



University
of Glasgow

School of
Psychology

Level 4 Honours Programme Course Information 2011-2012



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1. INTRODUCTION

1.1. WELCOME

Welcome to the next stage of your honours course in Psychology. The Level 4 course is focused on deepening your knowledge of selected areas of Psychology, areas that are determined by your interest and the research interests of the School.

It is very important that you realise just how much you must take responsibility for your own education and development. We are here to facilitate, instruct and support within a structured environment, but you have to drive the process and become active in your own learning process. Just as you have to be active in developing your own education, you must take responsibility for organising your programme of study.

1.2. COURSE TEAM



Dr Linda Moxey
Course Organiser
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Ms Lynda Young
Course Secretary
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Part 2 Finals Organiser
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Your first point of contact would normally be Lynda Young who will deal with all your enquiries, however, Dr Moxey can be contacted directly for more specific enquiries and/or problems.

1.3. ENTRY INTO LEVEL 4

Although the Honours Programme extends over two years, entry into the final Level 4 year is not automatic. If your performance at Level 3 has been unsatisfactory you may be refused admission into Level 4. Importantly all course work associated with Level 3 must have been completed. Also if you have failed both the Level 3 class and degree exam for the Statistics course, you will be required to “show competence” at the Christmas Statistics class exam in Level 4.

On acceptance into Level 4, you must complete all class requirements in that year before you can sit the Part Two Finals. The requirements are outlined in section 4.4. Normally candidates will sit their examinations in the same year in which they take the Level 3 or Level 4 course.

1.4. COURSE DOCUMENTATION

This Course Documentation sets out the structure of Level 4 in respect of courses and commitments. It is designed to provide a brief and succinct coverage of the essential information. It is not comprehensive and often within this documentation you will be directed to other resources for further details. These in the main will be available on the School's Portal (<http://portal.psy.gla.ac.uk>), under Main Menu, downloads, Course Documentation and Resources. This section of the portal is where all the important information will be placed (including a version of this handbook).

1.5. CAVEAT

Every effort has been made to ensure the accuracy of the information in this handbook at the time of going to press. However the content of courses and syllabuses is under regular review and may change from time to time with some courses being cancelled, modified or replaced. Other factors such as the arrival or departure of a member of staff may result in course changes (including withdrawal of a course). Courses offered may also be subject to a minimum number of students in any one year. The School therefore reserves the right without notice to vary the content of its courses & syllabuses and the right to cancel or modify the courses, syllabuses and facilities described in this handbook. In general the following order of priority should be applied:

- Announcements and handouts supersede other documents such as this handbook.
- This handbook is only up to date at the time of going to press (07/09/2011).

1.6. OPTION CHOICES FOR LEVEL 4 – 2011/2012

The options intended to be offered in Level 4 are shown in table 1. Single honours students should select 9 options, Joint honours students do not take any Level 4 options, although they are required to do a maxi project. You will have pre-registered for the options at the beginning of the summer. You will be asked to confirm these choices at the Induction Class.

You must ensure that you attend the relevant meetings. Note that the order of options below does NOT reflect the order in which the exams will be scheduled in the finals.

Table 1: Course Options available in Level 4 (2011-2012)

The aims and objectives of each individual course can be found on the portal.

Adolescent Brain Development	Interaction and Communication
Advanced Qualitative Methods in Psychology	Language and Meaning
Atypical Development	Leadership
Autism Spectrum Disorders	Networks of Attention and Working Memory
Basics of Joint Attention	Neuropsychological Deficits
Cognitive Neuroscience of Ageing	Positive Psychology
Cognitive Neuroscience: Insights into Brain Plasticity	Psychological Interventions
Concepts and Empirical Results in Education	Psychology of Abnormality
Consciousness	Psychology of the Will
fMRI	Sleep Circadian Timing
Forensic	Social Cognition

1.7. PAL

You will have the opportunity to act as a PAL facilitator for students in lower levels. This is an excellent opportunity to work with other students in an active peer discussion environment. Details of how to become a PAL facilitator will be circulated to you via email and the portal at the start of the semester.

1.8. LIBRARY MATTERS

Every year we have problems with key texts being unavailable in sufficient quantities. The Library operates a system that automatically buys in new copies when there are a certain number of requests for a particular book. In other words, if you cannot get hold of a book, place a request for it and the more people that do this, the more copies will appear. This can happen quite quickly and is thus well worth doing.

2. AIMS & OBJECTIVES

2.1. SCHOOL AIMS

The specific aims of the School are:

- To provide the highest quality of research and of teaching and learning possible with the available resources in the academic discipline of Psychology at the undergraduate and postgraduate levels.
- To provide an up-to-date curriculum by responding to developments in the subject, and by exposing students to an environment in which advances in psychological research are being made. The curriculum is geared with the background of students in mind in terms of experience, qualifications and educational needs.
- To promote and enhance research capacity in key areas of strength within the School and to promote the development of research excellence in additional areas of psychology.
- To develop and enhance research and training links and collaborations with other research institutions in the UK and beyond.

2.2. AIMS OF SINGLE AND JOINT HONOURS AND SPECIAL COMBINATION DEGREES WITH THE PRINCIPAL SUBJECT IN PSYCHOLOGY

The honours degree programme may be carried out in the College of Science & Engineering (leading to B.Sc.), Arts (leading to M.A.) or Social Science (leading to M.A. Soc. Sci.). It has the following aims:

- To provide a sound knowledge and critical understanding and awareness of theory and practice in the major areas of psychology.
- To develop specialist conceptual, analytic and practical skills relevant to pursuing a career in professional or academic psychology, or in related disciplines.
- To develop generic (transferable) intellectual and practical skills which are easily adaptable to the needs of the labour market, particularly those relating to communication, presentation, quantitative methods, and to good teamwork in problem-solving environments.
- To provide an environment for the development of initiative, self-reliance, and critical ability from a solid foundation of knowledge, understanding and critical awareness.
- To develop enquiring, problem-oriented minds with sufficient awareness of the critical research and applications issues in psychology to enable successful pursuit of postgraduate work in psychology and related disciplines.
- To ensure coverage of material to satisfy the requirements of the accreditation body, the British Psychological Society for recognition of the course as supporting Graduate Membership for the student.

2.3. OBJECTIVES OF HONOURS

By the end of this course, students will have:

- Completed the statutory requirements of the course.
- Met the objectives of the individual modules.
- Successfully completed relevant Part 1 and Part 2 Finals assessments.

2.4. LEARNING AND TEACHING STRATEGIES

Lectures will introduce the staff, outline the programme and assessment methods, and introduce students to the range of text books and software learning support. Lectures will introduce students to the key theories and relevant experiments. Critical Review Essays will give students the opportunity to research independently and evaluate relevant material beyond the lectures, and the skills of writing scientific material. Web based resources will allow flexible access to support materials. Maxi projects in Level 4 will further develop the skills of experimental design, organising ethically appropriate experiments with human subjects, data analysis, and report writing skills. Learning and teaching will be designed and implemented to be appropriate to all students needs.

2.5. MARKING GUIDELINES

The University's current marking guidelines can be found in the Code of Assessment within the University Calendar. An adapted version is given below.

Primary verbal descriptors of attainment of Intended Learning Outcomes	Honours Courses	Common University Scale, Secondary Bands & Aggregation Scores		
	Primary Honours Class	Common University Scale*	Secondary Band**	Aggregation Score
Exemplary range and depth of attainment of intended learning outcomes, secured by discriminating command of a comprehensive range of relevant materials and analyses, and by deployment of considered judgement relating to key issues, concepts and procedures	First	A1	A1	22
		A2	A2	21
		A3	A3	20
		A4	A4	19
		A5	A5	18
Conclusive attainment of virtually all intended learning outcomes, clearly grounded on a close familiarity with a wide range of supporting evidence, constructively utilised to reveal appreciable depth of understanding	Upper Second	B1	UP1	17
		B2	UP2	16
		B3	UP3	15
Clear attainment of most of the intended learning outcomes, some more securely grasped than others, resting on a circumscribed range of evidence and displaying a variable depth of understanding	Lower Second	C1	LO1	14
		C2	LO2	13
		C3	LO3	12

Acceptable attainment of intended learning outcomes, displaying a qualified familiarity with a minimally sufficient range of relevant materials, and a grasp of the analytical issues and concepts which is generally reasonable, albeit insecure	Third	D1 D2 D3	T1 T2 T3	11 10 9
Attainment deficient in respect of specific intended learning outcomes, with mixed evidence as to the depth of knowledge and weak deployment of arguments or deficient manipulations	Weak	E1 E2 E3	F1 F2 F3	8 7 6
Attainment of intended learning outcomes appreciably deficient in critical respects, lacking secure basis in relevant factual and analytical dimensions	Poor	F1 F2 F3	F4 F5 F6	5 4 3
Attainment of intended learning outcomes markedly deficient in respect of nearly all intended learning outcomes, with irrelevant use of materials and incomplete and flawed explanation	Very Poor	G1 G2	F7 F8	2 1
No convincing evidence of attainment of intended learning outcomes, such treatment of the subject as is in evidence being directionless and fragmentary	No Credit	CR	F9	0

*The Common University Scale is used by Registry for communicating individual module marks.

**The Secondary Band indicates the degree to which the work possesses the quality of the corresponding descriptor.

3. FORMAL REQUIREMENTS FOR HONOURS

The following information describes the current formal commitment required of each type or classification of student over the 2 honours years. Changes are possible as determined by the Head of School.

3.1. SINGLE HONOURS

This programme is accredited as conferring eligibility for Graduate Membership of the British Psychological Society, and the Graduate Basis for Chartership. The latter is the first step towards becoming a Chartered Psychologist.

Students will have completed the following in their Level 3 Year:

- 9 Level 3 Modules examined in Part 1 finals
- 1 class based Mini Project (Semester 1) and 1 additional Mini Project (Semester 2)
- 2 Critical Reviews
- Class Examination
- Reading Party

Students are required to take the following in their Level 4 Year:

- 9 Level 4 options, each with one exam (some have associated coursework), from the option list
- 1 Maxi Project
- 1 Critical Review
- 1 Practical Examination
- A viva may be required under certain circumstances.

3.2. JOINT HONOURS

This programme is accredited as conferring eligibility for Graduate Membership of the British Psychological Society, and the Graduate Basis for Chartership. The latter is the first step towards becoming a Chartered Psychologist.

In particular it should be noted that no Level 4 Options can be taken by a Joint Honours Student.

Students will have completed the following in their Level 3 Year:

- 6 Level 3 Modules examined in Part One finals
- 1 class based Mini Project (Semester 1) and 1 additional Mini Project Semester 2)
- 1 Critical Review (Joint Honours students must complete this in term 1)
- Class Examination
- Reading Party

Students are required to take the following in their Level 4 Year:

- 3 Level 3 Modules examined in Part One finals
- 1 MaxiProject
- A viva may be required under certain circumstances.

3.3. SPECIAL COMBINATION - HONOURS IN OTHER SCHOOL + 1 OR 2 PAPERS IN PSYCHOLOGY

Application must be made through the Level 3 Course Organiser before 31st August. At the time of application, written confirmation must be supplied that the applicant's main honours School, their Advisor of Studies and their College agree to the application.

It will normally be possible to take either 1 or 2 papers from the Level 3 Psychology modules. For our purposes, a 'paper' is defined as any 3 of the 9 Psychology Level 3 modules that have not already been examined. Examination must occur in the year that the modules are taken.

One paper must be taken in the applicant's third honours year and if a second paper is required, that must be taken in the applicant's fourth honours year.

Should a second paper be required, instead of making up that second paper from the Level 3 modules, a student may elect to make up their second 'paper' from any 3 of the Level 4 modules on offer (currently there are 26 such modules). For this option, the applicant will be required to obtain the permission of the Level 4 Organiser as there may be space constraints for certain modules and the applicant will also require the written permission of a lecturer responsible for teaching each of the Level 4 modules.

Students will have completed the following in their Level 3 Year:

- 1 paper comprising any 3 of the Level 3 modules examined in Part 1 Finals
- The relevant sections of the Level 3 Class Examination
- A viva may be required under certain circumstances.

Students may then complete the following in their Level 4 Year:

- 1 paper comprising any 3 of the Level 3 modules that have not already been taken (to be examined in Part 1 Finals) or 1 paper comprising any 3 Level 4 modules for which permission has been appropriately obtained (to be examined in Part 2 Finals)
- The relevant sections of the Level 3 Class Examination.
- A viva may be required under certain circumstances.

N.B. One concern is examinations since we insist that the Final Examination be taken in the year of taking the class. There may be examination timetable concerns. Also the Final Examination/s for at least one paper will be in the third year of honours and the marks will then have to be carried forward to the Level 4 year. Some of the Level 4 options are assessed in the December exam diet (see Section 5.2) This must be acceptable to the other School and College.

3.4. SPECIAL COMBINATION - HONOURS IN PSYCHOLOGY + MODULES UP TO 60 CREDITS IN ANOTHER SCHOOL

This programme is accredited as conferring eligibility for Graduate Membership of the British Psychological Society, and the Graduate Basis for Chartership. The latter is the first step towards becoming a Chartered Psychologist.

Students will have completed the following in their Level 3 Year:

- 9 Level 3 Modules examined in Part 1 finals
- 1 class based Mini Project and 1 additional Mini Project
- 2 Critical Reviews
- Class Examination

- Reading Party

Students are required to take the following in their Level 4 Year:

- This will consist of either:
 1. 3 Psychology Level 4 modules/options (10 credits each) + 60 credits in the Other School or
 2. 6 Psychology Level 4 modules/options (10 credits each) + 30 credits in the Other School or
 3. 7 Psychology Level 4 modules/options (10 credits each) + 20 credits in the Other School
- 1 Maxi Project
- 1 Critical Review
- 1 Practical Examination
- A viva may be required under certain circumstances.

N.B. It is the student's responsibility to ensure they have permission from the other School and the approval of their Advisor of Studies. One concern is that the papers in the other School must be taken and examined in the Level 4 year. Care should be taken not to choose a subject in another School which might be examined after a delay of a year. College rules may vary.

4. LEVEL 4 COURSE WORK

In addition to any course work associated with individual options there are two pieces of course work for the level 4 course. There is a critical review and a maxi project. Details of the contribution each piece makes to your final classification is given in section 6 on exams.

The rules and regulations for each piece of coursework are given below.

4.1. THE CRITICAL REVIEW

4.1.1. SCOPE

The critical review is an analytical review of literature on a topic similar to the reviews carried out in Level 3. It should be a review of the most recent literature in the area, this usually means research that has been published over the last 5 years.

In terms of length the review should be 6,000 – 8,000 words long. This includes all the citations or references within the text but not the actual reference section.

4.1.2. TOPIC

The topic of your review should be an area of psychological research. This can be a topic that you have found or one suggested by your supervisor. However the topic of your critical review must be substantially different from the topic of your Maxi, in that it should be a topic from a different area of psychology. If you have any concerns about this you should contact the Course Organiser.

The topic should also be different from the topics of your two Level 3 CRs, although they need not be from different areas of psychology.

4.1.3. SUPERVISOR

You should have chosen or been allocated a supervisor for your Critical Review. The supervisor role is:

- To help you choose a suitable topic
- To discuss the references that you are using
- To discuss the write-up

It is advised that you meet your supervisor on a regular basis to discuss the above points.

In relation to the third issue your supervisor can comment on plans but not on a draft of the Critical review.

4.1.4. CR HAND-IN

One and only one typed copy of your Critical Review (CR) should be handed in to the Level 4 secretary (Lynda Young) by 12 noon on **Wednesday 11th January 2012**. The printed review should be 1½ or double spaced and in size 11 or 12 font. On the same day you should email an electronic copy of the review to your supervisor.

You must attach the standard title cover which is available from the “Course Documentation & Resources” section of the portal to all course work, in addition you should submit a separate plagiarism sheet, see section 5.7. Please see section 5.8 on regulations regarding coursework deadlines.

4.2. THE MAXI PROJECT

4.2.1. SCOPE

Whether you are a Single, Joint Honours or Special Combination (main subject Psychology) student you must carry out a Maxi Project. This is a substantial empirical project carried out over the year. The project is usually completed individually, but there is scope for some portions of the project to be carried out in groups. For more information on this see the document on “Maxi Models” in the Portal’s Course Documentation section.

4.2.2. SUPERVISOR

You will have chosen or been allocated your supervisor by the time you reach Level 4. Your supervisor’s role in the project is to provide an appropriate level of guidance over the project. You should meet to

- Discuss the topic
- Agree the design
- Agree on which subjects to use and how to recruit
- Discuss the statistical analysis of data.

Your supervisor may give you written or spoken feedback on a draft version of all sections of the project except the discussion which must be entirely your own work. Students should be fully aware that the project is their responsibility.

4.2.3. PARTICIPANTS

The School operates a “Subject Pool”. All Level 1 students are required to be part of this pool and participate in a number of experiments over their first year. Level 4 students can access the Subject Pool but only through their supervisor. If you wish to make use of it you should ask your supervisor to contact Dr Jason Bohan, who administers the resource.

The recruitment of participants is carefully regulated within the School. The rules and procedures are contained within the Document “Recruiting Participants” in the portal’s Level 4 Course Documentation and Resources Section. You should read this before you attempt to recruit any participants. If you wish to advertise for participants you must use the Standard Recruitment Poster which again can be downloaded from the same section on the Portal. You can also advertise on the “Subject Wanted” section of the Portal.

4.2.4. ETHICAL CLEARANCE

All maxi projects require ethical review before you start carrying out the project. If the project involves animals then you should contact Professor Biello to make sure that it complies with Home Office Procedures for animal experiments. If the project involves human participants or even analysing data from human participants that was collected previously, then you will have to complete an Ethics Approval form and both you and your supervisor should sign this. If you answer “no” to any of the questions on this form you will have to submit an ethics approval form via your supervisor, who will instruct you further.

In any case you will have to read through the BPS ethical guidelines on carrying out psychology experiments with human subjects.

The Ethics Approval form and the BPS guidelines can be downloaded from the section on Ethics in the Course Documentation & Resources section of the portal.

Your signed ethics form **MUST** be handed in to the Course secretary, Lynda Young by **Wednesday 29th February 2012 AT THE VERY LATEST**. Note, your maxi cannot be marked unless the form has been completed and handed in to the school.

4.2.5. WRITE-UP

Your project report should be modelled on standard journal format. Your supervisor may give you written or spoken feedback on a draft version of all sections of the project except the discussion which must be entirely your own work. Help with your maxi write up can be found on the Advanced Report Writing guide available on the portal.

Your write up should be an absolute maximum of 11,000 words. Please note that long reports are not necessarily good ones. This includes all the citations or references within the text but not the actual reference section. This limit does not include references, questionnaires, or tables that would normally appear in appendices, but it does include tables required in the results section. Students who exceed this length will lose marks.

4.2.6. MAXI HAND-IN

One bound copy of the Maxi Project should be handed in to Lynda Young by **12 noon on Wednesday 14th March 2012**. On the same day you should email an electronic copy to your supervisor. Please see section 5.8 on regulations regarding coursework deadlines.

4.2.7. BINDING

The Maxi can be bound in two ways:

- Traditional hard binding with your ID number printed down the spine
- Soft binding can be used, however, you **MUST** have your ID number down the spine (use sellotape, sticky label, etc, but ensure your ID number is clearly visible on the spine)

4.2.8. THE MARKING PROCESS

The amount of work associated with the different aspects of the project (preparation of stimuli, analysis of results etc.) varies from one project to another, and one supervisor to another. For the sake of fairness, the marking process takes the amount of work at each stage into account. Your supervisor takes into account the efforts you have (or have not) made and information about your contribution at the various stages of this project is passed on to the second marker. You will also be asked to complete a questionnaire about your contribution and this will be passed on to the second marker. An example of this questionnaire is below.

Student Report Form

This information, along with that on a similar form completed by your supervisor, is provided to enable the second marker to give a more measured mark. The second marker needs to know what your contribution was to the research, as well as how much your supervisor or other people contributed. This form will help provide that information.

Please read each question and answer by indicating who contributed (*name*) and how much they contributed as a %. Contributions should total 100% **for each of the following questions**. For example if you believe the basic idea for the project came from your supervisor, yourself and someone else (e.g. a PG or RA working with your supervisor or someone else who helped with statistics) and these contributions were evenly distributed you might answer question 1 with:

Supervisor - 33%; Self - 34%; PG (*put person's name*) - 33%

1. Who provided the basic idea for this project?
2. Who refined the design?
3. Who collected the data?
4. Who made decisions about the statistical analysis to be carried out?
5. Who carried out the statistical analysis?
6. Who interpreted the results?
7. Were there any unusual difficulties involved in completing this research? If so, how did this affect the final project?

After the degree results are published (in June 2012) you can pick up the bound copy of your maxi project from Lynda Young's office. You will also be able to collect your professional skills portfolio which was completed in Level 3. The electronic version is the property of the School and will be kept for the use of future students and staff.

4.2.9. SUPPORT FOR MAXIS

The School has developed several means of supporting students in completing their maxis:

Small Maxi Grants:

The School provide small grants to help students complete their maxi. The funding comes from the University Settlement who are a charity connected to the University that funds projects that support the "Social Good" of the people of Glasgow. This means that the funding will be focused on maxi projects that in some way support this aim. In essence this means projects from areas such as Social, Clinical, Development and Educational Psychology.

Photocopying:

The School provides free photocopying of consent forms, questionnaires or other stimuli materials. To use this facility contact Lynda Young.

Psychometric Tests:

The School has a small number of psychometric tests that students can use for their projects. To find out if the School has a test that you would like to use then contact Dr Margaret Martin.

Statistical support:

The School runs a series of drop in work shops from late January until mid March. These allow students to seek advice from staff and post-grads within the School concerning the analysis of their data. It is important to note that these classes are meant to supplement not replace your supervisor's advice on statistics. Details of the times and locations of these workshops will be given nearer the time.

Honours Laboratory:

There are statistics labs provided for the use of honours students in the Boyd Orr Building, Level 5.

5. GENERAL COURSEWORK INFORMATION

5.1. COURSE REQUIREMENTS

You are required to have completed and submitted all course work before the beginning of the honours examination period. This includes your Maxi, your CR and any coursework associated with your option choices. If there is a piece of coursework outstanding you will not be allowed to sit the exams. This rule is rigorously enforced and individuals have been stopped from sitting exams in the past. Obviously for Joint Honours students, this relates to one piece of work, namely the maxi.

5.2. INDIVIDUAL OPTIONS WITH COURSEWORK

A number of options will be assessed by coursework as well as exams. Not all options have coursework. The options that have are below, along with the coursework type and the percentage that contributes to the final grade for the option. The deadline for submitting each piece of coursework is **12 noon on the Friday after the last class in each option**. The penalties for lateness are the same as the CR and Maxi.

COURSE	TYPE OF COURSEWORK	% OF OPTION	DEADLINE
Advanced Qualitative Methods	Secondary Analysis of Qualitative Data	30%	21 st October
Basics of Joint Attention	Oral Presentation	30%	21 st October
Leadership	CR	30%	21 st October
Psychology of Will	Observational Report and Class Debate	10% 20%	21 st October
Atypical Development	Case Study	30%	25 th November
Forensic Psychology	CR	30%	10 th February
Positive Psychology	Electronic Presentation	30%	10 th February
Sleep & Circadian Timing	Case Study Report	30%	10 th February
Autism Spectrum Disorder	Podcast	30%	17 th February

Adolescent Brain Development	Electronic Presentation	30%	16 th March
Networks of Attention and Working Memory	Oral Presentation	30%	16 th March
Concepts of Empirical Results in Education	Electronic Presentation	30%	23 rd March

5.3. PLAGIARISM

The University of Glasgow takes a very strong line against plagiarism. The University's degrees and other academic awards are given in recognition of a student's personal achievement. All work submitted by students for assessment is accepted on the understanding that it is the student's own effort.

Plagiarism is defined as the submission or presentation of work, in any form, which is not one's own, without acknowledgement of the sources. Special cases of plagiarism can also arise from one student copying another student's work or from inappropriate collaboration. For full details of the university's rules on plagiarism please refer to www.gla.ac.uk/services/plagiarism/informationforcurrentstudents/plagiarismpolicydocuments

5.4. TURNITIN

All written coursework is to be submitted to the Turnitin web site. The reports that the web site produces will then be examined by the Course Organiser and if there is evidence of plagiarism then action will be taken in line with the University's Guidelines.

5.5. GENERAL REQUIREMENTS FOR ASSESSED WORK

All written work will be handed to Lynda Young, room 239, 58 Hillhead Street by the designated deadline.

1. Do not deliver work directly to the marker/supervisor.
2. All work submitted should (unless otherwise advised) use A4 paper 1.5-spaced text, a standard font such as Arial, Geneva or Times Roman (Times seems to get more words per page), with a point size of at least 10 (12 point is better for those of us with reading glasses). Page numbers (right justified) are VERY desirable. All work must be submitted with a title page attached that will explain what the document is. It is necessary to include this information in order to make your piece of work self explanatory whether it is on your desk, your tutor's or a course secretary's. Critical reviews and maxis, at least, should also include an abstract.
3. All work must also be submitted with a separate plagiarism statement.
4. Each piece of work should avoid being about a topic identical to one that you have already submitted.

5.6. TITLE PAGE FOR SUBMISSION OF ALL COURSEWORK

All class and assessed work must be submitted with a proper title page attached. This can be downloaded from the Documentation section of the portal. An example can be found below. Please note that work without the proper title page will not be accepted. It is important that your ID number is printed on the **TOP RIGHT HAND SIDE** of your title page.

ID NUMBER:

SUPERVISOR'S NAME:.....

DATE:

LEVEL 4 PSYCHOLOGY

[please insert the title of your Critical Review or Maxi Project here]

5.7. PLAGIARISM PAGE FOR SUBMISSION OF ALL COURSEWORK

All class and assessed work must also be submitted with a separate Plagiarism Page. This page must be completed, signed and handed in at the same time as your classwork. You can download the plagiarism page from the Portal (<http://portal.psy.gla.ac.uk/>)

5.8. COURSEWORK DEADLINES

Critical reviews, maxi projects, and other coursework associated with your final year option courses must be handed in to the School (via Lynda Young) by a deadline date. The School cannot function properly if these deadlines are not met.

If you are not able to meet a coursework deadline or you anticipate that you will not be able to meet a deadline you can apply to the course organiser, Linda Moxey, for a deferral. In such cases you must produce evidence of the circumstances which prevent you from meeting the deadline, and these circumstances will be discussed by a small committee including the course organiser. Please note that the length of any deferral is dependant on the particular circumstances and cannot in any case be longer than 3 working days.

If you miss a deadline, penalties will be applied to your work. The University has compulsory regulations covering the late submission of work as follows:

- work submitted not more than five working days after the deadline will be assessed in the usual way
- the primary grade and secondary band so determined will then be reduced by two secondary bands for each working day (or part of a working day) the work was submitted late.
- work submitted more than five working days after the deadline will be awarded Grade H (zero)

Penalties for late submission of course work will not be imposed if good cause is established for the late submission in terms of the definitions and procedures set out in the University Calendar (http://www.gla.ac.uk/media/media_124293_en.pdf). Briefly, 'Good cause' means illness or other adverse personal circumstances affecting a candidate. A chronic medical condition is not itself considered good cause although a short-term exacerbation of such a condition might be judged so. For 'good cause' to be established you must provide evidence, where 'evidence' means a report describing the medical condition or other

adverse personal circumstances, with supporting evidence from an 'appropriate person' as defined in the University's Student Absence Policy. Where the report refers to a medical condition of more than five days' duration the report must be completed by an appropriate medical practitioner.

If you are unable to apply for a deferral until after the deadline itself, relief from a late penalty will normally be granted only where the circumstances preventing the candidate from submitting work on time also prevented the application for a deferral of the deadline.

If you feel that you have a good reason for lateness then you should contact the Course Organiser, Linda Moxey, as soon as possible to inform her of the situation.

6. PART 2 FINAL EXAMINATIONS

Each single honours student must complete:

- 1 Critical Review
- 1 Maxi Project
- Practical Examination
- 9 Options Examinations
- Any coursework associated with chosen options

6.1. THE MAXI AND THE "PRACTICAL PAPER"

The Maxi Project is one component of your overall degree, with a mark reported separately on your transcript, and is worth one eighth of the whole degree in weight. The "Practical Paper" is one component of your overall degree, worth one eighth in weight. It is made up partly of continuous assessment (30% of the paper mark comes from the Level 4 Critical Review, 10% from the second Level 3 Critical Review and 10% from the 2nd Level 3 Mini Project and partly unseen examination (50%). In this exam, you complete 6 questions from a large number of questions that are designed to assess the empirical skills that you have developed over the four-year course. The unseen practical exam is scheduled as part of the May diet of Part 2 finals.

6.2. OPTIONS

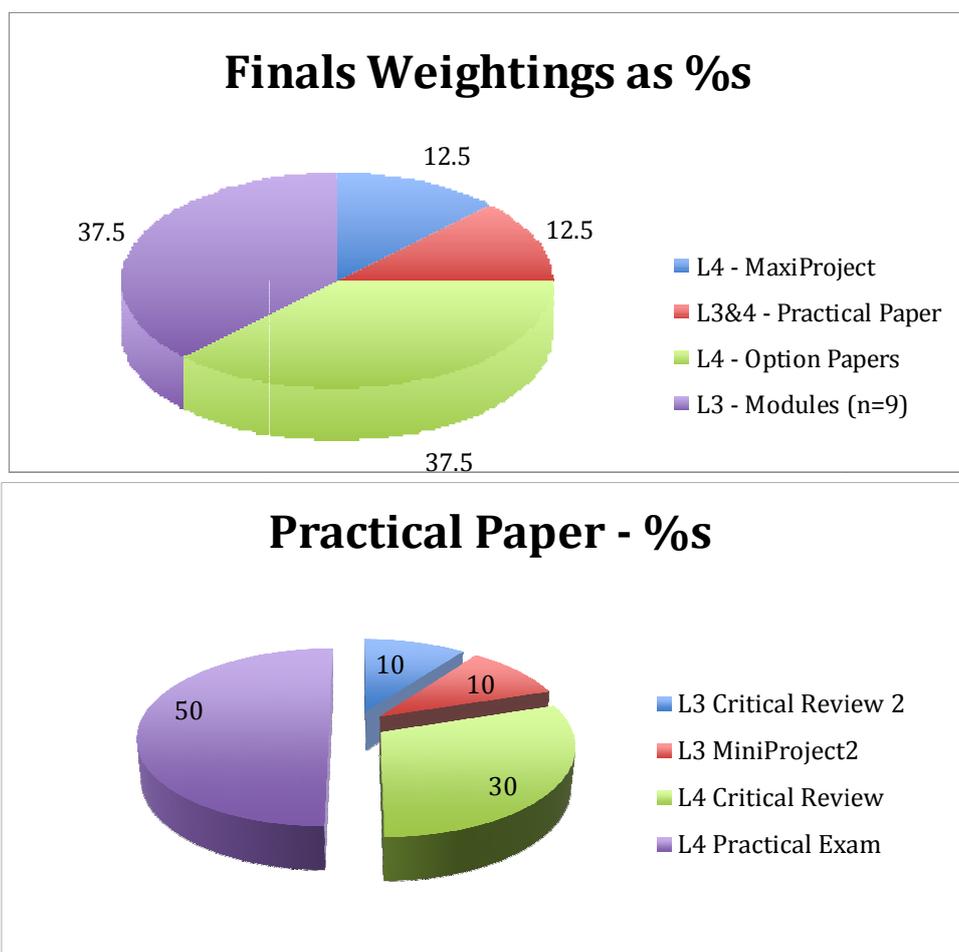
In Level 4, each student takes 9 options, selected from those offered (this year, we expect to offer 22) without restriction except possibly from room capacity constraints. Each will be separately assessed and listed on your transcript. They will contribute together (and in equal proportion) equally to 3/8ths of the overall degree. Unless otherwise advised, each option is examined in a separate exam. Each single honours student will therefore sit 10 exams in total, the practical exam plus 9 option exams. Some options taught early in the first semester are also examined early, in December of the Level 4 year. Normally the options run in the first half of Semester one are examinable in the December diet, however, this can be subject to change. Confirmation of which exams will run in December will be given at the induction class.

6.3. EXAM REGISTRATION/TIMETABLE

You will be automatically registered for examinations in the options you have chosen. **It is your responsibility to ensure that your options are correctly listed on MyCampus.** The dates of the Final Examinations are decided by the University Examination Office, not the School. They will be posted by the Examinations Office on the web and elsewhere and you must watch out for this; we are not informed first. Last year's times are not a good guide. It is important to keep watching the University noticeboards and the School noticeboards throughout the year, but especially in the period immediately prior to the examinations.

6.4. OVERALL WEIGHTINGS OF ALL EXAMS AND COURSE WORK

A diagram of the overall weighting is shown in the figure below.



6.5. A WARNING

Please note that although it is natural for students to engage in 'question spotting' there are no guarantees about the questions in terms of how closely they will follow the pattern or emphases of the course content. There are no certainties in 'what will come up' – technically, it is even open to the External Examiner to put in questions of their own, if they should so wish, although this privilege has not been exercised for as long as any of us can remember!

6.6. JOINT HONOURS STUDENTS

As outlined in Section 3.2 students doing Joint Honours take the Level 3 Physiological Psychology, Perception and Cognitive courses. These courses are examined in Paper 4 of the Level 3 exams. They do not sit the Practical Exam or complete a Critical review. They do however complete a Maxi project.

7. PRIZES

Prizes awarded by the School

There are five prizes awarded by the School to the best students in the Level 4 class (the decisions are made at the Board of Examiners' Meeting):

- **The Henry J. Watt Prize** is awarded to the student with the best psychology finals performance, as decided at the Examiners' meeting.

- **BPS Undergraduate Prize** awarded to the best student in each accredited institution
- **The Pickford Prize** awarded to the best student of the year, preferably in Social Psychology.
- **The Thouless Prize** awarded to the best Level 4 Critical Review.
- **The Callum Neil Airth Award** awarded to the best Level 4 Maxi Project.

Nationally Awarded Prizes

The School may nominate, at the Board of Examiners' Meeting, a maxi-project to be submitted for the EPS/British Science Association Undergraduate Project Prize. The Experimental Psychology Society in collaboration with the British Science Association awards an annual prize to the best undergraduate project in experimental psychology submitted from a UK psychology honours degree programme. There are also national prizes awarded by the BPS for the best final year project in Psychobiology and Sport and Exercise Psychology. Nomination for both these awards is at the discretion of the Board of Examiners.

8. PROBLEMS, GUIDANCE ETC.

The School's hope is that you will enjoy the course of study offered and pass the examinations set. However, students can encounter a range of difficulties during a course. Some may not be very serious, e.g., feeling that the course is not quite what you expected: in that case you should say so in your response to the course evaluation questionnaire. Some problems may be more serious: illness, family or social problems, difficulty in understanding the material, or just feeling anonymous in a large impersonal institution. In such cases, you may understandably feel a need for a more individual form of help or assistance, and although the class is large, there are many ways in which you can make contact with members of staff. First, as noted above, the lecturers are available for consultation at appointed hours that are displayed on their office doors. Secondly, there is the possibility of e-mail contact with your designated CR supervisor and, of course, with any of the lecturing staff.

8.1. ILLNESS, ABSENCE AND PERSONAL PROBLEMS

Any period of illness should be communicated to the relevant Course Organiser. Medical certificates must be provided where appropriate at the time of illness.

Key Information: Students must complete a MyCampus absence report for any significant absence from the University. Supporting documentary evidence will be required and should be scanned electronically and linked to the MyCampus absence report.

Summary:

1. The Student Absence Policy applies to all undergraduate and postgraduate taught students and defines a significant absence as an absence of more than seven consecutive days or one which prevents a student from attending an examination or fulfilling any other requirement for the award of credit.
2. Students must complete a MyCampus absence report for any significant absence and are recommended to complete an absence report for any absence for which they would like the University to take account.
3. All potentially significant absences should be reported as soon as is practical in part 1 of the MyCampus absence report; Part 2 should be completed on return to University.
4. The normal submission deadline for the completed absence report is 7 days after return to University and Boards of Examiners will not necessarily take account of absences reported after this deadline.
5. If at all possible, absences which will result in non-attendance at examinations should be notified before the examination by contacting the relevant School, and followed up by completion of part 1 of the MyCampus absence report.

6. Documentary evidence is required for any significant absence and the Absence Policy includes a schedule of circumstances in which medical evidence is required.
7. The Absence Policy includes a statement of how Schools should respond to a notification of absence.

For detailed information about the Student Absence Policy and how to submit medical evidence via MyCampus please see the Senate Office Webpage:

<http://www.gla.ac.uk/services/senateoffice/academic/studentpolicies/absencepolicystudents/#d.en.105167>

8.2. CONSIDERATION OF MEDICAL AND OTHER RELEVANT EVIDENCE

Please refer to the Code of Practice on Incomplete Assessment and Good cause which can be found in the University Calendar, under General Information for Students.

9. TIMETABLE FOR LEVEL 4 – 2011-12

NB The week after the end of Level 4 lectures (Nov 28 – Dec 2 for Semester 1 and Mar 19 – Mar 23 for Semester 2) may be used to fit in revision lectures. You should plan holidays accordingly.

SEMESTER 1	Weeks 1-5 19th Sept to 21st Oct	Week 6-10 24th Oct to 25th Nov
Mon 10-12	Psy of Ab Lecture Theatre B, Boyd Orr	PI Lecture Theatre B, Boyd Orr
Mon 2-4	Leadership Seminar Rm, 58 Hillhead St	CNA Seminar Rm, 58 Hillhead St
Tues 9 - 11	Psy of Will Rm 204, Sir Alexander Stone Bldg	CNIBP Rm 204, Sir Alexander Stone Bldg
Tues 1-3	Qual. Methods Seminar Room, 58 Hillhead St	IC Seminar Rm, 58 Hillhead St
Wed 2-4	B of JA Meeting Room, 58 Hillhead St	Atypical Dev Room G466, Main Building
Fri 10-12	-	Neuro Def Rm 204, Sir Alexander Stone Building

SEMESTER 2	Weeks 1-5 9th Jan to 10th Feb	Weeks 5-10 13th Feb to 16th Mar
Mon 10-12	Sleep & Circ Timing Rm 204, Sir Alexander Stone Bldg	Soc Cog Room 209, John McIntrye Bldg
Tues 1-3	Forensic Lecture Theatre C, Boyd Orr	ABD Lecture Theatre D, Boyd Orr
Wed 10-12	Autism Room 106, Rankine Building	CERE Psychology labs, Boyd Orr
Thurs 10-12	LM Seminar Room, 28 Hillhead St	NAWM Meeting Room, 58 Hillhead St
Thurs 2-4	Positive Seminar Rm, 58 Hillhead St	fMRI Seminar Rm, 58 Hillhead St

Consciousness (run through School of Humanities) normally takes place Mondays and Thursdays at 1pm in Semester 1.

Abbreviations:

ABD	Adolescent Brain Development
AQM	Advanced Qualitative Methods in Psychology
AD	Atypical Development
ASD	Autism Spectrum Disorders
B of JA	Basics of Joint Attention
CERE	Concepts and Empirical Results in Education
CNA	Cognitive Neuroscience of Ageing
CNIBP	Cognitive Neuroscience: Insights into Brain Plasticity
fMRI	fMRI
Forensic	Forensic
IC	Interaction and Communication
Lead	Leadership
LM	Language and Meaning
NAWM	Networks of Attention and Working Memory
Neuro Def	Neuropsychological Deficits
Pos Psy	Positive Psychology
PI	Psychological Interventions
Psy of Ab	Psychology of Abnormality
Psy of Will	Psychology of Will
Soc cog	Social Cognition
SCT	Sleep and Circadian Timing