

NEW REGULATIONS FOR THE CANDIDACY EXAMINATION

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 (see form below) 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.

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).

CANDIDACY EXAMINATION REGULATIONS: SUMMARY & CHECKLIST

FOR ALL CANDIDACY EXAMS:

1. The advisor must complete and submit the required form together with a full description of the candidacy exam to the Psychology Graduate Office 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.

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.

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.

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:

- must 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

Students who choose to include both a sample grant application and a research paper:

- must 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 questions may be answered either in writing or orally to the entire committee

CHECKLIST

Arrangement of the candidacy examination requires submission to the Psychology Graduate Office of the 'candidacy exam composition form' together with a detailed description of the components of the exam at least 5 working days prior to the beginning of the exam. Please verify that each of the required components is included prior to submitting the exam.

- The 'candidacy exam composition form' must be completed and signed by the advisor.
- An explicit, detailed description of the candidacy exam must be prepared.
This description should include a complete description of:
 - The type of exam (open, closed-book, take-home)
 - The components of the exam
 - The marking scheme to be used

UNIVERSITY OF MANITOBA DEPARTMENT OF PSYCHOLOGY

CANDIDACY EXAMINATION COMPOSITION FORM

(to be completed, and submitted, by the Advisor at least 5 working days prior to the commencement of the exam)

Date: _____

Advisor Name: _____

Student Name: _____

Student #: _____

Type of Candidacy Examination to be attempted (circle one): open-format closed-book take-home

Date on which the examination will commence (circle one): February 1 May 1 September 15
(Note: this is the date on which questions will be distributed and the closed-book portion of the exam [if any] will begin)

Please append a detailed description of the components of the candidacy exam including an indication of whether each of the posed questions is to be answered orally or in writing, and a description of the evaluation procedures to be used.

List the members of the student's examining committee below.

EXAMINING COMMITTEE MEMBERS:

Name

_____ (Advisor)

Please submit the completed form together with a detailed description of the candidacy examination itself to the Psychology Graduate Office at least 5 working days prior to the commencement of the exam.

Psychology Graduate Chair: _____

Date: _____

CANDIDACY EXAMINATION DESCRIPTION: SAMPLE OPEN FORMAT EXAM

Format: open-format

Exam Composition:

1. A sample application for a faculty-level research grant following the most recent format required by CIHR. This application should be based on some aspect of the cognitive neuroscience of auditory attention.
2. A research paper for which the student had sole responsibility or for which the student assumed first-authorship.
3. *Question to be answered in writing:* Summarize the empirical research and theoretical proposals dealing with auditory inhibition of return.

Setting: The closed-book setting will be used for this question. The student will be permitted a single 3 hour period to answer the question.

4. *Question to be answered orally in a lecture given to the examining committee:* Give a 60 minute lecture in which you summarize research dealing with ignoring irrelevant information. Make sure to include a discussion of phenomena such as the Stroop effect, negative priming, and extinction.

Details: The date and time of this lecture has yet to be arranged. However the student will be afforded sufficient time to prepare, and the lecture will be scheduled so that the student, the advisor, and all members of the examining committee will be present.

Evaluation:

1. All elements of the examination will be evaluated by all members of the examining committee on a pass/fail basis.
2. Should committee members disagree in their evaluation of any one of the components of the exam, a meeting of the entire examining committee will be held and the final evaluation for the component in question will be determined by majority vote.
3. The student must receive a pass grade for all components in order to successfully pass the examination.

CANDIDACY EXAMINATION DESCRIPTION: SAMPLE CLOSED BOOK EXAM

Format: closed-book

Exam Composition:

1. *Question to be answered in writing: "insert question here "*
2. *Question to be answered in writing: "insert question here "*
3. *Question to be answered in writing: "insert question here "*
4. *Question to be answered in writing. "insert question here "*

Evaluation:

1. All elements of the examination will be evaluated by all members of the examining committee on a pass/fail basis.
2. Should committee members disagree in their evaluation of any one of the components of the exam, a meeting of the entire examining committee will be held and the final evaluation for the component in question will be determined by majority vote.
3. The student must receive a pass grade for all components in order to successfully pass the examination.

CANDIDACY EXAMINATION DESCRIPTION: SAMPLE TAKE-HOME EXAM

Format: take-home

Exam Composition:

1. *Question to be answered in writing: "insert question here "*
2. *Question to be answered in writing: "insert question here "*
3. *Question to be answered orally in a lecture given to the examining committee: "insert nature of lecture here"*

Details: The date and time of this lecture has yet to be arranged. However the student will be afforded sufficient time to prepare, and the lecture will be scheduled so that the student, the advisor, and all members of the examining committee will be present.

4. *Question to be answered orally in a lecture given to the examining committee: "insert nature of lecture here"*

Details: The date and time of this lecture has yet to be arranged. However the student will be afforded sufficient time to prepare, and the lecture will be scheduled so that the student, the advisor, and all members of the examining committee will be present.

Evaluation:

1. All elements of the examination will be evaluated by all members of the examining committee on a pass/fail basis.
2. Should committee members disagree in their evaluation of any one of the components of the exam, a meeting of the entire examining committee will be held and the final evaluation for the component in question will be determined by majority vote.
3. The student must receive a pass grade for all components in order to successfully pass the examination.