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1 HONOURS ADMINISTRATION

1.1 SCHOOL CONTACTS

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<thead>
<tr>
<th>Honours Co-ordinator (semester 1)</th>
<th>Honours Co-ordinator (semester 2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr Evan Livesey</td>
<td>Dr Laura Corbit</td>
</tr>
<tr>
<td>Room 480, Griffith Taylor</td>
<td>Room 243, Top South Badham</td>
</tr>
<tr>
<td>Phone 9351 2845</td>
<td>Phone 9351 7074</td>
</tr>
<tr>
<td>Email <a href="mailto:evan.livesey@sydney.edu.au">evan.livesey@sydney.edu.au</a></td>
<td>Email <a href="mailto:laura.corbit@sydney.edu.au">laura.corbit@sydney.edu.au</a></td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Empirical Thesis Co-ordinator</th>
<th>Theoretical Thesis Co-ordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr Ben Colagiuri</td>
<td>Dr Fiona Hibberd</td>
</tr>
<tr>
<td>Room 486, Griffith Taylor</td>
<td>Room 451, Brennan MacCallum</td>
</tr>
<tr>
<td>Phone 9351 4589</td>
<td>Phone 9351 2867</td>
</tr>
<tr>
<td>Email <a href="mailto:ben.colagiuri@sydney.edu.au">ben.colagiuri@sydney.edu.au</a></td>
<td>Email <a href="mailto:fiona.hibberd@sydney.edu.au">fiona.hibberd@sydney.edu.au</a></td>
</tr>
</tbody>
</table>

Honours administrative support
Sadhana Raju; Room 325 Brennan MacCallum (BM); Phone 9351 5107;
Email psychology.honours@sydney.edu.au

Please direct all administration inquiries to psychology.honours@sydney.edu.au, all academic inquiries concerning the Empirical Thesis to Dr Ben Colagiuri, and all other academic inquiries to Dr Evan Livesey (Dr Laura Corbit in semester 2). However, before sending an email or making a phone call, please check to see whether the information you need is either in this Handbook or on the web.

The psychology honours eLearning (Blackboard) site will be online from 3 March, 2014.

You must check your university email address on a regular basis (or have it redirected to an address you do check). Email is the primary way we communicate with students. Important reminders and messages are often sent to your university email. Information about email forwarding can be found at:

http://sydney.edu.au/ict/switch/sydney-mail/forward-email.shtml

Contact details for all School of Psychology staff can be found at the following URL:


1.2 PSYCHOLOGY COUNTER

For administrative queries and the submission of forms and assignments, the Administration Office - Psychology counter is located on the ground floor of the Brennan MacCallum building. Opening hours may change depending on staffing and time of year, but the counter is usually open between 12:30 pm and 4:00pm, Monday to Friday during semester.
2 PSYCHOLOGY HONOURS PROGRAMME

2.1 COURSE OBJECTIVES

The distinctive feature of the Psychology Honours programme at the University of Sydney is its critical approach to research and scholarship. Since its inception early last century, the School has valued and nurtured conceptual inquiry as well as empirical inquiry. The Honours programme is designed to develop and evaluate students’ ability to demonstrate conceptual clarity in theorising and methodological clarity in the conduct of empirical research.

To achieve these broad objectives and to satisfy the Australian Psychology Accreditation Council’s requirements for an accredited fourth year programme that provides “for the completion of an integrated and comprehensive education in the discipline of psychology, to permit advanced level study in a range of areas, and to develop competence in conducting research.” (APAC Accreditation Guidelines, June 2010, p. 43), the Honours programme involves:

(i) the planning, conduct, and reporting of a substantial Empirical Research project;
(ii) the development and writing of either a Theoretical Thesis OR essays related to two Special Field seminars and other assessments;
(iii) the rounding out of scholarship, methodological understanding and critical analysis through lectures, seminars, and reading on a range of topics in Ethics and Current and Professional Issues and Research Methods.

2.2 COURSE STRUCTURE AND ASSESSMENT

The course is one academic year in duration and includes the following components:

a. Empirical Thesis (50%)

Planning and implementation of a research project, under the supervision of a member of the university’s academic staff in Psychology, and presentation of this research project as a dissertation (9,000-12,000 words), due on Wednesday, 15 October, 2014.

b. Theoretical Thesis OR Special Fields coursework (30%)

(i) The Theoretical Thesis option involves the development and writing of a Theoretical Thesis (max. 8,000 words), due by Monday, 28 July, 2014. Details are provided in Section 4.

OR

(ii) The Special Fields coursework option involves weekly attendance at two Special Fields seminars throughout semester 1 only and completion of the specified assessments for each seminar. These assessments are due on Tuesday, 24 June 2014. SF assessment details are provided in Section 3.3.2.

c. Compulsory coursework (20%)

(i) Research Methods (15%)

The course consists of a core component with a choice of workshops to follow. The core component held in Semester 1 is assessable, and consists of 14 two-hour lectures, two per week, and 6 two-hour tutorials, one per week.

(ii) Ethics and Professional Issues (5%)

This involves one lecture per week for the first 7 weeks of Semester 2 and participation in several workshops in Semester 2 (information about these workshops to follow). The ethics and current and professional issues components of the course will be assessed in a formal exam on Monday, 15th September, 2014 (Week 8 of Semester 2).

d. Supplementary coursework (not assessed)

You are encouraged to attend:

(i) the School Research Colloquium (Friday 4pm, every week during semesters 1 and 2).
(ii) the Theory & Systems Special Field, if you are completing the Theoretical Thesis option.
The general assessment requirements and weighting of each of these components in the calculation of each student’s final Honours grade is summarised in the following table. The assessment procedures used to standardise and combine the component marks, and the processes used to assign Honours grades on the basis of the weighted scores, are described in Section 8.

<table>
<thead>
<tr>
<th>Component</th>
<th>Assessment</th>
<th>Weighting</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Empirical Thesis</td>
<td>9000 - 12,000 words Submitted for assessment by 2 independent examiners</td>
<td>50%</td>
<td>15 October</td>
</tr>
<tr>
<td>Theoretical Thesis OR</td>
<td>8,000 words Submitted for assessment by 2 independent examiners</td>
<td>30%</td>
<td>28 July</td>
</tr>
<tr>
<td>Special Fields Seminars</td>
<td>Approx. 4,000 words for each SF submitted for assessment by 2 examiners</td>
<td>30% (15% each Special Field)</td>
<td>24 June</td>
</tr>
<tr>
<td>Ethics and Professional Issues</td>
<td>Formal 1hr Examination in Week 8 of Semester 2</td>
<td>5%</td>
<td>15 September</td>
</tr>
<tr>
<td>Research Methods</td>
<td>Formal 2 hr Examination in week 8 of Semester 1</td>
<td>15%</td>
<td>2 May</td>
</tr>
</tbody>
</table>

2.3 CHOICE OF THEORETICAL THESIS OR SPECIAL FIELDS COURSEWORK

Students should note that the two options - Theoretical Thesis/Special Fields - differ in many respects. The thesis is best thought of as a large (8000 word) History & Philosophy of Psychology essay undertaken with the guidance of a supervisor and without the structure/constraints of weekly classes, presentations, etc. Special Fields students are required to attend weekly classes and complete multiple, separate pieces of assessment, while Theoretical Thesis students are required to consult regularly with their supervisor and submit a single dissertation. Students should read carefully the sections in this handbook relevant to the Theoretical Thesis and the Special Fields seminars, and reflect on their own interests, capabilities and preferred form of work when deciding which option is best suited to them. Contact Dr Hibberd if you’re unsure and would like to discuss the two alternatives (fiona.hibberd@sydney.edu.au). **Note that you are no less likely to receive a good mark if you complete a Theoretical Thesis rather than the Special Fields option.**
The Honours programme is very different in structure from your earlier undergraduate years. Although your studies are now concentrated in one School only and you have fewer class contact hours than in earlier years, the demands of the course are heavily concentrated into 8 months. Completing the programme effectively will require you to carefully plan a schedule that allows you to carry out the reading, scholarship and writing required for your coursework and Theoretical Thesis (if you take that option), while continuously working on your Empirical Thesis. Thus, more than any of your previous undergraduate years, the Honours programme will test your ability to organise efficiently and pace your workload to meet the various deadlines.

It is strongly recommended that you begin data collection for the Empirical Thesis in May-June.

The schedule below summarises the important dates for the year.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Details</th>
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<tbody>
<tr>
<td>Thursday 20 February</td>
<td>Attend Information session in New Law lecture theatre 026</td>
</tr>
<tr>
<td>Monday 17 March</td>
<td>Attend Information session in Main Quad History Room S223</td>
</tr>
<tr>
<td>Friday, 21 March</td>
<td>Special Fields Major Assignments available at seminars or sent to you by email.</td>
</tr>
<tr>
<td>Monday, 7 April</td>
<td>Last day to submit Empirical Thesis research application.</td>
</tr>
<tr>
<td>Friday, 2 May (Week 8, Semester 1)</td>
<td>Research Methods examinations.</td>
</tr>
<tr>
<td>Tuesday, 24 June</td>
<td>Submit two Special Fields Major Assignments (use cover sheets sent to you by email.)</td>
</tr>
<tr>
<td>Monday, 14 July</td>
<td>Last day to submit Theoretical thesis draft.</td>
</tr>
<tr>
<td>Monday, 28 July</td>
<td>Last day to submit Theoretical Thesis.</td>
</tr>
<tr>
<td>Monday, 15 September (Week 8, Semester 2)</td>
<td>Ethics and Professional Issues examination.</td>
</tr>
<tr>
<td>Wednesday, 24 September</td>
<td>Submit Empirical Thesis Progress Report confirming that drafts of introduction, method, and results have been submitted to Supervisor (Appendix C).</td>
</tr>
<tr>
<td>Wednesday, 15 October</td>
<td>Submit Empirical Thesis.</td>
</tr>
</tbody>
</table>

All required forms and assessable work must be submitted to the Psychology counter no later than 4pm on the date specified.
### 2.5 TIMELINE FOR EMPIRICAL RESEARCH THESIS

The empirical research project requires you to work consistently throughout the year. To help you plan this major component of your workload, the flowchart below specifies the various activities associated with conducting your empirical research project and suggests a general time frame. You should discuss this timeline with your supervisor in the light of the specific demands of your project. Plan a schedule that you endeavour to keep.

<table>
<thead>
<tr>
<th>From early February</th>
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<tbody>
<tr>
<td>- Arrange to meet with your supervisor to discuss your project</td>
</tr>
<tr>
<td>- Begin reading the material relevant to your proposed topic</td>
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<table>
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<th>February - March</th>
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<tr>
<td><strong>Meet regularly with supervisor to:</strong></td>
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<tr>
<td>- Develop research questions and hypotheses</td>
</tr>
<tr>
<td>- Discuss the literature you have read on the topic</td>
</tr>
<tr>
<td>- Develop and refine research design</td>
</tr>
<tr>
<td>- Write a draft of the Introduction to your thesis</td>
</tr>
<tr>
<td>- Design research tools (e.g. questionnaires, experimental protocols etc.)</td>
</tr>
<tr>
<td>- Write a draft of the Method section to your thesis</td>
</tr>
<tr>
<td>- Prepare Draft Research Proposal and submit to supervisor for feedback</td>
</tr>
<tr>
<td>- Revise proposal on the basis of supervisor feedback and complete Ethics Declaration</td>
</tr>
<tr>
<td>- Submit Ethics application to University Ethics Committee</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>April - May</th>
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<tbody>
<tr>
<td>- Submit Empirical Thesis Research Application (by 7th April)</td>
</tr>
<tr>
<td>- Finalise research instruments and methods</td>
</tr>
<tr>
<td>- Discuss any issues raised by reviewer with supervisor and revise design/procedures if appropriate</td>
</tr>
<tr>
<td>- Pilot procedures</td>
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<tr>
<td>- Start conducting research study</td>
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<table>
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<th>June-August</th>
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<tbody>
<tr>
<td>- Continue conducting research</td>
</tr>
<tr>
<td>- Collate data and begin analyses</td>
</tr>
<tr>
<td>- Continue to review relevant literature</td>
</tr>
<tr>
<td>- Fine-tune Introduction and Method sections of thesis</td>
</tr>
<tr>
<td>- Begin draft of Results section</td>
</tr>
<tr>
<td>- You should have started data collection by August 1st</td>
</tr>
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</table>

If data collection is to commence after August 1, or continue beyond August 31, please notify the empirical thesis co-ordinator immediately, explain the circumstances in detail and describe the backup plan that is in place.

**Note:** the exact order in which you conduct these tasks will depend on the participants you are testing and their availability during the semester break.

<table>
<thead>
<tr>
<th>September</th>
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<tr>
<td>- Finalise analysis</td>
</tr>
<tr>
<td>- Update literature review</td>
</tr>
<tr>
<td>- Prepare final draft of Introduction, Method and Results to submit to supervisor for feedback</td>
</tr>
<tr>
<td>- Begin to draft Discussion</td>
</tr>
<tr>
<td>- Prepare raw data and other materials for appendices</td>
</tr>
<tr>
<td>- Submit Empirical Research Progress Report confirming that Introduction, Method, Results have been submitted to Supervisor for feedback (24 September)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>October</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Revise early thesis sections on the basis of supervisor’s feedback</td>
</tr>
<tr>
<td>- Finalise Discussion section (not to be read by supervisor)</td>
</tr>
<tr>
<td>- Write abstract</td>
</tr>
<tr>
<td>- Finalise appendices</td>
</tr>
<tr>
<td><strong>PROOF-READ THESIS</strong></td>
</tr>
<tr>
<td>- Submit thesis before 4pm, 15 October</td>
</tr>
<tr>
<td>- 4.01pm, 15 October – CELEBRATE end of Honours year (a venue to be arranged)</td>
</tr>
</tbody>
</table>
3 COURSEWORK DETAILS

3.1 COURSEWORK TIMETABLE

The final timetable will be posted at:

3.2 COMPULSORY COURSEWORK

3.2.1 RESEARCH METHODS

<table>
<thead>
<tr>
<th>Co-ordinator</th>
<th>Other teaching staff</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr Fiona Hibberd</td>
<td>Dr Carolyn MacCann</td>
<td>Dr Damian Birney</td>
</tr>
<tr>
<td>BM 451</td>
<td>BM 449</td>
<td>BM 452</td>
</tr>
<tr>
<td>9351 2867</td>
<td>9351 4236</td>
<td>9351 3354</td>
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<tr>
<td><a href="mailto:fiona.hibberd@sydney.edu.au">fiona.hibberd@sydney.edu.au</a></td>
<td><a href="mailto:carolyn.macca...@sydney.edu.au">carolyn.macca...@sydney.edu.au</a></td>
<td><a href="mailto:damian.birney@sydney.edu.au">damian.birney@sydney.edu.au</a></td>
</tr>
<tr>
<td>Dr Margaret Charles</td>
<td></td>
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<tr>
<td>BM 336</td>
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<td>9351 4346</td>
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<tr>
<td><a href="mailto:margaret.charles@sydney.edu.au">margaret.charles@sydney.edu.au</a></td>
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</tbody>
</table>

General Description

The course consists of a core component with a choice of workshops to follow. The core component is held in Semester 1 and assessable. It consists of 13 two-hour lectures, two per week, and 6 two-hour tutorials, one per week.

The aim of this course is to expand the menu of statistical and analytical tools and techniques available to students for their research, whether survey- or questionnaire-based, observational or experimental, and to develop students’ understanding of certain conceptual issues surrounding statistics and psychometrics. It is assumed that students are familiar with material covered in PSYC2012 and PSYC3010 (including analysis of variance, contrasts and multiple regression).

It is recommended that students purchase a copy of SPSS Graduate Pack (NOT the Student version) from the Co-Op bookshop. The Graduate pack is a fully-functioning version of SPSS. Note that version 22 for Mac and PC is the latest version, but earlier versions are more than adequate. (For any version, check version/operating system compatibility.) Times will also be available in the School’s computer labs for student use of SPSS.

Teaching outcomes

- development of a critical and analytic approach towards measurement and psychometric theories
- understanding of conceptual issues relating to probability and null hypothesis significance testing
- an understanding of the empirical meaning of parameters in statistical models
- an understanding of experimental design issues: control of unwanted variability, confounding and bias, increasing power with covariate control
- understanding of indices of effect size and issues in power analysis
- ability to use dummy coding and contrast coding to test statistical hypotheses within the General Linear Model
- an ability to evaluate the methods, instruments used, and data gathered in non-experimental research, including surveys
- ability to undertake appropriate item analysis as a part of scale development
- ability to interpret exploratory and confirmatory factor analytic techniques
- ability to apply validity and reliability concepts to practical applications of testing
- ability to analyse data and interpret output in a scientifically meaningful way
- understanding of the limitations and shortcomings of psychometric/statistical models, packages, and inferences
**LECTURE/TUTORIAL OUTLINE**

<table>
<thead>
<tr>
<th>Wk</th>
<th>Lecture No.</th>
<th>Lecturer</th>
<th>Lectures (2hrs each)</th>
<th>Tutorials (2 hrs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>FJH</td>
<td>Measurement: conceptual issues</td>
<td></td>
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<tr>
<td></td>
<td>2</td>
<td>FJH</td>
<td>Statistics: conceptual issues</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>FJH</td>
<td>Statistics: conceptual issues (cont.)</td>
<td>GLM: ANOVA and regression</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>MC</td>
<td>GLM: Multifactor studies</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>5</td>
<td>MC</td>
<td>Effect Size, Power- &amp; Meta-analysis</td>
<td>GLM: Multifactor studies</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>MC</td>
<td>Categorical variables in GLM: dummy variable and contrast coding</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>7</td>
<td>DB</td>
<td>Interaction in GLM: categorical and continuous variables</td>
<td>Dummy variables &amp; contrasts in GLM</td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>DB</td>
<td>Repeated measures: within subjects and mixed designs</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>9</td>
<td>MC</td>
<td>Logistic regression</td>
<td>Interaction (moderation) in GLM</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>CM</td>
<td>Reliability and validity: test standards and classical test theory</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>11</td>
<td>DB</td>
<td>Alternatives to classical test theory: generalizability and item response theory</td>
<td>Repeated measures and mixed designs</td>
</tr>
<tr>
<td></td>
<td>12</td>
<td>CM</td>
<td>Structural equation modelling: path analysis and mediation</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>13</td>
<td>CM</td>
<td>Structural equation modelling: exploratory and confirmatory factor analysis</td>
<td>Data handling and reliability</td>
</tr>
</tbody>
</table>

**EASTER & MID-SEMESTER BREAK**

| 8  | Examination: Friday, May 2, 10am-12:10pm |                  |

**Assessment:** The *examination* assessing the core components will be held in week 8 of semester 1. More information will be available at the relevant time.
Workshops: Dr Fiona Hibberd is the workshop co-ordinator.

The aim of the workshops is to extend students’ skills and knowledge in areas that might be considered relevant to their research interests. Workshops will not be formally assessed, and students can choose which workshops they attend. Attendance at a minimum of two workshops is required, for a total of 4% of marks. Additional workshops of interest may be attended, without further credit, if space is available. Workshops will each be of 2 hours duration, and the format will vary from small group (tutorial) to large group (lecture) format depending on the content/presenter.

Workshop topics covered may include: (1) Meta-Analysis (extensions of the lecture on effect sizes and power analysis), (2) Contrasts, simple effects and ANCOVA for more complex factorial designs, (3) Logistic regression, (4) Path analysis and mediation using AMOS, (5) Exploratory factor analysis, (6) Confirmatory factor analysis, (7) Multidimensional scaling, (8) Qualitative analysis, (9) Non-parametric analysis, (10) Survey development and validation, (11) Matlab, (12) The scientific cycle, (13) R.

The workshops will not be held until after the examination that covers the core material, so will not commence until after week 8 of semester one. Some workshops may not be held until semester 2. More information about the timetabling of workshops will be given when available via the Blackboard site and email announcements.

Recommended readings and references for both the core component and the workshops will be provided as appropriate.

3.2.2 ETHICS AND PROFESSIONAL ISSUES (Semester 2, wks. 1-7)

Co-ordinator: Dr Fiona Hibberd
Room: BM 451
Phone: 9351 2867
E-mail: fiona.hibberd@sydney.edu.au

Other teaching staff: Associate Professor Caroline Hunt
Professor Stephen Touyz

Format of Unit: 1 x 2 hour class per wk. x 7wks

Assessment: Examination (1 hour) on Monday, 15 September 2014 at 3pm
(Subject to change)

Unit of Study General Description
This unit covers current ethical and professional issues in Psychology: underlying principles & concepts. The relevance of ethics in research, clinical, health and other settings will be covered. The Professional Codes of Conduct for Psychology will be discussed. A variety of ethical issues will be covered. The empirical foundations for evidence-based treatments, and personality and cognitive assessment will be addressed. Certain professional issues such as interviewing and communication skills will be addressed and the unit of study will provide opportunities for students to explore the importance of these issues to professional practice.

Learning Outcomes
By the end of the unit of study the student should be able to:
(i) Describe, explain, evaluate and apply principles of ethical conduct that apply to psychologists working in the areas of professional practice and research covered in the lecture series;
(ii) Consider the importance of the code of conduct in the major psychological areas;
(iii) Reflect on ethical dilemmas that are likely to be faced by practicing psychologists in a variety of areas;
(iv) Compare and contrast the communication skills needed in the different spheres of Psychology;
(v) Consider a variety of professional issues faced by practising psychologists.

Text
APS Code of Conduct for Psychologists:

For each topic a variety of readings will be provided and it is expected that students will initiate independent reading.
3.3 SPECIAL FIELDS SEMINARS

All seminars will run during weeks 1-13 inclusive and will be of 1-2 hours duration.

Special Fields teaching objectives

These objectives apply to each of the Special Field areas, but specific areas may have additional objectives unique to that field.

(i) To develop in-depth knowledge of current developments in research and/or theory in the area covered by the Special Field seminars.
(ii) To take a critical stance in evaluating empirical evidence and/or psychological theories in the Special Field area.
(iii) To develop an appreciation of methodological issues in the Special Field area.
(iv) To develop an appreciation of ethical issues in the Special Field area.
(v) To be able to give an oral presentation of theoretical or empirical material relevant to the Special Field area.

General assessment guidelines for Special Fields seminars

The assessment for each Special Fields seminar will require the equivalent of approximately 4,000 words of written work. This total will be made up of various specific assessment tasks. Details of the assessment requirements for each Special Field seminar are given in section 3.3.2. However, all Special Fields seminars require the completion of a Major Assignment consisting of a substantial essay or critical review of at least 2,500 words. Topics for this major assignment will be available at seminars or sent to you via email by Friday, 21 March.

Each of the Special Fields major assignments must be written on distinctly different topics: there should be minimal or no overlap in the literatures and reference lists. Similarly, if the potential reference list for a student's major assignment question were to overlap substantially with the references for the Empirical Thesis, then that topic is not appropriate as a major assignment for that student.

Note that if you do not take the Theoretical Thesis option, you MUST attend the weekly meetings for your two Special Fields seminars over the entire semester and contribute to the required seminar presentations or other nominated assessments. Students missing more than 20% of seminars during semester because of illness or misadventure must apply for special consideration through the School of Psychology.

3.3.1 SPECIAL FIELD SEMINAR TOPICS

GROUP A

Current Approaches in Advanced Social Psychology
Convenors: Dr Fiona White & Dr Ilan Dar-Nimrod
Time: Tuesday 11am-1pm

These seminars aim to introduce students to current theories and methodologies of Advanced Social Psychology, encourage analytical reasoning, and promote effective communication skills. Following an introduction by the convenors, the unit will primarily consist of student-led seminars that focus on current topics in social psychology such as prejudice, impression formation, social cognitive neuroscience, inter-group contact, existential social psychology, social cognition, automatism, conscientiousness, and political psychology. Convenors will evaluate each student seminar presentation on the: (i) style of presentation, (ii) ability to critically evaluate research methods and theories, (iii) structure of presentation, and (iv) ability to stimulate discussion and answer questions.

Assignments and Assessment:

<table>
<thead>
<tr>
<th>Weekly thought paper</th>
<th>0%</th>
<th>A one-page (double spaced) thought paper on the assigned reading (not graded)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Grade Contributor</td>
<td>70%</td>
<td>A 2,500 word essay</td>
</tr>
<tr>
<td>Minor Grade Contributor</td>
<td>30%</td>
<td>Seminar presentation</td>
</tr>
</tbody>
</table>
Current Issues in Developmental Psychology: What makes us social?
Convenors: Dr Marc de Rosnay & Dr Micah Goldwater
Time: Thursday 10-12 pm

This series of seminars will examine current issues in Developmental Psychology through the lens of social development and Theory of Mind. Over the last 30 years, thousands of theoretical and research publications have focussed on the very peculiar capacities humans seem to have when it comes to social understanding and functioning. We will ask, what makes us social? And attempt to distil those characteristics of human beings, which give rise to and support commonplace social interaction. In doing so, we will touch on many related disciplines of intellectual enquiry (e.g., Philosophy of Mind, Primatology, Comparative Psychology, Social Psychology, etc.). We will also explore special groups who show some evidence of understanding others in qualitatively different ways. However, our focus will remain firmly on typical development as we try to understand what a fully formed adult social participant looks like.

Assessment:
Major (70%) A 2,500 word essay (students will be asked to submit an essay outline on which comments will be provided.)
Minor (30%) Seminar presentation

Language and Decision Making
Convenors: Professor Sally Andrews & Dr Bruce Burns
Time: Wednesday 2-4 pm

This seminar series will focus on the cognitive processes involved in language processing and decision making. Although these two domains have been investigated relatively independently, there are strong links between them. Language processing can be seen as a set of decisions about how sensory input maps onto conceptual representations and how these concepts are combined to determine the meaning of a spoken or written discourse. Theories of language processing therefore focus on specifying on how conceptual knowledge is represented and retrieved. Decision making also depends critically on how information is represented and retrieved. Moreover, much of the information we use to make decisions is provided to us in the form of written or spoken language. Thus, understanding how language is represented and processed contributes to understanding the processes and outcomes of decision making and to a range of applied issues. The particular topics to be discussed in the seminar will be determined in consultation with students in the first class. Possible topics include bilingualism, language acquisition, naturalistic decision making and neuro-economics. The seminars will be organised around research articles published on these topics. The initial seminars will be led by the lecturers who will discuss major theories and evidence in the domains of language and decision making and consider the relationships between them. In later classes, students will be responsible for leading discussions on papers related to language and decision making.

Assessment:
Major (50%) 2,500 word essay on a question specified by convenors
Minor (40%) Depending on class numbers, 2-3 students will work as a team to lead the discussion of each topic and select relevant paper(s) to present to the class. Each student will be part of two pairs/triples, for seminars on different topics. Assessment will be based on the presentation in class.
(10%) Students will be expected to read a short target article for each week’s seminar and to contribute to their discussion about it. Assessment will be based on the quality of each student’s contribution.
Contemporary Issues in Human Learning  
Convenors: Dr Ben Colagiuri & Dr Evan Livesey  
Time: Wednesday 11-1pm

The aims of this seminar are: to introduce and develop students’ understanding of selected issues in the study of human and animal learning; to develop students’ ability to evaluate a piece of research in terms of its theoretical and methodological contributions; and to develop students’ skills in presenting and discussing empirical research and theories in this area of psychology. Topics in both animal and human learning are likely to include some of the following: food preferences, social learning, perceptual learning, human causal judgements, implicit learning, conditioning models of drug tolerance.

**Assessment:**
- Major (70%) A 2,500 word essay
- Minor (30%) Seminar presentation

Neuroscience  
Convenor: Dr Ian Johnston & Dr Laura Corbit  
Time: Friday 12-2pm

This seminar discusses recent important developments in the fields of behavioural neuroscience and psychopharmacology. The scope of the seminar is wide and involves consideration of studies involving both humans and laboratory animals. Each week, individual students or pairs of students do a presentation on a relevant topic. There is one “key paper” to read each week and every student is expected to read it – not just those presenting. The talk should not be all about the paper but should draw on the wider area of science surrounding it. Every Honours student attending the seminar must participate in at least one presentation.

**Assessment:**
- Major (70%) A 2,500 word essay
- Minor (30%) Seminar presentation

Perception: From Unconscious Processing to Multi-modal Awareness  
Convenors: A/Prof Alex Holcombe and Prof. David Alais  
Time: Wednesday 1-2pm

Our several senses confront an onslaught of near-continuous stimulation, much of which is processed by separate neural pathways. How are these disparate brain activities combined into the unified experience of the world we all enjoy? The aims of this seminar are to develop critical understanding of current issues in perception and sensory integration, and to develop skills in critical evaluation of the scientific research reports. Journal articles and book chapters on each topic will be presented, discussed, and synthesized. The research will include discussion of binding within and between modalities, the cross-modal construction of space, and the role of attention in sensory integration.

**Assessment:**
- Major (70%) A 2,500 word essay
- Minor (30%) Seminar presentation
Theory & Systems
Convenor: Dr Fiona Hibberd
Time: Tuesday 1-3pm

This special field considers a number of key theoretical papers in contemporary Psychology. It will begin with an introduction to the function of theoretical and philosophical psychology and its method, conceptual analysis. It will then turn to research papers that either drive current research in, or aim to change the current approach of, some of Psychology’s sub-disciplines. There will be seminar presentations (and group discussion) of papers that turn on assumptions about agency and determinism, intentionality, causation, motivation, emotion, cognition, and reductionism. Particular attention will be given to how such assumptions shape interpretations of the data.

Assessment:
Major (70%) A 2,500 word essay
Minor (30%) Seminar presentation

NB: the satisfactory completion of HPSC 3023, or its equivalent, is NOT a pre-requisite for entry into this special field.
GROUP B

NOTE: Students are usually limited to participate in 1 of these seminars only

Child Clinical Psychology
Convenors: A/Prof. Caroline Hunt & Dr David Hawes
Time: Wednesday 1-3pm

This course will expose students to theoretical, methodological and clinical issues relevant to the aetiology, diagnosis and treatment of childhood psychological disorders. The classes will be structured as student-led seminars. The introductory classes will overview current theoretical and empirical approaches to the conceptualisation and measurement of childhood disorders. The remainder of the course will focus on new developments in understanding internalising and externalising disorders of childhood.

Assessment:
Major (70%) A 2,500 word essay
Minor (30%) Seminar presentation

Eating Disorders
Conveners: Dr Paul Rhodes, Prof. Stephen Touyz, & Prof Amanda Sallis
Time: Friday 2-4pm

This course will encourage students to critically evaluate theoretical, methodological, and clinical issues relevant to the aetiology, diagnosis, and treatment of eating disorders. Set readings which address current themes or have been highly influential in the field of eating disorders will form the basis of each class. The classes will be structured as student-led seminars. Each student will be required to provide an oral presentation on one of the set-readings, to lead a class discussion on issues relevant to the paper, and to read the weekly set-readings in preparation for the class.

Assessment:
Major (70%) 2,500 essay on topic specified by convenors and related to a different topic than the seminar presentation.
Minor (30%) Each student will present a topic (20%) and will contribute to class discussions (10%).

Health Psychology
Convenors: Dr. Catalina Lawsin & Prof Phyllis Butow
Time: Monday 2-4pm

The aim of this course is to advance students’ knowledge regarding the theoretical, methodological and clinical issues relevant to Health Psychology. The introductory class will orient the students to Health Psychology and the planned course. The remaining sessions will be student-led seminars focusing on: Advanced issues in survivorship; Advanced models of health behaviour; Managing pain; Carers’ burden and challenges; Alternative and complementary therapies; Informed consent to medical research; Sexual adjustment in chronic illness; Health interventions: making them work; HPV vaccination; Organ donation; and Designer babies. Throughout the course, we will discuss measurement and design issues in conducting research in this field. A range of illness and conditions will be used as case examples, including cancer, heart disease, rheumatoid arthritis and chronic pain.

Assessment:
Major (70%) A 2,500 word essay
Minor (30%) Seminar presentation
Neuropsychological Rehabilitation
Convenors: Dr Karen Croot & Dr Sunny Lah
Time: Thursday 1-3pm

These seminars will introduce students to theory and practice in the rehabilitation of a range of neuropsychological impairments. Impairments discussed will include disorders of memory, language, attention, visual perception, executive function, and social/emotional functioning, following neurological insult in children and adults. The seminars will survey how research into effective rehabilitation is formulated in each of these areas. We will consider the brain bases and cognitive bases for restoration of function during rehabilitation, and discuss whether it is more appropriate to seek to restore cognitive function or to develop compensatory strategies. Students will learn about the design of rehabilitation studies and consider the advantages and disadvantages of double-blind randomised control studies compared with single case methodologies. Students will be expected to read from the recommended text in preparation for weekly discussion and from the published scientific literature on neuropsychological rehabilitation to prepare for their major essay and for seminars. Students will also be in charge of leading one of the seminars on a topic of their choice within the areas covered. By the end of the seminar series, students will have a broad overview of current progress in rehabilitation across cognitive domains, as well as in-depth knowledge about two or three topics of their choice.

Assessment:
Major (70%) A 2,500 word essay
Minor (30%) Seminar presentation

Positive Psychology
Conveners: Dr Michael Cavanagh and Dr Sean O’Connor
Time: Monday 12-2pm

Most psychological models place the locus of change at the level of the individual. This seminar will explore current approaches to change that focus on groups teams and systems. In particular we will explore change from a complex adaptive systems level. Where possible we will explore research methods that are appropriate to group and wider systems research.
A pair of students will present at each seminar, and will be expected to outline the key issues associated with a systemic model of change, as well as leading a discussion on that topic. A reading list will be provided.

Assessment:
Major (70%) 2,500-word essay on a topic to be specified by coordinators
Minor (30%) Seminar presentation (25%) and contributions to discussion (5%) throughout semester
3.3.2 SUBMISSION OF SPECIAL FIELDS MAJOR ASSIGNMENTS

The due date for Special Fields major assignments is no later than 4pm, Tuesday 24 June.

Although both major Special Fields assignments are due on the same day, you are strongly advised to set personal deadlines and pace your Special Fields seminar work, preparation and writing throughout the time available.

Two copies of each Special Fields major assignment must be submitted to the Psychology counter. Special Fields assignments do not need to be bound, but each copy must have the appropriate cover sheet, as well as a second page that contains only the title of the essay and an accurate word count (excluding abstract and references, but including in-text citations). To ensure anonymity during the examination process, the student's name and SID must not appear anywhere. Cover sheets will be sent to you by email.

Format: Each major essay must contain an abstract (maximum 200 words), and a reference list, and must not exceed the word length specified for that Special Field assignment (excluding abstract and references, but including in-text citations). The student will be penalised if they fail to provide an abstract and/or if the word length is exceeded by more than 5%. For further details regarding format and word limits, see Section 7.

3.4 SUPPLEMENTARY COURSEWORK

You are encouraged to attend the School of Psychology Research Colloquium

These are held on Fridays during semester time between 4 and 5pm in Education Lecture Room 424. Papers are presented dealing with current research in a range of areas in Psychology, some by researchers in other Australian and overseas universities, and some by members of our own staff. Presentations are followed by a question session. Attendance at the Colloquium will provide you with a valuable opportunity to hear psychologists – often internationally renowned – present their ideas and research. As well as expanding your awareness of research and providing you with insights into effective presentation techniques, attending these seminars will expose you to a range of ideas, which may be of direct help in your Honours work, and will allow you to make contact with people in the field. The Colloquium programme will be posted on the School’s web page.
4 THEORETICAL THESIS

4.1 NATURE OF THE THEORETICAL THESIS

Theoretical research raises questions that cannot be answered by any empirical test of the research question. Its method is conceptual analysis. Most commonly a theoretical thesis is concerned with some well-known theoretical concept that is influencing lines of research in an area of Psychology. The aim of your thesis should be to disentangle the theoretical presuppositions from the factual material that is supposed to support or exemplify them, and then to examine the theoretical component to see whether it is logically coherent, whether it can be expressed without necessarily leading to self-contradiction, whether it could eventually be put to any conceivable empirical test, whether it can possibly increase our understanding of the phenomenon under study or only appear to do so, and so on. Most of the topics suggested in Section 4.4 below refer to theoretical concepts of that kind. Others deal with aspects of theory-building as such: e.g., the nature of explanation, of confirmation and disconfirmation, the types and uses of theoretical constructs. These should always be worked out taking actual psychological theories as examples. A thesis which surveys some field of research and contends that the researcher has neglected to control for some empirical variable which may have been affecting the dependent variable (and so in effect suggests a new experiment) is not a theoretical thesis. It is a literature review—it offers the kind of analysis and criticism relevant to the empirical thesis.

Generally, then, the theoretical thesis should be conceived as an exercise in purifying existing theories.

The thesis is assessed on the extent to which a student can carry out the sort of problem outlined above by exercising their own critical judgement. Students should guard against:

(i) adopting a particular theoretical position on some contentious issue without recognising that it is a subject of dispute;
(ii) accepting theory-loaded definitions as if they were statements of fact;
(iii) drawing conclusions which in fact simply do not follow from the material cited;
(iv) treating theories which contradict each other as if they were talking about different parts of the subject-matter, and so could peacefully co-exist;
(v) not being aware of relevant classic studies, where ‘classic’ means widely influential studies which established a new trend of thought;
(vi) taking one statement as definitive of an author’s position when it has been modified in a later work, as sometimes happens;
(vii) padding, irrelevancies, obscurities of language.

In the final assessment of the year’s work, the theoretical thesis can earn a good mark if it has some real depth and substance. Serious intellectual work of this kind takes time. Students are advised to make their decision about a topic and begin their reading early in the year, thus allowing their ideas an adequate period of gestation.

Examiner’s report form

The report form, which each examiner completes as part of the examination of the final thesis (Appendix H), gives a clear indication of the assessment criteria used.

4.2 PREPARATION OF THE THEORETICAL THESIS

Dr. Hibberd (Rm 451 Brennan Building; phone 9351 2867; email fiona.hibberd@sydney.edu.au) is the co-ordinator of the theoretical thesis. Please consult with her regarding a topic. You will be allocated a supervisor, after which changes of supervisor will be permitted only under exceptional circumstances. Changes of topic under the same supervisor are permissible if the supervisor is agreeable. Please inform Dr. Hibberd as soon as possible of any such changes.

Topic selection

A theoretical thesis may deal with any conceptual topic in Psychology, with the restriction that it may not be in the same specific area as that in which you are carrying out empirical research. The purpose of this requirement is to ensure that students’ work is not too narrowly specialised. Topics in the same general area of Psychology (e.g., Learning, Social, Neuroscience) are not specifically excluded, but permission must be obtained from Dr. Hibberd. Permission will only be granted where it is clear that the student will be undertaking work in substantially different topic areas and there is minimal or no overlap in the research literatures.

Frequency of supervision consultation
The supervisor should be consulted at least once a fortnight with more frequent consultations likely in the early stages and toward the end. In general, the frequency of consultation is a matter for the supervisor and the student to determine, but it is the student’s responsibility to ensure that s/he makes proper use of the supervision facilities and informs Dr. Hibberd if problems arise.

Supervisor’s report

After the thesis submission date, as part of the thesis examination process, your supervisor will be asked to provide a report of your work, including ratings of the amount of consultation, the extent of the supervisor’s involvement in choice and definition of the topic, the extent of editorial assistance, the extent to which thesis draft(s) were read, the extent of any outside help, and any special circumstances which may be relevant (See a copy of the supervisor’s report form in Appendix G). The supervisor’s report will not affect the examiner’s final assessment unless any of these aspects fall outside the normal range.

4.3 WRITING THE THEORETICAL THESIS

Submission of Draft

The theoretical thesis draft must be submitted directly to your thesis supervisor no later than Monday, 14 July 2014. Supervisors will provide comments on drafts submitted by this date only if they are written in consecutive prose style, i.e., drafts should not be in note form.

Submission of Final Theoretical Thesis

The due date for submission of the theoretical thesis is no later than 4pm on Monday, 28 July 2014. Note: refer to Section 7 for detailed instructions on how to submit the final copies of your Theoretical Thesis.

Word limit

The theoretical thesis MUST NOT EXCEED 8,000 WORDS IN LENGTH (including in-text citations, but excluding abstract, tables, captions, references and appendices). Where the word length is exceeded by more than 5%, the student will be penalised. There is no penalty for word counts which are less than 8,000 words.

4.4 POSSIBLE THEORETICAL THESIS TOPICS

You are advised to consult recent issues (say 2009-2014) of the journals below. This will give you a sense of current theoretical research in Psychology.

American Journal of Psychoanalysis
American Journal of Psychology
American Psychologist
Behavior and Philosophy
History of the Human Sciences
History of Psychology
International Journal of Psychoanalysis
Journal for the Theory of Social Behaviour
Journal of the History of the Behavioural Sciences
Journal of Mind & Behavior
Journal of Theoretical and Philosophical Psychology

Mind
Mind & Language
New Ideas in Psychology
Philosophy of the Social Sciences
Philosophy, Psychiatry & Psychology
Philosophical Psychology
Psychological Science
Psychologist
Social Studies of Science
Theory and Psychology

Other possible topics are listed below. If you wish to write on a subject not listed below, then you’re free to specify your own topic in consultation with Dr. Hibberd, bearing in mind the restriction that your thesis may not be in the same specific area as that of your empirical research.

Note: some topics could be classed under more than one of the headings below.
Abnormal / Health Psychology
(i) The “scientist/practitioner model” in clinical psychology.
(ii) The conceptual assumptions of health psychology
(iii) The concept of mindfulness
(iv) Positive psychology
(v) DSM-V

Cognitive Processes
(i) The concept of error
(ii) The concept of information
(iii) Memory
(iv) The concept of metacognition
(v) Rational intuition

Conceptual Foundations of Qualitative and Quantitative Methods
(i) The concept of measurement
(ii) Null hypothesis significance testing and confidence interval estimation
(iii) Meta-analysis

Individual Differences and Personality
(i) The concept of emotional intelligence
(ii) Ability, capacity, potential, and other similar dispositional concepts
(iii) The contribution of factor analysis to the study of individual differences in abilities or personality
(iv) The concept of personality trait in contemporary and recent psychology
(v) The concept of mental energy in psychoanalytic theory

Motivation / Human Performance
(i) Emotion as a motivational concept in contemporary and recent psychology
(ii) The distinction between energy and direction in behaviour
(iii) Current concepts of motivation
(iv) The motivational component of error
Perception
(i) Do neural networks explain perception or behaviour?
(ii) The logical status of emergent properties in perception and/or cognition
(iii) The logical status of Gibson’s concept of “affordance”

Physiological Psychology
(i) Reductionism
(ii) The concept of emergence
(iii) The relationship between psychoanalysis and neuroscience

Social Psychology
(i) The logic of socio-biological explanations
(ii) What is evolutionary psychology?
(iii) The concept of attitude
(iv) Is Western social psychology really social?

General Psychology
(i) Model-building in psychology
(ii) Phenomenology vs direct realism
(iii) The contribution of psychological research to theories in the philosophy of science
(iv) Meta-theories in psychology
(v) Qualitative research in psychology
(vi) Teleological explanation
(vii) The concept of agency
5 EMPIRICAL THESIS

5.1 GENERAL REQUIREMENTS OF PROJECT

Students conduct a research project under the supervision of a staff member and report this project in a thesis of between 9,000 and 12,000 words (main text only: excluding abstract, tables, captions, references, and appendices, but including in-text citations). Students are evaluated on their ability to:

(i) identify a research problem to be investigated;
(ii) demonstrate understanding of relevant background literature and appreciation of theoretical and methodological issues;
(iii) design a study that takes account of these issues and has the potential to answer the question(s) posed;
(iv) conduct an investigation with due regard to adequate procedure and controls;
(v) appropriately analyse the data;
(vi) correctly interpret the data, taking account of any inadequacies and ambiguities, and adequately relate the findings to the issues raised in the literature review, and
(vii) report the results of the research project concisely and clearly using the publication conventions of the American Psychological Association.

The aspects listed above are reflected in the Empirical Thesis Assessment Criteria (Appendix D) and the Examiner’s Report form that each examiner completes as part of the assessment of the final thesis (Appendix F).

5.2 SUPERVISION OF EMPIRICAL RESEARCH PROJECTS

Allocation of supervisors

Supervision of empirical research projects is usually carried out individually. On very rare occasions, students may work in pairs or collaborate with other students on aspects of a research project. In such cases, students are still required to develop and investigate individual research questions. Once allocated to a supervisor, the student and supervisor discuss and refine the topic and decide on the most appropriate supervision arrangements.

Note that while students entering Honours are asked to submit their empirical research area preferences, and may even indicate a preferred supervisor, it is never possible to accommodate all requests. A variety of factors constrain the allocation of supervisors and research areas although the School makes every effort to satisfy as many student preferences as possible.

Independence and originality of research

It is a requirement that students investigate and report on independent research questions. The Australian Psychology Accreditation Council guidelines for fourth year programs specify that each student must “participate in all of the steps involved in research including formulation of research questions, the design of the study including selection of appropriate methodology, the collection and analysis of data to test the research question, the interpretation of findings and the writing up of the report” (APAC Accreditation Guidelines, June 2010, p. 45). Each student’s research question must be independent in the sense that it is neither a direct replication of an existing study, nor a project already designed by the supervisor. The supervisor may, however, point students in a particular direction or suggest a broad issue that needs investigation.

These independence requirements do not prevent students working on related projects and sharing aspects of the work involved in data collection. For example, students might use different aspects of the data they have obtained from a single survey or questionnaire, or investigate the effect of different variables on a phenomenon under study, or conduct different experiments on the same or closely related topic (possibly even using the same apparatus, techniques, participants). However, each student would still select a specific research question for their project and would develop an appropriate design and methodology to investigate it. Such cases might involve joint supervision sessions because of the overlapping areas of relevance in the two projects, but the projects have to remain distinct and separable. Students working within such arrangements may collaborate in the collection of data where appropriate (e.g., large surveys), but their empirical reports would have to treat different subsets of data, and be written up completely independently. Note that any deviation from these requirements would be immediately obvious during assessment since the same examiner would normally mark both theses under such circumstances.
Identifying a research question

In consultation with your supervisor, you will read carefully in your topic area and identify a research question that is broadly within your supervisor’s interests and expertise. In discussion with your supervisor, you must refine the topic into one that can be practically addressed within the available time. You should not expect your supervisor to answer the question “What should I do?” Rather, you should develop specific questions and possible hypotheses, designs, procedures, etc., for your supervisor to comment on. The reading process is about acquiring important background knowledge in your area and narrowing the scope of your project’s central question to something manageable within the brief period available.

Although the emphasis is on you generating your own research ideas and methodologies, most students will not do this entirely independently. You are an apprentice in the research process and your supervisors have the expertise to guide you and experience of the practical constraints that limit the scope of fourth year research projects. Thus, while supervisors expect students to generate their own ideas about possible research projects, students have the right to guidance from supervisors and advice regarding potential conceptual, methodological or analytical shortcomings.

Supervisory sessions

Meetings with the supervisor normally occur weekly, especially early in the year, and may last up to 1 hour. Students who are working on related topics will normally meet the supervisor at the same time. During certain periods of the year, meetings may be more frequent while at other times, for example during testing, they may be less so, but the average frequency will tend to be once a week. Both students and supervisors need to agree and attend regular supervision meetings. However, it is your responsibility to proactively seek meeting times with your supervisor. Supervisors are busy, so do not sit back and wait for your supervisor to contact you. Both you and your supervisor are responsible for notifying the Honours Empirical Thesis co-ordinator of any problems that are impeding the supervision process. It is a good idea to set agendas for meetings and to keep a record of the goals set for the next meeting (both by the student and the supervisor – e.g., agreements to read and comment on drafts or assistance with aspects of the analysis). An example of such a form is given in Appendix I.

Reading the Draft thesis

Supervisors have a responsibility to read and provide detailed feedback on one draft of the Introduction, Method and Results sections of your thesis. Supervisors may be willing to provide more limited feedback on a revision of these sections. Supervisors are not permitted to read or provide comments on the written version of your Discussion, although you can discuss the ideas for your Discussion with your supervisor. The Discussion is a crucial section where students can show their ability to interpret data and theorise about their findings. Keeping it free of the supervisor’s direct input provides an opportunity for examiners to evaluate your ability independently of the supervisor’s influence.

Note that no research staff or students within the School (e.g., your supervisor’s PhD students or post-doctoral researchers) are permitted to provide commentary on Discussion sections. Breaches of this rule will be penalised.

Supervisor’s report (see Appendix E)

After the thesis submission date, as part of the examination process, the supervisor will report on the independence of each student’s contribution to the various components of the research process. The report covers the extent of the supervisor’s involvement in choice of topic and experimental design, the amount of consultation, the extent of statistical assistance, amount of editing assistance on drafts, and the extent of any outside help. The report is an important part of the assessment process as it takes account of differences between students in the degree of help received. Remember, though, that all students need advice from their supervisor at various times so you should not over-emphasise the importance of demonstrating independence. Your final mark will not be adversely affected unless the level of assistance was outside the normal range. Conversely, very high ratings for independence will not guarantee you a high mark if your failure to seek advice resulted in major flaws in your research.

5.3 EMPIRICAL RESEARCH APPLICATION

Once you and your supervisor have finalised your research topic and experimental design, you are required to submit an honours research application. You can download the Research Application from the Honours Blackboard Learning site. The Research Application consists of two components: a research proposal and an ethics details form.

Research proposal (2000 words)
The proposal component requires you to:
To do this, you need to provide:

- a brief summary of the relevant background literature
- a clear statement of the research hypotheses to be tested
- the research design, methods and procedures to be used
- a statement of the required sample size, how participants will be recruited and an outline of how the data will be analysed

It is recommended that your proposal consider different potential outcomes. What results will you find if your hypothesis is confirmed? Which alternative outcomes may arise? Carefully considering hypothetical outcomes and their implications helps you think clearly about your hypotheses and whether your planned experiments really do address them. You may include hypothetical data plots to summarise your predictions.

**Ethics Details Form**

In the ethics component, you will be asked to answer questions in relation to the ethical ramifications of your project and progress you have made toward obtaining ethics approval.

Note that all students are required to complete the ethics component of the Research Application Booklet regardless of the type of ethics approval they are using for their project. The ethics component of the research application will be heavily based on the version that the student submits to the relevant ethics committee specifically for their project. In cases where the student was not required to submit an ethics application themselves (for instance, because they have already been added to their supervisor’s approved ethics protocol), then the student will still need to complete this section of the empirical research application as if they were going to submit an individual application. Hence, ALL students must complete some form of ethics details form, whether it be for genuine consideration by the relevant committee or as a training exercise.

Importantly, any ethics applications should read quite differently to a research proposal. Ethics applications should be much more succinct and have less background information than your research proposal will require. As such, you should NOT copy and paste your proposal to any sections of an ethics application. Reviewers will comment on whether the ethics application in their review is an accurate but more succinct summary of the description given in the research proposal.

Your supervisor will read a draft of your Research Application and provide you with feedback on content and clarity. Discussion of the proposal with your supervisor may reveal unforeseen problems and scope for further improvement.

You may submit your Research Application online any time between 18 March and 7 April (all proposals must be submitted by 4pm 7th April at the latest). Please refer to *Instructions for Online Submission* on the Honours Blackboard site. A School staff member (not your supervisor) from your general research domain will read your proposal and provide feedback, commenting on the clarity of the research question and hypotheses, appropriateness of the design and methods, and proposed statistical analyses, and any potential issues that the student and supervisor should consider.

The Research Application is not assessable. Its main purpose is to provide you with independent input from another expert who may be able to observe shortcomings and/or suggest improvements. Very often there is no single “right answer” regarding design and methodology, so the review will not necessarily “approve” or “disapprove” of the project but may instead offer alternative approaches. The review also gives students a preliminary experience of the peer review processes that they are likely to encounter in their professional lives as psychologists.

Once the research proposal has been read by the reviewer, a Research Proposal Review Meeting should be organised between you and the reviewer to discuss the feedback. You will be told who your reviewer is and it is your responsibility to contact them and organise a meeting within two weeks of the proposal submission date. If it is at all possible, your supervisor should also attend this meeting. At the meeting, a Research Proposal Review Form (Appendix B) should be completed, detailing the issues identified by the reviewer and discussed at the meeting, as well as confirmation that the project is compatible with ethics guidelines. The form should be signed by everyone present. The reviewer will submit this form and you and your supervisor will be emailed a copy for your records (it might be a good idea to make a photocopy at the time of the meeting). If it is not possible to organise this meeting in a timely fashion (within two weeks of proposal submission), the reviewer will provide written feedback to the student using the same form. An early submission might expedite this feedback.
5.4 ETHICS REQUIREMENTS AND SUBJECT RECRUITMENT PROCEDURES

5.4.1 APPLYING FOR ETHICS APPROVAL

NOTE: The following information is correct as of 01/12/2013. Please check the Ethics Websites and the Honours E-learning site for any updates or changes.

Please also check the Guidelines on Research Data Management prior to devising your research project to familiarise yourself with protocols regarding data management and storage.

All research conducted at the University of Sydney requires formal ethics approval. Students must consult with their supervisor to determine what action is needed with regard to ethics approval for their projects.

Applying for ethics approval can be a lengthy process and should be started as soon as possible. You cannot commence your research until you obtain approval from the University Ethics Committee. Research involving animals is reviewed by the Animal Ethics Committee (AEC). Research involving humans are reviewed by the Human Research Ethics Committee (HREC) or the School of Psychology Ethics Subcommittee (on behalf of the HREC—more information provided below).

Supervisors (not students) must be named as the Chief Investigator of the project. Your ethics application must be carefully read by your supervisor prior to submission. You and your supervisor are responsible for ensuring that your application provides accurate and sufficiently detailed information. If there is missing information, the Ethics Committee will need to seek clarification from you, and your approval will be delayed. (refer to Appendix L for suggestions when you should submit your Human Ethics application, in order to reasonably expect to receive approval by a certain date).

HREC meetings occur fortnightly and AEC meetings occur monthly. Submission deadlines are strictly enforced, and may be found at the following URLs:

Your application will not be considered by the Ethics Committee until sign-off has been provided by all investigators—i.e., you, your supervisor, and any other investigators listed on the application—AND the Head of School. You must allow sufficient time for sign-off to occur before the application deadline.

Applications to both the AEC and HREC are submitted online (via IRMA – further details below) and need to be submitted at least a few days BEFORE the submission deadline. Submitting your application online will trigger email notifications to all investigators (including your supervisor) to provide sign-off. After all investigators have signed off, the Head of School will receive notification that your application is awaiting their sign-off.

Please note: The Head of School requires a notice period of 2 business days to provide online (Human Ethics) or hardcopy (Animal Ethics) sign-off. For example, if the ethics application deadline is 4pm on a Monday, the Head of School must receive notification for sign-off by 4pm the preceding Thursday. If you do not provide sufficient notice, the Head of School will not be able to provide sign-off, and you may miss the ethics application deadline.

Important: The Head of School expects your supervisor to have carefully read, and approve of, the final version of your ethics application. By signing off on your ethics application, your supervisor indicates that the information provided is correct, that your project meets ethical requirements, and that he or she approves of the application. The onus is on you and your supervisor (not the Head of School) to ensure that your ethics application is completed correctly and in a fit state to be reviewed by the Ethics Committee.

Applications are reviewed at Ethics Committee meetings and a response is normally sent out within 10 working days after the meeting date. Sometimes researchers will be asked to make amendments/clarifications to their applications before they are granted approval. This may take additional time and researchers should allow for this when planning their research schedules.

Human Ethics Approval

All applications for Human Ethics approval must be completed and submitted online. Information about how to apply can be found at: http://sydney.edu.au/research_support/ethics/human/index.shtml

This website contains a wealth of helpful and important information, including:
• Submission deadlines and meeting dates of the HREC
• How to access the application form. All applications for Human Ethics are submitted and managed online via IRMA (Unikey required). A link to IRMA is provided on the website.
• How to complete the application form, including short videos on using the online system (note: your first point of contact for questions about the online system is the Human Ethics Office: ro.humanethics@sydney.edu.au)
• Guidelines and procedures: help with specific topics (e.g., issues surrounding informed consent, reimbursements, etc.)
• Templates for the Participant Information Statement and Participant Consent Form (note in psychological studies we typically use the consent form template for “Humanities”)
• What happens after you have submitted your application

Animal Ethics Approval

Information about how to apply for Animal Ethics Approval can be found here: http://sydney.edu.au/research_support/ethics/animal/index.shtml

This website contains a wealth of helpful and important information, including:
• Submission deadlines and meeting dates of the AEC
• Step by step instructions for applying for animal ethics approval
• Tips for improving the quality of your application
• What happens after you’ve applied

How do I apply for ethics approval?

In Honours, there are two typical ethics scenarios. The appropriate course of action must be discussed with your supervisor.

Case 1: Research covered by the supervisor’s ethics approval

In some cases, a student’s research project may be closely related to the supervisor’s ongoing research activity for which ethical approval has already been given. If your research is covered under your supervisor’s approval, you will need to submit a “modification” request to the Ethics Office adding your name as a student investigator on the project. The modification request should also outline any changes to the original protocol that are required for your project (e.g., changes to the study procedures, Participant Information Statement and Consent form, Debriefing statement, etc.).

When reviewing your modification the Ethics Office will determine whether the proposed changes warrant a modification or whether a new ethics application is required. Your modification will only be approved if the proposed changes for your research are closely related to the original project outlined in your supervisor’s pre-approved application. This is particularly true with regard to Human Ethics. If your modification request is rejected, your project will be delayed as you will then need to submit a new ethics application. As such, if you are not sure whether your project falls under your supervisor’s pre-approved application, your best option may be to submit a new application rather than a request for modification – particularly given that as an Honours student, you have a limited amount of time to conduct your project and thus will need ethical approval as soon as possible. Discuss this with your supervisor.

If your modification request entails a change of personnel only, it can be submitted at any time and may be reviewed relatively quickly. Modification applications involving additional changes will be reviewed by the Ethics Executive. Submission deadlines and meeting dates for the Executive can be found at the following URLs:
Human Ethics: http://sydney.edu.au/research_support/ethics/human/deadlines.shtml (see lower half of the page)

Case 2: Research not covered by your supervisor’s ethics approval

If your research is not covered by your supervisor’s ethics approval, you will need to submit a new ethics application.

Remember: you and your supervisor are responsible for ensuring that your application provides accurate and sufficiently detailed information. The onus is on you and your supervisor to ensure that your ethics application is completed correctly and in a fit state to be reviewed by the Ethics Committee.

Additional advice can be sought for complex applications. If you are applying for Human Ethics approval and your project involves complex or non-standard procedures, you may seek advice from Professor Alex Blaszczynski (alex.blaszczynski@sydney.edu.au), but only after thorough consultation with your supervisor. Professor Blaszczynski may agree to read and provide advice on your completed ethics application after it has been read by your supervisor.
If you are applying for Animal Ethics approval and your project involves complex or non-standard procedures, you may seek advice from Dr Ian Johnston (i.johnston@sydney.edu.au), but only after thorough consultation with your supervisor. Dr Johnston may agree to read and provide advice on your completed ethics application after it has been read by your supervisor.

You can also seek advice from one of the Ethics Administration Officers in the Research Integrity Office. Contact details are listed at the following URLs:
Human Ethics: http://sydney.edu.au/research_support/ethics/human/contact.shtml

Please note: While both the HREC and AEC have Ethics Administration Officers who are available to help you with your application, they cannot read your ethics application. The Ethics Officers can only give general advice regarding your application (e.g., what attachments may be required for your application, how to navigate the IRMA system, etc.). Any questions which are specific to your project (e.g., regarding the design of your study) should be directed to your supervisor, not to the Ethics Administration Officers.

Who reviews my new application?

Human Ethics

Applications for Human Ethics will be reviewed by either the HREC or the Psychology Ethics Subcommittee (on behalf of the HREC). The Psychology Ethics Subcommittee is comprised of staff members within the School, and it reviews Honours projects that are initially identified as “low risk”. Although many Honours projects will fall under this “low risk” category, many others will not. For example, projects that involve special populations (e.g., children), planned deception, or topics that may cause distress to participants, are not low risk. There are currently two HRECs in operation, and each is comprised of approximately 14 members including lay people and experts from a range of research areas. The HREC reviews all Honours projects that are not low risk.

Note: There is no option on the application form for selecting “low risk” or requesting that your application be reviewed by the Psychology Ethics Subcommittee. Application procedures for both low risk projects and non-low risk projects require completing the SAME online application and submitting it via the University Ethics online system (IRMA). Identification of low-risk projects is done by the Ethics Office, and is based on your answers to certain questions on the ethics application form (see Appendix L for criteria for low-risk projects). You must answer all the questions accurately—do NOT misrepresent your research in an attempt to have your project classified as low risk.

If your project is initially identified as low risk, it will be directed to the Psychology Ethics Subcommittee for review. Meeting dates for the Psychology Ethics Subcommittee will be advertised on Blackboard, and responses will normally be sent out within 1-2 weeks after the meeting date. Occasionally, the Psychology Ethics Subcommittee may escalate an application to the HREC for review. This may occur for various reasons, such as an application being identified upon closer inspection as not being low risk. You will be notified of this and any likely delay to notification of the final outcome. To avoid delays, ensure that you complete your application accurately and in sufficient detail.

Once you have submitted your application, you will receive an email confirming the submission of your application. Following this, all named researchers on the application will receive an email requesting that they provide online sign-off for the application (via IRMA).

Refer to Appendix L for more information on applying for Human Ethics approval.

Animal Ethics

Animal Ethics applications will be reviewed by the AEC. The AEC is composed of approximately 14 people, including lay people, veterinarians, individuals representing animal welfare organisations, and animal researchers.

HUMAN AND ANIMAL ETHICS
After you have received approval

After ethics approval has been granted for a project, students and supervisors are responsible for ensuring compliance with the approved ethics protocol. These include managing your records and data appropriately and reporting any adverse incidents. Further information about managing projects involving humans can be found here: http://sydney.edu.au/research_support/ethics/human/manage.shtml
If you need to modify any aspect of your study—for example, recruitment procedures, methodology, changes to the Participant Information Statement/Consent form, changes to advertisements—you will need to submit a modification request. See the following URLs:


Modification requests will be reviewed by either the AEC Executive or the HREC Executive (as applicable). A decision or a request for further information is normally emailed out within 10 working days of the meeting. However, sometimes the Executives may refer the modification to be reviewed by either the HREC or the AEC. Applications will be notified of this and of any likely delay to notification of final outcome.

**Obtaining participants from outside the School of Psychology**

Where a research project requires the use of participants outside the School of Psychology, supervisors should monitor student experimenters closely. Both the student and the supervisor are responsible for ensuring that formal arrangements are in place if an organization outside the School is involved (e.g., a school, clinic, office, theatre, etc).

Even though a project may be conducted entirely outside the University, the HREC must still approve the project. Follow the procedures detailed above for obtaining HREC approval.

NOTE: some external organizations will require a separate ethics application to be submitted, in addition to the University’s application. Additional time should be allowed for this process.

Use of school children as participants:

Applications to conduct research in schools need to be made to the State Office of the Department of School Education, through the State Education Research Approval Process (SERAP). Proposals must have the approval of the HREC before final approval can be granted by the Department of School Education. You will need to make a case that your research will “add to the store of knowledge and understanding”, will not adversely affect students, and will involve an “acceptable level of disruption to the teaching and learning programs of the schools”. Approval must also be obtained from the principals of participating schools. SERAP applications can be made online at the Department of Education and Training’s web site:


Applications to the Department of School Education should be submitted at least six weeks before the time at which the research is to commence, as proposals may need to be revised and re-submitted.

The **Guidelines for Approving Applications from External Agencies to Conduct Research in NSW Government Schools**, incorporating further details and application forms, can be accessed at the following URL:


Requests to use school children in the Catholic school system may need to be made formally to the Catholic Education Office for the relevant diocese. Enquiries should be made in the first instance to the school principals. The use of non-Catholic independent school children has usually been by personal arrangement by the Honours student with the school.

Note that the new guidelines require all researchers who will be testing children to complete a Prohibited Employment form (“Form B”) which declares that: (a) they are aware of the special responsibilities associated with undertaking research with children, particularly in relation to child protection; (b) they do not have a criminal record, and (c) that there are no other circumstances which might preclude their undertaking research with children and young people. This form should be submitted to Ms Julia Ning (GT492), Administration Officer for HR Matters, School of Psychology. Schools may also require a copy of this form. The form is available from the Ethics Office or DET.
Safety Requirements
Any equipment connected to mains and attached to subjects must be compliant with electrical safety checks and circuit breakers. If you are uncertain whether or not your equipment meets these demands, please speak to your supervisor and/or have your equipment inspected by John Holden (john.holden@sydney.edu.au).

5.4.2 COURSE ON ANIMAL EXPERIMENTATION
Students undertaking research using animals and animal tissue are required to attend a course on Animal Experimentation before they initiate their research. Make sure that you discuss this requirement with your supervisor if you are conducting research with animals. Laboratory Animal Services runs an 'Introduction to Animal Research' course in February (Students assigned to supervisors whose work includes non-human animal research will be emailed details of the course in January). The course focuses on the ethical and legal aspects of animal use in research and teaching. Program details and online registration are available from the Ethics Office website:


5.4.3 RECRUITING PARTICIPANTS FROM PSYCHOLOGY 1
General ethical considerations for research using Psychology 1 students:

Psychology 1 students are encouraged to participate in research being conducted by School staff and students. Experimenters must follow the agreed procedures laid down by the University's HREC. Carefully read the Research Participation information provided to Psychology 1 students so that you are familiar with the procedures. Particularly note the following important issues:

- **Clear description**: information provided to students about the experiment should make it clear - from the title and a brief description - what the study will entail for participants. It must not be misleading. A Subject Information Sheet must be provided when requesting participants. In some cases there are good reasons why the description cannot reveal the main aim of the study, although this should be explained in debriefing information.

- **Debriefing**: all participants should be informed about the aims and design of any study in which they participate. Although many students will be content with a brief description, opportunity should always be provided for further discussion with those who are interested. Research participation provides Psychology 1 students with direct experience of psychological research and they receive a small amount of course credit for participating. It is important that researchers take care to make this opportunity educational for them.

- **Strict confidentiality**: extreme care should be taken to ensure that all personal information, including phone numbers, and any means of identifying individual participants, is confidential to the researcher only. Any record of such information should be dealt with in line with your approved ethics protocol.

- **Right to withdraw at any time**: it should be made clear to students that they have the right to withdraw, without consequence, from a study at any time, particularly if it involves stress or personal data. Researchers should not exert any pressure on students to remain in an experiment if they indicate they wish to leave.

Procedures for recruiting Psychology 1 participants (see Appendix A)
The research participation of Psychology 1 students is managed on-line using a system called SONA. Training in the use of this system will be provided in the Honours software information session.

Each researcher is permitted to use no more than 120 hours per year (60 hours per semester) from the Psychology 1 subject pool. Towards the end of Semester 1, if demand exceeds supply, these constraints will be relaxed. As Psychology 1 students are expected to complete 5 hours of research participation, no project using the SONA pool can exceed 5 hours of testing (even if across different testing sessions).

Placement of signs for experiments.
Please note that students are not permitted to place signs advertising their experiments. Students are permitted to place notices indicating the location of experiments on the door of the room in which the experiment is being conducted and on noticeboard in the level 3 stairwell of the Griffith Taylor building. These notices must be no larger than A5 page (i.e., half an A4 page). A sample location notice will be provided at a later date. Signs placed anywhere other than these locations will be removed.
5.5 CONSULTATIONS FOR RESEARCH DESIGN AND STATISTICS

Your supervisor is your first point of consultation for research design and statistics. However, there may be some circumstances in which both you and your supervisor need advice regarding these issues, for example, when the analyses are complicated. In these circumstances, you may wish to consult one of the honours statistics advisers, listed below.

Your supervisor will need to attend any consultation with one of the statistics advisers along with yourself.

<table>
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<tr>
<th>STAFF MEMBER</th>
<th>AREAS OF EXPERTISE</th>
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<tr>
<td>Dr. Damian Birney Rm 452 BM; ph 9351 3354; email: <a href="mailto:damian.birney@sydney.edu.au">damian.birney@sydney.edu.au</a></td>
<td>ANOVA, Regression, Factor Analysis, Item Response Theory; Scale Development and Validation</td>
</tr>
<tr>
<td>Dr. Ben Colagiuri Rm 486 GT; ph 9351 4589 <a href="mailto:ben.colagiuri@sydney.edu.au">ben.colagiuri@sydney.edu.au</a></td>
<td>ANOVA, ANCOVA, Repeated Measures ANOVA, Contrasts, Trend Analysis, Multiple Linear Regression, &amp; Binary Logistic Regression</td>
</tr>
<tr>
<td>Dr. Carolyn MacCann (S1 only) Rm 449 BM ; ph 93514236 <a href="mailto:carolyn.maccann@sydney.edu.au">carolyn.maccann@sydney.edu.au</a></td>
<td>Regression, Exploratory Factor Analysis, Confirmatory Factor Analysis, Path Analysis, Structural Equation Modelling, Mediation Models, &amp; Test Development (e.g. reliability, validity)</td>
</tr>
<tr>
<td>Dr Paul Rhodes Rm 149 Mackie ph 9351 3354; email: <a href="mailto:paul.rhodes@sydney.edu.au">paul.rhodes@sydney.edu.au</a></td>
<td>Qualitative analysis, including: Grounded Theory, Ethnography, Participatory Action, Narrative Inquiry, &amp; Interpersonal Process Recall</td>
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Before seeking advice, you should make sure you have a clear understanding of your intended (or actual) design and be able to summarise this for the advisers.

5.6 WRITING THE EMPIRICAL THESIS

Submission of thesis Drafts

Arrange with your supervisor a timetable for writing drafts of the various thesis sections so that you pace yourself appropriately and receive feedback on the non-Discussion sections in time to incorporate them into your final submission. Some supervisors prefer to read a complete draft of the Introduction, Method and Results while others prefer to read each section separately as you complete it. Regardless, it is important to work out a writing schedule and keep to it (see Empirical Project Timeline in Section 2.5). Thesis Drafts should be in legible form, written in consecutive prose style, not note form. Supervisors may, legitimately, refuse to read drafts that do not satisfy these criteria.

To monitor your writing progress and to identify any factors that have impeded your progress, you are required to submit an Empirical Progress Report (Appendix C) to the Administration Office by Wednesday 26th September. This provides you with the opportunity to inform the Honours co-ordinator of any factors that have impeded the progress of your research project. These factors must be noted if they are to provide the basis for Special Consideration or for an extension request. The report must be signed by your supervisor.
5.7 FORMAT OF THE EMPIRICAL THESIS

The body of the Empirical Thesis should contain:

(i) an abstract (a single paragraph with a maximum of 300 words);
(ii) a clear statement of the study’s aim and a critical review of the relevant literature, providing a rationale for the study to be conducted;
(iii) a statement of the dependent and independent variables, and the hypotheses being tested;
(iv) descriptions of participants, stimulus materials, apparatus, procedure, instructions and method of data collection;
(v) a description and justification of statistical methods, demonstrating an understanding of the scientific appropriateness of those methods;
(vi) an appropriate summary of descriptive results, with tables and/or graphs;
(vii) an appropriate summary of the statistical analyses;
(viii) a discussion of your findings in relation to the problem addressed and the findings of others;
(ix) a discussion of your project’s shortcomings and the implications/suggestions for future research;
(x) a high level of presentation, as well as clarity and conciseness of exposition;
(xi) evidence of originality and an indication of ability to conduct and report research work.

It is a good idea to follow the format of the major journals in your area of research when structuring various sections of your thesis. This will ensure that the sections are appropriately laid out and will reduce the likelihood of changes being suggested by your supervisor.

Appendices

Appendices should be comprehensive and include all back-up documentation, including:

(i) copy of ethics approval, participant information statement and consent form (taking care to remove references to your name, in the interests of anonymity during the marking process);
(ii) questionnaires, tests and other materials;
(iii) full details of instructions, equipment used etc.;
(iv) details of statistical analyses not included in the main body of the thesis. Be intelligently selective in the statistical output you select from statistical packages. You should make clear in the body of your thesis what has been done; relevant but incidental detail should be placed in an appendix;
(v) raw data in disc form (see guidelines below).

There is no specific word limit for appendices, and they are not included in the thesis word count. However, note that an appendix is not an appropriate way of adding extra text to your thesis. Examiners are not impressed by the sheer bulk of an appendix and your appendix will not be examined as part of your thesis, but rather used by the examiner to clarify aspects of your procedures or analysis. Note that it is unlikely that both of your markers will be specialists in your research area: be sure to include sufficient details of experimental procedure so that a psychologist who is not a specialist in your area can understand what you have done. If you have a large number of appendices, a contents page at the beginning of the appendices section is strongly advised.

Guidelines for submitting raw data

You must include the raw data from your experiments in your thesis, attached inside the back cover on a CD. The “raw data” are the data you used for your analyses. For example, if your research required you to assess a given subject several times to calculate a stable average response for your analysis, your raw data in such a case would be the mean response measures (for each subject and condition). Alternatively, you may have created a difference score between two variables on which you did your analysis. Then you should include the difference score as a variable along with the original variables from which the difference scores were derived. In short, the data you analysed are the raw data and they must be submitted on a CD. A separate CD is required for each copy of the thesis.

Ensure that anyone who opens the file will be readily able to access and analyse your data. The data must be in either an Excel file (preferable, as it is most versatile) or an SPSS data file. SPSS files can be transformed into Excel files by selecting the appropriate option in the program’s ‘Save’ menu.

Identifying the variables in your raw data

You need to include an appendix within the printed thesis describing the nature and structure of the raw data file. That is: (a) identify all the variables and the order in which they appear (b) if necessary, make clear what each
variable name signifies, and (c) indicate the coding used for each variable (e.g., “Variable ‘gender’: biological sex of each participant: 0 = male; 1 = female”).

Journal format

Aim for publication. Think of your research project as something that could be submitted for publication, given necessary changes and edits following the examination process. The headings you use should follow those recommended in the American Psychological Association Guidelines for Publication, i.e., sections, rather than chapters. If you have multiple experiments, it is a good idea to group methods and results together for each experiment, rather than have a Method section for all experiments and a Results section for all experiments. This will make it easier for examiners to keep the information pertaining to each experiment in mind as they read the thesis.

Your empirical thesis, however, will deviate from typical journal articles in several ways. The Introduction will usually be longer, as you demonstrate your scholarship through a thorough literature review, followed by clear statements of rationale, research questions, and specific hypotheses. Other sections are also likely to be longer than the typical journal paper (including statistics and methods). In journal papers, there is a less stringent requirement to demonstrate in detail the author’s understanding of the concepts underlying the research reported. In a thesis, you need to give clear evidence that you understand the scientific appropriateness of the analyses you are performing. Therefore, use journal articles as models only, but be aware that more detail is required in a thesis.

Remember, too, that the word limit is not a goal. The 12,000-word limit is an absolute upper limit NOT A TARGET, and the quality of an empirical thesis does not depend on its length. Concise reporting is part of the marking criteria, and is a hallmark of all good theses. However, the Australian Psychological Society’s minimum length requirement is 9,000 words of main text.

5.8 INTELLECTUAL PROPERTY ISSUES AND POTENTIAL PUBLICATION OF RESULTS

The work you complete under the supervision of a staff member is your intellectual property. The University of Sydney recognises that students own any intellectual property that they create unless there is a law that says otherwise or the student agrees otherwise. Also, the Copyright Amendment (Moral Rights) Act (2000) recognises the right of authors to be identified as the author of a work, to take action against false attribution of authorship, and to object to derogatory treatment of his/her work that prejudicially affects his/her honour or reputation. For more information and detailed policy, see:


It is, therefore, important to clarify with your supervisor issues of authorship if you are planning to publish any of your Honours work. It is a good idea to discuss these issues early on in the life of the project, even if there is little likelihood that a publication would eventuate, to avoid potential misunderstandings later on.

If you plan to publish your Honours work as a self-contained article, and given that the University policy states that the work is the student’s intellectual property, the expectation would be that you would take primary responsibility for the write-up and be first author on such an article. However, under certain circumstances (e.g., if the student is not interested in writing up the article, or cannot do it in a reasonable time-frame), then the supervisor may take primary responsibility for writing up the research and be first author on the publication. This should be done following discussion and with agreement from all parties. If your project will form part of a larger project with your supervisor or other collaborators, be sure to discuss the issue of authorship and the order of authors, so that everyone is clear on the expectations and agrees on a course of action.

6 SCHOOL FACILITIES, RESOURCES AND SERVICES

Full details of these facilities and services are available from the School of Psychology web (http://www.psych.usyd.edu.au/dept_documents/resources/). This contains important information about how to access services, and about regulations governing their use. A summary of the issues of particular relevance to Honours students is provided below. The contact person for matters concerned with the technical and computing resources of the School are computer Systems officers (ph. 9351 2905, email: helpdesk@psych.usyd.edu.au).

6.1 ACCESS TO SPACE AND BUILDINGS

Research Laboratories

Students requiring laboratory space for projects should approach their supervisor who may be able to arrange laboratory facilities. The use of all School research laboratory space is supervised by Dr Michael Cavanagh (Room 421 Brennan MacCallum, ph. 93516791, email michael.cavanagh@sydney.edu.au). Requests for research
laboratory space must be directed to Dr Cavanagh who should be informed of the commencing and anticipated final dates for usage.

**Keys and access to School facilities**
Honours students may only be issued with a key to the laboratory in which they are conducting their project. Julia Ning (GT 492; phone 9351 2865, email julia.ning@sydney.edu.au) is responsible for issuing keys. If you need a key you should take a supporting letter from your supervisor to Julia, along with a completed key request form available on the web (http://www.psych.usyd.edu.au/Local/Forms/). Please note that it may take up to 4 days to arrange the issue of a key.

After-hours access to the Griffith Taylor Building can be obtained from the Security Office, Services Building. Staff are NOT permitted to lend keys to students.

**6.2 TECHNICAL AND FINANCIAL SUPPORT**

**Technical assistance**
There are many students in Psychology Honours and the School’s technical staff have a heavy workload. The School has licenses for many experimental and statistical computer applications and most supervisors have apparatus appropriate for their research area. In general, Honours students should use these existing programs and apparatus to conduct their research. For any programming or IT work the supervisor must contact the associate head of resources in the first instance. Students should not directly contact support staff and requests should be made via the supervisor.

**Fourth year maintenance allowance**
Each Honours student is entitled to a maximum of $100 of School funds to support the costs of research material or thesis production. Application for this allowance must be made on forms available from the Head of School Administrative Assistant, Ms. Julia Ning (GT 492; 9351 2865; email julia.ning@sydney.edu.au), and signed by the supervisor. Receipts must be provided. Because of the limited School resources, Psychology students are not permitted to use the School’s photocopiers. Students can present receipts for the costs of photocopying in other locations for reimbursement from their $100 allowance. To expedite payment, claims should be made as early as possible, and no later than the end of October.

**6.3 COMPUTING RESOURCES**

**School of Psychology Home Page**
The School has a specific page for the Honours programme:

Honours Blackboard and online thesis library are available from March 3rd, 2014. Information for Honours students will be displayed on the web, Blackboard or sent to students via email. **It is in your own interests to log on regularly and check the web and your email to ensure you have not missed an announcement.**

**Honours Students Computer Room**
**Non-teaching computer room:** Room 308 Griffith Taylor is a non-teaching computer room available for the use of Honours students for word processing, data entry and analysis etc. **This room is not to be used for testing or teaching purposes.** Macintosh and PC computers are available, with Microsoft Office (Word, Excel, PowerPoint) and SPSS, through your UniKey account.

**Resources on PCs and Macintosh Computers**
The personal computers throughout the School offer word processing (Microsoft Word), spreadsheet (Microsoft Excel), presentation (Microsoft Powerpoint), statistical analysis (SPSS), web access (IE, FireFox, Safari) and e-mail software. In addition, there is software for data collection and experimental control to which the student may be directed by the supervisor as they are needed. Further information about these resources will be provided in the computing information session on February 20, 2013.

**Data collection and experimental control software:**

<table>
<thead>
<tr>
<th>Software</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inquisit</td>
<td>Inquisit is a psychological experiment generator that allows the researcher to create custom questionnaires, reaction time tasks, signal detection tests, attitude measures, and experiments in cognition and perception.</td>
</tr>
<tr>
<td>Qualtrics</td>
<td>Qualtrics is a sophisticated online survey research software. that allows you to collect and analyse data. Contact Ethel Harris, <a href="mailto:ethel.harris@sydney.edu.au">ethel.harris@sydney.edu.au</a> if you wish to use Qualtrics</td>
</tr>
</tbody>
</table>
**Knowledge of software**

Knowing how to operate standard software, such as Microsoft Word, Excel and SPSS, is assumed, and you will need these skills for your data analysis and written work. You are encouraged to obtain manuals from the University Information Services and to use the on-line help accompanying the software. Your supervisor is the primary source for help about relevant software and fellow students will be another excellent resource. Some expert help may be available (see table below for contact details). For more specialised software, assistance may be available from the computer support staff.

**Back-ups**

It is important not to leave your files on the School’s computers: **all such files on hard disks on these computers are deleted each night.** Always keep good backups of your files in at least two places. Form a habit of copying your file from your memory stick onto the hard disk of the computer you are working on, and work on only the hard disk copy. After you finish working on the file, copy it back to two separate places under a new name, so that you do not overwrite the older version. Then, delete the file from the hard disk.

**Graphics Laboratory**

Room 472 Griffith Taylor contains the School’s graphics suite, with scanner and colour printing. Students must book a time with the computer staff to use this facility.

**Colour printing**

The school's graphics lab has an A3 Epson stylus colour ink-jet printer and an A4 colour laser printer. **Colour printing is, however, very expensive.** Please consult with your supervisor as to the necessity of colour printing if you wish to use this facility for your research. The cost must be negotiated with the computing staff beforehand.

**Teaching computer labs**

The facilities in the School’s teaching computer laboratories may be used for data collection or general use when not required for teaching. You must book the teaching computer labs in advance at the Psychology Administration Office (BM 325).

**Laser-printing facilities**

Honours students may use the School’s laser printing facilities. Each student's usage is automatically recorded against his/her account. The cost of laser-writer output is 10 cents per page, and students may use their $100 allowance to meet this charge. Printing costs which exceed this allowance will be charged to the student. It should be noted that the School’s system does not support all the type fonts available on Macintosh computers, and students should verify that the type font they wish to use is available. Students preparing material at home and intending to use the laser-printers in the School should select "Postscript" on the word processor for the correct page layout. If you plan to use the School's facilities for producing your theses you are very strongly encouraged to do test runs well in advance of the deadline to ensure that the document is properly produced.
Computing Contact Numbers

| Computer Account and system inquiries | John Holden  
Phone 9351 3024; email john.holden@sydney.edu.au  
Nenad Petkovski  
Phone 9351 5695; email nenad.petkovski@sydney.edu.au |
| -------------------------------------|--------------------------------------------------|
| General enquiries | Computer Systems Officers  
Psychology Helpdesk  
Phone 9351 2905; email helpdesk@psych.usyd.edu.au |
| Room bookings for research | Psychology Counter, Psychology Administration Office,  
325 Brennan MacCallum (BM) Open Mon-Fri: 12:30-4:00pm during semester.  
NB Bookings are not accepted by email, fax or phone. |
| Access to research facilities | Dr Michael Cavanagh  
BM 421; ph. 9351 6791; email Michael.cavanagh@sydney.edu.au |
| Requests for technical assistance | Computer Systems Officers  
Psychology Helpdesk  
Phone 9351 2905; email helpdesk@psych.usyd.edu.au  
http://www.psych.usyd.edu.au/Local/techRequest/ |

Your responsibilities regarding use of computer resources

Do not abuse your privileges! Students using the School's computing facilities must produce their SID card if requested to do so by a member of the Psychology staff or a Security Officer. No food or drink is permitted in the computer rooms. Please close windows and turn off lights if you are the last person to leave the room.

The web and printer accesses provided by the School of Psychology are separate from the similar services provided by the University. Students do not need to pay for the web access provided by our School, whereas students have to pay for services (other than e-mail) provided by the University (for more information, see http://helpdesk.usyd.edu.au/services.html).

Use of the Internet is monitored, and is strictly for purposes related to your Honours work. As we can trace users, students with unjustified usage (e.g. in the nature of usage, or with extremely high network traffic) may be denied access to the system or asked to pay actual charges.

When using School or University computing facilities, you must observe the University "Conditions of Use" and also its "Code of Conduct". See http://sydney.edu.au/policies/showdoc.aspx?recnum=PDOC2011/140&RendNum=0

It is a criminal offence to:

(i) Obtain access to data without authority (Penalty 2 years imprisonment)
(ii) Damage, delete, alter or insert data without authority (Penalty 10 years imprisonment)
(iii) Illegally copy copyrighted software ("software piracy"). There are substantial fines and you may be sued for even larger damage claims, see http://ww2.bsa.org/country.aspx?sc_lang=en-AU

Improper usage of a machine will result in the individual being barred access to the system and more serious steps will be taken if individuals are found to be deliberately attempting to damage or disable ("hack") the system or other people's files.

Other University computing resources

Students can also buy access to computing resources at Fisher, Carslaw, Education, and PNR Computer Access Centres (more info: http://itassist.usyd.edu.au/).
6.4 LIBRARY RESOURCES AND SERVICES

6.4.1 SCHOOL LIBRARIES

(i) Thesis Library

You can download Honours empirical and theoretical theses completed for the School of Psychology, from 2004 to the current year from Blackboard. These have been provided to enable you to learn from the work of former students.

(ii) Test Library

The Clinical Psychology Unit (CPU) maintains a library of test materials for use by staff and students from the School of Psychology. The library is located in room 138, Mackie Building K01. All enquiries should be directed to the test librarian (9036 9236; psychology.testlibrary@sydney.edu.au). Hours of opening are posted on the door of the Test Library and on the test library website (http://sydney.edu.au/science/psychology/clinical_psychology/test_library/index.shtml). Borrowers can check if a particular item is held by the Test Library by consulting the inventory, available online at www.psych.usyd.edu.au/TestLibrary/

The Research Collection is comprised of equipment funded by the School of Psychology and from the clinic income and has been set aside for the purpose of research. Borrowing from the Research Collection is limited to academics from the School of Psychology, all Psychology research and Honours students, and their supervisors. The loan period for the Research Collection is up to two weeks, renewable in person and dependent upon other requests for the materials. Library resources are such that consumable test materials (e.g. response forms) will not be supplied for research. Students are liable for the cost of the test if it is incomplete on its return. As with other libraries, graduation will not proceed until these matters are resolved.

6.4.2 THE UNIVERSITY OF SYDNEY LIBRARY

The University of Sydney Library is a distributed system of libraries with a collection of over 5 million items. Fisher Library has the most resources relevant to Psychology and is located on Eastern Avenue, Camperdown Campus.

http://sydney.edu.au/library

Faculty Liaison Librarian

Your Faculty Liaison Librarian supports the teaching, learning and research needs of staff, students and researchers for the School of Psychology. Contact details are as follows: http://sydney.edu.au/library/contacts/subjectcontacts.html#sci

Psychology Guide

Includes links to Psychology databases, internet resources, information on tests and more. http://libguides.library.usyd.edu.au/psychology

Psychology material in high demand

Reserve 2 Hour Loan (located on Level 3 of Fisher Library) is a collection of required and recommended items on Psychology reading lists that are only available in print format. A list of Reading material available electronically for your unit can be searched by unit of study or lecturer via the catalogue: http://opac.library.usyd.edu.au/search/r
7 GENERAL INSTRUCTIONS FOR SUBMITTING WRITTEN WORK

7.1 FORMAT FOR MAJOR ASSIGNMENTS AND THESES

All Theses and Special Fields Major Assignments are independently marked by two examiners. In preparing these items for marking, students must adopt the following format:

(i) Type on A4 paper.
(ii) Minimum font size 12.
(iii) Spacing between lines should be set to 1.5, except figure captions, which should be set to 1.0.
(iv) 2.5 cm margin on all sides.
(v) An abstract (maximum 300 words) is compulsory.
(vi) Word count must appear on the title page (see section 7.1.1).
(vii) References conform to the American Psychological Association Guidelines for Publication.
(viii) Any material taken from other sources to be properly acknowledged and referenced (author’s name and date given for all references; page number given for direct quotations). Failure to observe this basic convention will be regarded as plagiarism.
(ix) Double-sided printing is preferred.

7.1.1 Word length requirements

The ability to write concisely is an important consideration in assessing the work. Where the required word length is exceeded by 5% or more, the student will be penalised. The title page of each piece of work submitted must include an accurate word count (excluding abstract, tables, captions, references, and appendices but including in-text citations).

7.1.2 Receipts for submitted work

When submitting any major piece of written work, except drafts or outlines, students will be provided with a receipt via email. No responsibility will be taken by the School for pieces of work if the student is unable to provide the relevant receipt.

7.2 INSTRUCTIONS FOR BINDING AND SUBMITTING THESES

For both the empirical and theoretical theses, two hard copies of the thesis must be submitted to the Administration Office (BM 325). TWO electronic copies of the thesis must also be submitted online.

The first electronic copy will be used to check for plagiarism and word count. In some cases, it may also be used for marking. This copy must:

• Be identical to the hard copies submitted for marking (see below)
• NOT contain the student’s name or SID anywhere
• Contain the following words on the title page: “Empirical [or Theoretical] Thesis submitted in partial fulfilment of the requirements for Honours, 2014”, and show an accurate word count.
• Include appendices.
• Be submitted via the website: http://www.psych.usyd.edu.au/teachAdmin/honours/submission/index.cgi
  (login information and password will be supplied closer to the submission date)

The second electronic copy will be stored in the School of Psychology’s online archives of past Honours theses. It should include your name and SID as well as acknowledgements.

Two hard copies will be used for the examination process. Apart from the requirements outlined above, each copy:

• Must be bound using plastic spiral binding or in a spring back folder.
• Must NOT contain the student’s name or SID anywhere.
• Must contain a raw data disc.

If you would like to keep a hard copy of your thesis for yourself and/or to give one to your supervisor, then you should print extra copies and these should include the acknowledgements.
PLAGIARISM

Please see the university’s plagiarism policy at the honours website. In writing theses, essays, or reports to meet coursework requirements, you must use your own words. In some contexts (theoretical research, for example) it is appropriate to use quotations. If you do, this should be indicated in the conventional way - by enclosing the passage within quotation marks and providing citation for the source of the quote, including the page number. In many contexts, especially reports of empirical work, quotations are typically avoided.

Using your own words

“Using your own words” means NOT borrowing from the writing of others – whether from fellow students or published authors. Thus, it is not acceptable to base an essay, for example, on text from various sources, even if you have edited it to some degree, and even if you cite these sources. First of all, there is the ethical issue arising from the dishonesty of presenting as your own work something that is essentially the work of others. In addition, there are good educational reasons for avoiding this, even where you feel that someone else has expressed an idea far more clearly than you could. One reason is the need to learn to express yourself clearly in writing and, like most other skills, this only comes with practice. Another is the failure to demonstrate that you thoroughly understand information or ideas if all you have done is to reproduce, with some editing, what someone else has written about the topic.

As an Honours student, it is no defence to claim that you did not realise doing the above constituted plagiarism.

Citing your sources

When you express in your own words what you have learned from various sources, you must cite each source. The standard convention for most written work in psychology is to list references at the end rather than, for example, to use footnotes. Expressing an idea without giving a citation implies that it is your own idea. Therefore, if it is in fact an idea from someone else, this must be acknowledged after you have expressed their idea in your own words.

Again, it is no defence to claim that not citing the source, even though it is expressed in your words, constitutes plagiarism. So, be careful!

Citing a piece of work implies that you have read it. Therefore, you should only ever cite work that you have actually read. If you are relying on a secondary source, then make this clear. For example, if you want to cite Allport’s (1921) work but have only seen this referred to by another author, e.g. Nicholson (2003), and have not actually read Allport (1921), then this should be cited as: Allport’s (1921) diary (as cited in Nicholson, 2003). And, the reference list at the end of your paper/thesis should only include the Nicholson reference, not Allport (1921). But note, every effort should be made to find the primary source. The above should only be used if there is no way that you can access the primary source.

The points made here also apply to non-textual material. For example, graphs or tables of data included in a report should be your own work and not copied from others. Very occasionally you may need to ‘quote’ a figure from some other source. If you do so, you should make its origin quite clear and include the page number. Sometimes you will need an existing figure but you need to add or change parts. In that case, you should add ‘Adapted from’ followed by the exact source.

More details of how to cite various types of work in APA style can be found here: http://www.wideopendoors.net/apa_style/in-text_citation.html

The School of Psychology’s policy with regard to coursework based very closely on the work of others is that:

(i) Criteria for marking any piece of submitted coursework include meeting the requirement that the student has used his or her own words in writing it. Similarly, any non-textual content should clearly be the student’s own work. In the rare case (non-theoretical work) that a direct quotation is appropriate, it should be indicated as such by being placed within inverted commas and followed by a reference to the original source, including the page number. If a piece of coursework submitted for assessment is very closely based on the work of others, it will receive a fail and the student will be cautioned, even if the sources are properly cited.

(ii) Where the student has intentionally obscured the fact that some of the content of an essay or report is closely derived from the work of others, it will be treated as a case of misconduct and referred to the Registrar in accordance with the student disciplinary provisions of Chapter 8 of the University of Sydney By-law 1999.
7.4 PENALTIES FOR LATE SUBMISSION

You must allow adequate time to complete the final versions of your work and proof-read it before the relevant due date. The amount of time this takes is easily underestimated. Penalties will apply to late submissions. The late penalties are:

- For submissions up to 2 days late, 5 marks (out of 100) will be deducted from the final mark.
- For submissions from 3 days to one week late, 10 marks will be deducted.
- An additional 10 marks will then be deducted for each week after the first week up to the end of the 4th week.

So, if a piece of work is submitted 8 days late, 20 marks will be deducted. **Beyond the fourth week, the work will not be accepted for marking.**

In the case of Special Fields Major Assignments, penalties will apply only to the mark for the particular piece of work that is late. Thus, if only one of the two essays is submitted late, only the mark for the late essay will incur a penalty, but if both are submitted late, both will incur a penalty.

7.5 APPLYING FOR EXTENSIONS OF TIME

Extensions of time will be granted only in cases of serious illness, misadventure or, in the case of Empirical Thesis submission, where there has been an **on-going, substantial impediment** to progress that is beyond the student’s control. Students requiring an extension must apply in writing to the Honours Co-ordinator, Dr. Evan Livesey (Dr Laura Corbit in semester 2), no later than 7 days after the due date. The form for applying for extensions can be found in Appendix K. This should be sent as an email attachment to psychology.honours@sydney.edu.au.

If an extension is sought because of an **on-going, substantial impediment** to progress on the Empirical Thesis, consideration will only be given if the impediment has been formally documented in the Empirical Research Progress Report submitted in early October.

The following will **not be accepted** as grounds for an extension:

- (i) work commitments either in other areas of the Honours programme or in employment
- (ii) minor illness (colds, sore throats, headaches, etc.)
- (iii) problems associated with getting the document into its final version
- (iv) malfunctioning of word-processors, computers, printers; lost data, lost thesis drafts, etc.
- (v) power cuts.

7.6 APPLYING FOR A SUPPLEMENTARY EXAM

Students may apply to sit a supplementary exam if illness or misadventure prevented them from taking the original exam. Applications must be made in writing to the Honours Co-ordinator, Dr. Evan Livesey (S1) and Dr Laura Corbit (S2), no later than 7 days after the missed exam. The form for applying for a supplementary exam can be found in Appendix K. This should be sent as an email attachment to psychology.honours@sydney.edu.au.
7.7 APPLYING FOR SPECIAL CONSIDERATION

For Honours students in the School of Psychology, all requests for special consideration are dealt with within the School, not by the Faculty of Science.

Students may apply for special consideration in cases where illness or misadventure is judged to have affected their performance either across the year in general or in a particular component of the Honours programme. Requests for special consideration will not be accepted if an application for an extension or a supplementary exam has been granted for the same piece of work. The form for applying for special consideration can be found in Appendix J.

Students requiring special consideration must apply in writing to the Honours Co-ordinator, Dr. Evan Livesey (Dr Laura Corbit in semester 2), no later than Friday, 24th October, 2014. The form for applying for special consideration can be found in Appendix J. This should be sent as an email attachment to psychology.honours@sydney.edu.au.

It should be noted that only well-attested serious illness or misadventure will warrant special consideration. Occasional brief or trivial illness will not be regarded as sufficient. Upon receipt of the application, the Honours co-ordinator will meet with the student and supervisor. Decisions about special consideration are made in the first instance by the Honours Subcommittee who will meet one or several times in late October and early November to discuss such cases. These decisions are then presented to all examiners at the Honours Examiners’ Meeting in November.
8 SCHOOL ASSESSMENT & EXAMINATION PROCEDURES

Overall assessment is normally based on a weighted sum of the components listed in section 2.2, but very poor performance in any one of these components may alone be sufficient to render a candidate ineligible for the award of an Honours degree.

8.1 COURSEWORK MARKING PROCEDURES

8.1.1 DOUBLE MARKING SPECIAL FIELD MAJOR ASSIGNMENTS

Major assignments for Special Fields courses are each marked by two examiners, appointed by the co-ordinator(s) of the relevant Special Field after consultation with the Honours Co-ordinator. The final mark is determined by consultation between the two examiners. If major discrepancies are identified between the examiners that cannot be resolved by consultation, an additional examiner is appointed. Feedback on major assignments will be provided to students when marking is completed. Checks will be made to ensure equity in marking across Special Fields and, where necessary, moderation of marks will occur.

8.1.2 EXAM MARKING

Exams are not double marked. Marks awarded may be subject to subsequent moderation.

8.2 THESIS MARKING

Empirical and theoretical theses are examined by two members of staff, not including the supervisor. Supervisors submit a report for each student they supervise which is forwarded to relevant examiners. Before reading the Supervisor’s Report Form the examiner assigns a mark out of 100 which s/he subsequently reviews in the light of the supervisor’s report. Marking is based on consideration of those aspects listed on the Empirical Thesis Assessment Criteria and the Examiner’s Report Form (see Appendices F and G). This form is also used in discussions between markers and as a basis for feedback to students after results have been posted.

- The two markers communicate to discuss their evaluations and resolve on a single mark for the thesis.
- The supervisor receives the examiners’ marks and reports.
- A 3rd marker will be considered if, and only if, one of the following occurs:
  (i) there is a 12 mark or greater discrepancy between markers, or
  (ii) there is a discrepancy smaller than 12 marks but at least one examiner is not satisfied with the outcome, or
  (iii) after reading the entire thesis (including the discussion section) AND the examiners’ reports, the supervisor still strongly believes that the resolved mark is inappropriate.
- The supervisor has two days to lodge a formal request for a 3rd marker, which includes a written argument as to the reasons for the request. Requests will be reviewed by the Honours Empirical Thesis coordinator, Dr Ben Colagiuri.
- The third marker does not submit a formal Examiner’s Report Form or mark. Rather, all three examiners will meet to decide on a final mark. The supervisor may attend this meeting, but only to answer questions from the examiners.
- All cases involving additional marking beyond the initial two markers will be reported at the Examiners’ meeting (November).
- Following the examiners’ meeting, the student will receive their thesis mark and both examiners’ reports.

NB (i) the examination of theses is very thorough and follows a strict timetable, and (ii) requests for re-marking by students will not be considered.
8.3 CALCULATION OF FINAL HONOURS MARK

8.3.1 PROCEDURE AT EXAMINERS' MEETING

The class of Honours degree awarded is based upon the following principles:

(i) All pieces of work must be submitted by the final deadline before any grade can be awarded.

(ii) The marks for the Empirical Thesis, the Theoretical Thesis/Special Fields, Research Methods, and Ethics are weighted 50%, 30%, 15% and 5% respectively, and the resulting sum out of 100 for each candidate is used to establish an initial rank order of the candidates.

(iii) On the basis of University and School guidelines and other relevant factors, the Honours Examiners' Meeting determines the minimum final raw mark criterion for each Honours band. However, unless a convincing case for an alternative is made during the Examiners' meeting, the minimum cut-offs that will be used for H1 and H2.1 will be 80.00 and 75.00, respectively.

(iv) Final raw marks are moderated to conform with the University-wide Honours scale (Hons 1: 80-100; Hons 2.1: 75-79; Hons 2.2: 70-74; Hons 3: 65-69). Therefore, your final raw mark will differ from your final Honours mark. It is the latter which is recommended to Faculty and which appears on your academic transcript.

If any changes to the above occur during 2014, students will be notified.

8.3.2 FACULTY REQUIREMENTS AND TRANSCRIPTS OF RESULTS

The School Examiners' meeting makes a recommendation to the relevant Faculty regarding the mark and award for each candidate. This recommendation is usually accepted, provided that Faculty's requirements are also met. In the Faculty of Arts, it was stipulated by the 1998 Board of Examiners that there should generally be no more than 10 marks difference between the student's final recommended Honours mark and that student's performance in the third year of their Honours subject. In the Faculty of Science, the undergraduate SCIWAM must be at least 80 for the University Medal and questions will be asked of the School if there is a substantial difference between the student's undergraduate record and their final Honours mark. Faculty requirements apply unless it can be demonstrated that the undergraduate performance was affected by sickness, misadventure, an unusually high academic work load, and/or that performance in the Honours unit of study was exceptional. Students who consider their undergraduate record to have been affected by exceptional circumstances and who are concerned that their final Honours grade may be unfairly prejudiced because of this, should write to the Dean explaining the circumstances and provide documentation where appropriate. A copy of any correspondence should be forwarded to the Honours Co-ordinator. This will allow the school to be informed about your case when it is considered by the Faculty Board of Examiners at the end of the year.

8.4 HONOURS PRIZES AND AWARDS

The University Medal

A bronze medal awarded by the Faculties of Science and Arts to the top candidates in the 4th year Honours programme with First Class Honours where the candidate’s work across the entire course of their undergraduate degree is of outstanding merit.

The Australian Psychological Society Prize in Psychology

This annual prize is donated by the Australian Psychological Society (APS). It comprises a free one-year associate membership to the APS and an invitation to present at the annual APS conference. The prize is awarded to the student who achieved the highest overall mark in Fourth Year Psychology.

The O'Neil Prize

The Dick Thomson Prize


The Dick Champion Prize

Established in 1999 by the School of Psychology to perpetuate the memory of Professor Dick Champion, a former Head of the School of Psychology. This prize is awarded annually on the recommendation of the Head of the School of Psychology to the Honours student who presents the best Empirical Thesis in the areas of learning or motivation, providing the thesis is of sufficient merit. Value $200.

9 POSTGRADUATE STUDY AT THE UNIVERSITY OF SYDNEY

You are strongly encouraged to consider postgraduate research and training in Psychology, either in a research-only (PhD or MSc), clinical degree (MCP) or coursework degree (Master of Applied Science, Psychology of Coaching). The information provided below applies to Sydney University, but you should consider a range of options, with a view to optimising the match with your research and professional interests.

In addition to the information below in second semester, a “life after honours” Seminar will be provided at the Honours Introduction Meeting.

9.1 RESEARCH-ONLY POSTGRADUATE DEGREES (PhD OR MSc)

A research degree encompasses a substantial project, often involving a series of studies, that addresses and reaches some resolution of a research question independently developed by the student in consultation with their supervisor. Additional coursework requirements need to be met during candidature, such as presentation and participation in seminars throughout the first six semesters of candidature.

Postgraduate research is suited to students who have enjoyed the experience of conducting independent research, usually in their Honours year. If there is an area of psychology you find sufficiently engaging to want to devote three years to researching, then you should consider enrolling in a research degree. The skills you acquire during your candidature will prepare you for work in academia as well for a broader range of research / policy development positions in the government or private sector.

PhD and MSc degree applications should be lodged by the end of October. Offers of places are based on your Honours performance and the availability of supervision. A First Class Honours degree is necessary to be eligible for PhD candidature, but if you have applied for a PhD and obtain Second Class Honours, you can be offered MSc candidature, which you can apply to upgrade to a PhD at the end of your first year of candidature.

As part of your application for a postgraduate research degree you need to provide a brief research proposal and indicate that you have contacted a potential supervisor. Note that you do not have to continue with the same supervisor or research area as your Honours project.

For information about how to apply, including application forms, go to:

For research degree enquiries, contact Dr Ilan Dar-Nimrod (BM 420, phone 9351 2908, email: psychology.pgadmin@sydney.edu.au).

9.2 MASTER OF CLINICAL PSYCHOLOGY (MCP)

At the University of Sydney clinical training is provided through a postgraduate degree, the Master of Clinical Psychology (MCP). Applications close on the last Friday in October. There is no mid-year entry. For further information go to:

For enquiries, contact Ms Keiko Narushima (146 Mackie Building, phone 9351 6180; email psychology.pgadmin@sydney.edu.au).
Universities differ in their criteria for selection for professional courses and will not necessarily use the same procedures. At the University of Sydney, selection is based on submitted application materials, followed by an interview of selected applicants conducted by an interview panel comprising at least two academic staff members, with at least one being internal (academic or clinical staff from the Clinical Psychology Unit). Additional interview panel members include academics from the School of Psychology. Only those applicants with Honours 2.1 or above will be considered for the course. From this pool, applicants are selected for interviews on the basis of:

(i) Academic records: undergraduate academic performance and postgraduate (i.e. MSc, PhD) qualifications in Psychology (where applicable)
(ii) Publications: published journal articles, published reports, conference presentations
(iii) Relevant work experience (including voluntary work or relevant research assistance)
(iv) Two satisfactory referees’ reports.

Note that only a limited number of interviews are conducted. The interview process assesses relevant academic, research and work experience performance, aptitude for clinical psychology and awareness of ethical issues relevant to clinical practice.

NOTE: It is NOT a requirement for acceptance into the MCP that a student must have completed an empirical or theoretical thesis in the area of Abnormal, Clinical or Health Psychology. The selection process aims to identify students with a demonstrated interest in abnormal or clinical psychology, an awareness of clinical issues, and experience related to the area, but this can be demonstrated in a number of ways. Furthermore, projects in many areas of psychology (e.g., Cognitive, Developmental, Individual Differences, Human Learning, Neuroscience, Perception, Social Psychology) may have clinical relevance or implications.

For more information on the content of and selection process for the MCP, visit the Clinical Psychology Unit website: [http://sydney.edu.au/science/psychology/clinical_psychology/index.shtml](http://sydney.edu.au/science/psychology/clinical_psychology/index.shtml)

### 9.3 OTHER COURSEWORK POSTGRADUATE DEGREES AND DIPLOMAS

**Master of Applied Science (Psychology of Coaching)**

Graduate Certificate and Graduate Diploma programs in Psychology of Coaching are also offered. For further information, go to: [http://sydney.edu.au/science/psychology/coach/](http://sydney.edu.au/science/psychology/coach/)

For enquiries, contact A/Prof Anthony Grant Ph. 9351 6792; email anthony.grant@sydney.edu.au

**Masters of Teaching (School Counselling)**

This degree is available at The University of Sydney in the Faculty of Education and Social Work. Students complete a teaching qualification and a school counselling/school psychology qualification over 21 months, with the degree HECS liable. Pre-requisites are a four year Psychology Honours or equivalent sequence, and a suitable secondary teaching area. Importantly, for the school counselling students only, a Psychology major (three year sequence) is a suitable pre-requisite for Society and Culture teaching, with one unit of first year Geography being taken concurrently in Semester 1, Year 1 of the program. Full time and reduced load sequences are available.


For enquiries, contact Dr Susan Colmar Ph: 9351 6265, email susan.colmar@sydney.edu.au

### 9.4 POSTGRADUATE FEES AND SCHOLARSHIPS

For **postgraduate coursework degrees**, fees differ for domestic and international students, and depend on the number of credit points involved.

For **research-only postgraduate degrees**, international students pay fees, but domestic students do not.

For detailed information about fee structures, go to: [http://sydney.edu.au/future_students/costs_scholarships.shtml](http://sydney.edu.au/future_students/costs_scholarships.shtml)

**Australian Postgraduate Research Awards (APAs)** provide stipends to assist with living expenses for research students who are Australian residents. There is a very strict application deadline (usually the end of October), so if there is any possibility that you may want to undertake postgraduate studies next year, you should apply for a scholarship **before this date**. Application forms are available on the postgraduate website (see above). University
Postgraduate Awards (UPAs), which provide stipends to the same value as APAs, are also available for students who narrowly miss out on APAs, or continuing students (who are already enrolled in a postgraduate degree).

You need to have First Class Honours in order to be considered for an APA or UPA. In some situations a case can be made for Honours 1 equivalence based on completed a Masters coursework degree with a substantial research component, or on a high level of documented research experience and output since graduation.

APA and UPA awards are based on a weighted combination of Honours mark, undergraduate performance, and a Research Potential Indicator (RPI) based on publications and conference presentations. Most students with Hons 1 and a good undergraduate record will be successful in being awarded an APA or UPA, but students who miss out can work on increasing their RPI and re-apply in subsequent years. A smaller number of APAs and UPAs are also available for Semester 2 (check for deadlines at the scholarships page above).

Note that highly ranked students for the APA may also be awarded top-up scholarships (varying values), either by the University or the School.

International postgraduate research students can apply for Endeavour International Postgraduate Research (IPRS) or University International Scholarships (USydIS). These are highly competitive and First Class Honours or equivalent is a minimum requirement. These scholarships are awarded to commencing students only (unless a currently enrolled student could not be considered at commencement because of the timing of their application).

For information about international fees and other scholarships and deadlines go to:


The Scholarships Office can also be contacted on 61 2 8627 8112

Other funding (MCP candidates):

The Tanya Sackville Memorial Scholarship: Awarded annually to a full time MCP candidate who is an Australian resident and has demonstrated both academic excellence and financial hardship or need. Current value $7,000 per annum.
Other funding (Research-only postgraduate candidates):

The School of Psychology offers a number of scholarships for which only research students enrolled in the School are eligible to apply:

- Margaret Stewart Scholarship: For postgraduate research-only candidates who are Australian residents and are conducting research into relationships between ethics and behaviour. Stipend equivalent to APA. Offered subject to availability of funding (currently unavailable)
- Lucy Firth Scholarship: For F/T PhD candidates who are Australian residents. Offered subject to availability of funding.
- Winifred O’Neill Scholarship: Up to $3,570 p.a. for FT PhD candidate for up to 2 yrs. Offered subject to availability of funds. Based on meritorious performance in UG Psychology. Preference given to students with visual impairment or other disability
- Campbell Perry International Research Scholarship, for APA (or equivalent) holders, normally in their 2nd year of candidature (up to $6,000 for 2-8 weeks travel to relevant research group/institution).

Other funding available to research students for specialist research and/or travel to conferences includes:

- School Postgraduate Research Grants
- School Travel Allowance
- University Postgraduate Research Support Scheme

Research students in the School of Psychology also benefit from:

- Well-equipped labs in a variety of areas
- Your own desk and computer
- Opportunity to be employed as a casual tutor
- School support for social and other activities
APPENDIX A

This section describes key issues facing Honours students who require human 1st year students as participant in their research.

Each semester honours students can use a maximum of 60 hours of time from the 1st year subject pool. These hours are non-transferrable, cannot be traded with other researchers, nor can extra hours be received from supervisors. Plan your project with this in mind.

The subject pool administrator for 2014 is: Dr Caleb Owens, caleb.owens@sydney.edu.au, 93517523, BM 453.

Before Semester 1 begins, if you are an enrolled honours student, you will be added to our SONA website.

The address of our SONA website is http://sydneypsych.sona-systems.com

Your login will be your unikey. To retrieve your password, go to the website, click on “Lost your password” and type in your unikey. An email will be sent to your university email address. Often when we add honours students to SONA we might tick the box which sends you an email with your login and password. Don’t fret if you lose that email, since what has just been described is a way you can send it to yourself repeatedly.

The extended ‘Subject Pool Procedures’ are posted on the School’s website under Staff Resources>Internal Resources>Subject Pool Procedures. These will be updated before each semester begins. Be sure to refer to these procedures when putting your study online and testing participants. The remainder of this section outlines issues of most relevance to honours students only.

What is the subject pool and do I need it?

If you plan to conduct research entirely on non-human animals, or a sample of the population (e.g. children, patients) outside university, then you may not have any need of the subject pool at all. Our subject pool which is available for you to use consists of several thousand humans who are on average 18-20 years old, 65% female, 35% male, and who are all studying first year psychology from a wide diversity of disciplines at the University of Sydney. If this group is not appropriate for your research, even as controls, do not read on. You may not know of course until you plan your research project with your supervisor.

I’m a hotmail/gmail etc. user, but SONA only sends information to my university account…?

It is university policy that you use and frequently check your university email account. As a researcher who may be contacted by students, it is even more critical that you have access to your University of Sydney email address, and that you ensure that if you ever have to send an email to a student (or any staff member) that you use your University of Sydney email address. Also, if students ever contact you using any non-university accounts, do not respond with any information – simply request that they resend the email from their uni account. To ignore this advice is to decide to act as an independent individual outside the university, beyond which any legal or insurance obligations we might have to you may not apply.

My supervisor keeps waving their hands around talking about factor analysis and how we NEED nine hundred participants? OR I put some numbers into the GPower website and it tells me I need 113 participants!!

You have limited hours to test, because the subject pool is a limited resource. Each semester it is no more than around 8000 hours (and closer to 6000 hours in Semester 2). Honours students are permitted to use no more than 60 hours per semester; postgraduate students are permitted 100 hours per semester. This means that a subset of researchers could deplete the entire pool if everyone used their maximum allocation. Be mindful of the limit from the very beginning of your project:

- The limit is strictly enforced – do not waste hours, and do not plan a project which clearly requires more than the limited number of hours. If your supervisor places pressure on you in regard to statistical power, simply tell them that the particular project may not be practical with the first year subject pool. If they want to do it then you will need to find funding and pay other participants. Realistically though, why would you plan an Honours projects in search of an effect which is so hard to detect, so unreliable, or so small (and practically insignificant) that hundreds of subjects would be required? Start reading results sections of papers and find an effect which can be found reliably with 30-40 participants per 30 minute study.
- There is no point planning a project hoping to get more hours when the pool “opens”. It is true that at the end of Semester 1 limits are usually removed for the last few weeks; but competition becomes so fierce (with 110+ studies available) that any extra hours cannot be relied upon. Note importantly that the pool often opens in Semester 2 as well, but that occurs AFTER Honours theses are due.
• **You do not have to use all your hours!** In previous years Honours students have seemed intent on using up all their research hours regardless of whether they needed them. More is not better. Using just the right number of subjects to detect the effect you want, and no more, is a sign of your research skill. Using four times the number of subjects such that every last interaction contrast is significant and your discussion is mired by complications is neither elegant nor useful.

• **You cannot trade hours.** It’s always been against the rules for supervisors to give students their unused hours; yet every year supervisors try. It does not matter if your Honours project is part of a larger research project with shared ethics with a dozen other researchers. Work within your own limits always.

• **You do not have to wait for your proposal to be reviewed in order to start testing.** Of course feedback is useful, but with proposals only sent out for review in mid-semester and some of them coming back much later, it is best to start planning and even start testing before you hear back. A sensible strategy might be to run a pilot study to establish the basic effect you are looking for. Simply starting testing of some kind might give you ideas that you never thought of when you were simply reading papers. You do have to wait for ethics approval though.

What do I need to do to test first year participants?

1. Meet with your supervisor and plan your research. This may involve you explaining the rules to them (e.g. you have 60 hours per semester at most)
2. Apply for ethics. Refer to the Ethics Appendix of this Handbook.
3. Log in to SONA and set up your study. Refer to the Subject Pool Procedures for guidance.
4. Let the subject pool administrator (Dr Caleb Owens, caleb.owens@sydney.edu.au) know in person (BM453) the name and number of your approved HREC protocol, and the name of your study on SONA. Your study will be approved and you can begin recruiting participants.

What is pre-screening?

If you have a study for females only, then in the olden days you had to put “FEMALES ONLY” in your ‘requirements’ and hope participants bothered to pay attention. Nowadays most students will indicate in a pre-screen questionnaire whether they are male or female. As a researcher you can then limit the visibility of your study advertisement to participants who indicated they were female. Males won’t even see your request. Students who have not completed the pre-screen at all will not be able to see your ad regardless of their sex, and early on in semester many have not, but by the end near to 100% of those who are active on SONA have completed it. All researchers are able to pre-screen on a variety of basic demographics (gender, age, language etc.), but you need specific ethics approval to pre-screen on other variables. Refer to the procedures for more details on the pre-screen.

Honours students are responsible, professional and ethical researchers

There is nothing pretend about honours year: the research is real, the participants are real, and so are your responsibilities.

**Treat the subject pool as a limited resource.** Do not waste hours; do not give away more credit time than what each participant has earned, and do not offer enticements like double the credit time or travel time. Credits are limited, and they are linked to course marks, so making up your own uses for them represents serious misconduct.

Engage with participants professionally and ethically. Participants are students seeking marks for their participation, and their research participation is part of their psychology experience. Ensure you debrief participants well, as they participate in order to gain an understanding of how psychology research is conducted. Explaining your study to participants will not only increase your understanding of it yourself (and allow you to practice describing it for when you need to write your thesis), but it will give participants the chance to explain how they experienced it, which could reveal serious procedural errors (e.g. “I guessed from the condition label what was going on – was I supposed to see that on the screen?”). Students’ verbal feedback could even constitute useful data itself. Everyone has a lot to gain from the research experience. This is one reason why students are required to participate in non-online studies for at least 2 of their 5 hours.

**Honours is, in part, a demonstration of your research management skills.** Too often Honours students feel pressure to produce publishable research, and miss the point that the Honours year is about demonstrating critical thinking and research skills (and later writing skills). Many Honours students might benefit from a hundred extra hours or so in order to run another three studies and “finish” everything; but this is not what Honours is about and anxiety over creating the perfect project is misplaced. Research at any level is always faced with limits, and making the most of what you have will always be your number one concern.

Across the semesters from an honours perspective
<table>
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<tr>
<th>Early Weeks</th>
<th>Semester 1</th>
<th>Semester 2</th>
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<tr>
<td>1-5</td>
<td>Honours projects are not yet ready to go. This is the best time for other researchers to test. Student demand is overwhelming yet there are not enough studies available.</td>
<td>Maximum amount of all honours and other research is available on SONA. Overwhelming supply is not quite matched by high demand. Despite record daily sign-ups, oversupply leads many researchers to wonder where the subjects are.</td>
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<th>Mid Weeks</th>
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<td>6-11</td>
<td>Some but not all honours projects are available. Those available will have almost all their slots filled immediately. Demand is high but supply is still just meeting it.</td>
<td>Honours projects peak and finish. As this downturn occurs, demand also begins to fall as many students have finished their testing. Honours students desperate for a late rush are generally disappointed.</td>
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<th>Later Weeks</th>
<th>Semester 1</th>
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<td>12-13-Stuvac</td>
<td>Almost all honours projects are available so supply is finally able to meet demand. Sign-ups for all studies slow as students have much more choice. Limits are usually removed at this point but individual researchers will not notice much difference.</td>
<td>Honours projects have finished by this point – but so have most students, so this period has the lowest supply/demand of the year.</td>
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Empirical Thesis Proposal - Proposal Review Meeting

Please comment on strengths and weaknesses. Alert students to potential problems or ambiguities and help them to refine their study, even if you find the research proposal highly satisfactory.

1. The research question appears to be well justified in light of existing literature.
   Yes  No
   Comment (Has student touched on related issues? Have they considered alternative views?):

2. Goals and major hypotheses of the study have been clearly stated.
   Yes  No
   Comment:

3. The following are clearly described and appear to be appropriately selected/defined:
   - Independent and dependent variables  Yes  No
   - Stimulus materials  Yes  No
   - Procedures  Yes  No
   - Characteristics and availability of subject pool  Yes  No
   - Proposed analyses  Yes  No
   - Ethics requirements have been observed  Yes  No
4. When is data collection likely to commence and finish?
   a. Expected start date:_______________  Finish Date______________
   (If data collection is to commence after August 1, or continue beyond August 31, please notify the empirical thesis co-ordinator IMMEDIATELY and explain the circumstances in detail explain describe the backup plan that is in place)

5. Is the scope and size of the project appropriate for honours? Are processes in place to ensure timely collection of data? Should the student have a backup plan in case data cannot be collected?

Comment:

6. Other advice given to student:
   Please note any other important issues discussed.

Comment:

7. Assessment of Ethics Application
   a. Did the research outline in the ethics application comprise an accurate but more succinct summary of the description given in the research proposal? YES NO
      if NO, the research outline in the ethics application was: □ not an accurate portrayal □ not more succinct

   b. Was research outline in the ethics application appropriately brief for the ethics application? (for HREC applications, esp. item #27) YES NO

   c. Was the ethics application written in a format appropriate for ethics review? YES NO
Empirical Thesis - Progress Report

This form must be signed by your supervisor and submitted to the Administration Office no later than 24th September 2014.

Student name: ____________________ Student number: ____________________

Draft thesis title: ____________________________________________________________

I have submitted the following Draft sections to my supervisor:

☐ Introduction  ☐ Method  ☐ Results

I have made arrangements for data storage as outlined in my ethics approved protocol
I have provided my supervisor with any signed consent forms etc. as appropriate
I have provided my supervisor with a copy of my raw data
I have arranged to return lab keys and passwords as appropriate

Please summarise below any circumstances that have significantly impeded your progress:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

For completion by supervisor:

I have received this student’s Draft thesis sections as indicated above.

Supervisor name ____________________ Supervisor signature ____________________ Date ____________
APPENDIX D
EMPIRICAL THESIS ASSESSMENT CRITERIA

There are 8 aspects of the thesis that are assessed during examination. Each of these aspects should be evaluated on the following 5-point scale:

a. Outstanding
b. Superior
c. Adequate
d. Weak
e. Not at Honours level (seriously flawed).

Below are the criteria for Superior performance within each aspect of the thesis. A thesis considered for a 1st Class mark (85 and above) should meet or exceed these criteria for the large majority of areas assessed.

1. **Literature review**

   Comprehensive and thorough, it covers all the issues relevant to the topic. Well structured, insightful review of the literature showing a high level of critical and original analysis, and synthesis of the relevant previous empirical work.

2. **Rationale for and aims of the research (including hypotheses)**

   A clear statement of the research aims and hypotheses. The hypotheses are novel and original (i.e., not a direct replication, or a minor extension or variation of previous work) and are logically derived from the literature review.

3. **Choice of methods and techniques**

   The psychological factors and constructs have been operationalised with an appropriate and rigorous methodology that will test the research hypotheses with minimal confounding variables. The methods are clearly described.

4. **Analysis of results**

   The data are clearly described in the text and presented in tables or figures. The student demonstrates mastery of statistical or qualitative analytical methods and the ability to accurately and clearly interpret them.

5. **Discussion of results**

   The results are discussed in an analytic manner with skilful treatment of any unexpected or inconsistent results and recognition of any limitations in the methodology.

6. **Integration of results with theory**

   The findings are effectively integrated with the theoretical framework in the introduction, and the research hypotheses are addressed.

7. **Overall presentation**

   The writing is clear and concise. Overall presentation of the thesis and associated materials is of a high standard.

8. **Supervisor’s comments on independence**

   The supervisor’s report should indicate above average rankings for independence on most criteria (though perhaps not all – e.g., it may be appropriate for the student to receive substantial assistance with various aspects of the work, such as programming or highly technical data analysis). The supervisor’s report on the independence of the student may be taken into account to adjust the mark.
APPENDIX E

EMPIRICAL THESIS SUPERVISOR’S REPORT

Different kinds of research projects place different demands on students at various stages of their execution. Some areas are more technically demanding than others and so it is appropriate for students to receive more assistance from their supervisors in certain aspects of the project. The purpose of this report is to provide a clear idea of the input received from the supervisor and the student’s independence in executing different aspects of the research project.

Provide written comments in response to all questions and rate the student’s level of independence on the following aspects of the empirical thesis.

1. Definition of the research question
Describe the student’s contribution to the choice of research question and the nature and extent of your involvement in this process (e.g. directed student to general area, specified question, helped them derive hypotheses, etc):

Rate the student’s level of independence in this area:

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A lot less independent than expected of an Honours student
About what I would expect of an Honours student
A lot more independent than expected of an Honours student

2. Experimental design
Describe the student’s contribution to the experimental design and the nature and extent of your involvement in this process (e.g. fine-tuned the design suggested by the student, suggested major adjustments, provided the design yourself).

Rate the student’s level of independence in this area:

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A lot less independent than expected of an Honours student
About what I would expect of an Honours student
A lot more independent than expected of an Honours student

3. Setting up the experiment/s
Describe the student’s contribution to setting up the experiment and the nature and extent of your involvement in this process (e.g. assistance with stimulus selection, programming experiments, designing questionnaires, etc). Please specify if assistance was obtained from someone else (e.g., post-doc or research assistant).

Rate the student’s level of independence in this area:

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A lot less independent than expected of an Honours student
About what I would expect of an Honours student
A lot more independent than expected of an Honours student
4. Running the experiment/s
Describe the student’s contribution to running the experiment and the nature and extent of your involvement in this process (e.g. assistance with subject recruitment, testing procedures, participant interviewing, etc). Please specify if assistance was obtained from someone else (post-doc, research assistant, etc).

Rate the student’s level of independence in this area:

1 2 3 4 5
A lot less independent than expected of an Honours student
About what I would expect of an Honours student
A lot more independent than expected of an Honours student

5. Data processing and statistical analysis
Describe the student’s contribution to data processing and data analysis and the nature and extent of your involvement in this process (e.g. provided instruction, discussed student’s analysis, specified the analysis, conducted the analysis yourself, etc). Please specify if assistance was obtained from someone else (post-doc, research assistant, etc). If necessary, distinguish between analysis of behavioural data and other types of data (e.g., physiological measures, EEG, fMRI)

Rate the student’s level of independence in this area:

1 2 3 4 5
A lot less independent than expected of an Honours student
About what I would expect of an Honours student
A lot more independent than expected of an Honours student

6. Editorial assistance on the thesis
Describe the extent of editorial assistance provided on the thesis (e.g. the number of drafts read, commented extensively/suggested major changes, suggested only minor changes, help with figures, etc).

Rate the student’s level of independence in this area:

1 2 3 4 5
A lot less independent than expected of an Honours student
About what I would expect of an Honours student
A lot more independent than expected of an Honours student

7. Amount of consultation with the student
a. How often and for how long did you meet with the student on average?
b. Do you consider this amount of consultation satisfactory?
How do you rate the amount of consultation with this student?

1  2  3  4  5
A lot less than average  About right  A lot more than average

8. Did the student collect all of his/her own data? YES NO

If the student did NOT collect all of his/her own data, what percentage did he/she collect? …%
Please describe the source and nature of the data, and the nature of the student’s involvement in data collection:

9. Any special circumstances that you consider relevant? (Do not include here any circumstances for which an extension or special consideration has been requested)

What effect do you think your comments should have on the examiner’s mark?

Adjust mark up  No change in mark  Adjust mark down

This thesis meets the criteria for consideration for the following prize:

Dick Champion Prize
Criteria: the thesis has a substantial focus on learning and/or motivation regardless of the species on which the experiments were conducted or the dependent variables assessed.

YES NO

Dick Thomson Prize
Criteria: The thesis is focused in the area of social psychology involving human participants. The thesis should include relevant social psychological theories and methodologies that are appropriate for publication in a social psychology journal.

YES NO
APPENDIX F

EMPIRICAL THESIS EXAMINER’S REPORT

Please comment on each of the aspects listed below.

Word length
(within 5% - less than 12,600).

Yes No

Literature review
(Comprehensive; shows grasp of issues; shows critical ability)

Rationale for and aims of research
(Well described; represents an advancement in knowledge)

Design and method
(Choice of variables; appropriateness of design to test hypotheses; adequacy of controls; sampling; originality and appropriateness of materials and procedures)

Presentation of results and data analysis
(Appropriate and clearly labelled tables and graphs; appropriate statistical analysis with justification of choice if necessary; consideration of power; raw data included)

Discussion
(Findings related to stated aims and hypotheses and to previous literature; projection to future research; theoretical implications; awareness of shortcomings)

Overall presentation
(Conciseness; clarity; sufficiency of detail; referencing)

Overall grade (out of 100)

(a) Pre-supervisor’s report:

(b) Post-supervisor’s report:
THEORETICAL THESIS SUPERVISOR'S REPORT

Please answer the following queries about the supervision received by this student and add comments where you feel this could be helpful. Indicate your answers by marking the scale at the appropriate point.

1. Amount of consultation

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Infrequent Meetings</td>
</tr>
<tr>
<td>2</td>
<td>Regular Meetings (once per week for most of year)</td>
</tr>
<tr>
<td>3</td>
<td>Frequent/Prolonged meetings - more than once/week over semester</td>
</tr>
</tbody>
</table>

RATING (1-5):
Comment:

2. Extent of supervisor's role in choice and definition of problem

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Little/No direction in topic selection</td>
</tr>
<tr>
<td>2</td>
<td>Directed reading &amp; discussed student's ideas</td>
</tr>
<tr>
<td>3</td>
<td>Directed student to specific topic</td>
</tr>
</tbody>
</table>

RATING (1-5):
Comment:

3. Extent of originality of student's contribution

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Little originality</td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>High level of originality</td>
</tr>
</tbody>
</table>

RATING (1-5):
Comment:

4. Extent of editorial assistance

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Did not read Draft</td>
</tr>
<tr>
<td>2</td>
<td>Read/Commented on 1 full Draft</td>
</tr>
<tr>
<td>3</td>
<td>Read/Commented on more than 2 Drafts</td>
</tr>
</tbody>
</table>

RATING (1-5):
Comment:

5. Any special circumstances that you consider relevant? (Do not include here any circumstances for which an extension or special consideration has been requested)
6. Was significant assistance received from anyone else?

7. Any other comments?

8. What effect do you think your report should have on the examiner's assessment of this thesis?
THEORETICAL THESIS EXAMINER’S REPORT

Please indicate the selected option by underlining or circling the text.

1. The student has exceeded the 8000 word limit (excluding abstracts, tables, captions, references and appendices) by more than 5%:
   Yes  No

2. The student’s statement of the issue or question to be addressed is:
   Very poor  Poor  Adequate  Good  Very Good

3. The student’s statement of the thesis to be argued is:
   Not stated  Stated, but not clearly  Clearly stated

4. The student’s acquaintance with the relevant literature is:
   Very poor  Poor  Adequate  Good  Very Good

5. The student’s account of the conceptual errors which have been made, and/or the misunderstandings which have arisen, concerning this particular problem is:
   Very poor  Poor  Adequate  Good  Very Good

6. In developing her/his thesis the student’s demonstrated concern for the requirements of logical validity of argument is:
   Very poor  Poor  Adequate  Good  Very Good

7. The logical arrangement of the thesis (ie., the degree to which its parts cohere to form a cumulative argument) is:
   Very poor  Poor  Adequate  Good  Very Good

8. Suggestions which the student makes as to how errors or misunderstandings may be avoided, or problems overcome, are:
   Very poor  Poor  Adequate  Good  Very Good

9. The originality displayed in the thesis is:
   Very poor  Poor  Adequate  Good  Very Good

10. With respect to clarity, the thesis is generally:
    Very poor  Poor  Adequate  Good  Very Good

11. In matters of English usage, succinct expression, spelling, punctuation etc, the thesis is:
    Very poor  Poor  Adequate  Good  Very Good

12. In the care taken with technical detail (such as citation of references, presentation of the Bibliography in the approved form, and so on) the thesis is:
    Very poor  Poor  Adequate  Good  Very Good
(a) Pre-supervisor's report:

/100

(b) Post-supervisor's report:

/100

Please provide reasons for awarding grade X rather than Y or Z. (Your comments will be passed on to the student.)
Students and supervisors might find keeping a common record of agreed actions useful to the supervision process: Use of this form is not compulsory.

<table>
<thead>
<tr>
<th>Points discussed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action plan</td>
</tr>
<tr>
<td>Next session</td>
</tr>
</tbody>
</table>

Student: ………………………………  Date: ......................................

Student: ................................………  Supervisor: ........................................
APPENDIX J

Request for Special Consideration

Student Name _______________________________  Student No ___________________________
Email_______________________________________ Telephone__________________________
Supervisor___________________________________

Period for which special Consideration is sought:
Start date: ________________   Finish date ______________

Assessment for which special consideration is sought

Research methods  ☐
Special fields 1 ☐ ________________________________
Special fields 2 ☐ ________________________________
Ethics ☐
Theoretical thesis ☐
Empirical thesis ☐

Outline the reasons for which special consideration is sought (attach additional pages if needed).

...........................................................................................................................................
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State how this has affected your ability to complete your studies.

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Student’s signature_____________________________

Please attach any supporting letters or documentary evidence and pass this form to your supervisor. (If you do not wish your supervisor to see this request, then place this form and any supporting documentation in a sealed envelope addressed to the Co-ordinator of Psychology Honours, at the Psychology Counter, Level 3 Brennan MacCallum Building. Do not give directly to the honours coordinator. Alternatively scan and submit to psychology.honours@sydney.edu.au.)
Supervisor’s comment:
I support this request for Special consideration ☐
I do not support this request for Special consideration ☐
I am unaware of the circumstances around this request ☐

Comment: ........................................................................................................................................
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In your opinion, to what degree was the quality of the student’s work affected, or their capacity to complete the work impaired?
Not at all ☐ Slightly ☐ Significantly ☐ Seriously ☐ Unable to judge ☐

Supervisor’s Name: _______________________ Signature: ______________________

Supervisors: Please seal the signed request form in an envelope, along with any supporting documentation, addressed to the Psychology Honours Co-ordinator, and deliver it to the Psychology Counter, level 3 Brennan MacCallum Building. Do not give directly to the honours coordinator. Alternatively scan and submit to psychology.honours@sydney.edu.au.

Special Consideration Meeting
In the opinion of the meeting, has the case for special consideration been made?
Yes ☐ Part of request only ☐ No ☐

If no or part request only, give reasons: ..................................................................................
........................................................................................................................................
........................................................................................................................................
........................................................................................................................................
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Does granting special consideration affect the student’s grade? Yes ☐ No ☐
Does granting special consideration affect the student’s eligibility for a prize/award? Yes ☐ No ☐

Change in mark:

<table>
<thead>
<tr>
<th>Component</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research methods</td>
<td>_____</td>
</tr>
<tr>
<td>Special fields 1</td>
<td>_____</td>
</tr>
<tr>
<td>Special fields 2</td>
<td>_____</td>
</tr>
<tr>
<td>Ethics</td>
<td>_____</td>
</tr>
<tr>
<td>Theoretical thesis</td>
<td>_____</td>
</tr>
<tr>
<td>Empirical thesis</td>
<td>_____</td>
</tr>
</tbody>
</table>

Chair of meeting: _______________________ Signature: ______________________
APPENDIX K

Honours 2014: Request for Extension/Supplementary Exam

Student Name_________________________ Student No_________________________

Student Email_________________________ Telephone_________________________

Supervisor_____________________________

Assignment for which extension is sought

<table>
<thead>
<tr>
<th></th>
<th>Requested No of days Extension</th>
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</thead>
<tbody>
<tr>
<td>Research methods</td>
<td></td>
</tr>
<tr>
<td>Special fields 1</td>
<td></td>
</tr>
<tr>
<td>Special fields 2</td>
<td></td>
</tr>
<tr>
<td>Theoretical thesis</td>
<td></td>
</tr>
<tr>
<td>Empirical thesis</td>
<td></td>
</tr>
</tbody>
</table>

Unit of study for which a supplementary exam is sought

Did you sit for the exam? Yes ☐ No ☐

Research methods ☐ Ethics ☐

Outline the reason for which extension/ supplementary exam is sought (attach additional pages if needed).

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Period over which your capacity to complete work was affected

Start date: _______________ Finish date ____________

State how this has affected your ability to complete the work for which extension is sought.

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Student’s signature_________________________ Date_________________________

Please attach any supporting letters or documentary evidence and pass this form to your supervisor. (If you do not wish your supervisor to see this request, then place this form and any supporting documentation in a sealed envelope addressed to the Co-ordinator of Psychology Honours, at the Psychology Counter, Level 3 Brennan MacCallum Building. Alternatively scan and submit to psychology.honours@sydney.edu.au.)
Supervisor’s comment:
I support this request for extension ☐  I support this request for a supplementary exam ☐
I do not support this request for extension ☐  I do not support this request for a supplementary exam ☐

Comment: …………………………………………………………………………………………………
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In your opinion, how long is required for the student to complete the work for which extension is being sought?
No of Days ________________

Supervisor’s Name:__________________________ Signature:_____________________________

Supervisors: Please seal the signed request form an envelope, along with any supporting documentation, addressed to the Psychology Honours Co-ordinator, and deliver it to the Psychology Counter, level 3 Brennan MacCallum Building.

Honours Co-ordinator
Has the case for an extension been made? Yes ☐  No ☐
If yes, length of extension _____________

Comments: …………………………………………………………………………………………………
…………………………………………………………………………………………………………
…………………………………………………………………………………………………………
…………………………………………………………………………………………………………
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…………………………………………………………………………………………………………

New Due Date:
Research methods ______
Special fields 1 ______
Special fields 2 ______
Ethics ______
Theoretical thesis ______
Empirical thesis ______

Co-ordinator:__________________________ Signature:__________________________ Date ______
Criteria for Low Risk Projects

An **Honours-only** project will be classified as ‘Low Risk’ and therefore reviewed by the Psychology Ethics Subcommittee if it meets the following criteria.

1. When filling out the IRMA application, you must indicate that the project involves ONLY Honours students for this question:
   **QUESTION:** Is this project a University of Sydney student project ONLY (i.e., ethics application restricted to the activities of the student research project)?
   **ANSWER:** “Yes” and then select appropriate student classification: Honours

2. Part B of the IRMA questionnaire consists of screening questions. Answering “yes” to ANY of the questions below will trigger full HREC review. If you answer “no” to all of the questions below, then your application will be triaged to the Psychology Subcommittee (for questions where “possible recruitment” is given as an option, it is OK to select this option instead of “no”). The screening questions are as follows:
   - **Does your research involve women who are pregnant and the human foetus? (“Possible recruitment” OK)**
   - **Does your study involve children and/or young people (i.e. younger than 18 years)? (If you are recruiting first year psych students from SONA, this might include 17 year olds. Ethics is not concerned about this particular scenario and you can answer “no” to this question)**
   - **Does your study involve people in existing dependent or unequal relationships with the researcher(s)?**
   - **Does your research involve people with a cognitive impairment, an intellectual disability or a mental illness? (“Possible recruitment” OK)**
   - **Does your research involve people highly dependent on medical care who may be unable to give consent?**
   - **Does your study have the potential to discover illegal activity by participants or others? This includes research intending to expose illegal activity, as well as research not specifically designed to, but likely to discover, illegal activity.**
   - **Does your research involve Aboriginal and/or Torres Strait Islander peoples? (“Possible recruitment” OK)**
   - **Does your research involve CALD (Culturally and Linguistically Diverse) people? (“Possible recruitment” OK)**
   - **Does your research involve travel overseas?**
   - **Is your study likely to cause or elicit distress in participants due to its subject matter, the procedures involved, information that might be revealed about the participant or related persons, or in some other way?**
   - **Does your study involve research that could jeopardise a participant’s employment?**
   - **Is your proposed research a clinical trial? A clinical trial is a form of research designed to find out the effects of an intervention, including a treatment or diagnostic procedure. A clinical trial can involve testing a drug, a surgical procedure, other therapeutic procedures and devices, a preventive procedure, or a diagnostic device or procedure.**
   - **Does your study involve the use of human tissue?**
   - **Does your study involve human genetics or human stem cells?**
   - **Does your study involve limited disclosure involving active concealment and/or planned deception? (Limited disclosure in the sense of not revealing hypotheses is NOT active concealment/planned deception)**
   - **Does your study involve research that poses a risk to the physical or emotional safety or welfare of a University of Sydney student researcher (e.g. honours student or postgraduate student)? If you are a student and your research takes place off-campus a completion of a safety protocol may be necessary.**
   - **Does your research involve the collection of samples such as blood, bodily fluids, and/or physical screening or physical exertion?**
   - **Does the research ONLY involve existing collections of data or records about human beings (collected with appropriate ethical approval)?**
   - **Is there a foreseeable risk of more than ‘discomfort’? For a useful description of the differences between harm, discomfort, and inconvenience please refer to the National Statement of Ethical Conduct in Human Research, Chapter 2.1.**

Note: Be sure to answer these questions accurately. If your application is triaged to the Psychology Subcommittee and it is ascertained that it is not actually low-risk, your application will be escalated to the full HREC. If this happens you will be informed via email.
When Should I Submit My Human Ethics Application? General Timeframes

Below is a general guide of the timeline involved in submitting a new ethics application to the full HREC for review. Please note that this is a generalised timeframe for when you can reasonably expect to receive a response from the HREC based on when you submit your ethics application. However, timeframes will vary depending on the nature of each project. (Note: Timeframes will be different for applications submitted to the Psychology Subcommittee – see flowchart above. See the ELearning site for a list of submission dates for the Psychology Subcommittee.)

Say it is the beginning of February. You have formulated an idea for a project but it will require you to submit a new application to the full HREC. You and your supervisor agree that you would ideally like to have ethical approval by mid April.

Visit the University of Sydney HREC website (http://sydney.edu.au/research_support/ethics/human/deadlines.shtml) and check the table of application submission deadlines and meeting dates.

<table>
<thead>
<tr>
<th>Committee</th>
<th>Submission Deadline</th>
<th>Meeting Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>HREC 1</td>
<td>18/11/2013</td>
<td>30/12/2013</td>
</tr>
<tr>
<td>HREC 2</td>
<td>13/01/2014</td>
<td>20/01/2014</td>
</tr>
<tr>
<td>HREC 1</td>
<td>27/01/2014</td>
<td>11/02/2014</td>
</tr>
<tr>
<td>HREC 2</td>
<td>10/02/2014</td>
<td>25/02/2014</td>
</tr>
<tr>
<td>HREC 1</td>
<td>24/02/2014</td>
<td>11/03/2014</td>
</tr>
<tr>
<td>HREC 2</td>
<td>10/03/2014</td>
<td>25/03/2014</td>
</tr>
<tr>
<td>HREC 1</td>
<td>24/03/2014</td>
<td>08/04/2014</td>
</tr>
<tr>
<td>HREC 2</td>
<td>07/04/2014</td>
<td>22/04/2014</td>
</tr>
<tr>
<td>HREC 1</td>
<td>21/04/2014*</td>
<td>06/05/2014</td>
</tr>
<tr>
<td>HREC 2</td>
<td>06/05/2014</td>
<td>20/05/2014</td>
</tr>
<tr>
<td>HREC 1</td>
<td>19/05/2014</td>
<td>02/06/2014</td>
</tr>
<tr>
<td>HREC 2</td>
<td>02/06/2014</td>
<td>17/06/2014</td>
</tr>
<tr>
<td>HREC 1</td>
<td>16/06/2014</td>
<td>01/07/2014</td>
</tr>
</tbody>
</table>

You decide that you would like to submit your application so that it is reviewed by the committee on the 11th March 2014.
Because you want your application reviewed on the 11/03/2014 meeting, you must ensure that you submit your application by this meeting’s submission deadline (in this case, the 24th February). However, note that the HREC will not assign your application to a meeting until it has been approved by all named investigators and the Head of School. Thus, you need to ensure that you allow adequate time for him to approve your application prior to this deadline (please refer to ‘Head of School Approval’ textbox below).

<table>
<thead>
<tr>
<th>Committee</th>
<th>Submission Deadline</th>
<th>Meeting Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>HREC 1</td>
<td>18/11/2013</td>
<td>31/12/2013</td>
</tr>
<tr>
<td>HREC 2</td>
<td>13/01/2014</td>
<td>20/01/2014</td>
</tr>
<tr>
<td>HREC 1</td>
<td>27/01/2014</td>
<td>11/02/2014</td>
</tr>
<tr>
<td>HREC 2</td>
<td>10/02/2014</td>
<td>25/02/2014</td>
</tr>
<tr>
<td>HREC 1</td>
<td>24/02/2014</td>
<td>11/03/2014</td>
</tr>
<tr>
<td>HREC 2</td>
<td>10/03/2014</td>
<td>25/03/2014</td>
</tr>
<tr>
<td>HREC 1</td>
<td>24/03/2014</td>
<td>08/04/2014</td>
</tr>
<tr>
<td>HREC 2</td>
<td>07/04/2014</td>
<td>22/04/2014</td>
</tr>
</tbody>
</table>

**Head of School Approval:** In this example, because you are aiming to submit your application to HREC by the deadline of Monday 24th February, your application should be submitted on IRMA and approved by the Chief Investigator and all other researchers assigned to the application by no later than Thursday 20th February.
Note that the **HREC will only assign an application to a meeting once it has been approved by the Head of School.** Thus, even if you submit your application via IRMA before the deadline, if it has not been approved by the Head of School, it will not be considered during the meeting. This is why it is crucial that you submit your application on IRMA and ensure that all researchers have approved the application online at least two business days before the Submission deadline as this will allow the Head of School enough time to approve your application.

Once you have completed your ethics application on IRMA and your supervisor has checked your application, you then need to submit the application on IRMA (for further instructions on how to submit your application on IRMA please refer to the HREC website: http://sydney.edu.au/research_support/ethics/human/application_form.shtml). Once submitted on IRMA, the Chief Investigator and **ALL RESEARCHERS ON THE APPLICATION (including yourself),** will be required to log onto IRMA and approve the application. Thus it is important to ensure that you allow adequate time for this to occur. Once all researchers have given their online approval, the application will then be automatically forwarded to the Head of School who will also be required to approve the application. You must allow the Head of School at least two business days to approve an application.

<table>
<thead>
<tr>
<th>Committee</th>
<th>Submission Deadline</th>
<th>Meeting Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>HREC 1</td>
<td>18/11/2013</td>
<td>3/12/2013</td>
</tr>
<tr>
<td>HREC 2</td>
<td>13/01/2014</td>
<td>28/01/2014</td>
</tr>
<tr>
<td>HREC 1</td>
<td>27/01/2014</td>
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</tr>
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<td>HREC 2</td>
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<tr>
<td>HREC 1</td>
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<td>HREC 2</td>
<td>10/03/2014</td>
<td>25/03/2014</td>
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<td>HREC 1</td>
<td>24/03/2014</td>
<td>08/04/2014</td>
</tr>
<tr>
<td>HREC 2</td>
<td>07/04/2014</td>
<td>22/04/2014</td>
</tr>
</tbody>
</table>

**NOTE:** If you are late in completing your application or getting it approved by the Head of School, and you submit it AFTER this deadline (e.g. say you submit it the day after on 25th February), your application will **NOT** be considered on the meeting of 11th March 2013, instead, it will be considered at the NEXT HREC meeting (in this case, the meeting held on 25th March 2014).
Obtaining IRMA Sign-Off for your Ethics Application

Once your application has been submitted, it must be approved in IRMA by all researchers listed on the application and the Faculty Approver. In the case of Psychology, the Faculty Approver is the Head of School, who requires a notice period of 2 business days (e.g., if the ethics application deadline is 4pm on a Monday, the Head of School must receive notification for sign-off by 4pm the preceding Thursday). Make sure you adhere to the required notification period in order to obtain sign-off by the application deadline (application deadlines are listed on the HREC website).

IMPORTANT: The Head of School expects the Chief Investigator (the academic staff member/research student’s supervisor) to have carefully read, and approve of, the final version of your ethics application. By signing off on the ethics application, the CI indicates that the information provided is correct, that your project meets ethical requirements, and that he or she approves of the application. The onus is on students and supervisors (not the Head of School) to ensure that your ethics application is completed correctly and in a fit state to be reviewed by the Ethics Committee.

How to approve (sign off on) an ethics application:
1. Log in to IRMA
2. Select the ‘My Approvals’ tab
3. Select the relevant protocol

For a demonstration of Approvals, see IRMA ‘how to’ videos at: http://sydney.edu.au/research_support/ethics/ethics_online.shtml

Once approved, it will be added to Committee meeting agenda. Allow enough time for approvals to occur before the submission deadline. Please check the HREC website for submission dates (the meeting dates of the Psychology Ethics Subcommittee are listed below).

An application will not be passed on to the Faculty Approver until all researchers have approved the application on IRMA. Therefore it is important to contact all researchers on your application to ensure that everyone completes their IRMA approval in a timely manner.

Summary of Approvals Required
Below is a table listing each ethics document and who is required to provide IRMA approval for each of these documents.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Chief Investigator</th>
<th>Other Researchers</th>
<th>Faculty Approver</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ethics Application</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Modification</td>
<td>Y</td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td>Change in Personnel ONLY</td>
<td></td>
<td></td>
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<tr>
<td>Modification of External Ethics Approval</td>
<td>Y</td>
<td></td>
<td></td>
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<tr>
<td>Response to Existing Application</td>
<td>Y</td>
<td></td>
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This information has been taken from the University of Sydney Human Research Ethics Committee website: http://sydney.edu.au/research_support/ethics/human/index.shtml. However, note that the information on this website is frequently updated and modified. Therefore it is recommended that you double check the procedures and guidelines outlined on the HREC website.
Determining Your Project’s Submission Status on IRMA

All ethics documents (i.e. applications, modifications etc) currently in draft will be displayed in white on the IRMA Human Ethics page. Once an ethics document has been submitted, it will change from being displayed in white, to being displayed in green.

You can track the progress of your form in IRMA by selecting the "Status History" tab of your application form.

![Status History](image)

After all required approvals have been entered (e.g. by the Honours student, the Chief Investigator, the Head of School etc), the status will read “Assigned to a meeting”.

To ascertain which approvals are outstanding, email ro.humanethics@sydney.edu.au requesting the details of any outstanding approvals.

PLEASE NOTE: Draft IRMA documents can be edited however once a document has been submitted, it can no longer be edited by any of the researchers (including the Chief Investigator). Therefore, when a student is preparing an IRMA document, they should advise their supervisor once they have completed all the required questions and ask their supervisor to check the document BEFORE they submit the document for approval from the Chief Investigator and Head of School. When drafting an application, we strongly advise applicants to periodically export their application as a rtf, that can be saved and read in Word (see next page for instructions). You should most certainly do this after you have completed your draft but before your supervisor reviews it. This provides important back-up in case you or your supervisor makes a mistake editing the form in IRMA. Because the IRMA form expands and contracts in response to the questions you answer, editing an earlier question can impact all subsequent questions (possibly result in lost data).
Printing and viewing IRMA forms as a Word Document

You can convert your IRMA ethics forms to word documents (rft format). This can be useful if supervisors want to view and make edits, comments or tracked changes to their student's IRMA form. This can also be an invaluable form of backup should you lose data while filling out the IRMA form. Converting an IRMA form into a word document can also be useful if you wish to print a hard copy of an IRMA document.

To convert an IRMA form into a word document, first you need to log into IRMA and click on the ethics application that you wish to convert.

You will then be presented with the coversheet page for your ethics document. Click on the button that says 'Print Form'.

Next, click on the magnifying glass icon.
You will then be presented with the following webpage. Click on the link to open the document.

(1) Click this link to open your document
You may also right click and Save target to your hard drive

(2) Click this link to return to the human ethics coversheet

Your IRMA form should now be converted to a word document.

Who to contact for help

Visit the ethics office website for more information. You will be able to access online tutorials at this URL:

If, after reading the information on the website, you are still encountering difficulties completing the form on IRMA, contact the Ethics Office (email ro.humanethics@sydney.edu.au, or visit http://sydney.edu.au/research_support/ethics/human/contact.shtml for phone numbers of the Ethics Administration Officers)
Potential Outcomes of Your Application

Once the Committee have reviewed your application at the meeting, it will typically take 10 working days for the HREC to inform you of their decision regarding your application. Researchers are notified of the outcome via email. The email is sent to the Chief Investigator with a copy to all named researchers.

Thus, if your application is reviewed on the meeting day of 11th March, you can expect to know the outcome of your application by approximately 24th March. If you have not received a response after 10 working days of the meeting, you may email ro.humanethics@sydney.edu.au to enquire about the status of your application.

Delayed Approval
Sometimes the HREC may delay approval of your application and request that you make amendments or clarify certain aspects of your application. In such cases, you will be required to submit a “Response to Existing Application Form” on IRMA which addresses any queries or clarifications that HREC raise regarding your application. This process takes additional time and thus researchers should allow for this when planning their research schedules (it is typically a good idea to give yourself a few weeks lee-way to allow time to make any amendments that HREC may request).

Thus, in this example, because we were aiming to have ethical approval by mid April we still have a reasonable amount of time to make amendments and address queries that HREC may have before resubmitting.

However, ultimately it is best to try to avoid this by ensuring that your initial application is well written, can be understood clearly, and is adhering to ethical standards. Ideally ethics applications should be written in clear language that can be easily understood by people who do not have a background in psychology. The members of the HREC must be able to understand what you are doing and why. Thus you should avoid technical jargon wherever possible. Your supervisor can help you with this.

Not Approved

If your application cannot be approved you will be informed by email and asked to discuss your application with the Chair of the HREC.

Approved

Your study may be approved at a full HREC meeting; or following a HREC meeting, if you have been asked to make changes, once these changes/amendments/clarifications have been addressed.

Once your study has been approved you will receive a final letter of approval, which you must retain as part of your study records. Make sure you are aware of the details of your approval, including any conditions, responsibilities and reporting deadlines, which are explained in Understanding the Letter of Approval.