. This programme offers support and advice on managing low mood, stress and anxiety, productivity, managing change and sleep and relaxation. There are also 30-minute masterclasses offering tips on managing your wellbeing that run on a weekly basis during term time.

Wellbeing Support is located on the ground floor of Senate House. To access services, visit https://warwick.ac.uk/services/wss/ or telephone 024 7657 5570.

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. The service is confidential, and no information will go on any academic student records. There is a range of services, including individual counselling (either in person or virtually online as appropriate), themed group sessions and counselling

via email. The team uses a variety of theoretical models, including CBT, in their work to support students.

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, and so on. Students from all academic departments may bring problems from their past or present that hinder their capacity to function, such as: abuse, eating distress, loss, trauma and self-harm. The Psychological Therapists can help with exploring issues to develop insight and bring about positive change to psychological and emotional distress so students can better focus on their studies.

The Counselling and Psychology Interventions Team is located on the ground floor in Senate House. To access the services, submit an enquiry through the Wellbeing portal https://warwick.ac.uk/services/wss. and you can speak to a Wellbeing professional who will advise you on the next steps.

Disability team

The University offers a wide range of support services to students with disabilities (including specific learning differences, mental health, neuro-diversity and long term medical conditions) and encourages a positive climate of disclosure. Students with disabilities can seek advice and support through the Disability Team in Wellbeing Support Services. Further information relating to the University's provision for students with disabilities is available at https://warwick.ac.uk/services/wss/students/disability/.

The Disability Team is located on the ground floor in Senate House. To access the services, submit an enquiry through the Wellbeing portal https://warwick.ac.uk/services/wss

Academic Departments, the Dean of Students Office, the Students' Union, the Health Centre and other teams in Wellbeing Support Services can also offer advice and guidance to students with disabilities. Further information can be found at https://warwick.ac.uk/services/supportservices.

The Disability Services team in Wellbeing Support Services can also provide information and guidance to staff supporting students with disabilities, also in relation to inclusive teaching and learning practices, the accessibility of course resources, assessment and delivery. Further information is available at https://warwick.ac.uk/services/wss/students/disability.

University dean of students and faculty senior tutors

The University Dean of Students works closely with Faculty Senior Tutors 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.

To contact the Dean of Students Office please contact the Dean of Students PA (DofSResourcePA@warwick.ac.uk) who will put you in touch with Dean of Students or the appropriate Faculty Senior Tutor (http://warwick.ac.uk/services/tutors/about/).

Personal tutoring at Warwick

Personal tutors offer academic support during your studies and signpost to university support services and opportunities when appropriate.

Personal tutoring is a two-way conversation, between you and your tutor, focused on your academic experience and development. The Personal Tutoring system:

- provides access to an ongoing face-to-face professional relationship while you study;
- means you are known by name, and as an individual, by a member of academic staff in your home department who can advise you about your studies and support you to navigate department processes;
- enables you to draw on your tutor's expertise about available development and support opportunities;
- creates the opportunity for you to become part of the learning community within your department and the wider University.

For advice on how to make the most of your tutor/tutee relationship, read this blog by English Language and Literature student Abigail Booth.

Personal Tutor Structure

Heads of Department and departmental Senior Tutor(s) are responsible for the operation of personal tutoring within their respective departments. The University's Dean of Students, with the Faculty Senior Tutors, have strategic responsibility for personal tutoring and its development across the University. Faculty Senior Tutors can assist you if you need support with your studies and your issue has not been resolved with departmental Personal and Senior Tutors.

Directors of Student Experience

Directors of Student Experience (DSEs) are responsible for working with students to enhance the learning experience in your department. Roles vary but usually include a focus on building a strong departmental learning community, working with students to enhance learning, teaching and inclusion, and developing department policies and practice to improve student experience. They work closely with student representatives through Student Staff Liaison Committees.

The Director of Student Experience in Psychology is: Dr Jag Jutley-Neilson (H0.39, Ext. 51091).

Residential Community team

All students who have accommodation on campus have access to the Residential Community Team (RCT). The RCT works and lives alongside students within the Halls of Residence and is comprised of a team of managers and current students from different walks of life.

The RCT are there to help with a wide range of matters including, but not limited to, personal or family problems, feeling lonely or homesick, problems with accommodation, and when students are not sure where to get help or who to talk to. In addition, the RCT organise a series of events and activities designed to support students as they transition to university life and to enable them to develop the skills and internal tools needed to navigate student life.

Guidance about life on campus has been compiled, including information for students on various aspects of living on campus :
https://warwick.ac.uk/services/residentiallife/lifeinhalls

Between 9am-11pm, Monday to Friday, and 12pm-11pm, Saturday and Sunday, the RCT can be contacted via email: rescommunityteam@warwick.ac.uk or telephone 024 765 75570.

For non-emergency support outside of these hours, the RCT operate two dedicated phone lines – the numbers for which are provided to students when they arrive. For emergencies outside of these hours, students should contact the Community Safety Team on 024 7652 2222.

University health centre

Students living on campus or within the catchment should register with the University Health Centre. Students will have to be registered in order to use the Health Centre services, although the Health Centre may be able to assist non-registered students in emergencies.

Please see full details of eligibility on the **Home Page** within the **Register Here** tab on the Health Centre website: http://www.uwhc.org.uk

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

Students living off-campus, who are not able to register with the health centre, can locate their nearest GP by visiting: www.nhs.uk.

The University Health Centre is located on Health Centre Road and can be contacted by telephone on 0247 526 3418.

Chaplaincy

Our Chaplains and Faith Advisors delight in the diversity and vibrancy of relationships between people with differing worldviews. We would love you to be part of the community here and to feel at home.

If you need space to reflect in the midst of a busy academic life, you can find it at the Chaplaincy. It's a place of safety, care and encounter. We're here for absolutely anyone who would appreciate our quieter space and the support of our Chaplains.

You're welcome to drop in and make yourself a hot drink; take a seat in our lounge or study spaces; take a moment by yourself or with friends. Take advantages of our outside space to walk the Labyrinth or enjoy the peace of the Contemplation Garden on the Westwood campus. Life can be challenging, so if an ear to listen would be helpful, our Chaplains are there for you, whatever your own beliefs and faith. We are here for people of all faiths and none.

If you have a particular faith or religion, we are able to help you meet with people who share your beliefs and can help make University a time of growth for you.

For the latest details and to contact a Chaplain, please refer to the website.

Warwick Students' Union Advice Centre

Warwick Students' Union Advice Centre (WSUAC) offers free, independent, non-judgemental, impartial and confidential advice to Warwick students. The team of experienced advisors will provide friendly, professional and practical advice and support or/and signposting on a range of enquiries which include:

Academic advice: Appeals, complaints, mitigating circumstances, disability/reasonable adjustments, change of course and problems, temporary or permanent withdrawal, any University Committee proceedings continuation of registration, misconduct or plagiarism, fitness to practice and more.

Housing advice: Campus accommodation, tenancy contract checks, university and private housing, landlord and tenant disputes, tenants' rights, repairs and deposits.

Disciplinary advice: If you are involved in any incident that is investigated under the Disciplinary Regulations, WSUAC can support you through the process and accompany you at meetings and hearings.

Money advice: University fees, debt advice, budgeting SFE problems, hardship, independent status and we can provide free food parcels and foodbank vouchers discreetly and confidentially.

This is not an exhaustive list of what WSUAC does, so if you are unsure where to get help or advice contact them and they will help you or signpost you to someone who can help.

Contact Warwick Students' Union Advice Centre via: https://www.warwicksu.com/help-support/contact/

Student funding

The Student Funding Support team offers information, advice and guidance on all aspects of financial support. This includes government grants and loans, and undergraduate scholarships and bursaries provided directly by the University to students. The team administers University hardship funds to students and can provide budgeting advice.

Students should contact Student Funding Support if they want further information about what financial support they may be entitled to, including loans, grants, scholarships and bursaries, or are having difficulty meeting essential course-related or living expenses.

The Student Funding Support team is located on the ground floor of Senate House (drop-in sessions are available Monday to Friday, between 10am-3pm, go to the Wellbeing and Student Support desk and ask to speak to Student Funding Support). Or they can be contacted by telephone on 024 761 50096 or email: studentfunding@warwick.ac.uk (Monday to Thursday, 8.30am – 5pm, Friday 8.30am – 4pm).

Community safety

The Community Safety team works 24 hours a day, 7 days a week, 365 days a year to support the University community by ensuring there is a safe, secure and friendly environment for students, staff and visitors. If you have any queries about your safety and security on campus, you can visit their webpage at https://warwick.ac.uk/services/community-safety/ or email: community.safety@warwick.ac.uk.

You can also phone the Community Safety team on 024 765 22083. In an emergency on campus, phone 024 765 22222 and in an emergency off-campus phone 999, which will take you through to external emergency services.

Students should always call Community Safety for emergency response requirements, i.e. first aid/ambulance/fire, safety and security issues on and off campus, mental health aid, pastoral care, facility support, outdoor event applications and entertainment support including external speaker events. The Community Safety contact phone numbers can be found on the back of student and staff ID cards.

University children's services

Children of Warwick staff and students are eligible to attend the University Nursery (http://warwick.ac.uk/nursery). Parents interested in placing their child in the nursery should contact the nursery with regards to availability and complete an application form as early as possible: https://warwick.ac.uk/services/childrensservices/nursery/enrolment/.The nursery administrator can provide parents with advice on how to search for alternative nursery care, if required.

The Nursery is located on Lakeside, opposite the Scarman House Conference Centre, on Scarman Road and can be contacted by telephone on 024 765 23389 or email: nurseryenquiries@warwick.ac.uk.

In recent years, a Holiday Camp has also been available
https://warwick.ac.uk/services/holidaycamps to primary school age children for all holidays
(exc. Christmas). Booking opens approximately 6 weeks before the beginning of the
individual schemes. For more information on the scheme parents can email
holidayscheme@warwick.ac.uk.

Education Group
Student Administrative Services: http://warwick.ac.uk/ao
Student Opportunity: https://warwick.ac.uk/services/studentopportunity/
Student Experience (for visa advice, Welcome and transitional support, central Student
Experience events and activities): https://warwick.ac.uk/services/studentexperience/
Admissions: https://warwick.ac.uk/study
Widening Participation and Outreach: https://warwick.ac.uk/study/outreach
Student Recruitment, Outreach and Admissions Service:
https://warwick.ac.uk/services/aro/sroas
Doctoral College: https://warwick.ac.uk/services/dc
Education Policy and Quality: http://warwick.ac.uk/quality

Finance
Student Finance: https://warwick.ac.uk/ao/finance
Student Funding: https://warwick.ac.uk/ao/funding