



School of Experimental Psychology

MSc in Neuropsychology

And

MSc in Research Methods

2015-2016



**School of Experimental Psychology
University of Bristol
12a Priory Road
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UK
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postgrad-psychology@bristol.ac.uk

WELCOME FROM THE PROGRAMME DIRECTOR

Welcome to the School of Experimental Psychology at the University of Bristol. We offer two MSc programmes that specifically aim to enhance research skills in preparation for a research career or other career paths that requires strong skills in this domain (e.g. the Doctorate in Clinical Psychology). The two programmes are similar, but differ in their emphasis: the MSc in Research Methods provides further research training in Experimental Psychology more generally, whereas the MSc in Neuropsychology has a stronger (cognitive) neuroscience emphasis.

Our aim is to train undergraduates and postgraduates in the scientific understanding of the links between brain, mind and behaviour. Both programmes are delivered by world-class researchers in a research-led School. This is a vibrant place to be: there are regular internal and external research seminars, as well as more informal gatherings at which staff and postgraduates can interact. We have incorporated the seminars into the structure of the MSc course in order to give you an opportunity to digest some of the leading research in the UK.

Employers are looking for postgraduates with a wide range of skills and we have organised our teaching to ensure that you acquire transferable skills such as presenting, communicating and working in small teams, writing, numerical problem solving, etc. As such, you can expect a variety of teaching formats, exercises and assessment forms.

We very much value our postgraduate students, and we try our best to offer maximum support and integrate you in the friendly School community. We have a system in which each student is assigned a tutor, who is a member of academic staff. Tutors will be available to help and advise on all matters. If at any time during the coming year you are unhappy with your progress or the support you are being offered, please do not hesitate to contact me (in the first instance by e-mail: c.ludwig@bristol.ac.uk). For really urgent problems, please contact our Postgraduate Student Administrator in the general office (0117 928 8452), call me (0117 331 7251), or come directly to my office (4D5).

I hope you will make the most of all of the opportunities on offer in the School and that you enjoy your time with us.

Dr Casimir Ludwig (MSc in Neuropsychology & Research Methods Programme
Director

WHO'S WHO IN THE SCHOOL?

Head of School

Professor Jan Noyes J.Noyes@bristol.ac.uk

Programme Director

Dr Casimir Ludwig C.Ludwig@bristol.ac.uk

Exams Officer

Dr Nick Scott-Samuel N.E.Scott-Samuel@bristol.ac.uk

Senior Tutor

Dr Justin Park j.h.park@bristol.ac.uk

Postgraduate Administrator

Currently recruiting postgrad-psychology@bristol.ac.uk

Student Administration Manager

Ms Liz Miles liz.moore@bristol.ac.uk

School Manager

Ms Melissa Werrett Melissa.Werrett@bristol.ac.uk

Subject Librarian for Psychology

Ms James Webley J.Webley@bristol.ac.uk

The School Office is open Monday –Friday, 8:30am – 5:00pm, during term time.

A full list of School staff is available at <http://www.bristol.ac.uk/expsych/people/group/>

COMMUNICATIONS

The School Office is at 12a Priory Road on Level 1, Block D of the Social Sciences Complex. All course-related correspondence from students to the School of Experimental Psychology (e.g. medical certificates) must be dated and handed in to the School Office. In order that information can be co-ordinated efficiently, academic staff will not accept correspondence directly from students.

Our primary means of making contact with you is by email. It is therefore vital that you check your University email address every day. You can also contact the School Office via the generic email: postgrad-psychology@bristol.ac.uk

We will make every effort to ensure programme information, such as tutorial arrangements, timetable changes due to unforeseen circumstances, test and examination results, and other general messages, is emailed to you directly and/or provided via the Blackboard Online Learning Environment.

Under the Data Processing Act, we will also not talk to third parties (e.g. parents) without your explicit permission.

STUDENT REPRESENTATION

Postgraduates sit on a number of committees at both School and Faculty level, and representing your fellow students in this way plays an important role in ensuring the student view is heard and considered. The University Students' Union is responsible for the representation of all students at Bristol and runs two schemes of elected representatives: the Student Representative system and the Union Council. Further information can be found on the [Students' Union website](#) and information will be circulated in the School at the start of the academic year.

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, on course-related administrative matters, and on School facilities in general. Two methods are the Teaching Evaluation Questionnaires and the Student-Staff Consultative Committee.

TAUGHT MSC PROGRAMME

Course Structure

These programmes have a module structure that offers students a first-class theoretical and practical grounding in neuropsychology and psychological research techniques.

The curriculum comprises seven taught components/units (each worth 20 credit points). A unit description for each of these units can be found on Blackboard or on the [University's unit catalogue](#).

MSc in Neuropsychology

Autumn Term

Psychological Statistics and Research Tools

Generic Research Skills

Neuropsychological Approaches in Clinics and Research

Spring Term

Neuropsychological Analysis Tools

Communicating Science

Theory and Practice in Neuropsychological Research

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MSc in Research Methods

Autumn Term

Psychological Statistics and Research Tools

Generic Research Skills

Apprenticeship in Psychological Research

Spring Term

Neuropsychological Analysis Tools

Communicating Science

Theory and Practice in Neuropsychological Research (optional)

Advanced Psychology of Language (PSYCM0052) (optional)

Advanced Consciousness and Psychology (PSYCM0047) (optional)

Summer Term

Following satisfactory performance in the course work and examinations associated with each Unit, a student will proceed to a mandatory Dissertation Unit (worth 60 credit points). During the summer term you will work full time on your dissertation. Guidelines for producing an MSc dissertation for a Taught programme can be found in <http://www.bristol.ac.uk/academic-quality/assessment/codeonline.html>

TEACHING AND LEARNING

The University has regulations for teaching, assessment, and progress as given in the <http://www.bristol.ac.uk/academic-quality/assessment/codeonline.html> and the School follows these.

Submission of Work

It is a regulation of the University that all prescribed written or other work must be undertaken.

For all MSc coursework, you are required to submit your work electronically via Blackboard. Cover sheets, instructions on how to submit electronically, and how to confirm your work has been successfully submitted are on Blackboard at: www.ole.bris.ac.uk/webapps/login/.

It is very important that you keep all of your coursework as the External Examiner may be required to look at assessed work.

Coursework deadlines are all available on Blackboard.

Coursework must be submitted before **4 pm** on the designated date. Submission deadlines are strict and the following penalties will apply for late submission of coursework:

- For work submitted up to 24 hours after the agreed submission deadline, a penalty of ten marks out of 100 from the mark the student would have received applies (e.g. coursework that is marked at 70% would then become 60% once the penalty is applied).
- For every subsequent 24 hour delay a further penalty of 10 marks out of 100 will be applied.
- Once seven days has elapsed after the submission deadline, the work will receive a mark of zero, although work of a suitable standard may still be required to be submitted in order for credit to be awarded.

No additions to your work (e.g. reference lists) will be accepted after the deadline.

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 prior to the deadline and submit a late submission form with evidence (e.g. GP note or self-certification form). The Senior Tutor will decide if penalties should be waived, reporting to the School Exam Board. Circumstances outside a student's control include ill health, trauma or bereavement for example; work, family events, holidays or computer failure will not be accepted. Late submission forms should be submitted as soon as possible and within 5 days of the original submission deadline.

The School aims to return marked work, along with a summary of the quality of your work, within 15 working days of the deadline during term time.

The word limit for coursework is also strictly enforced. Over length work will incur the following penalties: 10% over length – mark reduced by 10%, 20% over length – mark reduced by 20%, and so on. The word limit for MSc coursework is 2,000, except if stated differently.

Coursework must be presented in a 12 point font, black ink and double-spaced. Please create a header with your student number on each page. All writing should confirm to APA (American Psychological Association) style and use non-sexist language.

The submission deadline for the MSc dissertation can also be found on Blackboard. Please note, that an MSc cannot be awarded if no dissertation is submitted. You should allow at least a day to get the two copies of your dissertation soft-bound.

The penalty for late work will be applied to dissertations which are submitted after the deadline.

Marking Scale

All assessed work is marked on the 21 point scale. 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 to enable the aggregation of marks from different assessments to provide the overall unit mark which will be a percentage.

Relationship between the 21 and 101 point scale Class	Description	The 21 point scale	% Equivalent
Distinction* - see IMPORTANT note immediately below	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
Zero	Zero	0	0

*Students are warned that criteria for being awarded a Distinction on any taught MSc run within our School are more complicated than the mere aggregation of credit-weighted marks.

In essence the criteria for a Distinction are that you obtain at least 65 out of 100 for the taught component overall and at least 70 out of 100 for the dissertation

Please refer to the Regulations and Code of Practice for Taught Programmes for full details.

Lecture Notes

Lecturers will post lecture notes, slides and relevant reading on Blackboard. Some may provide paper notes, whilst others believe that note-taking is an integral part of the education process. The School recognises these differences and respects and supports all perspectives.

Essay Writing

Following student-staff consultation, the School has provided detailed criteria for what constitutes a good essay/exam answer for both staff and students. This will be available through tutorials and 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.

Feedback

Feedback on your academic performance comes in many forms, of which specific comments on marked work, is only a small part. Throughout the year, you will receive general feedback from discussions with your tutor and in the lectures.

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 results of these exams will be considered by the School Exam Board, which meets twice per year. No exam results will be given until after the Faculty Exam Board has taken place.

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

Absence and Illness

If a student is absent due to illness or other cause for up to and including seven consecutive days in the teaching period, he or she should inform their home school as soon as possible and complete an absence form (available from: <http://www.bristol.ac.uk/currentstudents/forms/>).

If a student is absent due to illness or other cause for more than seven consecutive days in the teaching period, he or she should inform their home school as soon as possible and complete an extenuating circumstances form. Additional evidence for the absence may be required, and both the form and any documented evidence must be submitted to the school office.

Please note that as a School, Experimental Psychology does not give extensions to coursework; 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 prior to the deadline and submit a late submission form with evidence (e.g. GP note or self-certification form). The Senior Tutor will decide if penalties should be waived, reporting to the School Exam Board. Circumstances outside a student's control include ill health, trauma or bereavement for example; work, family events, holidays or computer failure will not be accepted. Late submission forms should be submitted as soon as possible and within 5 days of the original submission deadline.

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. These students must attend an appointment with a medical practitioner and obtain a medical note on the same day as the examination. The note and the completed extenuating circumstances form must be submitted to the school office immediately.

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, illness or injury, bereavement, depression or trauma.

If you wish ECs to be considered by Boards of Examiners when making progression, completion or award decisions please complete an EC form and provide appropriate evidence in good time. Please note all correspondence is confidential and ECs are presented to the School Exam Board anonymously.

Full guidance on student absence and extenuating circumstances can be found in The Rules and Regulations of Taught Programmes at <http://www.bristol.ac.uk/academic-quality/assessment/codeonline.html>

Learning Skills

The School offers useful sessions on essay writing, referencing, presentation skills, and career information in the General Research Skills units. The University also offers a Student Skills Directory which enables students to search for and book skills courses. <http://www.bristol.ac.uk/studentskills/>

Personal Development Planning (PDP)

Personal Development Planning (PDP) was introduced by all UK HEIs in the 2005/06 academic year to encourage students to record and reflect on their academic and personal progress, and to plan ahead for their future professional development. Alongside the academic transcript, it forms a notional 'Progress File' of your achievements. For more information, please visit <http://www.bris.ac.uk/careers/pdp/index.asp>

Plagiarism

It is not expected that all of a student's written work will consist of his or her original thoughts, but it is expected that the theories of others will form most of his or her work. However, any use of ideas or findings of others must be appropriately acknowledged. To do otherwise is plagiarism, which is defined as copying from any text other than your own unless you are quoting someone, in which case this must be made explicit.

Plagiarism in coursework or examination answers is a serious academic offence as it is stealing the intellectual property of others and using it for personal advantage through deception.

You can easily avoid plagiarism by putting the original or source material into your own words. This can be done by reading a paragraph of the text then closing the book and writing out the meaning of the paragraph in your own words as if explaining it to someone else. You can refer to someone's theories within your text in various ways such as:

Festinger (1957) proposed that ...

This is known as the theory of cognitive dissonance (Festinger, 1957) ...

Whenever this is done you must cite the source, and it must be referenced at the end of your essay, or repeated using the standard format in the reference section at the end of your written work.

If you are unable to paraphrase a section of a text, it is acceptable to quote directly, but this should only be done occasionally. Quotes should be enclosed in quotation marks and cited, such as:

“In the simplest terms, the reliability of an assessment technique refers to the precision of its measurement” (Kelly, 1969, p.35).

The full source reference of the quote must be given in the reference section at the end of your written work.

Working Together

Students are strongly encouraged to help each other and share ideas, so it is fine to work with someone else in some aspects of the preparation of coursework, such as comparing reading lists and sharing the literature, discussing issues, etc. However, the written work you hand in must be your own words or calculations, not a copy of someone else's work, even if you have their permission.

Misconduct

Plagiarism of someone else's work and cheating either in examinations or by collusion are serious offences as you are trying to gain unfair advantage over other students. The University takes a very serious view of plagiarism and cheating, and there are penalties applied when these occur.

See <http://www.bristol.ac.uk/academic-quality/assessment/codeonline.html> for full details.

If you are unsure, please talk to your Personal Tutor.

SCHOOL PRIZES

Taught Component Prize

This prize will be awarded to the best taught component average mark across the School's MSc programmes. It will be awarded by the Board of Examiners for the School of Experimental Psychology

Research Project Prize

This prize will be awarded to the best research project across the School's MSc programmes. It will be awarded by the Board of Examiners for the School of Experimental Psychology.

WHERE TO FIND HELP?

The University has a suite of services offering support and advice for student, including Disability Services, Careers Service, Students' Health Service, Student Counselling Service and the Multifaith Chaplaincy.

Please see <http://www.bristol.ac.uk/studentservices/> for a full list of support and resources available.

The Science [Faculty Handbook](#) also provides students with key information.

Personal Tutoring System

The Personal Tutoring System is an important part of the support system for students, and every student in the School of Experimental Psychology has a Personal Tutor, who should remain with them throughout their programme of study. Your tutor therefore acts as a main point of contact within the University from whom you can obtain general academic support and pastoral support as required. If you wish to see someone other than your personal tutor, Dr Justin Park is on hand as Senior Tutor, Dr Cas Ludwig as Programme Director and Liz Moore as Student Administration Manager.

You can arrange to see your Personal Tutor if the need arises. Students often choose their Personal Tutors as one of their referees for jobs. As a matter of courtesy, you should let them know about the applications you are making, and make sure that they have an up-to-date copy of your CV.

Careers Advice

The Careers Service provides career-orientated workshops, practice interviews, assistance with CV writing, and personal guidance as well as a variety of courses to help develop student skills. The Careers Service also has a selection which is aimed specifically at postgraduate students. <http://www.bris.ac.uk/careers/index.asp>

Disability Issues

Disability Services provides support and services for disabled students across the University. <http://www.bristol.ac.uk/disability-services/>

Financial Matters

Any student experiencing financial difficulties should contact the Student Funding Office for advice. <http://www.bristol.ac.uk/studentfunding/>

Student Counselling Service

At times we all seek help with difficulties by talking them over with others, often friends, family, or tutors. But sometimes, it seems right to seek help elsewhere. The Student Counselling Service is there to meet this need and offers friendly, confidential support to students with problems of many kinds <http://www.bristol.ac.uk/student-counselling/>

Computer Help and Advice

The IT Service Desk and Computer Centre is located next to the Main Library on Tyndall Avenue (<http://www.bristol.ac.uk/it-services/>). There is a 24-hour access terminal room on the 1st floor which houses about 40 PCs and a couple of laser printers. These facilities are used by most University students, so it tends to get busy. Machines run Windows, Microsoft Office, Minitab, PC-NFS etc. Also, a wide range of handouts is available, which will help students with all of the software available.

There are a number of other computer centres available around the University precinct, some of which are open on a 24 hour basis. Further information on locations and access can be found at:

<http://www.bristol.ac.uk/it-services/locations/studyspaces/>

For computer and IT help, please contact the IT Helpdesk at service-desk@bristol.ac.uk

School Computer Facilities

Students are not required to purchase a computer as part of their study, although many decide to do so. Advice and information on purchasing a computer can be found on the Information Services website at: <http://www.bristol.ac.uk/it-services/advice/homeusers/>

There is a large Computer Laboratory on Level 4 of 12a Priory Road which houses around 60 PCs and a high-capacity printer. There is a policy of no food or drink in this room. It is available for use by students registered on Psychology programmes between 9am to 5pm, Monday to Friday, if it is not being used for teaching purposes.

The computers in the large Computing Laboratory are equipped with a variety of software to support word processing and statistical analysis. The PCs operate Windows 7 running MSOffice, SPSS, Matlab and DMDX and are equipped with Internet and email facilities (Gmail). Anti-virus software is available on all PCs and students are encouraged to virus check their pen drives each time they use the computer facilities.

The Information Services site also provides information which allows students in University residences to access the University network and the Internet from their rooms.

Room 1D5 (opposite reception) is another computer room available for use when not being used for teaching.

The University Library Service

The Arts and Social Sciences Library is one of 9 libraries that make up the University Library system. Most of the psychology material is housed in this library, but you will find that other libraries, such as Education and Medical may contain material relevant to your studies. All University students are entitled to use and borrow from any of the libraries.

A guide to each library is available online and will help you find your way around and identify the resources and library services available. A UCard will be given to students as part of university registration procedures and will be valid for the whole of the course and for borrowing from all 9 libraries.

The Arts and Social Sciences Library
University of Bristol,
Tyndall Avenue
Bristol
BS8 1TJ

General Enquiries Telephone: 0117-9288000

Email: library-enquiries@bristol.ac.uk

Internet: <http://www.bris.ac.uk/library/study/libraries/ass/>

Twitter: Follow the University Library on @BristolUniLib

Subject Librarian for Psychology

James Webley, the Psychology Subject Librarian will be glad to help you with any enquiries you may have about the library's collections and online resources, with literature searches or with any questions you may have about any of the services outlined below.

Email: J.Webley@bristol.ac.uk

Telephone: 0117-3315417

Library web pages

The Library web pages are a useful source of information, as they provide direct online links to both general library resources and to subject related information.

<http://www.bristol.ac.uk/library/>

This page gives information concerning each of the 9 libraries, access to electronic journals and databases, the subject resources and support pages for psychology, referencing, Internet searching, library news, 'Library Search' and many other useful information pages.

Finding material using 'Library Search'

To find out what print and electronic resources the Library provides access to, a good place to start your search is by using 'Library Search' which provides a single search

interface for searching the Library's printed and online collections, together with millions of scholarly e-resources all at the same time.

There are 2 search options on 'Library Search'

Everything – is the default search option and allows you to search for both print and electronic resources available from our own University Collections in all 9 of our libraries and in addition, will search a huge collection of journal articles from various publishers and database producers.

UOB Collections – will search for details of both print and electronic books, electronic journals, print journals, pamphlets, reports, newspapers, theses, and audio-visual materials available in all 9 libraries.

A guide to using 'Library Search' is available at:

<http://www.bris.ac.uk/library/help/guides/pdfs/library-search.pdf>

You can access 'Library Search' from any public access computers in both the libraries and University study spaces. There are fast access PCs in each library which are solely for users wishing to use 'Library Search' as you do not need to login to these computers.

'Library Search' will give you the shelf location/classmark for printed materials that we have in our collections, so you will know where you can find that item in the Library. For online resources such as eBooks, journal articles, eJournals and online theses, a link will be available to view that publication online.

Borrowing books

As a taught postgraduate you may borrow up to 35 items including 4 items from Short Loan. In the Arts and Social Sciences Library there are self-issue terminals, so you can borrow books whenever the Library is open. To self-issue you will need your Ucard and your library PIN number, which you will be given when you register. You can also find your PIN number from 'MyBristol' – your space on the University portal, or you can ask in the Library. Borrowing periods for library materials vary from several hours to 28 days, so please take careful note of when an item is due back as fines soon mount up, bear in mind that an item may also be recalled from you before the original loan date if another user reserves it.

Reserving books and other materials out on loan - From 'Library Search' you can also make your own online reservations for any items you wish to borrow that are currently out on loan to another user. You will be contacted by email once the material has been returned to the Library and reserved books are kept for users at the Issue Desk for a limited period of time, before being re-shelved or issued to the next person in any reservation queue.

My Library Account

You can access your personal Library Account from either 'My Bristol' at:

<https://mybristol.bris.ac.uk/portal/> or from the Library home page at

<http://www.bris.ac.uk/library/>

Click on 'My Library Account' and login with your UOB username and password if asked to.

Once you are logged in, you may view your account details, including each item you have borrowed and when it is due back. You also have the option to renew the library books you have borrowed for a further period - you will be able to renew your books and extend the loan period, providing no other user has reserved them, they are not short loan materials, or very overdue.

Inter-Library loans

Material that is not available anywhere in the University Library may be obtained using the Inter-Library loans service. At present you may request up to 3 items during the year, if you need any more ILL items you should discuss this with your Subject Librarian before submitting any further requests.

Further information about Inter-Library loans and making an ILL request is available at <http://www.bris.ac.uk/library/using/borrowing/interloans/>

Printing and photocopying

All students will have a university printing account and print credits may be purchased online or you can use cash by buying print credits from the IT Service Desk in the Computing Centre.

See <http://www.bristol.ac.uk/it-services/applications/printing/printcredit.html/> for further details.

Credits allow you to print from the PCs or photocopy from the networked photocopiers in the Library. Printing credits currently cost 5p for an A4 black and white copy. Colour photocopying/printing are also available but are more expensive than b&w. You can logon to a photocopier by using the touch screen on the copier and then entering your UOB username and password or by scanning your Ucard on the Ucard reader attached to the photocopier. Remember to 'Logout' when you have finished, by pressing the ID button to prevent other people making copies at your expense. Alternatively you can use 'Print release' - an easy way for our users to send documents to print and then collect them from any large Canon printer/photocopier on the student printing system.

Further details about how this system works are available at:

<http://www.bristol.ac.uk/it-services/applications/printing/printrelease.html>

Finding and using resources for research - Psychology subject resources and support pages can be found at

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

The 'Getting started' section includes information on finding psychology material in the University Library, and also information on how to find books, journals, theses, and information on eresources, including ebooks, ejournals and online databases, relevant for psychology. There is also information on how to obtain materials not available in the University Library, through the Inter-Library loans service. This section also includes information for researchers and gives a link to the research support

pages.

The 'Subject resources' section provides links to the most useful databases to search for psychology with information about, and a direct link to each database. The 'Internet links' page provides links to some key psychology websites, giving a short description of each web resource. This section also links to quick reference tools for psychology in the library, both online and print, for example handbooks, psychology dictionaries, encyclopaedias and other reference works.

The 'Skills and training' section includes self-help materials, such as links to short video tutorials on finding and using library materials, accessing library resources off-campus and making Inter-Library loan requests.

The 'Referencing help' section gives guidance on how to evaluate information found, write for your subject, cite your academic work correctly and avoid plagiarism. Help is also provided on how to manage your references using EndNote.

Electronic full text journals

In addition to the library's print collection of journals, access to the contents of over 40,000 full text electronic journals is available online via the Library's eJournals web page at: <http://www.bristol.ac.uk/library/resources/eresources/ejournals/>

At least 1,000 of these eJournals are psychology/psychiatry titles.

There is also an option link, 'Find eJournal' on the Library home page which will take you to the eJournals page above.

Type in the full title of the journal you are looking for, in the box entitled 'Find eJournal by title' - use the title of the journal not the title of any article you are looking for. If we have full text access to the journal, you can then navigate to the volume, issue and pages you want.

Off-campus access - You have access to these journals and their contents from any public access PC on the University campus and you can also access these resources off-campus too. For more information on Remote/Off-campus access go to:

<http://www.bris.ac.uk/library/resources/eresources/access/#off-site>

Detailed instructions are given on how to access electronic resources off-campus, (these include both ejournals and databases) either by using the 'Student Remote Desktop', or by setting up the University's 'Off-site Proxy' service on your computer.

Finding journal articles, literature searching and online databases available

One of the most effective ways to find relevant, good quality information for your psychology work is to access and search the online databases that the University Library subscribes to. The most useful of these databases for psychology are: PsycINFO and PsycArticles, the Web of Science - Core Collection of databases, Medline and Biosis. All of these databases are available online and you can access them both on and off-campus.

To find a more detailed listing of relevant databases for psychology go to the Library home page at <http://www.bris.ac.uk/library/>

- Click on the 'Databases' link (under 'Other search tools')
- You will see here an option Databases recommended for your subject

Choose Subject – Psychology, experimental from the list and click on 'GO'. This will show you a list of 'Key' and 'Other' databases of relevance to psychology.

Each database will be accompanied by a short description of its content and coverage. To access and search any of the databases, click on the link for the database. This connects you to the database and you can then do a subject search on a psychology topic of interest to you.

From the 'Databases' page you will also see a complete alphabetical A-Z listing of databases available, which you can scroll down and browse. If you are looking for a specific database - you can search to see if we have access to it by typing in the title of the database, into the search box provided.

Database information

PsycINFO - a psychology database containing over 3 million records, with details of articles from over 2,400 journals published since 1887, (however coverage is only really widespread in more recent years) and of books and chapters within books, published since 1987. The database is international in coverage and is updated weekly. A successful search should yield many useful references, complete with abstracts and in many cases links to the full text articles. Please note however, not all of the journals included in PsycINFO will be held in the University Library, either in print or electronically, as we do not have subscriptions to all of the journals covered. Where we do not have an electronic subscription to the journal, it is unlikely you will be able to access the full text online via PsycINFO.

PsycARTICLES (APA) may be regarded as a sub-set of the main PsycINFO database, both are produced by the American Psychological Association. PsycARTICLES covers approximately 100 journals and contains over 180,000 full text journal articles. The same journals are also covered by PsycINFO but one advantage of searching the smaller PsycARTICLES database is that any articles you find will be immediately available online in full text format, as we have paid for all the articles on this database.

The 'Web of Science' Core Collection service includes the Science, Social Sciences, and Arts and Humanities Citation Indexes and 2 Conference Proceedings Citation Indexes. The indexes are regularly updated with new literature covering all of these disciplines and therefore, psychology is only one of many subjects covered. These index databases can be searched individually or in any combination. Various searches, including subject, title and author searches can be performed, but a useful feature of these databases is the option to do a 'Cited Reference Search.' Citation searching enables you to search for an author of an important work, that you have previously identified, and find out who has cited that work since it was originally published. It's a way of coming forward in time, to see how work in the field has

progressed and developed since. Again, not all of the journals cited will be available in print or online from the University Library.

Other database services relevant for psychology include BIOSIS, Medline, Embase, SCOPUS, Cogprints and PILOTS.

MIT Cognet

The library has recently purchased access to the MIT Cognet database. The full text of more than 650 MIT Press eBooks are included, as are the complete text of their major cognitive science reference works. MITCogNet also provides access to 6 MIT Press online journals.

There are several routes by which our users can discover the full text content on MITCogNet:

- 1) Go directly to MITCogNet at: <http://cognet.mit.edu/>
- 2) Through 'Library Search' - the full text eBooks and reference works on MITCogNet are discoverable through 'Library Search', which gives links to individual books online:

Library Search is available on the Library home page at: <http://www.bris.ac.uk/library>

Additional Library Support Service

The University Library recognises the difficulties part-time students, distance learners, those with disabilities or those who have caring responsibilities encounter in visiting the university libraries and in being able to study and use library facilities. Additional services are therefore provided for these students, such as scanning, photocopying and the posting out of journal articles and book chapters, through the 'AddLibS' – Additional Library Support service.

The service is based in the Arts and Social Sciences Library and further details may be found at <http://www.bristol.ac.uk/library/using/addlibs/>

Using other UK Higher Education Libraries - join the SCONUL Access Scheme

The University Library is a member of the SCONUL Access Scheme, a co-operative venture between a large number of UK higher education libraries, making it easier for students to use libraries conveniently near to home or work throughout the year. It enables research postgraduate students to borrow material from other member libraries and many now, also allow taught postgraduates to borrow.

Further information about the scheme in relation to the University of Bristol Library and how to join is available at:

<http://www.bris.ac.uk/library/using/membership/sconul/sconulaccess.html>

HEALTH & 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.