

Bachelor of Psychology and Counselling

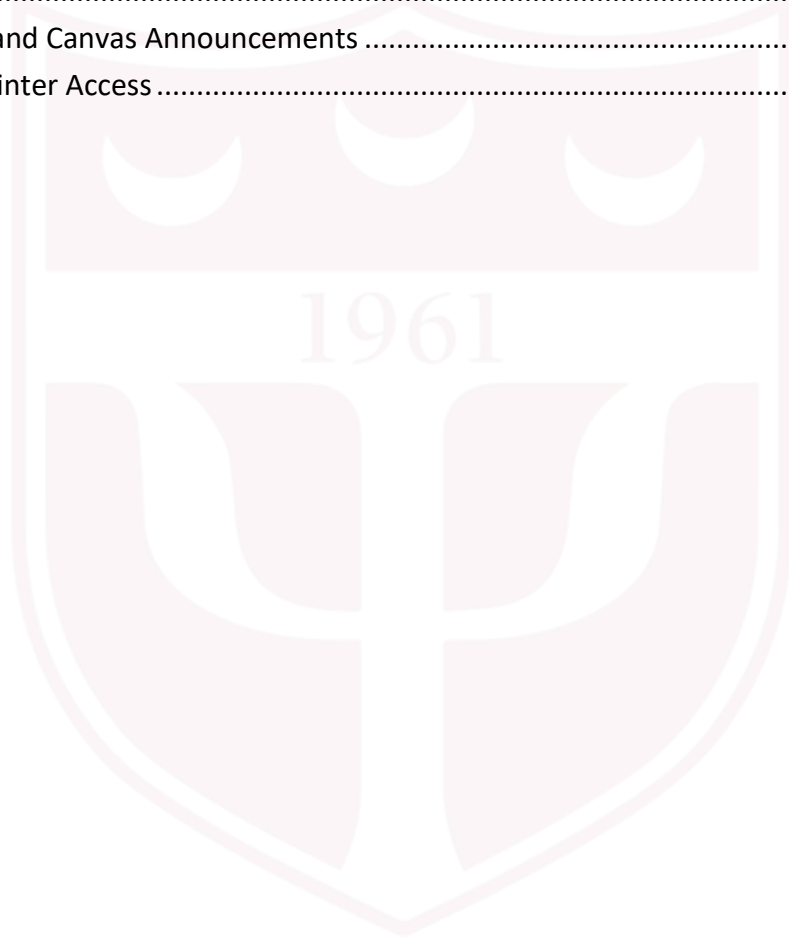
Course Information Handbook 2024

UG071

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Welcome to The Cairnmillar Institute

Congratulations on your success in obtaining a place in the Bachelor of Psychology and Counselling degree. This course information handbook addresses many aspects and requirements of the course. It should be read in conjunction with the following:

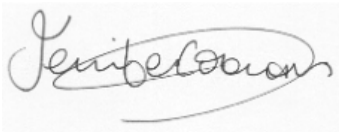
- [Placement Information Handbook](#)
- [Unit Outlines](#)
- [Policies and Procedures](#)

These resources provide all the information you need to successfully navigate your way through the different components of the course. If you find anything missing from these handbooks, please let us know.

The Cairnmillar Institute and staff wish you an enjoyable and rewarding professional experience.



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



Jennifer Coburn
Course Coordinator, Bachelor of Psychology and Counselling

The Cairnmillar Institute

The vision of the Cairnmillar Institute is to be globally recognised as a centre for psychological treatment, higher education, community education and research in the fields of Psychology, Counselling and Psychotherapy. The Institute is an Australian Health Promotion Charity and non-profit body.

Our aim is to offer relevant programs and services tailored to our professional and client community needs. The service growth and regional reach of Cairnmillar is underpinned by our values of respect, integrity and professionalism and a focus on quality and standards. Connection with business partners and community, and a focus on quality is critical to our business development and will directly enhance our client and student experience. We also aim to strengthen our contribution to the body of research that informs community in practice, and education.

Bachelor of Psychology and Counselling

The Bachelor of Psychology and Counselling comprises a three year, on campus sequence of study across two majors (Psychology and Counselling). Both Counselling and Psychology are evidence-informed, relational disciplines. The Bachelor of Psychology and Counselling has been designed with a holistic view of a practitioner in mind. The course draws from both the science-practitioner and the reflective-practitioner training models to develop the skills, knowledge and personal capacities required for reflexive, responsive and ethically aware professional practice. As science-practitioners, students learn to critically appraise the literature that informs these disciplines, select appropriate interventions and evaluate their outcomes. As reflective-practitioners, students engage in self-awareness processes and activities that provide opportunities to critically reflect on their assumptions and strive for personal and professional growth. Values that are important to professional practice, such as trustworthiness, integrity and ethics are infused throughout the course. An assumption of this course is that professional practice is intentional and relational. As an applied degree, the Bachelor of Psychology and Counselling provides students with an inter-disciplinary knowledge base, a solid foundation in person-centred and cognitive-behavioural therapy counselling processes and opportunities for students to apply their skills and knowledge to real-life situations. Skills in assessment, intervention and treatment planning are developed. The curriculum also allows students the opportunity to explore breadth units such as health psychology, organisational behaviour, and working with children and adolescents. In the third year of this degree, students take part in a Counselling Placement with one of the Cairnmillar Institute's placement partners. Group and one-to-one supervision are provided throughout this experience to support the students' development into a competent practitioner.

Entry Requirements

There are two main admission pathways for this program:

School leavers with an Australia Tertiary Admissions Rank (ATAR)

These applicants need to:

- have a minimum ATAR of 65 AND
- successfully participate in a short admissions interview

Mature aged applicants (21+ years of age) who do not have an ATAR

These applicants must demonstrate:

- capacity for successful study at Bachelor level (AQF 7) in their application, via completion of year 12 (or equivalent study of year 12 secondary education) AND
- successfully participate in a short admissions interview

OR

- appropriate work experience AND
- successfully participate in a short admissions interview

International Students need to meet minimum language requirements. For the Bachelor of Psychology and Counselling, those completing the IELTS need to achieve an overall score of 6.5 with a minimum of 6.0 in each component of test (listening, reading, writing, speaking). For more information, visit: <https://www.cairnmillar.org.au/international-students>.

Study Requirements

Attendance: Students are required to attend at least 80% of their classes. Attendance is recorded.

Internet and Devices: Students require a reliable (stable), high speed internet service. Although classes are on campus, students will need to access the internet to obtain their course materials and to remain up to date with course announcements. Access to a portable device (laptop computer or tablet) is highly recommended.

Academic Integrity: Students are required to submit their own work for assessment. Plagiarism is checked for by the software Turn It In. Students may be referred to the Academic Integrity and Progress Committee if plagiarism is deemed to have occurred. This includes a practice known as 'recycling', whereby a student submits work (in full or in part) that they have previously submitted (either at Cairnmillar, or at another institution). All students are required to complete a compulsory Academic Integrity module prior to Census date in their first Semester of study.

Placement: In the final semester of study, students will need to complete a placement at an agency. This is a compulsory requirement and students cannot receive prior learning credits for placement units. The placement coordinator will be in touch with all placement students in the semester prior to when their placement is scheduled. Students are directed to the placement handbook for more information about placement.

Progression: Students must submit all assignments in order to pass the unit. Students will be deemed to have passed a unit if:

- they have submitted all assignments and receive at least 50% in accumulated marks across assessment tasks, and
- hurdle requirements (if there are any) have been adequately met.

Placement units are graded on a Satisfactory / Not Satisfactory basis. Students who fail a unit may be required to repeat that unit. Students who do not pass a unit may be referred to the Academic Integrity and Progress Committee.

Duration of the Course

This course is designed to be completed in three years full-time or six years part-time. In exceptional circumstances, longer durations may be possible but this is the exception rather than the rule.

Graduate Learning Outcomes

Students who satisfactorily complete this course will have achieved advanced knowledge and skills in the following areas of study:

- Demonstrate a broad and coherent knowledge of the key principles, theories, and concepts from the major disciplines in psychology and counselling.
- Prepare and deliver written and oral communications across a range of mediums for a variety of audiences that critique, problem solve and apply the theories and current issues in research and practice to psychology and counselling practice. Written and oral communications include essays, empirical reports, class presentations, recorded practice sessions and more.
- Conduct and critique research in psychology in regard to research methodology, data analysis, statistics and data sciences, and scientific and digital literacy.
- Apply knowledge of psychology and counselling in a way that is culturally sensitive and ethically and legally aware, employs evidence of reflexive thinking, effective delivery and receipt of feedback, and effective teamwork skills.
- Develop and propose sound solutions to current problems in psychology and counselling that are relevant in local, national, and international contexts.
- Employ autonomy, responsibility, and accountability in self-directed learning that facilitates ongoing learning beyond the course.

Career Opportunities

Graduates of the Bachelor of Psychology and Counselling can apply their knowledge and skills to many different work environments. Upon graduation, students will have a strong, inter-disciplinary knowledge of psychological theories and counselling skills. Graduates may work in administration, advertising, business, community services (e.g., child protection); counselling, data analysis, government and policy development, human rights and advocacy, media, public relations, publishing or research.

Graduates who obtain a 70% average in the psychology major (PSY) units of the program will be eligible for automatic entry to the Cairnmillar Institute's [Bachelor of Psychology \(Honours\)](#) in the next academic intake, should they choose to apply.

Alternatively, graduates may apply for ACA or PACFA accredited Graduate Diploma or Masters courses.

More information about [career pathways](#) can be found on myCMI.

Professional Recognition

This course is accredited by the Australian Psychology Accreditation Council (APAC) as an undergraduate psychology program meeting the initial three-year sequence in psychology training. Upon completion of the course, graduates will be eligible to apply for an accredited fourth year in psychology training.

This course has been designed to meet the Psychotherapy and Counselling Federation of Australia (PACFA) training standards (2022). We are currently in the process of applying for accreditation from PACFA.

Websites providing more information:

PACFA: <https://www.pacfa.org.au/>

ARCAP: <https://www.arcapregister.com.au/> (Australian Register of Counsellors and Psychotherapists)

Psychology Board of Australia: <https://www.psychologyboard.gov.au/>

More information about professional registration can be found on myCMI: [Professional Registration FAQs](#) on myCMI.

Course Structure & Credit Points

This course has been designed to be completed in three years full-time or six years part-time. Depending on the Semester of intake (first or second), alternative course mappings may be provided to you from the Course Coordinator.

The typical full-time course structure is as follows:

Year	Semester	Unit Code	Unit Title	Credit Points
1	1	PSY101	Foundations of Psychology	12.5
1	1	PSY102	Research Methodology and Statistics I	12.5
1	1	CAP101	Counselling Theories and Models	12.5
1	1	CAP102	Person-Centred Counselling	12.5
1	2	PSY103	Behavioural Psychology and Learning	12.5
1	2	PSY104	Cognitive Psychology	12.5
1	2	PCN101	Development Across the Lifespan	12.5
1	2	PCN102	Ethical Paradigms and Philosophy	12.5
2	1	PSY201	Social Psychology	12.5
2	1	PSY202	Research Methodology and Statistics II	12.5
2	1	CAP201	Cognitive Behavioural Therapies	12.5
2	1	PCN201	Psychopathology and Mental Health	12.5
2	2	PSY203	Organisational Behaviour	12.5
2	2	PSY204	Personality	12.5
2	2	CAP202	Assessment Processes	12.5
2	2	PCN202	Practical Skills for Group Facilitation	12.5
3	1	PSY301	Neuroscience	12.5
3	1	PSY302	Research Methodology and Statistics III	12.5
3	1	CAP301	Working with Children and Adolescents	12.5
3	1	CAP360	Counselling Placement/Practice 1	12.5
3	2	PSY303	Health Psychology, Health Promotion, and Behavioural Medicine	12.5

3	2	CAP302	Trauma-Informed Practice	12.5
3	2	CAP361	Counselling Placement/Practice 2	12.5
3	2	PCN301	Interdisciplinary Approaches to Mental Health	12.5

The suggested part-time course structure is as follows:

Year	Semester	Unit Code	Unit Title	Credit Points
1	1	PSY101	Foundations of Psychology	12.5
1	1	PSY102	Research Methodology and Statistics I	12.5
1	2	PCN101	Development Across the Lifespan	12.5
1	2	PCN102	Ethical Paradigms and Philosophy	12.5
2	1	CAP101	Counselling Theories and Models	12.5
2	1	CAP102	Person-Centred Counselling	12.5
2	2	PSY103	Behavioural Psychology and Learning	12.5
2	2	PSY104	Cognitive Psychology	12.5
3	1	PSY202	Research Methodology and Statistics II	12.5
3	1	CAP201	Cognitive Behavioural Therapies	12.5
3	2	PSY203	Organisational Behaviour	12.5
3	2	PSY204	Personality	12.5
4	1	PSY201	Social Psychology	12.5
4	1	PCN201	Psychopathology and Mental Health	12.5
4	2	CAP202	Assessment Processes	12.5
4	2	PCN202	Practical Skills for Group Facilitation	12.5
5	1	PSY302	Research Methodology and Statistics III	12.5
5	1	CAP301	Working with Children and Adolescents	12.5
5	2	PSY303	Health Psychology, Health Promotion, and Behavioural Medicine	12.5
5	2	CAP302	Trauma-Informed Practice	12.5
6	1	PSY301	Neuroscience	12.5
6	1	CAP360	Counselling Placement/Practice 1	12.5
6	2	CAP361	Counselling Placement/Practice 2	12.5
6	2	PCN301	Interdisciplinary Approaches to Mental Health	12.5

Course Details: 300 credit points

Coursework: 275 credit points or 91.7% of the course

Practical Placement: 25 credit points or 8.3% of the course

Prerequisite Unit/s: See “Coursework Units” below

Coursework Units

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

- **PSY101 (Foundations of Psychology)**

This unit introduces students to the fundamental principles of psychology and provides students with the core awareness of the multiple disciplines within psychology to prime and Each week students will receive an .facilitate interdisciplinary learning in future units introduction to a different discipline in psychology before concluding with an introduction to the idea of interdisciplinary psychological science

- **PSY102 (Research Methodology and Statistics I)**

Statistics is one of the most monetizable skills students can attain from an undergraduate in psychology. This unit serves as the first of three units aiming to provide a detailed and high-quality applied knowledge in the development, conduction, and analysis of research and research data. This first unit focuses on foundational research principles such as literature searching skills, theory development, theory identification, theory evaluation, and as well as core statistical principles focusing on univariate analyses and simple bivariate analyses (e.g., t-test, correlation, and chi-square).

Note: Must be taken in the first semester of the degree (part time students can take this unit first semester of their first or second year)

- **CAP101 (Counselling Theories and Models)**

This introductory unit provides foundational knowledge of the major Schools of counselling and psychotherapy: psychodynamic, humanistic – existential, cognitive-behaviour, and post-modern. Students will develop theoretical and professional awareness of the essential aspects of these approaches. In particular, the theory of change and main interventions for each

approach will be explored. The unit will expose the student to a range of therapeutic literature and other resources. The learning in this unit will be supported by class discussions, small group work, demonstrations, case study analyses, as well as student participation in triad practice groups.

- **CAP102 (Person-Centred Counselling)**

This is a foundational unit focused on developing an understanding of the theories, concepts, attitudes and practices of humanistic psychotherapy, with a particular focus on person-centred therapy and the work of its founder, Carl Rogers. It supports students in the development of therapeutic presence and foundational person-centred counselling skills. The skills and attitudes introduced in this unit are contextualised via exploration of recent research into the common factors of successful therapy, including the neuroscience of relationships. The material presented in class and via selected readings will be practically applied through in-class real plays practice.

Note: Must be taken in the first semester of the degree (part time students can take this unit first semester of their first or second year)

- **PSY103 (Behavioural Psychology and Learning)**

This unit covers the core principles of behavioural psychology and learning (e.g., conditioning, reinforcement schedules, extinction, and habituation) before extending these principles to applied contexts (e.g., clinical/disability/workplace contexts) and superstitious and ritualised behaviours, all in a culturally and ethically relevant manner.

- **PSY104 (Cognitive Psychology)**

This unit covers foundational concepts in cognitive psychology, focusing on issues such as perception, memory, attention, thinking and problem solving, and the relationship between cognition and emotion. Basic neural and measurement aspects relating to cognitive processes will also be covered (e.g., neurons, neural networks, neuroimaging, etc.). Relevant disorders concerning these cognitive processes are considered (e.g., memory and language disorders such as amnesia and aphasia), as will be important cultural, diversity, practical, and ethical issues within this field.

- **PCN101 (Development Across the Lifespan)**

PCN101 Developmental Across the Lifespan provides students with an understanding of human development across the lifespan. Through this unit, students will learn about the key theories of human development and consider the biological, cognitive, and socioemotional development

of individuals from the prenatal period to the final stages of life. Students will also gain familiarity with the methodologies used to answer important questions relevant to the field of developmental psychology.

- **PCN102 (Ethical Paradigms and Philosophy)**

In this unit, students are introduced to the personal and professional competencies and attributes required to practice ethically as a therapist. Students' awareness of their values, as well as their development of ethical mindfulness and an integrated ethical stance is central to this unit. Students will work through case studies and examine a variety of professional situations in class to develop their ethical decision-making. The student will develop a thorough understanding of universal (cross-discipline) ethical principles such as duty of care, confidentiality, informed consent, practice boundaries, and record keeping.

- **PSY201 (Social Psychology)**

Social psychology is the study of the processes underlying interactions between individuals, groups, and the society in which we live. PSY201 provides an overview of the major theoretical approaches and research methods used to understand the way in which the social world is perceived, interactions between individuals, interactions within and across groups, the influence of the sociocultural environment on individuals, and applied issues such as crowd behaviours, prejudice, and discrimination. Topics include the research methods and ethical issues in social psychology; social cognition; attribution; attitude measurement and change; self-concepts and identity; attraction and relationships; and social influences that shape individual and group behaviours. This unit builds on introductory psychology units.

- **PSY202 (Research Methodology and Statistics II)**

This course picks up where Research Methodology and Statistics I left off as we begin to focus on more complicated bivariate analyses (such as oneway ANOVA) and begin to explore more complicated multivariate analyses such as factorial ANOVA, mixed ANOVA, and multivariate ANOVA. These analyses are central to experimental psychology. Students will additionally learn important advanced concepts in study experimentation in the context of both cross-sectional and longitudinal designs.

Pre-requisite: PSY102 Research Methodology and Statistics I

- **CAP201 (Cognitive Behavioural Therapies)**

Cognitive Behaviour Therapies (CBT) are based on the notion that problems are related to thoughts, feelings and actions that are learnt over the course of a person's development. This

unit introduces students to the three waves of CBT, with a particular focus on the mindfulness-informed therapy of Acceptance and Commitment Therapy (ACT). In this practical unit, students will gain experience in applying and evaluating their skills across the six core processes of ACT.

- **PCN201 (Psychopathology and Mental Health)**

Psychopathology covers the common problems faced in mental health. Their symptoms, aetiology, prevalence, incidence, and typical course are all discussed. Current approaches to assessment and diagnosis are also explored. The unit also considers the relevance of such practices, asking bigger questions such as what we mean by psychopathology, whether psychopathology is a constant phenomenon or does it change from culture to culture or from era to era. Students will come to a complex understanding of the role of intercultural and intracultural influences on the definition of psychopathology and how that has influenced assessment and diagnosis.

- **PSY203 (Organisational Behaviour)**

With many of us spending a large portion of our life at work, it is no surprise that psychology plays a large role in our health, wellbeing, and efficiency at work. This unit explores issues such as workplace attitudes, personality, and stress in the workplace to explore these connections between psychology and work. The unit goes further to consider the role of psychology in employee recruitment, job and workplace analysis, and the qualities of effective leaders.

- **PSY204 (Personality)**

Personality explores the psychology of the self. What makes you, you. What makes you different to those around you. This unit explores different theoretical approaches to defining personality, such as biological and trait bases of personality, humanistic perspectives on personality, and psychodynamic theories of personality. The unit considers the role of culture on personality and asks whether personality is a constant phenomenon across culture or is the idea of personality different from culture to culture. This unit also explores the idea of disordered and dysfunctional personality, if such a thing exists, how do we define it, and is personality-based psychopathology culture or era bound? Issues in measuring personality are also discussed.

- **CAP202 (Assessment Processes in Counselling)**

This unit focuses on counselling assessment and brief interventions, including suicide risk and family violence risk assessments and interventions. The unit draws on the recovery-oriented and trauma-informed principles of practice. It builds on an understanding of the main mental health disorders covered in PCN201. The unit will explore the 5 P-factors case analysis across

biopsychosocial and spiritual aspects of life, developing an appropriate focus for therapeutic process, and short-term management interventions.

Pre-requisites: CAP102 Person-Centred Counselling, PCN201 Psychopathology and Mental Health

- **PCN202 (Practical Skills for Group Facilitation)**

This unit introduces students to contemporary theories on group processes and structure. Students will learn how group dynamics and processes progress over time across different types of groups, with an emphasis on psycho-educational groups and groups established for support (for example, mutual aid groups) or therapeutic means. This unit will bring together the theory and practice of group facilitation skills, with students taking an active role in group participation and facilitation.

- **PSY301 (Neuroscience)**

Neuroscience is concerned with the study of the brain at a biological and neuromechanical level. The unit covers topics such as neuroanatomy, and neural correlates for movement, sensory processes, emotion, language, and memory. The topics of neuropsychopharmacology and neuroimaging are also introduced.

- **PSY302 (Research Methodology and Statistics III)**

This serves as the final of three research methodology and statistics units. While Research Methodology and Statistics II focused on experimental designs, this unit focuses on correlational designs and visits more complicated bivariate analyses (such as simple linear regression) and more complex multivariate analyses such as multiple regression, hierarchical regression, and logistic regression.

Pre-requisite: PSY202 Research Methodology and Statistics II

- **CAP301 (Counselling Children and Adolescents)**

The aim of this unit is to provide the knowledge and skills necessary in clinical work with children and adolescents, from family inclusive principles of practice. It will introduce the attachment and systems theories and their applications in the assessment and treatment planning in working with youth. This unit will explore humanistic approaches relevant to working with families and children, including the practical application of expressive and play therapies. The theories covered will be applied to case conceptualisation and treatment planning for common presenting issues in clinical practice with children and adolescents.

Pre-requisites: CAP101 Counselling Theories and models, CAP102 Person-Centred Counselling

- **CAP360 (Counselling Placement 1)**

The first counselling placement unit will prepare the students for working in clinical settings through therapy process observations and discussions, simulated sessions, case conceptualisations and discussion of a variety of possible ethical and professional problems.

Pre-requisite: Cannot be completed until all 100 and 200 level CAP units are completed and PCN102 Ethical Philosophies and Paradigms, PCN201 Psychopathology and Mental Health.

- **PSY303 (Health Psychology, Health Promotion, and Behavioural Medicine)**

The medical field is moving from focusing on disease and viral transmission to focus on the treatment of lifestyle conditions such as Type 2 diabetes, cancer, and more. Health psychology and behavioural medicine are two separate but related fields that focus on promoting improved physical wellbeing through psychological and behavioural interventions. This field not only addresses illness but also considers effective methods for promoting positive health, such as smoking cessation or increasing exercise engagement. This unit, like Interdisciplinary Approaches to Psychological Science, draws heavily on other disciplines in psychology. As such, health psychology serves as a case study for how we can equip our knowledge of psychology to positively impact the world around us.

- **CAP302 (Trauma-Informed Practice)**

The long term and adverse effects of trauma on the development of self and overall psychological functioning are recognised as significant contributors to clinical problems.. In this unit, students will learn about the neurobiology of trauma, how to recognise different types of trauma and apply safe assessment and counselling interventions that follow the principles recovery-oriented practice and guidelines of trauma-informed counselling.

Pre-requisites: CAP101 Counselling Theories and models, CAP102 Person-Centred Counselling

- **CAP361 (Counselling Placement/Practice 2)**

The aim of the second placement unit is to provide the student with opportunities to apply their learnings from their course and experience working with a diversity of clients in a clinical setting. Students will develop a range of professional skills to successfully complete a variety of relevant tasks including interviewing/assessment, formulation/case planning and applying learned treatment approaches, writing case notes and reports. This unit will provide opportunities for students to develop awareness of professional issues and available resources in mental health care in Australia (in community organisations, schools, medical and non-medical agencies).

Pre-requisites: CAP360 Counselling Placement/Practice 1

Note: Must be completed in the last semester of the degree

- **PCN301 (Interdisciplinary Approaches to Mental Health)**

This unit showcases examples of ways in which multiple disciplines are brought together to better understand working within the field of mental health. In this unit, students will learn about working in multi-disciplinary teams and will strengthen their professional communication and report writing skills

Students should also refer to the relevant **Unit Outlines** located on [Canvas](#)

Placements

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

Enrolment Conditions

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

Attendance

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

Note: In accordance with national and state recommendations for social distancing due to COVID-19, we consider classes* to include to include synchronous online activities such as tutorials and lectures held in online platforms such as Zoom or Microsoft Teams.

Online Etiquette

Students are expected to comply with the Cairnmillar Institute's policies and regulations concerning etiquette during online classes, webinars, and in their electronic communications including the TLP008 Student Social Media policy and FSP002 Discrimination Bullying Harassment Policy. All Policies and Procedures can be found [here](#).

Submission of Written Work

All written assessment tasks, unless otherwise instructed by a unit coordinator, must be prepared in [Microsoft Word](#) and submitted via [Canvas](#). Please refer to the Unit Outlines on within the unit modules

on [Canvas](#) and the [Assessment Style Guides and Formatting](#) guide on myCMI for more information on written assignment requirements.

Referencing & Style Guidelines

The referencing and format for all assignments must be in APA 7 style. Please see [APA Style Referencing](#). Case reports/studies require client anonymity and confidentiality.

See also [Assessment Style Guides and Formatting](#) on myCMI.

Assessment Grades & Records

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

See [myCMI](#) for information on [results publication](#).

Extensions

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

Applications must be made via the appropriate [form](#) before the due date and submitted to the [Unit Coordinator](#). An extension is valid only after it has been approved by the [Unit Coordinator](#).

See [myCMI](#) for more information on how to apply for an [assignment extension](#).

Special Consideration

Special consideration may be granted in situations where an extension is not possible, such as an exam or in-class work that has been missed. You should first discuss your situation with your [Course Coordinator](#) before applying. Please see the Assessment Policy and Procedures found on the School website for more information. Please see [myCMI](#) for how to apply for special consideration.

Word Limit

Students must adhere to the word limits provided in Unit Outlines and Assessment Guides. Please refer to your Unit Outlines on [Canvas](#) for information regarding word limits for each assessment task.

Late Submissions

The penalty for late submissions is 5% per day of the total assessment mark (including weekends and non-business days), for a maximum of seven (7) days (i.e., maximum late penalty deduction possible is 35%).

Work handed in more than one week late will not normally be marked and a fail result will be recorded. No assignment will be accepted once the results for that assignment have been published.

Tasks that are required to be completed and/or submitted in-class, such as class presentations must be submitted on the date of the class presentation unless a student has been granted special consideration. The penalty for late submission or non-submission of in-class tasks is usually 100% of the mark.

See also: [Late Assessment Submissions](#) on myCMI.

Samples of Work

Samples of student work may be taken for purposes of course accreditation and benchmarking. In all cases anonymity will be preserved. If you object to your work being copied for this purpose you must advise the Unit Coordinator when submitting assignments.

Recognition of Prior Learning

Recognition of Prior Learning (RPL) is a process where a student may be granted credit or partial credit towards a qualification in recognition of previous study, skills or experience. RPL can only be granted for units prior to the commencement of your course

See [myCMI](#) for more information on how to apply for RPL or credit transfer.

Marking Scales & Grade Definitions

You can view Cairnmillar's [grade-mark schema](#) on myCMI.

Academic Integrity

Breaches of academic integrity are serious academic offences. It is the responsibility of all students to access, read, and familiarise themselves with the Institute's [Academic Integrity and Student Conduct Policy and Procedures](#). See [myCMI](#) for more information about [Academic Integrity](#) at Cairnmillar.

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

Course Progress

The Academic Integrity and Progress Committee (AIPC) is a sub-committee of the Academic Board and is normally chaired by the Head of School.

The AIPC review incidents of possible plagiarism and other breaches of academic or research integrity, such as collusion or cheating in exams.

The AIPC also support students who have poor academic performance or are at risk of failing a course through an academic progress intervention and Student Progress Agreements.

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

Policies & Procedures

It is the responsibility of all students to access, read, and familiarise themselves with the Institute's Policies and Procedures. These are published on our [school website](#). Detailed supporting information, guides and forms can be found on the student website, [myCMI](#).

Copyright

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

Professional Standards

You must have a thorough knowledge of the Australian Psychological Society's Code of Ethics document. It is reviewed and updated regularly, and it is essential to remain abreast of any changes that are recommended.

A full copy of the current edition of the [Code of Ethics](#) can be obtained on the [APS website](#).

Student Support, Counselling, & Wellbeing

Counselling & Support for Students

Please see '[Counselling for Students](#)' on myCMI

Academic & Writing Support for Students

Please see '[English and Academic Writing Support](#)' and '[APA Support and Study Skills](#)' on myCMI

Disability Support for Students

Please see '[Disability Support](#)' on myCMI

International Student Support

Please see the '[International Students Page](#)' on myCMI

Other Support Services

A searchable list of other support services can be found on myCMI. See: [Support for Students](#)

Tuition Fees and FEE-HELP

Information regarding the payment of fees can be obtained from myCMI and our public website. Tuition fees and conditions are published on our website, see [Tuition Fees](#). Please see [Fees and FEE-HELP FAQs](#) on myCMI for more information.

Termination of Enrolment

Cairnmillar reserves the right to terminate a person's enrolment in a course if the student:

- fails to meet the complete assessment task requirements or breaches the Institute's privacy and ethical conditions
- exceeds the maximum or negotiated time for completion of the course, or
- other conditions as specified in the [Enrolment Conditions](#).

See [myCMI](#) for details on Cairnmillar's [Academic Progress](#) procedure.

Graduation

To be eligible to have the relevant qualification awarded, a student must:

- comply with all the Institute Policies and Procedures;
- pay all relevant fees and charges;
- complete all requirements prescribed for the course of study at least at a PASS level;
- have all placement documentation up to date, signed off, and uploaded to the relevant placement tile on Canvas (only relevant for courses with placement requirements);
- submit the relevant intention to graduate form by the due date.

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

For more information see: [Graduating From Your Degree](#) on myCMI.

Library Services

The Library at the Cairnmillar Institute is a specialist library resource, aimed at supporting the work of the Institute, focusing on the curriculum, teaching, research, and clinical requirements of the students, academic staff, clinical staff, and researchers.

Appointments about Library and research skills can be made through the [Library](#).

Please visit the [Library](#) page on myCMI for more information.

Office 365

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

Students also have access to 1TB of OneDrive storage. Find more information on [Office 365](#) on myCMI.

Student Email and Canvas Announcements

Students are provided with a Cairnmillar student email and are required to check this account regularly while enrolled. See: [Accessing your Cairnmillar Student Email on myCMI for full details](#).

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

Computer & Printer Access

Each student has their own personal [OneDrive](#) account which can be accessed across any computer.

Please see [‘Computer Access at Cairnmillar’](#) for more information.

Please see [‘Printing/Copying at Cairnmillar’](#) on myCMI for more information.