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PREFACE TO THE 2016-2017 GUIDE

This Department Guide is a compilation of the rules and customs that are important in the life of graduate students. It details what is expected from you and what you can expect from the Department.

There is an official guidelines provided by the Faculty of Graduate Studies on matters pertaining to the supervision and examination of graduate students, within the Graduate Calendar. The Calendar is available online at: <http://grad.ucalgary.ca/grad/node/3576>. Graduate student advisors and supervisors should be thoroughly familiar with these policies. Graduate students should familiarize themselves with it so that later, if the need should arise, relevant sections can be studied in detail.

This Department Guide incorporates some features from the calendar but, more importantly, specifies Departmental regulations for graduate students. The Guide was initially prepared by Dr. Rogers and then revised by Drs. Cooper, Adam, Eggermont, Mosley, Pexman, Teskey, and Sulsky. The Guide is intended to be a useful source of information for graduate students and supervisors. Any suggestions or comments that you have about the Guide would be most welcome.

I would like to thank the members of the Psychology Graduate Committee, Drs. McGrath, O'Neill, and Protzner, and the Graduate Program Administrator, Brittney Gramlich, for their efforts throughout the 2016-2017 year.

Suzanne Curtin, Director
Graduate Program in Psychology

Jan 2017

INTRODUCTION

This information guide has been prepared to inform you of the procedures and policies governing the Department of Psychology's Graduate Program. When used in combination with other official documents (listed below), this guide will provide you with a good overview of the procedures and policies that will directly or indirectly affect you during your stay in the Department.

The orientation of the Psychology Graduate Program is toward research, and the completion of a high quality thesis is a requirement of every graduate degree that the Department awards. The procedures and policies that follow all derive from our efforts to provide strong research and professional training for graduate students.

What follows is not intended to be an all-inclusive, definitive, or rigid set of rules and regulations. Rather, it is intended to indicate what the normal procedures are expected to be, recognizing that special cases do occasionally arise and these should and must be dealt with in ways which are sensible. It should be recognized, however, that some of the regulations and deadlines are set by the Faculty of Graduate Studies, not by the Department of Psychology, and consequently their flexibility can be somewhat limited. Students and their supervisors must assume that whenever a case is to be made for departures from the generally accepted practices, it will have to be a convincing one and no assumptions should be made about the favorable outcome of such appeals beforehand.

As noted, this guide should be used in conjunction with some of the publications of the Faculty of Graduate Studies and Human Resources. Of note in this regard are:

1. The current Faculty of Graduate Studies calendar, which contains information about Faculty rules and information on awards and financial assistance. This document can be accessed on the web at <http://www.ucalgary.ca/grad/calendar>
2. Human Resources provides all policies and templates for teaching and research assistantships and other paid graduate positions. These can be accessed on the web at: <http://ucalgary.ca/hr/grad-students>

This Guide is divided into three sections. The first section deals with issues and policies that are common to all graduate students in the Psychology Program, regardless of whether they are in the Master's or Ph.D. program. The second section deals specifically with the Master's program, and the third with the Ph.D. program.

GENERAL INFORMATION

Departmental Administration

The interim Department Head (effective July 1, 2016, Dr. Keith Dobson) is responsible for the overall administration of the Department, and has an office in AD255 (220-4954). The management of the Undergraduate Studies Program is delegated by the Department Head to the Director of Undergraduate Studies (Dr. Susan Boon). Likewise, the management of the Psychology Graduate Program is delegated by the Head to the Graduate Program Director (effective January 1, 2016, Dr. Suzanne Curtin). You are most likely to have closest associations with your supervisor, as he or she is the person charged with responsibility for you. Situations that cannot be handled by your supervisor should be referred to the Graduate Program Director.

Important decision regarding policies and procedures are made by the Graduate Program Committee. For 2016-2017 the committee consists of Dr. Suzanne Curtin (chair), Dr. Dan McGrath, Dr. Tom O'Neill, and Dr. Andrea Protzner.

You are registered in the Faculty of Graduate Studies, so the ultimate authority for you is the Dean of the Faculty of Graduate Studies. The Graduate Program Director represents the Faculty of Graduate Studies in the Department, and so should always be your first contact in any dealings with the Faculty of Graduate Studies.

General inquiries about graduate school should be directed to the Graduate Program Administrator, Brittney Gramlich (AD 255: 220-5659), who is responsible for the administration of the Program under the guidance of the Director. The GPA is also responsible for graduate student payroll (TA and GSS appointments, FGS Awards, etc.). The Department Administrator, Beth Dowdell (AD 255B: 220-5560) prepares appointment forms and teaching assignments. All matters concerning office supplies, keys, etc. may be directed to front office staff in AD 255.

Residency Requirements

The Department's policy is that both the Master's program carries a two-year, and the Ph.D. program carries a three-year, full-time residency expectation. This means that students are expected to spend two years as full-time students, working only in the Department, to obtain these degrees.

We also discourage students from leaving the Department before they have finished all of their degree requirements. In the Department's experience such "all but thesis" students have considerable difficulty completing their programs even when they are within one final draft of a thesis and the oral exam. The Department strongly advises students to remain full-time in their program until they are completely finished. Any departure from this procedure must be discussed with, and approved by, the Graduate Program Director.

The Faculty of Graduate Studies also has strict rules about accepting employment outside of the University while still registered in the Faculty of Graduate Studies. Clearly, such employment is not consistent with the full-time status expectation of the Department as well. For these reasons it is the Department's policy that students not accept employment outside of the Department while in the graduate program. We recognize that special conditions may create exceptions to the rule but we require that any deviation from this policy be discussed with, and cleared by, the Graduate Program Director.

Registration

New and continuing students must register, even if not taking courses. All students are advised to be present on campus a few days before classes begin. New students fill out a Registration Confirmation for First Year Students along with a form listing courses to be taken. Incoming students must present their completed registration forms to the Program Office. The Graduate Program Administrator will provide instructions on how to complete this form. Consult your supervisor regarding course registrations, bearing in mind the requirements set forth in later sections of this Guide.

Continuing students must also fill out a form (available from the Graduate Program Administrator) listing the courses they will be taking in the fall and winter terms. The Director and supervisor (or interim supervisor) are required to sign this form. After course selection has been approved by your supervisor and the Director of Graduate Studies, a student may then complete their registration on-line at: <https://my.ucalgary.ca> Registration and course changes for new and continuing students must be completed this year by **Friday, September 23**. After this date, a late fee of \$60.00 will be charged, and a **Change of Course Registration** form is required. Any problems should be referred to the Graduate Program Director (or the Graduate Program Administrator).

The Faculty of Graduate Studies will assess tuition fees. Details regarding fee assessment and other ancillary costs are provided in the Faculty of Graduate Studies calendar. Fees are due this year by **Friday, September 30**. The Graduate Student Payment Plan is a partnership between the Faculty of Graduate Studies, Financial Services, and Enrolment Services which has been developed in consultation and approval of the Graduate Students Association. This service assists graduate students who are receiving income from the University of Calgary, in deferring their fees over a period of time.

Graduate students wishing to defer their fees should review the Eligibility to ensure they are eligible for this service. Information on how to apply for the Graduate Student Payment Plan is available on-line at: <https://www.ucalgary.ca/registrar/finances/tuition-fees/graduate-student-payment-plan>. Applications for Fall 2016 deferral of fees must be received not later than 4:30 p.m. on Friday, September 23.

Graduate Assistantships

The major source of graduate student financial support is in the form of assistantships. The University of Calgary has one of the finest assistantship programs in the country. Details (eligibility, amounts, service expectations, etc.) are set out in the Graduate Students' Association Collective Agreement, which is available on the web at: <https://www.ucalgary.ca/hr/files/hr/gsa-ca.pdf>. Information is also available in the Faculty of Graduate Studies calendar. There is no special application form for assistantships for students who do not hold a major scholarship. Rather, it is assumed that all applicants who do not hold a major scholarship wish to be considered for financial aid. Those students who do hold scholarships and would like to be considered for an assistantship must contact the Graduate Program Director. You will be informed at the earliest possible date whether you have been awarded one.

There are three categories of assistantship appointment: Graduate Assistantships (Teaching or Trust; GAT), Graduate Student Support (GSS), and Sessional Instructors:

- 1) Graduate Assistantships (GA)

- Graduate Assistantship (Teaching) (GAT):

- Students with Graduate Teaching Assistantships (usually referred to as a "TA") assist with the instructional responsibilities of the Department. They are assigned to courses and perform duties such as laboratory instructing, assignment marking, and examination proctoring, under the supervision of the

faculty member teaching the course. The duties cannot exceed an average of 12 hours per week, calculated over the 17-week employment term.

Graduate Assistantship (Trust) (GA Trust):

These positions are funded from the research grants of individual faculty members in the Department. Faculty members recommend graduate students for such appointments.

2) Graduate Student Support (GSS)

GSS's have no teaching or service requirements and are only awarded to full-time students who are in full-time attendance at the University.

3) Sessional Instructors

At the discretion of the Department, a graduate student may be appointed as a sessional instructor responsible for the teaching of an entire course. **Only graduate students who have successfully completed their candidacy exam will be considered for an appointment as a sessional instructor.**

Contact the Departmental Administrator (Beth Dowdell, 220-5560) for information on the procedures required to apply for such a position.

Graduate Assistantships are awarded covering a specific academic term (September-December (Fall); January-April (Winter); May-June (Spring); July-August (Summer)). The amount of money available for GA's is determined by the Departmental budget, which in turn depends upon the demand for laboratory and tutorial instructors. The Department Head and the Graduate Director make the decisions regarding the awarding of these funds. GSSs are used to support summer research, meaning that, given that your progress is satisfactory, the Department attempts to provide GAT funds (for the fall and winter terms) and supplement up to the level of your initial offer during the May-August term. Note, however, that the Department expects students to apply for scholarships (see below) as a requirement for receiving a GSS award.

Students are urged to read their letters of offer carefully to clarify details of these awards. Students failing to maintain "satisfactory" rating for progress may have their funding terminated. The TA responsibilities place very real demands on the time you will be able to spend in the program and these demands are reflected in the timetables provided in the detailed sections on the Master's and Doctoral programs. Students holding scholarships may receive GAT or GSS funds depending on availability and scholarship size.

The service requirement for Graduate Teaching Assistantships is 12 hours per week. This time includes preparation of tutorial or lab assignments, time spent in tutorials or labs, marking, and proctoring. It is the responsibility of the faculty member in charge of the course to indicate clearly the expectations held for the teaching assistant. Brittney Gramlich is responsible for scheduling TA proctors for examinations. It is in the best interests of everyone concerned that GAT time be kept very close to the average of 12-hours per week, calculated over the employment period. Teaching assistants should contact the professors for whom they are working as early as possible to obtain an outline of their duties. It is important for the teaching assistant and the faculty member to maintain frequent contact throughout the course, and a regular meeting where the course is discussed is recommended. **It should be stressed that teaching is a very important and valued part of the Department's service and that assistants are expected to treat their duties in this regard with the utmost seriousness and conscientiousness.** Students are expected to be on campus for the duration of their appointment. Note that the university closes from Christmas through New Year's Day each year and normally students would have no teaching duties the first week of September and the last week of April.

Summer Support

In awarding summer GSS support, the Graduate Studies Committee will first use as its criterion, progress in the program. We fund students for the first two years of the Master's program and the first three years of the Ph.D. program, **unless they have scholarships**. Students are expected to apply for scholarships and a failure to do so releases the Department from providing financial support. Should there not be sufficient money to support all eligible students (by the progress criteria) then the committee will consider the quality criterion. Note that the funding is to allow continuation of the student's research.

Scholarships and Grants

In addition to assistantship funding, there are numerous scholarships available to students. **All students are expected to apply for scholarships**. Winning scholarships provides a number of benefits for both the student and the Department. Apart from the respect accorded scholarships (they will look very good on your curriculum vitae), receiving a large scholarship allows you to decline a Teaching Assistantship and thus spend more time on your research projects. In addition, the Department's reputation is boosted if you win a national scholarship, and the assistantship monies that you might have required become available to other students.

The available scholarships are outlined on the Faculty of Graduate Studies website, at: <http://www.grad.ucalgary.ca/funding>. You may find several scholarships for which you are eligible.

Some of the scholarships which Psychology students should specifically investigate are those provided by the Social Sciences and Humanities Research Council (SSHRC), the Natural Sciences and Engineering Research Council (NSERC), Canadian Institute for Health Research (CIHR), Queen Elizabeth II Scholarships, Alberta Innovates – Health Solutions Studentships (AIHS), and the Alberta Gambling Research Institute Scholarships (AGRI). Most of the deadlines are between October 1 and February 1.

It is very important that you check into scholarships you might be eligible for early in September. You need to give yourself as much lead time as possible because most scholarship applications must be accompanied by letters of reference, and transcripts from all of the institutions you have attended. You may request official transcripts from the UofC on-line at: <https://my.ucalgary.ca>. Most of the national scholarships also require a written research proposal, so you will need plenty of time to prepare these applications properly.

In the first week of September the Graduate Program Administrator circulates information to all graduate students about major awards and their application deadlines. Although every attempt is made by the Department to inform graduate students about scholarships, students must also take the initiative to look into available scholarships and to make sure application deadlines are met. In particular, the Awards Page on the Faculty of Graduate Studies Web Site (<http://grad.ucalgary.ca/awards>) contains information and links for ALL active internally and externally awarded graduate scholarships. Please bookmark and visit this site frequently.

Other Monies and Services Available

Conducting research can be expensive. A number of support programs exist that are intended to help defray some of the costs. Perhaps one of the best sources of help will be your supervisor. Supervisors often hold research grants and may be able to obtain equipment, software, and other items for you. The Department has an inventory of equipment that may serve some of your needs as well. You may also be able to borrow equipment from other faculty members in the Department (with their permission of course).

If graduate students have research expenses not covered by their Supervisor's research grants, they should apply for research funds through the **Thesis Research Grants** program administered by the University's Research Grants Committee (URGC). Information on these grants is available from the Research Services Office (220-6354). Applications are available on the web at: <https://www.ucalgary.ca/research/researchers/apply-grants/grants-internal/urgc-programs#grantprogramanddeadlines> under Thesis and Dissertation Research Grants. These amounts are maximally \$1000 for a Master's student and \$1500 for a Ph.D. student. For these grants you must complete an application that is evaluated by a university-wide committee of faculty members. Applications are received two times each year: **October 1st and April 1st**. Funds will not be awarded retroactively, so be sure to apply well before the funds will be required. Several scholarships (e.g., Killam, AIHS) carry research stipends with them as well.

The presentation of research is financially supported in a number of ways:

1. The Faculty of Graduate Studies Travel Awards are open to students registered full-time in a graduate program at the University of Calgary who are presenting their work or research at major national and/or international conferences. These travel awards are funded by the Alberta Government. Applicants must live in Alberta and be a Canadian citizen or Permanent Resident. An individual is eligible for one award at the Master's level and one award at the Ph.D. level. The application form and specific award information can be found on the Graduate Scholarship Database under the Program Recommended Awards Competition: <http://grad.ucalgary.ca/awards/award-opportunities/university-awards>

International students interested in applying for travel awards should contact Caylee Stein in the Graduate Scholarship Office, cstein@ucalgary.ca or (403) 220-8581.

2. The Department of Psychology Graduate Program provides financial support, to a maximum of \$500 annually, to support students' travel to conferences to present their thesis research. Application forms are available from the Graduate Program Administrator.
3. The Canadian Psychological Association provides some travel funds for students who are members of the Canadian Psychological Association and who wish to make a presentation at the annual conference. Many other associations and societies have similar arrangements, and many also award prizes for the best student presentations. You are strongly encouraged to investigate such arrangements. Again, winning one of these awards strengthens your C.V.

Annual Evaluation of Graduate Students

There are three reasons why we evaluate our graduate students every year. First, the Dean of Graduate Studies requires that each student's progress in the program be evaluated annually. Second, we, as a Department, require some annual assessment of each student as a means of tracking progress. Third, and most importantly, the annual evaluation ought to serve as a source of feedback to students; an occasion for the Department to assess progress, and an occasion for the supervisor to provide some summary of what should be an ongoing stream of feedback regarding both the student's progress in the program of study and his or her development as an expert in the field of psychology more generally.

At the Departmental level, then, the annual evaluation task is two-fold. We need to determine each student's standing relative to the various hoops, hurdles, and requirements that we, as a Department, set out for them in designing our graduate program. As well, more for the student's sake than our own, we need to provide Departmental feedback and also the opportunity and impetus for supervisor feedback to students regarding their level of achievement in terms of their chosen fields of study. The annual evaluations then will gauge all

students in terms of (a) their progress (speed) in the program and (b) the quality of their work in the Department and in the field (of psychology).

Progress

Progress through the program will be assessed against the milestones laid out by the Department in our graduate program. These include:

M.Sc. I

- course work (statistics, graduate seminar, graduate research course, etc.)
- supervisor's input as to progress on thesis research (pilot testing, work on thesis proposal and seminar *prosem', etc.)

M.Sc.II

- 'prosem' (not later than 14 months after admission)
- completion of course requirements
- supervisor's input as to projected completion of thesis requirements (any M.Sc. student is expected to finish all degree requirements in 2 years, otherwise progress will be considered "unsatisfactory". Particular circumstances can be taken into account).

M.Sc.III

- **unsatisfactory**

Ph.D. I

- course work
- supervisor's input as to progress on thesis research (pilot testing, work on prosem, etc.)

Ph.D. II

- course work (if any)
- proseminar completed (16 months)
- candidacy completed (ideally 16-20 months, not later than 28 months)
- supervisor's input as to progress on thesis research

Ph.D. III

- supervisor's input as to progress on thesis research (Ph.D. students are expected to finish all degree requirements in 3 years).

Ph.D. IV

- **unsatisfactory**

In reviewing the progress of students each year, the Graduate Director will make a recommendation to the Department at the Annual Evaluation of Graduate Students whether, relative to the above milestones, the student's progress is satisfactory or unsatisfactory. In the latter case, the supervisory committee, in consultation

with the supervisor and the Department, will stipulate what is expected of the student during the next year (or less). These designations will be reported to the Department at the annual evaluation meeting.

In summary, the first step in the annual process of evaluating students will be to rate the progress of the student through the various requirements of our program. Taking into account unavoidable delays due to equipment or supervisory difficulties, the Graduate director will rate each student's progress as satisfactory or unsatisfactory and place those recommendations before the Department at the annual evaluation. Having done this, the Department will then turn to the tasks of either recommending termination of the students who received unsatisfactory progress ratings or, with the supervisors, detailing the course of remedial actions to be followed if students are to stay in the program. Please note that time in program is a factor and those students in MSc III+ and those in PhD IV+ will receive a rating of unsatisfactory. Those students who receive satisfactory progress ratings will then be rated using the quality criteria outlined in the following section.

Quality

Just as a great many variables go into the annual task of settling upon merit increments for faculty, so too are there many variables to consider in judging the quality of a student's work over the year. In fact, it is helpful to view the processes of judging faculty merit and student quality as similar, given that they both represent an attempt to quantify one's performance in his or her chosen field of work or study (Psychology). Students' equivalent of merit might include the following sources of data:

Core Criteria:

- Course grades (a report of what was accomplished in any research courses is required)
- Thesis work (scholarship, research technique, etc.)
- Teaching (if any)

Merit Criteria:

- Publications
- Scholarships and awards
- Involvement in research outside of the thesis (e.g., research courses)
- Conference presentations
- Conference attendance
- Participation in colloquia, seminars, etc.

Procedures for Obtaining and Collating Information on Quality

An on line Graduate Student Annual Progress Report will be sent to you by an email notification in May of each year, with a completion deadline of mid-August. This is an automated electronic form that will use the student centre, faculty centre and email to direct the progress report sequentially to you, your supervisor and your program's graduate coordinator for completion. When you receive the e-mail, please select the link given and follow the process to complete the online annual report. You will also be able to refer to the 'To Do List' on your Student Centre for more detailed instructions. The requirement to submit a progress report annually to the Faculty of Graduate Studies is mandated by a policy of the Faculty of Graduate Studies Council.

The following input is optional:

1. An evaluation from each instructor for whom the student has worked as a GAT commenting on the student's work and teaching abilities. A template is provided in Appendix C.
2. A letter from other members of the student's supervisory committee (including the informal committee assigned at the Master's level) commenting upon the student's progress and ability.
3. Students themselves may ask anyone else they wish to write to the committee on their behalf (describing some relevant activity conducted external to the Department, or some point of view on the student or his or her progress which may not be represented in the routinely collected information).

All of the above information is to be made available to the Graduate Program Director no later than two weeks in advance of the date of the annual evaluation. The Graduate Program Director will collate all this information and the Graduate Program Evaluation Committee will produce a quality or merit rating for each student (provided progress has been deemed to be satisfactory) using the following scale:

4: Excellent -This rating would be reserved for truly exceptional students whose performance over that past year has consistently been judged to be superior both on the core criteria (all grades, A or A-) and in the other areas related to quality of scholarship (has one or more publications in print or in press *and* a scholarship).

3: Very Good -This rating would be given to students whose work over the past year places them in the upper portion of our graduate population. Their work on all core criteria would be good (No B's or B-'s for course work) and they will have further distinguished themselves in several of the other areas referred to in the list of quality criteria (has a publication in print or in press *or* has obtained a scholarship).

2: Satisfactory -This rating would describe the average graduate student who is meeting all requirements and proceeding acceptably toward completion of degree requirements. This student is doing well on the core quality criteria of course work, (no B- grades), thesis work, and teaching (where applicable).

1: Passable -This rating would be reserved for those students who are just getting by. They are passing their courses (with some B's) and doing passable thesis work and teaching. The percentage of students, if any, in this category in a given year will likely be small.

The Graduate Program Director will present these ratings to the annual evaluation meeting. At that meeting the ratings will be reviewed and problem cases discussed.

TA Evaluation:

If a TA position involves a teaching role (e.g., the TA is a lab instructor) then TA evaluation forms are distributed to students in the lab or class twice each term, in order to provide the TA with feedback on various aspects of their performance. The Graduate Program Administrator is responsible for coordinating these evaluations.

Appeals

A student and/or his or her supervisor may appeal the recommendation of the Graduate Program Director and the outcome of the annual Evaluation of Graduate Students. The supervisor (or designate acceptable to the student) shall have been present at the meeting at the time when the particular student's evaluation was proposed, and shall, if possible, indicate his or her intention to appeal at that meeting. Otherwise, supervisors should file appeals with the Graduate Program Director **within three days** (Saturday and Sunday excluded) of

the date of the annual evaluation. Students may appeal **within three days** (Saturday and Sunday excluded) of the date of receiving written notice of the outcome of the annual evaluation.

Any new information regarding progress/quality may be a reason for appeal. However, ascertaining that all information is available in the student's report and in the supervisor's letter at the time of the evaluation seems a better way to avoid perceived unfair ratings.

The Graduate Program Committee will consider the appeal and respond in writing to the student/supervisor within 14 days after the date of the annual evaluation meeting. If the student and/or supervisor are not satisfied with the new (optionally revised) evaluation they may appeal that decision to the Head of the Department within seven days after receiving the Graduate Program Committee ruling.

Feedback

Following the Annual Evaluation of Graduate Students, each student will receive a letter containing the Graduate Director's rating of their progress (and any specific contracts regarding future performance) as well as a statement of the Department's opinion regarding the quality of their work over the past year. It is expected that the supervisor will meet with the student specifically to discuss her or his progress both within the Department and in the general field of study. This letter will also detail summer research support.

Other Important Information

Photocopying. Check with the office staff regarding procedures for photocopying. Note that Teaching Assistants can use the photocopier in the Grad Lab for any teaching-related materials for the duration of their appointment. Large documents should be submitted to Printing Services, rather than using the photocopier/printer, at least two days prior to the date they are needed.

Keys. Keys and card access to your supervisor's lab and other special areas may be obtained in the Main Office. Each key is available on a \$10.00 refundable basis. After hours access to the building can also be arranged through the Administration office staff.

Stationary Supplies. The Department stocks a wide variety of supplies in the main office. Items are purchased at the students' expense. The University Bookstore also has an excellent supply of materials available.

Thesis Expenses. Students are expected to pay all of the costs involved in the production of their theses. These costs include photocopying copies for their thesis committee, preparing graphs and figures, printing, and binding. Note that the "thesis levy" assessed to students in the first and second year of the program pays the cost of microfilming your thesis. This allows the University of Calgary Library and the National Library of Canada to make your thesis available to researchers all over the world.

Web Pages. The Department lists all graduate students by name, e-mail address, and supervisor on the Department's Web pages.

Ethics

All proposed graduate research involving human subjects must have ethical approval. This is obtained by filling in the appropriate Ethics Review Application Form: <http://psychology.ucalgary.ca/research/ethics/graduate-students>

Final ethics clearance of all graduate student research will be granted by the Conjoint Faculties Research Ethics Board (CFREB).

Credits for Research Participation

The Department of Psychology has a Web Based Research Participation System (Sona). This allows undergraduate students to earn course credits for participation in research being conducted in the Department. This System is based on the understanding that such participation is a meaningful contribution to undergraduate students' educational experience, giving them exposure to how research is conducted and introducing them to methods, content, and theories that are currently being explored within the discipline.

After receiving permission to use the System and gaining ethical approval for the specific study, researchers must register their experiments, and must post their sign-up on-line (<http://ucalgary.sona-systems.com/>).

Further details regarding the policies governing this system can be found at: <http://psychology.ucalgary.ca/research>

If you have any questions, please contact Dr. Melissa Boyce (403-210-6257, mboyce@ucalgary.ca).

Leave of Absence Policy

The Faculty of Graduate Studies has a Leave of Absence Policy, details of which are available at: <https://grad.ucalgary.ca/current/managing-my-program/leave>. In all cases, students are obligated to discuss their plans with their supervisors, supervisory committee, and the Graduate Program Director before making an application. Students should also ensure that the proposed leave is compatible with the regulations of any granting agency from which funding would normally be received during the leave period. The funding agency must be informed of the proposed leave and any consequent funding adjustments must be clarified and approved by the agency prior to the beginning of the leave. Students whose leave overlaps with their annual registration date will be required to submit an annual progress report to the Faculty of Graduate Studies by the appropriate deadline date.

THE MASTER OF SCIENCE PROGRAM

The MSc. degree program at the University of Calgary is designed to provide the student with advanced training in psychological sciences, with particular emphasis on research skills. The typical duration of the program is two years. The MSc. degree will be granted when the student completes a prescribed set of courses and successfully defends a thesis. Details of these requirements are articulated herein and in the Academic Regulations section of the Academic Calendar, <http://www.ucalgary.ca/pubs/calendar/grad/current/gs-academic-regulations.html>.

Timetable

The typical timetable for the Master's degree is as follows:

First Year:

September	Registration and beginning of coursework
October/November	Apply for scholarships
January/February	Course registration. Apply for scholarships
Summer	Determination of supervisory committee

Second Year:

August	Registration
October	Thesis Proposal Seminar Deadline (Prosem)
October/November	Apply for scholarships
January/February	Apply for scholarships
July/August/Early Sept	Thesis defense

The timetable presented above is subject to adjustment to accommodate a first registration in January or May.

Course Requirements

MSc. students are required to take a **minimum of six half courses over their 24-month program**. Courses in addition to the minimum six may be applied towards the course requirements at the Ph.D. level. The following is the recommended course path for Master's-level students:

At Least 2 of:

- PSYC 607:** *Advanced Research Design and Methodology in Psychology*
- PSYC 611:** *Advanced Research Analysis in Qualitative and Historical Psychology*
- PSYC 613:** *Signal and Systems Analysis in Behavioural Research*
- PSYC 615:** *Advanced Research Design and Analysis I*
- PSYC 617:** *Advanced Research Design and Analysis II*
- PSYC 619:** *Special Topics in the Design of Psychological Research*

At Least 2 of:

Graduate Seminars (may be repeated for credit):

PSYC 601: *History and Systems of Psychology**

PSYC 620: *Advanced Topics in Brain and Cognitive Sciences*

PSYC 630: *Advanced Topics in Social and Theoretical Psychology*

PSYC 639: *Advanced Topics in Industrial/Organizational Psychology*

PSYC 700: *Integrative Seminar in Psychology*

PSYC 710: *Integrative Seminar in Psychology*

PSYC 720: *Seminar in Brain and Cognitive Sciences*

PSYC 730: *Seminar in Social and Theoretical Psychology*

PSYC 739: *Seminar in Industrial/Organizational Psychology*

*cannot be repeated for credit

A student may take seminar courses from other departments instead of the courses in the second list above, upon approval from their supervisor and the Graduate Program Director.

Industrial Organizational Psychology

I/O students in the M.Sc. program are required to take eight half-courses with two half-courses in research methods and statistics (Psych 615 and Psych 617), four half-courses in I/O psychology (one Psych 639 and three Psych core I/O courses), and two half-courses outside the core I/O area. Psych 639 is a prerequisite for the other core courses in I/O psychology (i.e., Psych 739s). Students must consult with the supervisors in selecting courses with the aim of developing an understanding of the areas identified by the Society for Industrial and Organizational Psychology.

Supervisor

An interim supervisor is assigned to each student at the time of admission. Every effort is made to match your interests with that supervisor at the time your application is processed. In no case will a student be admitted if an appropriate supervisor is not expected to be available.

The shift from interim to permanent supervisor formally takes place at the end of the first year. Consultation with the Graduate Program Director is necessary if your interim supervisor does not become your permanent supervisor. The permanent supervisor must be approved by the Graduate Program Director.

Thesis Committee

A thesis committee is required at the master's level. Committee members should be in place early on in the thesis planning. The student /supervisor will complete the form Appointment of Supervisor/Supervisory Committee (available in the Program Office) and have it approved by the Graduate Program Director.

Department of Psychology guidelines specify that:

- **The supervisor, plus two other faculty members become involved in the early stages of thesis planning.** Normally, one of these committee members is not from the same research area as the student and supervisor. This serves to communicate Departmental standards and traditions between programs.

- Traditionally the two departmental faculty members, plus the supervisor stay on to serve on the final examining committee. Selection of the members should be made jointly between the student and supervisor, and the Graduate Program Director is to be informed of the choice. These members should be in place early in the thesis planning, typically by the summer of the first year.
- **A fourth faculty member is added as an external examiner** (typically after the Thesis Proposal has been presented to the Department). Contingent upon the area of the thesis, this member shall come from another Department at the U of C or be an adjunct faculty member of the Department.
- In all cases the choice of committee members should be communicated, in writing, to the Graduate Program Director.

Thesis Proposal

All M.Sc. students must formally present a research proposal. First, students must submit a written summary of the planned project for the Master's thesis to the members of their committee. Second, students must give a proposal seminar (prosem); that is, they must present their project to their committee orally two weeks after submitting their written proposal.

The Written Proposal:

- The written proposal should include a brief introduction to the topic and a description of the design.
- The proposal must be typed, double spaced, in 12-point font (APA style).
- The exact page length of the written proposal may vary.

The Proposal Seminar (prosem):

- The purpose of the prosem is to provide graduate students with an opportunity to present their M.Sc. thesis research proposal. This enables faculty members and peers to provide appropriate and necessary feedback regarding the area of study, design, and methodology in order to enhance the quality of the prospective investigation.
- Each M.Sc. student will present their research prospectus not more than 14 months after admission to the graduate program. This will normally be by October 31st of the second year.
- Failure to have presented a proposal by the above deadline will be interpreted as unsatisfactory progress and will have consequences for the student. For example, future funding may be jeopardized by unsatisfactory progress.
- The student's supervisor and two other faculty members with similar research interests (the "in house" component of the supervisory committee) will be in attendance at the proposal seminar. It is the supervisor's responsibility to ensure the presence of the members of the prosem committee at the presentation. If any committee member cannot attend the prosem, the supervisor and/or student presenting should be contacted ahead of time.
- Students must contact the Graduate Program Administrator at least three weeks prior to the pro-seminar to book a room and computer (if required).
- Students will give written copies of their proposal to faculty and graduate students who have similar research interests. One electronic copy of the proposal must also be given to the Graduate Program Administrator. All of these tasks are to be completed **two weeks** in advance of the oral presentation.
- Data collected prior to the prosem should be considered pilot data until the prosem has been held and the thesis proposal approved by the thesis committee.

- It is the responsibility of the supervisory committee to provide adequate feedback regarding the area of study, design, and methodology.
- **The supervisor will write up Minutes of the prosem.** In these will be a broad implication of those features of the research which were approved at the prosem and a more detailed description of those that required change. The supervisor and student will then work to effect the necessary modifications and revisions. A copy of the minutes must be given to the Graduate Program Director and the Graduate Program Administrator and will be included in the graduate student's file.

Final Examining Committee (M.Sc.)

In the Department of Psychology, there are four examiners on the final examining committee:

- the supervisor
- the two members drafted to the committee during the planning stages (one of which is not from the same specialty program)
- an external examiner from outside the Department (this can be an adjunct faculty member)
- a Neutral Chair is added (non-voting member) by the Graduate Program Administrator

The choice of external examiner should be made by the supervisor and cleared with the Graduate Program Director.

At least five weeks before the planned oral date, the supervisor must inform the Graduate Program Director of the committee membership so that he or she can write for clearance from the Faculty of Graduate Studies.

At least three weeks before the planned oral date, the complete thesis must be made available to all committee members. At this time the Graduate Program Administrator will forward "Examiner's Report on Thesis" forms to each member of the examining committee. Examiners must indicate their evaluations of the thesis in writing on this form prior to the oral. The sheets are collected at the start of the oral exam by the Neutral Chair.

The Thesis

Students are strongly advised to consult the Faculty of Graduate Studies Policies and Procedures <http://www.ucalgary.ca/grad/policies/thesis/>

- The thesis should follow FGS guidelines and is normally in APA style (*Publication Manual of the American Psychological Association*. Washington, DC). However, the thesis may be written in other approved styles.
- In addition, it is recommended that students keep in frequent contact with their supervisor and committee members during the writing of the thesis.
- The Faculty of Graduate Studies Calendar sets out most of the information required for typing, printing, and binding of theses. Students should note that the title page and approval sheet have a special format. **Two original** approval sheets must be prepared (but four are suggested) prior to the oral examination for the signatures of examiners (see example in the Thesis Guidelines document)
- **NOTE:** The Faculty of Graduate Studies will no longer check all incoming theses for conformity with the guidelines. Checking will be limited to the title and approval pages. This means that **you**, as the author of the thesis have the sole responsibility to ensure that your document is in conformity with the *Guidelines*.
- Students must submit theses electronically to DSpace, the University of Calgary Institutional Repository. The student must submit the signed original approval page, a Departmental Clearance for Convocation for Thesis

Students form that is appropriately signed, a Thesis Submission Cover Sheet, and a Library and Archives of Canada Non-Exclusive Licence to Reproduce Theses, to the Faculty of Graduate Studies prior to electronic submission to DSpace. For more information on electronic submission, visit <http://grad.ucalgary.ca/current/thesis/ethesis>.

- Students are responsible for paying for all other costs involved in the production of their theses (e.g., figures, photographs, copying, and binding).

The form of the thesis can conform to either the “traditional” or the “manuscript” format.

Traditional	Manuscript
Front Materials (Approval Pages, Table of Contents, etc.)	Front Materials (Approval Pages, Table of Contents, etc.)
Abstract	Abstract
Introduction	General Introduction
Methods	Manuscript #1 (Abstract, Intro, Methods, Results, Discussion, but no References)
Results	Manuscript #2-n (if applicable)
Discussion	General Discussion
References	References
Appendices	Appendices

For details regarding thesis preparation, the student is referred to Guidelines provided by the Faculty of Graduate Studies at <http://grad.ucalgary.ca/current/thesis>.

The Oral Examination

A special form, Notice of Thesis Oral Examination, must be forwarded to the Dean of Graduate Studies **at least four weeks prior** to the examination date. This form will be completed by the Graduate Program Administrator and requires the signatures of the student, the supervisor, and the Graduate Program Director. The supervisor should check to be sure that this documentation is complete.

The Dean will sign the Notice of Thesis Oral Examination, indicating his or her approval and a copy of the form will be saved in the student’s file.

The procedures to be followed by the student are set out on the Graduate Studies Calendar web site <http://www.ucalgary.ca/pubs/calendar/grad/current/gs-academic-regulations.html>. Both supervisors and students are urged to consult the Calendar concerning the conduct of the oral examination. Students should also consult the Academic Schedule in the Calendar for deadline dates. Students are advised to discuss the oral with their supervisor beforehand, attend other open examinations as an observer, and consult with "veteran" graduate students regarding this important event. It is customary, but not mandatory, that the students give a 10-minute oral summary of the thesis at the start of the exam. This oral presentation must not be longer than 15 minutes. Students are also encouraged to arrange for one or more "mock" orals before their actual examination.

A form, Final Thesis Oral Examination, will be completed by the Graduate Program Administrator and then given to the Neutral Chair in advance of the oral. At the end of the examination all members of the Examining Committee must put their initials on this form and it is later signed by the Graduate Program Director. The Neutral Chair returns this form to the Graduate Program Administrator immediately after the examination, along with the "Examiner's Assessment of Thesis" forms. Possible recommendations of the committee and

instructions on post-examination procedures are set out in the Faculty of Graduate Studies Academic Calendar, <http://www.ucalgary.ca/pubs/calendar/grad/current/gs-academic-regulations.html>.

The Department discourages students from leaving Calgary before they have completed their degrees. If conditions dictate that absence is absolutely necessary, the student should leave a forwarding address with the Department. Students should also sign a library release form in the Faculty of Graduate Studies before leaving.

THE Ph.D. PROGRAM

The Ph.D. student is expected to become deeply involved in a specific area of inquiry and is expected to demonstrate significant knowledge and research skills in the area of inquiry (this includes mastery of the theoretical concepts within the area). The successful completion of the Candidacy Examination and the successful defense of the doctoral thesis are integral parts of the program. All students are expected to apply for scholarships.

Timetable

The typical timetable for the Ph.D. degree is as follows (Sept start/Jan start):

First Year:

September/January	Register, begin course work
October/February	Apply for scholarships Assembly of supervisory committee Begin preparing Thesis Proposal document Begin preparing for Candidacy Examination

Second Year:

August/December	Register, continue course work, if necessary. Continue preparing for Candidacy Examination
November /April December/August	Supervisory Committee Meeting to discuss thesis proposal Thesis Proposal (no later than 16 months from initial registration in the Ph.D. program)
April/December	Candidacy Examination (Target to finish Candidacy within 20 months from initial registration in Ph.D. program)
May/January	Thesis data collection Apply for scholarships

Third Year:

August/December	Registration Finish collecting Thesis Data
May/August	Approval of Thesis Examining Committee/Thesis defense

Required Courses

Ph.D. students must complete a **minimum of six half courses prior to taking their candidacy examination (within the first 20 months of registration)**. All courses must be approved by the Supervisor and the Graduate Program Director. Incoming Ph.D. students must demonstrate that they have an adequate background in statistics and methodology (including computer applications). Those needing remedial work may be required by the Department of Psychology to take particular courses. The following is the recommended course path for Ph.D. students:

6 of:

Graduate Seminars (may be repeated for credit):

PSYC 700: *Integrative Seminar in Psychology*

PSYC 710: *Integrative Seminar in Psychology*

PSYC 720: *Seminar in Brain and Cognitive Sciences*

PSYC 730: *Seminar in Social and Theoretical Psychology*

PSYC 739: *Seminar in Industrial/Organizational Psychology*

Graduate Research Courses (may be repeated for credit):

PSYC 702: *Research in Brain and Cognitive Sciences*

PSYC 703: *Research in Social and Theoretical Psychology*

PSYC 709: *Research in Industrial/Organizational Psychology*

PSYC 712: *Research in Brain and Cognitive Sciences*

PSYC 713: *Research in Social and Theoretical Psychology*

Industrial and Organizational Psychology

In addition to the courses required by the MSc program, students in the PhD program are required to take 4 core half-courses in I/O psychology and 2 half-courses outside I/O psychology that were not completed during the MSc Program. One research course in I/O psychology (Psych 709) may substitute for one of the 4 required courses in I/O psychology with the approval of the student's supervisor. The research course cannot be supervised by the student's supervisor and it must be on a topic that is different from the student's thesis in order to promote breadth.

In consultation with their supervisory committee and approval by the Director of the Psychology Graduate Program, students may also take courses offered by other departments as substitutes for core I/O courses. However, this is only possible if extraordinary circumstances arise (e.g., there are insufficient core I/O courses offered in order to graduate on schedule).

Supervisory Committee

Ph.D. students should establish a supervisory committee shortly after their arrival in the program. This committee consists of two faculty members plus the supervisor. The Department recommends that one member of the committee be from outside the student's and supervisor's specific area of research specialization. This committee serves a SUPERVISORY role and is not solely in place to examine the candidate, although this is certainly part of its function. As such, the student and supervisory committee are expected to meet on an annual basis to review the student's progress in the program. Minutes of these meetings must be submitted to the Psychology Graduate Program Administrator. The final committee must be approved by the Dean of Graduate Studies, upon an application submitted by the Graduate Program Director. Details of the function, responsibilities and make-up of Ph.D. Supervisory Committees are articulated in the "Graduate Calendar" <http://www.ucalgary.ca/pubs/calendar/grad/current/gs-j.html>, under Academic Regulations, and both students and the faculty members involved should consult the calendar.

Care should be taken in the selection of committee members, as the Dean of Graduate Studies requires strong arguments for changing members once the committee has been struck. Any such changes should be cleared with the Graduate Program Director who will petition the Dean for a committee change.

Thesis Proposal Meeting and Presentation

Prior to Ph.D. students submitting a written summary of their research proposal, they should meet with their Supervisory Committee to present a synopsis of their proposed research to obtain feedback. This should ideally happen 1 month prior to submitting their written thesis proposal.

The Proposal Presentation:

- The purpose of the presentation is to provide graduate students with an opportunity to present their topic for their Ph.D. thesis research proposal. This enables their supervisory committee, faculty, and peers to provide appropriate and necessary feedback regarding the area of study, design, and methodology in order to enhance the quality of the prospective investigation. This feedback will help to shape the written thesis proposal (see Candidacy Period).
- Each Ph.D. student will present their proposal in a seminar not more than 15 months after admission to the graduate program. This will normally be by November 30th, of the second year for students entering the program in September.
- It is the supervisor's responsibility to ensure the presence of the members of the supervisory committee at the presentation.
- Students will be expected to announce the title, date, time, and place of their proposal presentation in the Monday Memo.
- The presentation will be up to 30 minutes in length, with 30 minutes for questions and discussion.
- **The supervisor will write up notes based on the feedback from the committee.** The supervisor and student will then work to incorporate the feedback in the written thesis proposal.

The Candidacy Period

The University of Calgary [Doctoral Candidacy Regulations](#) (“the Regulations”) govern the conduct of admission to candidacy at the University of Calgary. This document establishes program specific requirements associated with the conduct of admission to graduate candidacy under the *Regulations*.

A. Statement of Purpose

Admission into candidacy in the Psychology Graduate Program requires that students have knowledge, technical skills, and abilities that are necessary to undertake advanced independent research. Specifically, it requires that students have expert knowledge in the narrow field of their thesis research, as well as a solid foundation in the areas of psychology that is of particular relevance to their specialty program.

B. All doctoral students in the Psychology Graduate Program must successfully complete the following components:

1. All required course work as specified in the [Graduate Calendar](#)
2. Thesis proposal
3. Field of Study (FoS) written and oral examinations

Timelines

Faculty of Graduate Studies requires that doctoral students must complete all candidacy requirements within 28 months after initial registration in the doctoral program. However, the psychology program recommends students complete these requirements within 20 months after registration. Students must complete their course requirements and have their thesis proposals approved prior to submitting the Notice of FoS Examination to the graduate program director. Students are then given 4 months to prepare for their FoS examination. Thus, it is recommended that students complete their minimum course requirements and have their thesis proposals approved within 16 months of the program. All students must complete their minimum course requirements and have their thesis proposals approved within the first 24 months of the program.

Thesis Proposal

FGS candidacy regulations require that in order to be admitted to candidacy, the student must successfully complete a written thesis proposal that is approved by the Supervisory Committee (see [Academic Regulations](#) - K.1 Admission to Candidacy).

All Ph.D. students must submit a thesis proposal describing the planned project for the Ph.D. thesis to the members of their Supervisory Committee. This proposal is meant to outline the direction of the thesis research. Feedback from the Supervisory Committee will help to shape the student's research program. The thesis proposal provides the student an opportunity to receive valuable feedback from the committee. Students must consult with their Supervisors before submitting their proposal document to the Supervisory Committee for evaluation. The thesis proposal should include a review of literature sufficient to ensure the student is knowledgeable in the area of the thesis, research question(s), as well as detailed methodology outlining proposed experiments, and proposed data analyses. The thesis proposal must clearly explain the rationale, methodology, and planned analyses of the study. The document may be up to 30 pages in length (excluding references).

Normally, within 2 weeks after the submission of the thesis proposal to the Supervisory Committee, the Supervisory Committee meeting is scheduled.

Approval of Thesis Proposal

Approval of the thesis proposal takes place via a Supervisory Committee meeting. In this meeting, the student provides a brief synopsis of proposal and the Supervisory Committee discusses the proposal with the student. After the discussion, the student leaves the room and the Supervisory Committee decides whether the written thesis proposal can be approved, considering all of the following: (1) theoretical and methodological rigor, (2) feasibility, (3) contributions of the proposed research to the field, and (4) written quality of the proposal document. Unanimous approval from the committee must be obtained for the student to proceed to the next phase of the proposed research (e.g., seeking ethics approval for the proposed research and beginning data collection).

Every effort should be made to reach a unanimous recommendation on the Thesis Proposal. Once the Thesis Proposal is approved, the student has completed the Thesis Proposal component of the candidacy requirements.

Following the meeting, the Supervisor informs the student about the outcome of the proposal thesis and sends a memo indicating the outcome to the Graduate Program Director (and copies to the student and the Supervisory Committee members). Approval can be granted with minor revisions to the proposed research, and the nature of the revisions should be outlined in the supervisor's memo.

If unanimous approval is not obtained from the Supervisory Committee, the student must prepare a revised proposal document, addressing the concerns raised by the Supervisory Committee. After consultation with the Supervisor, the student can resubmit the revised thesis proposal to the Supervisory Committee no sooner than two months but not later than 6 months of the original proposal submission date. The Supervisory Committee should make its decision about the revised proposal no later than 3 weeks after the re-submission. It is the Supervisor's responsibility to arrange the Supervisory Committee meeting in a timely fashion. This decision will be made at a Supervisory Committee meeting. The Supervisor must inform the Graduate Program Director and the student about the Supervisory Committee's decision using the same procedure outlined above.

If the revised Thesis Proposal is not accepted the student will be required to withdraw from the program. According to FGS regulations, a second failure on any candidacy component requires the student to withdraw from the program. The graduate program must send the *Recommendation of Required Withdrawal from Graduate Program for Failure to Maintain Academic Progress* to gpoform@ucalgary.ca.

Appeals

If the outcome of any component of the Candidacy Requirements relating to the Thesis Proposal or Field of Study Examinations is a fail, the student has the right to appeal the decision. Students must appeal directly to the Faculty of Graduate Studies following the procedures described in the Graduate Calendar under [*Academic Regulations – Appeals – Appeals Against Faculty of Graduate Studies Rulings*](#)).

Field of Study Examinations

In the Psychology Program, the Field of Study Examinations are designed to determine the preparedness of the student to do research of high quality in their particular fields of study. There are two components to the FoS examination in Psychology: a written and an oral component, evaluated separately. The examination is designed to assess the background knowledge of students in their discipline as well as some selected areas beyond each student's immediate research area, i.e., the broader field covered by their specialty program.

Composition of FoS Examination Committee

Written Component

The FoS Examination Committee consists of the Supervisory Committee plus two additional members recommended to the Graduate Program Director by the supervisor. The student must never be involved in any aspects of exam arrangements. The supervisor will provide information about the proposed members of the examining committee so that the Graduate Program Director shall ensure to the best of their ability that no conflict of interest exists between the student or the

Supervisor and the additional members of the examination committee according to FGS [regulations](#) (*M. Thesis Examinations - M.3.4 Internal and External Examiners*). One of the two non-Supervisory Committee members must be external to the Department if an external member is not already included in the Supervisory Committee. Please note: adjunct faculty members whose primary affiliation are outside the Psychology Department are considered external to the Department. The Supervisor, who is a voting member, will chair the evaluation meeting.

Oral Component

The same FoS Examination committee for the Written Component serves on the FoS Oral Examination Committee, plus the addition of a Neutral Chair, who is a member of the academic staff appointed by the Graduate Program Director, and chairs the examination. The Neutral Chair is non-voting.

Process of Field of Study (FoS) Examination Timelines

The notice of FoS Examination must be submitted to the Graduate Program Director at least two weeks prior to the start of written examination. The notice should include the date of the meeting to evaluate the Written component and the date of the Oral Examination. Typically the Oral Examination will be scheduled within two weeks of the meeting to evaluate the Written Component. The notice of FoS examination will be completed by the Supervisor and requires the signature of the student.

It is the Supervisor's responsibility to arrange a convenient time and place for the meetings to evaluate the Written component and the Oral examination. Evaluation of the Written component should take place 1 week after the examination answers are submitted to the Examination Committee. The Oral Examination should take place approximately 1-2 weeks after the FoS written component is evaluated. In the event of a 'fail' on the written component, the Oral Examination will not take place.

FoS Examination Components

There are two independent components that are assessed in the FoS Examinations. First is the written work, and second is performance in the oral.

In the FoS written component, the following two sources form the basis for the evaluation: (1) reading list, and (2) written questions (see details below). It is the Supervisor's responsibility to ensure that the reading list is available to all FoS committee members.

- (1) A reading list, recommended to be no more than 1500 pages in total, is created by the student's Supervisory Committee. The reading list will be given to the student two weeks after the approval of their thesis proposal. The Supervisory Committee creates this list based on discussions in a meeting of the Supervisory Committee or in electronic communications among its members. The student will have 4 months to complete the required reading for the written portion of the examination. Typically, the readings are broadly related to the student's research area. That is, a student in I/O will be assigned readings in that area, a student in Social/Theory will be assigned readings associated with that area, and a student in Brain and Cognition will have readings assigned from that area.

- (2) The Supervisory Committee creates three written questions/topics based on the reading list. Responses to the questions/topics, in addition to the readings, will form the basis for the oral examination (see below). The student's written answers to these questions/topics could take the form of a critical review paper, or a research proposal. The decision of which format the written answers will take is made in conjunction with the student. No more than three questions/topics can be asked of the student, and the combined length of all the written answers must be no longer than 30 double-spaced pages in total (word-processed, 12 point font, reference list extra). Students will be given 3 weeks to complete their written answers. That is, at the end of the 4 month preparation period, the student will be provided with the questions/topics and given 3 weeks to complete the written answers. It is the student's responsibility to submit her/his written answers to all examining committee members at that time.

- (3) The written answers and reading list will form the basis for the oral component of the examination (see below). Thus, evaluation of the written component will be based on whether the student (a) adequately and appropriately responded to all aspects of the questions/topics, (b) synthesized and integrated information from the reading list, and (c) demonstrates the understanding of key issues and the ability to evaluate these issues.

Examiners' Evaluation: Written Component. In a meeting, each examiner will submit to the Supervisor their vote (pass/fail) on the Written Component of the FoS examination. The initial recommendation is non-binding. All question(s)/topic(s) are evaluated as a whole. That is, a single "pass" or "fail" for the overall written response is given. The initial vote provides the committee with a frame of reference on which to base a discussion of the student's written performance. Discussion of the written component will then take place. At the end of the discussion, the committee members again vote. If the the student receives 1 negative vote or less, the submission passes. The Supervisor informs the student and the GPD of the decision. If the student passes, he/she will go on to complete the scheduled Oral Examination.

Oral Component: The oral component proceeds in a second meeting following the evaluation of the written component. It will only proceed if the written work has received a pass from the Examination Committee at the evaluation meeting. The oral component is comprised of rounds of questions to the student from each member of the examination committee. The reading list and the written answer form the basis for questioning in the oral component of the examination. The student's oral performance will be evaluated using the following criteria: 1) accurately answers questions, 2) clarifies concerns in the written document, and 3) demonstrates knowledge of the readings and content area.

Structure of FoS Oral Examination

Length of Examination. The examination should not exceed two hours. This does not include the deliberation time of the Committee.

Examiners' Questioning. No one other than a member of the Examination Committee is allowed to question the student. All examiners should be given an equal opportunity to question the student during the early part of the examination, e.g., by rounds of questioning.

Questions to the student should be clear and succinct. The student should be given reasonable time to answer. If the student has understood the question and cannot answer, the examiner should pass to another question and not attempt to extract an answer by prolonged interrogation or by leading the student. The Neutral Chair should guard against any tendency of examiners to interact with each other instead of concentrating on the examination of the student.

The Neutral Chair must stop the exam if one of the examiners needs to leave the room and will reconvene the exam when all examiners are present.

Official Examiners' Discussion: Oral Component. At the end of the FoS oral examination, the student is asked to withdraw from the room. Before any discussion of the student's performance, each examiner must declare an initial recommendation (pass/fail) for using a blind ballot, which is non-binding. The Neutral Chair collects the individual ratings and declares the results of the "straw poll" to the committee. This provides the committee with a frame of reference on which to base a discussion of the student's performance. At the end of the discussion, the committee members again vote. If the student receives 1 negative vote or less, he/she passes the examination.

Outcomes of FoS Examination

Committee's recommendations are made separately for the Written and Oral components. Every effort should be made to reach a unanimous recommendation for each component. Following each of the deliberations, each examiner must record a recommendation of pass or fail for each component on the official Report of FoS Oral Examination form. Should the outcome of the final vote for a component include no more than one negative vote, the student will pass for that component. Three outcomes are possible for the FoS Examination (see below).

- a) Passing both the Written and Oral components.
- b) Failing the Written component only: If the written component receives a fail then student will be required to retake and pass the Written Component of the FoS examination before they can undertake the Oral Examination. The Supervisory Committee must provide specific instructions for a re-take of the FoS written examination, including new/revised questions to be addressed using the same set of readings, no sooner than 2 months of the student receiving the fail and no later than 6 months. The Supervisor will review the retake procedure with the student. It is the student's responsibility to submit her/his written answers to all Examining Committee Members no later than 3 weeks after receiving the the revised written assignment . Another meeting will be scheduled within 1 week of the examining committee receiving the written answers to vote and discuss whether the written component will receive a pass or fail. The student only has one opportunity to retake the written component. If the student fails a second time, he/she will be asked to withdraw from the program. If the student passes, then the Oral Examination will take place within 2 weeks. Scheduling of the re-take written examination and the subsequent oral examination follows the same procedure as stated above for the first round.
- c) Passing the Written examination but failing the Oral component only: The student will not complete the written component again. The written materials completed for the first oral

examination will be used in the retake examination. The student only has one opportunity to retake the oral component. If the student fails the oral component a second time, he/she will be required to withdraw from the program. The oral examination must be scheduled no sooner than 2 months and no later than 6 months upon receiving a fail.

In the case of a student failing any or all components of the FoS examination, the Chair (Supervisor for the Written, Neutral for the Oral) will write a brief memo detailing the procedures of the exam, and *each examiner* will write a brief memo to the Graduate Program Director explaining the reasons for his/her vote. This should be submitted within five working days from the examination date.

The Graduate Program must send a *Notice of a Failed Candidacy Component* to the student within ten working days from the examination date.

Retake of the FoS Examination

The student will be allowed one retake of the FoS written and one retake of the oral examination (see chart below). The retake may take place no sooner than 2 months and no later than 6 months from the date of the first scheduled FoS examination. Normally, the composition of the committee will remain the same.

In reporting the results of the second examination, the committee will be limited to recommending either a pass (i.e., no more than one negative vote), or a fail.

A recommendation of fail requires that, within five working days:

- Each examiner must submit a confidential written report to the Graduate Program Director, copied to the Supervisor, detailing the reasons for his/her vote.
- The Chair (Supervisor for the Written, Neutral for the Oral) must also submit a written report of the examination procedures to the Graduate Program Director.

If the Graduate Program Director upholds the recommendation of fail, the student will be required to withdraw from the Faculty of Graduate Studies. The graduate program must send the *Recommendation of Required Withdrawal from Graduate Program for Failure to Maintain Academic Progress* and supporting documents to gpoform@ucalgary.ca.

Appeal of the Failed FoS Examination

In the case of a failed FoS examination, students have the right to appeal. Students must appeal directly to the Faculty of Graduate Studies following the procedures described in the *Graduate Calendar* under [Academic Regulations – Appeals – Appeals Against Faculty of Graduate Studies Rulings](#).

ADMISSION TO CANDIDACY

Once a student has successfully completed all Candidacy Requirements, the graduate program must update the student's record, generate the Recommendation for Admission to Candidacy form and submit it to the Faculty of Graduate Studies.

The Thesis

Ph.D. students are required to submit a thesis. The rules and regulations surrounding the thesis including the thesis proposal are almost identical for M.Sc. and Ph.D. students. Refer to the description in the M.Sc. program.

The form of the thesis can conform to either the traditional or the manuscript format.

Traditional	Manuscript
Front Materials (Approval Pages, Table of Contents, etc.)	Front Materials (Approval Pages, Table of Contents, etc.)
Abstract	Abstract
Introduction	General Introduction
Methods	Manuscript #1 (Abstract, Intro, Methods, Results, Discussion, but no References)
Results	Manuscript #2-n (if applicable)
Discussion	General Discussion
References	References
Appendices	Appendices

For details regarding thesis preparation, the student is referred to Guidelines provided by the Faculty of Graduate Studies at <http://grad.ucalgary.ca/current/thesis>.

Ph.D. Dissertation Defense

The Ph.D. Thesis Examination Committee consists of the supervisor, the supervisory committee, an examiner from another Department within the university (this can be an adjunct to the Department), and an outside examiner (external to the University of Calgary). There can be no conflicts of interest between the student, supervisor and supervisory committee members and the external examiners. A Neutral Chair is added (non-voting member).

The external examiner will preferably be present at the defense. However, if this is not possible, the external examiner can participate by teleconference, videoconference, or can send in questions and thus serve as an **external reader**. The supervisor should discuss these options and arrangements with the Graduate Program Director, at least two months before the planned oral defense date. The thesis must be made available to all committee members at least **three weeks** before the planned oral date.

The Notice of Thesis Oral Examination is completed by the Graduate Program Administrator and sent to the Dean for approval and a copy is saved in the student's file.

The procedures to be followed are set out in the Graduate Studies Calendar <http://www.ucalgary.ca/pubs/calendar/grad/current/gs-m.html>. Students should also consult the Academic Schedule in the Calendar for deadline dates. Students are advised to discuss the oral with their supervisor beforehand and to consult with "veteran" graduate students regarding this important event.

It is the policy of the Psychology Graduate Program that all Ph.D. students be required to deliver a one-hour public presentation of their thesis to the Department of Psychology community, usually immediately preceding the oral defense.

As required by the Faculty of Graduate Studies, both M.Sc. and Ph.D. thesis examinations are Open, but only the examiners may question the student. The examination can take no longer than two hours (not including committee deliberations). At the end of the thesis oral examination everyone except the Neutral Chair and the examining committee is required to withdraw from the room. Members of the examining committee are asked to make Pass or Fail recommendations on each of the Thesis and the Oral Defense.

The Department discourages students from leaving Calgary before they have defended their thesis. If conditions dictate that absence is absolutely necessary, the student should leave a forwarding address with the Department.

CONTINUATION IN THE PROGRAMMES

The Faculty of Graduate Studies has regulations regarding the course performance that is regarded as satisfactory for graduate students. **B- is the minimum passing grade for any one course. However an overall grade point average (GPA) of at least 3.00 must be maintained in each year of the program.** Two failed half courses or one failed full course are also grounds for requiring a student to withdraw. Within the Department, decisions concerning the continuance of a student are made at the Annual Evaluation of Graduate Students.

Revised January 2017