



School of Applied Psychology
MA Applied Psychology (Mental Health)

NFQ Level 9



University College Cork

Course Handbook

2018-2019

School of Applied Psychology
Enterprise Centre
North Mall
Cork



Our collaborators include



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This handbook is intended for students on the MA in Applied Psychology (MH) 2018 - 2019. It should be read *in conjunction with the College Calendar** and the appropriate entry in the *Marks and Standards ***. While every effort has been made to ensure that the information contained herein is accurate and up-to-date, it should not be construed as imposing any legal obligations on UCC or the School of Applied Psychology.

* <https://www.ucc.ie/admin/registrar/calendar/postgraduate/Masters/arts/page121.html>

** <https://www.ucc.ie/prevcalendars/old/18M&S/2018CACSSS.pdf>

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Welcome to the School of Applied Psychology, UCC

On behalf of the staff who teach, support and supervise on the MA in Applied Psychology Mental Health (MAAP-MH) programme, we would very much like to welcome you to the School of Applied Psychology and to the programme in particular. Following from the successful completion of your undergraduate studies, we hope that you all find this postgraduate programme a stimulating and inspiring experience and that you will graduate from it with a deep appreciation of the potential and value of applied psychology in the context of mental health, an enhanced ability to think critically about psychological theory and practice, a strong sense of your own competence, and confidence in your ability to contribute to the development of your profession.

It is important for you to recognise and remember that you come to the programme with previous experiences of college education and a variety of practice and personal experiences. All of these will provide you with resources which we encourage you to draw on and share with each other and with staff in order to further your, and your colleagues', learning experience.

The MAAP (MH) is a challenging programme on many levels: academic, practical, personal. We will support you in negotiating it and we encourage you to be open to receiving support from each other. We believe that active student participation in the lectures, placements and assignments is fundamental in furthering a student's intellectual, personal and professional growth. To this end we expect to witness and experience your active participation throughout the programme. In doing so we believe you will find the course very rewarding.

As you will see from the handbook and timetable, the programme comprises of a range of modules incorporating theoretical, practical and experiential learning. In order to facilitate a meaningful understanding of issues covered, you will experience a range of teaching methods including lectures, discussion seminars, role play, and self-directed learning. We encourage you to use opportunities offered through the course to foster your understanding of how different professions within the field of mental health are distinguished and how they can aid and benefit each other.

To respond to challenges the MAAP (MH) will present you, it is important that you give due time and consideration to the types of supports and resources that you need to put in place to look after yourself as you progress through your studies and learning experiences. Be ever mindful of self-care and its crucial role in personal support and professional practice.

We look forward to working with you this year and hope that you will find the MAAP a rewarding experience on many levels.

Registration: Please note registration for MAAP (MH) will take place on **Monday September 10th 2018 in the Kampus Kitchen from 2:30 pm to 2:40 pm.** Further information for incoming postgraduate students can be accessed through the following link:
<https://www.ucc.ie/en/study/postgrad/incomingstudents/>

It is your responsibility to ensure that you read this handbook several times – it contains important information that will guide you through the course.

It is your first point of reference for queries you may have in relation to the programme.

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Administrative staff are experienced and knowledgeable and will probably be able to answer most questions you may have. If not, they will direct you to the appropriate member of the academic staff. Please be mindful when contacting the administrative office that they support and respond to hundreds of students across a wide range of programmes. To this end remember to include your name, student number and programme of study in any such correspondence.

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School Facilities

As stated above, the office is the first point of contact for all queries in relation to modules, timetables, tutorials, and submission deadlines etc. Please note however, that the office does not supply any items of stationery to students. There are also computer facilities available to students on the first floor of the School building but please note that hours available are restricted by the teaching which also takes place in the computer lab. The timetable for the lab is posted on the door.

There are a number of computers available for use for all students of the School of Applied Psychology. These computers are located in the Computer Centre on the first of the School. There are also five computers available to students on Masters programmes – these can be found in the taught Masters student room which is on the ground floor of the School. UCC open access computer labs are available for student use: Boole basement, Block A, Level 4 Food Science building, 3.15 & 3.16 O’Rahilly Building and Aras na MacLeinn. If you have problems with your e-mail please contact the computer centre at ext. 2622 or 1886 or on studentIT@ucc.ie.

Parking

There is absolutely **no** parking for students at the School of Applied Psychology, UCC. Provision for students parking is at the following:

- Visitor/short stay car parks at Perrott’s Inch and Perrot’s Avenue. €1 per hour for the first two hours this then rises to €1.50 for the next four hours and then rises again to €2 for the next 6 hours.
- Dennehy’s Cross (PBC Sports Ground, Park & Ride) Parking here is free of charge
- Pouladuff (Park & Ride) – Parking here is free of charge

Maps for the location of these parking spaces can be found at <http://www.corkcity.ie/maps/>. Further queries about parking facilities for students can be directed to General Services on 021 490 2264 or 490 2265.

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Keeping in touch

Your email address, Blackboard, and other means of keeping you informed

- As you know your email address consists of your 9-digit student number with the extension @umail.ucc.ie (i.e., 109*****@umail.ucc.ie). It is vital that you log in to your student email on a regular basis and keep it active as it is the School's principal means of staying in touch with you (in relation to timetable changes and other important notices and information).
- Vital information on course content is held on the Blackboard system at: <http://blackboard.ucc.ie> and is regularly updated by your lecturers. You will have been provided with details regarding Blackboard on registration. Further details on logging on to Blackboard can be found in the Learning Technologies Guide to Blackboard at
- <https://www.ucc.ie/en/media/support/computercentre/ltu/bbstudentguide.pdf>
- Please note that any difficulties you experience with logging on should be addressed to the Computer Centre Student Helpdesk at sit@ucc.ie. The Blackboard system is managed by the Learning Technologies Unit which can be reached at ltu@ucc.ie or on 021 490 3965/3966. The School website is at <http://apsych.ucc.ie>. It has course timetables, and other useful information.
- You will have given your mobile phone number to Central Admin as part of the registration process. The School will use this when we need to contact you urgently. In the event that we need to contact you at short notice regarding cancellation of lectures for instance, you will receive an email from the main office. Please be assured however that the School never passes on student contact details to third parties.
- Please note that all course work will be submitted via Blackboard unless told otherwise. Detailed instructions on how to submit your work via blackboard will be sent to you via e-mail. In some instances, you may be asked to also submit a hard copy of your assignment. Be mindful that it is the Blackboard submission that determines the time and date of when you submitted your assignment.
- It is each student's responsibility to ensure that they provide copies of all course administrative requirements for their files (e.g. contact details, placement memorandum of understanding) and keep them updated as necessary.

Contacting Academic Staff

Academic Staff within the School of Applied Psychology make a special effort to be available to students and will be available to meet with you outside of designated lecture and seminar times. Most lecturers have office hours during the week. You can book an appointment during these times by either signing your name by a time slot on the lecturer's door or calling to the office during office hours to discuss your work. Contact details for academic staff in the School can be found at <http://www.ucc.ie/en/apsych/staff/>. Queries relating to changes of module, timetable, illness etc., should be referred to support staff as outlined above.

In order to ensure that all students are treated equitably, staff do not enter into email correspondence about issues of course content, structure or assessment. If you have a question, your first action should always be to check your handbook. It is very likely that your question has already been answered there. If you cannot find the answer, then please bring your query up at an appropriate

lecture, during office hours, or in an online forum. The online forum in this instance is Blackboard. If you have personal issues that you would like to discuss arrange a meeting during the lecturer's office hours. Please be advised that due to a trend of over use of emailing staff with issues that have already been addressed, many staff have now opted to significantly limit their level of email contact with students.

Student Responsibilities

If you have any type of specific learning disability or other health condition or circumstance that may require attention we ask that you notify the course administrator and course director as soon as possible so that the necessary support systems can be accessed.

As noted previously students are required to attend all programme modules, meet all deadlines and conduct themselves in a professional manner. They are bound by all University Rules and Regulations and specific placement agency protocols. Further, it is each student's responsibility to inform themselves of such rules, regulations and protocols. We encourage lecturers to note class attendance as patterns of attendance and absence may require discussion between members of the course team and particular students. Be mindful that such information is often requested in references for students during and on completion of the programme. It is the student's responsibility to access any missed material by getting class notes and hand-outs /materials. *In the event of a high or regular pattern of absence from the course a student will be asked to attend a meeting with the Course Director(s).*

SoAP expects that postgraduate students evidence themselves as good citizens of the School through attending and participating in extra-curricular activities. To this end we expect to see you at the monthly School seminar talks, the psychology symposium, and other opportunities as they arise.

If a student wishes to withdraw from the course they are requested to meet with Course Director(s). Once agreed, the student must provide a letter to the Course Director clarifying this decision and the date from which the withdrawal is effective.

Professional Conduct

While completing the MAAP (MH) programme we expect students to act professionally; communicate clearly about arrangements whether they are verbal or written (email); be reliable, courteous, and sensitive to the culture of the institution and outside agencies that you may engage with; not contravene any formal or informal dress codes. Be aware of the need to familiarise yourself with codes of conduct for all agencies with whom you engage. Be mindful of time as a resource both your own and other peoples; be conscious of whether your use of someone else's time is appropriate and fitting. Remember that your tutors and lectures have many conflicting demands on their time and while they are oriented to help and support you this can only happen within the confines of their finite schedule.

You are reminded that you are bound to attend **all** timetabled teaching and **all** placement activities as agreed, unless unavoidably prevented from doing so. In such an instance students are required to let the lecturer or placement facilitator know of their absence *in advance* and forward a medical certificate if on sick leave to Ms. Anne Fitzpatrick.

The MAAP (MH) is guided by the PSI Code of Ethics. Ensure that you familiarise yourself with the code. We advise the students who are not already graduate members of the PSI take immediate steps to apply for graduate membership of the organisation.

Self-Care

Self-care is not a luxury. It is an aspect of professional development and professional conduct that needs considered and engaged attention. Being a postgrad student learning about mental health issues can be a rewarding and satisfying experience. It can also be frustrating and emotionally draining as you juggle myriad demands in your life. As such the importance of being proactive in looking after yourself cannot be over emphasized. It is essential that you take time to care for yourself in a responsible and considered manner and to be realistic in the work that you do. Attention to self-care in all aspects of your life will support continued engagement in your studies and will be a resource against the compassion fatigue of burnout. In recognising one's own potential for stress, assess your personal risk factors and aim to develop a healthy balance between studies, work, family, rest, play and self-nurturing.

Developing understanding of therapeutic skills requires not just an academic knowledge of theoretical models but also that you can model behaviours you wish to facilitate in your client population e.g. if you want a client to be open, you need to be open. Effective mental health practitioners can use their skills to develop an understanding of their own issues (Egan 1990). We encourage you to start this process on the programme by realising opportunities to engage in personal development and reflective practice. It is hoped that you will experience these opportunities as a resource to support your self-care and growth, to develop strategies to manage or reduce stresses arising in your life and help to refresh body, mind and spirit.

Addressing any limitation of self-awareness and awareness of others is central for maintaining fitness to practice. If there are times during the course that you feel you are starting to be impatient with family members, colleagues, staff; if you are having difficulty sleeping or feel that there are just never enough hours in the day and that you simply cannot face another assignment – is it time for you to assess where you are at and what you need to do to care for yourself a little more at this time?

It is important for you to keep an eye on finding satisfying ways to recharge your batteries, slow down and mind yourself. There will be times that you do not have control over stressful events in your life but it is important to remember that you do have control over how you interpret and react to them. You need to train yourself to be able to recognise signs of stress in your life. The following advice from Corey (2001) may be useful:

- Rearrange your schedule to reduce stress
- Learn to ask for what you want but, do not always expect to get it

- Think of ways to bring variety into your life
- Attend to your health through adequate sleep and exercise programme, proper diet, meditation and relaxation
- Develop a few friendships that are characterised by mutuality of giving and receiving
- Find meaning through fun in your life
- Once you have finished a task, take a few moments to pause, relax and ground yourself before moving onto the next job
- Avoid assuming burdens that are properly the responsibility of others.
- Learn your limits and learn to set limits with others
- At the end of each day sit back and reflect on what you've achieved rather than spending time worrying and focusing solely on what still needs to be done

Each experience you have on this course presents an opportunity for learning – we encourage you to take time to reflect on them and to develop your own knowledge and understanding. It may also be helpful for you to watch: “One moment meditation” <http://tinyurl.com/n2aezwh> and read: Shapiro, S., Brown, K. & Biegel, G. (2007). Teaching self-care to care givers: Effects of Mindfulness based stress reduction on the mental health of therapist in training. *Training and Education in Professional Psychology*. Vol 1 (2). 105-115

UCC Student Mental Health Policy: <http://tinyurl.com/pc2rbaq>

We integrate a range of support systems into the MAAP (MH) programme including student reps, weekly office hours, academic and practice supervision, and meetings with the course directors, if you struggle with practical aspects of self-care, please speak directly with the Course Directors as soon as you can. They will take time to consider options, and implications of same, with you.

Fitness to Continue in Study

This UCC Policy and Procedure is expressly intended to be supportive of individual students who may be in distress or difficulty whilst also recognising the right of the wider university community to study, work and live free of undue duress/distress caused by others. In matters relating to a student's fitness to continue in study, UCC is guided by relevant legislation as may be amended from time to time. In this regard, the University remains particularly mindful of its obligations under the Equal Status Act (2000) as amended.

There are long established policies and procedures in place in UCC to support and manage students who are not achieving academically or whose behaviour breaches the Student Rules. This Policy and Procedure is intended for circumstances not covered by the University's existing academic Marks and Standards or the Student Rules. This Policy and Procedure to Support and Determine a Student's Fitness to Continue in Study is in place:

1. To identify and support students

- whose behaviour, well-being or welfare are of concern to themselves or others,
- Or
- whose behaviour or actions, are impacting adversely on the learning, working or living experiences of others, to such an extent as to give rise to concerns as to their fitness to

continue in study

And

2. To provide supportive formal procedures

- To enable students to withdraw voluntarily on grounds of fitness

Or

- To determine if and how a student is to be required to withdraw on grounds of fitness

A full copy of the policy can be accessed through the following link:

<https://www.ucc.ie/en/academicsecretariat/fitnesstocontinueinstudy/>

Student Advisor and Ombudsman

The purpose of the post of Student Advisor and Ombudsman is to advise and assist students with the resolution of difficulties, complaints or grievances involving staff or services of the University in an informal manner. All enquiries to the Student Advisor and Ombudsman will remain confidential, except in cases of serious threat to life or property.

The current Student Advisor and Ombudsman is Professor Fred Powell. Professor Powell welcomes enquiries from students by email at studentombudsman@ucc.ie. The services provided for by this post are complementary to a range of existing student services and the Student Advisor and Ombudsman may refer relevant student issues for resolution by those services as appropriate.

References: Character, practice or academic

While members of the programme team are generally amenable to writing references for you in support of your developing career, *please do not take this for granted*. Writing references takes time and at various points during the year members of the programme team may be inundated with requests for references or they may feel that they are not the best person to act as a referee for you.

To this end, it is important that you:

- ask your chosen referee if they are happy to be named as one of your referees;
- let them know if they need to provide a written or verbal reference and whether the potential employer or course director will contact them directly;
- provide all the relevant information that they will need including the name of the post or course you are applying for, a contact name for the post / course, an address for the reference;
- offer to provide your referee with an updated CV
- clearly identify the deadline for receipt of the reference

Remember your professional conduct and attendance while on the course may be referred to in the reference

Programme Organisation and Structure

The central aim of the MAAP (MH) programme is to provide graduates with an advanced level of knowledge and understanding of the discipline of psychology in mental health settings. The programme will serve as a basic grounding from which students may pursue a variety of interests and career paths. The MA in Applied Psychology (Mental Health) is a full-time programme running for 12 months, or a part-time programme running for 24 months, from the date of first registration for the programme.

In order to be eligible for the award of the MAAP (MH) students must have successfully completed taught modules to the value of 60 credits (1200 Marks) in Part I as well as a Research Dissertation to the value of 30 credits (600 Marks) in Part II.

On completion of this programme it is expected that you will be able to:

- Understand the discipline of psychology and its value in mental health contexts;
- Critically appraise psychological research and practice;
- Utilise the principles of applied psychological practice, gained through coursework, in mental health placement settings;
- Know the professional and ethical issues that may arise in the application of psychology in mental health placements;
- Develop an adequate level of knowledge and competence with working practices in the area of mental health;
- Display skills commensurate with planning and implementing an effective research dissertation.

Programme Overview (*see Appendix 1 for timetable*)

Students taking the MAAP (MH) full time over one year, take 90 credits as follows:

Part I (60 credits)

AP3110 Psychological therapies (5 credits)

AP6016 Research Methods and Data Analysis (10 credits)

AP6023 Psychological Assessment (5 credits)

AP6128 Introduction to Psychotherapeutic Skills (5 credits)

* AP6180 Placement (20 credits)

LW6616 Critical Perspectives on Mental Health Law (5 credits)

AP6174 Clinical presentations (Child, Adolescent, Adult, and ID) (10 credits)

***Placements**

While sufficient placements will be secured for all students on the programme, if a student chooses not to accept the placement offered by the School of Applied Psychology, it will then become their responsibility to secure an alternative placement for themselves which meets with the School of Applied Psychology placement criteria for MA in Applied Psychology (Mental Health). Placements may be located throughout Republic of Ireland.

Students failing the Placement may, with the approval of the programme team, be permitted to either extend or repeat the Placement. Students may repeat the placement only once in a repeat

year. Students failing or not completing the placement because of a serious ethical breach as per placement contract will not be permitted to repeat the placement.

If a student is deemed unsuitable to continue a placement for any reason other than an ethical breach, they may be permitted to complete 20 credits of taught Postgraduate Applied Psychology modules instead plus the 30 credit dissertation and exit with an MA in Psychology.

All placements will be supervised in a work setting relevant to the programme of study. Placements will run two days a week (*usually* Thursdays and Fridays) for a minimum six months (approx. 340 hours).

Part II

AP6137 Dissertation in Applied Psychology (30 credits)

On the recommendation of the School, an Examination Board may decide that a dissertation is a borderline pass/fail and may agree to permit the student to make minor corrections to achieve the pass standard (40 per cent, as detailed in the module description) for the Dissertation within six weeks of the publication of examination results. This option should apply only where examiners are satisfied that the research described in the Dissertation is fundamentally sound and that the fail judgement relates solely to the presentation of the Dissertation.

Exemptions

Students who have already passed a module(s) as part of another programme, may seek exemption from this module(s) and will be required to take another taught Postgraduate Applied Psychology module to the same credit value. The chosen elective module must not prevent the MAAP(MH) student from attending any other aspect of their programme.

Postgraduate Diploma in Applied Psychology (Mental Health)

Students who have completed and passed modules to the value of at least 60 credits in Part I and who fail or do not wish to proceed to Part II may opt to exit the programme and be awarded a Postgraduate Diploma in Applied Psychology (Mental Health).

Alternative pathway - MA Psychology

Students who pass 40 credits in Part I but fail the placement (and repeat placement if taken) or are deemed unsuitable to undertake a placement may be permitted to complete 20 credits of taught Postgraduate Applied Psychology modules and a 30 credit dissertation and exit the programme with an MA Psychology

Be mindful that we have organised a number of workshops throughout the year to support your professional placement development. Attendance at them is a requirement of the course

For further guidance please refer to the Marks and Standards for Examination for MAAP (MH)

<https://www.ucc.ie/admin/registrar/marksandstandards/2017CACSSS.pdf>

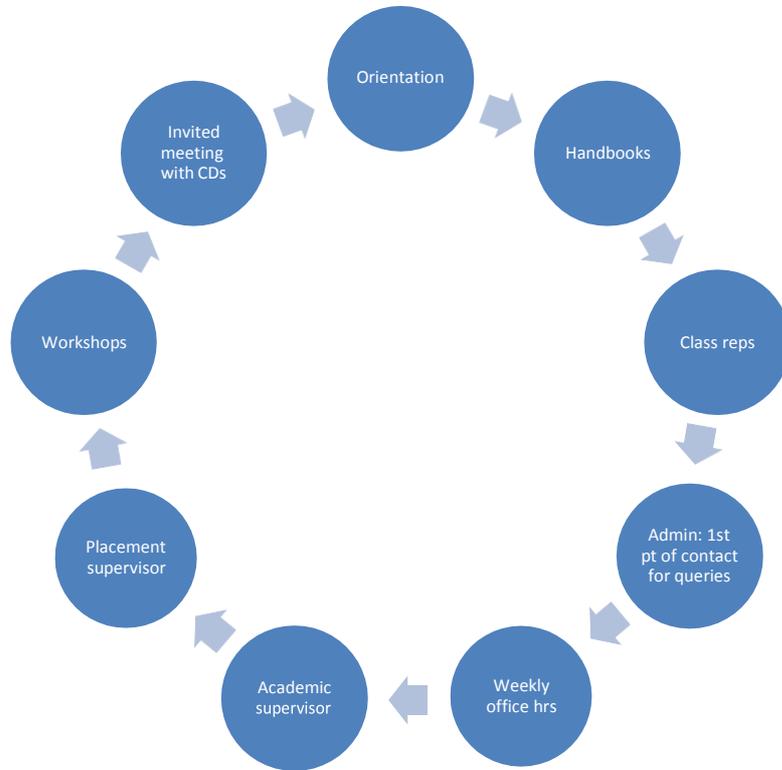
MAAP (MH) Thesis (AP6137)

A major element of your course is the carrying out and reporting of a piece of research you have done yourself, with the guidance of a member of staff as supervisor. You are expected to carry out research which is publishable and to report it to professional standards. You will present your work in two ways. One will be a conference-type presentation to your classmates, a number of lecturers assessing your presentation, and any other staff interested in attending. This will last up to 20 minutes (including question time). The second is a write-up of your research in one of two ways. **Please refer to the dissertation handbook for more detailed information on management of your thesis.**

You will have an opportunity to meet with potential supervisors and listen to them present on their areas of research interest. You can access staff office hours arrange to meet with potential supervisors as soon as possible. You should go to these meetings prepared to discuss ideas for research that relate to the staff member's research interests. When there is agreement between you and a member of staff that they will supervise your research dissertation, this should be confirmed by writing a research proposal that both of you are interested in and agree on. This research proposal **MUST** be signed by both student and supervisor. A list of important dates and deadlines linked with thesis preparation can be found in your dissertation handbook.

There will be several lectures associated with this module throughout the year. You will also find that other core modules this year will help you build up your skills and expertise and we hope that working with your supervisor will be an apprenticeship experience.

SUPPORT AND REFERENCE POINTS



Submission of Course Work

All continuous assessment must be submitted electronically via Turnitin links on BlackBoard. Receipts will be issued by BlackBoard for work submitted electronically. ***Please note that we NEVER accept work submitted via email under ANY circumstances. Please do not submit work via email to lecturers, tutors or the Admin Team. Work submitted in this way will not be acknowledged, receipted or recorded as received.***

Please ensure that you include a front sheet to your work clearly giving

- Your name and student number
- The code and title of the module
- The title or number of your assignment
- Due date for your assignment

You are also required to put the following declaration on this front sheet

DECLARATION OF ACADEMIC HONESTY: I declare that the content of this assignment is all my own work. It has not been submitted in respect of any other course/module. Where I have used the work of others it is acknowledged and referenced accordingly.

A Warning About Plagiarism

All work will be checked for plagiarism. Students who are guilty of plagiarism will go on record as having plagiarised and this record will be kept for the duration of their degree programme. Second and subsequent plagiarism cases are dealt with very seriously indeed.

In the writing of your continuous assessment assignments, you will of course need to refer to both printed and online books, papers and resources. The work you submit however must be in your own words, with direct quotations or reference to other people's work supported by proper references and a bibliography. Direct copying or paraphrasing of another person's words or ideas without appropriate acknowledgement, constitutes plagiarism. In order to maintain academic integrity, the School of Applied Psychology takes plagiarism very seriously. If you are found to have plagiarised other people's ideas or words you will lose some or all marks for the relevant piece of work. The School follows UCC policy on the issue, and you will find an outline of this policy at <https://www.ucc.ie/en/exams/procedures-regulations/>

Of course, when you are under pressure with competing deadlines it can seem very easy and very tempting to cut and paste material directly from the internet into your own work. Please do not do this; not only will a change of style be immediately obvious to the lecturer correcting your work, but the School also avails of an electronic checking system (TURNITIN), which will detect and give a full report on the source that has been copied from, be that a paper already submitted by another student, or a chunk of text copied from Wikipedia or some other online journal or resource.

Best Practice in Academic Writing

Our aim is to promote best practice, and also of course to help you in developing and improving your academic writing skills, so please feel free to contact your module co-ordinator for clarification on any issue surrounding plagiarism. There are many excellent student guides that deal with the issue, including *The Good Study Guide* by Andy Northedge (OU, 2005). There are copies of this book in the library, or you could purchase the most recent print or Kindle editions of this text.

UCC also has some really good guides to help you with studying, note-taking, writing and avoiding

plagiarism at <http://www.ucc.ie/en/red/>

Please do take time to look at these online resources as they will answer most questions you may have on plagiarism.

Late Assignments

Please take careful note of deadline dates and times set for assignments as there are serious lateness penalties as per the book of modules, which states that:

“Work which is submitted late shall be assigned a mark of zero”

The school policy is that there are no extensions on work set.

The deadline time for all assignments is 11am. The Turnitin link for each assignment will close at 11.00 and you will be unable to submit your assignment to this link after the deadline has passed. A new late assignment link will be available for two weeks after the initial deadline to which you can submit your assignment if it was not possible for you to submit on time. Please note that all work submitted to this late link will automatically be given a grade of zero unless you apply for, and are granted, a waiver of the late penalty. No assignments will be accepted more than two weeks after the initial deadline. If you have missed the second deadline please contact the School Manager, Dr Tara Singleton: tara.singleton@ucc.ie.

Late assessment forms are reviewed by the school teaching and learning committee and waivers will normally be given in cases of serious illness or family bereavement. Appropriate documentation, such as a doctor's certificate covering the time specified, must be provided. In respect of other reasons for late work, the committee will consider each lateness application on a case by case basis.

The late assessment form can be found online on the School website or a copy can be picked up from the main office.

AcWriMo

November is Academic Writing Month! Based on an idea developed by Dr. Charlotte Frost, that has led novelists all over the world to write 1667 words a day for the month of November, Academic Writing month focuses on helping writers meet daily word count or time-based goals. AcWriMo is about setting your own writing goals for the month, being mindful about what you want to accomplish during the month of November, and being accountable to your writing community for reaching your writing goal. Dr. Frost supports AcWriMo through her resource PhD2Published website <http://www.phd2published.com/> which publishes a variety of blog posts on academic writing. Every year participants are guided by 6 rules:

1. You decide on a goal where you count either words, hours or projects.
2. You declare your goal by signing up on the 'Writing Accountability Spreadsheet'
3. You draft your approach to the month, making sure you have done enough preparation to write a lot.
4. You discuss your progress in writing groups, emails or on social media like Facebook.
5. You have to work really hard and not get distracted.
6. At the end you publicly declare your results to your fellow AcWriMo-ers.

A, Dr. Samantha Dockray introduced the idea of AcWriMo to SoAP and a number of staff committed to various writing projects. It was very successful resulting in a number of articles being submitted, presentations written and chapters and grant proposals drafted. For the past number of years, SoAP PhD candidates have organised a highly successful and very enjoyable AcWriMo for both staff and postgrad students. Writing support and resource sessions were also organised throughout the period.

We encourage you to take part in AcWriMo this year and will update you with further details in October. Start thinking about what is possible and prepare to write!

Information on Assessments and Exams

Resource	Web Link
Details of Assessment for each module	http://www.ucc.ie/modules/descriptions/page005.html
Exam Procedures and Regulations	http://www.ucc.ie/en/exams/

Autumn Repeat Examinations

All notifications regarding repeat continuous assessment assignments for Autumn will be distributed via Blackboard. Notifications regarding repeat examinations will be issued by student records and exams. Please make sure to check your student e-mail and student profile.

Deferral

Your circumstances may be such that you are unable to sit for exams or submit continuous assessment during the Summer Exam Session. If this is the case, then you may apply for a deferral. If granted it means that you can take your exams in the Autumn Exam Session without the usual capping of 40% being applied to your results. See

<http://www.ucc.ie/en/exams/procedures-regulations/> for further information and to access a copy of the Mitigation Application Form

Mitigation

If you fail exam(s) or continuous assessments in the Winter/Summer Exam session and you feel that the reasons for your failure are exculpatory, then you may apply for Mitigation. If your application is successful it means that you can retake exam(s) without the usual capping of 40% being applied to your results. See

<http://www.ucc.ie/en/exams/procedures-regulations/> for further information and to access a copy of the Mitigation Application Form

UCC Formal Appeals Processes

An appeal of an examination result will be considered only if:

There is evidence of substantive irregularity in the conduct of an examination *or* the student, on stated grounds, considers that the mark assigned in an examination is erroneous (Student's contention that he/she ought to have done better cannot ground a claim under this head) *or* there were circumstances of which the Examination Board was not aware when its decision was taken.

The completed form should be returned within 2 weeks of the issuing of exam results with a fee of €70.00 which is refundable if the appeal is upheld. The result of an appeal will be communicated in writing.

The Examinations Appeals Officer is: Dr Daniel Blackshields at d.blackshields@ucc.ie
Further information and the Examination Appeal Application form is available at
<http://www.ucc.ie/en/exams/procedures-regulations/>

UCC Complaints Policy and Procedures

This Student Complaints Policy and Procedure reflects University College Cork's commitment to providing an excellent, fair and equitable learning environment and student experience for its students.

This Policy is an important part of the University's Quality Assurance mechanisms, providing a forum for student complaints to be resolved in accordance with principles of natural justice, fairness and equality. This Policy is intended to assist both students and staff in the resolution of complaints promptly and fairly.

Student complaints should, as far as possible, be resolved informally within the student's School/Academic Unit or by reference to the Student Ombudsman. In addition, advice in such cases can be obtained from the Students' Union. However, where the matter cannot be resolved informally, the student may progress the matter under the formal procedure set out in this Policy

This Policy should be read in conjunction with all other University policies, including in particular the University's Student Discipline Policy within the Student Rules, the Dispute Resolution Policy for postgraduate research students and the University's Whistle-blowing Policy, as appropriate.

See link for further information; <https://www.ucc.ie/en/academicsecretariat/studentcomplaintspolicy/>

Useful Campus Information & Web-Pages

Library Information Sessions for Incoming Students

Venue: Library Creative Zone, Ground Floor Boole Library

No need to book, just turn up.

1: Library Essentials

Find what you need to get started for your modules & assignments

Date	Monday 17 th Sep	Wednesday 19 ^h Sep	Tuesday 25 th Sep	Thursday 27 th Sep
Time	10:00	10:00	10:00	10:00
	12:00	12:00	12:00	12:00
	14:00	14:00	14:00	14:00

2: Referencing & Plagiarism

Introduction to referencing and plagiarism

Date	Tuesday 18 th Sept	Thursday 20 th Sept	Monday 24 th Sept	Wednesday 26 th Sept
Time	10:00	10:00	10:00	10:00
	12:00	12:00	12:00	12:00
	14:00	14:00	14:00	14:00

UCC Student Welfare: <http://tinyurl.com/q77hfx9>

Careers Service : Details of the careers service can be found at <http://www.ucc.ie/careers/>

Library : Details of UCC's Boole Library can be found at <http://booleweb.ucc.ie/>

Student Health Service: Details of UCC's Student Health Service can be found at <http://www.ucc.ie/services/health/>

Student Counselling and Development Service : Details of UCC's Student Counselling and Development Service can be found at <http://tinyurl.com/nb2pp5m>

Disability Support Service: Details of UCC's Disability Support Service can be found at <http://www.ucc.ie/en/dss/>

Student Welfare Officer: 021-4902181

NITELINE: support line for student's available Tues, Weds and Thurs nights 9pm – 1am. Free phone: 1800 32 32 42

Free Legal Advice Centre: <http://www.ucc.ie/flac/>

Students Ombudsman: Professor Fred Powell. studentombudsman@ucc.ie, or phone on 021-4902593 or 021 - 4902228.

Chaplaincy: <http://www.uccchaplaincy.com/>

Graduate Studies Office: <http://www.ucc.ie/en/graduatestudies/>

Mature Students Office: <http://www.ucc.ie/en/mature/>

Peer Assisted Student Support: <http://www.ucc.ie/en/pass/>

Student Budgeting Advice Service: <http://www.ucc.ie/en/studentbudget/>

Appendices

Appendix 1: MAAP (MH) Timetable 2018-2019

Semester 1: 10th September – 30th November 2018

Time	Monday	Tuesday	Wednesday	Thursday	Friday
09.00-10.00				AP6174 CEC G06	
10.00-11.00				AP6174	
11.00-12.00			AP3110 Psychological Therapies CEC 7&8	CEC G06	
12.00-13.00		AP6137 Dissertation / AP6180 Placement CEC G09B	AP3110 Psychological Therapies CEC 7&8	AP6174	
13.00-14.00		AP6016/T CEC Complab		CEC G06	
14.00-15.00			AP6023 Psychological Assessment CEC G06		
15.00-16.00					
16.00-17.00			AP6016 Research Methods and Data Analysis CEC 7&8		
17.00-18.00		AP6016/T CEC Complab	AP6016 Research Methods and Data Analysis CEC 7&8		

- Be aware that approx. three dates in semester 1 will be used for workshops linked with placement. Attendance is required.

MAAP (MH) TIMETABLE 2018-2019

Semester 2: 14th January 2019 – 26th April 2019

Time	Monday	Tuesday	Wednesday	Thursday	Friday
09.00-10.00			LW6616 Critical Perspectives on Mental Health Law Wed. 16 th Jan Wed. 23 rd Jan Wed. 30 th Jan Wed. 6 th Feb Wed. 13 th Feb Wed. 20 th Feb Wed. 27 th Feb WGB 304	PLACEMENT ALL DAY	PLACEMENT ALL DAY
10.00-11.00					
11.00-12.00		AP6180 Placement CEC G03			
12.00-13.00		AP6128 Intro Psychotherapeutic Skills CEC G09B / CEC G03			
13.00-14.00		AP6128 Intro Psychotherapeutic Skills CEC G09B / CEC G03			
14.00-15.00					
15.00-16.00					
16.00-17.00					
17.00-18.00					
18.00-20.00					

Appendix 2: MAAP (MH) Module Assessment Dates

Module	Assessment Format	Due Date
AP3110 Psychological therapies	Exam (100)	10 th – 21 th December 2018 <i>Specific date to be determined by exam office</i>
AP6016 Research Methods and Data Analysis	CA (200) 3,000 - 5,000-word statistical analysis (100) Write a report that compares two approaches to analysing a qualitative data set. 3,000 - 5,000 words (100)	Quant due: Mon Dec 3 rd 2018 @ 11:00am Qual due: Fri Nov 23 rd 2018 @ 11.00am
AP6023 Psychological Assessment	CA (100) 4,000 word assessment report	Friday November 30 th 2018 at 11:00 am
AP6128 Introduction to Psychotherapeutic Skills	CA (100) Video transcript and analysis	April 11 th 2019 at 11:00 am
AP6137 Research dissertation	Total Marks 600: Report to professional standards 15,000 words (not including technical appendices, if any) (600) A fully documented presentation to an audience of peers and experts lasting approximately 20 minutes (Pass/Fail)	11am 2 nd September 2019 Wednesday 5 th June 2019 (all day) See separate handbook for more information on the dissertation
AP6174 Clinical presentations (Child, Adolescent, Adult, and ID)	CA (200) 1 x 3000-word Essay (excluding references) 1 x 3000-word Essay (excluding references)	11:00 am 30 th November 2018 11:00 am 19 th December 2018
AP6180 Placement	CA (400) Reflective Portfolio (400) Placement Practice Supervisors Report (pass / fail)	11am 18 th June 2019 11 am 15 th July 2019
LW6616 Critical Perspectives on Mental Health Law	CA (100) Individual class presentation critically evaluating a peer reviewed article on a pertinent psycho-legal issue (50 marks) 1500 word reflective essay unpacking normative foundations of psycho-legal understandings (50 marks)	Class presentation: Wed 20 th Feb and Wed 27 th Feb 2019 Essay: 11am Monday 11 th March 2019

Work which is submitted late shall be assigned a mark of zero (or a Fail Judgement in the case of Pass/Fail modules).

Appendix 4: Terms of Reference for Student Ombudsman

<https://www.ucc.ie/en/media/support/studentadvisorandombudsman/termsofreference.pdf>

TERMS OF REFERENCE FOR THE POST OF STUDENT ADVISOR AND OMBUDSMAN – UNIVERSITY COLLEGE CORK

1. Student Complaints/Grievances

ALL Students are members of the University. As such, they are entitled to be treated with respect by the academic, administrative and services staff of the University. Moreover, they are entitled to expect that the systems in place in the University are appropriate for their purposes and not unfair or unnecessarily onerous for them.

Where difficulties arise for a student, it is desirable that complaints or grievances are dealt with as quickly as possible. Therefore, students who have a complaint or grievance should normally begin to deal with it within one month of the events that gave rise to the complaint happening or being experienced.

It is desirable that such complaints or grievances be dealt with in an informal manner as quickly and at as low a level as possible. Therefore, if a student has a complaint or grievance regarding the actions or inactions of an individual staff member they should approach that person, explain their concerns and seek an early resolution by discussion. If no resolution results from this discussion, or in discussion with the relevant Head of Department/School/Administrative Office/Student Service, or if the student feels unable to approach the staff member or the relevant Head directly, the services of the Student Advisor and Ombudsman may be engaged.

2. Student Advisor and Ombudsman

The post of Student Advisor and Ombudsman is a part-time one, tenable for a period of three years and renewable once only. The holder will be an experienced member [or retired member] of the academic staff who is familiar with the workings of the University and will report directly to the President.

The purpose of the post of Student Advisor and Ombudsman is to advise and assist students with the resolution of difficulties, complaints or grievances involving staff or services of the University in an informal manner and as quickly as possible.

The services provided for by this post are complementary to a range of existing student services and the Student Advisor and Ombudsman may refer relevant student issues for resolution by those services as appropriate.

3. Role and Duties of the Student Advisor and Ombudsman

The Student Advisor and Ombudsman

- i. advises and assists students in matters arising from their membership of the University;
- ii. hears and considers complaints and grievances of individual students or groups of

students;

- iii. facilitates communication by bringing parties together to resolve grievances;
- iv. refers complaints or grievances to the appropriate body for resolution, if appropriate;
- v. examines complaints or grievances to ascertain the facts of the case;
- vi. recommends to a Head of College, School, Department, or Head of Administrative/Service Unit, the action that may be required for the resolution of legitimate complaints or grievances;
- vii. submits an annual report to the Governing Body (a report that shall normally be released to the University at large);
- viii. highlights, in the annual report to Governing Body, recurring difficulties or patterns of difficulty encountered by students and makes recommendations to Governing Body for the resolution of such difficulties. Governing Body may refer the report to Academic Council for comment. Where appropriate, recurring issues will be notified by the Student Advisor and Ombudsman to the Registrar and Senior Vice-president Academic, the Vice-President for the Student Experience and the Vice-President for Teaching and Learning for follow up action;
- ix. carries out such other duties appropriate to the post as may be assigned by the President or Governing Body from time to time.

4. Powers of the Student Advisor and Ombudsman

- i. The power of the Student Advisor and Ombudsman lies in the prestige of the office, the independence of the individual from any institutional influence, and the fairness, objectivity and impartiality of the attempts to resolve conflicts.
- ii. The Student Advisor and Ombudsman shall have access to all relevant persons and documentation within the University, and the freedom to investigate complaints.
- iii. The Student Advisor and Ombudsman does not have authority to take disciplinary action, reverse decisions or over-ride regulations.
- iv. The Student Advisor and Ombudsman serves as a mediator to resolve disputes informally rather than as an arbitrator.

5. Confidentiality

- i. All enquiries to the Student Advisor and Ombudsman will remain confidential and the Student Advisor and Ombudsman will not report the names of those who use the service to anyone without their permission, except in cases of serious threat to life or property.
- ii. The Student Advisor and Ombudsman will protect the identity of individuals and their concerns and will not disclose having met or talked with a party or parties, without permission of the party or parties, except in cases of serious threat to life or property.
- iii. The Student Advisor and Ombudsman will take specific action related to an individual's concerns only with the individual's express permission and only to the

extent permitted, subject to Nos. i and ii above.

- iv. Communication with the Student Advisor and Ombudsman is not notice to the University. The Student Ombudsman's Office is not an office of record. Speaking with the Ombudsman is not "notice to the University" of problems or policy violations. If a student wishes the University to "be on notice," that is, formally to know about a particular problem and formally respond, the Ombudsman can assist in identifying the office to contact.

