FACULTY OF THE HUMANITIES

Department of Psychology

GUIDE FOR
PSYCHOLOGY STUDENTS

2017

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Welcome

Welcome to the Department of Psychology!

The Department of Psychology is one of the largest departments at the University of the Free State (UFS), with students from the Faculties of the Humanities, Economic and Management Sciences, Health Sciences, Natural Sciences, Education, Law, and Theology.

The Department aims at enhancing Psychology as an academic discipline and profession, and offers high-quality teaching that prepares students for the demands of the South African society. Furthermore, the Department does relevant research that contributes to enhancing Psychology as science. Lastly, the Department is involved in various community initiatives in the form of service and learning in and with the community.

Admission requirements

Students who comply with the general admission requirements of the UFS can enrol for undergraduate modules in Psychology. No particular Grade 12 subjects are required for studying Psychology.

Students who are interested in furthering their studies in Psychology can enrol for any undergraduate programme (e.g. B.Soc.Sc., B.A., B.Ed., B.Sc.), with Psychology as a major. Students majoring in Psychology are advised to compile their learning programme in such a way (with additional majors and electives) that they can gain entry into other professions and opportunities such as Industrial Psychology, Communication Science, Education, and Biological Sciences.

How do I become a psychologist?

Psychology is a field chosen by students with differing interests and personalities. Some psychologists are reflective introverts who can listen very well; others are warm extroverts who are genuinely interested in their clients. So, whether you are curious, intellectual, empathetic, serving, analytical, or playful, you may be suited for this career. Of course, a crucial first step is to complete a career assessment with a registered psychologist to ensure that you are a good match to the profession. An important factor to take into account in choosing Psychology as a career is that it takes **at least seven years** of studying before you can register as a psychologist.

Psychology is not offered as an independent degree. Most students study either a B.Soc.Sc. or a B.A. degree and combine Psychology with various other subjects. The degree that you enroll for would depend on your specific interests. After completing your undergraduate degree (which ideally takes three years), you can apply for an Honours in Psychology. **Since you need to be selected for this degree, you will have to work hard and perform well in your undergraduate studies**. The Honours degree takes one year for full-time students and two years for part-time students.

After completing the Honours degree, you can apply for the Applied Master's Programme (clinical or counselling psychology). **You also need to be selected for this course**. Selection for the applied master's degree is quite strict and depends on a number of factors, such as academic performance, emotional stability, maturity and empathy. Usually the selection process involves various activities, including panel interviews. The Applied Master's degree consists of course work, a research (mini-) dissertation, and an internship year. After completing the internship, students in the **clinical** category will have to complete a community service year. Only students who successfully complete the master's degree can write the Board examination (offered by the Health Professions Council of South Africa) to register as psychologists.

However, there are alternative routes available to students in Psychology. For example, you can enroll for a research master's in Psychology to complete a full dissertation, instead of doing an applied master's degree.

It would be best to consult with the Department of Psychology to obtain more information on alternative career choices.

B.A. Degree: Dr. P. Esterhuyse 051-4012910 esterhp@ufs.ac.za	**B.Soc.Sc. Degree:** Dr. C. Williams 051-4012363 williamsca@ufs.ac.za	**B.Ed. Degree:** Dr. B. Moreeng 051-4013898 moreengbb@ufs.ac.za

PSYCHOLOGY AS MAJOR

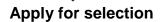| **First year 2016:** PSIN1514 PSDE1624	**Second year 2016:** PSSO2614 PSIH2724	**Third year 2016:** PSPA3714 PSRM3714 PSPE3724 PSTH3724	**Undergrad enquiries:** Dr. J. Jordaan 051-4012890 jordaanj1@ufs.ac.za

Apply for selection

Honours degree in Psychology

Honours enquiries:
Mrs. I. van Aardt
051-4012095
vanaardti@ufs.ac.za

Apply for selection

Applied Master's in Psychology (Clinical & Counselling) **Enquiries:** Dr. L. Nel 051-4012732 nelli@ufs.ac.za	**Research Master's in Psychology (Non-registration category)** **Enquiries:** Prof. P. Fouche 051-4013800 fouchejp@ufs.ac.za

Apply for selection

D.Psych. in Child Psychology **Enquiries:** Dr. R. van der Watt 051-4019682 vanderwatthp@ufs.ac.za	**Research Doctorate in Psychology** **Enquiries:** Prof. P. Fouche 051-4013800 fouchejp@ufs.ac.za	**Head of Department** Prof. K.G. Esterhuyse 051-4019420 esterkg@ufs.ac.za

Undergraduate modules 2017

EXIT-LEVEL OUTCOMES – UNDERGRADUATE PROGRAMME IN PSYCHOLOGY

On the successful completion of this programme, students should be able to:
- Ccommunicate effectively by applying the theoretical discourse of psychology as science;
- Contribute to the full personal development and psychological wellbeing of others by applying the theoretical foundation of positive psychology and understandings of human resilience;
- Explain the nature and basic functioning of various physiological systems of the human body and describe the influence of these systems on human behaviour;
- Identify and analyse the nature, description, and classification of psychopathology as field of study;
- Distinguish between the different paradigms and theories on personality development and behaviour that have contributed to existing Western as well as African and Eastern corpora of knowledge on psychology;
- Discuss the study of normal human development from conception to old age with specific reference to physical, cognitive, personality and social development;
- Describe the principles underlying psychological counselling and utilise critical and creative thought in applying a therapeutical model and therapeutic techniques to a particular therapeutic scenario;
- Demonstrate an understanding of the world as a series of related systems by applying basic socio-psychological notions on interpersonal interactions and relationships within the South-African context and by discussing how certain psychosocial characteristics play a role in the development and maintenance of healthy personal relationships; and
- Gather, analyse, organise and critically evaluate information by using the basic concepts of research methodology as applied to social and behavioural sciences.

All of the abovementioned outcomes have been established in professional ethics (as approved by psychologists all over the world) and contextualised for a multicultural South African context.

Various modules are presented on undergraduate level. **Students taking Psychology as major have to take all modules.**

First year

CODE	NAME OF MODULE	NQF level	Credits
PSIN 1514 First semester	**Introduction to Psychology**: This module aims at exposing students to a basic introduction to psychology as science. • Module coordinator: Mrs. I. Kruger, SG 106, Tel: 051 401 3264, kurgeris@ufs.ac.za	5	16
PSDE 1624 Second semester	**Developmental Psychology**: The aim of this module is to introduce students to the study of normal human development, from conception to old age. The various domains of development (physical, cognitive, personality and social) are covered, as well as important theories and controversies related to these. The module concludes with a study of the factors concerning risk and resilience in children. Students will be required to apply their knowledge to case studies. • Module coordinator: Mrs. I. Kruger, SG 106, Tel: 051 401 3264, krugeris@ufs.ac.za	6	16

Second year

CODE	NAME OF MODULE	NQF level	Credits
PSSO 2614 First semester	**Social Psychology**: The aim of this module is to provide students with an understanding of the importance of personal relationships for overall functioning and well-being. An additional aim is to provide an understanding of how certain psychosocial features play a role in the development and maintenance of healthy personal relationships. Particular attention is paid to the application of basic social psychological concepts to interpersonal interactions and relationships within the South African context. • Module coordinator: Dr. J. Jordaan, SG 5, Tel: 051 401 2890, jordaanj1@ufs.ac.za	6	16

CODE	NAME OF MODULE	NQF level	Credits
PSIH 2724 Second semester	**Introduction to Health Psychology**: The overall aim of this module is to provide learners with a basic knowledge concerning the nature of various biological systems and functions, as well as how these influence human behaviour. • Module coordinator: Mr. H. Taylor, SG 8, Tel: 051 401 9322, taylorhw@ufs.ac.za	7	16

Third year

CODE	NAME OF MODULE	NQF level	Credits
PSPA 3714 First semester	**Psychopathology**: The aim of this module is to introduce students to the basic theoretical knowledge of the nature, description and classification of conditions within the study of abnormal psychology. • Module coordinator: Mr. H. Taylor, SG 8, Tel: 051 401 9322, taylorhw@ufs.ac.za	7	16
PSRM 3714 First semester	**Research Methodology**: The aim of this module is to provide a general introduction to research methodology in social and behavioural sciences. One can identify three main components in the execution of any research project in these sciences, i.e.: ○ planning or designing a project where information is gathered for investigating particular research problems, ○ gathering this information according to the design, and ○ analysing the information that was gathered. • Module coordinator: Ms. M. van Dijk, SG 204, Tel: 051 401 2596, vandijkm@ufs.ac.za	7	16
PSPE 3724 Second semester	**Personology**: The aim of the module is to introduce students to the different paradigms and theories concerning personality development and behaviour that have contributed to the existing Western as well as African and Eastern corpus of knowledge on psychology. • Module coordinator: Dr. R. van der Watt, SG 105, Tel: 051 401 9682, vanderwatthp@ufs.ac.za	7	16

CODE	NAME OF MODULE	NQF level	Credits

PSTH 3724
Second
semester
	Introduction to Psychotherapy and Ethics: The aim of this module is to equip students with the skills for effectively helping clients by:
	   ○ know and apply the key aspects and techniques surrounding therapeutic intervention,
	   ○ explain a basic therapeutic process and apply relevant theory on a case,
	   ○ facilitate a therapeutic dialogue,
	   ○ contextualise the therapeutic self as well as the therapeutic relationship, and
	   ○ demonstrate ethical sensitivity
	   • Module coordinator: Mrs. I. Kruger, SG 106
	      Tel: 051 401 3264, krugeris@ufs.ac.za
		7	16

Students who failed any of the third year modules in 2016 should still register for the following old module codes. Please take note that if you fail again you have to change to and register for the new curriculum in 2018.

CODE	NAME OF MODULE	NQF level	Credits

PSY 312
First
semester
	Social Psychology: The aim of the module is to help students understand the importance of personal relationships for overall functioning and wellbeing and the role played by particular psychosocial characteristics in the development and maintenance of healthy personal relationships. In particular, the module attends to the application of basic concepts in sociopsychology in interpersonal interactions and relationships within the South African context.
	   • Module coordinator: Ms. M. van Dijk, SG 204,
	      Tel: 051 401 2596, vandijkm@ufs.ac.za
		7	8

PSY 332 First semester	**Therapeutic Intervention and Ethics**: The aim of this module is to equip students with the skills for effectively helping clients by: o know and apply the key aspects and techniques surrounding therapeutic intervention, o explain a basic therapeutic process and apply relevant theory on a case, o facilitate a therapeutic dialogue, o contextualise the therapeutic self as well as the therapeutic relationship, and o demonstrate ethical sensitivity • Module coordinator: Dr. L. Nel, SG 209A, Tel: 051 401 2732, nelli@ufs.ac.za	7	8
PSY 324 Second semester	**Research Methodology**: The aim of this module is to provide a general introduction to research methodology in social and behavioural sciences. One can identify three main components in the execution of any research project in these sciences, i.e.: o planning or designing a project where information is gathered for investigating particular research problems, o gathering this information according to the design, and o analysing the information that was gathered. • Module coordinator: Ms. M. van Dijk, SG 204, Tel: 051 401 2596, vandijkm@ufs.ac.za	7	16

Honours Programme 2017

The Honours Programme at the Department of Psychology offers students in-depth theoretical understanding of Psychology as a discipline, the opportunity to conduct a research project, as well as practical exposure to community engagement and service-learning activities.

After completion of the Honours Programme, students can apply for admission (subject to selection) to postgraduate training in professional psychology (Master's in Applied Psychology) or academic psychology (Master's in Research).

The duration of the programme is one academic year for full-time students or two academic years for part-time students. Students who want to complete the programme in more than two years will have to apply for special permission.

Certain modules are offered during the day and others during the evening. Day and evening modules rotate annually. Full-time students are expected to attend both the day and evening classes. Part-time students are accommodated in the evenings. All students are expected to attend contact sessions on a weekly basis (**the programme is not presented via distance learning**).

Most modules involve one three-hour contact session per week. For certain modules, practical opportunities and service-learning activities will be scheduled as well. At the commencement of each module, the lecturer will provide an outline of the module.

The contact sessions for this programme will only be in English. All learning guides and assessment activities will be available in English and Afrikaans.

SELECTION PROCESS FOR THE HONOURS PROGRAMME IN PSYCHOLOGY

Prospective students are subjected to a selection process. Information regarding the selection process is available on the Department's website (www.ufs.ac.za/psy) or from the following people:

- Programme Coordinator: Mrs. I. van Aardt, SG 107, Tel: 051 401 2095, vanaardti@ufs.ac.za
- Administrative officer: Mrs. A. Denobili, SG 109B, Tel: 051 401 9314, denobilia@ufs.ac.za

EXIT-LEVEL OUTCOMES – HONOURS PROGRAMME IN PSYCHOLOGY

On completion of this qualification, students will be able to:

- Apply quantitative and qualitative research principles, methodological tools and practical skills to competently plan, conduct and report on a research project of limited scope in the field of psychological research;

- Plan, conduct and evaluate a psychosocial intervention regarding specific contemporary psychosocial issues in a community setting;

- Apply in-depth theoretical learning of normal human development throughout the lifespan to real-life situations;

- Use critical and creative thinking to discuss, apply and critically evaluate various approaches to psychotherapy;

- Portray an ethical sensitivity toward a variety of therapeutic situations;

- Demonstrate understanding, knowledge and skill in the psychological assessment process of administering, scoring and interpreting of selected psychological measuring instruments in an ethical and professional way; and

- Portray an integrative understanding of and theoretical approaches to psychopathology during childhood, adolescence and adulthood.

The Honours programme consists of seven modules. Enrolled students should complete all of the modules.

Year modules

CODE	NAME OF MODULE	NQF level	Credits
PSHA 6804 Year module	**Psychological Assessment**: The aim of this module is to equip the student with advance knowledge of and skills in the ethical and professional conducting, value allocation, and limited interpretation of selected psychological measuring instruments. The following assessment domains are covered: visual-motor integration, intelligence, interest, aptitude, and personality. • Module coordinator: Ms. M. van Dijk, SG 204, Tel: 051 401 2596, vandijkm@ufs.ac.za	8	16
PSHC 6804 Year module	**Community and Social Psychology**: The aim of this module is to equip students with the theoretical underpinnings and analytic skills relating to community psychology in order to plan, conduct and evaluate a psychosocial intervention regarding specific contemporary psychosocial issues. • Module coordinator: Dr. P. Naidoo, SG 104, Tel: 051 401 2340, naidoop@ufs.ac.za	8	16
PSHM 6804 Year module	**Advanced Research Methodology:** This module aims to provide students with advanced knowledge regarding research methodology and methods in the social and behavioural sciences. Quantitative and qualitative approaches within the main umbrella paradigms and philosophical underpinnings that guide research will be addressed. Students will have to be able to select an appropriate paradigm and research design and coherently apply different advanced methodologies/techniques in the field of psychological research. • Module coordinator: Dr. P. Naidoo, SG 104, Tel: 051 401 2340, naidoop@ufs.ac.za	8	16
PSHR 6808 Year module	**Applied Research Methodology**: The aim of this module is to provide students with knowledge to understand the underlying principles of research. Furthermore, students will be equipped with the practical skills and methodological tools to competently plan, conduct and report on the research process. • Module coordinator: Dr. P. Naidoo, SG 104, Tel: 051 401 2340, naidoop@ufs.ac.za	8	32

First semester modules

CODE	NAME OF MODULE	NQF level	Credits
PSHD 6814 First semester	**Advanced Development Psychology**: The aim of this module is to equip students with in-depth understanding of normal human development throughout the life span. This includes knowledge of the issues and theories of development, in-depth knowledge of the different areas in development, as well as knowledge of the life stages and development tasks from conception to death. Students are also expected to develop the skill to integrate and apply the above-mentioned to case studies. • Module coordinator: Dr. F. Tadi, SG 6, Tel: 051 401 9313, tadinf@ufs.ac.za	8	16
PSHT 6814 First semester	**Advanced Psychotherapy and Ethics**: This module aims at equipping students with the competence to practice psychology professionally and ethically. It provides students with knowledge and skills regarding psychotherapeutic approaches and ethical practices in order to act as responsible counsellors, psychometrists and psychologists. Students are also encouraged to think critically about themselves as future therapists and the services they intend to provide to future clients, as well as to effectively evaluate the suitability of various approaches to psychotherapy. • Module coordinator: Prof. L. Naudé, SG 111, Tel: 051 401 2189, naudel@ufs.ac.za	8	16

Students who failed PSHH6814 in 2016 will have to repeat it in 2017 and should not register for the new module.

Second semester module

CODE	NAME OF MODULE	NQF level	Credits
PSHP 6824 Second semester	**Advanced Psychopathology**: The aim of this module is to sensitise and train students on both theoretical and applied levels concerning the biological, psychological and social mechanisms and interactions involved in the development, clinical description, cause and treatment of various psychological disorders during childhood (including adolescence) and adulthood. • Module coordinator: Mrs. I. van Aardt, SG 107, Tel: 051 401 2095, vanaardti@ufs.ac.za	8	16

Master's and doctoral studies 2017

ADMISSION REQUIREMENTS FOR POSTGRADUATE STUDIES IN PSYCHOLOGY

A brief outline as to the categories and admission requirements for each degree is represented in the following flowchart:

POSTGRADUATE STUDIES AT THE DEPARTMENT OF PSYCHOLOGY (UFS)	
MASTER'S DEGREE	**DOCTORAL DEGREE**
Admission requirements: - Subject to selection process	**Admission requirements:** - Subject to selection process

Professional/ practitioner programme	Research-based programme	Professional/ practitioner programme	Research-based programme
Coursework	Research	Coursework	Research
Mini-dissertation			
Internship & community service year (in the case of clinical psychology)	Full dissertation **OR** 2 publishable articles	Mini-thesis **OR** 3 publishable articles	Full thesis **OR** 3 publishable articles

Applied Master's Programme 2017

This programme entails a professional qualification leading to registration as a psychologist (clinical and counselling) with the Professional Board for Psychology (HPCSA). It takes at least three years for a Clinical psychologist (first year theory; one year internship and one year community service) and at least two years for a Counselling psychologist (first year theory and one year internship) as well as the submission of a mini-dissertation OR one publishable article and the succesful completion of the Board Exam before someone can register as a Psychologist.

The theoretical training in the first year of study entails a wide spectrum of therapeutic, assessment, diagnostic and community-intervention strategies and knowledge. Students offer therapeutic services to the public in different practices specialising in the assessment, intervention and development of children, adolescents and adults respectively. The second year entails an internship for which students must apply at various internship organisations.

SELECTION PROCESS FOR THE APPLIED MASTER'S IN PSYCHOLOGY

Because of the limited number of internships available, prospective students are subjected to a selection process. Information regarding the selection process is available from the following people:
- Programme Coordinator: Dr. L. Nel, Department of Psychology, UFS, PO Box 339, Bloemfontein, 9300, SG 209A, Tel: 051 401 2732, nelli@ufs.ac.za
- Administrative officer: Mrs. E. du Plessis, SG 202, 051 401 9420, duplesse@ufs.ac.za

EXIT-LEVEL OUTCOMES – MASTER'S PROGRAMME IN APPLIED PSYCHOLOGY

On successful completion of this programme, students should be able to:
- Demonstrate skills in interview assessment and psychometric assessment by completing diagnostic interviews and assessment batteries accurately;
- Use efficient individual, group and community interventions based on empirical principles, as well as to demonstrate the ability to document the run of their interventions in clear process notes;
- Implement referrals and interventions for a wide range of patient populations under the supervision of a senior psychologist in a competent and independent manner;
- Submit written examples of assignments (portfolios) in which the formulation of a treatment case and a treatment plan is proposed, indicating an empirically based and interdisciplinary, culturally competent approach to treatment;
- Demonstrate skill in an empirical approach to clinical practice as represented in the presentation of cases; this will entail the demonstration of knowledge concerning the pertinent research

literature, the assessment of critical ideographic and cultural data, and the integration of data in a workable treatment plan;

- Demonstrate awareness of the ethical issues and relevant ethical behaviour in their clinical activities; and
- Complete one research study consisting of a written product.

Year modules

Enrolled students should complete all of the following modules.

CODE	NAME OF MODULE	NQF level	Credits
CLIN 7900 / COUN 7900	**Theoretical division**: The aim of this module is to 1) equip students with theoretical and practical skills in psychopathology; 2) equip students with theoretical knowledge and skills in a wide array of psychology-related fields, such as ethics and practice management, developmental psychology and programme development; 3) equip students with the biological, psychological and social mechanisms and interactions involved in the development, causes and clinical description of psychological disorders; 4) equip students with theoretical knowledge and skills regarding psychometric assessment across a variety of domains. Neuropsychology, forensic psychology and pharmacology also form part of this division.	9	60
CLII 7900 / COUI 7900	**Practical division**: The aim of this module is the acquisition of thorough theoretical knowledge as well as practical skills concerning interventions for children, adolescents and adults through supervised practical work.	9	60
CLIR 7900 / COUR 7900	**Extended Mini-dissertation/Publishable Article**: The aim of this module is to equip postgraduate students with applied research skills.	9	120

Research 2017

Students interested in furthering their studies in research can complete a master's dissertation or a doctoral thesis in Psychology. The admission requirements for these two qualifications are set out in full in the *Guide for Postgraduate Students* on the Department's website (www.ufs.ac.za/psy). The Department may also set additional admission requirements for students who have interrupted their studies for longer than four years. These additional admission requirements may include an admission examination on a prescribed reading list.

CODE	NAME OF MODULE	NQF level	Credits
PSMD 8900 / PSMA 8900	**Master's Dissertation/Two Publishable Articles**: The aim of this module is to offer students on master's level the opportunity to further their studies in research-based psychology with the specific aim of compiling, developing and reporting in a field of expertise in Psychology by means of either a dissertation (PSMD 8900) or at least two related **publishable** articles (PSMA 8900). The module equips master's students with expert research knowledge and applied research skills to involve them in research practice and to enable them to critique it.	9	180
PSDT 9100 / PSDA 9100	**Doctoral Thesis/Three Publishable Articles**: The aim of this module is to offer postgraduate students at doctoral level the opportunity to further their studies in research-based psychology with the specific aim of compiling, developing and reporting in a field of expertise in Psychology by means of either a thesis (PSDT 9100) or at least three publishable related articles (PSDA 9100). The module equips doctoral students with expert research knowledge and applied research skills to involve them in research practice and to enable them to critique it.	10	360

Detailed information about the master's and doctoral research programmes presented at the Department of Psychology is available on the UFS website (http://www.ufs.ac.za) or you can contact:

Mrs Elize du Plessis

Secretary: Research Committee	Phone:	051 401 9420
Department of Psychology	Fax:	051 401 3556
University of the Free State	Email:	duplesse@ufs.ac.za
PO Box 339 (40), Bloemfontein, 9301		

D.Psych. in Child Psychology 2017

This qualification offers registered psychologists the opportunity for deepening their theoretical expertise. Students are **selected** into this programme and **the next selection date is 2018 (for 2019 intake)**. The D.Psych. in Child Psychology entails three contact sessions of one week each, across the three years of the programme (thus nine contact sessions), as well as assignments and seminars. The students must also complete a thesis.

- Programme coordinators: Dr. R. van der Watt
  SG 105
  Tel: 051 401 9682
  vanderwatthp@ufs.ac.za

  Dr. A. Botha
  SG101
  Tel: 051 401 2188
  bothaa@ufs.ac.za

- Administrative officer: Mrs. A. Denobili
  SG 109B
  Tel: 051 401 9314
  denobilia@ufs.ac.za

Year modules

Enrolled students should complete **ALL** of the following modules.

CODE	NAME OF MODULE	NQF level	Credits
PSCT 9100 / PSCH 9100 / PSCP 9100	**D.Psych. (Child Psychology)**: The Doctorate in Child Psychology entails a number of modules over a period of three years, as well as a thesis or three publishable articles. The overarching goal is the enhancement of knowledge and expertise in Child Psychology as discipline. The particular goals are to: • Gain advanced scientific and theoretical knowledge in the various disciplines in child psychology; and • Make a contribution to the corpus of knowledge in a particular area of child psychology in the form of a dissertation or three publishable articles.	10	180
PSCD 9100 / PSCA 9100	**Thesis/Three Articles**: The Doctorate in Child Psychology entails a number of modules over a period of three years. A research module has been incorporated into this course and consists of a thesis (PSCD 9100) or three publishable articles (PSCA 9100). The aims of this research module are to: • Gain advanced expert knowledge and applied research skills; and • Contribute to the corpus of knowledge in a particular area of Child Psychology.	10	180

General policy and procedures

GENERAL REGULATIONS OF THE UNIVERSITY OF THE FREE STATE

The General Regulations of the UFS is available at the website at www.ufs.ac.za. Other important information regarding assessment procedures and general rules concerning study at the UFS is available at http://studentportal.uovs.ac.za/documents/13/2012/2012_Prospectus_Afr.pdf.

CLASS ATTENDANCE

- Research indicated a significant relationship between class attendance and academic performance. Thus, a 100% class attendance is expected. Class attendance also applies to other contact sessions such as tutorials, practicals, academic facilitation sessions or group work.
- Practical arrangements, for example, adjustments of test dates or assignments, may often be discussed during lecture times. Students who fail to make sure of information disseminated during class time risk being unaware of important information. Students will not be excused from any activities or requirements because of ignorance due to not attending classes. No exceptions will be made for students who do not take responsibility for obtaining the correct information.
- Timetable clashes will not be accepted as a valid reason for non-attendance. It is the students' responsibility to ensure, at registration, that no timetable clashes will occur.
- Class tests, oral assessments, writing short reports, etc., may take place during class times without prior notice. Students who are absent from these classes without valid reasons will forfeit the marks related to those particular assessments.

ASSESSMENT POLICY OF THE DEPARTMENT OF PSYCHOLOGY

Important general information:
- Students are expected to comply with all the requirements for a particular module (as provided in the study guide). If students, therefore, miss an assessment opportunity (e.g. a class test) because they have been absent, the lecturer is under no obligation to repeat the assessment opportunity, and the students will forfeit those marks. If students do not comply with predicate/module mark requirements, they may be refused admission to the examination.
- There is no promotion in any of the Psychology modules.
- Thorough preparation for tests is of great importance because the Department allows no additional tests.

- Students writing tests when they are not feeling well do so at their own risk and may not request an additional test.
- Other tests scheduled for the same day will not constitute an excuse for a lack of preparation time.
- Students who do not take part in all of the assessment opportunities (tests, assignments, and the examination) will receive an 'incomplete' for the module. This means that the student will have to repeat the entire module.
- No enquiries concerning results will be dealt with telephonically. All information will appear on the notice boards.
- Students should take note that plagiarism will not be tolerated in the Department of Psychology and that acts of plagiarism will have serious consequences. For more information on plagiarism please refer to the following document:
  http://humanities.ufs.ac.za/dl/userfiles/Documents/00000/385_eng.pdf
- If students choose to complete their examination paper/computer sheet in pencil and/or make use of correction fluid, **NO** corrections/queries will be accepted after the paper has been given back to the students.

Tests – undergraduate modules: For each module, **THREE** assessment opportunities are scheduled. To obtain a semester mark, students are required to take part in at least **TWO** of these opportunities. Students are welcome to take part in all three assessment opportunities in which case the best TWO marks will count for the final semester mark. Students are strongly advised to make use of all three opportunities in preparation for the examination. No medical certificates are required.

Assignments: Assignments have to be submitted on the due date indicated in the module guide. Marks will be deducted for late submission (5% per day – only up to five days). Assignments submitted after five days (inclusive of working days and weekends) will not be accepted.

Reassessment of answer sheets: As part of the Department's quality assurance mechanisms, the assessment of tests is controlled rigorously. However, students remain responsible for ensuring that answer sheets have been assessed correctly and that marks have been added correctly. An application for reassessment of **examination** papers can be made by completing the designated departmental form within five days after the marks have been made available. The coordinator processes the applications once a day for the five-day period. The designated administrative person informs the students per email of any changes if applicable.

TAKE NOTE OF GENERAL RULE A9.11: A student does not have recourse to the right of exception if she/he has erred in respect of the examination timetable and/or the scheduled test timetable or as regards submission of assignments.

GRIEVANCE PROCEDURES

We invite all students who experience problems with any aspect of their learning to discuss the matter with us. If you do experience problems, please follow the procedure:

Step 1: Discuss the problem with the **lecturer** offering the module.

Step 2: Discuss the matter with the **coordinator** and/or **moderator** of the module.

Step 3: If the matter has still not been solved in a satisfactory manner, the student is welcome to see the **Head of Department** and then the **Dean of the Faculty**.

Conclusion

This document provided the basic information on studying Psychology at the University of the Free State. However, do not hesitate to contact the Information officer, Mrs B Nel (051 401 2187), should you have more questions. We hope that pursuing your studies at our Department will be a rewarding and enriching experience.