



**UNIVERSITY
OF NEW YORK
IN PRAGUE**

MASTER of PSYCHOLOGY
PROGRAM
Student Guide

Welcome to Students

Welcome to the University of New York in Prague and to the Master of Psychology (MPS) program. I hope you will find this program to be an inspiring and supportive step towards your successful career in the field of psychology.

This student guide contains necessary information about the program and describes the academic regulations and policies. As adherence is necessary for your successful completion of the program, please read this guide carefully. It should answer most of the questions you may have as a new student.

Being a UNYP MPS student comes with many responsibilities. My hope is for you to utilize and build upon your skills obtained from your undergraduate training. I understand this might not always be easy, but be sure that I, along with the staff, am here to assist you in this process. Nonetheless, please keep in mind that you are responsible for your learning process and we are expecting you to develop independence and confidence in your decision-making.

Together with the staff, I wish you enjoyable studies. I hope you make the best out of this opportunity.

With regards,

prof. Radek Ptáček PhD.

Program Director

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1 UNIVERSITY OF NEW YORK IN PRAGUE

UNYP is a private educational establishment recognized and registered by the **Ministry of Education, Youth and Sports of the Czech Republic** (MŠMT), acting in accordance with the provisions of the Commercial Code of the Czech Republic (recorded in the Commercial Register of the Municipal Court in Prague, section C, item 60332).

UNYP is a holder of accreditation of the Czech Ministry of Education for the following master's program in psychology – accreditation number MSMT 46248/2015.

1.1 Contact Information

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1.2 Department of Psychology

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Please note : Allow at least 2 working days for a response to your emails.

THE STUDY PROGRAM

1.3 Description of the Program

The aim of the **Master of Psychology** program (MPS) is to prepare students for the independent practice of the profession of psychologist according to **EuroPsy** - *the European qualification standard for psychologists*.

Graduates of the MPS obtain theoretical knowledge and professional competencies that enable them to perform the profession of a psychologist and eventual inclusion in the follow-up specializations and post-graduate education. It emphasizes the possibilities of graduates in the labor market and the acquisition of basic knowledge and skills to conduct their own psychological practice.

The MPS program provides students with a comprehensive overview of the most extensive psychological issues at the graduate level. The program is based on an advanced level of theoretical subjects (*e.g. Current topics in general psychology and personality psychology, Current topics in developmental psychology*), which provide the basis for follow-up to applied disciplines (clinical and health psychology, school and pedagogical psychology, psychology of work). An integral part of the program is supervised internships, which provide graduates with practical experience and the acquisition of the associated knowledge and skills. Another essential component of the program is preparing students for independent, scientific work and the possibility to acquire additional scientific expertise. The MPS puts great demand on students, in theoretical preparation, implementation of practical training and the completion of scientific work. If the student is interested, they may focus more closely on clinical psychology and health psychology.

The program consists of academic courses, practical internships and a final thesis. In total, the program requires 124 ECTS credits.

All academic courses are taught in English.

1.4 Accreditation of the Program

The MPS program is accredited according to the *Czech Universities Act - no. 111/1998 Coll. (Zákon o vysokých školách - č. 111/1998 Sb.)* and the process of the entire MPS is fully subject to this law.

UNYP is the holder of accreditation of the **Czech Ministry of Education** for the *follow-up master's program in psychology* – accreditation number MSMT 46248/2015.

1.5 Duration of the Program

The program is a **two-year** academic program. The total allowable period to finish all required courses and pass the state exams according to the law is **four years** from the official starting date of the program, unless a leave of absence is *granted under exceptional circumstances*.

1.6 Completion of the Program and the Title Distinction

Upon successful completion of all required credits, thesis defense, state exam, and full payment of the tuition fees/charges, the student becomes entitled, as recommended by UNYP, to be awarded a master's degree according to the Czech law:

The title of “Mgr.” sits in front of the name.

The title “Mgr.” is the equivalent to the title “M.A.” awarded by foreign universities.

1.7 Profile of the Graduate

The graduate fully understands basic paradigms of psychology and basic psychological methods and their potential applications at the Master's level.

The graduate is ready for the profession of psychologist and follow up inclusion in specializations and post-graduate studies – **with regard to specific law requirements.**

The graduate has:

- (1) Knowledge of the specific topics of basic psychological subjects (General Psychology, Psychology of Personality and Social Psychology).
- (2) Detailed knowledge of general and special topics in applied and specialized psychological disciplines at both the theoretical and the applied level, including knowledge of special issues (e.g. the ethical, legal and systemic).
- (3) Knowledge of future avenues for further education, research and/or in the labor market.

The graduate further gains:

- (1) Specific knowledge and professional competencies that will enable them to perform psychological practice and prospective education.
- (2) Extensive practical experience from internships, which will make them ready for the practical application of this knowledge upon graduation.
- (3) Knowledge of how to assert themselves as psychologists in the labor market building the knowledge required to conduct their own psychological practice.

The MPS graduate will comprehend basic research methodology in psychology enabling independent research in this area. Per their profiling, the graduate finds application in a wide range of psychological professions. Academically oriented graduates are ready to enter doctoral programs primarily in the fields of psychology, but also possibly others.

1.8 Course Model of the Program

ACTIVITY		SEMESTER			
		1	2	3	4
		<i>Number of courses (ECTS)</i>			
Courses	Compulsory	6 (24)	4 (18)	3 (14)	3 (12)
	Elective	--	--	1 (4)	2 (8)
	Compulsory	--	--	1 (4)	2 (8)
	Elective	--	2 (4)	--	--
Internship		Confirm placements	150 hours	150 hours	150 hours
Thesis	Task	Think of topic	Confirm topic	Work In Process	Thesis Submission
Thesis Defense/State Exams					June/September

The specific dates outlined above are provided at the commencement of the MPS program. These terms are published at the beginning of the semester.

1.9 Curriculum of the Program

The MPS is two-year program divided into four semesters.

1ST YEAR - OVERVIEW OF THE PROGRAM

Semester	Course	ECTS	Teaching hours
1	Current Topics in General Psychology	4	29
	Current Topics in Social Psychology and Personality Psychology	4	29
	Labor and Organizational Psychology	4	29
	Advanced Data Analysis	4	29
	Current Topics in Cultural Anthropology	4	29
	Research Methodology in Psychology	4	29
TOTAL		24	174
2	School and Educational Psychology	4	29
	Current Topics in Developmental Psychology	4	29
	Introduction to Psychological Counselling and Psychotherapy	6	47
	Special Psychopathology	4	29
	Diploma Seminar I. (1)	0*	13
	Elective Course I.	2	13
	Elective Course II.	2	13
	Internship I. (150 hours)	6	0
TOTAL		28	173
TOTAL FOR THE YEAR		52	347

*The credits are awarded in the 3rd semester after the completion of Diploma Seminar I (2).

2ND YEAR - OVERVIEW OF THE PROGRAM

Semester	Course	ECTS	Teaching hours
3	Clinical Psychology and Psychology of Health	6	47
	Theory of Psychological Assessment	4	29
	Psychological Assessment of Adults	4	29
	Internship II. (150 hours)	6	0
	Diploma Seminar I. (2)	4	23
	Thesis Preparation I.	7	0
	Compulsory Elective Course I.	4	29
TOTAL		35	157
4	Performing Psychological professions in CZ and EU	4	21
	Child Clinical Psychology and Psychological Assessment	4	29
	Ethics in Psychology	4	29
	Internship III. (150 hours)	6	0
	Diploma Seminar II.	4	20
	Thesis Preparation II.	7	0
	Compulsory Elective Course II.	4	29
	Compulsory Elective Course III.	4	29
TOTAL		37	157
TOTAL FOR THE YEAR		72	314

1.10 Advisory Board of MPS

The Advisory Board consists of distinguished professionals from the community at large. The Board makes recommendations to the MPS Director on matters of relevance to the program, including matters of program development, professional standards, and community relations.

2 TEACHING AND LEARNING

The MPS approach to teaching, learning, and assessment is student-centered and geared towards the application of psychological knowledge and skills in real practice. Through academic advancement, students will grow professionally by demonstrating skills in independent learning, time management, and critical thinking.

An independent learning culture develops through:

- acquisition of relevant psychological knowledge and skills
- enhancement of self-awareness through recognition of an individual's strengths and weaknesses and development of strategies to overcome those weaknesses
- integration of theory into practice through the application of knowledge in discussions, trainings and research work
- ability to work in teams and adopt appropriate roles to enhance team effectiveness
- improving effective communication skills
- development of general and transferrable intellectual and study skills
- reflective utilization of current knowledge and experience in individual and group work
- development and enhancement of psychological knowledge and skills during internship(s) and thesis preparation

Methodologies employed to meet the learning outcomes include a combination of **teaching** and **self-study activities**.

2.1 Teaching Methods

The MPS program incorporates different teaching methods:

Compulsory courses	A pre-defined series of required core courses, which serves as the foundation for obtaining further specialized psychological knowledge and skills.
Compulsory elective courses	Courses focused on the major topics in psychology or related fields, in order to help develop areas of interest. Students are obligated to take at least three compulsory elective courses during the MPS program.
Elective courses	Courses focused on special topics in psychology. The goal of these courses is to obtain specialized knowledge of selected psychological themes. Students are obligated to take at least 2 elective courses during the program.
Internship	The goal of the internship is to gain experience in the practical application of psychological theory. Students are obligated to have at least 450 hours of internship completed in order to fulfill the MPS graduation requirement.
Thesis	Thesis completion and defense are major components of the MPS program. Students will choose a topic pertaining to their research interest and a thesis supervisor. Successful defense of the thesis is a major requirement for graduation from the MPS program.

2.2 Self-studying Activities

Reading	Reading of primary study materials is the foundation for all course activities. Supplementary resources include case studies, journal articles, annual reports, newspapers, and relevant websites. Students are encouraged to read related articles, books and available materials independently.
Peer Learning	Students learn from each other by working intensively in teams, allowing them to share their current and past professional and academic experiences with each other. For example, teams are frequently formed to analyze complex case studies and present their findings and recommendations to the class.
Mentoring	Students are encouraged to ask program instructors for consultations to support the acquisition of their academic knowledge.
Conferences	Students are strongly encouraged to attend and participate in conferences and seminars in order to enhance their overall academic exploration of psychology.

2.3 Course Materials

Course documents (*syllabi, assignment guidelines, schedules, etc.*) and electronic readings will be available on the individual course website of UNYP's E-learning system after the first class. Textbooks, if needed, are available at the university library.

If course materials are made available before a course begins, students are expected to access and review all course materials prior to the first class meeting, arriving fully prepared to participate.

2.4 Assessment (Grading) System

The assessment process aims to measure the acquisition of knowledge and skills and the development of critical thinking in psychology. Assessment of student performance takes place throughout the program in several ways; including written and oral examinations, case studies, written reports, individual and group project presentations, and classroom participation.

Students earn ECTS credits upon successful completion of each course. The ECTS credit value of each course is listed in the curriculum of the program (see above).

Letter Grade	Percent (%)	Quality Points Per Credit	Generally Accepted Meaning
A	95-100	4.00	Outstanding work
A-	90-94	3.67	
B+	87-89	3.33	Good work, distinctly above average
B	83-86	3.00	
B-	80-82	2.67	
C+	77-79	2.33	Acceptable work
C	73-76	2.00	
C-	70-72	1.67	
D+	67-69	1.33	Work that is significantly below average
D	63-66	1.00	
D-	60-62	0.67	
F	0-59	0.00	Work does not meet minimum standards for passing the course

2.5 Attendance and Participation

It is essential for **each student to attend and to participate** in all courses and in each segment of those courses. Any absence or lateness is likely to **affect their learning and the grade** for the course. If failure to participate in the course affects other students of the cohort and if a pattern of lateness and/or absence emerges, the program Director will address these concerns with the student.

Students are expected to behave professionally meaning ideally **attending all classes**, arriving on time and engaging fully in class. Texting, surfing the web, and other unprofessional behavior is not tolerated. Students are expected not **only to communicate professionally with the instructor**, but also with each other. Students will not be able to use laptops in class, unless directed to do so by the instructor for a classroom activity. They may not use laptops to take notes or to use the internet without explicit permission from the instructor.

If a student fails a course or is unable to complete a course, he/she will need to repeat it with the next available cohort. The fee for one repeated credit is set at CZK 2,500 (two thousand and five hundred Czech Korunas), which must be paid in full at least one week before the course starts. If a student fails a course or if there is no subsequent cohort, **the student will incur the costs** of an approved make-up course.

Students who anticipate an unavoidable absence should present **written evidence of their situation** to the course instructor and the MPS Coordinator as soon as possible **prior** to the date on which they will miss a class or any part of the class.

Absences due to illness require the submission of a doctor's note. The MPS Coordinator will consult with the instructor and decide if it is possible for the student to remedy the absence or if it is required for the student to repeat the course.

Students who miss assignments, whether to be completed at home or in class, will receive a failing grade for that assignment, unless prior arrangement with the instructor has been made. Assignment deadlines will be announced by the instructor and will be included in the course syllabus.

Students will be expected to complete assignments by the stated deadline. Deadlines are provided by the instructor on the first day of the course.

An assignment extension can be requested only before the deadline. Late submission of an assignment without an excuse will be penalized according to the instructor. The maximum length of delay to submit an assignment is two weeks from the due date. After this period, any unexcused delayed assignment submission will result in an 'F' grade.

In the event of illness or other unexpected circumstances, which the student believes will affect their performance in the program, the student must inform the MPS Director, as quickly as possible. Evidence must be provided within ten days of the absence. The student may be allowed another attempt to complete missed assessments as though it were the first attempt.

2.6 Graduation Requirements

Upon successful completion of the required course credits, thesis defense, state exams, and full payment of the UNYP tuition fee/charges according to this contract, the student becomes eligible to graduate the UNYP MPS Program.

The major requirements of graduation are fulfilled by the completion of 124 ECTS, which include, namely:

1. Completing all compulsory, compulsory elective and elective courses according to established curriculum of the program.
2. Completing at least 450 hours of internship confirmed by the MPS Director.
3. Successful defense of the thesis.
4. Successful State Examination.

Note: A 2.0 GPA is required for graduation.

3 INTERNSHIP

3.1 Purpose and Objectives

The purpose of the **Internship** is to provide the student with extended, supervised practical experience consistent with the MPS program guidelines. It is to be a "hands-on" training providing the opportunity to integrate theory and practice while under direct supervision. During this experience, the student will develop and strengthen the theoretical framework for their work – a process, which will have begun in their MPS foundation courses and continued with the practice of learned skills, attendance at trainings and workshops, and interactions with faculty, peers/colleagues and supervisors.

Although the internship is developmental in nature, at all times, the highest level of professionalism is required regardless of the student's previous work experience. Therefore, the student is expected to act professionally through the entire process with each field placement- from the initial interview to the last day. Even though the title may be "intern" or "trainee," it is important for the student to integrate themselves into the placement and be present as though they are part of the agency (i.e., in demeanor, communication, etc.).

The expectation is for the student to become more self-aware and to learn to make effective use of this awareness professionally. It is precisely for this reason that the quality of the supervision received and the student's ability to use that guidance are vital to the integrity of the process.

A further purpose of field placement is to provide the opportunity to work with other professionals within mental health and organizational systems and thus to better understand and appreciate the specific role(s) in those systems.

It is the student's responsibility to find an appropriate internship with the assistance of the **Internship Coordinator**, and in special cases, the MPS Director.

The MPS Coordinator and Director must approve all field placements in advance.

General Internship Guidelines:

The internship is a compulsory part of the 2nd, 3rd and 4th semesters. Each semester should contain 150 hours. UNYP will not compensate for more than 450 internship hours of supervision.

There is a possibility to fulfill a portion of the 450 hours during the summer between the first and second year. The MPS Director must confirm the placement prior to beginning the internship.

Upon the approval of the MPS Director, the student may utilize their place of employment as a viable internship field placement. The student cannot receive more than 150 hours for this placement. Within this arrangement, there are specific requirements for fulfillment on a case-by-case basis. Please speak with the internship Coordinator for more details.

3.2 Internship Coordinator

The **Internship Coordinator** is responsible for coordinating all practicum and internship activities. The duties of the coordinator include, but are not limited to:

- a. Assisting students in securing suitable internship sites.
- b. Maintaining direct contact with all active outside agencies to assess the adequacy and progress of all placements; s/he will be responsible for ensuring that appropriate agency contacts (visits, etc.) are made by a member of the local clinical staff during the student's tenure.
- c. Establishing and maintaining a systems of records (database) to track each student's progress.
- d. Collaborating with the MPS Director to ensure that the student is engaged in an appropriate and high-level training experience. The internship objectives are to be given to the students.

3.3 Structure & Requirements

Since the lives of clients and offices do not necessarily follow the patterns of academia in regards to breaks, recesses and holidays, students are to be available or on-site throughout the entire time of the field placement.

Students must negotiate the days/times of placement with the site. Internship participation is a continuous experience, in which the student is to immerse in the agency/organization as one of its staff.

If a request for time off from the field placement is required, please follow their procedures.

The MPS academic calendar takes priority when requesting time off and negotiating the start and end dates of the field placement. The student is ultimately completing the internship for academic credit.

3.4 Finding an Internship

Applying for an internship is a competitive process – not only will students be applying to the same sites as their peers in the MPS program, but they may be competing against students from other programs and universities for the same positions. Note that some placements only accept students during a certain time of the year or may have application deadlines for the year before the position begins. Also, only very few sites have evening/weekend hours.

Although it may be tempting to choose a site based on the ease of completing the MPS program requirements, we strongly suggest selecting a site based on interests and career goals.

The following are guidelines to assist in the process of finding a field placement site:

Step 1: Identify career goals and interests. The student should ask themselves:

- a. What population or department(s) do I wish to work with/in?
e.g., geriatrics, child/adolescent, human resources
- b. Within these populations, who do I want to work with?
e.g., individuals, groups, couples, families, systems, organizations
- c. What type of problems do I see myself working with?
e.g., addictions, adjustment problems, major mental illness, behavioral, trauma, developmental disorders
- d. What kind of institution do I wish to work at?
e.g., outpatient, inpatient, residential, hospital, large organization
- e. What kind of work do I see myself doing?
e.g., therapy, program development, consultation, crisis management, research

It is advised to evaluate the pros/cons of different settings of a field placement. Inpatient and partial-hospital settings can provide experience with crisis management and group facilitation, with the byproduct of accruing hours relatively rapidly, however, experience may not be gained with long-term clients. Outpatient settings allow for learning about the process of therapy and provide exposure to a variety of clients, however, students may have to work harder at accruing direct-client contact hours due to client no-shows and cancellations. The student should evaluate the pros/cons of the various types of placements in the context of their interests. ***The internship may also be focused on research work.***

Step 2: Preparation of application materials (if necessary)

- a. Résumé
- b. Cover letter
- c. Approval paperwork: Student/Supervisor Agreement
- d. Keep in mind that some sites require previous experience in the field – consider volunteering before applying to a field placement if the student does not have previous clinically related experience.

Step 3: Create the list of desired sites

Create a list of desired sites for field placement. Ask for the list of cooperating institutions providing exclusive access for UNYP student internships.

Step 3: Consult with the Internship Coordinator

Consult the Internship Coordinator regarding desired sites, in particular, of eligibility and readiness to begin the specific internship. The Internship Coordinator will review the student's eligibility requirements, resume/cover letter, and list of sites, and will discuss how to apply to the sites chosen.

THIS STEP IS MANDATORY. Students are not permitted to begin interning until the MPS Coordinator and Director approve them.

Step 5: Apply to Sites

Once eligibility has been confirmed, the process of contacting sites will begin. When contacting the desired site, the student must share several details: enrollment in the UNYP MPS program and the hourly internship requirements of the MPS program. They can inquire whether the site is taking students for their desired semester, to ask about the application process and the timeframe for receiving a response regarding the position.

Step 6: Interviewing (when applicable)

Even though this is an application as a trainee for a practicum or internship, it must be treated as a JOB INTERVIEW. This interview will be the student's opportunity to make the best first impression.

- a. Dress and act the part of an interview – this means suit or equivalent professional dress (e.g., no sneakers, baseball caps, revealing clothing) and professional communication.
- b. Do research ahead of time – read information about the site and/or supervisors, and consider contacting some of the students who have attended that site to find out what their experience was like.
- c. Before the interview, gain clarity of interests and goals to be prepared if asked by the interviewer.
- d. Prepare a list of questions for the interviewer.
- e. Practice! Role-play an interview with family, friends, and peers.
- f. Arrive early.
- g. Bring an extra copy of your resume.
- h. Remember to thank the interviewers for their time – ask for their contact information in case of follow-up questions.

The goal is to find a site and supervisor that is a good match for the student and that will provide the training the student is looking for. **The student must be sure to meet with the person(s) who will be supervising them prior to accepting an internship offer.** Much time will be spent with this person, so it should be someone with whom the student feels comfortable.

The student is interviewing the site as much as they are interviewing the student. The student should ask questions such as...

- *What is the population I will be working with?*
- *What does a typical work-day look like for interns?*
- *What training opportunities are available?*
- *When do I begin meeting with clients?*
- *How do you conduct supervision?*

During the interview, the student must be clear about their field placement requirements. The term “internship” has various interpretations in the mental health field. Also, the student must be clear about their intentions for their internship (i.e. gaining specific skills, just observing, obtaining some materials).

Step 7: Selecting a Site & Working out the Details

The student will ideally have several offers – so choosing the right one is important. First, they must make sure the sites/supervisors **meet the MPS requirements listed below.** Selection of the site that was found to be the best fit and will prepare them for their post-Master’s career is imperative.

If the student is offered a position by more than one organization/agency, they must remember to decline the offers they are not accepting, to thank the person(s) with whom they interviewed and to explain that they accepted a position at another agency. **Maintaining professionalism** throughout the entire interview process may keep doors open for future opportunities in the student’s career. For the selected placement site, negotiation of a start-date with the supervisor will be required keeping in mind the start date of the semester.

Some sites may require a ***fee for training*** at the site, and if the student chooses that site, the fees imposed are the student’s responsibility and not covered by the program. If the student begins to look early, you can probably find a suitable site, which will not require additional fees.

Practicums / Internships outside of the Czech Republic

In some cases, students may be allowed to accept practicum/internship placements outside the Czech Republic. (Due to complicated nature of the payment arrangements students are advised to discuss this fully with internship Coordinator) Regardless of the site of the internship, students must meet all the requirements for the professional case seminar.

3.5 Requirements for Sites and Supervisors

When applying to and interviewing at sites, it is your responsibility to make sure that the site and supervisor meet the MPS Program requirements.

Please keep in mind:

There are very strict restrictions regarding fulfilling an internship where the student has employment. Approval for this arrangement is on a case-to-case basis based on thorough justification and agreement of MPS Director.

Students are strongly discouraged to have more than one field placement site at the same time without the approval of the MPS Director.

When applying to sites, the student must ensure the sites meet the following standards:

- a. The agency/institution should be able to provide the student with **relevant psychological work**.
- b. The agency/institution must be willing to provide ideally at least **one hour of individual supervision each week of the internship** in exchange for services provided by the student.
- c. The supervision must be provided by **qualified psychologist**.

Minimum Requirements for Supervisor:

- 1) Have at least a Master's degree in psychology, counseling, marriage and family therapy or another related mental health field. Psychiatrists and other practitioners (i.e. social workers) typically may be appropriate supervisors, if they are approved by the MPS Director.
- 2) Have at least five years post-Master's experience with the types of cases with which the student will be working. There is no exception from this requirement.
- 3) Have experience supervising trainees.
- 4) Is willing to provide feedback to UNYP regarding the progress of the student by completing the forms provided by the Internship Coordinator.
- 5) The student's consideration of related factors, such as the supervisor's theoretical orientation and the approach to supervision.

3.6 Finalizing your Internship Placement

The student must finalize the internship placement by submitting the **Student/Supervisor Agreement** prior to the internship. This form is a “contract” between the student and the site/supervisor – detailing the agreement of the student to provide services and the supervisor to provide supervision during the dates listed on the form.

If the supervisor changes, the Internship Coordinator / MPS Director must be notified immediately. The new supervisor requires approval and the student should submit a new Student/Supervisor Agreement.

3.7 Finishing an Internship

Once an internship is completed, confirmation is required from your supervisor. The confirmation should contain a short description of your internship responsibilities and the total number of hours completed. The *Internship Fulfillment Form* is to be submitted to the Internship Coordinator once the internship has ended. The internship coordinator can assist the supervisor in submitting an invoice for supervision compensation, when necessary.

4 THE THESIS

The thesis is a **core component** of the MPS program. The primary purpose of a thesis is to train the student in the processes of scholarly research and writing under the supervision of a qualified faculty member or an external thesis advisor.

The MPS program has established standards theses must meet before receiving the final approval for fulfillment of the graduate requirements. Some of these requirements are purely technical; others have been established to ensure that certain vital information is presented in an orderly, uniform manner.

The thesis requirements are described in a separate document provided on E-learning: *Guidelines for the Preparation of MPS Master's Thesis*

4.1 The basic requirements for the MPS thesis

- a. The thesis must be fully compliant with the Czech Universities Act - no. 111/1998 Coll. (Zákon o vysokých školách - č. 111/1998 Sb.).
- b. The MPS Director must preapprove the topic and thesis advisor.
- c. The thesis topic and advisor must be officially assigned by the deadline announced by the MPS Director, but **not later than 1 year before defense**.
- d. The student is **obligated to work according to the instructions of the thesis advisor**. Insufficient communication with the advisor may lead to termination of cooperation with the advisor and work on the thesis.
- e. The advisor can be changed with the agreement of the MPS Director.
- f. The MPS thesis must contain minimum 144 000 characters (minimum 80 pages of text, excl. list of sources, appendixes etc.)
- g. The final thesis must be submitted by the date announced by the MPS Director.

There are no exceptions to these rules.

4.2 The Process of Thesis Completion

1. Select a thesis topic

Work on the thesis always begins with the selection of the topic and/or advisor. There are several ways to do this:

a. The student does not know what topic to choose

The MS Director may provide options for thesis topics and advisors. The student may choose this specific topic and advisor offered. In this case, the student contacts the advisor directly to ask if the topic is still available and if the advisor has the capacity for this year. If yes, the student will inform the MPS Coordinator and Director in order for the topic/ advisor to be officially confirmed.

b. The student is interested in a specific topic

If the student has particular interest in a specific topic and a faculty member or another external professional who they would like to work with, the student will contact him/her to ask if they are willing to become their supervisor. If yes, the student will inform the MPS Director and Coordinator and the topic/supervisor is officially confirmed.

The MPS Director must approve all external supervisors prior to the initiation of the research.

Submission of the topic and advisor are required by the date officially announced by the MPS Director.

2. Work on the thesis in process

Writing the thesis is a long and demanding process. All steps taken are to be consulted with the thesis advisor. It is recommended to plan carefully and stick to it. The thesis is one of the most important parts of the program requirements. The thesis will ultimately become available publicly, therefore, adherence to the highest professional standards is required.

The Diploma Seminar is intended as integral support for thesis writing and all students taking the seminar will be obligated to continuously present the progress of their work.

3. Submit the thesis

Before submitting the thesis, full compliance with the *Guidelines for the Preparation of MPS Master's Thesis* document must be verified. The thesis can be submitted **only after explicit agreement with the advisor.**

The thesis must be submitted by the date officially announced by the MPS Director at the beginning of the study cohort (usually by 30th April).

The thesis must be submitted to the office of the MPS and students **must get an official confirmation** of the thesis submission.

4. Thesis Evaluation

After the thesis submission, it will be subject to review from the advisor and an independent thesis opponent. If one of the reviewers does not recommend the thesis for defense, the student must withdraw the thesis and start working on a new thesis. There will be the possibility to submit a new thesis and defend within one year.

5. Thesis Defense

Upon positive reviews from the thesis supervisor and the independent thesis opponent, the student will be eligible for the thesis defense. The student is asked to describe their thesis and be required to answer prepared and impromptu questions of the thesis opponent and defense committee.

6. State Examinations

Upon completion of all required courses, the student is able to apply for the state examination. This examination consists of four subjects and a thesis defense (see above). The MPS State Examinations Guidelines (including the exam questions) is distributed to MPS students at the start of the second academic year in the document on E-learning called *State Exam Guidelines and Questions*.

5 ACADEMIC INTEGRITY

Students are expected to maintain the highest standards of honesty at UNYP. All homework assignments, projects, papers and examinations submitted in a course are expected to be the student's own work. **Cheating, plagiarism, forgery and bribery are serious offenses**, and students found guilty of any form of academic dishonesty are subject to disciplinary action, including dismissal from the university. All students will be asked to sign the UNYP Honor Code and to agree to act in accordance with these academic regulations. All students are expected to be familiar with the Honor Code (included in this Student Guide). If you have any questions about it, please contact an academic advisor.

Students who fail to act in accordance with the academic regulations will be subject to the disciplinary actions.

5.1 Conduct Violations

Conduct problems include failure to act professionally in the classroom environment, failure to obey UNYP rules, or any type of inappropriate behavior toward faculty, staff or other students. In the case of a problem the following procedure will be followed:

Minor infractions (*i.e. excessive talking in class*):

- Verbal warning to the student that they are violating UNYP academic policy, and that more serious sanctions will be imposed if they do not adjust their behavior.
- The disruptive student will be asked to leave the classroom for the remainder of the lecture, they will not receive credit for attendance that day and may therefore risk class failure under the attendance policy.
- If the student continues in the future to violate the behavior code, then they will be sent to their Department Chair for a meeting.
- If the student accepts that the violation occurred, they may return to class only if they agree to a minimum of 3 counseling sessions regarding impulse control.
- If the student does not accept the accusation, then they have the right to request a Disciplinary Committee hearing which will be held according to UNYP statutes.

Major infractions (*i.e. aggressive behavior, theft*):

- The student is immediately informed that their behavior is unacceptable and that they must meet with the Rector regarding their failure to comply with UNYP academic policy.
- The incident is reported to the Rector, including the names of any witnesses of the offence.
- The Rector will decide the level of punishment which fits the offence, and may include:
 - Mandatory counseling sessions
 - Mandatory withdrawal from the class
 - Temporary suspension from studies

- Permanent dismissal from the University
- Filing of a police report in the event of a crime

If the student does not agree with the charges or the recommended sanction of the Rector, the student has the right to request a Disciplinary Committee hearing in accordance with UNYP statutes.

5.2 PLAGIARISM

All homework assignments, projects, papers and examinations submitted in a course are expected to be the student's own work.

Plagiarism includes:

- Copying, in whole or part, someone else's essay, assignment, paper and/or project.
- Copying material from the Internet without making the proper references.
- Repeating passages from books or other texts without including the proper references, citations and/or quotation marks.
- Copying material from any source and passing it off as one's own work.

Students should always take great care to distinguish their own ideas, opinions and knowledge from information derived from other sources. The term "sources" includes not only published primary and secondary material (including material from the Internet), but also information and opinions gained directly from other people.

If students have any questions about what constitutes plagiarism, it is their responsibility to clarify the definition by conferring with their professor, the MPS Director or a member of the Faculty.

5.3 CHEATING

Unauthorized use of notes, text or other aids during a test (i.e. quiz, test or exam) is not allowed.

Cheating is defined as:

- A student uses some sort of “cheat sheet” or some other form of printed material to assist him/her in writing answers to a test.
- During a test, a student copies answers from another student’s test.
- During a test, a student willingly provides another student with answers to the test either verbally, in written form, and/or through hand signals or other non-verbal communication methods.
- A student provides other students with advance copies of test questions before the test is administered to those other students.
- A student intimidates a fellow student to get answers to test questions before or during a test.
- A student uses a mobile phone and/or other electronic devices to communicate any information during an examination period (including but not limited to the use of SMS messages).

5.4 PENALTIES FOR ACADEMIC DISHONESTY

Any violation of the university’s academic honesty rules will result in the student being asked to leave the MPS program. The process is a formal consultation involving the student, the MPS Director, and the Chair of the Department of Psychology. Students may appeal the findings of the consultation to the Rector and request a hearing. If the rector finds that a violation of the university’s academic honesty rules did indeed occur, the student will be expelled from the MPS program with a permanent notation to that effect entered on the student’s academic transcript.

Students expelled due to plagiarism or cheating forfeit the right to any further appeals and will be denied re-admission to any program at UNYP.

5.5 FORGERY AND BRIBERY

Forgery is defined as the alteration of UNYP forms, documents, or records, or the signing of such forms or documents by someone other than the proper authorized person. Bribery is the attempt to influence the actions or decisions of any University official, faculty member, or employee having any evaluation authority or official record-keeping responsibility, by the offering or giving of anything of value.

Any student who commits forgery or bribery will be expelled immediately from UNYP. Students expelled due to forgery or bribery forfeit the right to an appeal and will be denied readmission. Tuition will not be refunded.

6 COMPLAINTS POLICY

A formal complaint may be submitted by the student, if the student believes:

- a. the course or instructor behavior does not meet MPS standards
- b. the course grade earned is incorrect
- c. a different grade is deserved

The student will follow the official procedures below:

1. Contact the instructor immediately, do not wait. Let the instructor know *in writing* what is being contested and why the grade is inadequate. Please allow the instructor one week to respond to you in writing as to how your grade was calculated.
2. If, upon receiving an answer from the instructor, the student remains unsatisfied as to how the grade was calculated, the student may contact the **MPS Coordinator**. Please provide the MPS Coordinator with the following:
 - a. a written explanation as to why the instructor's response was unsatisfactory
 - b. the original complaint sent to the instructor and his/her response
 - c. the specific assignment requirements (instructions)

The MPS Coordinator will speak with both the instructor and the student, as well as, inform the MPS Director. The MPS Director will read over each of the assignments in question, as well as, the assignment instructions. He will render his decision and issue a written statement either keeping the original grade or changing it based on his academic opinion.

Should the student feel that the MPS Director did not resolve the situation sufficiently, they may contact the Dean of the School of Psychology.

7 DISCLAIMER

UNYP reserves the right to alter existing rules and regulations, academic programs and organizational structure at any time. The student is expected to be governed by the information on programs, and rules and regulations herein published or subsequently altered. It is the responsibility of each student to ascertain current information that pertains to the individual's program through frequent reference to Notice Boards, email messages and by consultation with the MPS Director and the Psychology Department, and other university personnel, as appropriate.

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