



Faculty of Science
School of Psychology

Graduate Diploma in Psychology (5334)
STUDENT HANDBOOK

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PROGRAM AT A GLANCE

Award Name:	Graduate Diploma in Psychology
Abbreviated Award Name:	GDipPsych
Program Code:	5334
Program Type:	Postgraduate Coursework
Delivery Mode:	Online
Duration:	1.7 years part-time
Number of Courses:	10
Number of Hexamesters/Year:	6 hexamesters/year
Hexamester Length:	6 weeks
Academic Calendar:	UNSW Hexamester Academic Calendar
Fees:	https://www.student.unsw.edu.au/fees
APAC accreditation:	APAC-accredited Level 1 program or Bridging program for 3-year undergraduate psychology sequence
Pathway after completion:	APAC-accredited Level 2 program (eg GDipAdvPsych, Psychology Honours), then to APAC-accredited Level 3-4 program (eg Psychology Masters/PhD) (see APS Study Pathways & APAC Registration Pathways)

CONTACT INFORMATION

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IMPORTANT

This program is delivered using the [UNSW Hexamester Academic Calendar](#). The program's key dates and some policies may be different to those applicable to students enrolled in standard UNSW programs using the standard academic calendar.

Students enrolled in the Graduate Diploma in Psychology should refer to the information in this Student Handbook, [5334 Degree Page](#) and [5334 Program Guide](#) (available from [School's Postgraduate Resources Page](#)).

Please contact psychonline@unsw.edu.au for any enquiries relating to this program.

UNSW Sydney reserves the right to alter procedures, fees and regulations should the need arise. The university also reserves the right to discontinue or vary courses and sessions dates at any time without notice.

PROGRAM DESCRIPTION

The Graduate Diploma in Psychology enables graduates in other disciplines to complete an APAC-accredited Level 1 or three-year undergraduate sequence in Psychology in 1.7 years, allowing them to progress to further accredited training in professional psychology.

Completion of the Graduate Diploma will allow students to apply for entry into any APAC-accredited Level 2 program (eg Graduate Diploma in Advanced Psychology, psychology honours), before proceeding to APAC-accredited Level 3-4 program (eg postgraduate masters coursework/research programs).

Admissions into Level 2 psychology programs at UNSW (ie Graduate Diploma in Advanced Psychology (5332) and the traditional psychology honours, Bachelor of Psychological Science (Honours) (4518)) are based on academic merit and subject to minimum entry requirements, supervisors' availabilities and school resources.

Successful completion of the Graduate Diploma in Psychology does NOT guarantee a place in Level 2 psychology programs at UNSW.

PROGRAM STRUCTURE

This program consists of 10 core courses: ZZPS5001 – ZZPS5010. Each course is worth 6 Units of Credit (6 UOC). Students must complete all 10 courses (total 60 UOC) to be awarded the Graduate Diploma.

See below for list of courses and their typical availabilities throughout the year. For course descriptions, see [5334 Program Guide](#) and [UNSW Handbook](#) (search using the course codes below). **The School reserves the right to alter courses' availability as required without prior notice.**

Typical Annual Courses Availability

Hexamester		H1	H2	H3	H4	H5	H6
Course							
ZZPS5001	Introduction to Psychology 1 (6 UOC)	X		X		X	
ZZPS5002	Introduction to Psychology 2 (6 UOC)		X		X		X
ZZPS5003	Data Analysis & Methods of Psychological Inquiry (6 UOC)	X	X	X	X	X	X
ZZPS5004	Advanced Data Analysis & Methods of Psychological Inquiry (6 UOC)	X	X	X	X	X	X
ZZPS5005	Behavioural Neuroscience (6 UOC)	X	X	X	X	X	X
ZZPS5006	Psychology Across the Lifespan (6 UOC)	X	X	X	X	X	X
ZZPS5007	The Individual, Culture & Society (6 UOC)	X	X	X	X	X	X
ZZPS5008	Perception & Cognition (6 UOC)	X	X	X	X	X	X
ZZPS5009	Abnormal Psychology (6 UOC)	X	X	X	X	X	X
ZZPS5010	Psychological Assessment, Ethics & Professional Skills (6 UOC)	X	X	X	X	X	X

	Introductory Courses
	Advanced Courses

PROGRAM DELIVERY & PROGRESSION RULES

Each course is delivered 100% online through [Moodle](#) for 6 weeks. There are 6 hexamesters per year.

Students may enrol in a maximum of one course per hexamester. Due to the intensive nature of the program, under no circumstances will requests for enrolment into more than one course per hexamester be granted.

Students must start with either ZZPS5001 or ZZPS5002 and must complete both of these courses before continuing to ZZPS5003, then to ZZPS5004.

The four introductory courses (ZZPS5001-ZZPS5004) have to be completed before proceeding to the advanced units.

The advanced courses ZZPS5005 to ZZPS5009 can be completed in any order that suits student's individual pattern of study.

ZZPS5010 must be completed as the final course in the program.

Students who have completed courses equivalent to ZZPS5001 and/or ZZPS5002 as a part of prior degree within 7 years prior to program commencement may apply for credit transfer. Students who were granted credit transfer for these courses will not be required to complete these units.

Credit transfer will not be granted for courses other than ZZPS5001 and ZZPS5002.

Credit transfer will not be granted for courses completed more than 7 years prior to program commencement, as the content of these courses has been updated based on the current research.

Students have a maximum of 5 years to complete the program.

Although designed to be taken as part-time study which allows for full-time employment, please note that this is an intensive program of study with expected level of engagement of 20 hours per week.

Students are expected to be aware of any time difference for tutorial times and assessments due dates & times (see [Assessment](#) section below).

If students are undertaking the program from overseas (outside Australia), students have the responsibility to ensure that they have stable access to the internet and are not prevented from accessing any of the online material, including library and open resources.

Typical program progression plan based on entry point can be seen on the next page.

Note that the typical progression plans are based on the assumption of full enrolment in all available hexamesters without any credit transfer and/or program leave and/or repeats. If students are granted credit transfer and/or on leave and/or repeating any course for certain hexamester/s, students will need to adjust their progression plan accordingly.

Typical Program Progression Plan Based on Entry Point

Entry Point: Hexamester 1

Hexamester Year	1	2	3	4	5	6
1st Year	ZZPS5001	ZZPS5002	ZZPS5003	ZZPS5004	ZZPS5005	ZZPS5006
2nd Year	ZZPS5007	ZZPS5008	ZZPS5009	ZZPS5010		

Entry Point: Hexamester 2

Hexamester Year	1	2	3	4	5	6
1st Year		ZZPS5002	ZZPS5001	ZZPS5003	ZZPS5004	ZZPS5005
2nd Year	ZZPS5006	ZZPS5007	ZZPS5008	ZZPS5009	ZZPS5010	

Entry Point: Hexamester 3

Hexamester Year	1	2	3	4	5	6
1st Year			ZZPS5001	ZZPS5002	ZZPS5003	ZZPS5004
2nd Year	ZZPS5005	ZZPS5006	ZZPS5007	ZZPS5008	ZZPS5009	ZZPS5010

Entry Point: Hexamester 4

Hexamester Year	1	2	3	4	5	6
1st Year				ZZPS5002	ZZPS5001	ZZPS5003
2nd Year	ZZPS5004	ZZPS5005	ZZPS5006	ZZPS5007	ZZPS5008	ZZPS5009
3rd Year	ZZPS5010					

Entry Point: Hexamester 5

Hexamester Year	1	2	3	4	5	6
1st Year					ZZPS5001	ZZPS5002
2nd Year	ZZPS5003	ZZPS5004	ZZPS5005	ZZPS5006	ZZPS5007	ZZPS5008
3rd Year	ZZPS5009	ZZPS5010				

Entry Point: Hexamester 6

Hexamester Year	1	2	3	4	5	6
1st Year						ZZPS5002
2nd Year	ZZPS5001	ZZPS5003	ZZPS5004	ZZPS5005	ZZPS5006	ZZPS5007
3rd Year	ZZPS5008	ZZPS5009	ZZPS5010			

ENROLMENT AND PROGRESSION PLAN

In every hexamester, essentially students will need to either enrol into a course by enrolment deadline or apply for program leave by census.

Students are required to self-enrol into courses online via [myUNSW](#) prior to each hexamester (see [Enrolment Guide](#) on how to enrol and [Key Dates](#) for enrolment deadlines).

Students have the responsibility to self-enrol in the correct course sequence by each hexamester's [Enrolment Deadline](#) and to ensure that they are following the progression rules and are on track to complete the program.

Non-enrolment will lead to automatic withdrawal from the program after the census date.

If the students need to take time off from their study in any hexamester (e.g. taking breaks between hexamesters), students must apply for program leave for relevant hexamester before the census date (see [Program Leave](#)).

WITHDRAWING FROM A COURSE

You can drop your enrolled course via [myUNSW](#) until the AW Deadline (inclusive), which falls on Friday Week 6 in each hexamester. There are implications for your financial liability and academic record, depending on the timing at which you drop a course.

Please refer to the program's [Key Dates](#) and contact [GDipPsych General Enquiry](#) for any question.

On or before Census Date

The Census Date is the last day to drop a course without having to pay the tuition fee and without academic penalty.

If you drop a course on or before the Census Date:

- You will **not** be financially liable for the course.
- The course will **not** appear on your transcript.
- The course will **not** be included in the calculation of your Weighted Average Mark (WAM).
- The course will **not** be included in the calculation of your [Academic Standing](#) and [Maximum Repeat Fails](#).

After Census Date and on or before the AW Deadline

If you drop a course within this period:

- You **will** be financially liable for the course.
- The course **will** appear on your academic transcript with a grade of [AW \(Academic Withdrawal\)](#).
- The course will **not** be included in the calculation of your WAM.
- The course **will** be included in the calculation of your [Academic Standing](#) and [Maximum Repeat Fails](#) as units of credit attempted but not passed.

After the AW Deadline

You are not able to drop a course after the AW Deadline. You will be assigned the final mark and grade awarded to you by your Course Authority.

Special Circumstances

In defined special circumstances, you can apply for [Fee Remission](#). If successful:

- The course fees **will** be re-credited, remitted or refunded, whichever is applicable
- The course will **not** appear on your transcript
- The course **will** remain in your record with a grade of [PW \(Permitted Withdrawal\)](#)
- The course will **not** be included in the calculation of your WAM and will **not** count towards your [Academic Standing](#) and [Maximum Repeat Fails](#)

STUDENT RESPONSIBILITY

The Graduate Diploma in Psychology is an intensive program. The shortened length of teaching periods (6-week hexamesters) means that students must be able to complete all components of the course in a timely manner.

It is the responsibility of the students to ensure that they complete all of the assigned work in each weekly module, including the following: watching all lectures, attending 100% of the online tutorials (either synchronously or asynchronously), completing the readings, learning activities, assessment preparation and assessment tasks.

Attendance

Students are required to attend 100% of online contact hours in each course. Full attendance is required to ensure students are consistently working towards achieving the graduate competencies required by the APAC Accreditation Standards. These Accreditation Standards are incorporated in Program and Course Learning Outcomes.

The tutorials for the Graduate Diploma in Psychology are all held online, using Blackboard Collaborate Ultra, available on the Moodle course page. During tutorials, Convenor and students will have live discussions about the weekly materials in a webinar format. Students are strongly encouraged to log on at the time of the tutorial in order to participate in synchronous tutorial discussions. Logging on to attend the live tutorial class will also provide students with the opportunity to ask their Convenor questions about the course and assessment content.

If you are unable to attend the synchronous tutorial (live at the time of the tutorial), you will be required to logon and view the recorded tutorial and read the comments left by your fellow students. You must then post comments on the tutorial discussion board to indicate that you have participated in the tutorial in an asynchronous manner.

Tutorial attendance is monitored. Your name will be recorded when you log on to the synchronous tutorial class OR when you view the tutorial recording and post a comment if you participated in the

tutorial in an asynchronous manner. Failure to meet the 100% specified attendance requirements may result in course failure.

Explanations for an occasional absence from a class or requests for permission to be absent from a class should be discussed with the Course Convenor, and where applicable, accompanied by a medical certificate.

Moodle – Online Course Content

All courses in Graduate Diploma in Psychology program are delivered online through [Moodle](#) (also accessible via [myUNSW](#)). Course content will be made available from the first day of the hexamester and will be gradually added every week.

In your first hexamester in the program, you will be automatically enrolled into Student Essentials module in [Moodle](#). This module aims to help students familiarise themselves with university's resources, support services, rules and policies. The module has to be completed **by Sunday Week 4** of your first hexamester.

See [UNSW Moodle Support for Students](#) (including required System Requirements) and [The Student Essentials Module](#).

Please contact [GDipPsych General Enquiry](#) if your course is not listed on Moodle once the hexamester has commenced.

It is students' responsibility to stay up-to-date with course updates and announcements communicated via the Moodle page and UNSW email.

Students are expected to comply with all of the [Students Code of Conduct](#) as well as university rules, policies and procedures at all times.

ASSESSMENTS

Students are expected to complete all assessment tasks, except for those specifically identified as optional. Failure to submit compulsory assessment will result in automatic failure of the course.

For each course, check the Course Outline and refer to the assessment information uploaded by your Course Convenor in Moodle to make sure you are clear about what assessment tasks are required, the deadline for each, and how to complete or submit the assessment via Moodle.

The School takes no responsibility for assessments completed or submitted in ways other than specified in the provided instructions.

All assessments dates and deadlines are based on Australian Eastern Standard or Daylight Time:

- Australian Eastern Daylight Time (AEDT) is in use from the first Sunday in October to the first Sunday in April during Daylight Saving Time (DST);
- Australian Eastern Standard Time (AEST) is used during the remainder of the year.

It is the students' responsibility to make sure that they are working from a functional and compatible device which meets [Moodle's system requirements](#) with secure and stable internet connection and that they are referring to Australian Eastern Standard or Daylight Time for all assessments' due dates and times.

Misreading the assessment's deadline, miscalculation of time differences, internet/access/computer/technical issues will not be considered as grounds for misadventure and any Special Consideration request submitted on these grounds will be rejected.

Students must submit and present their own work in all assessments and provide appropriate referencing. Please see [Student Code of Conduct](#) section for information on how to avoid plagiarism & important notes on file sharing websites and the use of generative AI tools in your assessment.

Types of Assessments for Coursework

(i) Individual Written Assignments

Students will be presented with questions/topics/scenarios/data/scientific articles and will be required to write an academic essay or report to address the specified questions and to demonstrate understanding & critical analysis on the topic.

In most cases, the electronic version of the assignment should be submitted through the Turnitin link on Moodle for plagiarism checking.

See [Late Penalty](#) & [Special Consideration](#) sections below for information about possible extensions.

(ii) Group Work

Students may need to work in pairs or groups for certain activities and assignments.

No extensions will be granted for group work.

See [Special Consideration](#) section below for information about possible supplementary assessment.

(iii) Oral Presentations

Oral presentations may take the form of live online presentations to the class and/or uploading videos of your oral presentation for your Convenor/class to view.

See [Late Penalty](#) & [Special Consideration](#) sections below for information about possible extensions.

(iv) Peer Review

Students may be required to review their peers' work and performance based on specified marking rubric. The assessment provides opportunity for students to do objective evaluation and communicate constructive feedback in a clear and empathetic manner.

No extensions will be granted for peer review.

(v) Exams and Secured Quizzes

It is students' responsibility to check the Course Outline for the dates & times of, and make themselves available for, these exams and secured quizzes.

See [Special Consideration](#) section below for information about possible supplementary assessment.

Late Penalty

Failure to meet the submission deadline ("the initial deadline") will attract late penalty.

Students can submit an assignment late for **up to 7 working days after initial deadline**, but late penalty of 5 marks will be deducted for each day (including weekend days) it is overdue.

For example, if your assignment was marked 75, and you have submitted this assignment three days after the initial deadline, a penalty of fifteen marks will be deducted from your mark, and your final mark for the assignment will be 60.

The date it was submitted online via Moodle will be used to determine whether an assignment is overdue.

Assignment submitted late may not receive detailed feedback from markers.

Assignment submitted more than 7 working days after initial deadline will NOT be marked and will result in a mark of zero for the assignment.

Special Consideration

Students are expected to manage their time to meet assessment deadlines, to be available for their quizzes and exams, and to request extension/supplementary assessment as early as possible before the deadline.

You can apply for [Special Consideration](#) if you find that unexpected short-term illness, misadventure, or other circumstances beyond your control may prevent you from:

- Submitting your assignment or presentations by the deadline, or
- Completing/attending your quiz/exam online at the specified time & date

You must apply for Special Consideration as soon as possible after the issue occurs or at the latest, **within 3 working days** of the assessment due date and must provide the required supporting documents at the time of application. Failure to do so will result in your application being rejected.

The circumstances must have occurred during an important study or assessment period and lasted for 3 days consecutively or a total of 5 days, or prevented you from completing an assessment on a specific due date.

Due to the intensive nature of the program, under no circumstances will an extension for assignments or presentations be given for longer than **3 working days** after the initial deadline.

Note, Supplementary Assessment are not always possible for mid-term exams and quizzes. If this is the case and your Special Consideration application is approved, an alternative arrangement will be implemented at the discretion of the Course Convenor. If a Supplementary Assessment is possible this will be held at a time specified by the Course Convenor.

Please see [UNSW Special Consideration](#) for information about when to apply, list of applicable circumstances, required supporting documents and how to apply.

UNSW operates under a **Fit to Sit/Submit** rule for all assessments. If a student wishes to apply for special consideration for an exam or assessment, the application must be submitted prior to the start of the exam or before an assessment is submitted. If a student sits the exam/submits an assignment, they are declaring themselves well enough to do so and are unable to subsequently apply for Special Consideration.

NB: Due to the intensive nature of the GDipPsych, it would be unreasonable to expect students that suffer misadventure/illness or other personal issues that lead to them missing more than two weeks of the program, to complete the course. Given the intensive nature of the course, students in this position would have missed over 30% of the course content and it would be unreasonable to expect students to be able to satisfactorily complete the course under these circumstances. In this situation, students will be required to apply for [Fee Remission](#) (see [Special Circumstances](#) section).

NB: Please be aware that not all courses are offered in every intake and some courses might reach full capacity before the enrolment deadline. You should check how withdrawal from or failure of a course may affect your program progression. This is of particular importance if you withdraw from/fail a course which is a pre-requisite for another course:

- ZZPS5001 and ZZPS5002 are pre-requisites for ZZPS5003;
- ZZPS5001- ZZPS5003 are pre-requisites for ZZPS5004;
- Introductory course (ZZPS5001- ZZPS5004) are pre-requisites for the advanced courses (ZZPS5005- ZZPS5009);
- ZZPS5001– ZZPS5009 are the pre-requisites for ZZPS5010.

ELS-Registered Students

Students who are registered with UNSW Equitable Learning Services (ELS) must comply with the responsibilities indicated in their Equitable Learning Plan (ELP) for the adjustments to be granted.

If your ELP authorises extensions for assignment submission, you do not need to apply for Special Consideration irrespective of the weight of the assignment. ***Instead, you are required to email the Course Convenor at least one week prior to the assessment deadline to request an extension***—unless the ELP specifically stipulates that you are not required to do so.

The period of extension cannot be longer than 7 working days after the initial deadline.

If the ELP does not include an authorisation for late submission, students are subject to the same rules applicable to other students (see [Special Consideration](#) section).

ELS-registered students who require educational adjustments with respect to group work should discuss their specific needs with their Course Convenor within one week of receiving their ELP and no later than the end of Week 1. We will do our best to accommodate these needs in accordance with the ELP, however it should be noted that APAC standards involve the demonstration of interpersonal and teamwork skills, which is often what is being assessed during group work.

ELS-registered students who miss any quiz or exam are required to submit Special Consideration request to request for supplementary assessment.

Assessment Feedback

Assessments will be marked and returned to students within **10 working days** from the assessment submission date, unless otherwise indicated. Students will receive a mark for the assessment and written/audio comments from the marker. Students who would like further feedback on their assessment should contact the Course Convenor within 5 working days of the return of marks for the assessment.

FINAL MARKS FOR A COURSE

Final marks for a course are calculated from the summation of component marks for a course (with weightings indicated in the Course Outline). Students can view the final mark and grade for completed courses by viewing/downloading their Academic Statement at [myUNSW](#). Results for any hexamester will be available from 4pm on Release of Results day (see [program's Key Dates](#)).

Review of Results

A review of a Final Mark for a course may take one of two forms:

1. Checking of marks – an administrative check that all marks have been included in the final composite mark;
2. Re-assessment – an academic re-assessment of a piece of work.

When applying for re-assessment for any assignment through [Review of Results](#), **students are required to give valid reasons to justify their request**. Where insufficient or invalid reasons are given, the School may decline to take action. Please note that if you request a re-assessment of your result, this will include a check of the addition of marks.

A review of results may result in the mark going up or down.

The Review of Results request must be submitted online **no later than 5 working days** after the return of the piece of work or after the course results are officially released for the hexamester, whichever is earlier. All marked work returned to students must be kept in case it is needed for re-marking.

See [UNSW Review of Results](#) page for more information about the process, including the list of circumstances that are not accepted as valid reasons to apply.

COURSE EVALUATION AND DEVELOPMENT

Courses are periodically reviewed and students' feedback is used to improve them. Feedback is gathered using various means, including [UNSW myExperience](#) survey.

STUDENT CODE OF CONDUCT

The University is committed to the pursuit of excellence in learning, teaching and research, and to community engagement. The Student Code sets out the University's expectations of students with respect to their academic and personal conduct and outlines the University's responsibilities to students.

Students are expected to familiarise themselves with the Student Code Policy, which incorporates the Student Code, and the Student Misconduct Procedures. They are available at: [UNSW Student Conduct & Integrity](#)

PLAGIARISM: ESSENTIAL INFORMATION FOR AVOIDING PLAGIARISM

What is plagiarism?

[Plagiarism](#) is presenting someone else's thoughts or work as your own. It can take many forms, from not having appropriate academic referencing to deliberate cheating.

UNSW groups plagiarism into the following categories:

- **Copying:** Using the same or very similar words to the original text or idea without acknowledging the source or using quotation marks. This includes copying materials, ideas or concepts from a book, article, report or other written document, presentation, composition, artwork, design, drawing, circuitry, computer program or software, website, internet, other electronic resource, or another person's assignment, without appropriate acknowledgement.

- **Inappropriate paraphrasing:** Changing a few words and phrases while mostly retaining the original structure and/or progression of ideas of the original, and information without acknowledgement. This also applies in presentations where someone paraphrases another's ideas or words without credit and to piecing together quotes and paraphrases into a new whole, without appropriate referencing.
- **Collusion:** Presenting work as independent work when it has been produced in whole or part in collusion with other people. Collusion includes students providing their work to another student before the due date, or for the purpose of them plagiarising at any time, paying another person to perform an academic task and passing it off as your own, stealing or acquiring another person's academic work and copying it, offering to complete another person's work or seeking payment for completing academic work. This should not be confused with academic collaboration.
- **Inappropriate citation:** Citing sources which have not been read, without acknowledging the "secondary" source from which knowledge of them has been obtained.
- **Self-plagiarism:** "Self-plagiarism" occurs where an author republishes their own previously written work and presents it as new findings without referencing the earlier work, either in its entirety or partially. Self-plagiarism is also referred to as "recycling", "duplication", or "multiple submissions of research findings" without disclosure. In the student context, self-plagiarism includes re-using parts of, or all of, a body of work that has already been submitted for assessment without proper citation.

More Information

In many cases plagiarism is the result of inexperience about academic conventions. The University has resources and information to assist you to avoid plagiarism.

How can Academic Skills Centre help me?

The Academic Skills Centre assists students with understanding [academic integrity](#) and how to not plagiarise. They also hold workshops and students can book one-on-one appointments (see [UNSW Academic Skills](#)).

What is Student Essentials Module?

This online module is a compulsory requirement for all commencing students to be completed by Sunday Week 4 of their first hexameter. The module covers important topics on academic & library skills, academic integrity, enforcing respect & safety. The module aims to help students familiarise themselves with university's resources, support services, rules and policies (see [The Student Essentials Module](#)).

What is Turnitin?

Turnitin is a checking database which reviews your work and compares it to an international collection of books, journals, Internet pages and other students' assignments. The database checks referencing and whether you have copied something from another student, resource, or off the Internet. Oftentimes, students are asked to submit an electronic version of their work into Turnitin, but academics can also use it to check a student's work when it is being marked. You can find out more about Turnitin from [UNSW Moodle & Turnitin Assignments](#).

What if plagiarism is found in my work?

If plagiarism is found in your work when you are in the introductory courses, your Course Convenor will offer you assistance to improve your academic skills. They may ask you to look at some online resources,

attend the Academic Skills Centre, or sometimes resubmit your work with the problem fixed. However more serious instances, such as stealing another student's work or paying someone to do your work, may be investigated under the Student Misconduct Procedures.

Repeated plagiarism (even in the introductory courses), plagiarism in the advanced courses, or serious instances, may also be investigated under the Student Misconduct Procedures. The penalties under the procedures can include a reduction in marks, failing a course or for the most serious matters (such as plagiarism in a thesis) can result in suspension from the University.

Important Notes on File-sharing Websites

There are some file-sharing websites around that specialise in buying and selling academic work to and from university students. Examples of such websites include but are not limited to:

- Course Hero;
- Nexus Notes;
- StudyMode; and
- Thinkswap

You should be aware that you would be committing plagiarism if you download a piece of work from these websites and present it as your own either wholly or partially.

If you upload your original work to these websites, and if another student downloads and presents it as their own either wholly or partially, you might be found guilty of collusion—even years after graduation.

Your work may be posted by others unbeknownst to you. The surest way to avoid putting yourself at risk is to take care to not share your work with another student. If you stumble across your work online, the School of Psychology recommends you take action to have it removed at the earliest opportunity.

These file-sharing websites may also accept for purchase course materials, such as copies of lecture slides and tutorial handouts. By law, the copyright on course materials, developed by UNSW staff in the course of their employment, belongs to UNSW. It constitutes copyright infringement, if not plagiarism, to trade these materials.

Important Notes on ChatGPT & Other Generative AI Tools

Generative artificial intelligence (AI) tools have become commonplace in the past 12 months. Tools like chatGPT are large language models, which are trained on the contents of the internet, and used to generate text in response to user prompts. There has been much discussion in higher education circles about the potential of these tools to assist students with completing written assessment at university.

Lecturers in the School of Psychology design assessment to help you attain the competencies prescribed by APAC, the psychology accreditation body that oversees all psychology programs in

Australia. These competencies emphasise psychology as a scientific discipline, research methods, values and ethics, critical thinking, and scientific communication skills. In the vast majority of cases, using generative AI tools like chatGPT to complete your assessment will not aid you in gaining these competencies. In fact, the output from tools like chatGPT is often inaccurate, overly general, and poorly referenced.

Your Convenor will make it clear in course outlines and/or assessment guidelines the extent to which they allow you to use chatGPT (or similar tools) to complete each of your assessments. Most assessments in the School of Psychology will allow no assistance or simple editing assistance only.

If outputs of generative AI such as ChatGPT form any more than an occasional part of your submission, it will be regarded as serious academic misconduct and subject to the standard penalties, which may include 00FL, suspension and exclusion.

STUDENT COMPLAINTS AND GRIEVANCES

The School is committed to the University policy of providing a fulfilling and rewarding learning and research experience that enables students to achieve their full academic potential, and will seriously listen to complaints and resolve them as quickly as possible. The resolution procedures ensure that students are able to air legitimate complaints, knowing that they will not suffer detriment or disadvantage as a direct result of making a complaint.

If students have a grievance, they should first attempt to resolve it with the individual concerned. If that fails, the next step is to take the matter to the Course Convenor or Program Director within a reasonable period of time. Beyond this, the next step is to take the matter to the School Grievance Officer and then to the Head of School (email psychonline@unsw.edu.au for contact details).

If the matter is still not resolved, then you can seek advice about your options from the [Student Conduct and Integrity Unit](#).

The full University complaint policy can be found on: <https://student.unsw.edu.au/complaints>

EQUITABLE LEARNING SERVICES (ELS)

Students who have a disability or a health/mental health concern that may impact their studies or require some adjustment in their learning and teaching environment are encouraged to discuss their study needs with the Course Convenor prior to or at the commencement of the course, or with an Equitable Learning Advisor in [Equitable Learning Services \(ELS\)](#).

Issues to be discussed may include access to materials, signers or note-takers, the provision of services and additional examination and assessment arrangements. Early notification is essential to enable any necessary adjustments to be made.

Students are required to email a copy of their Equitable Learning Plan (ELP) to the Course Convenor as soon as they receive it.