

GRADUATE PROGRAM FAQs

(click on the question 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?

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 intend to apply and need help. What should I do?

For Current Students:

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I really want to be successful in my graduate program. What's the best thing I can do?

I really want to be successful in my graduate program. What's the worst thing I can do?

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 forward a complete application to the Psychology Graduate Office. Please consult the graduate portion of the department web site for details (www.umanitoba.ca/faculties/arts/departments/psychology/graduate/index.html).
- All components of the application must be received no later than December 15th.

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

- You must forward a complete application to the Psychology Graduate Office. Please consult the graduate portion of the department web site for details (www.umanitoba.ca/faculties/arts/departments/psychology/graduate/index.html).
- All components of the application must be received no later than December 15th.

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

- Students holding a general or advanced B.A. or B.Sc. degree may be required to take a Pre-M.A. year before proceeding to the M.A. course work. All students entering the Pre-M.A. program should have taken the following courses: Eight half (3-credit hour) courses in psychology which include introductory psychology and research methods, and a second course in research methods or a course in statistics or computer science. Applicants for the Ph.D. program should hold an M.A. degree in psychology 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.
- Students may 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 (www.umanitoba.ca/faculties/arts/departments/psychology/graduate/index.html).

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 chose 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.

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 may 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 (www.umanitoba.ca/faculties/arts/departments/psychology/graduate/index.html).

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 has been 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 to the graduate portion of the department web site for details

(www.umanitoba.ca/faculties/arts/departments/psychology/graduate/index.html).

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 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 questions there.
(www.umanitoba.ca/faculties/arts/departments/psychology/graduate/index.html)
- If you have searched through the online information and still require help, then please contact the Psychology Graduate Program Coordinator (inglislf@ms.umanitoba.ca).

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 (inglislf@ms.umanitoba.ca).

What is the basic MA program?

- The basic MA program was revised for new students beginning in fall 2007. The new minimum MA program requirements for all thesis-based 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 (www.umanitoba.ca/faculties/arts/departments/psychology/graduate/index.html).

New minimum MA program

- 2 courses from the major area
- 2 courses in Psychological statistics (PSYC 7760 & PSYC 8420)
- 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 course MUST be completed within the first four (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 www://umanitoba.ca/faculties/arts/departments/psychology/graduate/forms.html)
- MA proposal
- MA Thesis

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.
- Once you have obtained agreement from the chosen faculty members, prepare and submit to the Psychology Graduate Office the '*Appointment of Examiners*' form available from the Faculty of Graduate Studies web site (www.umanitoba.ca/faculties/graduate_studies/forms/).

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

- Submit your proposal to the members of your advisory committee and ask for their approval to schedule your oral proposal.
- Once you have received approval from all of your committee members, then you may go ahead and book a room and arrange for any necessary audio/visual aids.
- Send an announcement and a copy of the final version of your proposal to Linda Inglis (inglislf@ms.umanitoba.ca) in the Psychology Graduate Office for approval by the Associate Head (Graduate). If approved, the announcement will be posted in the department to notify people of your impending oral proposal.
(Note: the announcement & proposal must be submitted to the Psychology Graduate Office at least 2 weeks in advance of the scheduled date of the oral proposal.)
- Make sure you or your advisor prepares the appropriate form and brings it to the oral proposal. This form, entitled "Thesis/practicum proposal", is available from the Faculty of Graduate Studies web site (www.umanitoba.ca/faculties/graduate_studies/forms/).

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

- Submit your proposal to the members of your advisory committee and ask for their approval to schedule your oral defense.
- Once you have received approval from all of your committee members, then you may go ahead and book a room and arrange for any necessary audio/visual aids.
- Send an announcement and a copy of the final version of your thesis to Linda Inglis (inglisl@ms.umanitoba.ca) in the Psychology Graduate Office for approval by the Associate Head (Graduate). If approved, the announcement will be posted in the department to notify people of your impending oral defense.
(Note: the announcement & thesis must be submitted to the Psychology Graduate Office at least 2 weeks in advance of the scheduled date of the oral proposal.)
- Make sure you or your advisor prepares the appropriate form and brings it to the defense! This form, entitled "Thesis/practicum final report", is available from the Faculty of Graduate Studies web site (www.umanitoba.ca/faculties/graduate_studies/forms/).

What is the basic PhD program?

- The basic PhD program was revised for new students beginning fall 2007. The new minimum PhD program requirements for all thesis-based 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 (www.umanitoba.ca/faculties/arts/departments/psychology/graduate/index.html).

New 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 course MUST be completed within the first eight (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
www.umanitoba.ca/faculties/arts/departments/psychology/graduate/forms.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 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.
- Once you have obtained agreement from the chosen faculty members, prepare and submit to the Psychology Graduate Office the '*Program of study & appointment of advisory committee*' form available from the Faculty of Graduate Studies web site www.umanitoba.ca/faculties/graduate_studies/forms/).

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

- For all candidacy exams:
 1. 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 (www.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 at least 5 working days prior to its distribution.
 2. 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 nontexted 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 nontexted 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 www.umanitoba.ca/faculties/graduate_studies/forms/, must be signed by all members of your committee.

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

- Submit your proposal to the members of your advisory committee and ask for their approval to schedule your oral proposal.
- Once you have received approval from all of your committee members, try to arrange a convenient date and time for everyone to meet for the oral.
- Next, email the Associate Head (Graduate) to ask that a 'departmental representative' or 'shadow' be found for your oral. Make sure to indicate the members of your advisory committee (including your advisor), and the preliminary day, time and location for the oral, and attach a copy of your proposal to your request. The Associate Head will contact you once a shadow has been found (this process may take several days).
- Once you've been informed of the identity of the shadow, you must contact them to confirm that the preliminary day and time is convenient for them. You may have to rearrange the oral to accommodate the schedule of your shadow.
- When a day & time for your oral has been finalized, send an announcement and a copy of the final version of your proposal to Linda Inglis (inglislf@ms.umanitoba.ca) in the Psychology Graduate Office for approval by the Associate Head (Graduate). If approved, the announcement will be posted in the department to notify people of your impending oral proposal.
(Note: the announcement & proposal must be submitted to the Psychology Graduate Office at least 2 weeks in advance of the scheduled date of the oral proposal.)
- Make sure you or your advisor prepares the appropriate form and brings it to the proposal! This form, entitled "Thesis proposal form" is available from the Faculty of Graduate Studies web site (www.umanitoba.ca/faculties/graduate_studies/forms/).

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

- Discuss this with your advisor and canvas the members of your advisory committee to make sure that everyone agrees that you are ready to proceed to the defense.
- You will need to identify 2 or 3 potential external examiners. An external examiner is someone who holds a senior appointment (minimum associate professor) at another university, is cited prominently in your dissertation, and is a distinguished scholar.
- Your advisor should email the Associate Head (Graduate) to ask for approval of the potential external examiners. Make sure your advisor includes as much documentation as possible concerning the qualifications of each potential examiner (a CV would be ideal), and a copy of your dissertation.
- Once potential external examiners are approved, your advisor must contact one to request their participation in the evaluation of your dissertation. Once such agreement is obtained, your advisor must complete the *'Thesis title & appointment of examiners'* form and forward it to the Psychology Graduate Office. This form is available from the Faculty of Graduate Studies web site (www.umanitoba.ca/faculties/graduate_studies/forms/).
- The Faculty of Graduate Studies will handle distribution of your dissertation to members of your examining committee, and all details of scheduling of the defense itself.

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. 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 with your advisory committee.
- Your choice of an ancillary course must be approved by the Psychology Graduate Office in order for it to count toward your program requirements.

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

- An annual progress report is a formal evaluation of your progress in your program. It 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. If an annual report is not prepared, then you will not be allowed to register for courses in a new academic year.
- In the spring of every year, you must organize a meeting of your advisory committee at which you should summarize your activities and progress. The committee will recommend a particular classification of your performance (ranging from poor to excellent) and note their expectations for the coming year. The 'annual progress report' form must be completed and submitted to the Psychology Graduate Office. This form is available from the Faculty of Graduate Studies web site (www.umanitoba.ca/faculties/graduate_studies/forms/).
- 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.

I really want to be successful in my graduate program. What's the best thing I can do?

- 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 require 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.

I really want to be successful in my graduate program. What's the worst thing I can do?

- Putting-off research to concentrate entirely on course-work is a recipe for disaster. Students who follow this strategy invariably increase the time they require to complete their degree (if they do so at all). In addition, competition for scholarships is fierce and publications and conference presentations greatly enhance the chances of being successful. It is extremely important that you concentrate on getting your research off and running at the same time as you work on your courses.

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 an annual progress report submitted to the Psychology Graduate Office every spring.
 - You should have successfully defended your MA thesis proposal within 15 months of admission.
 - You must have successfully completed the MA Proposal Development course (PSYC 7780) by the end of your 4th term in the program (typically, December of the second year).
 - 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 an annual 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 should have successfully defended your PhD thesis proposal within 2.5 years of admission.
 - You must have successfully completed the PhD Proposal Development course (PSYC 7790) by the end of your 8th term in the program (typically, April of the third year).
 - 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).