

Graduate Program Regulations

*A Resource Document for
Graduate Students and Faculty*

Version: 2017-2018

Department of Psychology



University
of Victoria

Victoria, BC, Canada



These guidelines are subject to annual revision. Students are to follow those regulations that are in effect when they *first register* in their specific graduate program (Masters or PhD). For Faculty of Graduate Studies regulations, see the University Calendar at <http://web.uvic.ca/calendar2017-09/> For your own benefit, STUDY THOSE REGULATIONS THOROUGHLY.

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Table of Contents

Graduate Program Regulations	1
Table of Contents	2
GENERAL INFORMATION	3
1. Degree Offered	3
2. Areas of Training.....	3
3. Supervisors.....	3
4. Training in Clinical Psychology with Specialization in Human Neuropsychology or Life-Span Development.....	3
5. Financial Aid (see also Appendix B)	3
6. CAPP (Curriculum Advising and Program Planning) Report.....	4
7. Undergraduate competency requirements (UCRs)	4
8. Continuity of Registration	4
9. Demonstrating Competence and Annual Progress Review	4
10. Getting Teaching Experience in Psychology.....	5
11. Presentation of Candidates for Degrees	5
12. Authorship Credit & Ownership and Access to Data	6
13. Harassment Policy	6
MASTER'S PROGRAM	7
1. Supervisory Committee.....	7
2. External Examiner.....	7
3. Program Requirements for Master's Students	7
4. Thesis, Oral Examination, and Submission of Thesis	8
5. Time limits for Master's Degree Completion	9
6. Promotion from Master's to Doctoral Program	9
7. Summary of Departmental (and Individualized Program) requirements.....	10
DOCTORAL PROGRAM	11
1. Supervisory Committee.....	11
2. External Examiner.....	11
3. Program Requirements	11
4. Dissertation, Oral Defence, and Submission of Dissertation.....	13
5. Time Limits for PhD Degree Completion	15
6. Summary of Departmental (and Individualized Program) requirements.....	15
Appendix A: RESPONSIBILITIES OF THE SUPERVISOR, THE SUPERVISORY COMMITTEE, AND THE STUDENT	17
Appendix B: SUMMARY OF FINANCIAL ASSISTANCE INFORMATION	19
Appendix C: UNDERGRADUATE COMPETENCE REQUIREMENTS (UCRs)	23
Appendix D: RESEARCH APPRENTICESHIP (PSYC 502).....	25
Appendix E: STATISTICS AND RESEARCH METHODS REQUIREMENTS	26
Appendix F: COGNITION AND BRAIN SCIENCE PROGRAM REQUIREMENTS	27
Appendix G: LIFESPAN DEVELOPMENT PROGRAM REQUIREMENTS	28
Appendix H: SOCIAL PSYCHOLOGY PROGRAM REQUIREMENTS	29
Appendix I: FORMAT FOR MASTER'S THESES & PHD DISSERTATIONS	30
Appendix J: AUTHORSHIP CREDIT & OWNERSHIP OF AND ACCESS TO DATA	32
Preamble	32
APA: Ethical Principles of Psychologists and Code of Conduct	32
Data Access and Ownership	32
Department Guidelines, Additions and Caveats	33
Best Practices & Recommendations	33
Appendix K: HOW TO DEAL WITH DISCRIMINATION AND HARASSMENT	35
Appendix L: GRADUATE STUDENT ADMINISTRATIVE ROLES IN THE DEPARTMENT ..	36
Appendix M: PREPARING TO DEFEND YOUR THESIS OR DISSERTATION.....	38

GENERAL INFORMATION

1. Degree Offered

The intent and structure of graduate education in psychology is directed toward the doctoral degree. However, upon completion of university and departmental requirements, the student should obtain a Master of Science degree during the first two years of graduate work. The Faculty of Graduate Studies admits students with Bachelor's degrees to a Master's program; nevertheless, *the transition to the Doctoral program is treated as a new admission and requires the recommendation of the student's supervisor (and program faculty, in the case of the clinical program; see #6 in MASTER'S PROGRAM below).*

2. Areas of Training

Faculty interests are generally concentrated in the areas of clinical psychology, cognition & brain sciences, lifespan development, and social psychology. The student may specialize in any one or a combination of these or related areas of study and is encouraged to supplement this training with courses outside the Department (e.g., Linguistics, Computer Science). Graduate training in clinical psychology requires special admission procedures and is offered with specialization in clinical neuropsychology or clinical lifespan development. Individualized programs of study may also be arranged (e.g., environmental psychology).

3. Supervisors

Each incoming student is assigned a supervisor who oversees the student's program and progress until and including once the supervisory committee is formed (see [Appendix A](#)). If a student who is admitted to the clinical program works with a thesis/dissertation research supervisor who is not a clinical faculty member, a clinical faculty member will be assigned as that student's "clinical program advisor -- CPA". The CPA assists the clinical student with clinical program-related guidance and may (but is not required to) sit as a member of the student's supervisory committee.

4. Training in Clinical Psychology with Specialization in Human Neuropsychology or Lifespan Development

Training in clinical psychology is offered with specialization in human neuropsychology or lifespan development. Clinical training includes a one-year pre-doctoral internship at an American Psychological Association (APA) or Canadian Psychological Association (CPA) accredited internship site outside the Vancouver Island area. Students will have access to clinical training and courses only if they have been admitted to the clinical program. Clinical students are encouraged to refer to the **Manual for the Graduate Program in Clinical Psychology**.

All registrations in clinical practica (Psyc 503, 505, 603) must be approved by the Clinical Practicum Coordinators (Dr. Sarah Macoun and Dr. Erica Woodin). Registration for clinical internship (Psyc 606) must be approved by the Director of Clinical Training (Dr. Holly Tuokko).

Students planning to practice as psychologists in B.C. or other provinces should be aware of the requirements for eligibility for registration (for B.C. see: <http://www.collegeofpsychologists.bc.ca/>) and should be sure to include the required courses in their programs. Registration is required by law for the use of the title of "psychologist" and for the practice of clinical psychology.

5. Financial Aid (see also [Appendix B](#))

Several sources of funding are available as general awards or for specific expenses.

The [Faculty of Graduate Studies](#) (FGS) offers:

- Fellowships (see University Fellowships in [Appendix B](#))
- Donor awards (see Special Awards in [Appendix B](#)); and
- Travel grants (see Travel Grants in [Appendix B](#))

The [Student Financial Aid Services](#) office offers information about:

- Bursaries (see Bursaries in [Appendix B](#));
- Campus jobs (e.g., WorkStudy positions).

The Department of Psychology offers:

- Teaching Assistantships (see Teaching Assistantships in [Appendix B](#));

Incoming students if eligible are strongly encouraged to apply for external funding (eg., [SSHRC](#), [NSERC](#), or [CIHR](#), Alzheimer's etc.: see Federal Awards and Other Awards in [Appendix B](#)) or related agencies (e.g., Alzheimer's Society). Those who hold a UVic Fellowship in their first year of studies are required to apply for external funding for their second year (even if the UVic Fellowship is a 2 year award, in which case, any external award $\geq \$15,000$ will take the place of the 2nd year of the UVic Fellowship).

Your research supervisor may be able to provide financial support in the form of a Research Assistantship (RAship) and/or may be able to cover research expenses from his or her research grant (see Research Assistants in [Appendix B](#)).

6. CAPP (Curriculum Advising and Program Planning) Report

A CAPP Report is a computer-generated form that is used as an advising tool, a student record-of-progress, and a graduation checklist. It is managed by Graduate Admissions and Records, and is updated by the Graduate Advisor as necessary. The CAPP lists program requirements and courses/requirements completed, and the units required to complete the degree. You can access this report online by signing in to My Page and selecting the 'Degree Evaluation' option on the 'Grades & Records' tab under 'Student Services'. To avoid surprises, it is best to meet with the Grad Advisor to review your CAPP in the term immediately preceding completion of each degree. When submitting your application for graduation, from My Page, you will review and accept your CAPP as an accurate depiction of your completed program.

7. Undergraduate competency requirements (UCRs)

All students entering a Master's or Ph.D. program must satisfy the undergraduate competency requirements (UCRs). The purpose of each UCR is to ensure a minimum competence across fundamental areas of general Psychology; it may also serve as a prerequisite for graduate-level courses. Clinical graduate students must satisfy UCRs set out by the Clinical program, which will also automatically satisfy the departmental requirements.

See [Appendix C](#) for more information about departmental UCRs.

8. Continuity of Registration

Students are required either to register in every term (including the summer) from the time of admission until the requirements for the degree have been met, or to withdraw in accordance with Faculty of Graduate Studies regulations. See <http://web.uvic.ca/calendar2017-09/grad/registration/continuing-registration.html#> To maintain status as a full-time grad student, you must be registered in a minimum of 3.0 units in each term (including the summer). This may include the following: 599 (thesis), 693 (candidacy exam), 699 (dissertation), clinical practica (e.g., 503, 505, 603), or 606 (internship).

Students who do not register in a session or who fail to formally withdraw will be considered to have abandoned their program and that program will be terminated. Except in extraordinary circumstances, Abandoned/Terminated programs will not be reactivated.

Students who wish to have their program reactivated must do so by submitting a letter of appeal to the Dean of Graduate Studies and the Chair of the Department. Readmission requires the approval of the Faculty of Graduate Studies and the Chair in consultation with the Graduate Advisor and/or Graduate Executive Committee. In the case of students who were enrolled in the clinical program, approval of the Director of Clinical Training and the Standing Committee on Clinical Training is also required.

9. Demonstrating Competence and Annual Progress Review

At the end of each academic year, usually in April or May, each student's progress in their program is reviewed. Students in all programs are evaluated by their supervisors and, in addition, students in the clinical programs are

evaluated by the Clinical Faculty (SCCT) through an additional and separate process. If necessary, the supervisor should consult with other members of the student's supervisory committee.

The annual progress review is conducted through the completion of online forms through a program called [Psyc Track](#). Students are expected to update their information each year (Note: Please indicate the year to which each entry applies. *Do not delete any information from the forms as the deletion is permanent and the record will be lost*). Their supervisors should then access the updated record, add comments, and save or print a copy of the review. Students and their supervisors are to meet in-person to discuss the evaluation prior to final submission of the report to the Grad Advisor. These records are kept on a secure server. If the supervisor indicates a need for a formal departmental evaluation, the Graduate Executive Committee will review the graduate student's progress, and the Graduate Advisor will communicate the results of this review to the student and to the supervisor, with one of the following recommendations:

- (a) The student shall be advised that progress is satisfactory.
- (b) The student shall be advised that progress is unsatisfactory with specific suggestions for improvement noted.
- (c) The student shall be required to withdraw from the program.

Under usual circumstances, a student who has not maintained a GPA of at least 5.0 (B), or who has not met the time limit requirements for their degree, will be warned or may be required to withdraw. Note that if a grad student receives a grade below B, their registration will be blocked, and the Department must review the student's status and make a recommendation to the Dean of Graduate Studies as to whether or not the student should be required to repeat the course, take a replacement course, or raise their GPA in order to be allowed to continue in the program. See: <http://web.uvic.ca/calendar2017-09/grad/academic-regulations/performance.html#>

10. Getting Teaching Experience in Psychology

Graduate students gain teaching experience in the department through serving as teaching assistants (TAs), as guest lecturers in classes, and as the primary instructor of undergraduate classes. All graduate students are eligible to serve as TAs and must apply for these paid positions when they are advertised (the call for applications goes out on Psychat in late June/early July for TA positions for fall and spring courses; summer course TA positions are fewer in number and are advertised near the end of March). TA positions vary in the degree of actual teaching that is involved as the primary duties for most TA positions involved grading exams and papers. However, if you want to gain experience in teaching while acting as a TA, be sure to make this known to the course instructor as often there will be opportunities for you to come in and offer a guest lecture on topics related to your research or professional interests. Graduate students must have passed their (two) candidacy exams (PSYC693) prior to being eligible to teach undergraduate courses in the department. It is also a good idea to consult with your supervisor about the timing of your teaching activities to ensure that this does not interfere with the completion of your dissertation and program.

A teaching certificate program (Learning and Teaching in Higher Education -- LATHE) is offered to graduate students through EPLS, the Learning and Teaching Center, and Graduate Studies. This program is ideal for current graduate student who are interested in pursuing an academic teaching career in post-secondary education. The two-year, part-time (2, 8 month long sessions) 6.0 unit graduate credit program is guided by recent research in the psychology of learning and instruction that can be earned in conjunction with their UVIC graduate degree program. There is a cost just over \$700 (domestic students) and about \$850 for international students, plus the standard graduation fee (about \$150). Credits earned in the LATHE program can be applied to the student's graduate degree. Priority is given to doctoral students.

For additional information offered to graduate student TAs through the Learning and Teaching Centre, see <http://www.uvic.ca/learningandteaching/ta/>

Each year, our department (in conjunction with the LTC) hires a graduate student to serve as the Teaching Assistant Coordinator (TAC). See: <http://www.uvic.ca/learningandteaching/ta/pro-d/programs/tac/index.php> The student in this position offers support, consultation, educational materials, and workshops designed to assist TAs in the department. It is beneficial for all graduate students (not just those serving as a TA for the first time) to

attend these workshops. If you are interested in becoming the TAC, the call for applications usually goes out from the LTC in April/May and a student is hired shortly thereafter for the following September through April terms. Contact: TA Training Manager: Cynthia Korpan if interested in becoming the next TAC.

11. Presentation of Candidates for Degrees

The recommendation that a student be awarded a degree is made to the Dean of the Faculty of Graduate Studies. The recommendation to the Dean is in the form of a letter, accompanying the thesis, signed by the student's supervisor and by the Chair of the Department, to the effect that the candidate has completed the courses listed on the student's CAPP form, and that the thesis or dissertation has been successfully defended and accepted by the Committee. The departmental Graduate Secretary prepares this letter and with the Grad Advisor, ensures that the CAPP accurately reflects the completed requirements comprising the student's degree program.

The recommendation is taken to the Faculty via the Executive Committee of the Faculty of Graduate Studies and from there to the Senate. The Registrar is notified and, in turn, notifies the successful candidate that he or she is to be awarded the respective degree.

12. Authorship Credit & Ownership and Access to Data

For authorship guidelines, please refer to [Appendix J](#). It is important that the student and the faculty member discuss authorship at the beginning of their research collaboration.

All data collected under the auspices of UVic belong to UVic, and not to individuals. Specifically, data collected by a student with or for a faculty member, for a course, for an independent research project (alone or with another student), or for a thesis or dissertation belong to the University. Data therefore must be accessible to all individuals involved with the data (e.g., students and faculty members), and these individuals must abide by the rules and regulations regarding collection and storage of data, as outlined in the University, APA, and Tri-Council documents. In short, data must be kept secure, confidential and/or anonymous (as stipulated in the application to the UVic Human Research Ethics Board for the specific project). Students should note that it is always the faculty member supervising the project who is ultimately responsible for the management, security, and dissemination of the data.

13. Harassment Policy

The University of Victoria is committed to providing an environment that affirms and promotes the dignity of human beings of diverse backgrounds and needs. The policy prohibiting harassment ensures that all members of the University community - its students, faculty, staff and visitors - have the right to participate equally in activities at the University without fear of harassment. The Policy is to be interpreted in a way that is consistent with these goals, with the principles of fairness, and with the responsible exercise of academic freedom as set out in the University of Victoria Framework Agreement. [Appendix K](#) provides additional information about harassment.

MASTER'S PROGRAM

1. Supervisory Committee

At the Master's level, the student's supervisory committee shall consist of at least two members of the Faculty of Graduate Studies, including the supervisor. The supervisor or co-supervisor must be a regular member of the Psychology Department. Graduate Studies requires that no more than one member should be from outside the department. This **outside member** is now optional for the Master's degree; that is, it is no longer required that Master's committees have a member from outside the department. The choice of committee members is made at the discretion of the supervisor in consultation with the student. See [Appendix A](#) for more information about the roles of the supervisor and the supervisory committee, and the document produced by the Faculty of Graduate Studies (April 2007, titled "Responsibilities in the Supervisory Relationship" available online at:

<http://www.uvic.ca/graduatesStudies/assets/docs/policies/Graduate%20Supervision%20Policy.pdf>

At the request of the student and the student's supervisor, the Graduate Advisor must inform the Graduate Records Office who will comprise the student's supervisory committee by the beginning of the second year of the Master's program or within 2 sessions of registering for PSYC599 (thesis), whichever occurs first.

The student may alter the composition of the supervisory committee at any time in consultation with the supervisor. The student should inform both new and old committee members of the change. The student or the student's supervisor must inform the Graduate Advisor and Graduate Secretary, who then request the change(s) to the student's record from the Graduate Admissions & Records office (GARO).

2. External Examiner

While constructing the supervisory committee, the supervisor may wish to also think about the person who will be considered as the external examiner of the thesis when the time comes for the student's oral defence of the thesis. Unlike the **outside member**—who is a **member** of the supervisory committee—the **external examiner** is **not** a member of the supervisory committee and therefore must not be included in discussions of the proposal, nor is this person to be used by the student as a resource. The role of the external examiner is to **evaluate** the final written thesis and the student's knowledge at the oral defence of the thesis. Confusion sometimes arises regarding the difference between an outside member and an external examiner because at the Masters level, the external examiner is a faculty member from outside of the Psychology Department, usually but not necessarily from UVic. Note that an external examiner **is** required for all oral thesis defences, while an outside member of the supervisory committee is **not** required at the Masters level (although it can be useful to have an outside member).

3. Program Requirements for Master's Students

a) Number of units required: Generally, students with an Honours degree (with thesis or the equivalent of an Honour's thesis) will be expected to complete a minimum of 15 units for their program. Those without an Honours degree may be required to complete 18 or more units if recommended by the student's supervisory committee. A minimum of 12 units of the student's program must be at the graduate level; only third- and fourth-year undergraduate courses will be credited to the graduate degree. (The Dean's permission is required to take only undergraduate courses in a term.)

b) Research apprenticeship: A minimum of 1.5 units of research apprenticeship PSYC 502 must be completed in the first year of study (clinical students are required to take 3.0 units). The activity required for PSYC 502 varies substantially from one supervisor to another. Students should consult with their supervisors regarding the type and amount of activity taken under this course number (for a fuller description, see [Appendix D](#)).

c) Statistics courses: All Master's students must complete a minimum of 3.0 units of statistics courses. Typically the statistics courses are taken to provide tools for conducting thesis research. Most students take PSYC 532 and one of 533 or 534, but any course listed in [Appendix E](#) will satisfy this requirement. Consult your supervisor regarding the most appropriate option in your case. Clinical students should consult the clinical manual for information on which statistics courses are required for your program.

d) Specific Program Requirements

- (I) **Clinical psychology programs:** Additional core requirements are needed for students admitted for clinical training. These requirements are specified in **Manual for the Graduate Program in Clinical Psychology**, available from the Clinical Director or online:
<http://www.uvic.ca/socialsciences/psychology/assets/docs/clinic/clinicalManual.pdf>
- (ii) **Cognition and Brain Sciences (CaBS) program:** See [Appendix F](#).
- (iii) **Lifespan Development (LS) program:** See [Appendix G](#).
- (iv) **Social Psychology Program (SP):** See [Appendix H](#).
- (v) **Individualized programs (INDV):** There are no additional requirements for INDV programs (beyond total units and basic departmental and university requirements) as each program is tailored to the interests and needs of the students. Students should consult with their supervisor regarding course selection.

e) Elective units: It is recommended that students not take more than 50% of their elective units from their thesis supervisor (electives *do not* include 502, 599, required statistics courses, or other courses required for a specific program). At least 12 of the units of credit offered for the degree must be at the graduate level (courses numbered 500 and above).

f) Challenge of requirements: With the permission of the student's supervisor, a student may challenge a course requirement by prior course(s), course challenge(s), or examination(s), at the discretion of the course instructor and program director. As noted in Section 7 under General Information above, Undergraduate competence requirements (UCRs) are commonly met by prior credit, course challenge, or taking a course for credit ([Appendix C](#)).

4. Thesis, Oral Examination, and Submission of Thesis

Completion of a thesis is an integral part of the Master's program; however, before beginning formal thesis work, the student must submit a proposal of the thesis to the supervisory committee (this normally requires an oral proposal meeting with the full committee) and obtain approval of the proposed thesis.

Additional information pertinent to the thesis, including the broad definition of "research" accepted by the Department of Psychology and formal writing requirements, are found in the Department's Report of the Thesis Format Committee ([Appendix I](#)) and on the Faculty of Graduate Studies website; see
<http://www.uvic.ca/graduatesStudies/resourcesfor/students/thesis/index.php>.

Upon completion of all phases of the thesis, and in consultation with the student's supervisor, arrangements are made for an oral examination of the thesis. It is at this point that the **external examiner** is brought into the picture (see section #2 above). Note: Students must be registered in PSYC 599 for the term in which the oral defence occurs. Note: registration in PSYC 599 is sufficient to qualify for Full Time status. See also:
<http://www.uvic.ca/graduatesStudies/resourcesfor/students/thesis/oral/guidelines.php>

To schedule an oral examination:

- Each member of the committee must sign the [Request for Oral Examination - Master's](#) (ROE) form indicating that they approve the current draft.
- The supervisor must provide information about the External Examiner and fill out the appropriate section on the Request for Oral Examination form including time and place of the oral exam.
- Each student must be added to the GS 599/699 thesis dissertation Course Spaces "course" (contact Grad Secretary) in the term in which the ROE will be submitted. Once the thesis/dissertation has been approved by the student's supervisory committee (as "ready to defend"), the student will upload it (as a pdf file) to Course Spaces by accessing the link from My Page. No further (pre-defense) revisions are allowed once it has been uploaded as this is the document that will be defended at the oral. The thesis must be uploaded BEFORE the ROE will be accepted by FGS. The ROE form must be signed by all committee members (an email can be substituted for out of town members) before you bring it to the Graduate Advisor for review and signature.
- A copy of the ROE form must be provided to the departmental Graduate Secretary prior to taking it to the Faculty of Graduate Studies. To aid the student with all the paperwork required, please see the [Graduate Advisor's Checklist](#) which should be filled out and taken to the Graduate Advisor when requesting the Graduate Advisor's signature.
- **The original ROE form, a copy of the most recent HREB (ethics) certificate (showing the student's name) or waiver, and the thesis withholding form (optional) must then be delivered to the Faculty**

of Graduate Studies at least 20 working days (not counting the day of the defence) in advance of the scheduled oral exam so that paper work may be completed and members of the faculty may be invited to attend. In practice this means that a complete thesis draft must be submitted to individual committee members **at least two months** before the tentative examination date. This allows time for revisions and for committee members to examine the recommended revisions prior to signing the Request for Oral Examination form.

For students intending to receive degrees at the **spring convocation**, all requirements must be completed by **April 30** (including submission of the final pdf copy of the thesis/dissertation through UVic Space, submission by the department of the Letter of Recommendation for degree, and payment of all outstanding fees). The deadline for completion of the above requirements in time for the **fall convocation** is **August 31**. All theses and dissertations are required to be submitted to UVicSpace as part of the approval process; this takes some time and so students should schedule their **defence at least 2 weeks prior to the deadline (e.g., by April 15th or August 15th)** in order to meet the graduation deadlines.

See: <http://www.uvic.ca/graduatestudies/resourcesfor/students/thesis/final/index.php> and [Appendix M](#) for details of the defence process deadlines.

Following successful completion of the oral examination, one final pdf copy of the thesis is submitted to the Faculty of Graduate Studies through UVicSpace (no further revisions are allowed once the approved and defended dissertation has been uploaded to UVicSpace). See ETD (Electronic Theses and Dissertations) procedures: <http://www.uvic.ca/library/featured/collections/uvic/thesis/procedures.php>. A bound copy of the thesis is normally given by the student to the supervisor.

For an outline of some the additional procedural steps required prior to obtaining the degree, see: [Preparing to Defend your Thesis or Dissertation](#) and [Master's & PhD Students' Checklist](#)

Students must pay a graduation fee and should be aware of the deadlines for applying to graduate:

See: <http://www.uvic.ca/graduatestudies/resourcesfor/students/gradreq/>

Final Registration / Thesis	Application for Graduation	Convocation
Defense	Deadline	Ceremony
Fall (September-December)	15 November	Spring (June)
Winter (January-April)	15 February	Spring (June)
Summer (May-August)	15 July	Fall (November)

5. Time limits for Master's Degree Completion

The University time limits for completion of the Master's degree is 5 years; see <http://web.uvic.ca/calendar2017-09/grad/registration/time-limits.html#> however, the department expects students to complete the Master's degree within 2 to 3 years. If necessary, the student's supervisor may request an extension from the Graduate Advisor who will then seek approval from the Dean. The [request for program extension](#) must include a reasonable time line for completion of all outstanding degree requirements plus the signatures of supervisor and committee. Note: program extensions are not automatically approved. Also, many national and UVic funding programs will not provide funding beyond 2 years in a Master's program.

6. Promotion from Master's to Doctoral Program

Completion of a Master's degree is no guarantee of admission to the PhD program. A student who completes a Master's degree in this Department and wishes to apply for admission to the PhD program must apply online for admission through the Graduate Admissions and Records Office (GARO) and must pay an application fee (however, we do not require resubmission of transcripts, GRE scores, letter of intent, and letters of reference). The following criteria shall be met:

- a) The prospective PhD supervisor must be willing to admit and supervise the student's doctoral program.
- b) A letter recommending admission to the PhD program must be signed by the prospective PhD supervisor and will be filed in the department records.

If the above criteria are not met, the student will not be admitted for registration as a doctoral student in the Department of Psychology. If the student is a fellowship holder and is not being admitted to the PhD program at UVic, it is the student's responsibility to inform the awards officer at Grad Studies as soon as possible.

7. Summary of Departmental (and Individualized Program) Master's requirements

Total 15 units with Honours BA or BSc; (18 units may be required without Honours undergraduate degree)

- minimum 12 units of grad-level credit (courses numbered 500 and above, including 599)

- a. Research Apprenticeships 1.5 units min. (in 1st year) (see Appendix D)
- b. Statistics Courses 3.0 units from list (see Appendix E)
- c. Thesis 6.0 units (Usually) (Minimum 3.0)
- d. Program requirements or electives 4.5 – 7.5 units (many students will take more) - maximum recommended elective units from supervisor: 50%.

DOCTORAL PROGRAM

The following information is structured according to the usual sequence in which students proceed toward the Doctoral of Philosophy degree upon completion of a Master's degree.

1. Supervisory Committee

As described in the Master's program, a supervisory committee is formed and charged with responsibility for the student's education (see [Appendix A](#) and the document produced by the Faculty of Graduate Studies (April 2007), titled "Responsibilities in the Supervisory Relationship"

<http://www.uvic.ca/graduatestudies/assets/docs/docs/policies/Graduate%20Supervision%20Policy.pdf>

The doctoral supervisory committee consists of at least **three** members of the Faculty of Graduate Studies as follows:

- a **supervisor** or co-supervisor selected by the student. The supervisory role may be shared; however, at least one co-supervisor of the student's dissertation must be a regular member of the Psychology Department;
- **at least one departmental faculty member** (i.e., another member of the Psychology Department) who is familiar with the area of the student's dissertation research; and
- **at least one faculty member outside** the Psychology Department (the **outside member**).

As in the case of the Master's program, the Graduate Advisor must inform the Graduate Records Office who will comprise the student's supervisory committee by the beginning of the second year of the PhD program or within 2 sessions of registering for PSYC 699 (PhD Dissertation), whichever occurs first. A minimum of two committee members (including the supervisor) are required for the candidacy examination.

The student may alter the composition of the supervisory committee at any time in consultation with the supervisor. The student shall inform both new and old committee members of the change. The student or the student's supervisor *must* inform (by email) the Graduate Advisor and the Grad Secretary, who will then request an update to the student's record from the Graduate Admissions & Records office (GARO).

2. External Examiner

While constructing the supervisory committee, the supervisor may wish to also think about the person who will be considered as the external examiner of the dissertation when the time comes for the student's oral defence.

Unlike the **outside member**—who is a **member** of the supervisory committee—the **external examiner** is **not** a member of the supervisory committee and therefore must not be included in discussions of the proposal, nor is this person to be used by the student as a resource (i.e., at "arm's length" from the student and supervisor). The role of the external examiner is to **evaluate** the final written dissertation and the student's knowledge at the oral defence of the dissertation. At the doctoral level, the external examiner is a faculty member *outside of UVic*. See FGS guidelines for appointments of external examiners:

<http://www.uvic.ca/graduatestudies/assets/docs/docs/forms/PhDExtExamGuide.pdf>

3. Program Requirements

a) Number of units required - No less than 30 units of coursework (including the dissertation) beyond those completed during a Master's program are required before a doctoral degree is awarded. Of the last 15 units of coursework for the Doctoral degree, not more than 6 units may be derived from undergraduate courses. The number of units credited for the dissertation is usually 15.0 units but can range from 15.0 - 30.0 units (effective April 2008) and is determined by the supervisory committee. It is recommended that students take no more than 50% of their elective units with their dissertation supervisor.

b) Research apprenticeship, PSYC 502 - Students entering the PhD program with a Master's degree without thesis must complete a minimum of 1.5 units of PSYC 502 in the first year of study. The activity required for PSYC 502 varies substantially from one supervisor to another. Students should consult with their supervisors regarding the type and amount of activity taken under this course number (for a full description, see [Appendix D](#)).

c) Statistics/Methods Courses - A minimum of 3 units of graduate statistics and research methods courses is required beyond the 3 units required for the Master's degree. Typically these courses are taken to provide tools for conducting dissertation research. Most students take either PSYC 532 and 533 or 534 for the Master's degree and other courses from the lists in [Appendix E](#) for the PhD. Consult your supervisor regarding the most appropriate options in your case. Clinical students should consult the clinical manual for required stats courses.

d) Specific Program Requirements - see Section 3 (d) in MASTER'S PROGRAM

e) Challenging requirements - see Section 3 (f) in MASTER'S PROGRAM

f) Language Examination - The Department has no formal second language requirement.

g) Candidacy Examination - All doctoral candidates must complete two examinations. Students in programs other than the clinical program will complete one in the major area and one in a minor area. No exceptions from these examinations are permitted. As of 2010, all doctoral students must register for the candidacy examination (Psyc 693) in each term until both examinations have been passed (this is worth 3.0 units total). It is no longer necessary to register in 699 to maintain full-time status during the summer (unless the student is actually working on the dissertation); summer registration can be in 693. Psyc 693 is a pre/co-requisite for 699, so registration in 699 is not possible unless also registered in 693 or candidacy exams have been completed (COM will appear on the transcript).

The intent of these examinations is to indicate to the student and the committee that the student has reached a level of proficiency regarding both information and procedures in the area(s) of concentration sufficient to enable successful completion of a dissertation.

According to the rules of the Faculty of Graduate Studies, Doctoral candidacy examinations must be held within **three years** of registration as a provisional Doctoral student and at least six months before the final oral (dissertation) examination. If this deadline is not met, the student will be blocked from registration for the next session unless an extension has been granted by the Dean of Graduate Studies (consult your supervisor and the Grad Advisor): [Request for Candidacy Extension](#).

The candidacy examinations are the responsibility of the supervisory committee and will comply with the following regulations and provisions. Note that points (i) through (xi) apply to both the major and minor exam (and the specialty area exam for clinical students). For example, the format of the major and minor exams may differ as agreed upon by the student and their candidacy exam committee.

(i) The content area, names of the primary and secondary examiner, starting and completion date of each examination, format of the exam, and method of assessment are to be recorded by the student's supervisor and a copy submitted to the departmental Graduate Advisor prior to commencing the exam. A sample format for recording this information is included here: [Candidacy Examination Plan](#)

(ii) The examinations must be completed before the student's supervisory committee approves the student's dissertation proposal.

(iii) Selection of the examination areas and format is determined by the student and the supervisory committee. Please consult your supervisor for additional guidelines for candidacy exams within your specific program area.

(iv) The title, content of examinations, and names of examiners will be circulated to all members of the supervisory committee at least one month prior to the scheduled examination. Copies of the exam and the student's responses, as well as the outcome of the exam (including comments and/or recommendations for remediation, as well as an audiorecording of any oral components of the exam) will be kept in a secure location by the supervisor until the student graduates. Any problem that may arise concerning candidacy examinations should be referred to the departmental Graduate Advisor.

(v) The examination committee may be (but is not required to be) the same as the supervisory committee. It is understood that the supervisory committee is responsible for the student's examination. However, the committee may delegate responsibility for the construction and assessment of the examination to examiners who are not members of the supervisory committee but who are competent in these examination areas. The duties of the

examiner include providing lists of texts and readings for the examination, setting the examination, and reporting examination results to the supervisory committee.

(vi) Typically, for sit-down written examinations, students are permitted to write for no more than six hours in a single day. Written examinations may alternatively, be of the take-home variety (see point viii below).

(vii) At the option of the supervisory committee, the Doctoral candidacy examination may consist of written papers comprising comprehensive yet in-depth integrations of various topics within the student's major and minor areas. These papers would comprise one or more months of study under the direct supervision of the committee with feedback provided as to direction and quality of the answer. The papers may take the form of a comprehensive literature review or an empirical study (which may be intended for submission for publication).

(viii) Within the constraints of the Departmental and Faculty of Graduate Studies regulations, the dates of the examinations are set according to the needs of the student, the committee, and the examiners. Normally, a period of no more than **six months** should elapse between the non-clinical student's writing of the first and last candidacy examinations.

(ix) The supervisory committee evaluates the recommendations of the examiners and then advises that:

- the student has passed the examinations;
- the student must rewrite one or both examinations (normally students are allowed only one repetition of each examination); or
- a recommendation be made to the Dean of Graduate Studies that the student be required to withdraw from the doctoral program.

(x) The supervisor shall inform the departmental Graduate Advisor when the student has completed **BOTH** examinations and will complete and sign the following memo which includes the date on which both exams were completed: [Candidacy Completion Form](#)

On the advice of the Graduate Advisor, the Grad Secretary will submit the COM grade for Psyc 693 to the Graduate Records office.

h) Additional information for clinical students' candidacy exams -- Students in the clinical program also complete two candidacy examinations; however, no distinction is made between major and minor examinations. One exam is in the area of specialization (clinical neuropsychology or clinical lifespan) and the other is the standardized clinical psychology candidacy exam (written by students at an annual sitting in September). As for all students, the intent of the specialty area exam is to indicate to the student and the committee that the student has reached a level of proficiency regarding both information and procedures in the area(s) of concentration sufficient to enable successful completion of a dissertation. The student's performance on the clinical exam indicates a level of knowledge sufficient to be recommended for internship placement. The examining committee (for the specialty area exam) involves *at least* 2 members including your supervisor; the clinical candidacy exam is graded by members of the SCCT (specific graders are determined on an annual basis). Clinical students should consult the **Manual for the Graduate Program in Clinical Psychology** (section 5) for detailed information about candidacy exams in the clinical program.

4. Dissertation, Oral Defence, and Submission of Dissertation

a) Typically, the supervisor of the dissertation is the chair of the student's supervisory committee. In addition to the chair, at least one member of the committee should be in the same field as the dissertation or in a related field (see [Supervisory Committee](#) above).

b) Following successful completion of candidacy examinations, the student should submit a formal **dissertation proposal**. The proposal should be a substantial outline of all phases of the dissertation including a review of the literature. A formal defence of the proposal is held by the student's committee, who evaluate the dissertation proposal carefully and then either:

- (i) formally approve the proposal. Such approval implies that the committee considers the procedures outlined in the proposal as appropriate for the adequate investigation of the stated problem;
- (ii) approve the proposal contingent on the outcome of preliminary investigation(s);
- (iii) withhold approval of the proposal until certain inadequacies (for example, changes in experimental design) are overcome, or

- (iv) do not give its approval of the proposal (suggestions for remediation or revision must be provided to the student, if appropriate).
- c) The format for presentation of the **dissertation** should conform to departmental guidelines (see [Appendix I](#)) and meet the requirements of the Faculty of Graduate Studies and the McPherson Library; see <http://www.uvic.ca/graduatesubjects/resourcesforstudents/thesis/scope/index.php>
- d) Upon completion of all phases of the dissertation and in consultation with the student's supervisor, arrangements are made for an oral examination of the dissertation. It is at this point that the **external examiner** is brought into the picture (see section #2 above). See also: <http://www.uvic.ca/graduatesubjects/resourcesforstudents/thesis/oral/index.php>

To schedule an oral examination:

Note: To aid the student with all the paperwork required at this stage, the [Graduate Advisor's checklist](#) gives all the documents and steps required to be completed at this stage. Students should download a copy of the checklist and bring it to an appointment with the Graduate Advisor. It usually takes about 30 minutes to make sure everything is in order.

- Each member of the committee must sign the [Request for Oral Examination - Doctoral](#) (ROE) form indicating approval of the current draft (i.e., the dissertation is deemed "examinable"¹) and the time, date, and location of the defence. The supervisor must provide information about the External Examiner by completing the appropriate section on the ROE form, as well as the [External Examiner's Arm's Length](#) form, by providing FGS with a copy of the External Examiner's CV.
- Each student must be added to the GS 599/699 thesis dissertation Course Spaces "course" (contact Grad Secretary) in the term in which the ROE will be submitted. Once the dissertation has been approved by the student's supervisory committee (as "ready to defend"), the student will upload it (as a pdf file) to Course Spaces by accessing the link from My Page. No further (pre-defense) revisions are allowed once it has been uploaded as this is the document that will be defended at the oral. The thesis must be uploaded BEFORE the ROE will be accepted by FGS. The ROE form must be signed by all committee members (an email can be substituted for out of town members) before you bring it to the Graduate Advisor for review and signature. It is typical for an examination draft to incorporate revisions already recommended by the supervisory committee. FGS will send a copy of the dissertation to the External Examiner. A copy of the ROE form must be **provided** to the departmental Graduate Secretary prior to taking the original form to the Faculty of Graduate Studies.
- **The original ROE form, a copy of the most recent HREB (ethics) certificate (showing the student's name) or waiver, and the thesis withholding form (optional) must then be delivered to the Faculty of Graduate Studies at least 30 working days (not counting the day of the defence) in advance of the scheduled oral exam** so that paper work may be completed and members of the faculty may be invited to attend. In practice this means that a complete thesis draft must be submitted to individual committee members **at least two months** before the tentative examination date. This allows time for revisions and for committee members to examine the recommended revisions prior to signing the Request for Oral Examination form. See Appendix N for details of the defence process deadlines.

Oral Examinations can have several outcomes. See [Guidelines for Chairs of Oral Examinations](#) for details. Briefly, if you pass the oral exam, you may be asked to make editorial, minor or major revisions. If you fail the oral or if the external examiner is the lone dissenting voice for passing the thesis/dissertation, the examination is "adjourned" and must be held again within 6 months. If two or more members of the examining committee are opposed to passing the student, the student will not be recommended for the degree. A candidate who is not recommended for the degree by the examining committee is ineligible for continuation or readmission to a graduate program in the same department. A student who fails the oral examination has the right to appeal and should consult with the Dean of Graduate Studies regarding the appropriate procedures.

For students intending to receive degrees at the **spring convocation**, all requirements must be completed by **April 30** (including submission to FGS of final copy of dissertation, submission by the department of the Letter of Recommendation for degree, and payment of all outstanding fees). The deadline for completion of the above requirements in time for the **fall convocation** is **August 31**. All dissertations are required to be submitted to UVicSpace (formerly DSpace) as part of the approval process; this takes some time and so students should

¹ Graduate studies has no official definition of the term "examinable thesis", and definitions could range from "All sections present" to "Almost certain to pass", so you should check with each committee member to determine their own definition.

schedule their **defence at least 2 weeks prior to the deadline (e.g., by April 15th or August 15th)** in order to meet the graduation deadlines. Please be aware that defenses should not be scheduled in August if at all possible due to less availability of faculty and university staff.

See: <http://www.uvic.ca/graduatestudies/resourcesfor/students/thesis/final/index.php>

Following successful completion of the oral examination, and after revisions are approved, a final pdf copy of the dissertation is submitted to the Faculty of Graduate Studies via UVicSpace (no further revisions are allowed once the approved and defended dissertation has been uploaded to UVicSpace). See ETD (Electronic Theses and Dissertations) procedures: <http://www.uvic.ca/library/featured/collections/uvic/thesis/procedures.php> A bound copy of the dissertation is normally given by the student to the supervisor.

For an outline of some the additional procedural steps required prior to actually obtaining the degree, see [Preparing to Defend your Thesis or Dissertation](#) and [Master's & PhD Students' Checklist](#)

Students must pay a graduation fee and should be aware of the deadlines for applying to graduate:

See: <http://www.uvic.ca/graduatestudies/resourcesfor/students/gradreq/>

Final Registration / Thesis Defense	Application for Graduation Deadline	Convocation Ceremony
Fall (September-December)	15 November	Spring (June)
Winter (January-April)	15 February	Spring (June)
Summer (May-August)	15 July	Fall (November)

5. Time Limits for PhD Degree Completion

The University time limit for completion of the PhD degree is 7 years from the time of entry into the PhD program (i.e., not including the Master's degree <http://web.uvic.ca/calendar2017-09/grad/registration/time-limits.html#> however, the department expects students to complete the PhD degree within 5 years (6 years for clinical students). If necessary, the student's supervisor may request an extension from the Graduate Advisor who will then seek approval from the Dean. The [request for program extension](#) should be made *before* the end of your 7 years and must include a reasonable time line for completion of all outstanding degree requirements plus the signatures of supervisor and committee. **Note:** Extension requests are not automatically granted. Also, many national and UVic funding programs will not provide funding beyond 3 years in a Doctoral program. Fees also increase dramatically after the 7 year limit.

In the **GENERAL INFORMATION** section, see also:

- # 9 [Annual Progress Review](#)
- # 11 [Presentation of Candidates for Degrees](#)
- # 12 [Authorship Credit and Ownership & Access to Data](#)

6. Summary of Departmental (and Individualized Program) requirements.

Units: 30 units (beyond Master's)

- Min 9 of last 15 units must be graduate level (500+)

- Research Apprenticeships 1.5 units (only req'd if Master's degree was w/o thesis)
- Methods Courses 3.0 units from list (beyond Master's degree requirements)(See Appndx F)
- Candidacy Exam (Psyc693) 3.0 units (Major and Minor exams complete before dissertation proposal)

- Dissertation Ranges from 15 to 30 units (usually 15 units) (decided by supervisory committee/program)
 - Program requirements or elective units for remainder - maximum recommended elective units from supervisor: 50%.

Clinical students should consult the clinical program manual for specific requirements for your program.

Appendix A: RESPONSIBILITIES OF THE SUPERVISOR, THE SUPERVISORY COMMITTEE, AND THE STUDENT

See the document produced by the Faculty of Graduate Studies, titled “Responsibilities in the Supervisory Relationship” at, <http://www.uvic.ca/graduatestudies/assets/docs/docs/policies/Graduate%20Supervision%20Policy.pdf> especially for responsibilities of the student. The introductory remarks in this document provide a good conceptual description of the relationship between supervisor and student.

1. Supervisor

Upon admittance, the student is assigned a supervisor who will supervise and guide the student's research, chairs the student's supervisory committee, provides advice on program requirements, directs and grades the student's doctoral candidacy exams, and conducts an annual review of the student's progress. The supervisor should maintain contact with the student through mutually agreed upon regular meetings, and be accessible to give advice and constructive criticism. The student's supervisor is responsible for selecting, with the student, members of the supervisory committee, whose appointment is subject to approval by the Faculty of Graduate Studies. He/she is also responsible for calling meetings of that committee whenever necessary or desirable.

Policy on Frequency of Student-Supervisor meetings (Adopted, October 16, 2007)

The Department of Psychology does not feel it is possible to legislate or regulate the frequency with which graduate students and their supervisors meet. Although the modal frequency of such meetings is probably once every 2 weeks, the frequency can vary considerably depending on the stage of the student's graduate program (with more meetings early in Master's and fewer in later doctoral stages), tasks at hand (e.g., final stages of manuscript preparation), and the availability of the student or supervisor who might be away for short or long periods. Note that meetings may take many forms other than face-to-face, including by Skype, phone, or email. The department recommends that every student discuss this issue with the supervisor and establish mutually agreed upon expectations. This agreement (preferably recorded on paper or in an email) should be reviewed annually, ideally in September or at the time of the annual review in the spring. In the event that an agreement cannot be reached, or that problems develop that the student and supervisor cannot resolve, either the student or the supervisor should bring the issue to the attention of the Graduate Advisor, who will try to facilitate a resolution.

2. Supervisory Committee

Each student shall have a supervisory committee whose duties include: recommending a program of study; supervision of the project, thesis, or dissertation; and participation in a final oral examination. When important concerns or decisions are made regarding a student, minutes of the meeting should be recorded, circulated to all members of the committee, and given to the student. To ensure that both the student and the committee are adequately represented, a quorum for Master's committee meetings is three people, one of whom may be the student. For Doctoral committee meetings, three people also constitute a quorum, one of whom may be the student, and one of whom must be the outside member of the committee. Changes to the supervisory committee are entered into the student's electronic record by sending notification to the Graduate Advisor and Grad Secretary, who will inform Graduate Records.

3. Program of Study

The supervisory committee decides in consultation with the student on the appropriate program of study within the constraints of particular program (e.g., clinical). The Clinical Program Advisor (CPA) will assist in advising clinical students whose research supervisor is not a member of the clinical program. The CAPP form is used to track all program requirements and it can be accessed by the student from My Page. Changes to the CAPP can be made at any time, but must always be approved by the department's Graduate Advisor. Students will review and approve their CAPP at the time of application for graduation (through My Page).

For a Master's student, decisions about the program will include the recommended number of units for the program and courses to be taken. For a Doctoral student, the committee and the student will decide upon the courses, details concerning the PhD candidacy examinations, and the areas of research and dissertation.

4. Annual Evaluation

It is the responsibility of the supervisor to review the student's progress annually through completion of the PsycTrack online forms followed by an individual meeting with the student to address any areas needing improvement and to provide encouragement and guidance to the student. Clinical students will also receive an annual review letter (from the supervisor and DCT). It is the supervisor's responsibility to inform the student and to indicate (via PsycTrack) whether there is a need for a formal evaluation by the Graduate Executive Committee.

5. PhD Candidacy Examinations

The supervisory committee is responsible for: 1) determining, with the candidate, the areas, titles, and content of the candidacy examinations; 2) delegating responsibility for construction and assessment of the examinations to the appropriate examiners; 3) evaluating the examiners' recommendations; and 4) deciding and communicating to the student the examination outcome and consequences, 5) notifying the Graduate Advisor of the date when both candidacy examinations are successfully completed. In the case of students enrolled in the clinical program, the clinical candidacy exam occurs annually in September and is set and evaluated by members of the SCCT.

6. Thesis and Dissertation

The supervisory committee is responsible for: 1) reading and evaluating the student's proposal in a timely manner (2 weeks is generally recommended, however, more or less time for review should be negotiated between the student and committee members); 2) evaluating the thesis/dissertation and oral defence; and 3) if applicable, recommending the candidate for award of degrees (see relevant sections on thesis, dissertation and presentation of candidates for degrees in this document and in the Calendar). Please note that student theses and dissertations are public documents and submission to UVicSpace is now required (hence students should be familiar with the ETD process and implications as well as withholding procedures (please discuss benefits and drawbacks of "thesis withholding" with your supervisor). See: <https://dspace.library.uvic.ca:8443/> and <http://www.uvic.ca/graduatestudies/resourcesfor/students/thesis/withholding/index.php>. A thesis or dissertation may be withheld for a year at a time (may be renewed annually) but not indefinitely.

7. Changing Supervisors

The student-supervisor relationship is crucial to the academic success of both parties. Agreement to supervise is a commitment by the supervisor to evaluate the student's suitability for a professional career and to help them develop towards that goal, at least through the current degree. However, there are times when a change in supervisor is desirable for either the student or the supervisor (e.g., when the student develops research interests that are not congruent with those of their supervisor or there is a breakdown in the student-supervisor relationship). Consequently, **students are free to change supervisors at any time** during their program as long as they provide the department (via the Graduate Advisor) with a written agreement (email is sufficient) from another faculty member indicating his or her willingness to be the student's primary supervisor. A change of supervisors is often best done at the juncture between the Master's and the Doctorate, however, it can be done at any time. The Grad Advisor is also available to assist the student in finding a new supervisor if that is desired.

In cases where a graduate student wishes to change supervisors due to deterioration of the student-supervisor relationship, the student should try to resolve the difficulties by following the steps specified in the "Responsibilities in the Supervisory Relationship Policy" (See 6.16). It may be that the best option is for the student to try to find a new supervisor for herself or himself. If either the student or the supervisor considers the difficulties to be irresolvable, the student should consult with the Graduate Advisor about finding a new supervisor. Once a student has been admitted as a graduate student in psychology, it is the department's responsibility to assist the student to find a supervisor in situations where the former supervisor and student no longer choose to work together. In some cases, the Grad Advisor or Department Chair may serve as "interim" supervisor until a permanent supervisor is found. See: [Supervisor-student relationship](#)

Consistent with Section 2.7 of the "Responsibilities in the Supervisory Relationship Policy", neither the student nor the supervisor should engage in personal recriminations related to the termination of the supervisory relationship.

The department recognizes that faculty members are not compelled and cannot be compelled to take on a student due to the intense demands of the supervisory relationship. However, faculty should be cognizant of the plight of a student in such circumstances and are encouraged to take on supervision of such students. A potential new supervisor may agree to act as supervisor temporarily with the understanding that continued supervision is contingent upon a satisfactory completion of a criterion mutually agreed upon with the student, such as a course, independent studies, or project.

Appendix B: SUMMARY OF FINANCIAL ASSISTANCE INFORMATION

This is an informal summary of information regarding sources of financial assistance; it is not an official document. Please refer to <http://www.uvic.ca/graduatestudies/finances/financialaid/index.php> and links therein.

1. UNIVERSITY (UVIC) FELLOWSHIPS

The Faculty of Graduate Studies awards UVic fellowships and UVic Graduate Awards (on the recommendation of the department's Graduate Executive Committee) to new (and *occasionally* to returning) students. Value of UVic fellowships can range from \$10,000 to \$15,000 for Master's students and from \$10,000 to \$18,000 for PhD students for a 12-month period. UVic Graduate Awards can range from \$1,000 to \$10,000 per year. The amount of these awards varies depending on the amount of money available to the department each year. The minimum eligibility standards set by the Executive of the Faculty of Graduate Studies are as follows:

A minimum cumulative grade point average of 7.0 (UVic scale) in each of the last two undergraduate years and every graduate year. This is approximately equivalent to A-, 82%, 3.6 out of 4.0 or UK First Class.

All new students are considered for UVic Fellowships and UVic Graduate Awards (no additional application is required) and awards are adjudicated by the department's Grad Exec Committee. Awards are offered on an annual basis and although some awards are renewable, continuation of an award beyond one year is contingent on the annual budget. Continuing students should check with the department's Graduate Advisor.

Decisions on awards for incoming students are typically made in the spring (for funding beginning in Sept). Funding permitting, renewals for students entering the second year of the Master's program or the second or third year of the doctoral program are made in June, when all grades for the year have been submitted. Renewal of University Fellowships is *not* automatic and may not be available in any given year due to budget constraints. In general, conditions that facilitate renewal are: (a) maintaining a GPA of at least 7.0, and (b) recommendation of the Department/GEC. Students finishing the second year of their Master's-level fellowship must complete all their Master's degree requirements by the end of their second year otherwise they may lose their eligibility for renewal at the PhD level. Note that most students receive UVic funding for a single year unless otherwise stated at the outset of the award.

Note that it is important to be aware that these fellowships have a limited tenure, which is based on the number of years in a degree program and not number of years the fellowship has been held. The University will not continue fellowships beyond the second year of a Master's program or the fourth year of a Doctoral program. Fellowship payments will cease at the end of the term in which the student takes the final oral examination. The Faculty of Grad Studies regulations for the UVic fellowships are posted at

<http://www.uvic.ca/graduatestudies/finances/financialaid/uvicawards/index.php>

In recent years, about half of our grad students receive some form of funding from the Faculty of Graduate Studies (including UVic Fellowships, Graduate Awards, a President's Research Scholarship, or a UVic or Psychology Donor Award – see #3 below).

2. FEDERAL (TRI-COUNCIL) SCHOLARSHIPS

Several graduate student scholarships are available from the federal government: The National Science and Engineering Research Council ([NSERC](#)), the Social Sciences and Humanities Research Council of Canada ([SSHRC](#)), and the Canadian Institutes of Health Research ([CIHR](#)) with each supporting different areas of psychology. The division is roughly as follows: Cognitive, clinical and experimental neuropsychology = NSERC; clinical and all health related-research = CIHR; social, developmental, clinical, and some other areas = SSHRC. Applications are made in the fall term (Dec. 1 deadline) for the following year; Master's awards are for a 12-month period while doctoral awards are normally for 3 years (depending on type of award and year in program). First year Master's students are expected to apply in the fall of their first year for support in the 2nd year (unless already supported by a council in 1st year). Students are not eligible to hold a UVic Fellowship and a tri-council award at the same time, thus the UVic Fellowship must be declined or returned when a tri-council award is received.

BEFORE APPLYING, BE SURE TO SELECT THE RIGHT COUNCIL. IF YOU APPLY TO SSHRC WHEN YOU SHOULD HAVE APPLIED TO CIHR, (particularly at the doctoral level) THE APPLICATION MAY NOT BE CONSIDERED AND YOU MAY LOSE AN OPPORTUNITY TO BE FUNDED IN THE COMING YEAR. The

awards officers (Yvonne Rondeau and Kathy McCarthy) will submit a research summary on the student's behalf for a check of eligibility by SSHRC (please plan to request this at least 2 weeks ahead of the submission deadline). See: http://www.sshrc-crsh.gc.ca/funding-financement/apply-demande/background-renseignements/selecting_agency-choisir_organisme_subventionnaire-eng.aspx

At the Master's level, the tri-council agencies have "harmonized" the application and adjudication process resulting in a single application date (Dec. 1) and application form, process, and criteria for all three councils. Students are eligible to apply for an award to be taken up at one of 5 potential universities (for those students already admitted to UVic, you will only indicate UVic as your university of choice). Universities now have much more control over the awarding of the Master's scholarships and there is a plan for harmonization of the doctoral awards in the near future.

Other conditions: Only Canadian citizens or Permanent Residents are eligible for most of the tri-council awards. The one exception are the Vanier awards <http://www.vanier.gc.ca/en/home-accueil.html> which are available to international students. Students *do not* apply directly for the Vanier awards but must be nominated by the department. We can nominate only 1 student for each of the 3 councils (SSHRC, NSERC, CIHR). The call for these nominations is early in September each year – if you think you would be a good candidate for a Vanier Scholarship, you should discuss this with your supervisor in the previous spring/summer. The Vanier awards are very competitive, however, three of our students have been successful at attaining a Vanier (2 NSERCs and 1 SSHRC).

There are also other national- or provincial-level awards for which Psychology students can apply, e.g., Alzheimer's Society of Canada (<http://www.alzheimer.ca/en/Research/Alzheimer-Society-Research-Program/How-to-apply>) Please check with your supervisor, the Grad Advisor, and/or Grad studies for information on other awards: <http://www.uvic.ca/graduatestudies/finances/financialaid/index.php>

3. PRESIDENT'S RESEARCH SCHOLARSHIPS (PRS):

Students who receive an NSERC, SSHRC, or CIHR award are eligible to receive a top-up award from the university, the President's Research Scholarship (PRS), which is worth \$4000. The PRS are distributed by the department on an annual basis, normally during the first year that a student holds a tri-council award. The number of PRS awards available is usually less than the number of tri-council awards held by our students, therefore, priority is given to students holding Master's awards and the basic SSHRC/NSERC (versus the larger CGS-D awards). The latter may be funded if we have enough awards. Unfortunately, we are not usually able to offer a PRS more than once for a particular award, but a student who receives one for a Master's award is eligible to receive one for the first year of a doctoral award (within the limits mentioned above).

4. UVIC AND PSYCHOLOGY DONOR AWARDS

Several awards and bursaries are available to graduate students in various disciplines, and some are ear-marked for psychology graduate students. The following is a partial list of awards for which Psychology students typically qualify. For more information on graduate awards:

<http://www.uvic.ca/graduatestudies/finances/financialaid/uvicawards/index.php>

- President David Strong Research Scholarship (\$7,500; nominee must hold a major national award or a UVic fellowship valued between \$15,000 and \$25,000)
- President Howard Petch Research Scholarship (\$7500; nominee must hold a major national award or a UVic fellowship valued between \$15,000 and \$25,000)
- UVic Donor Awards: (open to all UVic graduate students)
 - The Mrs. Annie Greskiw Award (\$2,500)
 - The Ray Hadfield Memorial Fellowship (rheumatic disease research) (~\$2,000)
 - Dr. Julius F. Schleicher Graduate Scholarship (male students in Law or Pre-Med) (varies \$3,000 - \$15,000)
 - Edythe Hembroff-Schleicher Scholarships (female student going into medical school ~ \$6,000)
 - Martlet Chapter IODE Graduate Fellowship for Women (in 2nd year Master's) (~\$400)
 - Albert Hung Chao Hong Scholarship (citizens of Hong Kong or China ~ \$7,000)
 - BC Medical Services First Nations Scholarship (1st Nations student; health research ~ \$5,000)
 - General Graduate Scholarships (any graduate student -- amount varies, has ranged from \$2000 - \$7,000)
 - Montalbano Scholars Fellowship (NSERC, SSRHC, CIHR recipients; \$10,000)

- Quality Move Management Inc./Allied International Vancouver Graduate Scholarship (Social Sciences ~ \$2,000)
- Psychology Donor Awards: (only open to UVic Psychology graduate students)
 - Eric and Shelley Mohr Fellowship in Psychology (all Psychology students) (\$15,000) – this has not been available for the past few years
 - The Richard May Graduate Scholarship (any area of psychology; 2nd year or higher) (~\$1,000)
 - William H. Gaddes Graduate Award (physiological-developmental) (\$2,000)
 - The Robert & Douglas Vickery Graduate Award (Studying schizophrenia or psychopathology) (~\$900)
 - The Arthur L. Benton Award (neuropsychology) (~\$1,000)
 - Dr. Robert Michael Peet Graduate Scholarship (clinical neuropsychology) (~\$2,000)
 - B.C. Psychological Association Certificate Award (certificate and admission to a clinical workshop)
 - McCall Bros. Graduate Scholarships in Clinical Psychology (bereavement or loss \$2,000)
 - Norma M. Wilson Graduate Scholarship (any area of psychology -- \$7,000)

For these awards, a student must be nominated by the department (the Grad Advisor sends out a memo requesting information and supporting documentation in late August for application in early September). For more information, see <http://www.uvic.ca/socialsciences/psychology/graduate/current/index.php>

5. BURSARIES

Bursaries are based on financial need. The student must fill out an application form available in the Student Financial Aid Office, University Centre room A202, <http://www.uvic.ca/registrar/safa/bursaries/index.php>

6. TEACHING ASSISTANTSHIPS (TAs)

TA positions are jobs rather than awards. The maximum stipend is for 300 hours of work during the academic year. Teaching assistants are members of CUPE 4163, and will be appointed in accordance with the guidelines set out by the Union

In previous years, students working as RAs and TAs were eligible for the Academic Income Supplement (AIS). As of May, 2014, the AIS has been discontinued (by the Faculty of Graduate Studies). In its place, similar funds are distributed by departments to graduate students in the form of UVic Graduate Awards (starting at \$1,000). These awards are not tied to employment as either TAs or RAs and efforts are made to distribute these awards equitably among eligible graduate students (with priority given to students with lower levels of funding). In 2014-15, about 30 students were each provided with a Grad Award of \$3,000.

7. RESEARCH ASSISTANTSHIPS (RAs)

Students interested in obtaining a Research Assistantship (RA) should contact individual faculty members, especially their supervisor.

8. TRAVEL GRANTS

The Faculty of Graduate Studies (FGS) and the Graduate Students' Society (GSS) have established a Graduate Student Travel Grant Fund to support travel to conferences, meetings, workshops, or research activities. Once per academic year (April 1 – March 31) you can apply for travel grant funds. Awards are made on a first come, first served basis and priority is given to first time recipients. For application forms see [Travel Grant](#). Applications should be submitted to the Office of the Dean of Graduate Students well before the conference date. Travel grants provide up to **\$400** to students **presenting** a poster or paper within BC, Alberta, or Washington State; up to **\$600** to students **presenting** outside of BC, Alberta, or Washington State; up to **\$300** to **attend** conferences/workshops, or to **conduct research** within and outside of BC, Alberta and Washington State; and a maximum of **\$150** to **present or attend** conferences/workshops or do research in Vancouver, Seattle or on Vancouver Island. Students should apply as early as possible to maximize the likelihood of receiving funding as these funds are somewhat limited, especially if you have already received one before.

9. OTHER AWARDS

There are other agencies that give fellowships for psychology graduate students: e.g. [I.O.D.E. War Memorial Doctoral Scholarship](#), [APA Dissertation Research Award](#) and the [APA Early Graduate Student Researcher Award](#), [APA awards](#), Pacific Institute for Climate Solutions Fellowships (PICS), [MacKenzie King Memorial Scholarship](#), [Soroptimist Foundation of Canada](#), Neena Chappell Scholarship (through the UVic Centre on Aging), [Trudeau Foundation Doctoral Scholarship](#), Worksafe [Research Training Awards](#), MITACS Accelerate (www.mitacsinternships.ca), IMPART (addictions research), and the Sara Spencer Foundation (through UVic). It is worth checking the Faculty of Graduate Studies calendar and website; any information about awards which is sent to the Department is posted near the departmental office or is distributed on Psychat. See: <http://www.uvic.ca/graduatesstudies/finances/financialaid/externalawards/index.php> or the excellent list of awards posted on the SFU website: <http://cgi.sfu.ca/~dgsit/cgi-bin/Award1.php>. Students with questions about their financial status and prospects should see their supervisor or consult with the Graduate Advisor. Don't assume you can't get anything. Applying is almost always worth the trouble.

10. ON-CAMPUS EMPLOYMENT OF INTERNATIONAL GRADUATE STUDENTS

International Students registered full-time in a UVic degree program are entitled to work on-campus if they have a valid **study permit** and social insurance number. International students must go to a Service Canada office to apply for a social insurance number <http://www.servicecanada.gc.ca/eng/sc/sin/index.shtml>. The study permit and social insurance number should be presented to the Graduate Secretary (Karen Kienapple).

For more information and help, please contact the office of International and Exchange Student Services at <http://iess.uvic.ca/>

Appendix C: UNDERGRADUATE COMPETENCE REQUIREMENTS (UCRs)

- 1.** All regular incoming graduate students in either the Master's or PhD program must successfully pass the Undergraduate Competence Requirement (UCR). **No exceptions.** The UCR must be satisfied in the student's first two years in the graduate program.
- 2.** The purpose of the UCR is to ensure a minimum competence across fundamental areas of general Psychology; it may serve as prerequisite for graduate-level courses.
- 3.** The standard of competence is third or fourth year level undergraduate performance of B- or better in three areas:

- A. Basic Experimental or Basic Processes in Psychology** (e.g., Learning, Cognition, Perception)
- B. Psycho-Biological Aspects of Behaviour** (e.g., Neuropsychology, Physiological Psychology, Psychophysiology)
- C. Developmental or Psycho-Social Aspects of Behaviour** (e.g., Abnormal, Child, Aging, Personality, Social)

The scope of the UCR is the equivalent of 6 or more units distributed across the three areas with a minimum of 3 units in one area and at least 1.5 units in each of the other two areas. For example, 3 units from area A and 1.5 units from area B and 1.5 from C would satisfy the entire UCR.

Note: Clinical students have to satisfy UCRs in four areas, and should consult section 1 of the *Manual for the Graduate Program in Clinical Psychology*.

- 4.** The UCR may be met in any of the following ways, for each of the areas:

- i) By course credit (the most common option): Students with satisfactory credit ("B- or better; 4.0 on a 9 pt scale) on their transcript for either upper-level undergraduate (3rd or 4th year) or graduate level courses in any given area may have those credits applied toward the UCR in that area. Clinical students must attain a grade of A- or better.
- ii) By course registration: A student who completes, with a minimum grade of B-, an upper-level undergraduate or graduate level UVic course in a given area may apply the units involved toward meeting the UCR in that area. The student may also enrol in an independent study course (Psychology 390, 490, 504, 604) with the instructor of a regular UVic course in a given area. The decision as to whether a particular independent study course will satisfy a particular UCR is made by the Graduate Advisor. Courses taken to satisfy the UCR can be counted towards the graduate degree, within the limits noted below.

Note:

- (a) Students are permitted credit for up to 6 units combined of Psychology 390 and 490 without special permission of the Department chair. Regardless of the number of undergraduate courses taken, all students must still have a minimum of 12 units at the graduate level to meet the degree requirements of the Faculty of Graduate Studies.
 - (b) Students are limited to a maximum of 6 units of Psychology 504 and 604 in any one winter session.
- iii) Course challenge: A student may challenge in advance any course in which s/he feels competent and apply the corresponding units to meeting the UCR in the appropriate area. The challenge exam, where necessary, should be conducted by an instructor of a course in that area on a text chosen to allow the student to register in the course in the event that the challenge examination is failed. The exam may be oral or written and will be judged on a pass/fail basis. No unit credit is given for passing a challenge exam. It is the spirit of this option that the student need only review well-known material for a few days; otherwise, taking a course is more efficient. Note: Graduate course challenge is not allowed in the Faculty of Graduate Studies.

5. All UCR decisions and arrangements must be approved by the Graduate Advisor. To this end, IT IS THE RESPONSIBILITY OF THE SUPERVISOR AND THE STUDENT to consult on this matter early in September.

Following consultation between the student and the supervisor, the student and supervisor submit a memo to the Graduate Advisor listing the manner in which each area requirement will be satisfied. [Non-clinical UCR form](#)

This submission should be completed as early as possible, certainly before the “last day of the period for adding courses that begin in the first term”. The purpose of this timing is to ensure that the student will have a good chance of registering in a course that may be offered only in the first term.

6. Students entering the clinical program must consult with the **Manual for the Graduate Program in Clinical Psychology** for additional requirements and/or exemptions in compliance with accreditation requirements of APA and CPA. [Clinical Student UCR form](#)

Appendix D: RESEARCH APPRENTICESHIP (PSYC 502)

1. The aim of this requirement is to expose the student to productive and creative psychological research. The apprenticeship is intended primarily as a learning experience for the student. This suggests student-faculty participation in all stages of the research whether the research be experimental, theoretical, or historical. Thus, the goal of the research apprenticeship is distinct from that of the research assistantship, which is paid employment.
2. A close working relationship with a specific faculty member should be established. Thus the student is to learn through participation in research. The faculty member serves as a mentor (i.e., teacher, advisor and model).
3. In most cases the research project will be one suggested by the faculty member, perhaps as part of an ongoing project in which the faculty member is involved.
4. Although the student's thesis supervisor is typically the person who supervises the PSYC 502 activity, other faculty may assume this responsibility. Incoming first year Master's students are to choose their apprenticeship supervisor by the first week in October. Students may change supervisors, however, with the consent of a new supervisor obtained in writing.
5. The unit value of Research Apprenticeship is 1.5 to 4.5. Students in the clinical program are required to take 3.0 units of PSYC 502 (equivalent to 3 hours of class plus 6 hours of preparation in each of two semesters) during the Master's degree. Students in the Social program normally take 3.0 units of 502. The calibre of the 502 activity should be commensurate with a pilot project for the Master's thesis, and it may even qualify as part of the Master's thesis research.
6. First year Master's students and PhD students who hold a Master's degree without thesis are required to take the research apprenticeship.
7. Please note that registration in PSYC 502 requires submission of a [Graduate Pro Forma](#) form. When completing the form, the supervisor and student should discuss the frequency of meetings, responsibilities, goals, and mode of evaluation. This should include some form of feedback in the middle of the term as to the student's progress and standing. Information on the form must include the method of evaluation and deadlines. The form should be submitted to the departmental Administrative Officer for review. They will then pass it to the Graduate Advisor for signature and transmission to Graduate records.

Appendix E: STATISTICS AND RESEARCH METHODS REQUIREMENTS

Master's students are required to complete three units of statistics within their first two years. These units are to be chosen from the following list:

- PSYC 513 Quantitative analysis (Special topics - variable content ; e.g., Structural Equation Modelling)
- PSYC 518 Psychometric methods
- PSYC 532 General Linear Model: Univariate
- PSYC 533 General Linear Model: Multivariate
- PSYC 534 Univariate design and analysis
- PSYC 537 Multilevel Modeling
- PSYC 560 Research Methods in Lifespan Psychology
- PSYC 564 Advanced Analysis of Change and Variation in Lifespan Development
- PSYC 574A: Cognitive Methods: EEG and ERP
- PSYC 574B: Cognitive Methods: fMRI
- PSYC 574C: Cognitive Methods: Computational Modeling
- MATH 323, 325, 326, 352, 422, 423, 452;
- STAT 350, 450, 563 (Topics in Applied Statistics)*
- Other UVic graduate-level statistics courses with the permission of the student's supervisory committee.

*Students interested in taking a course in the MATH or STAT department should ensure that they have very strong math/stats skills before they attempt one of these courses.

Doctoral students are required (before submitting their dissertation proposals) to complete 3 additional units, chosen from the above (statistics) list and/or the following (research methods) list:

- PSYC 517 Research methods in psychology (variable content, but methods not statistics)
- PSYC 527 Research methods in social psychology
- PSYC 541 Research design and methods in neuropsychology
- PSYC 569 Special topics in life-span development (when focussed on design & statistical analyses)
- PSYC 587 Applied behavioural analysis
- ADMN 537 Program evaluation (Public Administration)
- BIOL 509A Neurobiology seminar, BIOL 509C Neurobiology laboratory
- Other UVic graduate-level statistics or methods courses with the permission of the student's supervisory committee

Note: for students starting a MSc or PhD as of 9/2010, PSYC 561 Theories and methods in lifespan development can no longer be counted as a stats/methods requirement (due to changes in course content). As of May 2012, Psyc 560 is the required lifespan methods course.

Notes:

1. Clinical students have more specific Stats and Methods course requirements and should consult their Clinical Manual.
2. Students who enter with a Master's degree must meet the requirements above, but they may receive credit for equivalent courses taken elsewhere. To receive such credit, written permission must be obtained from the Graduate Advisor, with a copy of such permission placed in the student's departmental file. To request credit, the student will be required to demonstrate competence by providing detailed documentation about the course they have taken. (Note: Faculty of Graduate Studies does not accept course challenge.)
3. Students, with the approval of their supervisory committees, may substitute a statistics or methods course offered by another department. To receive credit for such substitution, students must obtain written permission from the Graduate Executive Committee **before** taking the course, with a copy of such permission placed in the student's departmental file. The substitution will be noted on the student's CAPP.

Appendix F: COGNITION AND BRAIN SCIENCE PROGRAM REQUIREMENTS

These courses are in addition to those required by the Department (which includes 3.0 units of stats/methods for each degree; 1.5 to 3.0 units of 502 for the MSc; 6.0 units of 599 (thesis); 3.0 units of 693 (candidacy exam) for the PhD; 15.0 units of 699 (dissertation).

M.Sc.

- At least two of PSYC 576A, D or E (@1.5) Cognitive Processes *
- A minimum of 1.5 units of PSYC 504
- PSYC 577 each Winter session in residence.

PhD

- At least one of PSYC 576A, D or E (1.5) Cognitive Processes (with a topic different [but not necessarily a different course title] from that used to meet the Masters-level requirement) **
- At least 1.5 units of PSYC 602
- At least 1.5 units of 604.
- PSYC 577 each Winter session in residence.

Electives approved by the supervisory committee

* if offered in first two years of program

** two courses (from PSYC 576A, D, or E, 1.5 units) required if only 1 taken in Master's

(updated: June 2017)

Appendix G: LIFESPAN DEVELOPMENT PROGRAM REQUIREMENTS

These courses are in addition to those required by the Department (which includes 3.0 units of stats/methods for each degree; 1.5 to 3.0 units of 502 for the MSc; 6.0 units of 599 (thesis); 3.0 units of 693 (candidacy exam) for the PhD; 15.0 units of 699 (dissertation).

Note: PSYC 564 may be applied to the Department's Statistics and Research Methods requirements.

M.Sc.

- PSYC 560 Research Methods in Lifespan Psychology (1.5)
- PSYC 561 Theories and Methods in Lifespan Development (1.5)

One of:

- PSYC 562 Infancy and Childhood (1.5) or
- PSYC 563 Adult Development and Aging (1.5) or
- PSYC 568 Adolescence (1.5)

PhD

- PSYC 564 Advanced Analysis of Change and Variation in Lifespan Development

Two of (unless taken in the Master's):

- PSYC 562 Infancy and Childhood (1.5)
- PSYC 563 Adult Development and Aging (1.5)
- PSYC 568 Adolescence (1.5)

Electives approved by the supervisory committee

(updated July 2014)

Appendix H: SOCIAL PSYCHOLOGY PROGRAM REQUIREMENTS

These courses are in addition to those required by the Department (which includes 3.0 units of stats/methods for each degree; 1.5 to 3.0 units of 502 for the MSc; 6.0 units of 599 (thesis); 3.0 units of 693 (candidacy exam) for the PhD; 15.0 units of 699 (dissertation)).

Note: PSYC 527 may be applied to the Department's Statistics and Research Methods requirements (at the PhD level only); students in the Social Program normally take 3.0 units of 502.

M.Sc.

- PSYC 520 Survey of Social Psychology (1.5) *
- PSYC 527 Research Methods in Social Psychology (1.5) *
- Plus 1.5 units of electives, selected with approval of the student's Supervisory Committee

Recommended electives include:

- PSYC 507 Personality (1.5)
- PSYC 518 Psychometric Methods (1.5)
- PSYC 521 Human Motivation (1.5)
- PSYC 522 – Cultural Psychology (1.5)
- PSYC 526 Special Topics in Personality and Social Psychology (1.5)
- PSYC 530 The Social Self (1.5)

* If offered in 1st 2 yrs of program

Ph.D.

Required

- PSYC 520 Survey of Social Psychology (1.5) **
- PSYC 527 Research Methods in Social Psychology (1.5) **

** if offered in 1st 3 years of program and not taken in Master's

(updated August 2017)

Appendix I: FORMAT FOR MASTER'S THESES & PHD DISSERTATIONS

When you ask the Graduate Advisor to sign a Request for Oral Examination, the Advisor will ask to see a copy of the completed thesis. You should make this request with enough lead time to allow you to make the required changes in format.

A completed thesis includes a title page, abstract, table of contents, student's vitae and a copyright license. Guidance on thesis/dissertation preparation can be found on the FGS website:
<http://www.uvic.ca/graduatesstudies/resourcesfor/students/thesis/scope/index.php>

The Department of Psychology requires that theses and dissertations be judged acceptable only if they are presented in the form of a well-written paper reporting the results of scholarly research. To make this statement of principle of some practical value for the evaluation of theses the following interpretation of terms is recommended.

“Acceptable”. To be acceptable means that a thesis is judged satisfactory by the majority of the faculty of the Department of Psychology and representatives of the faculty at the University of Victoria. Generally, approval of the Department and the University is conveyed by the signatures on the thesis by the members of the thesis committee, the Department Chair, and the Dean of Graduate Studies acting as representatives of the Department and the University respectively.

“Well-written”. For a thesis to be well-written implies that the general standards of English grammar, composition, punctuation, and spelling have been satisfied. But more than this, it is implied that the appropriate audiences (psychologists generally, and members of other disciplines that share a common interest in the thesis topic) can read the thesis and gain a clear understanding of the material being presented.

“Paper”. A paper is a type-written manuscript presented in a consistent format. Minimal standards have been established by the Faculty of Graduate Studies.

“Research”. Research is a careful and systematic study and investigation conducted within the discipline of psychology. At the discretion of the supervisory committee, the nature of the research can include laboratory experimentation (involving the manipulation of variables), correlational studies, field studies, clinical case-studies, historical surveys, literature reviews, or theoretical expositions.

“Results”. The term “results” need not be restricted to empirically derived data. Consistent with the broad interpretation of research given above, results can be in the form of basic principles, challenging ideas, or novel points of view.

“Scholarly”. Scholarship is the crucial criterion of an acceptable thesis. Scholarly work must demonstrate a thorough knowledge of the research being reported, accuracy in the way in which information is presented, and the exercise of critical thought in the investigations and conclusions offered in the thesis.

SUGGESTED FORMAT FOR THESES REPORTING EMPIRICAL RESEARCH

Empirical theses written for the Department of Psychology will follow the recommendations of the most recent edition of the *APA Publication Manual* except for allowances for the fact that journal editors and thesis supervisory committees are subject to different pressures, rules and regulations. Some of the rules in the manual are for the convenience of printers; these rules are irrelevant to the thesis. Authors of theses and dissertations should read the appendix of the *APA Manual*. Among other items of interest are the following points:

- Single-spacing can be used for table titles and headings, figure captions, references (but double-spacing is required between references), footnotes, and long quotations. Long quotations may also be indented five spaces.
- A journal editor is often very concerned about brevity. This concern extends beyond the written text in keeping the number of tables and figures at a minimum. Journal papers may be very expensive, but the space-cost problem is not usually a major consideration in writing a thesis.

- Journal articles are often written for fellow professionals and may assume substantial knowledge on the part of the reader as far as knowledge of the specific speciality of the journal is concerned. This is often not a good assumption to make in writing a thesis. Therefore, one should not hesitate to include an extra sentence or even a paragraph to fully define or explain a concept or procedure. To ascertain the necessity of elaborate definition it is suggested that you have people not in your specialty read what you have written. Consult your supervisor for guidance, particularly with respect to dissemination of unpublished results.
- At present there is a trend away from using code names for treatment groups, concepts and procedures. Therefore, we recommend that only widely used and understood symbols and abbreviations be used in thesis writing.

Organization and Content

Introductory chapter(s): Typically, the first portion of the thesis contains a logical argument. This often takes the form of a review of literature relevant to the thesis topic and a specific statement of the thesis problem. At least three chapters may be related to the introduction (Introduction, Review of the Literature, Theory) although in the Master's thesis these are often integrated into a single chapter. The number of chapters is to be decided by the candidate and his or her committee.

Method: It must be possible to replicate the study on the basis of the description of the subjects, stimulus materials, and procedures. Certain details of the method, such as lengthy instructions, should be placed in an appendix. Generally, metric units are to be employed in the description of stimuli.

Results: When relatively rare or complicated techniques (e.g., discriminant analysis) are employed, some explanation of the procedure should be included.

Figures and tables must be fully labelled so that they can stand alone from the text. If used, code names for groups of subjects or dependent variables (and their transformations) must be fully defined. Reference to the tables and figures must be made in the text.

Data and summaries of statistical analyses should be tabled and given space in the text commensurate with their importance. Relatively trivial data or analyses should be tabled in an appendix. Regardless of the location of the table, there must be specific mention of the table in the text. For example, "Analysis of variance of the reaction time scores indicated that there were no significant main effects or interactions (see Table 12, Appendix A)", or "Table 12 gives the mean reaction time scores..."

Discussion: The length and content of this chapter are decided by the candidate and his or her committee. However, it is appropriate to include a discussion of (a) the generality of the results you have obtained and (b) suggestions for further research. A summary of the research may be included in the discussion chapter or written as a separate chapter.

References: The *APA Manual* will be followed in general and all journal titles will be written out in full.

Appendices: As indicated above, materials of secondary importance or materials which require extensive tabulation should be listed in an appendix.

FORMAT GUIDELINES APPLY TO DRAFTS PRESENTED AT ORAL EXAMINATIONS

The Faculty of Graduate Studies operates on the expectation that any revisions to the thesis or dissertation subsequent to the oral examination will be of a minor nature. The copy of the thesis or dissertation that the student presents for evaluation at the oral defence should therefore be a formal one that complies with all requirements of the Department and Faculty of Graduate Studies. It follows that all members of the committee should have carefully reviewed the pre-oral defence draft with the candidate before the formal version is prepared.

Appendix J: AUTHORSHIP CREDIT & OWNERSHIP OF AND ACCESS TO DATA

*Department of Psychology: Authorship Credit and Ownership of and Access to Data Guidelines
(prepared by Grad Exec; adopted by the Psych. Department, 18 November 2003)*

Preamble

Publishing is the essence of science, and learning to publish is an important component of learning to conduct scientific research. Within the department, there are many instances of multi-authored publications, and it is important for the ethics of authorship to be explicit and relatively uniform, particularly as they apply to publications co-authored by supervisors and graduate students.

This document contains the following information: (1) the policy for publication credit developed over many years by the American Psychological Association (APA) that guides the professional conduct of all psychologists; (2) UVic policy about data ownership and intellectual property; (3) departmental guidelines related to these policies; and (4) best practices and recommendations for negotiating authorship credit, taken from an article by Fine and Kurdek (1993).

These guidelines apply to all members of the Department of Psychology.

APA: Ethical Principles of Psychologists and Code of Conduct

The following is from section 1.03 of the Publication Manual of APA (pp. 6-7)(5th Edition, 2001)

"Authorship is reserved for people who make a primary contribution to and hold primary responsibility for the data, concepts, and interpretation of results for a published work (Huth, 1987). Authorship encompasses not only those who do the actual writing but also those who have made substantial scientific contributions to a study..."

"To prevent misunderstanding and to preserve professional reputations and relationships, it is best to establish as early as possible in a research project who will be listed as an author, what the order of authorship will be, and who will receive an alternative form of recognitions."

For a more extensive discussion of this text, see 8.05 Ethics of Scientific Publication, pp. 348-355 in the Publication Manual of the APA (2001), and especially the section on Publication credit (pp. 350-351).

Furthermore, Section 8.12 **Publication Credit** of the APA Ethics Code 2002 states:

- a) Psychologists take responsibility and credit, including authorship credit, only for work they have actually performed or to which they have contributed.
- b) Principal authorship and other publication credits accurately reflect the relative scientific or professional contributions of the individuals involved, regardless of their relative status. Mere possession of an institutional position, such as Department Chair, does not justify authorship credit. Minor contributions to the research or to the writing for publications are appropriately acknowledged, such as in footnotes or in an introductory statement.
- c) A student is usually listed as principal author on any multiple-authored article that is substantially based on the student's dissertation or thesis.

Data Access and Ownership

This material is excerpted from Section 2.0 Contributions, UVic Policy on Intellectual Property (#1180, Nov 2000):

[Intellectual property] is frequently the result of collaborative or cooperative activities between or among University members. This article deals with the relations between or among several creators of a single work or property.

The University is committed to the Tri-Council position that authorship of published work includes all those who have materially contributed to, and share responsibility for, the contents of the publication, and only those people, and expects compliance with this policy statement by members of this University.

Standards for the discipline, where they exist, should be applied when determining proportionate contributions to a scholarly or creative work. In the event of commercialization, all intellectual contributors to the work should be entitled to share in the proceeds in proportion to their contributions, unless the entitlement to share within the framework of this policy has been willingly waived through informed consent or previously agreed to through a written arrangement...

Student theses, projects, graduating papers and artistic productions are special cases of scholarly work.

Students are the primary authors of their creations, but the work is carried out under the supervision of faculty members. Publications or works coming from student research or creative activity must acknowledge appropriately all contributors to the work. The appropriate Dean and the departmental Chair, in consultation with the Dean of Graduate Studies or the Office of the Vice President Research (OVPR), is responsible for ensuring that there is a process to address the students' interest with respect to: the protection of their IP; the freedom to publish results in open literature; and the discussion of the research or creation in internal venues. Students should not be involved in research or creative activities that conflict with, or jeopardize, their progress toward meeting their degree requirements.

Also, UVic's Research Policy (#1200, June 2002), states the following:

4.3 No restriction shall unnecessarily prohibit the use of research results by graduate students for theses or other academic purposes related to the completion of their graduate degree.

Department Guidelines, Additions and Caveats

1. Timeliness:
 - a) Regarding APA principle (c) above (thesis/dissertation research): If a student does not produce the first draft of the manuscript within e.g., 12 months of defending the thesis or dissertation, unless another arrangement has been negotiated in advance, the supervisor can take over the lead and be listed as principal author. The student, however, remains an author on the article.
 - b) Regarding course and other research activities: The same timeliness is expected for publishing research results produced in courses and other research activities.
2. Any and all papers reporting research performed under the direction of a supervising faculty member (i.e., not necessarily the chair of the student's supervisory committee) **must** be submitted to the supervisor for scrutiny before being submitted for publication, for two reasons. First, supervisors retain the right of first refusal on authorship of any work conducted under their supervision. Second, supervisors have the right to prohibit publication of questionable data or interpretations, because supervisors are responsible for the quality of research conducted in their labs.
3. A student can be a sole author or a co-author with other students when the research has not involved a faculty member's intellectual input. However, research involving human subjects, which must be signed off by a faculty member, is subject to guideline #2 above.
4. All sources of funding for research must be acknowledged.
5. If the supervisor and student cannot agree, even after consultations with peers, on their authorship-related decisions, an ad hoc third party arbitration process should be established in the department beginning with Grad Executive composed of faculty and the student representative.

Best Practices & Recommendations

- abstracted from Fine & Kurdek (1993):

Process Recommendations

1. Early in the collaborative endeavour of preparing a paper for publication, the supervisor should provide the student with information related to (a) how authorship decisions are made, (b) the nature

of professional and non-professional contributions to publications, (c) the meaning of authorship credit and order, and (d) the importance of both parties agreeing on what contributions will be expected of each collaborator for a given level of authorship credit. This information will provide the student with the knowledge necessary to exercise his or her autonomy and to choose whether to participate in the authorship determination process with the supervisor.

2. The supervisor and student should assess the specific abilities of each party, the tasks required to complete the scholarly publication, the extent of supervision required, and appropriate expectations for what each collaborator can reasonably contribute to the project.
3. On the basis of this assessment, the collaborators should discuss and agree on what tasks, contributions, and efforts are required of both parties to warrant joint authorship and to determine the order of authorship.
4. Agreements regarding authorship credit and order may need to be renegotiated for two reasons. First, scholarly projects often take unexpected turns that necessitate changes in initial agreements made in good faith. Second, many manuscripts need to be revised substantially before they are accepted for publication. These revisions may require additional professional contributions beyond those necessary for the completion of the initial draft of the manuscript. Thus, when such revisions are required, the supervisor and student should re-examine their original agreement and determine whether it needs to be modified.

Outcome Recommendations

1. To be included as an author on a scholarly publication, a student should, in a cumulative sense, make a professional contribution that is creative and intellectual in nature, that is integral to completion of the paper, and that requires an overarching perspective of the project. Examples of professional contributions include developing the research design, writing portions of the manuscript, integrating diverse theoretical perspectives, developing new conceptual models, designing assessments, contributing to data analysis decisions, and interpreting results. Such tasks as collecting data, inputting data, carrying out data analyses specified by the supervisor, and typing are not considered professional contributions and may be acknowledged by footnotes to the manuscript.

Fulfillment of one or two of the professional tasks essential to the completion of a collaborative publication does not necessarily justify authorship. Rather, the supervisor and student – in their discussions early in the collaborative process – must jointly decide what combination of professional activities warrants a given level of authorship credit for both parties. By necessity, there will be some variation in which tasks warrant authorship credit across differing research projects.

2. Authorship decisions should be based on the scholarly importance of the professional contribution and not just the time and effort made. In the opinion of Fine and Kurdek, (1993), even if considerable time and effort are spent on a scholarly project, if the aggregate contribution is not judged to be professional by the criteria stated above, authorship should not be granted.
3. Authorship decisions should not be affected by whether students or supervisors were paid for their contributions or by their employment status. It is the nature of the contribution to the article that determines whether authorship credit is warranted and not whether participants received compensation for the efforts.
4. When confronted with ethical dilemmas, we advise supervisors to consult with colleagues when authorship concerns arise. Furthermore, supervisors should encourage their students to do the same, whether with faculty or with student peers. With the informal input generated from such consultations, it is possible that new light will be shed on the issues involved and that reasonable and fair authorship agreements will result.

Reference: Fine, M.A., & Kurdek, L. A. (1993). Reflections on determining authorship credit and authorship order on faculty-student collaborations. *American Psychologist*, 48, 1141-1147.

Appendix K: HOW TO DEAL WITH DISCRIMINATION AND HARASSMENT

For full information, refer to <http://web.uvic.ca/eqhr/assistance/harassment.htm>

What is it?

The University of Victoria has a policy that prohibits discrimination and harassment, including sexual harassment. **Harassment** is the abusive, unfair or demeaning treatment of a person or group of persons. This treatment is **discriminatory** if it happens because of factors such as race, nationality, religion, physical disability, sex, sexual orientation or other protected grounds as in the Canadian Charter of Rights. **Sexual harassment** is a type of discrimination and is defined as unwelcome sexual advances, requests for sexual favours or other verbal or physical conduct of a sexual nature when a) submission to or rejection of such conduct affects your employment or education progress, or b) such conduct interferes with your work or study performance or creates a hostile, offensive working or educational environment.

While sexual harassment is usually directed by men toward women, the reverse does happen. Sexual harassment can also take place between individuals of the same sex.

Discrimination and harassment can happen to any person, regardless of age, occupation, physical appearance or marital status. It can happen between peers or between people of different status.

What Can Be Done?

Say No Tell the person involved the behaviour is unwanted and you want it to stop.

Don't Delay Pay attention to cues and comments indicating discrimination and harassment. If a person's behaviour makes you feel uncomfortable, say so. Ignoring the behaviour may not make it stop.

Keep a Record Should the discrimination or harassment continue, keep a record of dates, times, locations, witnesses, statements and behaviours. Also note how you felt.

Seek Advice *The Equity and Human Rights Office* will help you deal with your questions and concerns by providing confidential advice and information. It is located in Sedgewick Building, C115; telephone 721-7007 or 721-8488.

DON'T REMAIN SILENT, HELP IS AVAILABLE

721-7007

Appendix L: GRADUATE STUDENT ADMINISTRATIVE ROLES IN THE DEPARTMENT

1. Preamble:

The purpose of having graduate student representatives on various department committees is to give graduate students a voice and a venue to express their opinions, concerns and provide feedback about various aspects of their graduate program experience in the Psychology Department at UVic. Graduate students can, of course, communicate directly (formally or informally) with any faculty member; but having graduate student representation on various department committees ensures that graduate students have the opportunity to play an **active** role in their graduate education and it provides professional development experience in the area of university administration.

2. Selection process

During the first two weeks in September, the Grad Advisor initiates the elections of all grad student reps (as listed below) by sending out a call for (self-) nominations. Any nominated student must agree to have his/her name stand. If there are two or more nominees for any rep position, the Grad Advisor sends out a ballot. For any position that received only one nomination, that nominee is elected by acclamation. Friendly advice: Students may wish to consider participating after have been here for at least a year (experience tells us that the first year is always quite an adjustment).

If an election is required, all students vote for the Ombudsperson, GEC rep, GSS and CPA reps.

For Department reps, students vote for the department rep in the program to which they have been admitted (see below).

3. Department Reps

Who and how many?

We have three (3) grad student reps, one for each of the following program areas:

- 1 from the neuropsych programs (Neuropsychology Rep)
- 1 from the lifespan programs (Lifespan Rep)
- 1 from Cognition & Brain Sciences, Social, and Individualized programs (CaBS, SP, Individualized programs Rep)

Note that one of the neuropsych or lifespan reps should be in the clinical program.

Duties and Responsibilities

- Attend department meetings
 - Report back to students as necessary (suggestion: the three department reps may wish to get together and coordinate what is of interest to the grad students and take turns sending out this information on psycgrad).
 - Be prepared to poll students for info as requested by department.
 - Provide advice/opinions/feedback to the department about issues affecting graduate students (e.g., serve a consultative role).
 - Bring agenda items to the department meetings (e.g., department reps may wish to solicit issues and concerns from their constituencies and bring these to the attention of the department).
 - Be prepared to vote on motions at the department meetings (see Stella to verify voting privileges).
- Serve on ad-hoc committees as student reps as requested. The department has the following standing committees for which reps are requested:
 - Curriculum committee
 - Equity and Diversity committee
- Run the election for the next year's student representatives.

Ombuddy

- A peer (better if this is a more senior student) who is available to discuss a problem/concern, offer advice, and serve as an advocate on behalf of the student (only if requested to do so!), **on a confidential basis**.

- Liaison with the UVic Ombudsperson, Martine Conway (ombuddy@uvic.ca) (<http://www.uvss.uvic.ca/ombudsperson/contact.htm>; 721-8357; SUB B 205) who is a great source of info and help. The UVic Ombuddy is funded by the UVic Student Society (UVSS) and the Graduate Student Society (GSS).

Grad Exec rep

- A grad student representative on the Graduate Executive Committee
- Main duties are
 - to serve in a consultative role to the Grad Exec (poll grad students about various issues as they come up – e.g., annual evaluation process, graduate funding, annual review of the Grad Regulations – and report back to Grad Exec);
 - run the Buddy system for incoming grad students (match a new student with an “old” volunteer student and exchange their contact info).

Clinical reps

- Two student reps (one from the clinical neuropsych and the other from the clinical lifespan programs) – reps are selected by the clinical students (this is organized separately by the outgoing clinical reps)
- Main duties are
 - Attend monthly SCCT meetings as representatives of clinical students to the clinical faculty regarding program related issues

4. Psychology Reps outside of the Department

- GSS: see <http://web.uvic.ca/~gssweb/> for information
- CPA: see the following for information (student must be a member of CPA and the student section of CPA): <http://www.cpa.ca/students/studentrepresentatives/>
The CPA rep is generally elected for a 2 year term.

Appendix M: PREPARING TO DEFEND YOUR THESIS OR DISSERTATION

Students are sometimes uncertain about these deadlines so we have put together these guidelines for the process leading up to the completion of the thesis or dissertation. Note: the submission process often takes longer than you think.

In order to meet these deadlines, please be aware of the following required steps and timelines; you should **count on the defense process taking approximately two (2) months**:

- (1) Consult the Faculty of Graduate Studies website ([Resources](#)) for guidance on preparing your thesis/dissertation.
- (2) First, your supervisor must confirm with you that your thesis is ready to be submitted to your committee for review (it will have already gone through a series of revisions before you submit it to your committee).
- (3) Your **committee requires at least two weeks to read your final thesis** (be sure to also allow for sufficient time to make further revisions).
- (4) In consultation with your supervisor, an external examiner (EE) is selected (MSc: within UVic but outside of Psychology; PhD: outside of UVic); it is your supervisor's role to contact the EE.
- (5) The student and the committee will decide on a **date for the oral** that is convenient for everyone (including the External Examiner) that is **at least 4 to 6 weeks in the future**. Department or Graduate Secretary can assist with booking a room.
- (6) Once your committee has agreed that your thesis or dissertation is "ready to defend", you will attain the signatures of the committee and the Graduate Advisor on the Request for Oral Examination. [ROE Doctoral](#) or [ROE Masters](#)
- (7) Make an appointment with the Graduate Advisor to obtain his signature on the ROE. Be sure to review the [Graduate Advisor Checklist](#) before your meeting and bring the following materials to this meeting: a) completed ROE form, b) [thesis withholding form](#) c) human ethics approval/waiver, d) External Examiner's CV for the PhD defence, e) [EE's confirmation of arm's length status form](#) – PhD only and f) send PDF of thesis/dissertation to Grad Advisor psycgadv@uvic.ca. Before submitting ROE please ensure Karen Kienapple, Graduate Secretary has a copy of the form and other supporting documentation and send her an electronic copy of your thesis or dissertation to psychgrd@uvic.ca.
- (8) Upload PDF of thesis or dissertation to Grad Studies (link will appear on "MyPage" after you have been enrolled for "GS 599/699 Thesis and Dissertation Upload" on Course Spaces (contact Grad Secretary if it does not appear on "MyPage"). Once upload is complete deliver completed ROE with all required documents to the Faculty of Graduate Studies. Please note the Dean's Office requires **at least 20 working days for Master's (or 30 working days for PhD)** between the submission of the ROE and thesis/dissertation to Grad Studies and the date of the defence (*do not count the day of the defense and be sure to skip holidays and weekends when you count*).
- (9) Ensure you register for [UVicSpace](#). Later, after the oral exam and the final thesis has been approved, you will utilize UVicSpace to digitally submit your final, approved thesis.
- (10) If you are planning to continue onto the PhD ensure you complete the online application and pay the application fee. Check with graduate secretary about the application process. No other documentation is required, but a form needs to be completed.
- (11) Once you have successfully defended your thesis, you should **allow for at least two weeks for revisions and final approval** from your supervisor and/or committee (therefore, **plan to defend by mid-April if you want to complete your degree in the spring term, by mid-August if you want to**

complete your degree in the summer term and by mid-December if you want to complete your degree in the fall term.

- (12) When all revisions are complete you need to upload your final thesis/dissertation to UVicSpace and the Graduate Secretary will send the following forms to GARO electronically
- a. the letter recommending your graduation (signed by your supervisor and department chair)
 - b. thesis/dissertation approval form
- (13) The next deadlines for meeting all degree requirements are **4:00 p.m. January 2, 2018 for fall term (spring 2017 graduation), 4:00 p.m. April 30, 2018 (for spring 2018 graduation) and 4:00 p.m. August 31, 2017 (for fall 2017 graduation).** **Please note: Graduate Studies allows no exceptions.** This means that you must complete your thesis, have your final oral defence, complete revisions and submit a copy of your final version of your thesis along with the necessary accompanying documents to GARO by this deadline.

Spring Graduation:

If you are defending in the fall term:

Meeting the **January 2, 2018 deadline** means that your program will be considered complete as of the end of the Fall term and you will not have to register or pay fees for the Spring term (unless you plan to enter the PhD program in January). **You have to apply to graduate by November 15 in order to be eligible for the spring convocation in June.**

In order to meet the **January 2, 2018 deadline**, here is the suggested timeline:

Final draft of your thesis/dissertation to your committee:

- **MSc:** end of October/start of November
- **PhD:** mid-October

ROE form due to Grad Studies: (NB: count the exact number of days)

- **MSc:** beginning to mid-November
- **PhD:** end of October/start of November

Date for oral defence:

- First two weeks of December to allow sufficient time for revisions
- defence must occur **no later than December 15th**

If you are defending in the spring term:

Meeting the **April 30th deadline** means that your program will be considered complete as of the end of the Spring term and that you will not have to register or pay fees for the Summer term (unless you plan to enter the PhD program in May). **You have to apply to graduate by February 15 in order to be eligible for the spring convocation in June.**

In order to meet the **April deadline**, here is the suggested timeline:

Final draft of your thesis/dissertation to your committee:

- **MSc:** end of February/start of March
- **PhD:** mid-February

ROE form due to Grad Studies: (NB: count the exact number of days)

- **MSc:** beginning to mid-March
- **PhD:** end of February/start of March

Date for oral defence:

- First two weeks of April to allow sufficient time for revisions
- defence must occur **no later than April 15th**

Fall Graduation:

If you are defending in the summer term:

Meeting the **August 31st deadline** means that your program will be considered complete as of the end of the Summer term and that you will not have to register or pay fees for the Fall term (unless you plan to enter the PhD program in September). **You have to [apply to graduate](#) by July 15 in order to be eligible for the fall convocation in November.**

In order to meet the **August deadline**, here is the suggested timeline:

Final draft of your thesis/dissertation to your committee:

- **MSc:** end of June/start of July
- **PhD:** beginning to mid-June

ROE form due to Grad Studies: (*NB: count the exact number of days*)

- **MSc:** mid-July
- **PhD:** end of June/start of July

Date for oral defense:

- First two weeks of August to allow sufficient time for revisions
- defence must occur **no later than August 15th**