



Cairnmillar
INSTITUTE

School of Psychology
Counselling & Psychotherapy

Master of Professional Psychology

Course Information Handbook

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Welcome to The Cairnmillar Institute

Congratulations on your success in obtaining a place in the Master of Professional 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
- 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



Ms Kelly Watt-McMahon
Course Coordinator, Master of Professional 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.

Master of Professional Psychology

The Master of Professional Psychology prepares selected psychology graduates who have successfully completed an Australian Psychology Accreditation Council (APAC) accredited fourth year course in psychology, to gain the knowledge and skills to meet the core capabilities and attributes required to practice as a psychologist. The eight competencies include the knowledge and skills to research, analyse, articulate and synthesise psychology as a systematic body of knowledge. Students learn a range of evidence based psychological therapies and interventions, gain professional experience through supervised practice with a range of client groups and life-span issues. This includes gaining the experience and skills to administer and interpret a comprehensive range of psychological tests and assessments.

The aim of the course is to provide a general education in the professional practice of psychology as the 5th year of the 5+1 pathway to registration as a psychologist, such that the graduate provisional psychologist is eligible to register with the Australian Health Practitioners Regulation Agency (AHPRA) as a 6th year Intern.

Entry Requirements

Applicants must have successfully completed an APAC accredited fourth year course in psychology, and be eligible to hold provisional registration as a psychologist with the Psychology Board of Australia (PsyBA). Upon commencing the course, students must be eligible for provisional registration as a psychologist with the PsyBA, provide a copy of a current Police Check and a Working with Children Check. International students must have an IELTS score of 7.00 with a minimum in each band of 7.

Duration of the Course

This course is designed to be completed in one year full-time. In exceptional circumstances, it is possible to complete the course part-time. For further information about this option please contact the Course Coordinator.

Selection

For entry into the course, students 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)
- Two academic and one professional reference using the online HODSPA reference system. A guide on how to use the system is available here <https://www.psychologyreference.org/student-guide>

Graduate Learning Outcomes

Students who satisfactorily complete the Master of Professional Psychology will have achieved advanced knowledge and skills in the following areas of study, and be able to:

- Demonstrate core competencies required for practicing as a professional psychologist
- Analyse, articulate and synthesise psychology literature as a systematic body of knowledge
- Analyse, synthesise and critically reflect on psychological constructs, models and theories
- Administer and interpret a comprehensive range of psychological tests and assessments
- Demonstrate effective oral and written communication and critical thinking skills for different audiences
- Apply a range of evidence based psychological therapies
- Liaise and collaborate with other mental health and allied health professionals in a range of organisational contexts and applied settings.

Career Opportunities

Graduates of the Master of Professional Psychology course are eligible to be employed as a provisional psychologist, or in a range of other fields such as community services or counselling. After completing a 6th year Internship as a provisional psychologist, the graduate qualifies to register as a Psychologist with AHRPA.

Professional Recognition

The Master of Professional Psychology is an APAC accredited fifth year degree that has been designed specifically to meet APAC and PsyBA guidelines for such courses. Graduates are eligible to register as a provisional psychologist 6th year Intern with AHPRA, to complete the requirements of the 5+1 pathway to general registration as a psychologist.

Course Structure & Credit Points

The Master of Professional Psychology course has been designed to be completed in one year full-time. The full-time course structure is as follows:

Semester	Unit Code	Unit Title	Credit Points
1	GIP1	Intervention Competencies & Workplace Practices	12.5
1	GPE1	Professional Practice Issues	12.5
1	GAP1	Foundations in Psychological Assessment & Psychopathology	12.5
1	GPL1	Practicum & Supervised Placement 1	12.5
2	GAP2	Advanced Skills in Psychological Assessment & Psychopathology	12.5
2	GPT1	Psychological Treatment Models	12.5
2	MPW2	Research Project	12.5
2	GPL2	Practicum & Supervised Placement 2	12.5

Course Details: 100 credit points

Coursework: 62.5 credit points or 62.5% of the course

Research: 12.5 credit points or 12.5% of the course

Practical Placement: 25 credit points or 25% of the course

Coursework Units

Each of the units of study are detailed below. Please note students must pass all units before being eligible to graduate.

- **Intervention Competencies & Workplace Practices (GIP1)**

This Intensive Unit involves a series of workshops in February prior to commencement of Semester 1, with the aim of providing the foundation skills required to practice as a provisional psychologist. The Unit material addresses counselling skills, conducting the first interview, writing case notes and undertaking risk assessments, and provides introductory learning in basic psychological interventions, including Cognitive Behavioural Therapy, Child Play Therapy, the Interpersonal Process Model, and Group Therapy.

The Unit will require in-class assignments, a video assignment, and a formal examination. The successful completion of GIP1 will also necessitate 80 % attendance at the workshops.

Moreover, the objective of the workshops and associated assessments is to provide the necessary foundation in the fundamental competencies, as outlined by the PsyBA, that are needed for students to commence their supervised placements.

- **Professional Practice Issues (GPE1)**

This Unit addresses the knowledge, competencies and skills required to practice as a provisional and generalist psychologist within the designated professional, ethical and legal standards involved with the profession. It critically reviews current debates and controversies associated with privacy and confidentiality, duty of care, protection of the public and other complex and sensitive professional practice issues. In that context, the unit requires the student to undertake a critical examination of case studies of professional situations and ethical dilemmas in contemporary psychological practice.

The Unit develops the knowledge of the main provisions and awareness of when to consult relevant legislation contained within the State and Commonwealth Acts and Regulations of Parliament, as they pertain to psychologists' work. It also covers National Practice Standards for the Mental Health Workforce.

- **Foundations in Psychological Assessment & Psychopathology (GAP1)**

As a foundational Unit, GAP1 will introduce students to the role of psychologists in assessment, formulation, diagnosis and intervention of psychopathological disorders. Content will comprise foundational learning in principles and methods of psychological assessment, diagnostic categories across the lifespan, theories, and current models relevant to abnormal psychology, from a generalist perspective. There will be an emphasis on core competencies relating to assessment and diagnosis, treatment planning, and interventions relating to specific disorders. This Unit will provide practical experience in the selection of common psychometric instruments, administration, scoring, interpretation, profile analysis, and reporting results in written and oral form. The ethics involved in the use and interpretation of psychological tests will be covered. GAP1 will focus upon undertaking initial clinical interviews, mental status examinations, using rating scales and screeners, and the assessment of intellectual functioning in children and adults with the Wechsler suite of assessments. The Unit will also familiarize students with high prevalence psychopathological disorders in adults, adolescents and children, including but not limited to mood disorders, anxiety disorders, and neurodevelopmental disorders. Methods to assess specific disorders and recommended treatments will be included.

- **Practicum and Supervised Placement 1 (GPL1)**

This Unit consists of a series of six full-day workshops and commencement of the supervised placement. It is a progressive Unit, linked to GPL2, and comprises the first part of the requisite 300 hour practicum. The workshops involve predominantly experiential and simulated learning, on six psychological treatment frameworks that are taught in Units GIP1 and GPT1, namely: Cognitive Behavioural Therapy, Acceptance & Commitment Therapy, Child Play Therapy, Interpersonal Process Model, Group Therapy and Schema Therapy. The aim of the workshops is to deepen student's understanding of the models.

Early in the year, students will provide preferences in terms of placement agencies available to MPP students, and the Placement Coordinator will allocate students to placements as closely as possible to these preferences. Supervised placements commence around April to finish late October, across two days a week. Students receive individual and group supervision as part of this Unit. Placements commence with a Structured Observation Placement (SOP), which is a two (2) week observational and orientation period at the student's placement agency. The purpose of SOP is to assist students to gain knowledge of placement protocols at that particular site, and a personal understanding of the agency's expectations.

GIP1 is a prerequisite to GPL1.

Refer to the MPP [Placement Information Handbook](#) on my.CMI for further details about GPL1.

- **Advanced Skills in Psychological Assessment and Psychopathology (GAP2)**

This Unit in Semester 2 builds on knowledge gained in GAP1 by covering more complex areas of psychological assessment and psychopathology through the lifespan. The focus of psychological assessment in GAP2 will include educational and neuropsychological assessments using the Wechsler assessments, personality, functional behavioural analysis, and organisational assessments. Psychopathological diagnoses covered in this Unit will include personality disorders, trauma disorders and substance use disorders. There will also be an emphasis 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.

GAP1 is a prerequisite to this Unit.

- **Psychological Treatment Models (GPT1)**

The GPT1 Unit builds on learning obtained in the Intensive, GIP1, to deepen students' knowledge and understanding of different psychological treatment models. More advanced applications of Cognitive Behavioural Therapy will be covered, and students will be introduced to Acceptance & Commitment Therapy and Schema Therapy models. Learning in these models will be extended through experiential workshops provided in GPL1. GIP1 is a prerequisite to this Unit.

- **Research Project (MPW2)**

This unit requires students to plan and execute a substantial research-based project. Students will research a program need at their placement agency, by undertaking a scholarly literature review indicating understanding of the relevant literature, presenting a needs analysis, and making program recommendations. The project is written up as a report. Through the execution of this project, students further develop analytical research skills, in an applied work-based setting.

- **Practicum and Supervised Placement 2 (GPL2)**

This Unit comprises the continuation of supervised placements, with the aim of providing the provisional psychologist with ongoing experience of a wide range of client presentations and

age ranges in a clinical setting, and to further equip them with psychological and professional skills. Individual and group supervision sessions continue until completion of the placement. To further learning, students are required to write an assessment case report based upon a client they are working with during placement.

GPL1 is a progressive Unit and a prerequisite to GPL2.

Refer to the MPP [Placement Information Handbook](#) for further details about GPL2.

Students should also refer to the relevant **Unit Outlines** for all Units, except GPL1 and GPL2, located on [Canvas](#)

Placements

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

Enrolment Conditions

Attendance

Students are expected to attend all face-to-face activities including supervision sessions 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) current 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 Master of Professional 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](https://www.thedesk.org.au) 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 APA 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.