

**PROGRAMME HANDBOOK FOR  
PSYCHOLOGY BSc DEGREE PROGRAMME  
Academic Year 2024-25**



# PROGRAMME HANDBOOK FOR PSYCHOLOGY BSc DEGREE PROGRAMME

## Academic Year 2024-2025

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### Table of Contents

(1)	Overview .....	2
(2)	Key Names / Contacts .....	3
(3)	Programme Aims.....	4
(4)	How Will You Learn? .....	6
(5)	What Is “Independent Study”? .....	6
(6)	How Will You Be Assessed? .....	7
(7)	Quality Assurance Of Marks.....	9
(8)	Academic Integrity .....	9
(9)	The Programme Structure .....	10
(10)	Using Your Student Voice .....	12
(11)	Academic Support .....	13
(12)	Specific Support For Disabled Students.....	14
(13)	Advice And Counselling Service .....	14
(14)	Extenuating Circumstances .....	14
(15)	Change Of Programme.....	15
(16)	Employability And Careers Support .....	17
(17)	British Psychological Society Membership .....	17

## OVERVIEW

Welcome to the School of Biological and Behavioural Sciences (SBBS), and to the Psychology BSc degree programme.

Psychology is the scientific study of the mind and behaviour and is an exciting course to study at university. As students of Psychology, we get to ask – and answer – questions that are both intellectually interesting and applicable to our daily lives. For example, at Queen Mary we study questions like: how do children’s social and cognitive abilities change over time? How do genes and the environment interact to affect behaviour? How can we improve our mental health and resilience? What insights can we learn about cognition and behaviour from other species like bees, fish, and chicks? These are just a few examples of research programmes that are currently active in our department, and we look forward to sharing our knowledge and enthusiasm for Psychology with you.

Our Psychology programme at Queen Mary is steeped in the tradition of biology. We continue to excel in biological psychology and have related expertise in animal cognition and cognitive neuroscience. We also offer a unique focus on health and well-being, and have expertise in areas of Applied Psychology, like counselling, forensic psychology, and organizational behaviour. During your BSc, you will obtain a well-rounded education in Psychology that has both breadth and depth in the field.

In fact, the BSc Psychology degrees offered by the SBBS are externally accredited by the British Psychological Society (BPS) (<https://www.bps.org.uk>), confirming that the BSc includes content relevant to professional psychologists. The programme prepares you for further study at the postgraduate level (MSc and PhD) and careers that require knowledge of psychology.

As of 2019, we now offer three accredited BSc courses: The standard 3-year degree and two four-year degrees, one with a study-abroad year and one with a year with professional experience. You can enter the study-abroad course at admission to our programme, and you can transfer into the year-with-professional-experience course after achieving the academic entry criteria in year two.

To find out the latest information, news and events about the department, please go to the [Information for Psychology Students](#) QMPlus page.

All the staff involved in your degree wish you good luck with your studies and look forward to supporting your personal and career aspirations for the duration of your degree.

We wish you a wonderful academic year!



Dr Stephanie Echols

Psychology Director of Teaching and Learning

**(1) KEY NAMES / CONTACTS**

The following are some key contacts for you regarding teaching and student support:

<b>ROLE</b>	<b>NAME</b>	<b>EMAIL ADDRESS</b>
Psychology Director of Teaching and Learning	Dr Stephanie Echols	<a href="mailto:Sbbs-psych-dtl@qmul.ac.uk">Sbbs-psych-dtl@qmul.ac.uk</a>
Psychology Deputy Director of Teaching and Learning	Dr Gwen Brekelmans	
Academic Advisor	During Welcome week you will be informed of your academic advisor and how to contact them.	
Psychology 1 <sup>st</sup> Year Tutor	Dr Bosiljka Milosavljevic	<a href="mailto:b.milosavljevic@qmul.ac.uk">b.milosavljevic@qmul.ac.uk</a>
Psychology 2 <sup>nd</sup> Year Tutor	Dr Lucie Charles	<a href="mailto:l.charles@qmul.ac.uk">l.charles@qmul.ac.uk</a>
Psychology 3 <sup>rd</sup> Year Tutor	Dr Annemieke Apergis-Schoute	<a href="mailto:a.apergis-schoute@qmul.ac.uk">a.apergis-schoute@qmul.ac.uk</a>
Psychology Placement Coordinators	Dr Paraskevi Argyriou & Dr Gwijde Maegherman	<a href="mailto:ug-placements-psych@qmul.ac.uk">ug-placements-psych@qmul.ac.uk</a>
Study Abroad Programmes Coordinator	Dr Sophie Pettit	<a href="mailto:s.pettit@qmul.ac.uk">s.pettit@qmul.ac.uk</a>
SBBS Student Support Services	Student support team, lead by Shaheda Batha, Student Support Officer	<a href="mailto:sbbs-student-support@qmul.ac.uk">sbbs-student-support@qmul.ac.uk</a>
SBBS Undergraduate Enquiries	Professional Administrative Staff	<a href="mailto:sbbs-office@qmul.ac.uk">sbbs-office@qmul.ac.uk</a>
SBBS Director of Student Experience	Dr Ewan Main	<a href="mailto:e.main@qmul.ac.uk">e.main@qmul.ac.uk</a>
SBBS Director of Education	Dr Stephen Buckingham	<a href="mailto:s.buckingham@qmul.ac.uk">s.buckingham@qmul.ac.uk</a>

Specific questions about a module should first be directed to the **Module Organiser (MO)**, the lecturer in charge of that specific module. Your **Academic Advisor** is your first point of contact for questions about your progress, general academic issues and if you need pastoral support during your degree.

The **Director of Teaching and Learning (DTL)** is the member of the academic staff responsible for the academic curriculum and overall development of the psychology programmes. The DTL is available for discussing broader concerns/suggestions about modules or the programme as a whole.

The **Psychology Year Tutors** are members of the academic staff who support you on matters both academic and personal, after you have already gone to the MO or your advisor and if the issue remains. The Tutors' role is to try to advise you on how resolve the issue or guide you to the appropriate external resource (e.g., counselling service), if appropriate.

The **Student Support Officer** is a member of the professional administrative staff who is responsible for administering Extenuating Circumstances and supporting student wellbeing.

The **SBBS Director of Student Experience** chairs the Student Staff Liaison Committee (SSLC), which works to receive feedback from the student representatives across SBBS and improve the student experience at the level of the school.

The **SBBS Director of Education** is responsible for overseeing the academic programmes at the level of the school.

With administrative questions, please email **SBBS Undergraduate Enquiries**.

All academic and professional services staff aim to respond to queries within 3 working days.

## (2) PROGRAMME AIMS

The Psychology BSc programme aims to provide:

- a thorough foundation in psychology, with significant contributions from psychologists and behavioural biologists that will enable an understanding of core principles, theories and issues in psychology;
- a thorough scientific and natural sciences approach to the study of psychology giving a broad understanding of psychological theory and research;
- an impressive range of transferable skills in preparation for scientific and non-science career paths.

In addition to these specific programme aims, the BSc degree also aims to develop graduates with attributes in line with the University's values and relevant to the needs of employers, such as graduates who:

- communicate effectively in a range of formats and respect others and their opinions;
- identify clear personal study and career goals and apply a resilient approach to life;
- engage critically with knowledge, demonstrate creative problem solving, apply their expertise to broader contexts and are digitally fluent;
- participate inclusively in different roles as part of a team and collaborate with a diverse range of colleagues;
- act honestly, ethically and promote socially responsible behaviour for a sustainable future.



## WHAT WILL YOU BE EXPECTED TO ACHIEVE?

<b>Academic Content</b>	<p>On successful completion of your BSc programme, you will have studied:</p> <ol style="list-style-type: none"> <li>1. Empirical and theoretical psychology and wider issues of the development of psychology as a science, the role of empirical data, and how to make critical judgements about arguments in psychology within an experimental and biological context.</li> <li>2. Systematic knowledge of multiple perspectives in psychology and understanding of the relation between psychology and other cognate disciplines (such as biology, cognitive science, sociology and psychiatry).</li> <li>3. Competence in the design, conduct, statistical analysis and reporting of empirical research in human and animal psychology.</li> <li>4. Theoretical, practical and methodological limitations and consequences of research designs and statistical analysis in psychology.</li> <li>5. Practical skills and understanding of the use of psychological tools including specialist software, laboratory equipment, task design, psychometric testing, and general measurement techniques.</li> <li>6. Ethical context of psychology as a discipline, the ethical principles/procedures in dealing with research participants and to demonstrate these in personal study, particularly with regard to the final year psychology research project.</li> <li>7. Demonstrating transferable skills including quantitative research and statistical analysis through laboratory reports and a substantive research project, communication of ideas and research findings through written, oral and visual modalities, project and time management, information retrieval and management, detect meaningful patterns in behaviour and evaluate their significance, self-directed learning, problem solving and solution generation, and team work.</li> </ol>
<b>Disciplinary Skills</b>	<p>On successful completion of your BSc programme, you will be able to:</p> <ol style="list-style-type: none"> <li>1. Reason critically.</li> <li>2. Integrate theory and practice; use advanced theories and concepts to explain psychological phenomena.</li> <li>3. Identify and formulate problems; apply psychological principles to the solution of problems.</li> <li>4. Analyse and evaluate/interpret the results of controlled experiments.</li> <li>5. Devise and implement strategies for the retrieval and selection of relevant information from a wide range of sources.</li> <li>6. Conduct practical work efficiently and with due regard for safety.</li> <li>7. Use a range of laboratory and analytical equipment (including psychometric testing equipment).</li> <li>8. Prepare scientific/technical reports.</li> <li>9. Use a range of computational tools and packages.</li> </ol>

<b>Attributes</b>	<p>On successful completion of your BSc programme, you will be able to:</p> <ol style="list-style-type: none"> <li>1. Communicate effectively by written and/or verbal means.</li> <li>2. Manage time, prioritise workloads and work to deadlines.</li> <li>3. Learn independently.</li> <li>4. Work independently, with minimal or no supervision.</li> <li>5. Participate constructively as a member of a group/team.</li> <li>6. Apply psychological knowledge and problem-solving skills in a wide range of theoretical and practical situations.</li> <li>7. Assess the relevance, importance, and reliability of the ideas of others.</li> <li>8. Locate information and be competent in the use of computer-based technology.</li> <li>9. Demonstrate awareness of the role and impact of science in society.</li> </ol>
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### (3) HOW WILL YOU LEARN?

You will acquire knowledge and develop your understanding largely through **large group sessions** led by with academic staff and directed **independent study** (*see Section 6*). Your understanding will be reinforced through a **facilitated sessions** (e.g., **tutorials, workshops, and laboratory practicals**) in which you will apply your knowledge in interactive tasks and discussions. Additional learning support is provided through Queen Mary's online learning environment, **QMplus**. You can also receive [Academic Skills Enhancement support](#) through the QMUL Library.

Taught sessions will occur **in-person**. **You are expected to attend all large group sessions, tutorials, workshops, and practicals in-person**. For those who are unable to attend in person due to illness or other excused absences, large group sessions will be recorded or streamed live via QMUL's "mixed-mode education" approach. This online option will not be available for all facilitated sessions (e.g., tutorials, workshops, practicals) because they are designed to be interactive, collaborative, and in-person.

### (4) WHAT IS "INDEPENDENT STUDY"?

**For every hour of contact with academic staff, you will be expected to devote between 3 and 5 hours to independent study.**

Independent study is not the same as the homework you had during Secondary/Further Education, where staff gave specific exercises which were often marked between classes. While studying for a degree, independent study will include staff-directed exercises *and* self-directed independent study. There are various forms of independent study, such as:

- **preparation** in advance of a lecture/tutorial/practical class (*e.g.* watching pre-prepared videos or reading relevant chapters of textbook)
- **consolidation** of material introduced by the lecturer/tutor (*e.g.* writing up/reviewing the notes you made during a synchronous session, completing practice exercises)

- **elaboration / extension** (*e.g.* participating in directed exercises or discussion forums, reading around the topic after the lecture using textbooks and/or scientific papers suggested by staff or based on your own curiosity)
- **application** (*i.e.* reinforcing your understanding of a topic by applying any principles introduced in a lecture/tutorial/practical class to a new scenario)

To succeed in your undergraduate degree at university, you need to choose to commit to your degree. This commitment includes attending all timetabled sessions and making time to complete the independent study. **As a full-time student, expect to spend 30-40 hours a week on your studies.** Together, your taught programme and independent study will enable you to develop the knowledge and depth of understanding required to graduate with first or second-class honours.

## (5) HOW WILL YOU BE ASSESSED?

For each module that comprises your psychology degree, your knowledge and understanding will be tested through a combination of assessed coursework and unseen written examinations. In Year 1, the standard format of assessment is 50% coursework/10% integrated coursework (assessment that integrates content across modules)/40% final exam. In Year 2, the standard format of assessment is 50% coursework/50% final exam. In Year 3, the standard format of assessment is 25% coursework/75% final exam. However, in each year, several modules deviate from the standard assessment pattern and are assessed with 100% coursework (*e.g.*, PSY100 Essential Skills for Psychologists). **Please check the module details on QMPlus to confirm the exact coursework to exam weighting for each module.**

The exact nature of the coursework varies from module to module and may include in-class activities, laboratory experiment write-ups, essays and/or problem sheets. The coursework mark may also include a contribution from computer-based assessments and in-course tests. Specific modules include assessed individual or group presentations and extended reports/dissertations.

Transferable skills are developed in a contextual manner throughout the teaching and learning programme and are indirectly assessed as part of the normal assessment processes for the programme. For example, the assessment of lab reports and dissertation research includes consideration of data-retrieval skills, report-writing skills and presentational skills.

The weighting of marks available for a given component should be reflected in the amount of time that you will need to commit to working on each element.

Note that on top of various assessment components having different weightings, the 3 years of your degree are also weighted differently in your overall degree average: Year 1 is weighted 10%, Year 2 is weighted 30%, and Year 3 is weighted 60% of your overall average mark.



## Final Exams

QMUL has two main exam periods. The first period, lasting two weeks, takes place in January and assesses modules completed in Semester A. The second exam period, predominantly in May, lasts four weeks and includes exams for modules completed in Semester B and year-long modules. The exam timetable will be released to students in approximately week 10 of each semester. Answers to frequently asked questions about semester-based exams are available on the QMUL website:

<http://www.arcs.qmul.ac.uk/students/exams/semester-based-exams/>

Final exams in Psychology will be conducted **in-person for Year 1** and **online for Years 2 and 3** for 2024-25. Further details about the exams will be available on QMplus nearer to the assessment periods. The default exam structures for 2024/25 are below. Please note that the exam format differs between years, and you may have exams that do not follow this structure:

	<b>Default Content</b>
<b>Year 1</b>	Integrated Final Exam, combining 3 modules: 45 Multiple Choice Questions & 3 Short-Answer Questions
<b>Year 2</b>	Essay(s)
<b>Year 3</b>	Essay(s)

### **Students do not automatically progress into the second year of their degree.**

- To progress beyond Year 1 of the degree, you must pass at least 6 modules x 15 credits (*i.e.* 90 credits in total), with an overall average of above 40.0%.
- To progress beyond Year 2, you must pass at least 195 credits cumulatively from Year 1 and 2 modules, with an overall average of above 40.0%.
- To graduate with a BSc degree, you must pass at least 315 credits across your 3-year programme with a minimum of 90 credits at level 6.
- *An alternative way of considering these criteria is that you can fail no more than 3 x 15 credit modules across 3 years, and no more than 2 modules in any given year.*

In the Psychology programme, the threshold for passing a module is a final module mark over 40%, derived from the exam and/or coursework in the specified ratio. If you fail a module, you have one reassessment opportunity. The reassessment or “resit” is usually an exam which supersedes all previous assessment, including coursework assessments (*i.e.*, only the resit exam mark is counted). However, a resit may include completing coursework only. The type of reassessment is module-specific and can be found in the module specifications. If you fail a module in the first instance, the resit mark is capped at 40% which means that if you score higher than 40% in the resit exam then your mark will be recorded as 40% only. Resit exams take place in the Late Summer Exam period, which is usually the first two weeks in August.

## **(6) QUALITY ASSURANCE OF MARKS**

The department's quality assurance measures of exams and exam-marking are conducted in accordance with regulations set by the Academic Registry and Council Secretariat (ARCS), which sets the regulations about quality assurance for the entire University.

Coursework and exams are marked by lecturers, or in some cases, PhD students who have been trained in how to provide feedback. If there is more than one person marking an assignment, then the marking will be moderated by checking a sample of papers to make sure the marking has been done consistently across markers.

In preparing exams, a minimum of two staff members plus an expert external to the University will scrutinize each script to make scripts as clear as possible as well as to minimize errors.

A subset of marked exams and/or coursework weighted over 50% will be moderated or second-marked by another lecturer to ensure that the marking is consistent and appropriate to the grade boundary. This is completed for all modules, as per QMUL academic regulations.

Following the marking of exam scripts, the department meets to discuss the marks for each module and to discuss any issues that have taken place in an exam, in effort to make the experience as fair as possible for all students. After the department has determined that the grades are correct and fair, to our best knowledge and ability, the exam procedures and marks are ratified at the level of the University as well.

You can expect to receive marks and feedback on submitted work in 15 working days from the submission date. Note that weekends and university closure days do not count in these 15 working days. Module Organisers should generally let you know when the feedback will be returned.

For more information about quality assurance of marks you can read the ARCS regulations for the current academic year on the QMUL website.

## **(7) ACADEMIC INTEGRITY**

Academic honesty is a very important consideration in this course and in your university career. We take a zero-tolerance approach to any form of academic dishonesty and misconduct, including but not limited to plagiarism, collusion, cheating (i.e., providing or receiving unauthorized assistance on assignments or exams), and impersonation. It is your responsibility to be aware of the rules and policies associated with academic dishonesty. The University's Academic Misconduct Policy and Regulations for Assessment Offence can be found on the QMUL website, and you can learn about them in the QMplus module on Academic Integrity. At QMUL, any instance of academic dishonesty or negligence must be

reported confidentially to the department's Plagiarism Officer, who follows procedures outlined by the university.

## (8) THE PROGRAMME STRUCTURE

In each academic year you must study 120 credits, such that you study a total of 360 credits over your 3-year BSc. Most modules are worth 15 credits except for the final year project module which is worth 30 credits. All modules in the first- and second-year are compulsory; elective modules occur in the third year of your programme.

Where elective modules are available, you are strongly recommended to select a total of 60 credits to study in Semester A and a total of 60 credits in Semester B. If you wish to study more credits in either semester, you should discuss this with your Academic Advisor and then with the Director of Teaching and Learning, before making your pre-selection. You may not enrol for more than 75 credits in any given semester.

To assist your choice of elective(s) most appropriate to your interests and career aspirations, we enable you to research the elective modules available to you prior to module pre-selection (which happens in March/April). We will provide you with information outlining module content and, if possible, in Semester B we will also organise a "Module Fair" at which you hear module organizers speak about their modules and ask any questions you may have for the following academic year.

The modules listed in the programme outline which follows are **indicative only**. Modules offered may change year-on-year based on staff availability and programme development. To offer you the best educational experience while at QMUL, in any one year, a module advertised may not be offered if:

- (a) the numbers of students who register for a particular module (either too many or too few) would provide you with a compromised student experience;
- (b) academic staff with the requisite experience are unavailable to teach a module.

Likewise, dependent on staff availability and appropriate quality assurance, we may be able to add new modules to subsequent years of your degree programme and improve even further your choice of elective modules.

In the programme outline provided on the following pages, **compulsory** modules are denoted in standard text whereas **elective** modules are denoted in italicised text. The credit value of each module is denoted in parentheses.

	SEMESTER A	SEMESTER B
Year 1	<b>PSY100</b> Essential Skills for Psychologists (15) <b>PSY107</b> Statistics in Psychology I (15)	
	<b>PSY117</b> Introduction to Biopsychology (15) <b>PSY124</b> Exploring Psychology I (15) <b>PSY108</b> Research Methods in Psychology I (15)	<b>PSY121</b> Brain & Behaviour (15) <b>PSY125</b> Exploring Psychology II (15) <b>PSY127</b> Emotion (15)
Year 2		
	<b>PSY208</b> Quantitative Research Methods & Statistics in Psychology (15) <b>PSY211</b> Cognitive Psychology (15) <b>PSY215</b> Social Psychology (15) <b>PSY235</b> Comparative Psychology (15)	<b>PSY210</b> Qualitative Research Methods in Psychology (15) <b>PSY253</b> Psychopathology (15) <b>PSY223</b> Developmental Psychology (15) <b>PSY233</b> Individual Differences (15)
Year 3	<b>PSY600</b> Psychology Research Project (30)* ** <b>OR</b> <b>PSY606</b> Extended Essay in Psychology (15)	
	<b>PSY314</b> <i>Criminal and Forensic Psychology (15)</i> <b>PSY324</b> <i>Cognitive Behavioural Therapy: An Introduction (15)</i> <b>PSY326</b> <i>Working with Vulnerable Groups (15)</i> <b>PSY333</b> <i>Nature, Nurture and Mental Health (15)</i> <b>PSY337</b> <i>Psychology of Play and Games (15)</i> <b>PSY338</b> <i>Child &amp; Adolescence Mental Health (15)</i>	<b>PSY318</b> <i>Business Psychology (15)</i> <b>PSY323</b> <i>Cognitive &amp; Affective Neuroscience (15)</i> <b>PSY329</b> <i>Counselling Psychology (15)</i> <b>PSY339</b> <i>Social Development (15)</i> <b>PSY336</b> <i>Sports and Exercise Psychology (15)</i> <b>PSY340</b> <i>The Science of Consciousness (15)</i>

**\*To obtain a BPS accredited BSc Psychology degree you are required to pass PSY600 and graduate with a minimum of 2:2 (Lower Second Class Honours) degree classification.**

**Year 1:** All Year 1 modules are compulsory to ensure that all students on the degree programme have the requisite understanding to prepare them for Years 2 and 3. Year 1 is weighted 10% of your overall degree classification.

**Year 2:** All Year 2 modules are compulsory to ensure that all students on the degree programme have the requisite understanding to prepare them for Year 3. Year 2 is weighted 30% of your overall degree classification.

**Note:** \*\* You will need to pass PSY208 to be able to select PSY600 as your project module.

**Year 3:** You **must either** undertake a 30-credit research project (**PSY600** Psychology Research Project), which is a requirement for BPS accreditation **or**, for a non-accredited degree, a 15-credit literature-based project (**PSY606** Extended Essays in Psychology). This leaves you with a choice of either 6 or 7 electives respectively to complete your final year. Year 3 is weighted 60% of your overall degree classification.

## (9) USING YOUR STUDENT VOICE

You are encouraged to provide informal feedback to Module Organisers and/or to the Year Tutors and /or the Director of Teaching and Learning when you want to let us know about successes and positive experiences with the programme, and when you want to make suggestions for improvement, or you have cause for complaint.

To aid in this, “Student Voice” meetings will be held throughout the year by the Director of Teaching and Learning and the Year Tutors. All students are invited to attend these meetings to share their perspective. **Please attend these Student Voice meetings, as they are integral to understanding and improving the student experience on our programme.**

If you cannot attend a Student Voice meeting, there are several other ways that you can share your thoughts with the Psychology department. First, you can ask questions or make comments on the “**Psychology Programme Forum**”, an anonymous forum on the “Key Information” tab on the *Information For Psychology Students* QMPlus page. Second, you can share your thoughts directly with the **Student Representative** for your year. Every year group has one or two Student Reps, who will be able to pass on anything you want to raise to either the Year Tutor or the Director of Teaching and Learning; this can also be done anonymously. You will be told who your Student Reps are for the year early on in the first semester.

If you want to share your thoughts with the School of Biological and Behavioural Sciences (and not just the Psychology department), you can make any suggestions/raise any concerns by email to: [sbbs-studentvoice@qmul.ac.uk](mailto:sbbs-studentvoice@qmul.ac.uk). This email address is monitored by multiple staff members so you can reasonably expect a response within 3 working days.

The SBBS Student-Staff Liaison Committee (SSLC), Chaired by the Director for Student Experience, Dr Ewan Main, provides a formal means of communication and discussion between the School and its students. The committee consists of elected student representatives from each year of our degree programmes, together with staff representation from SBBS and FMD (Faculty of Medicine and Dentistry). SSLC is designed to respond to the needs of students, as well as act as a forum for discussing programme and module developments. The SSLC meets regularly throughout the year.

The SBBS School Education Committee (SEC) advises the Director of Education (DoE), Dr Stephen Buckingham, on all matters relating to the delivery of taught programmes at school level. This includes monitoring the application of relevant QM policies and reviewing proposals for module and programme amendment before submission to Taught Programmes Board (TPB). Student views are incorporated into the work of TLC in a number of ways, such as through consideration of student surveys and input from the SSLC.

All schools/institutes operate an Annual Programme Review (APR) of their taught undergraduate and postgraduate provision. APR is a continuous process of reflection and action planning which is owned by those responsible for programme delivery.

During the spring of their final year, students are invited to participate in a national survey of all publicly funded universities in the UK. This National Student Survey (NSS) is commissioned by the Office for Students on behalf of various government education and health agencies and queries students on their university experience. It is independent of QMUL, which means we do not have any say in the questions asked. The data are very important to us: we examine the results carefully to improve our programmes and people external to QMUL, such as prospective students, use the data to learn more about QMUL and our programmes.

## (10) ACADEMIC SUPPORT

You will be provided with a personal tutor, referred to as an **Academic Advisor**, who will be your main point of contact throughout your whole programme for advice on general academic matters and assistance with pastoral concerns (i.e., personal issues which may impact on your ability to study). When you need to meet with your Advisor, you can schedule an appointment via email.

If your Advisor is unavailable or cannot help with a specific problem, there are several other sources of support available. First, please contact your **Year Tutor** if you need support outside of your Academic Advisor. You may also contact the **Director of Teaching and Learning** or the **Director of Student Experience** if your Academic Advisor and Year Tutor are unable to help you. Please see page 3 of this handbook for contact details for the academic staff available to help you.

You may also contact the **Student Support Officer (SSO)**. The Student Support Officer is a member of administrative staff (not teaching staff) and can offer advice or point you towards a person or service that can help you. The SSO is also the person you need to speak to regarding any extenuating circumstances you may have for your assessments.

SBBS students also operate a **Peer Assisted Study Support (PASS) programme** for peer guidance. PASS is a subject-based mentoring scheme, run for first-year students by higher-year undergraduates. You can find more information about the PASS programme here: <https://www.qmul.ac.uk/newstudents/becoming-a-queen-mary-student/peer-assisted-study-support-pass/>.

The Academic Skills Enhancement team at the QMUL Library offers students practical guidance in developing insights and practices that will contribute to their success whilst at Queen Mary. Academic Skills Enhancement works with students on an individual basis and in groups. They can help you with interpreting feedback on your assignments, general study advice, developing written skills, referencing sources in essays and much more. They also have a range of resources available on their website: <https://www.qmul.ac.uk/library/academic-skills/>

## (11) SPECIFIC SUPPORT FOR DISABLED STUDENTS

Queen Mary has a central Disability and Dyslexia Service (DDS) that offers support for all students with disabilities, specific learning difficulties and mental health issues. The DDS supports all Queen Mary students: full-time, part-time, undergraduate, postgraduate, UK and international at all campuses and all sites.

Students can access advice, guidance, and support in the following areas:

- Finding out if you have a specific learning difficulty like dyslexia,
- Applying for funding through the Disabled Students' Allowance (DSA),
- Arranging DSA assessments of need,
- Special arrangements in examinations,
- Accessing loaned equipment (e.g. digital recorders),
- Specialist one-to-one "study skills" tuition,
- Providing educational support workers (e.g. note-takers, readers, library assistants)
- Ensuring access to course materials in alternative formats (e.g. Braille), and
- Mentoring support for students with mental health issues and conditions on the autistic spectrum.

For more information, please visit the DDS website at <http://www.dds.qmul.ac.uk>.

## (12) ADVICE AND COUNSELLING SERVICE

Queen Mary has an Advice and Counselling Service (ACS), based in Geography Square, that offers free support for all students at all stages of their degree studies. The full range of services offered by the ACS is detailed on their website ([www.welfare.qmul.ac.uk](http://www.welfare.qmul.ac.uk)). On this website, you will find a series of self-help and guidance booklets covering such diverse issues as adapting to life as a student at university through making a claim for extenuating circumstances to requesting an interruption of studies or withdrawing.

## (13) EXTENUATING CIRCUMSTANCES

If you have an Extenuating Circumstance (EC) that prevents you from completing coursework or an exam by the scheduled deadline, you can apply for an Extenuating Circumstances claim. More information about Extenuating Circumstances and how to apply for them can be found at <https://www.welfare.qmul.ac.uk/extenuating-circumstances/>.

Please note there is a separate procedure and deadline for ECs for final exams, so please make sure you file the necessary paperwork prior to the deadline, as the Student Support Officer is unable to make exceptions for this deadline.



## (14) CHANGE OF PROGRAMME

### *BSc Psychology with a Year Abroad*

Students can ‘study abroad’ for a full year under QMUL’s International Exchange Programme through our 4-year BSc Psychology with a Year Abroad degree pathway. This study abroad year occurs between Years 2 and 3 of your BSc degree. While the year overseas would not count towards your degree classification, any Year Abroad should include relevant modules and you would need to meet the pass standards of the overseas university to graduate with the title “Psychology with a Year Abroad”. As you will appreciate, positions on such international exchanges are subject to a successful application and contingent upon meeting the academic requirements to Study Abroad.

As there are limited places on the Year Abroad programme, you may typically only join the BSc Psychology with a Year Abroad degree pathway at admission to Queen Mary. It is only possible to transfer onto the Year Abroad course once your studies have begun if there is space available on the programme.

However, you may decide that you no longer want to study abroad after you have been accepted into the programme. In this instance, you may change back onto the 3-year BSc Psychology degree through a Change-of-Programme (CoP).

If you wish to transfer out of the Year Abroad course, please discuss the pros and cons with your **Academic Advisor** and the **Study Abroad Coordinator, Dr Sophie Pettit ([s.pettit@qmul.ac.uk](mailto:s.pettit@qmul.ac.uk))**. Once you have discussed your options with your advisor and the Study Abroad coordinator, you may submit a CoP form using the procedures outlined below.

### *BSc Psychology with a Year with Professional Experience*

We also offer students the possibility to study a **BSc Psychology with a Year of Professional Experience** degree. The placement, which should be in a relevant workplace to Psychology, lasts a full year between Years 2 and 3 of the BSc degree. The Year with Professional Experience degree enables you to gain valuable workplace experience before graduation and can enhance your confidence, disciplinary skills, attributes, and employability. You are responsible for finding your own placement although guidance is available from SBBS staff and the Careers Service. For the Year with Professional Experience to show on your transcript, you will need to successfully complete the work placement requirements and complete a related academic assignment (i.e., a reflective write-up).

After 22/23, you may transfer into the 4-year Professional Experience degree pathway after you complete the first semester of your second year, pending successful completion of the entry criteria.

If you wish to take advantage of this opportunity, you should discuss your options with your **Academic Advisor** and the **Year with Professional Experience Programme**



**Coordinators, Dr Paraskevi Argyriou and Dr Gwijde Maegherman** via [ug-placements-psych@qmul.ac.uk](mailto:ug-placements-psych@qmul.ac.uk) . Once you have discussed your options, you may submit a CoP form using the procedures outlined below.

### *How to apply for a Change of Programme:*

You may request a **single Change of Programme (CoP)** during your degree.

Should you wish to be considered for a Change of Programme (CoP), either within SBBS or out of the School, you will need to complete a CoP form, available here:

<https://arcs.qmul.ac.uk/students/study/changing-programme> .

Before signing and submitting your form you should meet with your **Academic Advisor** to discuss the pros and cons of switching programmes. If you are interested in switching to the Psychology with Year in Professional Experience degree, please contact **Dr Paraskevi Argyriou and Dr Gwijde Maegherman**, the Programme Leads for the Year in Professional Experience course.

Please note that there are deadlines during the academic year by which a CoP should be submitted.

For students changing **from** the 4-year BSc Psychology with Year Abroad to the 3-year BSc Psychology degree, you can make this change:

- Year 1: March 1\*
- Year 2: December 15\*, March 1, August 1, September 15

\*You are encouraged to make this change as early as possible, prioritizing the Year 1/March 1 and Year 2/December 15 deadlines.

For students interested in changing **onto** the 4-year BSc Psychology with Professional Experience degree from the 3-year BSc Psychology degree:

- Year 2: March 1, August 1

Please note: You can only make a change-of-programme request **ONCE** in your degree. You cannot change between degree pathways multiple times.

Once completed, **please return the completed and signed Change of Programme form to Dr Sophie Pettit (if related to Year Abroad), Dr Paraskevi Argyriou & Dr Gwijde Maegherman (if related to Year in Professional Experience Programmes) or the Director of Teaching and Learning (if changing/withdrawing to another degree)**. If necessary, your CoP form will then be considered by Dr Stephen Buckingham as the SBBS Director of Education. Approval will be contingent on (a) there being places available on the programme onto which you would like to transfer, and (b) meeting the admissions criteria for the new programme. Once your CoP has been processed, the change will be reflected in your MySIS record.

## (15) EMPLOYABILITY AND CAREERS SUPPORT

Expert external bodies such as the BPS and Higher Education Academy (HEA) Psychology Network, plus analyses in top science journals (such as *Science*, 18th May 2007), confirmed that behavioural sciences/psychology training confers significantly marketable skills and knowledge outside of academia. This is supported by the fact that approximately 70% of UK psychology graduates choose careers outside of science/psychology. Thus, our programme in psychology will prepare graduates for wide ranging careers including the first steps towards professional psychology training as well as higher degrees by research (MSc/MPhil/PhD) in biology, psychology, neuroscience, philosophy and several social sciences.

In terms of professional psychology training, the psychology programme is accredited with the BPS which confers eligibility to train on professional doctoral training programmes in clinical, health, forensic, educational and occupational psychology. The wide variety of non-science careers includes high profile options such as banking and finance, marketing, personnel/organisation management and consultancy, teaching, social work and the media. These prospects will be achieved by providing graduates of this programme with impressive transferable competencies typical of psychology training including quantitative research skills, critical evaluation (underpinned by knowledge of cognitive biases from psychology), communication (enhanced by knowledge of theories of communication from psychology) and the understanding of individual and group behaviour (supported by knowledge of group processes from psychology).

All students are encouraged to visit the QMUL Careers & Enterprise Service in the Queens' Building and use the resources available on their website ([www.careers.qmul.ac.uk](http://www.careers.qmul.ac.uk)). The Careers Service run employer and alumni events on campus, offer one-to-one careers advice, practice interviews, CV and application advice and resources to help you with job hunting. Graduates can access the service for up to two years after graduation.

You can also find the latest psychology jobs that have come to the attention of our department on the [Information for Psychology Students](#) QMPlus page.

## (16) BRITISH PSYCHOLOGICAL SOCIETY MEMBERSHIP

The British Psychology Society (BPS) is the representative body for psychology and psychologists in the UK, and its aim is to promote excellence and ethical practice in the science, education, and application of the discipline (2011, [bps.org.uk](http://bps.org.uk)).

Our BSc Psychology degree is accredited by the BPS. This accreditation means that our programme has passed the rigorous criteria of the BPS, and indicates that when you graduate, you will have a depth and breadth of knowledge in Psychology to continue on to further study and careers. You will also be eligible for Graduate Basis for Chartered Membership (GBC) of the Society if you graduate with a minimum 2:2 degree qualification and pass your final year dissertation research project (PSY600 Research Project in Psychology).

We also encourage you to become student members of the BPS. Membership is not open to everyone – you have special access because you are studying on a BPS-accredited undergraduate degree. Benefits of student membership include:

- subscription to The Psychologist, the monthly magazine
- careers advice and guidance
- events opportunities
- platforms for knowledge exchange with like-minded students and academics
- insights from research
- access to the latest developments in psychology
- discounts and savings on events, textbooks, and more

As a student member, you can join one of the many different divisions and sections of the BPS that match your interests, which will also give you access to conferences in those areas. For an overview, please see <https://www.bps.org.uk/member-networks>

Please visit <https://www.bps.org.uk/student-membership> for more information.

### **Undergraduate award**

The BPS generously funds a prize to one student graduating every year: the student who achieved the highest overall score in the BSc programme will be awarded the BPS Undergraduate Award. This consists of a copy of the Society's winning book of that year, a commemorative certificate, and a year's free graduate membership of the BPS. You can find more information about this award [on the BPS website](#).

### **Undergraduate Research Assistantship Scheme**

The BPS also supports a set of around 20 student researchers across the UK to further their training through means of an undergraduate research apprenticeship during the summer break before their final year. Students would take part in a 6-8 week research placement with an academic supervisor in the department, during which they engage in a specific scientific research project. Those students who are selected the bursary will be given a stipend of £270 a week, and will be given extensive research training and experience. More information can be found on the [Research Assistantship page on the BPS website](#).