

School of Psychology
Counselling & Psychotherapy

Doctor of Psychology (Clinical Psychology)
Course Information Handbook

TABLE OF CONTENTS

Welcome to The Cairnmillar Institute	4
The Cairnmillar Institute	4
Doctor of Psychology (Clinical Psychology)	5
Entry Requirements.....	5
Duration of the Course.....	5
Selection	5
Graduate Learning Outcomes	6
Career Opportunities.....	7
Professional Recognition.....	7
Course Structure & Credit Points	8
Coursework Units.....	9
First Year	9
Second Year	9
Third Year	10
Placements	11
Research	11
Enrolment Conditions	11
Attendance	11
Online Etiquette	12
Submission of Written Work.....	12
Style Guidelines	12
Assessment Grades and Records	12
Extensions.....	12
Special Consideration	12
Word Limit.....	13
Late Submissions	13
Return of Assignments	13
Samples of Work	13
Recognition of Prior Learning.....	13
Marking Scales and Grade Definitions	14
Academic Integrity	14
Policies and Procedures	15
Copyright	15
Professional Standards.....	15
Student Support, Counselling, and Wellbeing	15
Fee Help.....	16

Termination of Enrolment.....	16
Graduation	16
Library Services.....	16
Computer/Canvas/Printer Access	17
Course Progress.....	17

Welcome to The Cairnmillar Institute

Congratulations on your success in obtaining a place in the Doctor of Psychology (Clinical Psychology) degree. This course information handbook addresses many aspects and requirements of the course. It should be read in conjunction with the following:

- Placement Information Handbook
- Research Information Handbook
- Student Policies

You can access these from the Learning Management System [Canvas](#), the school website, www.cairnmillar.edu.au or via [my.CMI](#), the student portal.

These handbooks provide all the information you need to successfully navigate your way through the different components of the course. If you find anything missing from these handbooks, please let us know.

The Cairnmillar Institute and staff wish to assure you of an enjoyable and rewarding professional experience.



Professor Tess Knight
Head of School



Dr Michael Clarke
Course Coordinator, Doctor of Psychology (Clinical Psychology)

The Cairnmillar Institute

The Institute was founded by Dr Francis Macnab in 1961. It was first based in South Yarra, then in Collins Street, and from 1982 its home was 993 Burke Road, Camberwell. To accommodate its subsequent expansion, it has been in Hawthorn East since 2017. The Institute is an Australian Health Promotion Charity and non-profit body. It developed the first suburban family counselling and education centres in Melbourne at Blackburn, Syndal, Beaumaris and Doveton, pastoral care training programs and training programs of the first Citizens Advice Bureau in Melbourne.

The Institute was an early pioneer in training people in counselling and in psychotherapy. It broke through the strong walls of opposition to bring all the helping professions into specialised training in psychotherapy. It has conducted prevention programs in community organisations and for countless schools and churches across the nation and was the site for the development of Contextual Modular Therapy and analysis; an integrated form of brief and cost-effective psychotherapy.

The Institute's higher education programs are based on its critical and clinical experience and its constant interaction with clinical and research centres around the world. The courses are delivered by experienced practitioners and the Institute's approach to teaching is based firmly on practice with an emphasis on skills development.

Doctor of Psychology (Clinical Psychology)

Clinical psychology is a specialisation focusing on psychopathology and the assessment and treatment of clinical disorders across the lifespan. Consistent with the Scientist-Practitioner model that underpins the discipline, the Doctor of Psychology (Clinical Psychology) involves intensive high-level research training together with advanced coursework and placement experience. The course develops students' knowledge, skills, and experience in research, assessment, and therapeutic interventions for adults and children suffering from clinical disorders. Graduates of the Doctor of Psychology (Clinical Psychology) will be prepared for assessing and treating clients with a range of mental health issues

Students in the program will participate in supervised placements in various settings such as primary care, psychiatric facilities and community clinics or private practices. Students will also undertake advanced research on a topic related to clinical psychology. Graduates will develop the knowledge and skills to demonstrate autonomy, adaptability, and to work responsibly as a practitioner and scholar in areas that promote psychological health in individuals, families, groups, and organisations.

Entry Requirements

Students can apply for the Doctor of Psychology (Clinical Psychology) in two ways.

1. Students who apply following their 4th year, must hold a degree from an Australian university and have completed either a four-year APAC accredited sequence of studies in psychology with a minimum H2A average, or equivalent overseas qualifications as recognised by the APS. Demonstrated possession of an appropriate level of knowledge and skill related to research is desirable, and suitable aptitude to work as a clinical psychologist will also be assessed at interview.
2. Students who have completed their second year of an APAC accredited Master of Psychology (Clinical Psychology), and not had the degree conferred, may apply for the Doctor of Psychology (Clinical Psychology). Likewise, students who have previously graduated from an APAC accredited Master of Psychology (Clinical Psychology) *and* had the degree conferred may also apply.

Duration of the Course

This course is designed to be completed over four years full-time. It consists of coursework, five placements, and the completion of a major research thesis

Selection

For entry into the course in the first year, applicants are required to submit an application through the [Apply Now](#) page, with certified or original scanned copies of the following supporting documentation:

- Most recent academic transcripts
- A current curriculum vitae
- A 500-word personal statement outlining what factors have contributed to the application
- Proof of residency/citizenship (e.g. passport, birth certificate, or citizenship certificate).

Suitable applicants will then be invited to attend an interview and will be advised of the outcome of their application in due course.

For applicants seeking to enter the course after the full or partial completion of a Master of Psychology (Clinical Psychology), applicants will likewise need to provide certified or original scanned copies of the following supporting documentation through the [Apply Now](#) page:

- Most recent academic transcripts
- A current curriculum vitae
- A 500-word personal statement outlining what factors have contributed to the application
- Proof of residency/citizenship (e.g. passport, birth certificate, or citizenship certificate).
- Three referee reports (one of which must be an academic referee and one of which must be a professional referee) using the online HODSPA reference system. A guide on how to use the system is available here <https://www.psychologyreference.org/student-guide>

Suitable applicants will then be invited to attend a panel interview in which they are asked to present a 20-minute proposal on their intended research project. Upon completion of the interview, applicants will then be advised of the outcome within a week. Successful applicants will then be invited to join the Doctor of Psychology (Clinical Psychology) in the next semester. Providing the prior learning in applicants' partially or fully completed Master of Psychology (Clinical Psychology) program is deemed commensurate with what is taught in the first two years of the Doctor of Psychology (Clinical Psychology) at Cairnmillar, then successful applicants will typically enter the program in the approximate equivalent of the third year.

Graduate Learning Outcomes

Graduates of the Cairnmillar Institute's Doctor of Psychology (Clinical Psychology) are highly sought after for their academic acumen and professional suitability. They have an appreciation of the breadth and depth of psychological practice and are creative and flexible in their thinking. Graduates are committed to working within the scientist-practitioner model and to using interventions and assessments that have been empirically validated. They are familiar with working with a range of clients and their practice is ethical and culturally sensitive. Graduates of the Doctor of Psychology (Clinical Psychology) develop skills in each of the areas listed below to be able to commence the Psychology Board of Australia's Registrar Program after they graduate. This will allow them to go on to full registration as a psychologist with an area of practice endorsement in clinical psychology.

Knowledge of the Discipline

- Implement core clinical psychology principles across a range of settings.
- Assess and diagnose a variety of clinical presentations with reference to the DSM 5.
- Interpret current research on psychopathology and apply this to formulate appropriate intervention and assessment protocols.

Ethical, Legal and Professional Matters

- Demonstrate a detailed knowledge of the Australian Psychological Society's Code of Ethics as well as relevant legislation that informs current professional practice.
- Apply ethical principles to professional practice.

Psychological Assessment and Measurement

- Develop knowledge of a broad range of assessment measures and understand the theoretical frameworks and psychometric properties that support their empirical validation.
- Demonstrate an ability to administer, score, interpret and write up specific assessment batteries.

Intervention Strategies

- Demonstrate an understanding of a select range of empirically validated interventions suitable for use with adults and children.
- Perform interventions in an effective and ethical manner and to be able to evaluate therapeutic outcomes.
- Demonstrate an understanding of interventions used for work with clients who have complex presentations.

Research and Evaluation

- Demonstrate an expert understanding of a particular topic relevant to Clinical Psychology. This understanding is exhibited by: the development of the intellectual skills necessary to interpret previous findings and developments relevant to their research in clinical psychology and the ability to devise and implement an original research project that is based on sound and current research methods.
- Conduct high quality research independently and ethically and be able to disseminate findings to both specialist and non-specialist groups.
- Produce an extended research thesis that makes a unique contribution to existing scholarship in an area of clinical psychology.

Communication and Interpersonal Relationships

- Demonstrate effective and efficient written and oral communication skills.
- Relate appropriately to a range of clients and mental health professionals across academic and clinical settings.

Working within a Cross Cultural Context

- Develop competence in working in a culturally sensitive manner with clients from diverse backgrounds.

Practice across the Lifespan

- Deliver a range of psychological services appropriate to adults, children, adolescents and older adults.

Supervision and Reflective Self-Practice

- Demonstrate an appreciation of the importance of reflective self-practice and the ability to implement constructive feedback in order to improve clinical practice.
- Recognise the dynamics of the supervisory relationship in preparation for potential roles as supervisors and leaders in the field of clinical psychology.

Career Opportunities

Graduates may gain employment in community mental health centres, psychiatric hospital settings, specialist services for particular clinical groups, schools, post-secondary education, clinical rehabilitation services and private practices. Students may also be suitable for teaching and research roles.

Professional Recognition

The course has been approved by the APS College of Clinical Psychologists. On completion, graduates are eligible for full membership of The Australian Psychological Society (APS), and for associate membership of the APS College of Clinical Psychologists.

Graduates will be eligible to apply for recognition by the Psychology Board of Australia as a Clinical Psychology Registrar. On completion of one year of supervised experience subsequent to graduation from the program, graduates will be eligible to be registered with AHPRA as holding an endorsement in clinical psychology. This will qualify them to be a specialist clinical psychology practitioner under Medicare Australia and to apply for full membership of the APS College of Clinical Psychologists.

Course Structure & Credit Points

The Doctor of Psychology (Clinical Psychology) course has been designed to be completed on a full-time basis over 48 months. The course outline is as follows:

Course Sequence			
Year One			
Unit Code	Unit Name	Teaching Period	Credit Points
MPLc1	Clinical Placement Intensive Workshops	1	12.5
MPE1	Professional Practice and Professional Ethics	1	12.5
MRP1	Research Project A	1	12.5
MDT1	Psychological Assessment, Diagnostic Testing and Interview Competencies	1	12.5
MPLc2	Supervised Clinical Placement B	2	12.5
MCB1	Cognitive Behavioural Processes and Interventions	2	12.5
MPM1	Child and Adolescent Psychopathology and Intervention	2	12.5
MRP2	Research Project B	2	12.5
Year Two			
MPLc3	Supervised Clinical Placement C	1	12.5
MHP1	Health Psychology	1	12.5
MSC1	Adult Psychopathology and Intervention	1	12.5
MRP3	Research Project C	1	12.5
MIP1	Internal Processes and Communication Skills	2	12.5
MPLc4	Supervised Clinical Placement D	2	12.5
MPP1	Psychodynamic Therapy	2	12.5
DRP4	Research Project D	2	12.5
Year Three			
DAP1	Advanced Diagnostics and Interventions for Complex Presentations	1	12.5
DPLc5	Supervised Clinical Placement E - with Case Analysis	1	12.5
DRP5	Research Project E	1	25
DRP6	Research Project F	2	50
Year Four			
DPLc6	Supervised Clinical Placement F - with Supervision and Supervisory Training	1	12.5
DRP7	Research Project G	1	37.5
DRP8	Research Project H	2	50

Coursework: 112.5 credit points or 28% of the course

Research: 212.5 credit points or 53% of the course

Practical Placement: 75 credit points or 19% of the course

Total Course Credit Points: 400

Coursework Units

First Year

Each of the units of study is detailed below. Please note students must pass all units and the thesis and placements before being eligible to graduate.

- **Professional Practice and Professional Ethics (MPE1)**

This unit has as its focus the knowledge, competencies and skills required to practice as a provisional and clinical psychologist within the designated professional ethical, legal and professional and ethical standards as set down by the profession. The unit requires the student to undertake a critical examination of case studies of professional situations and ethical dilemmas in contemporary psychological practice. Students are taught the personal and professional competencies and attributes required to practice ethically and legally as a clinical psychologist.

- **Psychological Assessment, Diagnostic Testing and Interview Competencies (MDT1)**

The aim of this unit is for students to develop an understanding of the theoretical and empirical bases underpinning test construction, implementation, and interpretation. This unit focuses on a selection of psychological assessment methods commonly administered by psychologists in professional settings. The unit applies a biopsychosocial model as a basis for psychological conceptualisation and formulation. The unit provides practical experience in the selection of assessments; and in the administration, scoring, interpretation, and reporting of formal psychometric instruments. The formal tests studied and administered include measures of intelligence, cognition, perceptual-motor skills, attention, concentration and memory, literacy and verbal skills, nonverbal reasoning, vocational abilities, and specific measures of neurological functioning. The psychometrics of testing, including reliability and validity, will be considered, as will the skills required to report on the results of assessments in written and oral form. The pros and cons of intellectual and other assessments will be considered. The ethics involved in the use and interpretation of psychological tests and test scores will also be considered. The knowledge to write professional assessment reports will be a central focus of the course as will be the ability to correctly administer, score, and interpret the Wechsler Scales.

- **Cognitive Behavioural Processes and Interventions (MCB1)**

The aim of this unit is to assist students in developing an understanding of the theoretical and empirical underpinnings of cognitive behavioural therapy. The unit focuses on providing a grounding in the transdiagnostic application of cognitive behavioural principles and practices to understand human psychological functioning. This includes an emphasis on the understanding of the cognitive framework and its application to issues with depression, anxiety and anger. It also aims to help with the development of knowledge and skills to apply cognitive-behavioural interventions to address functional difficulties.

- **Child and Adolescent Psychopathology and Intervention (MPM1)**

The aim of this unit is to assist students to develop an understanding of child and adolescent psychopathology. Students will acquire the clinical knowledge and skills necessary to assess, diagnose and treat a range of childhood/youth mental disorders. As part of this unit the assessment, diagnosis and evidenced based treatment interventions for a range of child/youth mental disorders will be addressed. There will also be a series of lectures on working systemically with children and families.

Second Year

- **Health Psychology (MHP1)**

This unit focuses on the field of health psychology. It begins with an overview of the theory underpinning psychological factors in health and illness. It will include a focus on biopsychosocial factors and their impact on commonly presenting issues in health psychology contexts. In addition, this unit prepares students to understand and manage the impact of physical health issues and the importance of health promotion and education in community-based counselling organisations and in public and private psychological practice.

- **Interpersonal Processes & Communication Skills (MIP1)**

The aim of this unit is to develop and advance the students' professional competence and abilities in the practice of clinical psychology. The unit focuses on understanding the therapist's impact on the therapeutic relationship and therapeutic outcomes and the importance of good counselling and communication skills in the therapeutic process. There is attention to determining the appropriate selection and application of therapeutic models, dependent on the client's characteristics and context. Understanding of therapeutic practices across the life-span, group therapy contexts, process-experiential therapeutic approaches and broad awareness of the therapeutic literature are also addressed.

- **Adult Psychopathology and Intervention (MSC1)**

The aim of this unit is to assist students to develop an advanced understanding of adult psychopathology. Students will acquire the clinical knowledge and skills necessary to assess, diagnose and treat severe manifestations of a range of specific mental disorders. Each week the assessment, diagnosis and treatment intervention for a different mental disorder, or group of disorders, will be addressed. There will also be a focus on how the mental health system operates and the systemic issues which act as barriers to accessing services for people with lifestyle and mental health issues, along with carer and consumer perspectives.

- **Psychodynamic Therapy (MPP1)**

The unit has two aims: to improve students' understanding of and ability to practice the fundamental aspects of psychodynamic therapy, and to use these skills to manage the therapeutic relationship and the therapeutic process when delivering treatment in other orientations (for example, cognitive behavioural therapy). Topics covered include how personality impacts the therapeutic process, boundaries, anxieties and defences, cyclical maladaptive relationship patterns, implementing change in psychodynamic therapy, managing transference and counter-transference, psychodynamic case formulation, and adapting psychodynamic therapy with people diagnosed with borderline personality disorder or narcissistic personality disorder. There is a focus in the unit on learning practical skills that can be applied with clients.]

Third Year

- **Advanced Diagnostics and Interventions for Complex Presentations (DAP1)**

This unit will further develop student's diagnostic, systematic case formulation and therapy skills for complex presentations. Advanced cognitive behavioural therapy and short-term psychodynamic therapy skills will be taught through lectures, case presentation and simulations. Complex presentations will include personality disorders and comorbid presentations.

Students will be able to confidently diagnose, write a case formulation and conduct advanced therapy for complex presentations. Challenges associated with interventions such as conflict, trauma and termination of treatment will also be discussed.

This unit includes 36 hours of combined theory, simulations and case study discussion.

Students should also refer to the relevant **Unit Outlines** located on [Canvas](#)

Placements

The Australian Psychology Accreditation Council (APAC) recommends that students undertake at least three placements in the first two years, of which the first is an internal placement. Most students will commence placement in one of Cairnmillar's three clinics. Students will undertake a further three external field placements. These are offered in a variety of settings and are allocated to maximise students' exposure to a range of clients. Students will be expected to engage in direct clinical psychological work with children and adults and clients across the lifespan, in both acute and community settings. Students are encouraged to advise the staff about potential placement opportunities although these will need to be assessed as suitable as clinical psychology placements by the Placement Coordinator.

In addition to the four placement units (A-D) conducted in years 1 and 2 of the program, the doctorate program has two unique placement units completed in the third and fourth year.

DPLc5 Clinical Placement E - with Case Analysis. This placement unit (250 hours) includes a case presentation and students will be required to present a case or issue from their placement.

DPLc6 Clinical Placement F - with Supervision and Supervisory Training. This placement unit (250 hours) includes reflections and simulation training focusing on supervision and supervisory practice, complexities of multidisciplinary teams and leadership (additional two-day workshop).

For more detailed information regarding placements, please refer to the [Placement Information Handbook](#).

Research

The research component of the Doctor of Psychology (Clinical Psychology) is the preparation of a research thesis. Across the four years, students will work progressively to produce an original thesis of approximately 40,000 words in the area of Clinical Psychology. Although the thesis is a single cohesive output that students work on progressively throughout the entire four years of the degree, specific milestones are embedded within individual units to ensure timely completion.

Typically, contact is in the form of regular one-on-one research supervision meetings although in the third and fourth years, students are also required to participate in research seminars both as presenters and as active audience members.

To allow students sufficient time for the write up of the final thesis, the percentage of the unit credit points dedicated to research increases in the final two years.

For information regarding research, please refer to the [Research Information Handbook](#).

Enrolment Conditions

Attendance

Students are expected to attend all face-to-face activities including videoconferences, webinars, and intensive workshops. Students may apply to have a leave of absence for medical conditions, which will require a sick leave certificate from a GP or specialist. Other non-medical circumstances must be approved by the Course Coordinator.

Regular non-attendance will not only jeopardise academic results but will also negatively affect any reference that may be required later. We recognise that juggling work and study

can be challenging and encourage you to treat your study with a similar commitment as your paid work. It is important that you raise any concerns about meeting study commitments with the Course Coordinator.

Online Etiquette

Students are expected to comply with the Cairnmillar Institute's policies and regulations concerning etiquette during online classes, webinars, and in their electronic communications. All Policies and Procedures are published on the Cairnmillar website, www.cairnmillar.edu.au

Submission of Written Work

1. All written assessment tasks must be prepared in Word;
2. To be submitted via Canvas;
3. Assessment tasks are then checked for plagiarism using the Turnitin software.

Students must keep a copy of all submitted work. In circumstances where assessment tasks are mislaid, students must be able to provide another copy of the work. Students must keep copies of all their work until the formal publication of semester results.

Style Guidelines

Assignments should be clear and informative with spelling, grammar, and punctuation being in accordance with Australian Psychological Society usage. The format followed by psychologists is the American Psychological Association (APA) style. See [this guide on my.CMI](#) for details. Case reports/studies require client anonymity and confidentiality.

Assessment Grades and Records

Students are expected to complete assessment requirements for all relevant units no later than the date scheduled in the unit outline. This is distributed at the beginning of each semester, or at the commencement of the unit, and published on [Canvas](#).

The [Canvas](#) LMS will normally list all progressive assessment requirements for each unit that you are enrolled in.

Final results for each unit will be calculated and finalised, then published on the [Paradigm Enrolment Portal](#) by the relevant results publication date. Your unit level result is not final until it is published in Paradigm and will not be listed on your transcript until after publication.

Students are required to read and familiarise themselves with the Assessment Policy, which is published on the [Cairnmillar website](#).

Extensions

An extension may be granted for assignments where there is objective evidence of unexpected disruptions in the student's available work time. Applications must be made via the appropriate form before the due date and submitted to the Unit Coordinator. An extension is valid only after it has been approved by the Unit Coordinator. The extension application form can be found on [my.CMI](#).

Special Consideration

Special consideration may be granted in situations where an extension is not possible, such as an exam or in-class work that has been missed. You should first discuss your situation with your Course Coordinator or the Head of School before applying. Please see the Special Consideration and Assessment Extensions policy on the [Cairnmillar website](#) for more information regarding special consideration.

Word Limit

Students must adhere to the word limits provided in Unit Outlines and Assessment Guides. Penalties will apply for exceeding the word limit by more than 10%.

Late Submissions

The penalty for late submissions is 5% per day (including weekends and non-business days), for a maximum of seven (7) days (i.e., maximum late penalty deduction possible is 35%).

Work handed in more than one week late, or after the end of the marking and results deadline for a period of enrolment, will not normally be marked and a fail result will be recorded.

Tasks that are required to be completed and/or submitted in-class, such as class presentations must be submitted on the date of the class presentation unless a student has been awarded an extension. The penalty for late submission or non-submission of in-class tasks is usually 100% of the mark.

Return of Assignments

Assignments submitted through Canvas will be marked electronically and returned through Canvas.

Samples of Work

Samples of student work may be taken for purposes of course accreditation. In all cases anonymity will be preserved. If you object to your work being copied for this purpose you must advise the Unit Coordinator when submitting assignments.

Recognition of Prior Learning

Recognition of Prior Learning (RPL) is a process where a student may be granted credit or partial credit towards a qualification in recognition of previous experience. Typically, only recent postgraduate formal training will be recognised as prior learning in relation to this course. Credit or partial credit towards a qualification cannot be granted in recognition of skills and knowledge gained through work experience unless students can demonstrate that they have been assessed on the competencies. There is no RPL for life experience. Conditions for RPL are specified in the [Cairnmillar Institute RPL Policy](#).

Please see the [RPL procedure](#) for the Doctor of Psychology (Clinical Psychology).

Marking Scales and Grade Definitions

Percentage Range

0-49	Fail, not satisfactory Where a student fails a subject, all failed components of the assessment must be double marked
50-59	Pass, satisfactory Completion of key tasks at an adequate level of performance in argumentation, documentation and expression.
60-69	H2B Second-class honours level B, good Good understanding of key ideas; sound analytical skills possessed, well-presented, researched and documented assignments.
70-79	H2A Second-class honours level A, very good Average or better than average work, with solid research, perceptive analysis, effective preparation and presentation. Scholarly presentation, thoroughly researched and well argued. Complex understanding of subject matter, subtle argument and analysis is evident
80-100	H1 First-class honours, excellent. Superior analysis, comprehensive research, sophisticated theoretical knowledge of methodological approach, impeccable presentation – work that is (in at least some respects) erudite, original, exciting or challenging. Marks of 90 per cent or above are rarely given and are for exceptional work. They are validated by double marking.

Academic Integrity

Breaches of academic integrity are serious academic offences. It is the responsibility of all students to access, read, and familiarise themselves with the Institute's Academic Integrity and Student Conduct Policy and Procedures. This can be found on the [Cairnmillar website](#). Any allegation of a breach of academic integrity will be investigated and resolved according to the Institute policies and procedures.

We are committed to ensuring that our students approach their work with integrity, and so we have produced an academic integrity online module to help students gain a better understanding of what academic integrity means. Students will be required to successfully complete this module in one of the first units of the course in which they are enrolled. Further information about the requirements will be available in that unit guide.

Definitions

Plagiarism is the use of another person's words, ideas, concepts, or research findings without appropriate acknowledgement.

Self-plagiarism is when one's own work that has previously been submitted for credit in the same or different unit, is submitted again without prior written consent from the unit coordinator for the student to reuse the work.

Collusion is when more than one person work together to submit any work as if it were authored by an individual.

Cheating is dishonest behaviour undertaken to gain an unfair advantage over others.

Any allegation of plagiarism, collusion, or cheating will be investigated and resolved according to the Institute policies and procedures.

Policies and Procedures

It is the responsibility of all students to access, read, and familiarise themselves with the Institute's Policies and Procedures. These are published on our website:

<https://www.cairnmillar.edu.au/postgraduate-courses/policies-and-procedures/>

Copyright

There are copyright laws that we need to be aware of and adhere to. Please see Australian Copyright Council's website for full information on this topic: <http://www.copyright.org.au/>

Professional Standards

You must have a thorough knowledge of the Australian Psychological Society's Code of Ethics document. It is reviewed and updated regularly, and it is essential to remain abreast of any changes that are recommended. Psychologists will be informed when a review is occurring and are always given the option to comment on any amendments that are being recommended. In addition to discussing ethical and legal dilemmas with your lecturers, the APS also has a *Professional Affairs* director who is available to members for consultation on such matters.

A full copy of the current edition of the Code of Ethics can be obtained online at:

<https://www.psychology.org.au/about/ethics/>

The major principles for ethical conduct include:

- A. Respect for the rights and dignity of people and peoples**
- B. Propriety**
- C. Integrity.**

Respect incorporates respect for the rights (including the right to autonomy and justice) and respect for the dignity of all people and peoples.

Propriety incorporates the principles of beneficence, non-maleficence (including competence), and responsibility to clients, the profession, and society.

Integrity reflects the need for psychologists to have good character and acknowledges the high level of trust intrinsic to their professional relationships, and impact of their conduct on the reputation of the profession.

Student Support, Counselling, and Wellbeing

Counselling for Students

Ms Marilyn Cobain is an external psychologist and counsellor, who provides impartial support and counselling to students. She is normally able to provide up to three sessions per year at no cost. Further sessions would require private payment or a mental health care plan. She is based in South Yarra.

You can contact her directly at: studentcounsellor@cairnmillar.edu.au or 0419 648 687.

Academic Support

Students who are experiencing difficulties that may impact their studies are encouraged to speak to their lecturer and/or course coordinator. The Cairnmillar Institute can offer onsite support to assist with assignment/essay writing, referencing, time management, and study strategies.

Appointments with Dr Ray Jeanes for assignment writing or Ms Mary Turnbull for APA referencing can be made through Reception or by telephoning 9813 3400.

thedesk (online student support)

[thedesk](#) aims to support Australian tertiary students to achieve mental and physical health and wellbeing. Being a student can be a challenging time and many students do not access support services for a range of reasons including time pressures, not knowing where to go for help, and feeling embarrassed. Providing resources online means that more people will be able to get help to improve their wellbeing and be able to study more effectively. thedesk offers free access to online modules, tools, quizzes, and advice.

<https://www.thedesk.org.au/login>

Fee Help

Information regarding the payment of fees can be obtained from the Academic Registrar. Domestic students who are eligible for FEE-HELP need to submit the provider copy to Cairnmillar. Students paying up front need to pay by the dates outlined on the fee schedule on the education website.

Termination of Enrolment

Cairnmillar reserves the right to terminate a person's enrolment in a course if the student:

- fails to meet the complete assessment task requirements or breaches the Institute's privacy and ethical conditions
- exceeds the maximum or negotiated time for completion of the course, or
- other conditions as specified in the enrolment application.

Graduation

To be eligible to have the relevant qualification awarded, a student must:

- comply with all the Institute Policies and Procedures;
- pay all relevant fees and charges;
- complete all requirements prescribed for the course at least at a PASS level;
- have all placement documentation up to date and signed off and electronically scanned for archiving.

The appropriate awards are given on satisfactory completion of the course. These are presented at a special annual ceremony or given (posted) directly to students for a fee.

Library Services

The Library at the Cairnmillar Institute is a specialist library resource, aimed at supporting the work of the Institute, focusing on the curriculum, teaching, research, and clinical requirements of the students, academic staff, clinical staff, and researchers. The Library contains a mix of resources, representing modern psychological thought, research and learning, as well as a substantial collection of classic writings in the field of psychology, including original words of Freud, Rogers, and many other pioneers of psychology.

The Library is accessed via [my.CMI](#) > Library. Using this path, students can access the Library, and search for relevant books, eBooks, theses, psychological tests, and journal articles. Using this direct access provides students and staff with the ability to undertake a more systematic and structured review of the literature.

The Library access on [my.CMI](#) also contains detailed information on a range of topics including APA6 referencing, format and style; searching databases; preparing search terms; copyright and study skills.

All materials in the Library (except the Reference area) are available for a 2-week loan period, and students may borrow up to 8 books at a time. The Library is open Monday – Friday during office hours.

Mary Turnbull, the Librarian, is available Tuesday – Friday. Staff and students are able to meet with Mary to gain research and informational assistance in all facets of their learning, research, and clinical requirements. This includes individual sessions in developing literature searches relevant to their research proposal, using databases, and locating full text materials. Mary can also assist with a range of other issues including booklists, recommended reading, and APA6 referencing and style.

Computer/Canvas/Printer Access

Computer access is available in the library and the computer lab on the ground floor of the Hawthorn campus. Each student will have their own personal 'Home Drive' (H:\) which can be accessed across all the student computers. There are two main printers; the library and the computer lab printers. They will both be mapped to student profiles. By default, each student starts off with a balance of \$10. If students run out of print credits, staff will not print items. Please see reception to recharge your account to continue printing. In the event of print failure or printing issues please see our IT department.

All students will be assigned a username on enrolment. This provides access to the Network, Email, Canvas, and Wi-Fi logins. Student email can be accessed either by using Outlook when logged into the Network or from the [Cairnmillar website](#), which can be accessed at any time. Students will use their assigned email login and password.

Canvas provides enrolled students with unit outlines, forms, and other resources as well as up to date news and alerts. It is accessed via the [Cairnmillar website](#) by going to the [my.CMI](#) link located at the top of the webpage, hovering over Systems & Access, and clicking Canvas.

Course Progress

Students who fail a unit and/or a placement and/or a research unit will be subject to the [Academic Integrity and Student Conduct Policy](#).

An extension or Special Consideration may be granted for assignments where there is objective evidence of unexpected disruptions in the student's available work time. Applications must be made on the appropriate form before the due date and given to the Unit Coordinator. An extension is valid only after it has been approved by the Unit Coordinator. Supporting evidence may be required.