Cairnmillar INSTITUTE

Master of Clinical Psychology (Post Registration)

Course Information Handbook 2027

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Welcome to The Cairnmillar Institute

Congratulations on your success in obtaining a place in the Master of Clincial Psychology (Post Registration) program. 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

Unit Outlines

Policies and Procedures

These resources 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 you an enjoyable and rewarding professional experience.



Professor Linda Byrne
Dean, Faculty of Psychology, Counselling and Psychotherapy



Professor Jonathan Mason
Coure Coordinator

The Cairnmillar Institute

The vision of the Cairnmillar Institute is for a mentally healthy and resilient Australia. The Institute is an Australian Health Promotion Charity and non-profit body.

Our role is to continue building a responsive mental health sector through quality education, accessible client services, and evidence-based workforce support. Our work at Cairnmillar is underpinned by our values of compassionate engagement, inclusivity and professionalism and a focus on quality and standards. Connection with trusted partners and community, and a focus on being creative problem-solvers is critical to our business development and will directly enhance our client and student experience. We also aim to strengthen our contribution to the body of evidence-driven research that informs community in practice, and education.

Commitment to Decolonising the Curriculum

The Cairnmillar Institute is founded on the unceded lands of the Wurundjeri Peoples of the Kulin Nation. We pay our respects to their Elders, past and present, and acknowledge their deep, enduring connection to land, waters and community. We acknowledge the richness and value of their accumulated cultural knowledge, spanning vast expanses of time. We extend this respect to all Indigenous Peoples of this continent and all adjacent lands, and to any First Nations Peoples who come across this material.

We are proud to be located in the first Australian State and Territory to enact a Treaty with its First Nations Peoples. We recognise the Gellung Warl, which brings the First Peoples' Assembly of Victoria, the Nginma Ngainnga Wara which brings oversight and accountability, and the Nyerna Yoorrook Telkuna, for truth, healing and reconciliation.

At Cairnmillar, we recognise that the determinants of health and wellbeing for Aboriginal and Torres Strait Islander Peoples have been decimated by colonisation. The healthcare system has been fraught with racism, bias, and discrimination, and this includes the fields of Psychology, Psychotherapy and Counselling. These disciplines have historically ignored the voices and the strengths of Aboriginal and Torres Strait Islander Peoples and Culture, and their role in healing. This can and must change.

Therefore, the Cairnmillar Institute is committed to decolonising and Indigenising its ways. This is no singular action or strategy, however, or a box that can ever be checked. It involves expanding the curriculum to include Aboriginal and Torres Strait Islander ways of knowing, doing and being. It includes embedding genuine consultation and allyship, and reflective and reflexive listening, as we grow and change. It takes uncomfortable realisations and conversations about past and current practices, to offer opportunities for genuine healing and growth within the disciplines. It means expanding the conceptualisation of good mental health to embrace Social and Emotional Wellbeing, into all areas of practice.

All this will take time, deep listening, and profound learning. And at Cairnmillar, we are proud to be a part of this ongoing journey.

Commitment to Lived Experience Inclusion

The Cairnmillar Institute recognises the expertise that comes from lived experience. This includes, but is not limited to, experiences of mental ill-health and recovery, disability, neurodiversity, caring responsibilities, trauma survivorship, alcohol and other drug use, refugee and migration journeys, family and domestic violence, LGBTQIA+ identities, and experiences of racism, poverty or homelessness.

Within psychology, counselling and psychotherapy education, lived-experience knowledge is complementary to professional knowledge and essential to ethical, person-centred, and trauma-informed practice. We are committed to embedding lived-experience leadership, voices and perspectives throughout our teaching, learning, research and placement environments.

Our Principles

1. **Nothing about us without us:** Lived-experience voices inform design, delivery and review of learning.
2. **Safety, consent and choice:** We uphold trauma-informed and rights-based frameworks, participation is voluntary; disclosure is never required; psychological and cultural safety underpin all learning environments.
3. **Recognition and respect:** Lived-experience contributions are acknowledged appropriately in learning activities and materials.
4. **Accessibility and inclusion:** We will strive to apply universal design and equity principles, provide flexible participation modes, and offer reasonable adjustments.
5. **Cultural humility and intersectionality:** We recognise the impact of social determinants, culture, identity and power. We actively challenge stigma, discrimination and bias.
6. **Evidence and improvement:** We evaluate what we do and use student feedback to enhance impact.

What Students Can Expect (Education & Placement)

7. **Curriculum & Teaching:** Integration of lived-experience perspectives, case materials and guest input across relevant units.
8. **Assessment:** Opportunities to demonstrate learning through reflexive, values-aligned tasks that uphold safety and dignity.
9. **Learning Environment:** Clear guidance for respectful dialogue and options for participation that honour autonomy, privacy and cultural safety.
10. **Support & Referral:** Access to wellbeing, accessibility and academic supports; confidential pathways for raising feedback or concerns.
11. **Placement Preparation:** Emphasis on person-centred, culturally safe, and trauma-informed practice, with attention to boundaries, consent, reflective practice and lived-experience-informed engagement in diverse settings.

This commitment applies to all Cairnmillar programs and delivery modes. Students are encouraged to provide feedback through unit evaluations and handbook-listed channels so we can continue to learn from our community and improve together, ensuring that lived experience continues to guide our learning environment and collective practices.

Master of Clinical Psychology (Post Registration)

Clinical psychology is an area of psychological practice that incorporates science, theory, and clinical practice through diagnosis, prevention and treatment of psychological problems and mental illness. Clinical psychologists are located in private practice, hospitals, universities, general medical practices, community health centres and mental health services. They work with infants, children, adolescents, and adults of all ages. They are also involved in designing, implementing, and evaluating a wide range of prevention and mental health promotion programs.

The course is accredited by the Australian Psychology Accreditation Council (APAC) as a standalone AQF level 9 program leading to professional competencies in clinical psychology as a specialised area of practice.

On successful completion of this course, graduates will be eligible for the Psychology Board of Australia (PsyBA) Registrar Program in clinical psychology. Graduates will be required to complete a supervision plan approved by the PsyBA in order to be accepted as registrars, followed by a minimum of 88 weeks (3,000 hours) of supervised practice for the purpose of gaining registration with endorsement in the area of clinical psychology. For psychologists who already hold an area of practice endorsement, the registrar program is 2,250 hours.

Entry Requirements

Students accepted into the course must have successfully completed a four-year, or three-year plus a fourth year, APAC-accredited sequence in psychology. Students must hold general registration as a psychologist with the Australian Health Practitioner Registration Agency (AHPRA), with no conditions on their registration, and have practiced for at least 12 months full time or equivalent OR have completed a Level 3 APAC-accredited Master of Professional Psychology and hold general registration. Students are required to complete an application form, submit a video, undertake a referee check and be able to demonstrate that they have met all APAC level three professional competencies by completing and passing the Cairnmillar Psychology Competency Exam. Students who have not completed a Level 3 qualification previously will also be required to undertake a short research course prior to enrolment.

An order-of-merit for entry will be prepared taking into account (a) academic record, (b) responses to application questions and a video, (c) academic and professional referees' reports, and (d) psychology competency exam score.

Psychologist Registration and Insurance

All students are required to maintain general registration as a psychologist with AHPRA for the duration of their enrollment and will be asked to provide a copy of their registration certificate prior to commencement on the course, prior to commencing a placement, and/or each time that their registration is renewed during enrollment. You must report any new notifications made about you to AHPRA and any changes to the nature of your professional registration as a psychologist (including any changes relating to conditions, undertakings, and reprimands) to the Course Coordinator within 7 days of being made aware of them. Students are also required to have the appropriate child protection and police checks, depending on which state they are practicing in. These must be maintained throughout the course.

You will be covered by the Cairnmillar Institute's Professional Indemnity Insurance for approved educational activity (e.g., placements) only if you are an enrolled student. Students must not let their enrolment lapse while on placement and must maintain their own appropriate level of insurance (if required) for all work outside of placement.

Duration of the Course

This course is designed to be completed 24 months part-time. It consists of 4 units of traditional coursework, 2 research units, and 2 placements.

Course Learning Outcomes

Students will apply considerations of race and ethnicity, culture, gender and sexual orientation, neurodiversity, and other relevant diversity factors within the Course Learning Outcomes. Where possible, this will also include a specific focus on Aboriginal and Torres Strait Islander peoples, with an emphasis on the Social and Emotional Wellbeing framework, and the meaning and importance of culture, collaborative care, and self-determination.

After successful completion of this course, students will:

1. Apply the AHPRA Code of Conduct and relevant legislation to inform professional practice.
2. Demonstrate advanced knowledge of a broad range of assessment measures and demonstrate an
understanding of the theoretical frameworks and psychometric properties that support their empirical validation.
3. Demonstrate an advanced understanding of a select range of empirically validated interventions suitable for use with adults and children.
4. Demonstrate an advanced understanding of interventions used for work with clients who have complex presentations.
5. Demonstrate an expert understanding of a topic relevant to clinical psychology, exhibited by the ability to interpret previous research relevant to clinical psychology and devise an original project

Career Opportunities

Graduates may gain employment in community mental health centers, psychiatric hospital settings, specialist services for particular clinical groups, schools, tertiary education, clinical rehabilitation services and private practice.

More information about career pathways can be found on myCMI.

Professional Recognition

Graduates will be eligible to apply for registration with the Psychology Board of Australia as a Clinical Psychology Registrar. On completion of a minimum of 88 weeks (3,000 hours) of supervised experience (or 2,250 if bridging to a second endorsement) subsequent to graduation from the program, graduates will be eligible to apply for endorsement in clinical psychology, and to be clinical psychology practitioners with Medicare Australia.

Graduates of this course will also be eligible to become Associate Members of the Australian Psychological Society (APS) and the APS College of Clinical Psychologists, and on completion of a PsyBA-approved registrar program, to be a Fellow of the College. Full membership of other

professional organisations (e.g. Australian Clinical Psychology Association) will also become available.

More information about professional registration can be found on myCMI: Professional Registration FAQs on myCMI.

Course Structure & Credit Points

This course has been designed to be completed on a part-time basis over 24 months.

COURSE STRUCTURE: PART-TIME ENROLMENT		
Year 1	**Semester 1**	Credit points
CLP601	Clinical Psychology: Theory and Practice (Ethical, Professional, Assessment & Intervention Competencies)	12.5
CLP604	Psychopathology and Intervention for Adults	12.5
Year 1	**Semester 2**	
CLP602	Advanced Assessment for Clinical Psychologists	12.5
CLP603	Psychopathology and Intervention for Children and Youth	12.5
Year 2	**Semester 1**	
CLP664	Supervised Clinical Placement A	18.75
CLP651	Evidence Based Project A	6.25
Year 2	**Semester 2**	
CLP665	Supervised Clinical Placement B	18.75
CLP652	Evidence Based Project B	6.25

Course Details: 100 total credit points

Coursework: 50 credit points or 50% of the course

Research: 12.5 credit points or 12.5% of the course

Practical Placement: 37.5 credit points or 37.5% of the course

Prerequisite 1: All coursework units (CLP601, CLP602, CLP603, CLP604) must be passed before undertaking placement units CLP664 and CLP665.

Prerequisite 2: CLP664 (Placement A) must be completed before CLP665 (Placement B)

Prerequisite 3: CLP651 (Research Project A) must be completed before CLP652 (Research Project B)

Corequisite 1: CLP651 (Research Project A) must be completed concurrently with CLP664 (Placement A)

Corequisite 2: CLP652 (Research Project B) must be completed concurrently with CLP665 (Placement B)

Coursework Units

Each of the units of study are detailed below. Students must pass all units before being eligible to graduate. In CLP601, the first assessment is a hurdle task and must be passed to pass the unit. In the remaining coursework units, all assessment tasks do not necessarily need to be passed to pass the unit, as long as the final mark for the unit is over 50%. The workload associated with each unit varies and is described in more detail in the Unit Outline. For each 12.5 credit point unit, expect to spend around 3 hours per week viewing recorded material and attending tutorial activities, and approximately 6 additional hours undertaking further study, completing assignments and preparing for exams.

Placements

Students will undertake two external field placements (CLP664 & CLP665). These should take place in a variety of settings to maximise students' exposure to a range of clients, levels of severity, and experiences. Students will be expected to engage in direct clinical psychological work with clients across the lifespan, and in varied settings (please refer to the placement information handbook for more detail). In most circumstances, students identify their own placement opportunities (The Cairnmillar Institute occasionally has a small number of placements that students can elect to apply for on an EOI basis). All prospective placements need to be assessed as suitable clinical psychology placements by the Placement Coordinator and may include assessment by the Course Coordinator. All supervision (a mixture of individual and group formats) is provided by CMI-appointed supervisors and will be organised by the Cairnmillar Institute. Individual supervisors are matched to your core placement needs in the area of clinical psychology (e.g., client age groups, setting, general development area) but won't have expertise in every area. Where needed, students should also draw on appropriate on-site supports at the placement organisation. Whilst individual supervision is intended to provide content-specific supervision directly relevant to your placement experience, group supervision is intended to offer a broader experience with opportunities to learn from students undertaking a more diverse range of activities.

Unit Summaries

CLP601 (Clinical Psychology: Theory and Practice)

This unit focuses on developing advanced knowledge and skills required for the ethical practice of clinical psychology. Topics include ethical, legal and professional considerations, developments in interprofessional learning and culturally responsive practice including the Social and Emotional Wellbeing model. The unit also covers a critical appraisal of evidence-based interventions, and diagnostic taxonomies, an

overview of measurement-based care, psychopharmacology, and issues relating to self-care, preventing burnout and engaging in reflective/reflexive practice.

CLP602 (Advanced Assessment for Clinical Psychologists)

The aim of this unit is to develop competence in culturally responsive assessment in clinical psychology. It focuses on advanced knowledge and skills in clinical psychology evaluation using diagnostic taxonomies, selection and administration of assessment tools and psychometric tests, assessing risk to self and other, the limitations of currently available instruments with culturally diverse groups, interpretation and communication of clinical psychology assessment data, use of diagnostic assessment data and case formulation to inform intervention, and understanding specific ethical and professional issues related to clinical psychology assessment.

CLP603 (Psychopathology and Intervention for Children and Youth)

The aim of this unit is to develop competence in culturally responsive conceptualisation, diagnosis and intervention in child and adolescent psychopathology. Students will acquire the clinical knowledge and skills necessary to assess, diagnose and treat childhood and youth mental disorders. A range of child and youth mental disorders will be addressed, including perinatal and infant mental health, internalising and externalising disorders, neurodevelopmental concerns, and early psychosis.

CLP604 (Psychopathology and Intervention for Adults)

This unit aims to develop students' knowledge and skills in diagnosis, formulation, and treatment of mental health conditions. The conditions are examined through various theoretical and conceptual lenses, including consideration of culture, diversity, and lifespan, as well as different therapeutic modalities and interprofessional issues. Each week, considerations regarding diagnosis, formulation and intervention for a group of mental health conditions are covered, including anxiety, depression, psychotic presentations, eating-behaviour presentations, as well as addiction, trauma, and conditions involving somatic symptoms.

CLP651 (Evidence Based Project A)

The unit requires students to begin an integrative evidence-based case study in the area of clinical psychology. A research proposal will precede a 3000-word introduction, comprising a 2000 word literature review and a 1000 word theory-practice links table, relevant to the clinical case study undertaken in CLP 652 (evidence based project B). Students will be expected to demonstrate the application of knowledge and skills gained through the course. There will be some online classes to prepare students to complete the literature review. Students are encouraged to identify a case study that is highly

relevant to the clinical setting(s) where they will be working and to complete a project that will provide them with evidence-based guidance for their work.

CLP652 (Evidence Based Project B)

The unit requires students to complete the integrative evidence-based case study in the area of clinical psychology, undertaking corrections to the literature review completed in CLP651 (Research A) and completing a 3,000-word case study report. Students will be expected to demonstrate application of knowledge and skills gained through the course. There will be some online classes to prepare students to complete the case study. At the conclusion of the unit, students will submit a corrected version of their literature review, a summary of the changes they made in response to marker feedback, and their clinical case study.

CLP664 (Supervised Clinical Placement A)

This is the first of two placement units. It comprises 375 hours of clinical placement which is designed to provide students with experience in the delivery of clinical psychology services. Students will be under the direct supervision of a clinical psychologist who has current area of practice endorsement and recognition as a higher degree supervisor by the Psychology Board of Australia (PsyBA). The first 200 hours of placement will have more frequent supervision (one hour for every 7.5 hours of placement), and students may see fewer clients initially in order to provide space for reflection and planning. Following this, the remainder of the placement will be supervised at 1 hour for every 15 hours of clinical practice.

CLP665 (Supervised Clinical Placement B)

Placement Unit B comprises 375 hours and is designed to provide students with further experience in the delivery of clinical psychology services to build upon the introductory experience obtained in Placement A.

As in Placement A, students will be under the direct supervision of a clinical psychologist who has current area of practice endorsement and recognition as a higher degree supervisor by the Psychology Board of Australia (PsyBA). One hour of supervision will be provided for every two days (15 hours) at placement.

Students should also refer to the unit outlines on Canvas, and the Placement Information Handbook.

Enrolment Conditions

See also: Enrolment Conditions on myCMI for a copy of the current enrolment conditions. You must agree to the conditions of enrolment every time you enrol in a unit of study.

Attendance

It is an expectation that students will attend all classes*. If you anticipate being absent, please advise your Unit Coordinator via email. Planned absences of several weeks should also be discussed with your Unit Coordinator.

Note: We consider classes* to include synchronous online activities such as tutorials and lectures held in online platforms such as Zoom or Microsoft Teams in addition to in-person, face-to-face scheduled activities.

Student Etiquette

Students are to adhere to relevant ethical guidelines and codes of conduct and show respect for staff, clients, and other students, and our faculty environment at all times. All forms of sexual harassment, vilification, and discrimination will not be tolerated.

Your enrolment carries inherent requirements that reflect the professional standards you will be expected to meet in practice. If you are studying in a postgraduate psychology program requiring provisional or general registration with AHPRA, you must familiarise yourself with, and adhere to, the Psychology Board of Australia's Code of Conduct. If you are enrolled in counselling or psychotherapy programs, you must ensure your conduct aligns with PACFA's Code of Ethics and Code of Conduct. Understanding and upholding these obligations is essential to your progression in the course and to your future professional practice.

Students are expected to communicate with professionalism, courtesy and consideration in person and online (including via email and social media). Please see the TLP004 Academic Integrity and Student Conduct Policy, TLP008 Student Social Media policy, and FSP002 Discrimination Bullying Harassment Policy. All Policies and Procedures can be found here.

If you feel unsafe at any time or have concerns about the professional conduct of any member of the Cairnmillar community, you are encouraged to inform a staff member.

Submission of Written Work

All written assessment tasks, unless otherwise instructed by a unit coordinator, must be prepared in Microsoft Word and submitted via Canvas. Please refer to the Unit Outlines on within the unit modules on Canvas and the Assessment Style Guides and Formatting guide on myCMI for more information on written assignment requirements.

Marking of Assessments

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

Students, if they have grounds, may ask for additional feedback or a remark on any assessment. Re-marking is, however, not guaranteed and it is important to realise that your request may be declined. More information can be found in the Assessment Policy and on myCMI.

Word Limit

Students must adhere to the word limits provided in Unit Outlines and Assessment Guides. Please refer to your Unit Outlines on Canvas for information regarding word limits for each assessment task. There is a 10% leeway on all word limits in which no penalties apply. Exceeding the word limit+10% will result in a penalty of 10% of the total assessment mark. For example, for an assessment with 1000 words worth 20 marks, a student can write up to 1100 words without penalty. However, the student will incur a 10% penalty of the total assessment mark (10% of 20 marks = 2 mark penalty) if they write 1101 words.

Referencing & Style Guidelines

The referencing and format for all assignments must be in APA 7 style. Please see APA Style Referencing. See also Assessment Style Guides and Formatting on myCMI.

Assessment Grades & Records

Final results for each unit will be calculated, then published on the Paradigm Enrolment Portal by the relevant results publication date. The marks for your final assessment will be withheld until after the release of your final marks.

See myCMI for information on results publication.

Extensions

An extension may be granted up to 14 calendar days for assignments where there is evidence of unexpected disruptions in the student's available work time. Extensions must be applied for and approved in accordance with the Assessment Policy and Procedures and any other published procedures found on the faculty website.

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. See myCMI for more information on how to apply for an assignment extension.

For students with an ongoing or short term health, injury or disability that impacts their ability to study, academic support, including extensions, may be available by registering with the Learning Equity Office. For further information please click here.

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, or you need an extension beyond 2 weeks. You should first discuss your situation with your Course Coordinator before applying. Please see the Assessment Policy and Procedures found on the faculty website for more information. Please see myCMI for how to apply for special consideration.

Late Submissions

The penalty for late submissions is 5% per day of the total assessment mark (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 will not be marked and a fail result will be recorded. No assignment will be accepted once the results for that assignment have been published.

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 granted special consideration. The penalty for late submission or non-submission of in-class tasks is usually 100% of the mark.

See also: Late Assessment Submissions on myCMI.

Samples of Work

Samples of student work may be taken for purposes of course accreditation and benchmarking. 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 study, skills or experience. RPL can only be granted for units prior to the commencement of your course

See myCMI for more information on how to apply for RPL or credit transfer.

Marking Scales & Grade Definitions

You can view Cairnmillar's grade-mark schema on myCMI.

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. See myCMI for more information about Academic Integrity at Cairnmillar.

All students must complete an Academic Integrity Module and Quiz on Canvas prior to beginning classes at Cairnmillar. Assessment marks are withheld if students have not completed the Academic Integrity Module and Quiz on Canvas. Please see here on myCMI for more details.

GenAI Statement

Artificial Intelligence (AI) is rapidly transforming the landscape of higher education, especially in how we approach assessment design, academic integrity, research, and student engagement. Staying informed about these changes is crucial for all students. Students are to read and understand the Student Guide: Ethical and Effective Use of AI in Higher Education [provide a link], and ensure that they check the requirements for any assignments that they complete.

Cairnmillar students are encouraged to develop their digital literacy and responsible GenAI skills, including understanding when, why and how to use GenAI. At the Cairnmillar Institute, several courses support the use of research-orientated GenAI tools such as NotebookLM, ChatGPT, Research Rabbit, Elicit AI and Consensus to scaffold skills in evidence synthesis, and scholarly exploration. These tools are used to complement, not replace, students' independent thinking and professional judgement. Appropriate use can include but not limited to, brainstorming of ideas, getting feedback, and clarifying concepts. However, GenAI can also produce inaccurate information, reinforce bias and/or oversimplify concepts. Students should be particularly cautious when using GenAI as the less expertise you have in an area the greater the risk to over rely on these tools. For more information, including example acknowledgement statements of GenAI use, please refer to the student policy on GenAI use.

All students are responsible for ensuring that their academic work reflects their own understanding and meets the standards of integrity, originality and ethical conduct required both in academic study and future professional contexts. Transparent use of GenAI includes acknowledging tools used, describing how they supported your work where required and following any assessment specific instructions. Misuse of GenAI, including unacknowledged or excessive reliance on GenAI tools, will be treated as academic misconduct. Inappropriate or unethical use can undermine the development of essential skills and professional judgement expected of Cairnmillar graduates.

Cairnmillar monitors GenAI use through established integrity processes and provides guidance to support responsible and transparent practice. If in doubt, students should seek guidance from academic staff, our student learning support advisors, or refer to specific in-unit policies.

Course Progress

The Academic Integrity and Progress Committee (AIPC) is a sub-committee of the Academic Board and is normally chaired by the Dean. The AIPC review incidents of possible plagiarism and other breaches of academic or research integrity, such as collusion, cheating in exams, or unauthorised AI use. The AIPC also supports students who have poor academic performance or are at risk of failing a course through an academic progress intervention and Student Progress Agreements.

Please see 'Academic Integrity and Progress Review Hearings' on myCMI for detailed information on Cairnmillar's academic integrity and progress procedure.

Policies, Procedures & Student Guidelines

It is the responsibility of all students to access, read, and familiarise themselves with the Institute's Policies and Procedures. Students are also expected to review and understand any student guidelines. These are published on our faculty website. Detailed supporting information, guides and forms can be found on the student website, myCMI.

Copyright

There are copyright laws that we need to be aware of and adhere to. Please see the Australian Copyright Council's website for full information on this topic.

Professional Standards

Students in professional training courses at CMI are reminded that inherent requirements apply to your enrolment.

You must have a thorough knowledge of the Psychology Board of Australia Code of Conduct or the Psychotherapy and Counselling Federation of Australia Code of Ethics document. It is reviewed and updated regularly, and it is essential to remain abreast of any changes that are recommended.

A full copy of the current edition of the Code of Conduct can be obtained on the Psychology Board of Australia or the PACFA website.

Student Support, Counselling, & Wellbeing

Counselling & Support for Students

Please see 'Counselling for Students' on myCMI.

Academic & Writing Support for Students

Please see 'Your Academic Skills Toolkit' on Canvas and the Academic Kills and Support my.CMI page.

Learning Equity and Accessibility Support for Students

Please see 'Learning Equity Support' on myCMI.

International Student Support

Please see the 'International Students Page' on myCMI.

Other Support Services

A searchable list of other support services can be found on myCMI. Please see Support for Students page.

Tuition Fees and FEE-HELP

Information regarding the payment of fees can be obtained from myCMI and our public website. Tuition fees and conditions are published on our website, see Tuition Fees. Please see Fees and FEE-HELP FAQs on myCMI for more information. Non-payment of fees may result in withholding of release of grades, ineligibility to graduate or suspension and/or termination of enrolment.

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 Conditions.

See myCMI for details on Cairnmillar's Academic Progress procedure.

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 of study at least at a PASS level;
- complete the Academic Integrity and Indigenous Cultural Awareness modules; and
- register to graduate once eligiblity is confirmed by the due date.

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

For more information see: Graduating From Your Degree on myCMI.

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.

Appointments about Library and research skills can be made through the Library.

Please visit the Library page on myCMI for more information.

Office 365

All students have access to Office 365 while studying at Cairnmillar. Your Office365 account includes free access to Microsoft Word, Excel, PowerPoint, Outlook (student email), and much more.

Students also have access to 1TB of OneDrive storage, and are encouraged to save any work related to Cairnmillar and their studies to their Cairnmillar OneDrive. Find more information on Office 365 on myCMI.

Student Email and Canvas Announcements

Students are provided with a Cairnmillar student email and are required to check this account regularly while enrolled. Any communications with the Institute and its staff should be made through official Cairnmillar student email accounts, and all formal communications to students regarding their studies will be sent to Cairnmillar email addresses once and while enrolled. See: Accessing your Cairnmillar Student Email on myCMI for full details.

Students should also regularly check or sign up for email reminders on Canvas Announcements and review the regular Student Newsletter.

Computer & Printer Access

Each student has their own personal OneDrive account which can be accessed across any computer.

Please see 'Computer Access at Cairnmillar' for more information.

Please see 'Printing/Copying at Cairnmillar' on myCMI for more information.