



Department of Psychology

Psychological Studies

Final Year Manager: Prof. Philip Hyland

Final Year Module Guide

2024-2025

The Information contained in this handbook does NOT take precedence over University documentation, the University Calendar or announcements made in class, on Moodle or on departmental notice boards.

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Final Year Psychological Studies Course Content

This is your Final Year Psychological Studies **Module Guide** – this document contains important information about the modules you will take in your Final Year of Psychology, as well as useful guidance and advice about deadlines, assignments, extensions, marking and other relevant information. You should save/print this guide and retain it throughout the year, as many of the questions and queries that may arise during your studies may be addressed in the pages that follow.

Modules and Credits

Note that your penultimate year accounts for 30% of your final degree result. **This Final Year accounts for 70%.**

Students are required to take a total of 30 credits in Psychological Studies in their Final Year. Three of these modules are compulsory (PS348, PS351, and PS355) totalling 15 credits. Students must select three of the four remaining optional modules to make up their remaining 15 credits.

To pass your Final Year examinations, you must fulfil the university standards for progression in double honours programme: <https://www.maynoothuniversity.ie/node/414644>

Please note the following important information:

- To be eligible for entry into the MSc Psychology Conversion course, all compulsory modules must be completed, and a 2.1 grade overall is required.
- Coursework not submitted results in an automatic zero grade being recorded.
- Pass by compensation is possible for grades between 35% and 39%.

Final Year Psychological Studies Modules

Code	Module title	Semester	Type	Credits	Class
PS348	Introduction to Psychological Research	1	Compulsory	5	PS
PS349	Criminal Psychology	1	Optional	5	BA/BSc/PS
PS351	Mental Health	1	Compulsory	5	BA/BSc/PS
PS352	Psychology of Learning	2	Optional	5	BA/BSc/PS
PS354	Neuropsychology	2	Optional	5	BA/BSc/PS
PS355	Social Psychology	2	Compulsory	5	BA/BSc/PS
Year	Total credits required			30	

Detailed descriptions of each of these modules can be found on the pages that follow:

PS348 Introduction to Psychological Research

Credit Weighting: 5

Semester: 1

Teaching Methods: 20h lectures
20h Planned learning activities
85h independent learning
Total: 125h

Module Co-ordinator: Dr Sadhbh Byrne and Dr Peter Murphy

Lecturers: Dr Sadhbh Byrne and Dr Peter Murphy

Module Objectives

The objective of this module is to introduce students to the process of scientific research in psychology.

Module Content

Introduction to the scientific method and the research process; Measurement in Psychology; Sampling; Experimental and Non-Experimental design in psychology; Ethical Considerations in psychological research; Searching the psychological literature.

Learning Outcomes

On successful completion of the module, students should be able to:

- Outline the basis of psychology as an empirical, scientific discipline.
- Differentiate between scientific and pseudo-scientific psychological research.
- Define the main technical terms relating to research design and implementation.
- Understand the concepts of experimental and non-experimental design to the analysis of psychological phenomena.
- Understand how to conduct a search of the psychological literature on a given research topic.

Recommended Texts:

Gravetter, F.J., Forzano, L.-A.B. & Rakow, T. (2021). Research methods for the behavioural sciences. Hampshire, UK: Cengage Learning, EMEA. 300.72

Assessment: Total Marks 100: Continuous Assessment – 20 marks; University Examination – 80 marks.

Compulsory Elements: All continuous assessment; University examination.

Penalties (For Late Submission of Course Work etc.): 3% per calendar day from that awarded.

Pass Standard and any Special Requirements for Passing Module: 40%.

End of Semester Written Examination Profile: 1 x 120 minute paper.

Requirements for Autumn Supplemental Examination: 1 x 120 minute written paper.

PS349 Criminal Psychology

Credit Weighting: 5

Semester: 1

Teaching Methods: 20h lectures
3h tutorials
26h planned learning activities
75h independent learning
Total: 124h

Module Co-ordinator: Prof. Philip Hyland

Lecturers: Prof. Philip Hyland and Dr Joanne McVeigh

Module Objectives

To provide students with a critical overview of contemporary theories of criminal behaviour drawing on biological, psychological, and sociological evidence.

Module Content

1. Criminal Behaviour in the population: Facts and figures; 2. Perpetrators and victims of crime; 3. Evolutionary theories of crime; 4. Biological factors and crime; 5. Developmental pathways to crime I; 6. Developmental pathways to crime II; 7. Criminal Thinking Styles; 8. Criminal Social Identity; 9. Psychopathy I; 10. Psychopathy II; 11. Psychopathy III; 12. Case Study of Richard Kuklinski; 13. Juvenile Offending; 14. Psychology of Homicidal Offending; 15. Serial Killers; 16. Sex Offenders; 17. Mental illness and crime I; 18. Mental illness and crime II; 19. Interventions to reduce crime I; 20. Interventions to reduce crime II.

Learning Outcomes

Upon completion of the module, learners should be capable of:

- Describing how biological, psychological, and social factors contribute to criminal behavior.
- Evaluating alternative models of criminal behaviour.
- Understanding how frequent different forms of criminal behaviours are in society.
- Applying different theories of criminal behaviour to explain the onset, maintenance, and desistance of criminal behaviour.

Recommended Texts:

Durant, R. (2017). *An introduction to criminal psychology* (2nd ed.). Routledge. ISBN-10: 9781138650961 ISBN-13: 978-1138650961

Bartol, C. R., & Bartol, A. M. (2016). *Criminal behavior: A psychological approach* (11th ed.). Pearson. ISBN-13: 978-0134163741 ISBN-10: 0134163745

Assessment: Total Marks 100: Continuous Assessment – 20 marks; University Examination – 80 marks.

Compulsory Elements: All continuous assessment; University examination.

Penalties (For Late Submission of Course Work etc.): 3% per calendar day from that awarded.

Pass Standard and any Special Requirements for Passing Module: 40%.

End of Semester Written Examination Profile: 1 x 120 minute paper.

Requirements for Autumn Supplemental Examination: 1 x 120 minute written paper.

PS351 Mental Health

Credit Weighting: 5

Semester: 1

Teaching Methods: 20h lectures
3h tutorials
26h planned learning activities
75h independent learning
Total: 124h

Module Co-ordinator: Dr Michael Cooke

Lecturers: Dr Michael Cooke and Dr Alastair Nightingale

Module Objectives

To introduce students to the key conceptual approaches to understanding mental health and current evidence regarding the aetiology, diagnosis and treatment of psychological disorders.

Module Content

Conceptualizations of mental health; the concept of 'abnormality' in psychology; key theoretical paradigms in understanding mental health; the social context of mental health and illness; the classification of psychological disorders including psychosis, mood disorders, anxiety disorders and personality disorders; current evidence regarding aetiology, prevention and treatment of common disorders; the lived experience of mental illness.

Learning Outcomes

- Define and critique the concept of 'abnormality' in psychology
- Describe the characteristic features of the main types of psychological disorder;
- Understand how psychological disorders are classified, assessed and treated;
- Critically appraise current evidence regarding the aetiology of mental illness;
- Understand the broader and more complete conceptualization of mental health.

Recommended Texts

Barlow, D. H., & Durand, V. M. (2014). *Abnormal Psychology: An Integrative Approach* (7th Ed.). Stamford, CT: Cengage Learning.

Cromby, J., Harper, D., & Reavey, P. (2013). *Psychology, Mental Health and Distress*. Basingstoke, UK: Palgrave MacMillan.

Assessment: Total Marks 100: Continuous Assessment – 20 marks; University Examination – 80 marks.

Compulsory Elements: All continuous assessment; University examination.

Penalties (For Late Submission of Course Work etc.): 3% per calendar day from that awarded.

Pass Standard and any Special Requirements for Passing Module: 40%.

End of Semester Written Examination Profile: 1 x 120 minute paper.

Requirements for Autumn Supplemental Examination: 1 x 120 minute written paper.

PS352 Psychology of Learning

Credit Weighting: 5

Semester: 2

Teaching Methods: 20h lectures
3h tutorials
26h planned learning activities
75h independent learning
Total: 124h

Module Co-ordinator: Prof Bryan Roche

Lecturers: Prof Bryan Roche and Prof Sean Commins

Module Objectives

To consider cognitive and behaviour-analytic approaches to learning.

Module Content

The Cognitive Approach to learning; Core features of the biological bases of learning; Cognitive maps and spatial learning, The Behaviour-Analytic approach to learning; Classical Conditioning; Operant Conditioning; Complex behaviour, The Analysis of Language and Cognition.

Learning Outcomes

- Understand the neural and molecular underpinnings of learning, including spatial learning.
- Outline the main technical terms and concepts of learning psychology
- Apply learning principles to the analysis of complex animal and human behaviour
- Appraise the utility of a learning approach to language and cognition

Recommended Texts

Malott, R. W. (2021). Principles of Behavior. 8th Edition. Routledge.

Commins S. (2018). Behavioural Neuroscience. Cambridge University Press.

Skinner, B. F (1988). About Behaviorism. Random House USA Inc.

Dymond. S. & Roche, B. (2013). Advances in Relational Frame Theory. New Harbinger.

Assessment: Total Marks 100: Continuous Assessment – 20 marks; University Examination – 80 marks.

Compulsory Elements: All continuous assessment; University examination.

Penalties (For Late Submission of Course Work etc.): 3% per calendar day from that awarded.

Pass Standard and any Special Requirements for Passing Module: 40%.

End of Semester Written Examination Profile: 1 x 120-minute paper.

Requirements for Autumn Supplemental Examination: 1 x 120-minute written paper.

PS354 Neuropsychology

Credit Weighting: 5

Semester: 2

Teaching Methods: 20h lectures
3h tutorials
26h planned learning activities
75h independent learning
Total: 124h

Module Co-ordinator: Dr Unai Diaz-Orueta

Lecturers: Dr Unai Diaz-Orueta and Dr Richard Roche

Module Objectives

To explore aspects of neuropsychology in relation to specific areas of the brain, and damage and pathologies of these areas, with an emphasis on discussion and critical thinking in relation to classic studies in neuropsychology.

Module Content

Neuroanatomy of cortical and subcortical regions; Neuropsychology of the visual system; Neuropsychology of acquired brain injury; Neuropsychology of disorders of the temporal lobe; Neuropsychology of attentional disorders; Neuropsychology of aging and neurodegenerative disorders; Technological developments in the field of neuropsychological assessment and intervention: computerized tools and virtual reality applications.

Learning Outcomes:

- Describe the history and theoretical bases of neuropsychological research;
- Demonstrate knowledge of functional human neuroanatomy;
- Describe key methods used in neuropsychology;
- Differentiate between acquired, congenital and pathological syndromes of brain injury and their neuropsychological features;
- Appreciate the use of neuropsychology principles in clinical practice
- Describe key experiments that have shaped contemporary behavioural and cognitive neuroscience.

Recommended Texts

Cicchetti, F., & Robinson, E.S.J. (2017). *Neuroanatomy and Neuroscience at a Glance*. New Jersey: Wiley Blackwell.

Code, C. (1996). *Classic cases in neuropsychology, Volume I (Brain, Behaviour and Cognition)*. Hove, East Sussex: Psychology Press.

Code, C. (2012). *Classic cases in neuropsychology, Volume II (Brain, Behaviour and Cognition)*. Hove, East Sussex: Psychology Press.

Ellis, A.W., & Young, A.W. (1996). *Human Cognitive Neuropsychology: A Textbook with Readings*. London: Routledge.

Kane, R.L., & Parsons, T.D. (2017). *The Role of Technology in Clinical Neuropsychology*. Oxford: Oxford University Press.

Kolb, B., & Whislaw, I.Q. (2015). *Fundamentals of Human Neuropsychology*. London: MacMillan International Higher Education.

Assessment: Total Marks 100: Continuous Assessment – 100 marks.

Compulsory Elements: All continuous assessment; University examination.

Penalties (For Late Submission of Course Work etc.): 3% per calendar day from that awarded.

Pass Standard and any Special Requirements for Passing Module: 40%.

PS355 Social Psychology

Credit Weighting: 5

Semester: 2

Teaching Methods: 20h lectures
3h tutorials
26h planned learning activities
75h independent learning
Total: 124h

Module Co-ordinator: Dr. Constance de Saint Laurent

Lecturers: Dr. Constance de Saint Laurent & Prof. Bryan Roche

Module Objectives

To explore advanced conceptual issues in social psychology and the application of social psychology to real-world problems.

Module Content

Introduction to Social Psychology and its Methods; Fundamental Concepts in Social Psychology (attitudes, persuasion, influence, group dynamics); Real World Issues (racism, misinformation, etc.); Urban Life; the Psychology of Consumerism; Ecological Psychology.

Learning Outcomes

- Understand how social psychology approaches the study of human beings, their interactions, and their environment.
- Analyse complex social behaviours and how they are shaped by our environment.
- Provide examples of large-scale social problems of modernity that can be understood and solved as psychological problems.
- Assess the impact of consumerist culture on human welfare.

Recommended Texts

Sanderson, C. A. (2010). *Social psychology*. John Wiley & Sons.

Steg, L., van den Burg & de Groot, J. I. M. (Eds.). (2016). *Environmental Psychology: An Introduction*. Wiley-Blackwell.

Myers, D.G. & Twenge, J. (2019). *Social psychology* (13th ed). New York: McGraw Hill.

Assessment: Total Marks 100: Continuous Assessment – 20 marks; University Examination – 80 marks.

Compulsory Elements: All continuous assessment; University examination.

Penalties (For Late Submission of Course Work etc.): 3% per calendar day from that awarded.

Pass Standard and any Special Requirements for Passing Module: 40%.

End of Semester Written Examination Profile: 1 x 120 minute paper.

Requirements for Autumn Supplemental Examination: 1 x 120 minute written paper.

Tutorials

Tutorials are connected to two modules in Semester 1 (PS349 and PS351) and three modules in Semester 2 (PS352, PS354, and PS355) (**see the table below**). Tutorials will be led by a Teaching Assistant.

There will be a block of three or four tutorials associated with modules in each semester. These tutorials will adopt a problem-based approach to learning. In general, each block of tutorials will proceed in a similar manner: In the first tutorial you will discuss a seminal study in that specific field of psychology; in the second tutorial you will evaluate the findings of that seminal study in light of the contemporary scientific literature; and in the third tutorial you will engage in a small group based effort (e.g., presentation, debate, discussion) to describe how the seminal study has fared in light of more modern findings.

All students must sign up to and attend a tutorial group. Make sure to attend all your lectures in order to learn how to sign up for the tutorial scheme. The sign-up system will be on-line and accessible via Moodle: <http://moodle.maynoothuniversity.ie>. **The sign-up system will be placed on the Moodle Page for PS348 Introduction to Psychological Research.**

Moodle is important website with which you should become familiar because a considerable amount of teaching support is provided through the on-line Moodle system. The schedule for your tutorial group is also provided on Moodle. If you have any queries regarding your tutorial group, you can contact the Departmental Office.

Places for particular timetabled tutorial slots will be offered on a first-come-first-served basis, so please do not hesitate in logging on to Moodle and making your tutorial slot choice as soon as the sign-up system goes live (announcements will be made in class). Once assigned, you cannot change into another tutorial group. **It is your responsibility to ensure your tutorial sessions do not clash in the timetable with your modules in either Semester 1 or Semester 2.**

Tutorials Semester 1

Week	Tutorial Topic	Related Module
1	Sign up for tutorials	
2	Mental Health 1	PS351
3	Mental Health 2	PS351
4	Mental Health 3	PS351
5	Mental Health 4	PS351
6	Generic skills tutorial: Critical Analysis in Academic writing	
7	Criminal Psychology 1	PS349
8	Criminal Psychology 2	PS349
9	Criminal Psychology 3	PS349
10	Criminal Psychology 4	PS349
11	Generic skills tutorial: Academic guidance	
12	No tutorials	

Tutorials Semester 2

Week	Tutorial Topic	Related Module
1	Psychology of Learning 1	PS352
2	Psychology of Learning 2	PS352
3	Psychology of Learning 3	PS352
4	Social Psychology 1	PS355
5	Social Psychology 2	PS355
6	Social Psychology 3	PS355
7	Generic skills tutorial: Presentation skills	
8	Neuropsychology 1	PS354
9	Neuropsychology 2	PS354
10	Neuropsychology 3	PS354
11	Generic tutorial: Preparing for postgraduate study	
12	No tutorials	

Essays and Other Assignments

Requirements

You will be required to write essays and complete other assessments. Further details pertaining to essay titles, the project report, and other assessments will be provided within the context of each module.

Submissions

All essays and other assignments will be submitted in an electronic form on Moodle. **The deadline for all assignments is 5.00pm sharp on a Thursday.** Your assignment will be automatically noted as received and date stamped on Moodle. **It is your responsibility to ensure your assignment is submitted before the deadline.**

Psychological Studies students should *NOT* submit coursework by email.

All submission on Moodle should be checked through Turnitin by you prior to submission. Turnitin will generate a similarity percentage and can be used to identify cases of plagiarism. You should carefully review your submission for cases of unintentional plagiarism prior to submitting your thesis. Note that there is no 'correct' or 'ideal' percentage, as it may depend on whether references and other data have been included in the report. However, the percentage and highlighted areas in the report allows you a chance to reflect on your work and make any necessary changes. Note that Turnitin sometimes requires up to 24 hours to process material. To allow for this, your assignment needs to be completed well before the departmental deadline.

You should retain a copy of all submitted work and keep it safely through the academic year. You should also retain all returned work for re-submission to the Examination Board at the end of the academic year.

Work submitted late without supporting documentation will be penalised 3% per calendar day for every day the submission is late.

Plagiarism

The University has a formal policy on plagiarism which is available on the Maynooth University web site:

<https://www.maynoothuniversity.ie/university-policies/rules-regulations-students>.

Plagiarism-avoidance guidelines are also provided in tutorials throughout each year of the degree. Should you have any questions pertaining to plagiarism or feel that the current information is unclear in any way, you should seek advice from a Teaching Assistant or member of academic staff before submitting an assignment.

Be aware that you could be required to supply the Department with a Turnitin report for any of your assignments at any point.

It is your responsibility to ensure that you have not committed plagiarism.

List of Continuous Assessment Deadlines for Final Year

Semester 1

Code	Module	Assignment (%)	Deadline
PS348	Introduction to Psychological Research	MCQ (20%)	22/11/24
PS349	Criminal Psychology	MCQ (20%)	05/12/24
PS351	Mental Health	Research logs (10%) Research summary report (10%)	Ongoing 21/11/24

Semester 2

Code	Module	Assignment (%)	Deadline
PS352	Psychology of Learning	MCQ (20%)	01/05/25
PS354	Neuropsychology	MCQ (20%)	01/05/25
PS355	Social Psychology	Media analysis project (20%)	10/04/25

The following table will help you to plan your work through the year, indicating week by week when each assignment is due.

Semester 1 Submission Dates

Week	Assignment	Deadline Date
1		<i>(no deadline)</i>
2		<i>(no deadline)</i>
3		<i>(no deadline)</i>
4		<i>(no deadline)</i>
5		<i>(no deadline)</i>
	Study week	<i>(no deadline)</i>
6		<i>(no deadline)</i>
7		<i>(no deadline)</i>
8	PS351: Research Summary Report	21/11/24
9	PS348: MCQ	22/11/24
10	PS349: MCQ	05/12/24
11		
12		

Semester 2 Submission Dates

Week	Assignment	Deadline Date
1		<i>(no deadline)</i>
2		<i>(no deadline)</i>
3		<i>(no deadline)</i>
4		<i>(no deadline)</i>
5		<i>(no deadline)</i>
6		<i>(no deadline)</i>
	Study week	<i>(no deadline)</i>
7		<i>(no deadline)</i>
8		<i>(no deadline)</i>
9	PS354: Poster PS355: Media analysis project	10/04/25 10/04/25
10		<i>(no deadline)</i>
	Easter Break	<i>(no deadline)</i>
11	PS352: MCQ PS354: MCQ PS359: Essay	01/05/25 01/05/25 01/05/25
12	PS354: Case study essay	08/05/25

Essay Submissions and MCQs

All assignments will be submitted electronically via Moodle.

A submission link (called 'Turnitin') for your assignments will be posted on your module Moodle page and you will be required to submit your coursework here. Your submission will receive a date and time stamp automatically. It is your responsibility to ensure that you submit your assignment prior to the established deadline. Although Turnitin retains a copy of all submitted work, you should endeavour to maintain a copy of all work submitted for in your own records. Please note that the electronic submission that you make is the formal submission of an assignment. You will not be required to submit a hard copy of your assignment in addition to the electronic copy. Grades and feedback for your assignments will be provided via Moodle. You simply have to open your assignment on Moodle (through the Turnitin link where you submitted your assignment) and you will obtain your grade and feedback.

All coursework submitted via Moodle will automatically be checked by Turnitin, which will generate a similarity report within 24 hours of submission. This report will be accessible to students via their My Submissions page on Moodle. Turnitin generates a similarity percentage by comparing the submitted text for matches found in its database, which can be used to identify cases of plagiarism. You should carefully examine your Turnitin similarity report and review your submission for cases of unintentional plagiarism. Note that there is no 'correct' or 'ideal' similarity percentage, as it may depend on whether references and other data have been included in the report. However, the percentage and highlighted areas in the report allow you a chance to reflect on your work and make any necessary changes before resubmitting. There is no limit on the number of resubmissions you can make, but please bear in mind that penalties for late submission will be incurred once the assignment deadline has passed. Note that Turnitin sometimes requires up to 24 hours to process material. To allow for this, your assignment needs to be completed well before the departmental deadline.

All MCQs except for those taking place during a timetabled class will be open for completion for a period of 12 hours (e.g. 9am-9pm).

Grading

The standard of your Psychology work will be indicated by a letter grade as shown in the Table below. **Please note that final percentage grades are awarded in consultation with the External Examiners at the end of the academic year.** It is important to understand, therefore, that the letter grades awarded for work submitted during the year merely indicate the percentage range within which the submitted work appears to fall. **Ultimately, however, all marks are subject to change under the advice of the External Examiners.**

Marks Breakdown

If you require a breakdown of your marks for the year beyond that provided by the Examinations Office, you should contact the Year Manager.

Please note that a University-wide **Consultation Day** occurs following notification of the Summer examination results and Year Managers, along with all academic staff, are available on that day to provide some general information of this kind. You will be notified of the date of Consultation Day in your examination pack. **Post-exam consultation will occur only on this date. In general, academic staff will not be available to consult on modules between this date and the beginning of the new semester.** Under no circumstances will such information be sent via e-mail, fax, or regular post, and neither will such information be transmitted over the phone or given to a third party, including family members.

Grading Guidelines

<i>Letter Grade</i>	<i>Guide Mark</i>	<i>Class</i>
A++	100	I
A+	90	I
A	80	I
A-	75	I
B+	68	II-1
B	65	II-1
B-	60	II-1
C+	58	II-2
C	55	II-2
C-	50	II-2
D+	48	III
D	45	P
D-	40	P
E+	38	F
E	35	F
E-	30	F
F+	20	F
F	10	F
F-	0	F

EXAMINATION GRADING GUIDELINES

Grade	Mark Range	General Grade Guidelines	Letter Grade	Guide Mark	Qualitative Description
1 st	100	Originality of conceptualisation, analysis and insight	A++	100	Cannot be bettered
1 st	89.1 - 99.9	Ability to synthesise material and marshal arguments	A+	90	Outstanding
1 st	79.1 - 89	Wide breadth of reading	A	80	Excellent and original
1 st	69.1 - 79	Clarity of expression	A-	75	Excellent
2 nd (Upper)	67.1 - 69	Wide scope	B+	68	Highly competent
2 nd (Upper)	64.1 - 67	Good analysis, argument and structure	B	65	Very competent
2 nd (Upper)	59.1 - 64	Some breadth of reading	B-	60	Competent
2 nd (Lower)	57.1 - 59	Competent analysis	C+	58	Gradation based on degree of error and omission
2 nd (Lower)	54.1 - 57	Sound structure	C	55	Gradation based on degree of error and omission
2 nd (Lower)	49.1 - 54	Some reading in evidence	C-	50	Gradation based on degree of error and omission
3 rd	44.1 - 49	Adequate but limited scope/analysis	D+	48	Adequate
Pass		Basic structure Limited reading	D	45	
Pass	39.1-44	Basic grasp of ideas	D-	40	Gradation based on level of error and omission
Pass		Perfunctory reading			Gradation based on level of error and omission
Fail (Upper)	37.1 - 39	Some knowledge of material Fails to address question properly	E+	38	Gradation based on level of relevant/correct material
Fail (Upper)	34.1 - 37	Poor grasp of topic Very limited scope	E	35	Gradation based on level of relevant/correct material
Fail (Upper)	29.1 - 34	Poor analysis, structure, expression Little/no reading	E-	30	Gradation based on level of relevant/correct material
Fail (Lower)	19.1 - 29	Little/no relevant/correct material	F+	20	Gradation based on level of relevant/correct material
Fail (Lower)	0.1 - 19		F	10	Gradation based on level of relevant/correct material
Fail (Lower)	0		F-	0	Gradation based on level of relevant/correct material

Requests for Extensions

Students are notified of coursework deadlines well in advance. Coursework grades are awarded, in part, for the successful and timely submission of work, and not just the content contained therein. **A deadline is a deadline.** You should aim to submit your assignment well in advance of the submission deadline to protect yourself from unforeseen events in the days immediately before the deadline. It is also your responsibility to manage your materials (e.g., computer files) carefully and responsibly **so do make sure to always save your work (and in two different locations if possible).**

However, students do experience genuine extenuating circumstances which warrant extensions to deadlines in **extraordinary circumstances**. If you are unable to submit your assignments in time for the deadline, you can apply for an extension to avoid penalties for lateness. The **first stage** of the extension request process is to complete the extension request form that is available on the Department webpage: <https://www.maynoothuniversity.ie/psychology/extension-requests>

You will be required to provide documentation (e.g., medical certification) to support your extension request. Please note that following this stage, your Year Manager will likely contact you to discuss your request further, and a face-to-face or Teams chat is likely to follow before a decision can be made to grant or reject the request. We encourage you to talk to your Year Manager about any difficulties or issues you may be having with meeting deadlines.

Extensions will **not** be granted without reliable, independent, documentation of inability to complete the assessment within the specified time. A medical certificate must accompany requests for late submission for medical reasons. If you have any queries regarding appropriate documentation, please contact your Year Manager for an appointment to discuss.

Please also keep in mind the following when considering asking for an extension:

- Extensions can **only** be granted by the Year Manager.
- Requests for extensions must be accompanied by appropriate documentation (e.g., medical/health certification, notice of death of a loved one).
- Extensions will **not** be granted for routine or minor issues (e.g., headaches, colds, stress etc.).
- An extension should be requested **prior to** the deadline. A student should not take an extension of his/her own accord or assume that its duration can be decided autonomously.
- A student should not expect to meet a Year Manager regarding an extension **within 48 hours** of that deadline.
- Requests for extensions based on an illness or situation occurring **more than five working days** immediately prior to deadline are not normally granted. If such an extension is

granted, the **number of days extended is proportionate to the number of days covered by the appropriate documentation.**

- When a Year Manager approves a request, s/he will set a new deadline that is **directly in line with** the nature of the situation, illness, or medical instructions.
- Even if previously requested, **penalties will only be lifted when appropriate documentation is provided** (e.g. a medical certificate or a death notice on rip.ie).
- Vague medical certificates or documentation not specifying a timeframe that relates directly to the deadline are not acceptable.
- When an assignment is submitted late (even where an extension is granted in advance), **the relevant medical or other documentation must also be submitted to the year manager or Departmental office.**
- Loss of work due to failure of a PC, laptop, or memory stick does **not normally** warrant an extension.

Penalties for late submissions

Work submitted late without supporting documentation will have a **deduction of 3% per calendar day.**