Department of Psychology

BA, BSc Psychology
BA (Arts) Psychological Studies
MSc Psychology (Conversion)
MSc Environmental Psychology

Head of Department: Prof. Deirdre Desmond
Deputy Head of Department: Prof. Sean Commins

Departmental Handbook 2024-2025

Maynooth University
National University of Ireland Maynooth

Contents

Welcome

Welcome to Maynooth University!

The staff of the Department of Psychology is pleased to welcome you to our programme in Psychology, and hope that you will enjoy learning about mental life and behaviour this year. This Handbook provides essential information about the Psychology Department and Maynooth University more generally. It is therefore an important document; you should save and/or print it, and refer to it throughout your time studying at Maynooth. Additional information about your specific programme of study can be found in the **Module Guides** (explained below), and specific updates will be displayed on departmental noticeboards in the Hume Building, on Moodle, and on the departmental website. **Please check your @mumail.ie email regularly** for important updates.
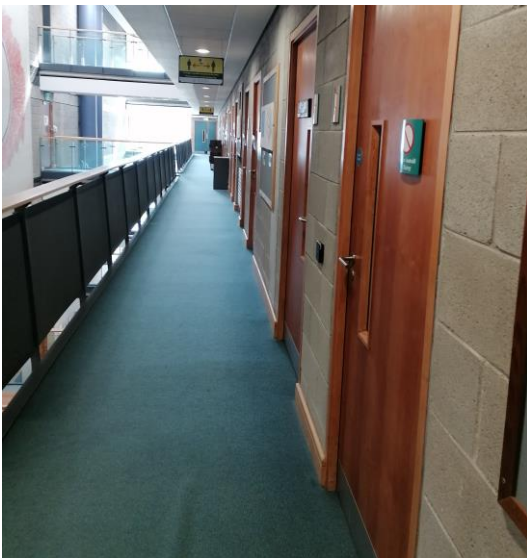
Psychology is the systematic, scientific study of mental life and behaviour. As such it is a very broad discipline, spanning topics from the biological basis of behaviour and thought through to the psychology of group behaviour, and involving the study of fundamental factors as well as the application of psychological theory directly in the lives of people. The **BA and BSc Psychology**, the **BA (Arts) Psychological Studies** degrees, the **MSc in Environmental Psychology** and the **MSc (Conversion) programme in Psychology** will allow you to study such diverse topics, to learn about the scientific basis of psychological enquiry and to appreciate how psychology is applied in the world around us to improve lives.

In the BA, BSc and MSc programmes you will also develop key skills of critical analysis of research findings, statistical analysis and experimental design and execution. Ultimately, you will move towards a position of synthesising theory and practice in the execution of an independent research project. We believe that our undergraduate and postgraduate programmes will equip you with a knowledge and understanding of psychological theory and practice that will form the bedrock for your future careers as the psychologists of tomorrow.

Studying at Maynooth in 2024-2025: What to Expect

Welcome to the Psychology Department! For some of you this will be a return, and for others it will be a new experience. Our degrees are **a full-time** and **in-person;** as such, unless there are exceptional circumstances, your lectures, tutorials, seminars and supervision meetings will take place in one of the many lecture theatres or teaching rooms of the university. They will be named in your timetable, and the **maps on pages 19 and 20** of this Handbook will help you to find them. Larger lectures will take place in the lecture theatres, while smaller classes or tutorials will be in smaller rooms, such as the Psychology Department Teaching Room or PC Laboratory on the Second Floor of the Hume Building (see below).

*Left image***:** *Second Floor of the Hume Building, where the Psychology offices, Teaching Room and PC Lab are located.* *Right image: Third floor of the Hume Building, where the Psychology staff offices are located.*

The Department of Psychology

The Department is primarily situated on the second floor of the **John Hume Building** on the North Campus of the University; the Departmental Office is also on this floor. There are also staff offices on the third floor of the John Hume Building, and in the (old) **Education House** (also on the North Campus), located on the first floor; see the map on page 19.

The Department includes a dedicated Teaching Room, a Computer Teaching Room (the PC Laboratory), a suite of sound-attenuated and electrically-shielded cubicles for psychological and electrophysiological research, as well as a social psychological laboratory with CCTV, one-way mirror and an observation booth. This provides the Department of Psychology with state-of-the-art teaching and research facilities for undergraduate and postgraduate students. Further details of the Department of Psychology, our research, and our upcoming events and news, can be found at: https://www.maynoothuniversity.ie/psychology

Equality, Diversity and Inclusion in the Department of Psychology

At the Department of Psychology, we are committed to promoting equality, diversity and inclusion among our students and staff. In line with the principles laid out by the Equality Office in Maynooth University, we aspire to be a "community that promotes and advances equality, respects and values diversity, and develops a collegiate environment of excellence with equality, in which the human rights, the responsibilities and diversity of all students and staff are recognised and respected" (see https://www.maynoothuniversity.ie/edi).

In recognition of our work on gender equality, we were awarded an Athena SWAN Bronze award in 2021. For more details see:

https://www.maynoothuniversity.ie/psychology/news/mu-department-psychology-awarded-athena-swan-bronze-award-gender-equality

As part of this commitment, we established an Equality, Diversity and Inclusion Committee (EDIC), currently chaired by Dr Michael Cooke and Dr Alastair Nightingale. The key role of EDIC is to identify, report on, and act to address issues relating to equality, diversity and/or inclusivity within the Department of Psychology, with a view to ensuring that the Athena SWAN Charter principles are embedded into the culture and workings of the Department. This committee involves a mixture of staff and students who meet regularly to discuss EDI issues.

Professional Recognition of the BA/BA (International)/BSc Degrees, and the MSc (Conversion) in Psychology

An undergraduate degree in psychology must have modules that contain adequate coverage of the core areas in psychology, while also having substantial training in laboratory and other practical work. These requirements have been made explicit by the Psychological Society of Ireland (PSI) and by the British Psychological Society (BPS). The BA, BA (International), and BSc (Psychology) Degrees and MSc (Conversion) are accredited by the PSI. The PSI and BPS signed a memorandum of agreement in October 2006, whereby the two Societies agreed to recognise each other's undergraduate accreditation procedures. In order to be eligible for PSI Graduate Membership, you must pass the independent research psychology project in Final Year/the MSc (Conversion), and gain at least a Lower Second (2:2) Class Honours degree.

The Department **strongly advises students to apply for Graduate membership of PSI and BPS**, and for the BPS Graduate Basis for Chartership once you get your final results, particularly if you intend to apply for UK-based postgraduate courses or related employment.

PSI Website – https://www.psychologicalsociety.ie/membership
BPS website – https://www.bps.org.uk/graduate-membership-mbpss

Professional Recognition of the BA (Arts) Psychological Studies Double Major Degree

Unlike the BA and BSc degrees programmes in Psychology, **the BA (Arts) Double Major degree in Psychological Studies is not accredited by the Psychological Society of Ireland (PSI)**; this means that after graduating, you will not be eligible to pursue further professional training in psychology. In order to be eligible for graduate membership of PSI, you must graduate with an accredited degree which contains adequate coverage of the core areas in psychology, while also having substantial training in laboratory and other practical work (as stated above), and the latter of these – laboratory and practical work – is not covered in Psychological Studies. These requirements have been made explicit by the Psychological Society of Ireland (PSI) and by the British Psychological Society (BPS).

If you wish to pursue further professional training in psychology after your degree, you can gain an accredited qualification by completing a **Conversion MSc programme in Psychology**, such as the one offered in our department, which will expose you to practical and laboratory work. You will be informed about this MSc programme in your Final Year of study, but please note that entry onto the programme is limited and on a competitive basis. See here for more information.

Professional Recognition of the MSc in Environmental Psychology

Students taking the **MSc in Environmental Psychology** should note that this programme is not accredited by PSI. However, the PSI does have a Special Interest Group for Addressing Climate and Environmental Emergency, at this link.

Departmental Staff, Offices and Consultation

Staff offices are located on the Second and Third Floors of the John Hume Building and in Education House, both of which are located on the North Campus. Ms. Caroline Edwards is responsible for the administration of the undergraduate and MSc degrees. Students may call to the Departmental Office concerning any matter on **Monday to Thursday: 10.00 to 11.30 and 14.30 to 16.00**. You may also contact the office by telephone 01-708 4765.

<u>The office is closed all day Friday</u>.

In the list below, 3.x refers to Third floor, SF refers to Second floor, John Hume Building
(**Note**: there may be some minor changes to office numbers on the Third Floor after Study Week in Semester 1.)

HEAD OF DEPARTMENT	Prof. Deirdre Desmond	Room SF09
DEPUTY HoD	Prof. Sean Commins	Room SF20
ADMINISTRATIVE STAFF	Ms Sarah Mangan	Room SF13
	Ms Caroline Edwards	Room SF11
	Ms Anne Dooley	Room SF12 (Part time)
	Ms Ann-Marie Thomas	Room SF12 (Part-time)

LECTURERS

Dr Sadhbh Byrne	Room 3.02
Dr Laura Coffey	Room 3.10
Prof. Louise Connell	Room 2.1.4 (Education House)
Prof. Andrew Coogan	Room 2.1.3 (Education House)
Dr Michael Cooke	Room 3.12
Dr Michael Daly (on leave)	Room 3.05
Dr Constance De Saint Laurent	Room 3.03
Dr Unai Diaz-Orueta	Room 3.11
Dr Brenda Guiducci (on leave)	Room SF21
Prof. Philip Hyland	Room 3.09
Dr Dermot Lynott	Room SF19
Dr Tadhg MacIntyre	Room 3.06
Prof. Malcolm "Mac" MacLachlan (*on sabbatical*)	Room SF21
Dr Rebecca Maguire	Room SF17
Prof. Sinéad McGilloway	Room SF16
Dr Joanna McHugh Power	Room 3.08
Dr Joanne McVeigh	Room SF14
Dr Peter Murphy	Room 3.01

Dr Alastair Nightingale	Room SF16
Dr Katriona O'Sullivan	Room 3.07
Prof. Bryan Roche	Room SF18
Prof. Richard Roche	Room SF15
Dr Siobhán Woods	Room 3.04

TECHNICIAN

Mr Derek Walsh	
Dr Stuart Forrest	Room SF10

Consultation with Teaching Staff – "Student Time"

If you wish to talk to one of the lecturing staff, you can do so during the specified Consultation times posted on the departmental web page and departmental boards – these Consultation Hours should be thought of as "**Student Time**" when you can talk with lecturing staff about the content of their modules, seek clarification or discuss difficulties with the material. If you want to consult a staff member outside those times, or online via Teams, you should email them to make an appointment. Lecturers cannot deal with detailed academic matters pertaining to the content of lectures, tutorials, practical assignments, or examinations over email or by telephone. Contact with lecturers by telephone or email should only be made to arrange appointments to meet in person or via Microsoft Teams. Under no circumstances should a lecturer or teaching assistant be contacted outside of the university setting.

Under normal circumstances, face-to-face meetings are generally preferable to ensure that students are engaging fully with the learning process, which relies heavily on the Socratic method of enquiry and investigation. However, not all lecturers or students may be in a position to meet in a face-to-face setting and may be available for online consultations only. In the event that you or your lecturer cannot meet in person, you can schedule an appointment for an online consultation. This will likely take place over Microsoft Teams, to which all students have access. Remember that you are a full-time student and so should be available during the week to meet in person or online with your teaching assistants and lecturers during the appointed times.

Email Contact with Staff

It is important that written communication between academic staff and students within the University should be courteous and thoughtfully composed. Your emails and other written communication should reflect the high writing standards that we in the Department of Psychology teach and expect of our students. In all communications, please aim to use appropriate grammar and punctuation, and to avoid phone-text shorthand, slang and emojis. Finally, you should be as courteous and professional in your communications as you would expect of academic staff in their communications with you. Members of staff will not normally reply to discourteous, unprofessional emails, or to emails from non-Maynooth University email accounts.

Please note that **emails from non-Maynooth University email accounts (e.g., Gmail) are very often filtered out of the mail system as spam, and therefore may not be received**. Communications from external email accounts also make your identity difficult to verify and communicating with you via such channels may represent a breach of General Data Protection Regulations (GDPR). **You should only email staff from a Maynooth University email account**.

Staff will do their best to respond to your email as quickly as they can, but please bear in mind that teaching is only one of the many tasks a university lecturer undertakes – see the diagram on the next page for an idea of their responsibilities and commitments. Please also note that **you should not expect a reply outside of regular office hours, i.e. 9am to 5pm, Monday to Friday**.

ACADEMIC LIFE: WHAT DOES A "LECTURER" DO?

This diagram, created by Susan Wardell, provides an overview of the different tasks and duties that university lecturers are required to fulfil. Please bear this in mind if your lecturer does not respond to your email immediately. We will get back to you as soon as we can.

Consultation with Teaching Assistants/Postgraduate Students

Please remember that Teaching Assistants (TAs) are postgraduate students who assist us with some teaching duties; they are not full-time members of teaching staff and cannot be available for consultation outside consultation periods or appointments, which they have individually set. Outside of these times, Teaching Assistants are extremely busy with their own academic activities and full-time research. In the interest of fairness to all, please adhere strictly to individually designated consultation times and **do not** attempt to contact Teaching Assistants outside of these times or outside the university setting.

The Following Rules Apply to All Undergraduate and MSc Students

- No food or drink is permitted anywhere in the Departmental Teaching Room, PC Laboratory or research cubicles.
- The Department is a professional working environment. Aside from your teaching sessions, there will be various ongoing research and professional activities taking place in the Department. Please be mindful of these various activities.
- Your course is a full-time course; attendance at all scheduled sessions for their specific group is expected, however we understand that this may not always be possible.
- All students are expected to attend all scheduled classes for your specific group at the specified times; students should not enter a class more than 10 minutes after the start time.
- Students should not leave a class until it is over except in the case of an emergency.
- Students should not talk inappropriately or make undue noise during lectures or other classes.
- Courtesy and respect are expected of all staff and students of the Department of Psychology. This includes courtesy and respect within the student cohort.
- The infrastructure and resources of the Department are there to be used and treated with respect as a resource for all students and staff.
- Any suspicious activity should be alerted to University Security on 708 3929 and/or to a member of staff.
- Children are not permitted to access neuroscience laboratories and other higher-risk areas. Every person entering the grounds of the University is required to exercise reasonable care and ensure that children under their care are adequately supervised.
- Concerns can be reported to either your Year Manager, the Deputy Head of Department or the Head of Department. Confidentiality will be ensured.
- We ask that you continue to be mindful of the health of fellow students in all departmental spaces and that you feel free to wear a mask if you wish. In line with public health advice, we request that you do not attend class if displaying any symptoms of COVID-19.

Details of Maynooth University's Rules and Regulations for Students can be found here:
https://www.maynoothuniversity.ie/university-policies/rules-regulations-students

General Information

You will receive emails periodically from the Department to your Maynooth University email address. Individual lecturers may also make online announcements via Moodle in relation to their own modules. **You should keep a regular eye on Moodle as this will be the primary mode of communication from your lecturers**. Please ensure that your Moodle settings allow you to receive instant emails regarding class announcements and that you are not receiving messages only in digest form.

Online Course Notes, Moodle and the Departmental Website

The Departmental website – located at https://www.maynoothuniversity.ie/psychology – contains information on the Department of Psychology, including its courses and facilities, as well as detailed information on the research interests and activities of academic members of staff. You can also access course materials for most modules via the Moodle website at:

https://moodle.maynoothuniversity.ie/login/index.php

While the use of online teaching might sometimes be used in exceptional circumstances during this academic year, we aim to deliver lectures and tutorials in person and on campus wherever possible to reflect the importance we place on the collegial experience and the development of relationships with other students and academic staff. Please monitor Moodle and your @mumail.ie email account for announcements and updates.

Lecture slides, various notes, readings and other aids will be provided by your lecturer on Moodle. Moodle services should be thought of as complementary to your attendance of live lectures, tutorials and meetings with staff and fellow students. Slides/course notes are provided supplemental aids to your learning.

Recording of Lectures by Students

Students do **not** have automatic permission to record in-person lectures or tutorials. Lectures and tutorials are not public addresses. Lectures and tutorials may only be recorded with the permission of the relevant lecturer and this permission must be sought in advance for each recorded lecture or tutorial. This permission cannot be granted by any third party within or outside the University. **Where a lecturer posts a video or audio recording of a lecture via Moodle for student use, the ownership (intellectual property) of that recording remains with the lecturer and the recording is NOT to be distributed or duplicated by any means whatsoever without the lecturer's permission.**

You should remember that a recording made in secrecy compromises not only the privacy of the lecturer, but of any student who speaks or asks a question during the session that they believed was not being recorded. Furthermore, recordings may be considered highly inappropriate where sensitive issues are being discussed in class.

Data Breaches – What to Do

Data breaches may happen from time to time through no fault of the student; if (whether by intent or by accident) you should find yourself in possession of, or with access to, private information about the identities, grades or other such personal information of other students, staff or members of the University, you need to report this immediately to the University Data Protection Office: https://www.maynoothuniversity.ie/data-protection/what-do-i-do-if-theres-breach

The Staff-Student Consultative Committee

The Staff-Student Consultative Committee provides a clear communication channel between students and the Department, and provides one of the most effective means of addressing any issues that might arise during the academic year. The Committee meets each semester to consider and facilitate agreed changes in a timely manner. The Committee is normally composed of student representatives from all years and programmes, and members of the Department's teaching staff. You will have the opportunity to become a Class Representative at these meetings; you will hear more about this process from your Year/Programme Manager in the opening weeks of the semester.

The PsychSoc

The Psychology Society (PsychSoc) is a student society run by students of psychology; it organises various events throughout the academic year. The Society makes a vital contribution to the 'psychology experience' at Maynooth University, and we encourage all students to get involved and support PsychSoc activities. You can keep up to date by following their Twitter/X account **@MUPsychSoc**. There is a 'Psychology Undergraduates' page on Moodle, where announcements are made regarding upcoming events and initiatives.

On the subject of Social Media, the Department of Psychology is also on Twitter/X at **@MUPsychdept,** as are many of the lecturing staff.

Course Details

Degree Programmes

Course Details: BA Psychology

You will find a detailed description of each of the modules covered in Year 1, Year 2 and Year 3 of the BA Psychology programme in the **Module Guides** for each year; they can be found on Moodle and Teams. These Module Guides contain Module Descriptors, details of Tutorials, Practicals, Assignments, Essays, MCQs (Multiple Choice Questionnaires) and other important information relating to the teaching and learning aspects of your time in the Department of Psychology. Like this Handbook, you should read the Module Guide carefully, save/print it and retain it throughout the year, as many of the queries that may arise as your studies progress may be addressed in the Guide. In your Final Year, you will also receive a **Final Year Thesis Handbook**, which will provide guidance on conducting your independent research project.

Course Details: BSc Psychology

As with the BA Psychology, BSc Psychology students will also find a detailed description of each of the modules covered in the **Module Guides** (see Moodle and Teams) for each year. In addition, in their Third Year BSc students will complete an Internal Research Internship in Semester 1, and an External Work Placement (or ERASMUS visit to another country) in Semester 2. Details of these programmes will also be provided in the **Research Internship Guide** and the **Work Placement Guide**. These will be provided to you in Third Year. In your Final Year (which will be your fourth year), you will also receive a **Final Year Thesis Handbook.**

Course Details: Psychological Studies

You will find a detailed description of each of the modules covered in Year 1, Year 2 and Year 3 of the Psychological Studies programme in the **Module Guides** (see Moodle and Teams) for each year. These Module Guides contain Module Descriptors, details of Tutorials, Assignments, Essays, MCQs (Multiple Choice Questionnaires) and other important information relating to the teaching and learning aspects of your time in the Department of Psychology. Like this Handbook, you should read the Module Guide carefully, save/print it and retain it throughout the year, as many of the queries that may arise as your studies progress may be addressed in the Guide.

Masters Programmes

Course Details: MSc Psychology (Conversion)

You will find a detailed description of each of the modules covered in the MSc (Conversion) programme in the **MSc Conversion Module Guide** (see Moodle and Teams). This Module Guide contains Module Descriptors, details of Tutorials, Assignments, Essays, MCQs (Multiple Choice Questionnaires) and other important information relating to the teaching and learning aspects of your time in the Department of Psychology. Like this Handbook, you should read the Module Guide carefully, save/print it and retain it throughout the year, as many of the queries that may arise as your studies progress may be addressed in the Guide. You will also receive a **Thesis Handbook.**

Course Details: MSc Environmental Psychology

You will find a detailed description of each of the modules covered in the MSc in Environmental Psychology programme in the **MSc Environmental Psychology Module Guide** (see Moodle and Teams). This Module Guide contains Module Descriptors, details of Assignments, Essays, MCQs (Multiple Choice Questionnaires) and other important information relating to the teaching and learning aspects of your time in the Department of Psychology. Like this Handbook, you should read the Module Guide carefully, save/print it and retain it throughout the year, as many of the queries that may arise as your studies progress may be addressed in the Guide. You will also receive a **Thesis Handbook.**

Plagiarism

Plagiarism involves an attempt to use an element of another person's work, without appropriate acknowledgement in order to gain academic credit. It may include the unacknowledged verbatim reproduction of material, unsanctioned collusion, but is not limited to these matters. It may also include the unacknowledged adoption of an argumentative structure or the unacknowledged use of a source or of research materials, including computer code or elements of mathematical formulae in an inappropriate manner. The University has a **formal policy on plagiarism** which is available on the Maynooth University web site:

https://www.maynoothuniversity.ie/sites/default/files/assets/document//MU%20Policy%20on%20Plagiarism%20and%20Academic%20Integrity_Sept%202022.pdf

Further Rules and Regulations can be found at this link:
https://www.maynoothuniversity.ie/university-policies/rules-regulations-students

Plagiarism-avoidance guidelines are also provided in tutorials throughout each year of the degree. Specifically, by submitting a piece of work, you are attesting that the work is your own, that the wording of your assignment (unless indicated by quotation marks) is your own, and that you have cited your sources appropriately. 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.

AI Tools and Academic Integrity

In recent years we have seen the development and accessibility of a number of GenAI tools – such as ChatGPT, Writefull, TooWrite, Bard, CoAuthor and others, we would remind you that **any written material** you submit as part of your continuous assessment throughout the course **must be your own work** – see the section on Academic Integrity in the policy on plagiarism:

https://www.maynoothuniversity.ie/sites/default/files/assets/document//MU%20Policy%20on%20Plagiarism%20and%20Academic%20Integrity_Sept%202022.pdf

Further information on Academic Integrity can be found here:

https://www.maynoothuniversity.ie/centre-teaching-and-learning/hub/academic-integrity-and-artificial-intelligence

Teaching and Learning Strategy

The Teaching and Learning (T&L) strategy of the Department of Psychology is that all of our teaching will be grounded in, and informed by, contemporary psychological science; will be based on the best-available pedagogical evidence; and will be strongly research-informed. Further, all T&L activities of the Department will be inclusive, fair and reasonable. The specific T&L strategy for Psychology focusses on maximizing opportunities for active learning in psychology, especially in the areas of research methodology and critical analysis.

Our programmes seek to impart the key knowledge and competencies outlined in Maynooth University's statement of Teaching and Learning. As such, students are expected to acquire:

- A deep understanding of the fundamental concepts, practical skills and an appreciation of the richness and diversity of current research in Psychology;
- The fundamental intellectual skills of analysis and reflection, verbal and written communication, numeracy and digital literacy, and conceptual and critical thinking applicable to a range of work and life situations.

Students are also encouraged to use opportunities for self-development within a challenging programme of study, and graduates of the Department of Psychology are expected to:

- Be empowered to recognise and embrace learning as an enjoyable and valuable experience
- Be self-motivated, able to work independently and contribute effectively to team projects
- Be capable of gathering and critiquing information from a variety of sources
- Be intellectually responsible, self-reflective, open-minded, adaptable, curious and creative
- Uphold high ethical and professional standards

Psychology students are encouraged to be socially, culturally and environmentally aware, and to:

- Recognise their social, environmental and civic responsibilities
- Have integrity, honesty, a sense of justice, and respect for human rights
- Appreciate cultural diversity.

The successful development of these attributes will empower graduates to contribute to knowledge and learning, and to their communities and societies, both locally and globally. The development of these attributes enhances employability and creates a capacity for purposeful innovation and creativity by educated, ethical and civically engaged graduates.

The development of the above competencies, perspectives, skills and knowledge is facilitated by the underpinning T&L principles of the Department of Psychology.

The learning experience in the Department of Psychology, and in the broader University, nurtures and enables the development of students as critical thinkers and problem solvers, equipped for life-long learning that is a key feature of the professional discipline of psychology.

The development of analytical and thinking skills is integral to all aspects of our teaching and learning, with the aim of enabling students to develop the skills to face new and unfamiliar challenges, acquire new knowledge and insights, and to manage their own learning.

Teaching is core to academic practice and is respected as scholarly and professional. Commitment to teaching and learning is integral to the purpose, mission and strategy of the Department of Psychology.

The Department actively encourages and enables the advancement of teaching and learning, providing opportunities of student feedback, opportunities for external review of programmes, and opportunities for staff development in teaching and learning.

Teaching and learning are student-centred and focused on the development of the student's knowledge and skills.

Teaching and learning are collegial processes, involving collaboration between staff in the planning, development and review of programmes, and often involve collaboration between disciplines and with organisations external to the Department.

Learning, teaching and research are interconnected and mutually enriching. Teaching in Psychology is informed by contemporary psychological research, in terms of content, delivery and assessment. Psychology students are encouraged at multiple occasions to engage in research, both as participants and researchers, and to contribute to the creation of new psychological knowledge.

Graduate Qualities

Psychology students generally complete their degrees with a wide range of subject-specific and transferable skills (communication, numeracy, IT, interpersonal, etc.). As a student of psychology, you may well find it useful to identify the skills that you have acquired during the course. For example, it will be important for you to articulate and make explicit your capabilities when constructing CVs or attending interviews, while still keeping an appropriate focus on the subject matter of the discipline. This will be particularly important, given that you will be competing in a future jobs market where other candidates are able to articulate their skills. In order to assist you in identifying and articulating the skills that you will acquire during your degree course in psychology at Maynooth University, the following information is provided.

Our degree and MSc programmes will foster the graduate qualities of:
- Problem Solving and Creativity
- Organisational Skills and Time Management
- Self, Social and Ethical Awareness
- Interpersonal Communication Skills
- Structured Reasoning
- Resource Management Skills
- Information Technology Skills
- Advanced Writing and Information Analysis Skills

Acquisition of these skills is an integral part of engendering the values inherent in higher education. These skills will be acquired through the Degree/MSc modules, and will be applied with guided autonomy during the research project and dissertation.

The variety of skills listed above will be developed as follows:

Problem Solving and Creativity
Identification of research problems during research methods training. The identification of appropriate research methods. Working with available Departmental resources. The interpretation of research findings.

Organisational Skills and Time Management
Objective-setting during the Final Year Thesis/MSc independent research project. Liaison with relevant bodies and agencies in the course of research. Dealing with research participants. Working to deadlines. Utilising library facilities for the carefully-timed acquisition of relevant materials through inter-library loans, etc. Scheduling the research design, data collection, analysis and writing of the Final Year Thesis/MSc independent research project.

Self, Social and Ethical Awareness

Lecture content. Awareness of ethical considerations in research and interaction with participants. Showing sensitivity to participants and those who may be potentially affected by research findings. Ensuring informed consent of participants, adequate briefing and debriefing.

Interpersonal Communication Skills

Oral presentations and group projects.

Structured Reasoning

Group presentations. Seminar and tutorial discussions. Essay and practical report writing. The justification of theoretical approach and research method in the Final Year Thesis/MSc independent research project report.

Resource Management Skills

Awareness of budget constraints in research investigations. Critical awareness of evidence required to justify operational plans, access to participants and time requirements.

Information Technology Skills

The creation of computer-controlled experiments. The use of computers in the statistical and qualitative analysis of data, psychophysiological recording, video-analysis, perception and learning experiments. The use of web-based audio, video, pictorial and text learning materials provided by the Department of Psychology. The use of teaching and research software. Production of seminar presentations. Production of reports and essays.
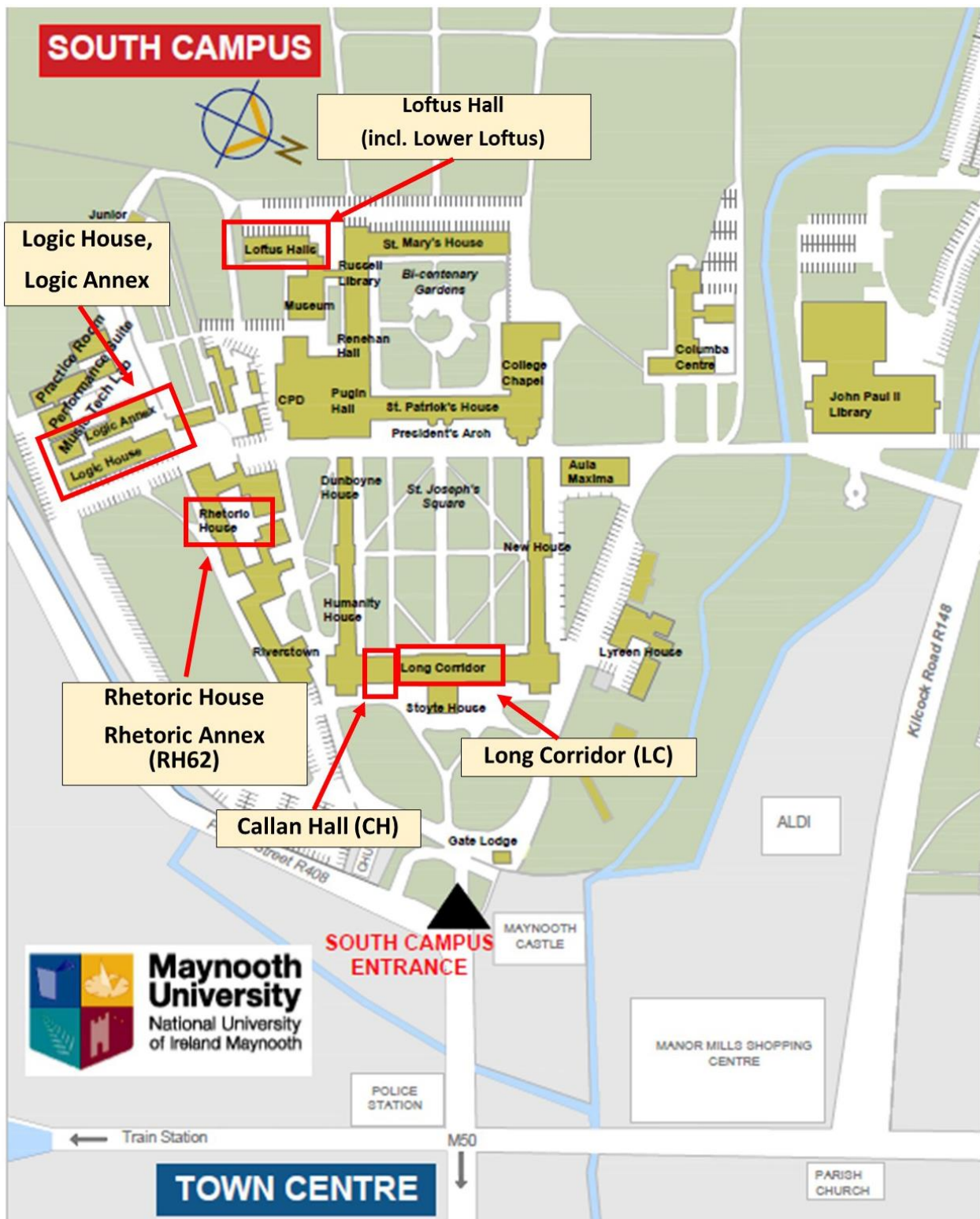
Advanced Writing and Information Analysis Skills

Academic writing. Literature searches. Practical report writing. Data analysis and interpretation.
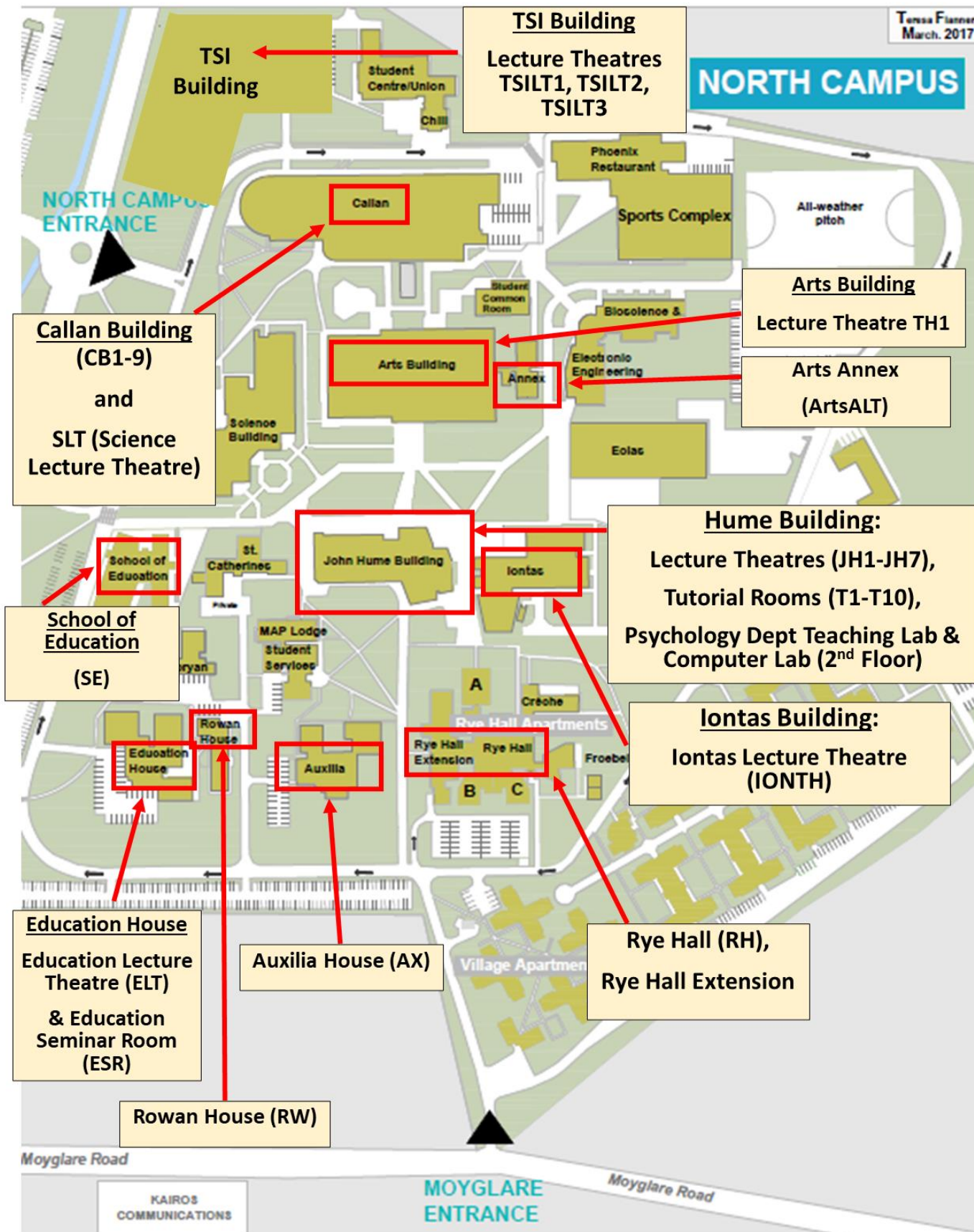
Lecture Theatres, Teaching Rooms and Other Venues

Over the course of your studies at Maynooth, you will have lectures, tutorials and other classes in a variety of theatres, rooms and venues on both North and South campuses. Here are some of the common ones, with their abbreviations – a full list of abbreviations can be found here:

https://www.maynoothuniversity.ie/sites/default/files/assets/document/Timetable%20Venues_4.pdf

Common Teaching Venues

For some of your classes, particularly tutorials, you may find yourself timetabled in some of the smaller, harder to find rooms on campus. Here is a list of some of the rooms you might need to locate, along with their full name and the building in which they are located. Please note that all of these rooms are located on the **North Campus**.

Venue Code	Venue Name	Location
Arts ALT	Arts Annex	Beside Arts Building
AX2	Auxilia Lecture Theatre 2	Auxilia House
BSEM	Seminar Room 2.28, First Floor	Callan Building
EH	Education Hall	Education House
ELT	Education Lecture Theatre	Education House
ESR	Education Seminar Room	Education House
Hall A or HA	Class Hall A	Arts Building
Hall B or HB	Class Hall B	Arts Building
Hall C or HC	Class Hall C	Arts Building
Hall J or HJ	Class Hall J	Arts Building
IonSem	Iontas Seminar Room	Iontas Building
IonTh	Iontas Lecture Theatre	Iontas Building
RW.01	Rowan House, Lecture Room 01	Rowan House
RW.02	Rowan House, Lecture Room 02	Rowan House
SE009	School of Education, Ground Floor	School of Education
SE234	School of Education, Second Floor	School of Education
T1	John Hume Tutorial Room 1, First Floor	Hume Building
T2	John Hume Tutorial Room 2, First Floor	Hume Building
T3	John Hume Tutorial Room 3, First Floor	Hume Building
T4	John Hume Tutorial Room 4, First Floor	Hume Building
T5	John Hume Tutorial Room 5, First Floor	Hume Building
T6	John Hume Tutorial Room 6, First Floor	Hume Building
T10	John Hume Tutorial Room 10, First Floor	Hume Building
TH1	Arts Lecture Theatre 1	Arts Building
TSI030	TSI Building, Ground Floor	TSI Building
TSI036	TSI Building, Ground Floor	TSI Building

Again, you can find the **full list of University teaching venues** here:
https://www.maynoothuniversity.ie/sites/default/files/assets/document/Timetable%20Venues_4.pdf

Requests for Academic References

During your Final Year or in the MSc programmes, you may be applying for jobs, postgraduate courses, or related funding. In these circumstances, an academic reference may be requested from academic staff members. Adequate notice should be given. Note: under Data Protection Legislation you **must** provide permission for the staff member to give a third party a reference. So, if a third party (e.g. potential course director, employer) requests a staff member to provide a reference and the staff member has **not** been contacted by you in advance, they will not provide the reference.

Please **contact the staff member and provide them with permission** to provide such a reference in advance of applying for any position. Students requesting a reference should provide the staff member with:

(i) the transcript of results up to, and including, their most recent examination sitting; and

(ii) details of the course or post for which they are applying, including 'Instructions for Referees' or equivalent information. Letters are generally forwarded directly to prospective employers or course managers.

We also have a link which you may use to request a reference:
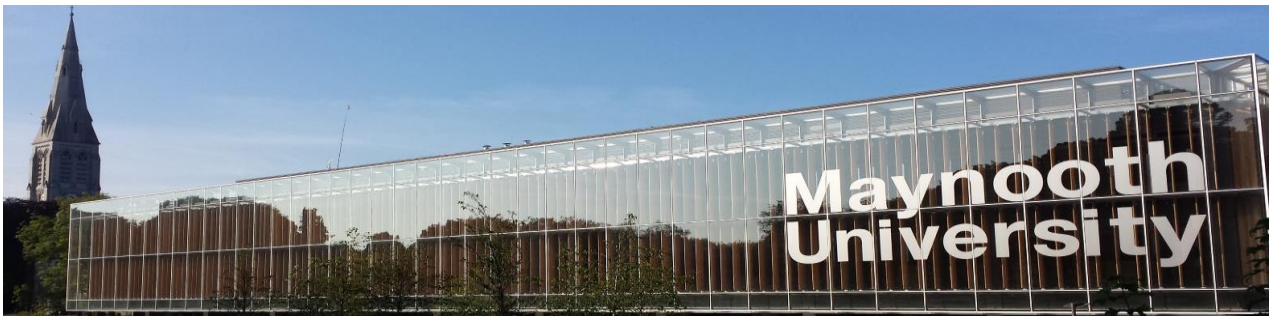https://www.maynoothuniversity.ie/psychology/reference-requests

A **standard academic** reference letter confirming your most recent examination results will be available from the course director. A staff member may opt to pass the request to the Head of Department who will provide the standard letter.

Please also note that if you require an academic reference at the end of your studies, **you should contact the relevant member(s) of staff directly**, rather than approaching the Departmental Office. References are confidential and it is not appropriate for a third party to mediate between you and the person providing the reference. You should also confirm that the proposed referee is available and/or willing to provide a reference before nominating that person on an application form or other relevant documentation.

Library Resources

A collection of several thousand psychology books is held in the University library. Several copies of all the books listed as recommended reading in the Module Guides are available in the Library. Furthermore, the library currently subscribes to many on-line journals of psychology. You will also find the complete *PsycInfo Database* online at the university library web site. This database contains psychology abstracts from 1887 to the present. *Web of Science*, which is also available, is a multi-disciplinary database providing extensive indexing and abstracting information on psychology texts and journal articles. It currently incorporates the Science Citation Index Expanded, the Social Science Citation Index and the Arts and Humanities Citation index. The Library also receives *ScienceDirect*, a web database containing the full text of more than 2,000 Elsevier Science Journals. These databases are accessed under *Additional Resources* within the Electronic Resources section of the Maynooth University Library web page.

From the Library Staff:

Welcome to Maynooth University! We look forward to meeting you during your studies, whether that's online or in-person. Library staff will help you with any questions you have about getting started.

MU Library will be essential to you for:
• finding the right e-books and online material to help you study & write your assignments and essays,
• borrowing physical books,
• short, free online tutorials & quizzes that will help you improve your information skills,
• approachable library staff who will help you find what you are looking for, and
• booking a group study room when you are working on projects with fellow-students.

Best thing of all? All the resources above are FREE to use when you are a student in MU!

Our library homepage is: https://www.maynoothuniversity.ie/library

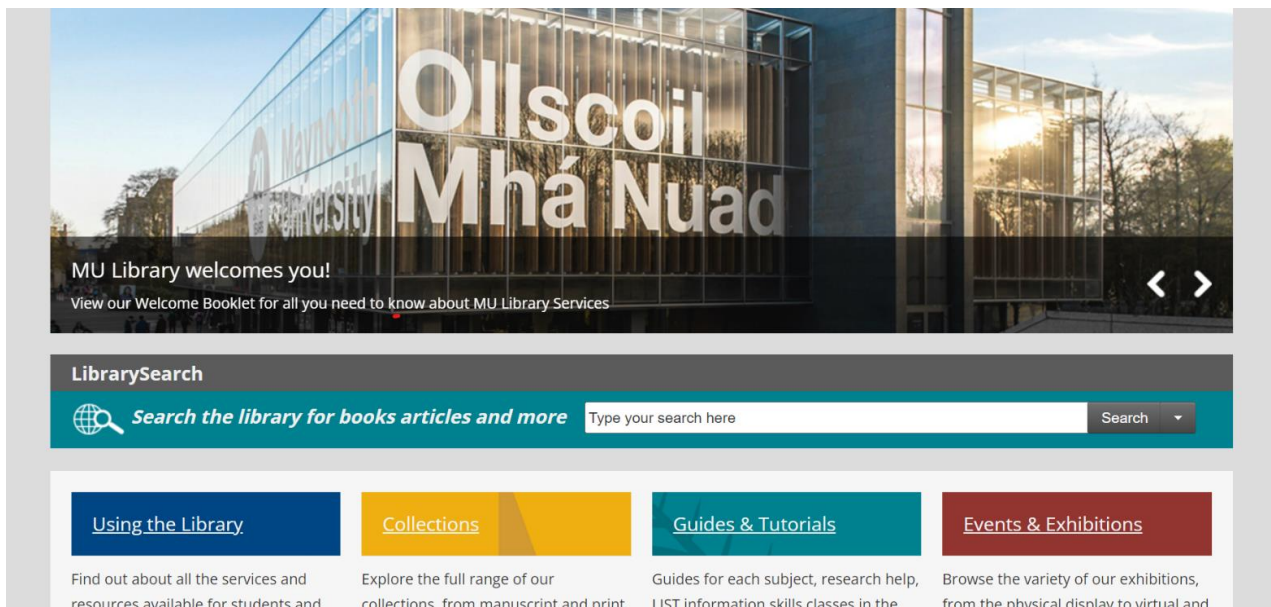It's a great place to start, covering:

•   up-to-date information about accessing the library,

•   information on using all our services, including when off-campus, and accessing classes, and

•   advice on connecting with us to get the support you need for your studies and assignments.

Your **MyCard** (student card) entitles you to access the library and to borrow books. Click the "Using the Library" tab (see Fig. 1) on the library homepage, for more information.

If you have any **queries about finding material**, whether it is online, or on the shelf, library staff are here to help you. If you are off-campus, use the live-chat, anonymous "Library Chat" box on our homepage, or email your queries to library.information@mu.ie . We love to help you find and use what you need in your studies.
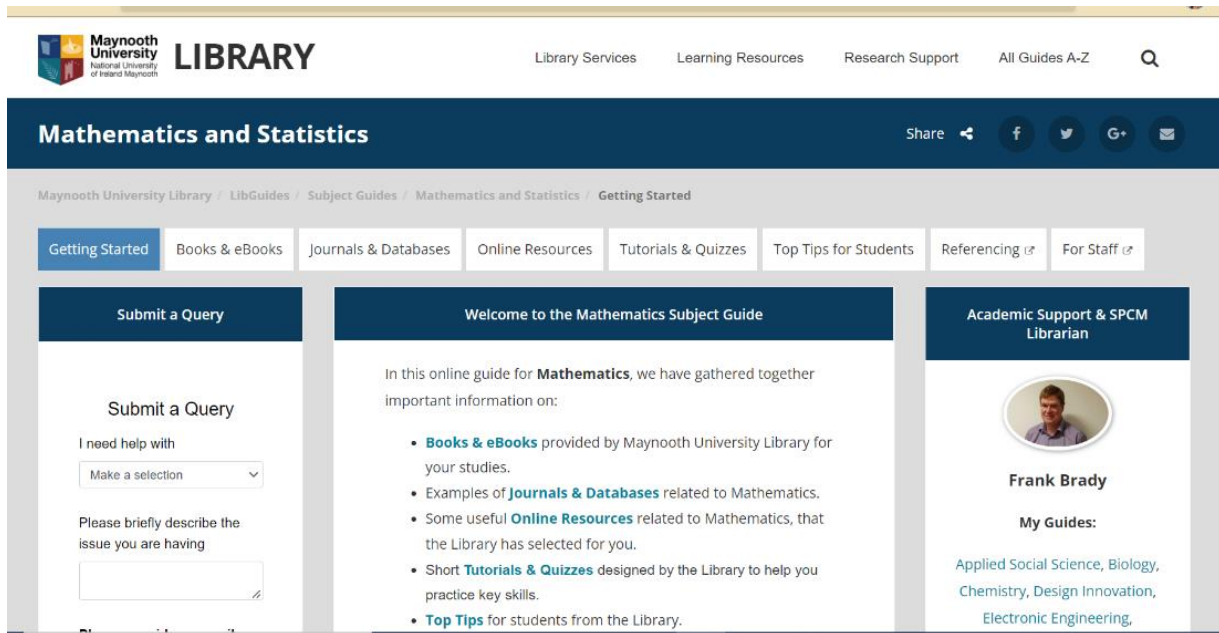
If you are visiting the library in person, staff are available at the desk to answer your queries and get you started with everything you need.

Fig. 1: MU Library Homepage

MU Library is on the South Campus beside the Kilcock road. You can choose different study spaces*: from the open-access area on the ground floor (where food, drink and chat are allowed) with access to over 50 laptops and print facilities*, to the quieter areas on levels 1 and 2, with training rooms and meeting rooms*, or use the bookable group study-rooms (See links at the end of this piece) for your group and project-work*.

Fig. 2: Subject Guide Example - Maths

Using the correct information source is key to success in your studies. Every subject has a **dedicated Subject Guide** on our website (see Fig. 2) that we recommend you look at. The range of subject guides is here: https://nuim.libguides.com/guides_tutorials and have sections on getting started, recommended books, databases, and links, as chosen by your lecturers. It also has information about reference styles, online tutorials and quizzes, a chance to email your query direct to a Teaching & Learning librarian, and lots of more useful information.

Use LibrarySearch (see Fig. 3) on the library homepage to search for specific books or articles, or even to see the range of material that we hold on your topic. The results give you details of e-books and e-journals you can read on your devices (on or off-campus) as well as information about where to find the print books on the library shelves.

Fig. 3: "LibrarySearch" searches the entire collection in MU Library- millions of free eBooks, articles and databases.

You can borrow a laptop from the laptop-bank (opposite the library desk) to use within the library, or you can log on to one of the library PCs to do your essays, or you can use your own laptop in the library too. We have a 3D printer available (ask us at the library desk) as well as a colour photocopier, in addition to

many black and white photocopiers. You use your MyCard to load it with credit for printing. IT Services have a dedicated space at the main library desk where you can go if you need IT help.

Make sure to follow us on **Instagram** @library_mu, **Facebook** @MaynoothUniLibrary or on **Twitter** @mu_library.

Contact us with your queries about
- using the library, finding locations within it, student services,
- finding information for your studies, or
- how to use any of our online content.

We all know it can be a lot to take in when you start in university, but we are here to help you. The library wishes you every success in your studies.

USEFUL LINKS AND CONTACTS:
- Library homepage: https://www.maynoothuniversity.ie/library
- A-Z of our Subject Guides: https://nuim.libguides.com/
- Book a group study room*: https://nuim.libcal.com/booking/MU_GroupStudyRooms
- Online tutorials (LIST online): http://nuim.libguides.com/list-online

Contact:
- Undergraduates' contact: library.information@mu.ie

Useful Psychology Resources

The Noba Project, a free, open source textbook for Psychology: https://nobaproject.com

Psychological Society of Ireland (PSI), the professional body for psychologists in Ireland: https://www.psychologicalsociety.ie/

The British Psychological Society (BPS): https://www.bps.org.uk/

The American Psychological Association (APA): https://www.apa.org/

Association for Psychological Science (APS): https://www.psychologicalscience.org/

Other University Resources

The University offers a number of useful services for students, including the **Writing Support Centre** and the **Mathematics Support Centre** – details of all of these resources can be found on the Maynooth University website, and via the Library (above).

Two other services which may be of particular interest are as follows:

Programme Advisory Office (For Programme Choices and Options Information)

The Programme Advisory Office is available to assist and advise undergraduate students with programme related decisions you may be unsure about during your time at Maynooth University. The Programme Advisory Office acts as a guide to students as you navigate your own way through your programme options. The Programme Advisory team can assist First Year students with questions about subject combinations, changing subjects and progression options for second year. Continuing students may also avail of the service if you are unsure about your programme options, for example if you have any questions about the flexible degree pathways, or whether or not to choose to take an Elective.

Email: programme.choices@mu.ie
Phone: 01 474 7428
Website: www.maynoothuniversity.ie/programme-advisory-office
Location: Room 1.17, ground floor Rowan House

The Careers and Employability Service

The Careers and Employability Service provides valuable information, guidance, advice and opportunities from 1st year to Post Graduate – and our recent graduates.
We can support you to:

- Consider what you want to do next
- Explore your options
- Gain professional experience
- Prepare a winning CV and excel at interviews
- Upskill and develop those all-important skills that employers want

Take advantage of the services and opportunities we offer from day one of your MU Journey.
Go to Careers Connect | Placement Connect to ask questions, book appointments, and keep up to date with current opportunities and employer events, or explore our website for further information.
We'll help you take your next step, even if that is the first step, in planning your future career.

Student Mental Health and Wellbeing, and Other Supports

The University offers a number of practical support services, ranging from budgeting advice to medical services. Access to such services is via the Student Services hub, details of which can be found here: https://www.maynoothuniversity.ie/student-services and https://www.maynoothuniversity.ie/student-services/student-distress

And a link to the Equality Office can be found here: https://www.maynoothuniversity.ie/edi

Looking after your mental health is an important part of University life, and the University offers a number of services for students who are experiencing mental health difficulties or are feeling overwhelmed. These services are listed on the Maynooth University website at this following link:

https://www.maynoothuniversity.ie/campus-life/student-wellbeing-support

Speak Out is an online anonymous reporting tool available for students and staff, to disclose incidents of bullying, cyberbullying, harassment, discrimination, hate crime, coercive behaviour/control, stalking, assault, sexual harassment, sexual assault, and rape. The tool will help you to find information and contact details on relevant Maynooth supports and specialist external supports. Should you wish to make a formal complaint, guidance on formal reporting procedures is signposted.

https://www.maynoothuniversity.ie/student-services/speak-out-reporting-tool

In addition, a **NiteLine** service operates on campus. NiteLine is a non-profit service provided free of charge to students, run by a team of dedicated volunteer students who have undergone rigorous training with the intention of supporting their peers. They are open every night of term from 9pm - 2.30am, supporting students through instant messaging and over the phone.

What if there's another Pandemic or if Lockdowns return?

While we all hope that the lockdowns and restrictions of previous years are behind us, we are aware that circumstances can change quickly. In the event of another pandemic or the necessity for lockdowns or restrictions, we will follow University guidance, which will be in accordance with government advice.

The University website will be your best source for information and arrangements in the case of such an event.

Final Words

We hope that you find this Handbook helpful and informative.

The staff of the Department of Psychology wish you the very best of luck with your studies and we hope that you enjoy your time with us.