

POSTGRADUATE STUDY

IN

ORGANISATIONAL PSYCHOLOGY

PROGRAM HANDBOOK

SCHOOL OF PSYCHOLOGY

THE UNIVERSITY OF QUEENSLAND

2017



**THE UNIVERSITY
OF QUEENSLAND**

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Introduction

Welcome to postgraduate study in organisational psychology at in the School of Psychology at The University of Queensland (UQ)! This Program Handbook has been designed to assist postgraduate students in understanding the requirements of our programs. It is designed to provide students with information about:

- objectives and goals guiding the programs and course structure;
- staff members teaching in these programs;
- support and resources provided by the School of Psychology;
- important administrative and supplementary information;
- expectations on you as a student training to be a psychologist in an organisational context.

2. What is Organisational Psychology?

Organisational psychology is a speciality area within the broad field of psychology that studies human behaviour in work settings, applying psychological principles and methods in an effort to better understand, predict, and change human behaviour at work. Drawing on the fields of organisational behaviour, occupational health, managerial psychology, human resource management, clinical, social, and vocational psychology, cognition, human factors, and ergonomics, organisational psychology seeks to understand the complex relationships occurring in workplaces and organisational structures, with a view to improving workplace effectiveness (at the individual, group, and organisational levels).

3. Centre for Organisational Psychology at UQ

Postgraduate students in organisational psychology are affiliated with the Centre during their candidature. In alignment with the strategic goals of UQ, the Centre for Organisational Psychology in the School of Psychology has several key objectives:

- to develop the discipline of organisational psychology by conducting high-quality basic and applied programs of research that provide a link between organisational theory and practice;
- to provide students with high-quality teaching programs by offering postgraduate training in the professional practice of organisational psychology;
- to develop the profession of organisational psychology by engaging in the practice of organisational psychology with government, industry, and community groups.

4. Staff Involved in the Organisational Psychology Programs

Key Contacts

Program Director
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Senior Psychologist
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Organisational Psychology Dissertation (PSYC7414) Coordinator
Dr Kim Peters
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Ms Rachelle Croton
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Lecturing Staff

Professor Alex Haslam
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Affiliated Staff (supervising thesis students in 2017)

Associate Professor Oluremi Ayoko
Professor Neal Ashkanasy
Dr Sarah Colley
Associate Professor Nicole Gillespie
Professor Mark Griffin

Supplementary Supervisors

Ms Jodee Allanson
Mr Ed Kelly
Miche McEniery
Ms Shelley Phillips

5. Postgraduate Programs in Organisational Psychology

The main objective of our postgraduate programs in organisational psychology is to prepare students for professional work as psychologists in an organisational context by combining academic learning, a research orientation to problem-solving, and practical experience.

The programs provide in-depth theoretical knowledge and associated professional skill development for effective practice in organisational psychology. The programs focus on issues that are confronting and changing the way work is managed, organised, and conducted today, and the theoretical and practical approaches that practising organisational psychologists can take to enhance quality of work life for employees and improve organisational effectiveness.

Our programs train students in the use of the scientist-practitioner model in their professional work. Within this model, theory, research, and practice are combined to develop professional skills within a broad range of strategic and functional areas including job analysis and design, personnel selection and assessment, training and development, and organisational change management. This also helps to develop a critical mind and the ability to evaluate evidence, further underpinning the theoretical and empirical bases of organisational psychology.

Three Main Approaches

Theory – students will acquire empirically-based theoretical frameworks for understanding individual and group behaviour in social systems and organisations

Research – students will develop and consolidate their skills in methodological, statistical, and other empirical techniques in order to develop research and evaluation skills useful in organisational settings

Practice – students will be trained in core professional competencies for psychologists working in organisational settings

Core Capabilities and Attributes for Psychologists

The coursework, research, and practica all provide opportunities for appropriate standards of competence, as a psychologist working in an organisational context, to be achieved. Thus, learning experiences offered in the organisational psychology programs are designed to provide opportunities for students to develop the 6 core capabilities and attributes for psychologists, as defined by the Australian Psychology Accreditation Council (APAC) of the Australian Psychological Society (APS), necessary to become eligible for full registration as a psychologist with the Psychology Board of Australia (PBA). These 6 competencies are:

1. Knowledge of the Discipline - 5.1.12(a)
2. Ethical, Legal, and Professional Matters - 5.1.12(b)
3. Psychological Assessment and Measurement - 5.1.12(c)
4. Intervention Strategies - 5.1.12(d)
5. Research and Evaluation - 5.1.12(e)
6. Communication and Interpersonal Relationships - 5.1.12(f)

6. Professional Recognition

The MPsychOrg has been accredited by APAC and approved by the APS College of Organisational Psychologists as a 2-year full-time training program leading to General Registration with the Psychology Board of Australia. Organisational Psychologists who are endorsed with AHPRA are then eligible for Full Membership with the APS College of Organisational Psychologists.

Australian Psychological Society

<http://www.psychology.org.au>

Graduates meet the requirements for application as a Full Member of the APS. Further information about APS Membership can be found at:

<http://www.psychology.org.au/membership/>

APS College of Organisational Psychologists

<http://www.groups.psychology.org.au/cop/>

In addition, graduates meet the requirements for application as a Professional Subscriber of the APS College of Organisational Psychologists. The application form for Professional Subscribers can be found at:

<https://groups.psychology.org.au/colleges/join?ID=5239>

Students enrolled in the MPsychOrg are eligible for application as a Student Subscriber to the APS College of Organisational Psychologists. Further information can be found at the following web-link:

http://www.psychology.org.au/membership/become_a_member/grades_fees/

Australian Health Practitioners Registration Agency

Graduates are eligible for full registration as a Psychologist with AHPRA.

To ensure that all coursework and practica hours are counted towards full registration, all MPsychOrg students **must hold** provisional registration with AHPRA for the duration of their program. Failure to maintain registration with the Psychology Board of Australia may lead to termination of your enrolment as per the Program rules.

Following completion of a further program of supervision (i.e., a minimum of 2 years of approved supervised full-time equivalent practice with a Board approved supervisor via the registrar program), graduates meet the requirements for application for an Endorsed Area of Practice in Organisational Psychology with AHPRA.

Organisational Psychology Alumni

The postgraduate programs in organisational psychology at UQ have been in existence for over 25 years, with approximately 55 students enrolled across our programs at any one time. As a result, the Centre for Organisational Psychology maintains contact with past students who continue to meet for professional development and networking purposes. Alumni of our programs also provide advice on the program and are involved in research and practical supervision, as well as career advice to current students.

Other Professional Associations

Many students express their interest in developing their academic and professional networks from the outset of their postgraduate training through other organisations and associations. Professional bodies relevant to research and practice within organisational psychology, both nationally and internationally, include:

Academy of Management (AOM)

<http://www.aom.org/>

Australian Human Resources Institute (AHRI)

<http://www.ahri.com.au/>

Australian Institute of Management (AIM)

<http://www.aim.com.au>

Australian Institute of Training and Development (AITD)

<http://www.aitd.com.au>

Australian and New Zealand Academy of Management (ANZAM)

<http://www.anzam.org/>

Change Management Institute (CMI)

<http://www.change-management-institute.com/>

European Association of Work and Organisational Psychology (EAWOP)

<http://www.eawop.org>

International Commission on Occupational Health (ICOH)

<http://www.icohweb.org/>

Society for Industrial and Organisational Psychology (SIOP, 14th Division of APA)

<http://www.siop.org/>

7. Program of Study for MPsychOrg

Overview

The MPsychOrg must be completed over 2 years full-time or 4 years part-time. Candidates wishing to extend these timeframes or change their enrolment status must obtain special approval from the Program Director.

MPsychOrg Course List

Students need to gain a total of **#32** (credit points) comprising:

#28 from the following **core courses**:

- PSYC7414 #6 Organisational Psychology Dissertation Part B
- PSYC7424 #2 Job and Organisational Design
- PSYC7454 #2 Advanced Organisational Psychology
- PSYC7464 #2 Organisational Change: Theory and Practice
- PSYC7474 #2 Applied Research Methods
- PSYC7484 #2 Advanced Personnel Training
- PSYC7494 #2 Advanced Personnel Assessment
- PSYC7524 #2 Organisational Psychology Practicum A
- PSYC7534 #2 Organisational Psychology Practicum B
- PSYC7544 #2 Organisational Psychology Practicum C
- PSYC7554 #2 Organisational Psychology Practicum D
- PSYC7604 #2 Professional Skill Development for Organisational Psychologists

and

#4 from the following **elective courses**:

- PSYC7514 #2 Advanced Psychological Research Methodology
- PSYC7594 #2 Motivating and Leading in the Workplace
- PSYC7584 #2 Readings in Organisational Psychology

or up to #4 from other elective courses approved by the Program Director (see page 11 for a list of approved electives)

Notes.

* #2 = 2 credit points, #6 = 6 credit points

* not all elective courses are offered in all semesters and years

Recommended Study Plan

<p>Year 1, Semester 1</p> <p>PSYC7604 Professional Skill Development for Organisational Psychologists#2 PSYC7524 Organisational Psychology Practicum A#2 PSYC7454 Advanced Organisational Psychology#2 PSYC7484 Advanced Personnel Training#2</p> <p>Total of #8</p>	<p>Year 1, Semester 2</p> <p>PSYC7464 Organisational Change : Theory & Practice#2 PSYC7534 Organisational Psychology Practicum B#2 PSYC7494 Advanced Personnel Assessment#2 PSYC7424 Job & Organisational Design</p> <p>Total of #8</p>
<p>Year 2, Semester 1</p> <p>PSYC7414 (Organisational Psychology Dissertation A)#3 PSYC7474 (Applied Research Methods)#2 PSYC7544 (Organisational Psychology Practicum C) #2 Elective**#2</p> <p>Total of #9</p>	<p>Year 2, Semester 2</p> <p>PSYC7414 (Organisational Psychology Dissertation B)#3 PSYC7554 (Organisational Psychology Practicum D)#2 Elective**#2</p> <p>Total of #7</p>

Notes.

- * PSYC7474 should be taken in the same semester as the first semester of enrolment in the dissertation
- * Part-time students should aim for two activities (i.e., a course, practicum, or dissertation) per semester
- * Part-time students must enrol in PSYC7604 in the first semester of enrolment
- * Part-time students must enrol in the dissertation at the beginning of their third year of enrolment
- * Summer semester enrolment is available for the practicum course
- ** Psychology Electives 2017 – students complete two electives (#4units) within the program. Please see study web-link for a list of psychology electives along with page 11 of the handbook for other ‘Approved Electives’.
- * A full list of courses, semester of offer and degree rules are available at the following web-link: http://www.uq.edu.au/study/program.html?acad_prog=5199

Approved Electives

The approved list of electives is as follows:

PSYC7801 Interpersonal Skills in Counselling
PSYC7805 Mental Health
PSYC8017 Public Health Psychology
COUN7003 Crisis Counselling
CRMD7000 Mediation
SOCY7190 Evaluating Social Programs
SPCG7023 Performance Psychology for Coaches
SPCG7008 Sport Psychology and the Coaching Process

Notes.

- * each course is worth #2 (i.e., 2 credit points)
- * not all electives are offered in all semesters and years

If you wish to enrol in an approved elective offered by another School, you need to contact the course coordinator to obtain permission, and then contact the Postgraduate Administrator (Coursework) to enter the necessary information on SiNet to allow the enrolment to proceed.

9. Courses Offered in 2017

Please see the Master of Organisational Psychology Course List as follows:
http://www.uq.edu.au/study/program.html?acad_prog=5199

10. Requirements of the Program

University Guidelines

The UQ Program Rules for the MPsychOrg can be found at:

http://www.uq.edu.au/study/program.html?acad_prog=5199

It is a program requirement that students take no more than 2 years full-time (or 4 years part-time) to complete the MPsychOrg program.

Full-time MPsychOrg students are to complete approximately #8 per semester. Upon application to the Program Director, special consideration may be provided to extend a full-time student's enrolment. Unauthorised interruption of studies may result in termination of the student's program of study.

Part-time MPsychOrg students are to complete approximately #4 per semester. Upon application to the Program Director, special consideration may be provided to extend a part-time student's enrolment. Unauthorised interruption of studies may result in termination of the student's program of study.

Students can only change their enrolment status in exceptional circumstances and with the approval of both the Head of School and Program Director.

MPsychOrg students shall enrol in PSYC7414 (Organisational Psychology Dissertation) at the beginning of their second year if full-time, or the beginning of their third year if part-time. PSYC7414 must be completed in one academic year for both full-time and part-time students.

A student who commences, but does not successfully complete a placement through academic withdrawal (W) or receiving a fail grade (X or N), must apply for approval to the Associate Dean (Academic) Faculty of Health and Behavioural Sciences to reenrol in that placement in a following semester. You must discuss your program of enrolment with the Program Director and Placement Manager/s prior to requesting approval from the Associate Dean. Please refer to the program rules for full information on enrolment and placement requirements.

Students also are referred to the UQ 2017 Enrolment and Academic Progression Rules. In particular, Part 5 (Academic Standing) provides information in regards to the requirements for satisfactory academic performance.

Supervised Practice Program: Student Guidelines for Provisional Registrants

It is a requirement of the program that students submit a Supervised Practice Plan (SPP), outlining their professional learning and development goals and commitments, prior to commencing practice. The format of the SPP is discussed at the Orientation Session and drafts are finalised in consultation with the Senior Psychologists. The SPP remains a working document for the duration of the program, with variations and amendments made with supervisory consultation at the commencement of each placement by virtue of an "Addition of Assistant Supervisor" form. There is sufficient scope for students to develop a program of coursework and practice that meets individual goals, within the constraints of available course

and placement opportunities. While support will be provided in the development of Supervised Practice Plans, the responsibility to meet registration requirements rests with students, as registrants. Although the specific nature of placement types can't be envisaged at the start of the program, it's nonetheless important that students attempt to formulate a "concept" of how these might unfold. The intention is that this document reflects the individual's understanding of the parameters and "spirit" of his/her Supervised Practice Program as well as establishing a reflective focus on personal and professional developmental preferences. Fine-tuning of the elements of the Supervised Practice Plan will occur through processes for review and reflection, both personally, and in the context of group and individual supervision with field and Centre supervisory staff.

Compliance with the supervised practice program, for those students enrolled in the MPsychOrg and is monitored, in part, by:

- attendance at all coursework lectures, tutorials, and workshops (class attendance records are maintained by Course Coordinators),
- mandatory attendance at individual and/or group supervision, and
- maintenance of essential records such as the SPP, professional practice logs, and supervision logs (monitored by the Senior Psychologists)

Pass Requirements

It is a requirement of APAC Standards & Guidelines that the minimum pass mark for each and every assessment task relating to the Core Capabilities and Attributes for Psychologists is 50%. Thus, all assessment items must be attempted and receive a mark of at least 50% in order to pass the associated course, dissertation or practicum.

Coursework Attendance Requirements

For MPsychOrg students it should be noted that compliance with the supervised practice program includes attendance at coursework lectures, tutorials, and workshops (as stated above). As such, Course Coordinators are required to document class attendance on a weekly basis during the semester (and submit these records to the Program Director at the end of each semester).

Students are expected to attend all classes during the 13 weeks of semesters. Absences will be granted for medical or counselling certified reasons, or for exceptional circumstances, at the discretion of the Course Coordinator. If you cannot attend class in a particular week, it is expected that you inform the relevant Course Coordinator prior to class.

Satisfactory coursework attendance is required in order for the Program Director to make a recommendation to the PBA, in respect to provisional registrants seeking full registration as a Psychologist. Thus, repeated failure to attend class without appropriate notification and documentation may result in students having to complete an additional period of supervised practice or further coursework on completion of their degree in order to satisfy the requirements of the program.

Credit for Previous Courses Undertaken

Where appropriate, students can apply for credit for previous courses undertaken. Credit will only be granted for courses undertaken on other APAC-accredited postgraduate courses in organisational psychology or associated and relevant courses. Courses undertaken overseas or non-accredited courses may be eligible, and applications will be dealt with on a case-by-case basis. Even where course exemptions are granted, students may still be required to attend classes or to complete part of the formal assessment for a course. To apply for credit, students should approach the Program Director, in the first instance.

Study Load

As a general rule, students should expect to undertake at least 2 hours of additional non-contact time (in pre- or follow-up reading and assignment preparation) for each hour of contact time. This means that students should devote a minimum of 9 hours each week per course of the program (i.e., 3 hours contact + 6 hours of preparation). Thus, full-time students undertaking 4 courses per semester should expect to devote a minimum of 36 hours per week to the program. Part-time students must be available to devote 18 hours per week to their coursework requirements.

11. Organisational Psychology Practicum Program

Based on a scientist-practitioner model, the practicum program provides an opportunity for students to apply the skills and theoretical frameworks acquired through coursework and research to practise ethically, critically and professionally as psychologists in an organisational setting. The program has been accredited by the Australian Psychology Accreditation Council (APAC) and approved by the Australian Psychological Society (APS) College of Organisational Psychologists. In addition, graduates are eligible for General Registration with the Psychology Board of Australia, and will have met the academic requirements towards area of practice endorsement as an organisational psychologist.

Placement Structure

In order to align with the four practicum subjects in the degree program, each placement usually consists of approximately 250 hours of supervised practice, but can be longer or shorter depending on the needs of the organisation. The expectation is for 15 hours of practice across two days per week and on site at the placement organisation.

Time spent in field and University-based supervision, totalling 30 – 35 hours per placement, is additional to this requirement. University-based supervision would include internal supervision meetings on campus, group supervision on campus in the case of Prac A and B, and periodic meetings with the Senior Psychologists.

Placements must be conducted across a minimum of three different work settings. Occasionally, a double placement (up to 500 hours) is approved, with agreement amongst all parties. In such cases, this would necessarily be configured to allow students to extend on their work in a more advanced capacity for the second half of the placement.

Practicum Course Assessment

In order to satisfactorily complete each of the four practicum courses, students are required to:

1. Practise ethically and in accordance with requirements of registration as outlined by the Psychology Board of Australia, within the approved practicum agreement (Addition of Assistant Supervisor form), and as assessed by approved university and field supervisors;
2. Submit a practicum folio, comprising a report/work sample with accompanying records and reports of practice as outlined in this manual and confirmed through Centre-based supervision and correspondence to students.

12. Research Dissertation

The Organisational Psychology Dissertation (PSYC7414) is an essential part of the MPsychOrg program, requiring students to conduct an empirical research project of no less than 5,000 words and no more than 10,000 words (excluding abstract, tables, figures, and appendices) in an area of relevance to organisational psychology and to present this work in the form of a dissertation.

Full-time and part-time MPsychOrg students must complete the research component of their degree over one academic year. Please refer to the PSYC7414 Electronic Course Profile and Handbook for further details of the research component.

13. PhD

MPsychOrg students are eligible to apply to complete a PhD concurrently with their Masters degree. The combined Masters+PhD in Organisational Psychology is an elite program, designed for future leaders. The PhD program provides rigorous training, not only in research skills, but more generally in problem solving and analysis. The PhD gives you an opportunity to tackle a complex problem in depth, generate novel and creative solutions, and to communicate those solutions to a broad audience.

Please contact Rachelle Croton and Alison Pike in the first instance on pgenq@psy.uq.edu.au and rhadmin@psy.uq.edu.au for further information about this combined program.

14. Support Resources and Useful Information for Students

Computing Facilities

Shared desks and computer facilities for all Postgraduate Coursework Students in the School of Psychology are located in Rooms 24-s202 and 24-s228. These rooms are accessible via a swipe card system – if you don't have access please contact pgenq@psy.uq.edu.au or (07) 3365 4919. For further information about computing facilities, contact help@its.uq.edu.au.

Email Signature

It is recommended that students include the following information in the format listed below for their email signature in all correspondence using their uqconnect or uq.net.au email address. You are reminded that Provisional Psychologists are not entitled to use the title 'Provisional Psychologist' for work outside an approved course of study.

Name (followed by abbreviations for undergraduate qualifications)
Provisional Psychologist
MPsychOrg Candidate
School of Psychology
The University of Queensland

Psychological Test Library

The Professional Resource Centre stores the psychological test library ((Room 24A-206), including over 300 psychological tests and associated user manuals. For further information about accessing and borrowing testing materials, contact Ms Danico Jones on psyresource@psy.uq.edu.au.

UQ Library & Contact your Research Information Service Librarian

The University Library also offers free workshops, from sessions on using the catalogue and databases, to more advanced classes on citation searching, using Endnote, alerting services, and more. Please check out the Training Sessions page at the following web-link: <https://www.library.uq.edu.au/training/>

The Library offers a wealth of resources, in print and online, to support your study and research. Currently the collection provides approximately 2 million volumes, 85,000 journals, 900 databases, 500,000 ebooks, and 30,000 DVDs. Come on a Library tour at the start of semester, or view the virtual tour at: <https://www.library.uq.edu.au/help/online-tutorials>

Generous borrowing privileges are provided for all students and staff. If you need access to a book or article not held in UQ Library, you can request it through the Library's Document Delivery Service, and it will be obtained for you from another Library. Use the online request form at: <https://www.library.uq.edu.au/about-us/acquiring-material>

During semester, the Social Sciences and Humanities Library (which houses most Psychology publications) is open 7 days per week, and the Biological Sciences Library is open 24/7, providing computer access and study space.

The University Library's Multimedia Service <http://www.library.uq.edu.au/tals/mm/> provides audio and visual resources, including over 30,000 DVDs and videos, for borrowing and online. To book materials for teaching purposes, ring x64318 or email: avsbook@library.uq.edu.au Bookings can be made up to 6 months in advance. Requests from the National Film Library require at least 10 working days' notice. All UQ Library audiovisual material is listed in the Library catalogue.

Many videos are now available through the Library website in digital form, and can be viewed from anywhere by UQ staff and students. Digital videos can also be linked to Blackboard courses. Collections of online videos relevant to Psychology include *Counselling and Therapy in Video I and II*, and the Australian database *TVNews*. TV programmes recorded off-air by the Library can also be made available in digital form for teaching purposes.

The Library provides a wide range of support for both coursework and research students. Information especially for researchers can be found at: <https://www.library.uq.edu.au/research-support>

Postgraduate students are welcome to make an appointment to meet individually with a librarian from the Research Information Service, to look at Library resources and techniques relevant to your topic area. Contact Miranda Newell on m.newell@library.uq.edu.au.

Seminar Series

The School of Psychology offers a seminar series during Semesters 1 and 2. Seminars are held at 3.00pm on Fridays and speakers are advertised via electronic mail and the School website. All postgraduate students are invited to attend seminars.