

## GRADUATE PROGRAM FAQs

(updated Fall 2018)

*(click on the questions to find the answer!)*

### **For Prospective Students:**

I want to get into Graduate School in Psychology at the University of Manitoba. What do I need to do?

I want to get into the School Psychology program. What do I need to do?

What are the requirements for admission to Graduate School?

I don't have an Honours degree in Psychology. Can I still get into Graduate School in Psychology?

I have a low GPA but would still like to study at the graduate level. What should I do?

What is the Pre-MA program? How can I get into it?

I'd like to study at the graduate level but I don't know if I would be admitted to the MA program or to the Pre-MA program. What should I do?

I am not yet a graduate student but I intend to apply and need help. What should I do?

### **For Current Students:**

I have been admitted to the Clinical or School Psychology program and need to submit a Criminal Record Check, Adult Abuse and Child Abuse Registry Checks. Where? When? What happens to these documents?

I would like to access the Department Lounge and the Graduate Student computer lab.

I am a current graduate student and need help. What should I do?

I am not receiving University of Manitoba email. What should I do?

What is the basic MA program?

How do I set up my MA advisory committee?

I want to register for the MA Thesis Proposal Development Course? What do I need to do?

I want to propose my MA thesis research soon. What do I need to do?

I want to defend my MA thesis soon. What do I need to do?

I will defend my MA thesis soon and want to apply to the PhD program. What do I need to do?

What is the basic PhD program?

How do I set up my PhD advisory committee?

I want to tackle the candidacy examination soon. What do I need to do?

I want to register for the PhD Thesis Proposal Development Course? What do I need to do?

I want to propose my PhD thesis research soon. What do I need to do?

I want to defend my PhD dissertation soon. What do I need to do?

What is an 'ancillary' course?

What are the 'Student-Advisor Guidelines'?

What is the 'Academic Integrity Tutorial'?

What is a 'progress report'? Do I have to do anything to have this done?

Where can I obtain conference travel funding?

I really want to be successful in my graduate program. What are the most important things to ensure a successful graduate experience?

What should/must I do and when?

### **I want to get into Graduate School in Psychology at the University of Manitoba. What do I need to do?**

- ❖ You must submit a complete application to the Faculty of Graduate Studies. Please consult the graduate portion of the department web site for details (<http://www.umanitoba.ca/faculties/arts/departments/psychology/graduate/admissions.php>)
- ❖ ALL components of the application must be received no later than December 15<sup>th</sup> for a September start date of the following year.

### **I want to get into the School Psychology program. What do I need to do?**

- ❖ You must submit a complete application to the Faculty of Graduate Studies. Please consult the graduate portion of the department web site for details (<http://www.umanitoba.ca/faculties/arts/departments/psychology/graduate/admissions.php>)
- ❖ ALL components of the application must be received no later than December 15<sup>th</sup> for a September start date of the following year.

### **What are the requirements for admission to Graduate School?**

- ❖ An Honours degree in Psychology from the University of Manitoba or its equivalent is required to enter our MA program. Applicants for the PhD program should hold a Master's degree from the University of Manitoba or its equivalent from another university. Applicants at all levels must have at least a 3.0 grade point average (on a 4.5 grade point system) in their last 60 credit hours at a minimum, including hours in excess of the minimum taken during the same semester. Please see [http://umanitoba.ca/faculties/graduate\\_studies/admissions/min\\_requirements.html](http://umanitoba.ca/faculties/graduate_studies/admissions/min_requirements.html) for additional requirements. Please note that these are the minimum requirements and our programs are competitive. Students admitted to our programs typically meet much higher than these minimum standards.

### **I don't have an Honours degree in Psychology. Can I still get into Graduate School in Psychology?**

- ❖ As stated above, an Honours degree in Psychology or its equivalent is normally required to enter our MA program. Students holding a general or advanced B.A. or B.Sc. degree, or who are missing other requirements but who are otherwise strong candidates may be required to take a Pre-MA year before proceeding to the MA coursework. Students in these circumstances will be informed of any additional requirements, such as completion of a pre-MA year at the time of acceptance. These are exceptional cases however. Students planning to apply to our graduate programs should plan to complete an Honours Psychology degree.

### **I have a low GPA but would still like to study at the graduate level? What should I do?**

- ❖ The Faculty of Graduate Studies requires that all students entering a graduate program at the University of Manitoba have a GPA of at least 3.0 for their last 60 credit hours (20 half-courses)
- ❖ If your GPA is less than 3.0 for your last 60 credit hours (20 half-courses), then you can not be admitted to any graduate program at the University of Manitoba
- ❖ You may choose to complete additional course work in an attempt to elevate your GPA to meet the minimum requirement, and/or to improve your chances of being successful in gaining admission. Consult with the Psychology Undergraduate Advisor or Associate Head (Undergraduate)

<http://umanitoba.ca/faculties/arts/departments/psychology/undergrad/index.html>

### **What is the Pre-MA program? How can I get into it?**

- ❖ The Pre-MA program is designed to improve a student's academic background in preparation for graduate study at the MA level
- ❖ Students do not apply directly to the Pre-MA program. Rather a complete application for graduate admission must be submitted, and the department will determine the level at which any offer of admission will be made. Please consult the graduate portion of the department web site for details (<https://home.cc.umanitoba.ca/~psycarea/>)

### **I'd like to study at the graduate level but I don't know if I would be admitted to the MA program or to the Pre-MA program. What should I do?**

- ❖ The level at which any offer of admission is made is determined by a departmental committee on the basis of the application submitted by a student. In other words, the determination of the level of study is not made until after a complete application is submitted and evaluated
- ❖ A complete application for admission to the graduate program must be submitted, and the department will determine the level at which any offer of admission will be made. Please consult the graduate portion of the department web site for details (<https://home.cc.umanitoba.ca/~psycarea/>)

### **I am not yet a graduate student but intend to apply and need help. What should I do?**

- ❖ A great deal of information is available on the department's web site (<http://home.cc.umanitoba.ca/~psycarea/>) both in the graduate brochure, and in the graduate portion of the department's policy and procedures manual. More general information about admissions, including for international students, is available at the faculty of graduate studies website: [http://umanitoba.ca/faculties/graduate\\_studies/admissions/index.html](http://umanitoba.ca/faculties/graduate_studies/admissions/index.html). There is a good chance that you can find the answer to your questions there
- ❖ If you have searched through the online information and still require help, then please contact the Psychology Graduate Program Coordinator ([Psych\\_Grad\\_Office@UManitoba.ca](mailto:Psych_Grad_Office@UManitoba.ca))

**I have been admitted to the Clinical or School Psychology program and need to submit a Criminal Record Check, Adult Abuse, and Child Abuse Registry Checks. Where? When? What happens to these documents?**

- ❖ All students accepted into the Clinical Psychology and School Psychology programs will be required to submit to the Psychology Graduate Office by August 1<sup>st</sup> prior to registration, the originals of the following:
  - A formal Criminal Records Check (including vulnerable sector screening) with an issue date of no earlier than June 15  
Criminal Records Checks can be obtained from Winnipeg Police Service, <http://www.winnipeg.ca/police/pr/pic.stm> or from your local law enforcement agency or <http://www.rcmp-grc.gc.ca/en/criminal-record-and-vulnerable-sector-checks>
  - Formal Adult Abuse and Child Abuse Registry Checks with an issue date of no earlier than June 15 (Clinical students)  
A formal Child Abuse Registry Check with an issue date of no earlier than June 15 (School Psychology students)  
Adult Abuse and Child Abuse Registry Checks can be obtained from the Adult and Child Abuse Registry, 1<sup>st</sup> floor, 777 Portage Avenue, Winnipeg, or from your local agency or <https://www.gov.mb.ca/fs/abuseregistries.html>  
Although the Province of Manitoba notes on its webpage that if you are applying for an unpaid position working with children, you are to make your application 'through the organization', the Department of Psychology is requiring all students admitted to the Clinical or School Psychology programs to complete the Registry Self-Checks through the registry itself
- ❖ School Psychology students are required to submit new Checks by August 1<sup>st</sup> *each* year they are in the program
- ❖ Any changes in a student's status regarding these matters while in the Clinical or School Psychology programs must be reported to the Associate Head (Graduate) of the Department of Psychology as soon as possible
- ❖ Please be advised of the following pertinent information. Both original documents are the property of the student and after verification will be returned at the student's request. The above information will be kept strictly confidential within the Department of Psychology and will not become part of the student's permanent record with the University of Manitoba. For School Psychology, a copy will be retained in the Psychology Graduate office and, with the student's written permission, will be shared with relevant School Divisions, according to their policies, for the purpose of allowing the student to train in schools. All copies retained by the Department will be destroyed at the completion of the student's program

**I would like to access the Psychology Department Lounge and the Graduate Student computer lab. What should I do?**

- ❖ See Liana in the Psychology General Office

### **I am a current graduate student and need help. What should I do?**

- ❖ A great deal of information is available on the department's web site, both in the graduate brochure and in the graduate portion of the department's policy and procedures manual. There is a good chance that you can find the answer to your question there
- ❖ If you have reviewed the online information carefully and still have questions, then first contact your advisor and/or advisory committee
- ❖ If you have searched through the online information, and have discussed your problem with your advisor and/or advisory committee, then please contact the Psychology Graduate Program Coordinator ([Psych\\_Grad\\_Office@UManitoba.ca](mailto:Psych_Grad_Office@UManitoba.ca))

### **I am not receiving University of Manitoba email. What should I do?**

- ❖ All U of M communications will be through your @myumanitoba.ca account, therefore it is essential that you monitor this email account on a regular basis
- ❖ [Iridium FAQs](#)

### **What is the basic MA program?**

- ❖ The minimum requirements for all thesis-based MA programs are given below (keep in mind that individual admissions areas may require more course work). Please consult the graduate section of the Department Policy & Procedures Manual for detailed information at [http://umanitoba.ca/faculties/arts/departments/psychology/media/Department\\_Manual.pdf](http://umanitoba.ca/faculties/arts/departments/psychology/media/Department_Manual.pdf)
- ❖ Minimum MA program
  - 2 courses from the major area
  - 2 courses in Psychological statistics (PSYC 7200 & PSYC 7210)
  - 1 ancillary course  
*(Note: an ancillary course is one that is 'clearly apart' from the major area of study. It is intended to provide breadth to the program of study.)*
  - MA Thesis Proposal Development course (PSYC 7780)  
*(Note: the MA Thesis Proposal Development MUST be completed within the first (4) terms of full time study in the program. For the purposes of this requirement the calendar year will be regarded as comprised of three terms; fall, winter, and summer. Forms both to register for, and to indicate completion of, the course are available on the web at <https://home.cc.umanitoba.ca/~psycarea/links.html>*
  - MA proposal
  - MA Thesis
- ❖ Keep in mind the following course classification system in the current graduate calendar S (standard) – the course meets a program requirement; X (auxiliary) – the course is not required by the program but is required by the advisor; A (audit) – the course is not being taken for a grade or any academic credit; O (occasional) – the course is not required by the program or advisor). Note that the course classification affects when/whether the course is included in calculating your GPA, and whether there are

additional fees. It should be noted that courses taken at the MA level typically may not be transferred to the PhD level

### How do I set up my MA advisory committee?

- ❖ Talk to your advisor about potential members of the committee. Keep in mind that the MA advisory committee must be comprised of the advisor and two other faculty members, one of whom must hold an appointment in another department. This 'internal-external' member must be a member of the Faculty of Graduate Studies (normally, this means the person must hold an appointment in a department that offers a graduate degree)
- ❖ Once you and your advisor have settled on a committee composition, contact each member to ask if they would be willing to serve on your committee
- ❖ When you have obtained agreement from the chosen faculty members, prepare and submit to the Psychology Graduate Office the 'Master's Thesis/Practicum Title & Appointment of Examiners' form available from the Faculty of Graduate Studies web site [http://umanitoba.ca/faculties/graduate\\_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)

### I want to register for the MA Thesis Proposal Development Course. What do I need to do?

- ❖ Ask your advisory committee to complete the MA Thesis Proposal Development Course Registration Form <https://home.cc.umanitoba.ca/~psycarea/links.html> and submit it to the Psychology Graduate Office. (Ensure that this course has been included on your regular registration form.)
- ❖ Please note that failure to complete the MA Proposal Development course within the time specified will result in an unfavourable progress report evaluation. This evaluation would indicate that significant improvement in performance on your part will be required to maintain standing in your program

### I want to propose my MA thesis research soon. What do I need to do?

- ❖ A minimum of two weeks before your proposal oral, with your Committee approval, and keeping with department regulations, proceed to schedule your oral by:
  - a. Ensure you have completed the Faculty of Graduate Studies Master's Thesis/Practicum Title and Appointment of Examiners form and submit it to the Psychology Graduate Office for approval and forwarding to the FGS. Form link: [http://umanitoba.ca/faculties/graduate\\_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)
  - b. Book a room and equipment. Normally an oral would be scheduled in P412 Duff Roblin Building (reserve through the Psychology General Office (204-474-9338), or another available room in the Duff Roblin Building through <http://umanitoba.ca/roombooking/> during regular business hours. Exceptions must be approved by the Associate Head (Graduate)

**Please note:** Every effort should be made to ensure that the oral examination is not scheduled at the same time as a departmental colloquium or other important departmental event. Technical Support information at:

<http://umanitoba.ca/faculties/arts/departments/psychology/people/3431.html>

c. Prepare an oral announcement, include the date, time, room number, list of committee members, thesis title, and a half-page abstract. The announcement should be no longer than 1 page

d. Submit an electronic copy of the announcement and your proposal thesis to [Psych\\_Grad-Office@UManitoba.ca](mailto:Psych_Grad-Office@UManitoba.ca) or [Gloria.Derksen@umanitoba.ca](mailto:Gloria.Derksen@umanitoba.ca) The Graduate Chair will review your abstract and you will be contacted if changes are required.

When the abstract and announcement has been approved, the Psychology Graduate Office will distribute the announcement via email to staff and students, and post it in the department. The announcement MUST BE POSTED/DISTRIBUTED in the Department ONE WEEK prior to the oral date

- ❖ Make revisions to the written proposal based on feedback from the proposal oral

### I want to defend my MA thesis soon. What do I need to do?

- ❖ A minimum of two weeks before your final oral, with your Committee approval and at time suitable to your committee members, keeping with department regulations, proceed to schedule your oral:

a. Book a room and equipment. Normally an oral would be scheduled in P412 Duff Roblin Building (reserve through the Psychology General Office (204-474-9338), or another available room in the Duff Roblin Building through

<http://umanitoba.ca/roombooking/> during regular business hours. Exceptions must be approved by the Associate Head (Graduate)

**Please note:** Every effort should be made to ensure that the oral examination is not scheduled at the same time as a departmental colloquium or other important departmental event. Technical Support information at:

<http://umanitoba.ca/faculties/arts/departments/psychology/people/3431.html>

b. Prepare an oral announcement, include the date, time, room number, list of committee members, thesis title, and a half-page abstract. The announcement should be no longer than 1 page

c. Submit an electronic copy of the announcement and your thesis draft to [Psych\\_Grad-Office@UManitoba.ca](mailto:Psych_Grad-Office@UManitoba.ca) or [Gloria.Derksen@ad.umanitoba.ca](mailto:Gloria.Derksen@ad.umanitoba.ca) The Graduate Chair will review your abstract and you will be contacted if changes are required.

When the abstract and announcement has been approved, the Psychology Graduate Office will distribute the announcement via email to staff and students, and post it in the department. The announcement MUST BE POSTED in the Department ONE WEEK prior to the oral date

- ❖ Following the oral, make revisions to the written thesis based on feedback from your committee members at the oral. The corrected thesis must be approved by your advisor (and committee members if required)
- ❖ Distribute copies of the final, corrected thesis by the deadline date\* for graduation set out by the FGS as follows:
  - Faculty of Graduate Studies <https://mspace.lib.umanitoba.ca/>
  - Psychology Graduate Office (1 unbound copy - the Department will pay for the copying/binding of their final version copy only)



- c. distribute to your committee members as you wish

\*FGS will not make exceptions to their deadlines on the basis of late submissions due to documents or theses left with advisors, administrators, etc. Therefore, it is the responsibility of all graduate students and their advisors to know when deadlines are and to comply with them. Submission after the deadline will result in postponed graduation. For further information, please see the University of Manitoba Graduate Calendar. It is upon receipt of (and only upon receipt of) the final documents (thesis and forms) that FGS adds a student to the grad list

### **I will defend my MA thesis soon and want to apply to the PhD program. What do I need to do?**

- ❖ Internal applicants (transfer students) must submit an application to the Faculty of Graduate Studies.  
<http://umanitoba.ca/faculties/arts/departments/psychology/graduate/admissions.php> by May 1st for September registration or October 1st for January registration. Contact the Psychology Graduate Program Coordinator for advice

### **What is the basic PhD program?**

- ❖ The minimum program requirements for all PhD programs are given below (keep in mind that individual admissions areas may require more course work). Please consult the graduate section of the Department Policy & Procedures Manual for detailed information [http://umanitoba.ca/faculties/arts/departments/psychology/media/Department\\_Manual.pdf](http://umanitoba.ca/faculties/arts/departments/psychology/media/Department_Manual.pdf)
- ❖ Minimum PhD program
  - 2 courses from the major area
  - 1 course in research design or analytic methods
  - 1 ancillary course  
*(Note: an ancillary course is one that is 'clearly apart' from the major area of study. It is intended to provide breadth to the program of study.)*
  - Candidacy examination
  - PhD Thesis Proposal Development course (PSYC 7790)
  - *(Note: the PhD Thesis Proposal Development MUST be completed within the first (8) terms of full time study in the program. For the purposes of this requirement the calendar year will be regarded as comprised of three terms; fall, winter, and summer. Forms both to register for, and to indicate completion of, the course are available on the web at <https://home.cc.umanitoba.ca/~psycarea/links.html>*
  - PhD proposal
  - PhD Dissertation

### **How do I set up my PhD advisory committee?**

- ❖ Talk to your advisor about potential members of the committee. Keep in mind that the PhD advisory committee must be comprised of the advisor and three other faculty members, one of whom must hold an appointment in another department. This 'internal-external' member must be a member of the Faculty of Graduate Studies



(normally, this means the person must have a PhD and hold an appointment in a department that offers a graduate degree)

- ❖ Once you and your advisor have settled on a committee composition, contact each member to ask if they would be willing to serve on your committee
- ❖ When you have obtained agreement from the chosen faculty members, prepare and submit to the Psychology Graduate Office the *'PhD Program of study & appointment of advisory committee'* form available from the Faculty of Graduate Studies web site [http://umanitoba.ca/faculties/graduate\\_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html). This form should be completed as soon as possible, no later than January of the first year  
Use the 'program of study' part of the form to list all of the courses you are planning to take following the course classification system in the current graduate calendar (S (standard) – the course meets a program requirement; X (auxiliary) – the course is not required by the program but is required by the advisor; A (audit) – the course is not being taken for a grade or any academic credit; O (occasional) – the course is not required by the program or advisor). Note that the course classification affects when/whether the course is included in calculating your GPA, and whether there are additional fees.

### **I want to tackle the candidacy examination soon. What do I do?**

- ❖ For all candidacy exams:
  1. Registration in GRAD 8010 Candidacy Examination is required in advance for the appropriate term. (Ensure that this course has been included on your regular registration form.)
  2. At least five working days prior to distribution, the student's academic advisor, after consultation with the other members of the examining committee, will complete and submit to the Head (or designate) the required form (<http://umanitoba.ca/faculties/arts/departments/psychology/media/New-Candidacy-Regulations.pdf>) together with a detailed description of the composition of the candidacy examination itself and the evaluation procedures to be used
  3. Answers to some of the questions posed to the student may be given orally to the entire examining committee. A written answer must be given for at least one of the questions posed to the student
- ❖ Consult with your advisor and decide on the format of the candidacy examination that you will use. The candidacy examination may be structured in one of three ways:
  - 1) Closed-book  
Typically consists of 2, 4-hour examination periods on consecutive days. All current rules for this type of exam will apply for those questions to be answered in written form
  - 2) Take-home  
Typically consists of 4 – 8 questions, the answers for which together should not exceed 100 typed, double spaced pages. Three months are allowed for completion of the exam. Current rules for this type of exam will apply for those questions to be answered in written form
  - 3) Open-format

This examination consists of several questions which require explicit answers and either one or both of the following:

1. a sample application for a faculty-level research grant (following the most recent format required by major granting agencies such as CIHR, NSERC or SSHRC)
  2. a research paper for which the student had sole responsibility or for which the student assumed first-authorship
- Students who choose to include only one of these optional elements will be required to include as part of the candidacy exam between 3 and 6 questions posed by the examining committee. At least one of these questions must be answered in writing. The remaining questions may be answered either in writing or orally to the entire committee. Questions for which a written answer will be given may be addressed either in a take-home or closed-book format. If answered in a closed-book format, then the procedures described in the department manual regarding the standard closed-book examination will apply with the exception that the time allotted for the examination will be reduced as appropriate and in no case should this exceed two three-hour examination periods across two consecutive days. If answered in a take-home format, then the procedures described in the department manual regarding the standard take-home examination will apply with the exception that the maximum combined length of the answers should be reduced as appropriate and in no case should this be more than 75 doubled-spaced typed pages (excluding references and non-texted appendices specified in advance by the examining committee)
  - Students who choose to include both a sample grant application and a research paper will be required to include as part of the candidacy exam between 2 and 4 questions posed by the examining committee. At least one of these questions must be answered in writing. The remaining question(s) may be answered either in writing or orally to the entire committee. Questions for which a written answer will be given may be addressed either in a take-home or closed-book format. If answered in a closed-book format, then the procedures described in the department manual regarding the standard closed-book examination will apply with the exception that the time allotted for the examination will be reduced as appropriate and in no case should this exceed a single four-hour examination period. If answered in a take-home format, then the procedures described in the department manual regarding the standard take-home examination will apply with the exception that the maximum combined length of the answers should be reduced as appropriate and in no case should this be more than 50 doubled-spaced typed pages (excluding references and non-texted appendices specified in advance by the examining committee)
- ❖ Once you have completed your exam, your advisor must submit a form summarizing its evaluation by your committee to the Psychology Graduate Office. This form, available at [http://umanitoba.ca/faculties/graduate\\_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html) must be signed by all members of your committee

## I want to register for the PhD Thesis Proposal Development Course? What do I need to do?

- ❖ Ask your advisory committee to complete the PhD Thesis Proposal Development Course Registration Form <https://home.cc.umanitoba.ca/~psycarea/links.html> And submit it to the Psychology Graduate Office. (Ensure that this course has been included on your regular registration form.)
- ❖ Please note that failure to complete the PhD Proposal Development course within the time specified will result in an unfavourable progress report evaluation. This evaluation would indicate that significant improvement in performance on your part will be required to maintain standing in your program

## I want to propose my PhD dissertation research soon. What do I need to do?

- ❖ Once your Committee approves that your written thesis proposal be examined, proceed to schedule your oral by informing the Associate Head (Graduate), by email, of your intent and requesting that the Associate Head assign a senior faculty member (department representative) to your Committee. Include a list of your advisory committee members, and an approximate time frame during which you would like to defend. You may suggest specific times, but keep in mind this is subject to the availability of your department representative. Include any pertinent information about the availability of your advisory committee (e.g. if a committee member will be out of town for an extended period of time or will not be physically present, you or your advisor must request permission). You will be notified by email the name, and contact information, of the department representative.
- ❖ After receiving the name of your departmental representative, who will chair your defense, you should:
  - a. Contact your Advisory Committee and the department representative to schedule/confirm the date and time for the proposal oral. It is your responsibility to obtain consent from all members of the Thesis Examining Committee (including the department representative)

***Please note:*** Every effort should be made to ensure that the oral examination is not scheduled at the same time as a departmental colloquium or other important department event.

- b. Provide the department representative with either an electronic or hard copy of the oral proposal
- c. Confirm the room and equipment booking. Normally an oral would be scheduled in P412 Duff Roblin Building, reserve through the Psychology General Office (204-474-9338) or another room in the Duff Roblin Building through <http://umanitoba.ca/roombooking/> , during regular business hours. Exceptions must be approved by the Associate Head (Graduate). Technical Support information at: <http://umanitoba.ca/faculties/arts/departments/psychology/people/3431.html>
- d. Submit an announcement to [Psych\\_Grad\\_Office@UManitoba.ca](mailto:Psych_Grad_Office@UManitoba.ca) or [Gloria.Derksen@umanitoba.ca](mailto:Gloria.Derksen@umanitoba.ca) at least **two** weeks in advance of your scheduled oral. Include the oral date, time, room number, thesis title, list of committee members (including departmental representative), and a half-page abstract. The

announcement should be no longer than 1 page in length. Also submit an electronic copy of your proposal which must be available for perusal by staff and students. The announcement will be distributed via email to staff and students by the Psychology Graduate Office. The memo MUST BE DISTRIBUTED/POSTED in the Department ONE WEEK prior to the oral date

- ❖ Make revisions to the written proposal based on feedback from the proposal oral

### **I want to defend my PhD dissertation soon. What do I need to do?**

- ❖ Prepare thesis in APA style (with the exception that figures & tables should be located within the body of the text rather than after the references). Department Manual Section 11.4.4.F.
- ❖ Following the Faculty of Graduate Studies (FGS) deadline dates (on FGS website), when ready to distribute your thesis, Ph.D. students log onto JUMP, click on the FGS tab and select the "Submit Thesis for Internal Distribution" link. This will take you to the submission page. You need to fill out the online form, upload your PDF thesis, confirm the waiver and submit. This is your official internal distribution and will immediately prompt the appropriate Faculty of Graduate Studies Student Program Assistant to move forward with the submission. **Note:** Please ensure the internal examiners' availability to review the thesis prior to submission. Once the student submission has been accepted by FGS the thesis will automatically be electronically distributed to the internal examining committee, who are requested by the Dean to provide a written report within three weeks of receipt of the thesis. An email will be sent to the advisor/co-advisor, which will include a link for submitting the list of recommended external examiners. Once received, FGS will review, contact, select, invite and confirm an anonymous external examiner
- ❖ Once all reports have been received, they will be emailed to the internal examining committee and Graduate Chair/Department Head. The advisor is responsible for providing a copy of the reports to the student

If you pass the internal distribution you are given the opportunity to revise the thesis before submitting for external distribution. Ordinarily, the revision period would not be expected to exceed a few weeks. You will be sent an email indicating you have passed and provided a link to the next step. You will then need to confirm whether you will be making adjustments to the thesis before submitting to the external, or if you would like to proceed with the thesis as is. Poll your Examination Committee for a time to schedule the Oral Examination. Tentatively book a room and equipment through the Psychology General Office (204-474-9338). Normally an oral would be scheduled in P412 Duff Roblin Building, or another available room in the Duff Roblin Building

When the thesis is ready for external distribution FGS will electronically distribute the thesis to the anonymous external. He/she also are asked to review the thesis and submit their report within three weeks. Upon receipt, the reports will be emailed to the internal examining committee and Graduate Chair/Department Head. The advisor is responsible for providing a copy of the report to the student

Once FGS has provided the external examiner's report to the examining committee, the student may proceed to scheduling the oral defence. The advisor is responsible for contacting the external examiner to invite them to attend the oral defence

- ❖ Inform Karen-Dawn Lewandoski ([Kd.Lewandoski@umanitoba.ca](mailto:Kd.Lewandoski@umanitoba.ca)) at FGS, of the time and location of the defence. FGS requires a minimum of two weeks notice before the anticipated Oral Examination and will locate a chair for the defence. You must also provide her with following biographical information:
  - a) List of degrees obtained - institution and date.
  - b) The exact title of the thesis.
  - c) An abstract of the thesis (not more than 350 words).
  - d) List of the student's publications, joint publications, and awards.
 Attendance of all examiners (excluding the External to the University) is essential. Oral examinations will be cancelled and deferred if examiners, or their agreed upon substitutes, are not present at the time and place scheduled. Substitutes must be arranged through the Dean of Graduate Studies  
 Memoranda announcing the oral examination are sent out by the FGS. The final oral examination is open to all members of the University Community
- ❖ Submit an electronic version of your abstract and thesis to [Psych\\_Grad\\_Office@UManitoba.ca](mailto:Psych_Grad_Office@UManitoba.ca). The Psychology Grad Office will distribute the announcement to the Department  
*The announcement must be distributed one week before the oral takes place*
- ❖ The Chair of the oral will bring the required form(s) for committee signatures to the oral and return it to the Dean's office. Please ask that a copy be left for the Psychology Graduate Office, as well as a copy of the program
- ❖ Correct thesis in accordance with committee members' recommendations made at the oral
- ❖ Distribute copies of the final, corrected thesis by the deadline date\* for graduation set out by the FGS as follows:
  - Faculty of Graduate Studies – MSpace, link: <http://mspace.lib.umanitoba.ca>
  - Psychology Graduate Office (1 unbound copy - the Department will pay for the binding of their final version copy only)
  - distribute to your committee members as you wish

\*FGS will not make exceptions to their deadlines on the basis of late submissions due to documents or theses left with advisors, administrators, etc. Therefore, it is the responsibility of all graduate students and their advisors to know when deadlines are and to comply with them. Submission after the deadline will result in postponed graduation. For further information, please see the University of Manitoba Graduate Calendar

***It is upon receipt of (and only upon receipt of) the final documents (thesis and forms) that FGS adds a student to the grad list***

**NOTE:** Please also refer to the Faculty of Graduate Studies link: [http://umanitoba.ca/faculties/graduate\\_studies/thesis/index.html](http://umanitoba.ca/faculties/graduate_studies/thesis/index.html) and

### What is an ancillary course?

- ❖ An ancillary course is a course that is clearly apart from your major area of study. It is intended to provide you with some breadth to your graduate education. Ideally, it

provides the perspective of another area or field that is nonetheless relevant to your topic of research. For example, whereas a suitable ancillary course for someone in the clinical program might be a course in cognitive development, a suitable ancillary course for someone in social psychology might be a course in psychopathology

- ❖ You should discuss potential suitable ancillary courses with your advisor and your advisory committee
- ❖ Your choice of an ancillary course must be listed on your PhD Program of Study form and approved by the Psychology Graduate Office in order for it to count toward your program requirements
- ❖ If taken in Psychology, the course must be at the 7000 level or above; if taken outside of Psychology, it may be at the 3000 level or above (for MA) or the 4000 level or above (for PhD).

### **What are the “Student-Advisor Guidelines”?**

- ❖ All thesis based graduate students and advisors are required to submit an ‘Advisor Student Guidelines’. This also applies to students newly admitted to the PhD level, even if you completed the document with the same MA advisor. Please note the maximum time limit is six years in the PhD level. The on line form is found in JUMP, and the instructions for the ASG can be found on FGS’ homepage, or here is the direct link to the instructions: [http://umanitoba.ca/faculties/graduate\\_studies/media/ASG\\_Instructions.pdf](http://umanitoba.ca/faculties/graduate_studies/media/ASG_Instructions.pdf)

### **What is the Academic Integrity Tutorial**

- ❖ All graduate students must register for and complete GRAD 7500 Academic Integrity Tutorial. This is a zero (0) credit-hour course intended to introduce students to their basic responsibilities regarding academic integrity and to the resources available to them. [http://umanitoba.ca/faculties/graduate\\_studies/registration/grad7500FAQ.html](http://umanitoba.ca/faculties/graduate_studies/registration/grad7500FAQ.html)

### **What is a ‘Progress Report’? Do I have to do anything to have this done?**

- ❖ A progress report is an annual formal evaluation of your progress in your program. The form is prepared by your advisor and advisory committee, is reviewed by the Associate Head (Graduate), and is forwarded by the Psychology Graduate Office to the Faculty of Graduate Studies. Failure to submit this report will result in the denial of registration through Aurora Student. In some cases you also need to be aware of essential deadlines related to progress reports required for renewable scholarships
- ❖ In the spring of every year, you must organize a meeting of your advisory committee (PhD) or with your advisor (MA) at which you should summarize your activities and progress. Note that some advisors require a full committee meeting for MA students – this is at the advisor’s discretion. The report will describe your accomplishments in the past year, indicate whether your performance is satisfactory or unsatisfactory and note their expectations for the coming year. The Progress Report form must be completed and submitted to the Psychology Graduate Office no later than May 15th. The form is found



at the FGS Forms page at

[http://umanitoba.ca/faculties/graduate\\_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)

- ❖ Note that an unsatisfactory rating may impact your eligibility to continue your studies. See the form for details. Typically, after two such ratings, you may be asked to withdraw from the program.
- ❖ Ideally, the progress report and the committee meeting at which the progress report is determined should be a formative experience for the student – i.e. an opportunity to learn what they are doing well and what can be improved on. In cases where the student may be in disagreement with the committee regarding their performance, and/or where they wish to provide additional context for the report, the student may add optional comments that form part of the report.
- ❖ Please note that failure to complete either the MA or the PhD Proposal Development course within the time specified will result in an unfavourable evaluation. This evaluation would indicate that significant improvement in performance on your part will be required to maintain standing in your program

### **Where can I obtain conference travel funding?**

- ❖ You must first apply to present a paper or poster at a conference. Apply for Department of Psychology Graduate Student Funding. Application form is found at [Helpful Links](#)
- ❖ Other sources of travel funding are the [Faculty of Arts Student Conference Travel Award](#), [Faculty of Arts Endowment Fund](#), [FGS Graduate Student Travel Award](#), [ORS Conference Sponsorship Program](#), [UMGSA](#)
- ❖ In most cases, the letter you receive from the Department may be used as Department Head support where required by the other sources. Be certain to enter [psych\\_grad\\_office@umanitoba.ca](mailto:psych_grad_office@umanitoba.ca) when asked for the Department contact email

### **I really want to be successful in my graduate program. What are the most important things to ensure a successful graduate experience?**

- ❖ For those in research streams, it is extremely important that you concentrate on getting your research off and running at the same time as you work on your courses. This is the best way to reduce the time required to complete your degree. Moreover, competition for scholarships (and eventually, for jobs) is fierce, and publications and conference presentations greatly enhance the chances of being successful
- ❖ Take advantage of the workshops offered by [FGS Gradsteps](#) and [Mitacs Steps](#). The [Academic Learning Centre](#) and the [English Language Centre](#) also provide valuable resources
- ❖ Identify problems early and seek the advice of your advisor, committee and/or the Associate Head (Graduate), as appropriate, to resolve them.
- ❖ Make sure that you understand the expectations of your specific program (e.g. clinical, school, experimental) and of your advisor. Keep an open line of communication at all times with your advisor



## What should/must I do and when?

### ❖ MA students

- You should form an advisory committee by the end of your first term in the program
- You must have a Progress Report submitted to the Psychology Graduate Office every spring
- You must have successfully completed the MA Proposal Development course (PSYC 7780) by the end of your 4<sup>th</sup> term in the program (typically, December of the second year)
- You should have successfully defended your MA thesis proposal within 15 months of admission
- You should have successfully defended your MA thesis within two years of admission

### ❖ PhD students

- You should form an advisory committee by the end of your first term in the program
- You must have a Progress Report submitted to the Psychology Graduate Office every spring
- You should have successfully completed your candidacy exam within 2.5 years of admission
- You must have successfully completed the PhD Proposal Development course (PSYC 7790) by the end of your 8<sup>th</sup> term in the program (typically, April of the third year)
- You should have successfully defended your PhD thesis proposal within 2.5 years of admission
- You should have successfully defended your PhD thesis within four years of admission to the PhD program (within 5 years for students enrolled in the Clinical program)