

**School of Experimental Psychology in
partnership with North Bristol NHS Trust**

**Diploma in Clinical Neuropsychology and
Diploma in Applied Neuropsychology
Academic year 2017-2018**



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Welcome from the Programme Directors

Welcome to the degree programme. The Diploma is provided under a formal Academic Partnership between Bristol University and North Bristol Trust. It has arisen as a result of longstanding close ties between the School of Experimental Psychology at Bristol University and the Department of Neuropsychology within North Bristol Trust (NBT). From 2005 onwards, NBT provided input to a variety of Master's degrees within the School. As this collaboration deepened we became aware of a pressing need to expand training in Clinical Neuropsychology at a national level. For this reason we developed the Diploma in Clinical Neuropsychology which provides the knowledge dimension of the Qualification in Clinical Neuropsychology (QiCN) as accredited by the Division of Neuropsychology within the British Psychological Society. We also offer a non-accredited parallel degree programme, the Diploma in Applied Neuropsychology. Because the two programmes have identical taught content we provide a single handbook for entrants to both diplomas.

The Diplomas have a strong scientist-practitioner ethos where candidates will refine their skills in understanding and applying the scientific evidence base to their practice. It is intended that candidates completing the course will have a firm contemporary knowledge of Clinical Neuropsychology practice as well as the skills to maintain this high level of knowledge throughout their careers. In designing the course we aim to be academically robust, contemporary, and clinically relevant. We aim to train candidates who are knowledgeable scientist-practitioners, confident and capable in assessment and rehabilitation / treatment within neuropsychology, who use evidence-based tools, techniques and approaches, and are able to continue to learn and develop throughout their careers in Clinical Neuropsychology.

Many taking the Diploma will already have demanding professional lives and a core feature of our teaching vision is to provide taught content that does not impose undue workload demands. For this reason all of our lectures can be viewed over the internet, either live, or replayed at a later time to suit (we use the "Adobe Connect" platform to achieve this). This minimises disruption associated with travel or the need to attend lectures at specific times. A further core ethos is to develop longstanding collegial ties between current and past members of our intakes in order to provide a forum for exchange of ideas, information and clinical insights.

If you have questions or queries about aspects of the diploma then please feel free to make contact via email or phone. For routine enquiries then please contact Postgraduate Student Administration on postgrad-psychology@bristol.ac.uk.

For academic and clinical enquiries please contact Dr Kit Pleydell-Pearce (c.pleydell-pearce@bristol.ac.uk) or Dr Martin Bunnage (Martin.Bunnage@bristol.ac.uk).

We hope that during your degree, you are able to make the most of all the opportunities, and, of course, enjoy your time with us.

Please note that the Diploma in Clinical Neuropsychology provides the British Psychological Society Division of Neuropsychology Qualification in **Adult** Clinical Neuropsychology. Those wishing to enter the Specialist Register of Neuropsychology for paediatric qualification should choose a distinct UK degree which delivers specialist training in that topic (e.g. University College London).

Dr Kit Pleydell-Pearce
Academic Director

Dr Martin Bunnage
Clinical Director

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Who's who in the School and North Bristol NHS Trust?

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The School Office is open Monday – Friday, 8:30am – 5pm, during term time. A full list of School staff is available at: <http://www.bristol.ac.uk/expsych/people/group/>

Introduction to the programme

The Diploma in Clinical Neuropsychology combines the academic excellence of the School of Experimental Psychology with the clinical experience, knowledge and skill of a large and well-established Clinical Neuropsychology Department within a regional neurosciences hospital with an international reputation for excellence in neuroscience.

Clinicians within the Department of Neuropsychology, based within North Bristol NHS Trust offer neuropsychology services to a broad range of patient groups, both paediatric and adult, acute inpatient and outpatient, patients seen primarily for diagnostic assessment, and patients seen for rehabilitation. Services are offered to patients being referred from Neurosurgery, Neurology, Neuropsychiatry, Rehabilitation Medicine, physicians within Stroke Services, and from GPs within the community. Clinical services are also offered to specialist programs of interventional neurosurgery, principally for epilepsy and movement disorders but also, more recently, for mood disorders. As well as working within the acute hospital trust, the Department of Neuropsychology provides input to both a specialist inpatient and outpatient rehabilitation service for people with acquired brain injury.

The Diploma in Clinical Neuropsychology is delivered by academics and experienced clinicians. The course normally runs on a part-time basis and we work hard to ensure the accessibility of course without undue necessity for travelling and taking time away from work or families (see Teaching Methods, below).

The course is jointly directed by Dr Kit Pleydell-Pearce, Reader in Neuropsychology within the University of Bristol, and Dr Martin Bunnage, Head of Neuropsychology within North Bristol NHS Trust.

[Dr Pleydell-Pearce](#) joined the University of Bristol in 2000. From 1990 to 2000 he worked at the Burden Neurological Institute located within North Bristol NHS Trust. His research interests include autobiographical memory, slow cortical potentials and brain mechanisms of attention, functional significance of neuronal oscillations, well-being in clinical disorders and the normal population, olfaction, workload and fatigue. He has been involved in human intracranial recordings in the context of Parkinson's Disease and the North Bristol NHS Trust Epilepsy Surgery Programme. He is presently involved in a range of projects including deficits in visual motion processing in Alzheimer's disease, and relationships between brain reward mechanisms and olfaction. He is also currently involved in research concerned with factors which promote student academic satisfaction, enhanced academic performance, well-being, and adjustment to university life. In 2013, he received the University of Bristol Dean's Award for Education in recognition of his excellence in teaching. His very latest research is focused on development of a comprehensive assessment tool to study well-being in clinical and normal populations.

[Dr Martin Bunnage](#) is a Consultant Clinical Neuropsychologist and has many years of clinical experience as a neuropsychologist within the NHS across a wide range of clinical practice areas. For 5 years between 2007 and 2012 he was the Clinical Lead and Manager responsible

for a regional community brain injury rehabilitation service. He is now the Head of Neuropsychology Department at North Bristol NHS Trust. He provides clinical leadership across an array of neuropsychology services including input into acute and post-acute neurology, neurosurgery and neuropsychiatry services, functional neurosurgery services, acute and post-acute stroke as well as rehabilitation. He divides his time between his NHS work, teaching, research and private practice. Dr Bunnage has made extensive contributions to the neuropsychology teaching at Bristol University since 2004 and is the Clinical Director of postgraduate programs in Clinical Neuropsychology.

The course is also guided by a steering committee consisting of the two Programme Directors, the Deputy Director, Professor Chris Jarrold (Head of the School of Experimental Psychology) and other appointed NBT staff. In addition to this, there are monthly meetings of the Programme Management Group which comprises the Course Directors, Deputy Directors, a number of other academics and clinicians and student representatives.

BPS Approval and Accreditation

In order to meet BPS approval criteria, a detailed outline of the course aims, organisation, content and assessment criteria were presented to the BPS Committee for Training in Neuropsychology on May 29th 2009. Following this, the Division of Neuropsychology of the BPS gave the Diploma its support as suitable to provide the underpinning knowledge and skills component of the QiCN (formerly PFMQ). The programme was subject to an accreditation visit in November 2010 and was subsequently fully approved by the BPS. The course was subject to a fresh accreditation in November 2016 and reaccredited.

The University of Bristol and North Bristol Trust Approval

The course content and aims were subjected to detailed consideration by a variety of Educational Committees within the University of Bristol and the Diploma was formally approved by University Senate on May 10th 2010. The course was also subjected to internal review and scrutiny within North Bristol NHS Trust. During extensive discussions between the University of Bristol and North Bristol NHS Trust it was decided that the course would be best supported by a formal Academic Partnership Agreement. This agreement seeks to impose harmony and coherence upon a course which has content provided by two organisations so that one set of regulations and guidelines cover all aspects of the course. The partnership agreement is testament to the commitment and care taken in setting up the new Diploma. It also demonstrates the strong academic and clinical collaboration which supports the course: a blend of academic and clinical experience. The Academic Partnership was revised, updated and extended in December 2013.

Pathway to fulfilling the criteria for QiCN Qualification

The Diploma in Clinical Neuropsychology is designed to satisfy professional training requirements (the 'Knowledge Dimension' component) for Clinical Neuropsychologists. In the UK professional practice in Clinical Neuropsychology is overseen by the British Psychological Society and the Health and Care Professions Council. The BPS provide a Qualification in Clinical Neuropsychology (QiCN) which gives eligibility to join their Specialist Register of clinical neuropsychologists. Clinicians should note that by taking the Adult Syllabus, they are not eligible to enrol on the QiCN paediatric Practice Dimension, only the adult variant.

The Diploma in Applied Neuropsychology has the exact same taught content as the Diploma in Clinical Neuropsychology. The difference between the two courses is that the BPS accredited diploma is only open to those who hold a BPS accredited Doctorate in Clinical Psychology (DClinPsych), HCPC registered practitioner psychologists, or those with recognised equivalent qualifications obtained in another country. Under BPS regulations we cannot offer the same degree to those who do not hold these qualifications, but we offer the same content, in our Diploma in Applied Neuropsychology. While the content is the same, taking the Diploma in Applied Neuropsychology should be aware that it is not accredited by the BPS.

Candidates are advised to seek guidance directly from the BPS regarding eligibility to enrol on the QiCN.

Clinical Neuropsychology Practice (PG Cert)

Clinicians studying with us may be interested to know that we have now obtained BPS approval to offer support towards entrance to the Specialist Register of Clinical Neuropsychology with an alternative qualification that is fully equivalent to the combined QiCN Practice and Knowledge Dimension. We offer this in the form of a 60 credit point Clinical Neuropsychology Practice (PG Cert). We also offer an MSc which offers the requirements of the QiCN Knowledge Dimension and Practice Dimension within a single qualification. We are happy to discuss these exciting developments and note that Bristol University is the only UK institution that supports all elements of training in Clinical Neuropsychology. While we have approval to provide these degrees, they cannot be accredited by the BPS until students have enrolled (as is always the case).

Course Structure

This modular programme provides you with training in clinical neuropsychology. The curriculum comprises six taught units. Descriptions of each of these units can be found online and are also provided with a summary below.

You can view the units online here: [Programme Catalogue 2017-2018](#)

- Functional Neuroanatomy, Neuroscience Methods and Issues in Neuropsychology (PSYCM0034)
- Applied Clinical Neuropsychology and Principles of Neuropsychological Assessment (PSYCM0045)
- Theoretical and Clinical Neuropsychology (PSYCM0067)
- Development & Rehabilitation (PSYCM0027)
- Evidence Based Neuropsychology (PSYCM0068)
- Case Study (PSYCM0069)

Teaching Block 1 (September – December)

Functional Neuroanatomy, Neuroscience Methods and Issues in Neuropsychology (PSYCM0034) (30 credit points)

Part A: Issues in Neuropsychology (66% unit mark) (Teaching Week)

Part B: Functional Neuroanatomy and Neuroscience Methods (34% of unit mark) (Weekly Lectures)

Applied Clinical Neuropsychology and Principles of Neuropsychological Assessment (PSYCM0045) (30 credit points)

Part A: Assessment in Clinical Neuropsychology (66% of unit mark) (Teaching Week)

Part B: Applied Neuropsychology (34% of unit mark) (Lectures)

Teaching Block 2 (January – May)

Theoretical and Clinical Neuropsychology (PSYCM0067) (20 credit points)

Part A: Clinical Neuropsychology in Practice (Teaching Week)

Part B: Theoretical Neuropsychology (100% of unit mark) (Weekly Lectures)

Development & Rehabilitation (PSYCM0027) (20 credit points)

Part A: Development and Rehabilitation (100% of unit mark) (Teaching Week)

Teaching Block 4 (September – May)

Evidence Based Neuropsychology (PSYCM0068) (10 credit points)

Part A: Presentation (100% of unit mark)

Case Study (PSYCM0069) (10 credit points)

Part A: Case Presentation & Report (100% of unit mark)

Case Presentation is assessed on a pass/fail basis, and the Case Report represents 100% of the unit mark. The Teaching Block sessions are timetabled throughout the year and require you to login to live discussions using our online teaching tools.

University Dates 2017-2018

University dates, including exam periods and vacations can be found on your Organisation on Blackboard: [Blackboard/PG Diploma Clinical and Applied Neuropsychology/ Schedules & Key Dates](#)

We will also post up the coursework submission deadlines and teaching schedule for the year in this section.

You can also see the current and next year's dates on the University website: [Key Dates](#)

Teaching Overview – Part Time Study

The course is predominately taken on a part-time basis over two years. This is because of the common pre-existing life demands of those electing to take such courses. The modular structure allows us to take a fresh intake in September and January of each year. For each new intake there will be an induction and orientation procedure and an opportunity to meet and get to know existing candidates.

September 2017 intake will take the following units in academic year 2017-2018:

PSYCM0034 (TB1), PSYCM0067 (TB2) and PSYCM0068 (TB4)

January 2017 intake will take the following units in academic year 2017-2018:

PSYCM0067 (TB2) and PSYCM0068 (TB4).

The Diploma employs variety of innovative teaching techniques in order to make it easier for candidates to integrate course demands with the on-going pressure of their clinical practice and personal life. These innovations and approaches are summarised below:

Teaching week blocks:

The following units are provided within a single block of lectures presented over a period of one week (Monday-Thursday).

- Issues in Neuropsychology (PSYCM0034)
- Clinical Neuropsychology in Practice – formal taught content component (PSYCM0067)
- Assessment in Clinical Neuropsychology (PSYCM0045)
- Development and Rehabilitation (PSYCM0027)

You are expected to attend these week-long blocks in person.

Weekly lectures:

The following unit sections are presented on a weekly basis within regular University time.

- Functional Neuroanatomy and Neuroscience Methods (PSYCM0034) Tuesdays 2-4 (TB1)
- Theoretical Neuropsychology (PSYCM0067) – Thursdays 3-5 (TB2)
- Applied Neuropsychology (PSYCM0045) – Thursdays 3-5 (TB1)

These units are also taken by MSc students within Experimental Psychology. However, the content of these lectures will be made available online, so that they can be attended in person or can be viewed at a more convenient time. You will receive invitations to each lecture via email giving you a link to view them.

Online presentations:

You will be given the choice of presentation slots for your own presentations and will receive Adobe invites to attend fellow Clinicians presentations.

- Evidence Based Neuropsychology Presentations (PSYCM0068) taken in your first year of study
- Case Study (PSYCM0069) presentations taken in your second year of study

Further information about the presentations process can be found on Blackboard: [Blackboard/PG Diploma/Information](#) – EBP, Case Presentations and Case Reports for PG Diploma Students.

According to conditions of our BPS accreditation, clinicians are expected to participate in a minimum of 10 EBP sessions and 10 Case Report sessions during their two year period of study with us.

Communications

Our primary means of making contact with you is by email. It is therefore vital that you check your UoB email address as often as possible. Online lectures (and links to them) will also be sent out via email and the Adobe Connect system. These invitations to lectures will use the email address you use to login to Adobe Connect.

We will make every effort to ensure programme information and teaching week timetables are emailed to you, and posted on Blackboard.

How to contact the school

The school office and academics receive a high volume of emails and these may not be answered immediately. There are other ways to make contact, depending on the nature of the query.

Please refer to this handbook and Blackboard in the first instance to see if the answer to your query has already been addressed.

Non-urgent programme and admin enquires

We have a discussion board on your Organisation on Blackboard, and you are welcome to use this to ask general questions of the admin team, the programme director or each other.

You can create a post anonymously if you prefer, and you will know when an answer has been received, as an email will be sent to your UoB email address and appear on the thread.

To use the discussion board:

- Log into Blackboard and find the [Discussion Board](#)
- Click on 'Subscribe' so that you begin to receive notifications about posts.
- Click on 'Create Thread' to post a question or idea

If you send an email query that the administration team feel would benefit the cohort, we will ask you to repost your query on the discussion board and will respond to it there.

Methods of teaching

Weekly Lectures & Adobe Connect

All of the weekly lectures provided are simultaneously broadcast live on the Internet and are also recorded. Live broadcast allows you to watch and interact, and you can revisit past lectures and replay them at any time you like. Our broadcast and replay software uses the Adobe Connect package and this will be described to you in more detail during your induction. In most cases lectures slides can be downloaded prior to lectures from the Adobe Connect interface.

Teaching weeks

You are expected to attend in person, and the schedule for the teaching weeks in 2017 – 2018 are as follows:

Teaching week 1: Issues in Clinical Neuropsychology (PSYCM0034)

Monday 9th-Thursday 12th October 2017 (incl).

Teaching week 2: Neuropsychology in Practice (PSYCM0067)

Monday 5th - Thursday 8th February 2018 (incl).

The teaching weeks will take place on campus, and the teaching week schedule and location will be posted on the Unit Blackboard and also emailed out to you in due course.

Welfare and Progress

Absence Due to Illness

Absence from a teaching week, or a prolonged absence from lectures which impacts on your studies should be reported to the School and complete an absence form available from: <http://www.bristol.ac.uk/currentstudents/forms/>).

Additional evidence for the absence may be required, and both the form and any documented evidence must be submitted to the school office.

If your absence affects coursework:

Coursework deadlines are set well in advance and allow for the possibility of minor illness. Students should aim to complete coursework in advance of the deadline.

If an absence from the teaching period means a student is unable to submit a summative coursework assignment by the agreed deadline, the student should inform the school as soon as possible before 4pm on the day prior to the submission.

If your absence affects exams:

If you are unable to attend an examination due to ill health, you must inform the School of your non-attendance as soon as possible and prior to the start of the examination. In such cases you must complete an extenuating circumstances form, together with evidence or self-certification.

Students who start, but are unable to complete, a summative examination due to illness must inform the examination invigilator. If a medical note is required, students must attend an appointment with a medical practitioner and obtain a medical note on the same day as the examination. A completed extenuating circumstances form must also be submitted to the school office.

For further details on absence due to illness please see the University's Regulations and Code of Practice for Taught Programmes available on the website: <http://www.bristol.ac.uk/esu/assessment/codeonline.html> (section 12)

Extenuating Circumstances

Extenuating circumstances (ECs) are circumstances, external to study, that a student believes has affected their performance in assessment. It can include, but is not limited to, chronic illness or injury, bereavement, emerging mental health issues or trauma.

ECs will be considered by Boards of Examiners when making progression, completion or classification decisions. However, they can only be taken into consideration if they are reported properly by the student i.e. by completing an EC form and providing appropriate evidence in good time. Please note all correspondence is confidential and ECs are presented to the School Exam Board anonymously.

For further information on what constitute ECs, how to report them, providing evidence, and the University procedure for taking them into consideration, please see the PG Diploma Organisation on Blackboard, or refer to the University's Regulations and Code of Practice for Taught Programmes available on the website: <http://www.bristol.ac.uk/esu/assessment/codeonline.html> (section 17).

Support and Advice

There is a large network of support on offer at the University. Dr Kit Pleydell-Pearce is assigned as your Personal Tutor and can offer support and advice if required.

There will also be periodic scheduled online tutorials for clinicians which will be hosted by Dr Kit Pleydell-Pearce and Dr Martin Bunnage. In these sessions we will deal with any questions you have to do with the degree and the taught content. If you are unable to make one of these tutorials you are free to submit questions via email or the discussion board and these will be answered within the tutorial. You can view the answers at a later time because these tutorials are recorded and available on Adobe Connect.

Should your personal circumstances be such that your studies are affected, or you wish to see someone other than your personal tutor, Dr Justin Park is on hand as Senior Tutor and Liz Miles as Student Administration Manager.

For programme specific queries, the teaching staff are available, or the programme directors.

Dr Brian Stollery is also available as School Education Director.

Assessment & Feedback

Essay Writing

Following student-staff consultation, the School has provided detailed criteria of what constitutes a good essay/exam answer for both staff and students. This document is available on Blackboard. It includes notes on answering the question, narrative, critical argument, structure, and selection of material. All students – and staff! – are expected to refer to this document in answering and marking essay and exam questions.

Link: [Blackboard/PG Diploma/Essay Advice Document](#)

Please see Blackboard for further advice and resources on academic writing.

Submission of Coursework

All coursework assignments are submitted electronically via the relevant Unit Course on Blackboard. You need to include a cover sheet as the first page of your assignment, which will be available on the Blackboard submission point.

All work must be submitted in Microsoft Word format, and this is the format that we use to spot check word counts (see below for more information on word count and overlength penalties).

The majority of coursework is marked and returned via the Grade Centre on Blackboard.

Late Submissions/Extensions

Please note that as a School, Experimental Psychology does not give extensions to coursework; please do not approach members of staff for extensions as they are not able to grant them.

If you are not able to meet a coursework deadline due to reasons outside your control, please inform the office by 4pm the day prior to the deadline and submit a Late Submission form with evidence (e.g. GP note or self-certification form).

Examples of circumstances outside a student's control include ill health, trauma or bereavement. In contrast, factors such as work, family events, holidays or computer failure will not be accepted (make sure all work in progress is properly and securely backed up). Late submission forms should be submitted as soon as possible and within 5 days of the original submission deadline.

The Late Submission form can be downloaded from Blackboard Organisation 'Welfare and Progress' tab: [Blackboard/PG Diploma/Welfare and Progress](#)

Word Count

You are required to declare the word count of your coursework is on or below the word limit before you are able to submit your work.

We operate a strict over length policy, and regularly apply penalties for work that is over length.

What is included in the word count:

- All words in the body of your essay (i.e. from the Introduction to the start of your reference section)
- All sub headings
- All in text references

What is not included in the word count:

- Cover sheet
- Essay title
- Abstract (this must be clearly labelled as such, and is limited to 150 words)
- Tables & Figures
- Table captions
- References
- Appendices

An incorrect declaration of the word limit that is picked up through the spot checking process, or highlighted by the marker, may be seen as an act of deception in order to avoid a penalty, and the relevant penalty for over length will be applied. Previous word limit statements may also be checked if an error is found.

Plagiarism

The University of Bristol takes plagiarism very seriously. All work submitted is put through plagiarism detection software known as Turnitin. If plagiarism is detected you will be dealt with under the University's Examination Regulations procedures for plagiarism and cheating.

To help you understand and avoid plagiarism we have set up a Turnitin submission point on the PG Diploma Organisation on Blackboard. This allows you to see for yourselves how plagiarism is detected and check your work prior to submission (note that up to 48 hours should be allowed for the report to be generated).

Turnitin essentially pattern matches from a huge database of student papers, the Internet journals, books and other published sources. If a significant degree of match is detected, the essay is then examined in detail by a member of academic staff. Ultimately, it takes a human to detect what is, or is not, considered plagiarism.

Regarding the 'similarity index' generated by Turnitin, there is no threshold that determines when plagiarism is problematic. A very small percentage similarity index, say less than 3%,

may account for a whole paragraph of plagiarism within the submission for example. In this case the direct copy is unacceptable and constitutes plagiarism. Conversely, a large similarity index may reflect shared data, lots of odd words within your own arguments, and the cover sheet; none of which would be considered plagiarism. So when checking your Turnitin report, focus not just on the percentage score, but examine each highlighted section. Check to make sure you have not plagiarised sentences, comments etc, remembering that the similarity index is only a guide and needs to be interpreted intelligently.

For general guidance on plagiarism and referencing see: <http://www.bristol.ac.uk/students/study/teaching/integrity/>.

Checking your work through Turnitin does not constitute the final submission of your work, and Turnitin reports do not constitute extenuating evidence that your work was either completed or submitted.

Finally, we advise you that is very unwise to wait till very close to the submission deadline to check for plagiarism using Turnitin. The reports created by Turnitin reports sometimes take up to 48 hours to generate, and in any event you will likely have insufficient time to make any changes.

Penalties

Late penalties

Submission deadlines are strictly enforced and failure to complete your submissions on time will result in your work being penalised in line with University's Regulations and Code of Practice for Taught Programmes <http://www.bristol.ac.uk/esu/assessment/codeonline.html>

For work submitted up to 24 hours late, 10 marks out of 100 will be deducted from the mark the student would have received.

For each 24 hour period the work is delayed a further 10 marks will be deducted. This policy applies to weekdays and weekends.

Overlength Penalties

For work that is from 1 word – 10% over length, the mark is reduced by 10%.

For work that is >10% – 20% over length, the mark is reduced by 20%, and so on.

Marking and Moderation

Assessments are marked on the University's 21 point scale (where zero constitutes a mark). This scale allows a full range of marks to be awarded with clear marking guidelines. A copy of the Marking Scale is provided in an Appendix of this Handbook and provides qualitative descriptions of the grades, as well as percentage equivalents. Your final degree mark is calculated on the basis of the percentage equivalent scores.

We aim to return provisional coursework marks and feedback to students within 15 working days of the submission deadline, unless the work is being marked by NBT staff, when the work will be returned within 20 working days. Please do not contact the office before then for your coursework mark – we will let you know when they are available (via email).

Following return of marks, we will also release an Assessment Summary Report. This gives an overview of the full process student coursework has undergone before release of marks.

Please note that all coursework marks remain provisional until approved by the Faculty Examination Board.

Exam marks, and final unit marks, are only released once approved by the relevant Faculty Examination Boards.

Coursework Feedback

Feedback is designed to assess the quality of your learning, thereby helping you to improve future performance. Feedback in Experimental Psychology at Bristol is recognised as excellent by our External Examiners.

Feedback on your academic performance comes in many forms, of which specific comments on marked work, is only a part. Throughout the year, you will receive general feedback from discussions with your tutors and in the lectures and in periodic tutorials with the course directors. Moreover, we provide considerable advice on criteria for good performance in exams and coursework in advance of those assessments.

Presentations

There are two assessed presentations throughout the course, and these will be arranged and assessed by our NBT Deputy Course Director, Dr Aida Moses

The Evidence Based Neuropsychology (EBN) presentation will typically take place in the first year of your studies and the Case Study presentation in the second year of your studies.

The Evidence Based Neuropsychology (EBN) presentation is the only assessed piece of work for the Evidence Based Neuropsychology module (PSYCM0068), representing a 100% of the unit mark. It will take the form of a Journal Club, where each group member will be able to select for presentation a research paper from an allocated electronic folder on Adobe Connect. You are expected to present for 30 minutes after which there will be a 15 minute period of questions and discussion. The assessment of this presentation will be on the 0-21 point marking scale. Further guidance and sample presentations are available on Adobe Connect.

The Clinical Case Study presentation will be assessed on a 'pass/fail' basis and will benefit from structured tutor and peer feedback in preparation for the write-up of the case report, which will constitute the 100% of the overall mark for the Case Study unit (PSYCM0069).

You are expected to present for 30 minutes after which there will be a 15 minute period of questions and discussion. For case presentations and case report you are strongly recommended to read the [QiCN Candidate Handbook](#) which describes the required format when considering QiCN Practice Dimension Portfolio requirements.

Choosing a presentation slot

There is a sign up system on your PG Diploma Blackboard Organisation and you will be notified when new dates are made available.

[Blackboard/PG Diploma/EBP and Case Presentation Sign Up List](#)

You will need to view the dates and times, and sign up to your chosen slot (you can also place yourself on the waiting list if your preferred slot is taken). You can then let the group know what you are presenting by posting on the dedicated Discussion Board.

A full set of instructions is available on Blackboard.

Exams

Exams will take place during the University Examinations periods, which are in January and May/June. The units you take in the first teaching block will be examined in January and the units you take in the second teaching block will be examined in May/June.

The Exams Office will notify students when the exam schedule is confirmed.

The results of these exams will be considered by the School Exam board. Provisional marks for coursework may be given but examination marks will not be released until after the Faculty Exam Board has met and approved the grades. If you do not obtain a pass mark for the unit, you may be required to sit the exam again, either as a supplementary or a re-sit, depending on your circumstances.

The Faculty of Science's policy is that dictionaries are not permitted for any University of Bristol registered students.

Exam Feedback

Exams are designed to give a final assessment of a student's understanding of a topic. In line with the University Regulations, individual feedback on each separate exam is not offered across the degree. Instead, we provide generic feedback on all exam questions and provide an opportunity to sit a mock exam which will be marked and individual feedback provided.

Marking Scale

All assessed work is marked on the 21 point scale. There are two important thresholds to note on the scale: a mark of 8 or below is a Fail while a mark of 9 or above is a Pass.

The 21 point scale is a non-linear ordinal scale. A mark on the 21 point scale is not equivalent to a percentage.

The Table below provides an equivalence relationship between 21 point scale and percentage scale to enable the aggregation of marks from different assessments to provide the overall unit mark which will be a percentage. If you take a look at the Appendix to this handbook you will find a description of the kinds of criteria we employ when deciding your mark.

Relationship between the 21 and 101 point scale Class	Description	Equivalent to a point on the 21 point scale	% Equivalent
Distinction	Exceptional	20	100
Distinction	Excellent	19	94
Distinction	Very High	18	89
Distinction	High	17	83
Distinction	Mid	16	78
Distinction	Low	15	72
Merit	High	14	68
Merit	Mid	13	65
Merit	Low	12	62
Pass	High	11	58
Pass	Mid	10	55
Pass	Low	9	52
Fail	Marginal Fail	8	48
Fail	Fail	7	45
Fail	Fail	6	42
Fail	Fail	5	36
Fail	Fail	4	29
Fail	Fail	3	22
Fail	Fail	2	15
Fail	Fail	1	7

The classification of the award in relation to the final programme mark is as follows:

- Award with Distinction: at least 65 out of 100 for the taught component overall.
- Award with Merit: at least 60 out of 100 for the taught component overall.
- Pass: at least 50 out of 100 for the taught component overall.
- Fail: 49 or below out of 100 for the taught component overall.

Faculties retain discretion to increase these thresholds.

Graduation

There is no graduation ceremony for this programme in line with University policy for postgraduate certificates and diplomas.

Support & Resources

Library Services

The University Library provides access to millions of information resources, and a range of services to support your education and research at Bristol, including:

- Nine libraries, plus study centres across campus
- Over 1.4 million volumes of printed books and journals
- Over 700,000 eBooks and thousands of peer-reviewed eJournals
- Databases and reference management tools to support a literature search
- Wireless access, PCs, lap-tops, and power sockets for your own IT devices
- Subject Librarians and research support for specialist training and advice
- Access to other UK university libraries, and to materials from libraries worldwide

Library services for Experimental Psychology

The Arts and Social Sciences Library has the most relevant collection for your course, but you can use all the libraries at the University. Bring your Ucard to enter the library buildings and to borrow books.



Arts and Social Sciences Library

Telephone number: 0117 928 8000

For help with literature searches and locating journal articles e-mail the Subject Librarian:

Sarah.Herring@bristol.ac.uk

For enquiries about borrowing, fines, locating items in the Library, printing, photocopying, scanning and to make suggestions, e-mail the Arts and Social Sciences Library staff:

library-enquiries@bristol.ac.uk

Locations and opening hours

The Arts and Social Sciences Library is open every day. To check current opening hours, and for more information about the Library follow this link:

<http://www.bristol.ac.uk/library/locations-opening/>

Library collections and services

All the information you need to make good use of the Library is on our website:

www.bristol.ac.uk/library

This includes information on borrowing, renewing, reserving books as well as fines and facilities such as printing, photocopying and scanning and laptop loans.

Library Search provides details of print books, e-books, print journals, e-journals, articles, reports, and other materials. Library Search will tell you where to find print items and whether they are on loan. You can also reserve a book if it is out on loan to someone else.

We also have some further support videos on using the library search systems on our Adobe Connect platform (see Content: Library Information).

Your Library account: check this regularly so you know what you have out on loan and whether any items have been recalled. All items will be automatically renewed on the due date if possible, unless they are reserved by another reader. When this happens you will receive an email to your University email account with instructions for return. Bring reserved items back by the due date to avoid library fines.

Find a study space: the location, opening hours and availability of study spaces across campus. A number of study spaces exist within the Arts and Social Sciences Library, including silent study spaces. The Library has zones for social, quiet and silent study.

Find books, articles and more: www.bris.ac.uk/library/find/ Please note that when we buy books connected to neuropsychology, we always buy e-books versus paper copies when the publisher allows this. This means we have a number of useful books on neuropsychology in the library.

Find an eJournal: search our electronic journal title lists and access the Library's online journal subscriptions. You can also find e-journals through Library Search. Wherever possible on our clinical degrees we order e-books rather than hard copy to facilitate wider access. You will find a number of useful neuropsychology related e-books within our library system.

Recommended databases: find any of the databases subscribed to by the Library. You can filter by subject to see which databases your Subject Librarian recommends. You can use databases to find out what has been published in journals about topics and research in your subject areas. Most databases will show a **Get It** link next to each reference which you can use to link to the full-text article, if the Library subscribes to that journal.

Training: we have recorded tutorials on Adobe Connect to help you use the databases and to manage your references.

Subject support: Experimental Psychology

<http://www.bristol.ac.uk/library/subject-support/psychology/>

Suggest a book purchase: use the online form to suggest any new purchases for the Library and/or to suggest extra copies of existing stock.

Use the Library

www.bristol.ac.uk/library/use/

Use this page to find out about **borrowing and reserving books, library fines, printing, photocopying and scanning**. It also tells you about copyright and how to get visitor access to other UK university libraries.

Inter-library loans: if you cannot find what you are looking for via the University Library you can use this facility to request material.

Follow the library on Twitter: www.twitter.com/BristolUniLib

Facebook: www.facebook.com/BristolUniLib

Blackboard

Blackboard is the University of Bristol's online learning environment. Each taught unit on a degree has its own Blackboard site, on which you are automatically enrolled, where you can find up to date unit information and course materials. You will also be enrolled on PG Diploma Clinical and Applied Neuropsychology Organisation unit where you will find details about the programme, study skills, administration, what's on, rules and regulations etc. For further information see the IT webpages at: <http://www.bristol.ac.uk/newstudents/it-services/>.

Adobe Connect

The software that we employ is Adobe Connect (for information please visit <http://www.adobe.com/products/adobeconnect.html>). You will be reassured to know that your use of this software is free because we have already invested in a site licence. Before teaching starts, we want to ensure that each of you are able to access Adobe Connect and for this reason we will set up a user name and password during a telephone induction.

To login to Adobe Connect this is the best URL to use: <https://bristol.adobeconnect.com>

Security and Misuse of E-Learning and Remote Access

The Adobe Connect platform provides highly secure and restricted access to course materials. Access is strictly limited to those who possess a valid password and email address. When you are provided with your password please ensure you keep it secure and do not let anyone else have access to that information. Our strong commitment to e-learning means that you will gain access to audio-visual and verbal materials which are the intellectual property of the University of Bristol and North Bristol Trust (as described under the terms of the Academic Partnership which unites these two institutions). Duplication, copying, re-editing, enabling public access and dissemination of all or part of these materials to any persons or bodies is a violation of intellectual property. It is also a violation of intellectual property to use any of our teaching materials for the provision of teaching undertaken by you, or, to offer materials to another person or institution for the purposes of teaching. Any violation of intellectual property will be taken extremely seriously and may lead to disciplinary action. For further details on issues surrounding intellectual property please see:

<http://www.bristol.ac.uk/media-library/sites/secretary/documents/student-rules-and-regs/student-intellectual-property.pdf>

Student Representation

We are currently looking for a course representative, so please contact Kit or Fiona if you are interested in this role.

The MSc and Diploma courses in Clinical or Applied Neuropsychology are overseen by a Programme Management Group (PMG). This body meets monthly and includes key academic and NHS trust staff as well as representatives from the student body. If you would like to know more about the PMG and how you might represent students on this body please speak to Dr Pleydell-Pearce.

The School carries out an annual review of its programmes and views unit improvement as an important and continuous two-way process, requiring the active participation of both students and teaching staff in a constructive dialogue. To facilitate this process, the School has a number of ways by which students can provide the teaching staff with feedback on particular aspects of the teaching provided in each unit, and on course-related administrative matters and School facilities in general. In addition to student representative input to the Programme Management Group, two additional methods for student feedback are Teaching Evaluation Questionnaires and the Student-Staff Consultative Committee.

Email

The University of Bristol uses email for students, and an account is set up for you. University communication is conducted by email so please check and administer your emails regularly (daily in term time). You can access your email over the internet from anywhere, on or off campus, via the portal MyBristol. For further information see the IT webpages at: <http://http://www.bristol.ac.uk/newstudents/it-services/>.

Mail Distribution List (SYMPA)

We also maintain a mailing list which we will also use to communicate certain information to you (usually reminders and housekeeping emails that are not directly linked to teaching). This will go to your UoB email account and your personal email address.

MyBristol

MyBristol is a web-based system that provides a single point of access to multiple student resources, services and tools, such as announcements, personalised timetables, Blackboard and your University email account. When you log in, it accesses information on your behalf from a range of University systems and tools to present personalised information unique to you. If you view the content on a smartphone MyBristol will present information in a mobile friendly way.

<https://mybristol.bris.ac.uk/portal/>.

Timetables

There is no online timetable for PG Diploma students, instead you are provided with a schedule by the Postgraduate Student Admin team.

Disability Services

The students we support include those with:

- Specific learning difficulties, such as dyslexia and dyspraxia
- Attention deficit conditions, such as ADD and ADHD
- Mental health difficulties, such as anxiety and depression
- Mental illness, such as bipolar disorder and schizophrenia
- Autism spectrum conditions, such as Asperger syndrome
- Sensory impairments, such as hearing and visual impairment
- Mobility difficulties, such as not being able to manage stairs or walk distances, or using a wheelchair
- Fatigue conditions, such as CFS/ ME
- Blood-borne viruses, such as HIV, hepatitis B and hepatitis C
- Long-term health conditions, such as epilepsy, diabetes, IBS and chronic pain

Disability Services provides:

- Confidential information, advice and guidance for UK, EU and international students
- Information about funding to pay for study support, such as Disabled Students' Allowances (DSAs) and the University's Disability Resource Fund (DRF)
- Information about support at University, such as exam arrangements or advice for your School about supporting you in your studies
- Liaison with other parts of the University, such as the Library or the Accommodation Office about the impact of your disability
- Signposting to other sources of information and support
- Advice and guidance for University colleagues supporting disabled students

Further information can be found on the Disability Services website:

<http://www.bristol.ac.uk/disability-services/>.

Student Health Service

The University of Bristol has a dedicated Student Health Service, which offers a full NHS General Practice service for all University of Bristol students and their dependants who reside within the practice area. The service provides a knowledgeable and dedicated service for the student population and students are strongly advised to join this practice. They are open all year. If you are away from Bristol during the holidays, you can obtain treatment from a local GP as a temporary patient. For further information see the Student Health Service webpages:

<http://www.bristol.ac.uk/students-health/>.

Student Counselling Service

The University of Bristol offers team of 18 qualified and experienced counsellors, supported by a Head of Service who is also a counsellor, a bank of 10 associate counsellors working in peak times and up to 6 part time trainee and qualified counsellors working voluntarily or on placement. The counselling team have a wealth of expertise and the counsellors are drawn from a range of training backgrounds, allowing them to match the right counsellor to your needs. For further information see the Student Counselling Services webpages: <http://www.bristol.ac.uk/student-counselling/>

The Multifaith Chaplaincy

The University of Bristol Multifaith Chaplaincy seeks to serve students and staff of all faiths and none by providing opportunities to explore spirituality, faith and belief, offering confidential personal support, giving religious advice and information and supporting local faith communities in their work with, and for, students and staff of the University. Further details can be found on the Multifaith Chaplaincy webpages: <http://www.bristol.ac.uk/chaplaincy/>

Careers Service

The Careers Service provides a wide range of services for University of Bristol students including the advice and guidance, employability and skills development, help to find and gain a job, resources, vacancies and work experience and internships. For further information, see the Careers Service web pages: <http://www.bris.ac.uk/careers/>.

School Support

If you have any queries please do not hesitate to ask. The reception and administration team is on hand to offer general advice and support, and your personal tutor is available should you have any concerns. If you wish to see someone other than your personal tutor, Dr Katy Burgess, the Senior Tutor, and Liz Moore, the Student Administration Manager, are available.

Public Engagement

The School of Experimental Psychology is building a strong reputation in the area of school public engagement, particularly within the primary sector. To find out more about getting involved, please contact postgrad_psychology@bristol.ac.uk.

Health and Safety

It is the intention of the University to maintain and to improve the health and safety of all its members while at work. To this end it applies and enforces all current legal requirements together with other appropriate safety measures where reasonably applicable.

The University needs the co-operation of all members – students and staff – in meeting these obligations.

This policy by the University is necessarily extended to all students whilst engaged in University activities. All students are therefore reminded of the obligations of all members of the University.

To take reasonable care for the health and safety of him/herself and of other persons who may be affected by his/her acts or omissions.

- To seek medical advice from a General Practitioner if he/she suspects any medical condition that may be study/programme-related.
- To co-operate with the University to enable it to comply with any relevant statutory provisions.
- Not to interfere with or misuse equipment provided for safety purposes.
- To co-operate with the University in the use of such Personal Protective equipment as may be required to be worn as a result of a 'safety risk assessment' carried out on activity during practical classes and project work.

On arrival at the University, students are required to make known to the School's Disability Adviser, any circumstances or conditions that may affect their health and safety (such as disabilities, allergies or similar conditions). This will enable the student and the University to discuss and agree appropriate health and safety procedures.

If you notice any situation in the School which you think may be unsafe or in need of attention or you are involved in any type of accident and First Aid is needed, contact the School Office immediately.

Membership of Professional and Student Societies



The British
Psychological Society
Accredited

The Postgraduate Diploma in Clinical Neuropsychology is accredited by the British Psychological Society. Students completing the degree course are therefore eligible for membership of the Society. The BPS state that *“Belonging to the Society is an integral part of being a professional psychologist and our different grades of membership cater for those who have accredited qualifications or are pursuing an accredited psychology training route as well as those who have an interest in psychology but have no applicable qualifications.”* For more information on different types of membership of the Society as well as information on the benefits of joining please go to: <http://www.bps.org.uk/what-we-do/benefits-belonging/membership/membership>

ClinSoc

The Clinical Psychology Society is a newly established society set up for anyone interested in clinical psychology, in particular in areas of addiction, mental and sexual health, eating disorders, forensics and intellectual disabilities. They invite experts in the field, such as clinical psychologists, assistant psychologists, psychiatric nurses, to fortnightly meetings to discuss the routes into, the areas within and the history of clinical psychology. Their aim is to support, guide and advise anyone wanting to gain an invaluable insight into clinical psychology.

<https://www.bristolsu.org.uk/activities/societies/clinsoc/>

The British Psychological Society

Promoting excellence in psychology

Your professional body

The British Psychological Society is the representative body for psychology and psychologists in the United Kingdom. We promote excellence and ethical practice in the science, education and practical applications of psychology.

As a postgraduate student on an accredited programme, Graduate membership of The British Psychological Society will broaden your appreciation and understanding of psychology, and open up a network of like-minded students, academics and professionals, not to mention future opportunities. Membership of the Society also reflects your aspiration to represent the highest possible professional standards.

Completing an accredited programme gives you a route for progressing to Chartered Psychologist status, the gold standard within the discipline. Only Chartered members of the Society can use the designation CPsychol after their name and the Chartered Psychologist logo.

www.bps.org.uk



The British Psychological Society

Our membership has a powerful voice in raising the profile of psychology, developing standards and advancing the discipline. We champion the work of our members and the contribution psychology can make to society. We support our members by providing guidance, career development and networking opportunities.

Our members matter to us and Graduate members have access to opportunities to develop their knowledge, skills and experience, which can offer a competitive advantage in the jobs market. Benefits include:

- MBPsS, your designation as a Graduate Member in recognition of your academic achievement and professional status
- our monthly flagship publication, *The Psychologist*, keeping you up-to-date with the very latest research, news and views
- our Member Networks: providing a rich web of personal and professional contacts that enable you to stay informed with, and contribute to, your areas of interest and expertise
- preferential rates on professional development opportunities, conferences and events, designed to inspire and guide you throughout your studies and career
- opportunities to influence the profession by contributing to Society Committees, working groups and consultations
- PsychSource, a single access point to our 11 journals and 32 other titles published by Wiley. This facility also includes full-text journal articles, journal abstracts, BPS Blackwell books and multimedia content. PsychSource is fully searchable and personalisable according to Member interests
- A wide range of guidelines, guidance documents and support in professional practice and ethical decision-making
- Opportunities to join specialist registers and promote your expertise.

To hear what benefits of belonging to the Society our members enjoy most, watch our videos on www.bps.org.uk/careers. More information is available at www.bps.org.uk/membership, and our membership team is available at membership@bps.org.uk or +44 (0)116 252 9911.

www.bps.org.uk



The British
Psychological Society

PSYPAG

Psychology Postgraduate Affairs Group



PsyPAG is a national organisation for all psychology postgraduates based at UK institutions. It is run on a voluntary basis by postgraduates for postgraduates.

Committee – PsyPAG is run by an elected committee, open to any postgraduate student. Elections are held at the PsyPAG Annual Conference.

Membership – PsyPAG has no official membership scheme; anyone registered as a psychology postgraduate student at a UK Institution is automatically a member this also includes Practitioners-in-Training (e.g. trainee clinical/educational/occupational/sport/health psychologists).

Conferences and Workshops – PsyPAG runs an annual conference and supports several workshops throughout the year.

Publication – PsyPAG Quarterly is published four times a year and is delivered free of charge to all postgraduate psychology departments in the UK. It is also available electronically on our website. To contribute to the publication, contact the editorial team at quarterly@psypag.co.uk.

Bursaries – Bursaries are available to support attendance at workshops, events, international and domestic conferences, study visits, and the PsyPAG Annual Conference. We have also introduced the opportunity for postgraduates to apply for money to help support their research via Research Grants.

Awards – PsyPAG runs several awards schemes, including an MSc Researcher Award, Rising Researcher Award and a Teaching Award.

Visit www.psypag.co.uk for further details of all of the above.



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facebook.com/PsyPAG

www.psypag.co.uk

Appendix

Marking guidelines from UoB Regulations and Code of Practice for Taught Programmes, 2017-2018 (<http://www.bristol.ac.uk/academic-quality/assessment/codeonline.html>). Your Diploma is marked using the 0-20 point scale where a mark of 9 or above constitutes a Pass, and a mark of 8 or less is a Fail.

TABLE 1: Generic Marking Criteria mapped against the three marking scales

Grade	0-20 point scale	0-100 point scale	Criteria to be satisfied
A	20 19 18	100 94 89	<ul style="list-style-type: none"> ➤ Work would be worthy of dissemination under appropriate conditions. ➤ Mastery of advanced methods and techniques at a level beyond that explicitly taught. ➤ Ability to synthesise and employ in an original way ideas from across the subject. ➤ In group work, there is evidence of an outstanding individual contribution. ➤ Excellent presentation. ➤ Outstanding command of critical analysis and judgement.
	17 16 15	83 78 72	<ul style="list-style-type: none"> ➤ Excellent range and depth of attainment of intended learning outcomes. ➤ Mastery of a wide range of methods and techniques. ➤ Evidence of study and originality clearly beyond the bounds of what has been taught. ➤ In group work, there is evidence of an excellent individual contribution. ➤ Excellent presentation. ➤ Able to display a command of critical analysis and judgement.
B	14 13 12	68 65 62	<ul style="list-style-type: none"> ➤ Attained all the intended learning outcomes for a unit. ➤ Able to use well a range of methods and techniques to come to conclusions. ➤ Evidence of study, comprehension, and synthesis beyond the bounds of what has been explicitly taught. ➤ Very good presentation of material. ➤ Able to employ critical analysis and judgement. ➤ Where group work is involved there is evidence of a productive individual contribution.
C	11 10 9	58 55 52	<ul style="list-style-type: none"> ➤ Some limitations in attainment of learning objectives, but has managed to grasp most of them. ➤ Able to use most of the methods and techniques taught. ➤ Evidence of study and comprehension of what has been taught ➤ Adequate presentation of material. ➤ Some grasp of issues and concepts underlying the techniques and material taught. ➤ Where group work is involved there is evidence of a positive individual contribution.
D	8 7	48 45	<ul style="list-style-type: none"> ➤ Limited attainment of intended learning outcomes. ➤ Able to use a proportion of the basic methods and techniques taught.
E	6	42	<ul style="list-style-type: none"> ➤ Evidence of study and comprehension of what has been taught, but grasp insecure. ➤ Poorly presented. ➤ Some grasp of the issues and concepts underlying the techniques and material taught, but weak and incomplete.
	5	35	<ul style="list-style-type: none"> ➤ Attainment of only a minority of the learning outcomes. ➤ Able to demonstrate a clear but limited use of some of the basic methods and techniques taught. ➤ Weak and incomplete grasp of what has been taught. ➤ Deficient understanding of the issues and concepts underlying the techniques and material taught.
	1 - 4	20	<ul style="list-style-type: none"> ➤ Attainment of nearly all the intended learning outcomes deficient. ➤ Lack of ability to use at all or the right methods and techniques taught. ➤ Inadequately and incoherently presented. ➤ Wholly deficient grasp of what has been taught. ➤ Lack of understanding of the issues and concepts underlying the techniques and material taught.
0	0	0	<ul style="list-style-type: none"> ➤ No significant assessable material, absent, or assessment missing a "must pass" component.