

## **GRADUATE STUDENT HANDBOOK**



**Department of Psychology and Neuroscience**

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# I. Overview Of Graduate Programs

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The Department of Psychology and Neuroscience offers graduate training leading to MSc and PhD degrees in Psychology, MSc and PhD degrees in Psychology/Neuroscience, and to a PhD degree in Clinical Psychology. Master's level students in Psychology and Psychology/Neuroscience are expected to advance into the corresponding PhD programs. We do not have any "terminal" Master's programs, nor do we offer a Master's degree in Clinical Psychology.

## A. Psychology (Experimental)

The graduate program in Psychology emphasizes training for research. It (like our other programs, see below) is best described as "apprenticeship" program in which students work closely with a faculty member to supervise the student's research. Compared with many other graduate programs, we place less emphasis on course work and greater emphasis on research, scholarship and independent thinking. Candidates for the Master's program in Psychology must have an Honours degree or equivalent in Psychology; candidates for the PhD program must have a Master's degree in the area of graduate work.

## B. Clinical Psychology

Clinical Psychology program is cooperatively administered through the Clinical Program Committee, which has representation from Acadia, Dalhousie, Mount Saint Vincent and Saint Mary's Universities, as well as a community-based representative. The Clinical Program Committee reports to the Psychology Department at Dalhousie University. It is a CPA accredited, structured, five-year program which follows the "scientist practitioner" model. It considers clinical psychology as part of the science of psychology and therefore emphasizes research. During the first four years of the Clinical Psychology program, students complete required and elective courses, conduct comprehensive and thesis research, and gain clinical experience through in-course practica and field placements. Students are involved in research from the outset, and are expected to conduct research leading to empirical, methodological and/or theoretical advances in their field of study, some or all of which will be included in their dissertation and defended publicly. In the final year of their program, students are placed in a full-year clinical internship.

Candidates for the Clinical Psychology Program must have a 4-year undergraduate Honours degree in Psychology from a Canadian University, or equivalent. Beginning September 2011, our Clinical Psychology Program is a fast-track PhD program in which students entering from the Bachelor's degree are registered in an MSc and then fast-tracked into the PhD before the end of their first year, without completing a Master's thesis or obtaining a Master's degree. Students admitted with a Master's degree in Psychology or a closely related field are eligible for direct-entry into the PhD and may be eligible for advanced standing within the program; such standing is evaluated on a case-by-case basis. [All students in the Clinical Psychology Program are required to do two teaching assistantships. Students entering the Clinical Psychology Program with a Master's degree may be exempted from one teaching assistantship by the Director of Clinical Training. Such exemptions will be decided upon by the Director of Clinical Training on a case-by-case basis.](#)

## C. Psychology/Neuroscience

The graduate program in Psychology/Neuroscience is coordinated by the Psychology Department and an interdisciplinary Neuroscience 22Program Committee with representation from the Departments of Anatomy and Neurobiology, Biochemistry and Molecular Biology, Pharmacology, Physiology and Biophysics, and Psychology. The Psychology/Neuroscience program is also designed as an "apprenticeship" program in which students work closely with a Neuroscience faculty member who has agreed to supervise their research. Emphasis is placed on interdisciplinary research, scholarship and independent thinking rather than on course work. Candidates for the MSc program in Psychology/Neuroscience must have an Honours degree or equivalent in the area of graduate work; candidates for the PhD program must have a Master's degree in the area of graduate work.

## D. Research Areas

Primary research strengths in our department include, but are not limited to: clinical psychology; cognition and cognitive neuroscience; development; and, neuroscience. These research areas are represented across all three programs (i.e., Psychology, Clinical Psychology, Neuroscience). This means that a student can pursue any of these research interests within the context of any of our three programs. Moreover, clinical students may be supervised by non-clinical faculty and vice versa. The representation of core research interests across programs allows students the opportunity to tailor their dissertation work according to their interests by working with faculty members who have the expertise that the student seeks (e.g., a clinical student interested in specializing in neuropsychology might work with a faculty member with strong cognitive neuroscience or neuroscience interests).

## II. Faculty Research Interests

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Faculty research interests can be found in the Dalhousie Faculty of Graduate Studies Calendar (<http://www.registrar.dal.ca/calendar/>) and on the Department of Psychology and Neuroscience website (<http://psychology.dal.ca/People/>). Individuals listed as Full-time Faculty, Adjunct Professors, and Cross-Appointed Faculty are eligible to serve as primary dissertation supervisors; individuals listed as Adjunct Assistant Professor (Clinical Program) are not.

Individuals eligible to serve as primary dissertation supervisors may elect to supervise students in *any* of our graduate programs. Stated another way, a student may potentially work with any eligible supervisor regardless of the student's intended degree program; Psychology, Psychology/Neuroscience and Clinical Psychology students can potentially be supervised by any of our eligible experimental, neuroscience, or clinical faculty members.

## III. Admissions Requirements

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### A. Psychology (Experimental)

Students with an undergraduate degree who are seeking admission to our Experimental Psychology program must apply for the MSc Admission requires that students have a 4-year Honours Bachelor's degree from a Canadian University or its equivalent elsewhere. The Honours degree should be in the area of intended study with at least a B+ average over all courses taken.

Students can apply for a PhD in Psychology (Experimental) after they have obtained a Master's degree from Dalhousie or elsewhere.

## **B. Clinical Psychology**

Candidates for the Clinical Psychology Program must have a 4-year Honours Bachelor's degree in psychology from a Canadian University (or the equivalent). To be admitted, the student must have a B+ average over all courses taken.

Beginning September 2011, our Clinical Psychology Program is a fast-track PhD program in which students entering from the bachelor's degree are registered in an MSc and then fast-tracked into the PhD before the end of their first year, without completing a Master's thesis or obtaining a Master's degree. Students admitted with a Master's degree in Psychology or a closely related field are eligible for direct-entry into the PhD and may be eligible for advanced standing within the program; such standing is evaluated on a case-by-case basis.

## **C. Psychology/Neuroscience**

Students with an undergraduate degree who are seeking admission to our Psychology/Neuroscience program must apply for the MSc. Admission requires that students have a 4-year Honours Bachelor's degree from a Canadian University or its equivalent elsewhere. The Honours degree should be in the area of intended study with at least a B+ average over all courses taken.

Students can apply for the PhD in Psychology/Neuroscience after they have obtained a Master's degree from Dalhousie or elsewhere.

## **D. Foreign Applicants**

As the standard language of study at Dalhousie University is English, candidates whose native language is not English must demonstrate their capacity to pursue a graduate-level program in English before admission to any of our graduate programs. The standard test is the TOEFL. The minimum acceptable score is 580 for the written TOEFL, 92 for the internet-based test, and 237 for the computer based test. We recommend that potential students taking the non-computer TOEFL test should also take the Test of Written English (TWE) component. The following other tests will also be accepted with the following minimum scores: MELAB, 90; IELTS, 7, CanTest, average of at least 4.5 with no band score lower than 4.0; CAEL, 60 overall, with no band score lower than 50. The TOEFL requirement is waived if the applicant has completed a degree at an institution where the language of instruction is English.

## **IV. Apply to our Graduate Programs**

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## A. General Information for All Applicants

Most admissions decisions for the upcoming academic year are made from early January through to April; we therefore recommend that you submit your completed application by the first day the University reopens after the January 1 New Year's holiday (usually January 2-3; see <http://gr.cal.dal.ca/ACDT.htm> ) to receive full consideration. Applications received up until about June 30 *may* be considered, but *only* if there is room in the appropriate program; this will not usually be the case. Our programs are relatively small and high calibre: thus, highly competitive.

It takes time for us to receive and process your application. From the time your application first arrives at Dalhousie until the time that it appears as "received" when you check its status online may be up to 3-4 weeks. Please do not call or email to inquire about whether your application has been received. We receive hundreds of applications for our programs every year; time spent confirming the receipt of applications is time taken away from the processing of those applications. You should contact us to check on the receipt of your application only if you submitted your application in time for the January 2-3 deadline and the online records fail to show it as received by February 7.

Due to the fact that research in our programs is based on a mentorship model, we strongly advise prospective students to correspond with one or more potential graduate supervisors. We will usually not admit a student unless a faculty member has agreed to supervise that student's graduate research.

Prospective students should also have applied for all external funding for which they are eligible – e.g., NSERC, SSHRC, CIHR. Note that most applications for funding must be completed well in advance of graduate school admissions – usually in October/November of the preceding year for a September start-date.

As noted elsewhere (Section V.E [Financial Information: Killam Scholarships](#)), prospective students who will be nominated for a prestigious Killam Scholarship may be emailed in the last week of January/first week of February and asked to provide: 1) proof of application for external support (required by the Faculty of Graduate Studies; 2) a list of achievements. Applicants are asked to please have this information handy in case we need it on short notice.

## B. Information for Foreign Applicants

Foreign students who are joining our program are urged to contact their local Canadian Immigration Service Centre (ISC) well before entering the country. Recent rulings preclude students from becoming Landed Immigrants but there is some latitude given here. Check with your local Centre.

Most students will be given Student Visas and Non-Resident Employment Visas. The latter is technically appropriate as graduate student TAs are considered employees of Dalhousie.

Finally, all foreign students should carefully check what documents are required by the Canadian Immigration Board before attempting to enter the Country, and should have all necessary documents ready to present upon entry. Not having the proper paperwork could possibly prevent entry at the border thus resulting in a delay of your studies.

## C. How to Apply to the Psychology (Experimental) Program

Prospective students applying for a position in our Psychology (Experimental) graduate program must submit the following by the first day the University reopens after the January 1 New Year's holiday (usually January 2-3; see <http://gr.cal.dal.ca/ACDT.htm>):

- a completed application form
  - please go the Faculty of Graduate Studies website for [application information and forms](http://www.dalgrad.dal.ca/admissions/) (<http://www.dalgrad.dal.ca/admissions/>)
- a \$70 application fee
  - This payment can be made online with a credit card or by way of the other methods listed in the body of the application itself. If you are not able to pay online, please contact the Office of the Registrar (<http://registrar.dal.ca/>) to make payment.
    - Do *not* send your payment to the Department of Psychology and Neuroscience
- at least two letters of reference
  - these may be submitted by your referees using the Dalhousie e-ref Electronic Reference System; the referee will be sent an email and directed to a secure website to complete the reference form. It is critical that you supply a university email address for your referee (i.e., not Yahoo, Gmail, Hotmail, etc). Your referee will not receive an invitation to provide a letter if you do not supply a university address. It will take at least 5 days for referees to receive a link to their emails.
  - alternatively, these may be submitted in signed hard copy directly to our program by providing your referee with a copy of the confidential referee form available on the Faculty of Graduate Studies Website: [http://dalgrad.dal.ca/docs/Conf\\_ref.pdf](http://dalgrad.dal.ca/docs/Conf_ref.pdf)
    - This should be signed and sent directly to our department at:  
Psychology Graduate Program Admissions  
c/o Patti Dill  
Psychology Department  
Dalhousie University  
1355 Oxford Street  
PO Box 15000  
Halifax, Nova Scotia  
B3H 4R2  
CANADA
    - You may also ask your referee to provide you with a hard copy of the letter to include with your application. The letter must be submitted in a sealed envelope with your referee's signature across the back flap.
- official copies of all undergraduate and graduate transcripts, regardless of the number of courses taken
- GRE general scores (GRE subject scores are recommended for students claiming an 'equivalent-to-Honours', international students, and those who have a relatively weak background in Psychology and/or some relatively weak grades in their undergraduate Psychology courses; the GRE subject scores are optional for other applicants)
  - please contact ETS if you need to obtain a code for submitting your GRE to our department; ETS sets these codes and does not communicate them to our department
    - we suggest that you try googling: ETS code lists  
and check the returned links for the most recent academic year
- a letter from the applicant indicating his/her research and career interests. There is *no* page limit for this statement but it is usually no longer than 1-2 pages.
  - clearly specify the graduate program to which you are applying (i.e., Psychology) and mention – by name (preferably in boldface print) – any faculty members with whom



- o you have corresponded and/or with whom you would be particularly interested in working
  - o if you have not completed an Honours degree, you must detail the independent research experience and core coursework (e.g., research design, statistics) that you would like to have considered as “equivalent to Honours”
- application cover sheet available for download:
  - o [Graduate Program Application Cover Sheet \(PDF\)](#)
  - o [Graduate Program Application Cover Sheet \(WORD\)](#)
- electronic supplement:
  - o <https://spreadsheets.google.com/viewform?formkey=dFFqYIYtbEtkcHA5VGozbXBHaFV6RHc6MA>

## D. How to Apply to the Clinical Psychology Program

Prospective students applying for a position in our Clinical Psychology graduate program must submit the following by first day the University reopens after the January 1 New Year’s holiday (usually January 2-3; see <http://gr.cal.dal.ca/ACDT.htm>):

- a completed application form
  - o please go the Faculty of Graduate Studies website for [application information and forms](#) (<http://www.dalgrad.dal.ca/admissions/>)
- a \$70 application fee
  - o This payment can be made online with a credit card or by way of the other methods listed in the body of the application itself. If you are not able to pay online, please contact the Office of the Registrar (<http://registrar.dal.ca/>) to make payment.
    - Do *not* send your payment to the Department of Psychology and Neuroscience
- three letters of reference, at least one of which must focus on the student's clinical experience and/or suitability for work in clinical psychology
  - o these may be submitted by your referees using the Dalhousie e-ref Electronic Reference System; the referee will be sent an email and directed to a secure website to complete the reference form. It is critical that you supply a university email address for your referee (i.e., not Yahoo, Gmail, Hotmail, etc). Your referee will not receive an invitation to provide a letter if you do not supply a university address. It will take at least 5 days for referees to receive a link to their emails.
  - o alternatively, these may be submitted in signed hard copy directly to our program by providing your referee with a copy of the confidential referee form available on the Faculty of Graduate Studies Website: [http://dalgrad.dal.ca/docs/Conf\\_ref.pdf](http://dalgrad.dal.ca/docs/Conf_ref.pdf)
    - This should be signed and sent directly to our department at:  
Psychology Graduate Program Admissions  
c/o Patti Dill  
Psychology Department  
Dalhousie University  
1355 Oxford Street  
PO Box 15000  
Halifax, Nova Scotia  
B3H 4R2  
CANADA
    - You may also ask your referee to provide you with a hard copy of the letter that you can send to us. The letter must be submitted in a sealed envelope with your referee’s signature across the back flap.

- official copies of transcripts from *all* universities attended, regardless of the number of courses taken, whether grades have been recorded at the time of application, and whether a degree was obtained
- GRE general scores (GRE subject scores are required for students claiming an ‘equivalent-to-Honours’, international students, and those who have a relatively weak background in Psychology and/or some relatively weak grades in their undergraduate Psychology courses; the GRE subject scores are not required but are nevertheless strongly recommended for other applicants as they help the admissions committee ensure that a student has the necessary undergraduate-level background and training in Psychology)
  - please contact ETS if you need to obtain a code for submitting your GRE to our department; ETS sets these codes and does not communicate them to our department
    - we suggest that you try googling: ETS code lists and check the returned links for the most recent academic year
- a letter from the applicant indicating his/her research and career interests. There is *no* page limit for this statement but it is usually no longer than 1-2 pages.
  - clearly specify the graduate program to which you are applying (i.e., Clinical Psychology) and mention – by name (preferably in boldface print) – any faculty members with whom you have corresponded and/or with whom you would be particularly interested in working
  - if you have not completed an Honours degree, you must detail the independent research experience and core coursework (e.g., research design, statistics) that you would like to have considered as “equivalent to Honours”
  - submit this in hard copy to the mailing address indicated above
- application cover sheet available for download:
  - [Graduate Program Application Cover Sheet \(PDF\)](#)
  - [Graduate Program Application Cover Sheet \(WORD\)](#)
  - submit this in hard copy to the mailing address indicated above
- electronic supplement:
  - <https://spreadsheets.google.com/viewform?formkey=dFFqYIYtbEtkcHA5VGozbXBHaFV6RHc6MA>

## E. How to Apply to the Psychology/Neuroscience Program

Prospective students applying for a position in our Psychology/Neuroscience graduate program must submit the following by first day the University reopens after the January 1 New Year’s holiday (usually January 2-3; see <http://gr.cal.dal.ca/ACDT.htm>):

- a completed application form
  - please go the Faculty of Graduate Studies website for [application information and forms](#) (<http://www.dalgrad.dal.ca/admissions/>)
- a \$70 application fee
  - This payment can be made online with a credit card or by way of the other methods listed in the body of the application itself. If you are not able to pay online, please contact the Office of the Registrar (<http://registrar.dal.ca/>) to make payment.
    - Do *not* send your payment to the Department of Psychology and Neuroscience
- at least two letters of reference
  - these may be submitted by your referees using the Dalhousie e-ref Electronic Reference System; the referee will be sent an email and directed to a secure website to complete the reference form. It is critical that you supply a university email address for your referee (i.e., not Yahoo, Gmail, Hotmail, etc). Your referee will not receive

- an invitation to provide a letter if you do not supply a university address. It will take at least 5 days for referees to receive a link to their emails.
- alternatively, these may be submitted in signed hard copy directly to our program by providing your referee with a copy of the confidential referee form available on the Faculty of Graduate Studies Website: [http://dalgrad.dal.ca/docs/Conf\\_ref.pdf](http://dalgrad.dal.ca/docs/Conf_ref.pdf)
    - This should be signed and sent directly to our department at:  
Psychology Graduate Program Admissions  
c/o Patti Dill  
Psychology Department  
Dalhousie University  
1355 Oxford Street  
PO Box 15000  
Halifax, Nova Scotia  
B3H 4R2  
CANADA
  - You may also ask your referee to provide you with a hard copy of the letter that you can send to us. The letter must be submitted in a sealed envelope with your referee's signature across the back flap
  - official copies of transcripts from *all* universities attended, regardless of the number of courses taken, whether grades have been recorded at the time of application, and whether a degree was obtained
  - **NEW!! In 2013, 2014, and 2015 only:** GRE general scores are *not* required for Psychology/Neuroscience applicants who have or will hold a degree from a Canadian university in Psychology, Neuroscience, or a closely related field. Non-Canadian applicants and applicants to all other graduate programs in our department must submit GRE scores
    - please contact ETS if you need to obtain a code for submitting your GRE to our department; ETS sets these codes and does not communicate them to our department
      - we suggest that you try googling: ETS code lists  
and check the returned links for the most recent academic year
  - a letter from the applicant indicating his/her research and career interests. There is *no* page limit for this statement but it is usually no longer than 1-2 pages.
    - clearly specify the graduate program to which you are applying (i.e., Psychology/Neuroscience) and mention – by name (preferably in boldface print) – any faculty members with whom you have corresponded and/or with whom you would be particularly interested in working
    - submit this in hard copy to the mailing address indicated above
  - application cover sheet available for download:
    - [Graduate Program Application Cover Sheet \(PDF\)](#)
    - [Graduate Program Application Cover Sheet \(WORD\)](#)
    - submit this in hard copy to the mailing address indicated above
  - electronic supplement:
    - <https://spreadsheets.google.com/viewform?formkey=dFFqYIYtbEtkcHA5VGozbXBHaFV6RHc6MA>

## F. Frequently Asked Questions about Graduate Applications

Our website has a list of Frequently Asked Questions (FAQs) about graduate applications and our programs. We encourage all prospective students to review this list of FAQs:

<http://psychology.dal.ca/Programs/FAQ.php>

## G. Accepting a Position in Our Program

Graduate admissions start in early January and sometimes may continue until late April or beyond. Students who are accepted into one of our graduate programs will receive an email from us; students who are not accepted will receive a letter in the mail from the Faculty of Graduate Studies.

Students who are offered a position in our program will be notified of a deadline of April 15<sup>th</sup> by which they are asked to accept/reject our offer. A response can be made directly to the graduate coordinator at [gradprog@dal.ca](mailto:gradprog@dal.ca) with a cc to our graduate secretaries, [pdill@dal.ca](mailto:pdill@dal.ca), [Mary.MacConnachie@dal.ca](mailto:Mary.MacConnachie@dal.ca).

Our Faculty of Graduate Studies requires that students who accept a position in our program pay a **non-refundable** deposit to secure their position. The amount of this deposit will be credited against tuition/fees due in the Fall term. To pay this fee, students must create an account through Dal Online: <https://dalonline.dal.ca/home.html> and make their payment online; please do not send payments to our department.

## V. Financial Information

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### A. Dalhousie Graduate Fellowships

Students admitted to our programs who do not receive external scholarships (e.g., NSERC, SSHRC, CIHR, Killam Scholarships) or support (e.g., training grants, e.g., NSHRF Scotia Support Grant) are guaranteed a minimum level of financial support during their degree program, so long as they are making satisfactory progress and have met the conditions of financial support (see M. [Conditions of Financial Support](#)).

The Dalhousie Graduate Fellowship (DGF) is non-competitive funding provided from university internal sources and faculty grants to students who are eligible for departmental funding but who either do not receive external funding and/or who receive insufficient external support to meet our guaranteed minima (see below).

When a student receives an external scholarship greater than \$18,000 but less than \$19,100, internal DGF funds will be added to the full external scholarship amount to bring the total funding level to at least \$19,100; when a student receives an external scholarship less than \$18,000, the student will receive internal funds according to the formula described in “D. [Top-Ups for External Scholarships](#).” Students should *not* expect to hold a full DGF (i.e., to minimum departmental levels) at the same time as an external scholarship/stipend/award; the DGF funds are used to make up differences between the student’s external funding levels and the departmental minima. To be eligible for internal DGF funding, students must have applied for all tricouncil and provincial funding for which they are eligible (or been excused by their supervisor and received approval for the exemption from the graduate coordinator); they must have applied for all other scholarships/competitions as recommended by the supervisor; must be continuing to make satisfactory progress in the program; and, must be eligible for departmental funding as per the following.

Students admitted to the Clinical program with an Honours degree are eligible for DGF support for a maximum of their first 5 years in the program (i.e., for a maximum of 5 years measured from the date of first admission). There is no funding for students who are on internship, even if this internship occurs within the first 5 years of the program and even if it is unpaid. Note that students who take internship in year 5 of their program are not eligible for further funding upon the completion of internship even though the internship year is unpaid; the maximum number of years of funding eligibility is measured from the date of first admission. Students admitted to the Clinical program with a Master's degree are eligible for a DGF for a maximum of the first 4 years of their degree program (otherwise following the same rules as above).

Experimental Psychology and Psychology/Neuroscience students admitted into a Master's program are eligible for a DGF for a maximum of the first 2 years in the program (i.e., for a maximum of 2 years measured from the date of first admission). Students newly admitted into a PhD program are eligible for a DGF for a maximum of the first 3 years of their degree program (i.e., for a maximum of 3 years measured from the date of first admission). Students admitted into a PhD program after completing a Master's degree at Dalhousie are eligible for a DGF for a maximum of the first 4 years in the PhD program if they completed the Master's program in 1 year; if they required 2 years to complete the Master's program, they are eligible for a DGF for a maximum of their first 3 years in the PhD program. Students admitted to the Experimental Psychology and Psychology/Neuroscience PhD with a Master's degree from somewhere other than our program are eligible for a DGF for a maximum of the first 4 years.

A summary of the maximum years of DGF funding (measured from first admission to our program) is provided in the following Table:

Basis for New Admission		Current		
		MSc Psychology or Psychology/ Neuroscience	PhD Psychology or Psychology/ Neuroscience	Clinical
Bachelor's degree		2	-	5
MSc from our Program	1-Yr	-	4	-
	2-Yr	-	3	-
Master's from another Program		-	4	4

*Maximum number of years of funding eligibility, as a function of current program and degrees held at admission to our graduate program. The maximum number of years is measured relative to the date of first admission to the degree program.*

The current base level of DGF support is \$18,000 for students entering with an undergraduate Honours degree and \$18,300 for students entering with a Master's degree. The base DGF is currently scheduled to increment by \$300 in each residency year for students making satisfactory progress. Note that students who receive external support in an amount that is *less* than the minimum base DGF will be topped up by DGF funds to bring their scholarship level up to the minimum guaranteed level and, in some cases, beyond this level (see D. [Top-Ups for External Scholarships](#)).

Since all [Psychology \(Experimental\)](#) and [Psychology/Neuroscience](#) students are required to serve as teaching assistants in each residency year, and there are opportunities to do additional, optional teaching, the total stipend will usually be somewhat higher than the base in those years. Normally, tuition fees are deducted from the DGF scholarship. [All students in the Clinical Psychology Program are required to do two teaching assistantships \(unless exempted from one teaching assistantship by the](#)

Director of Clinical Training). First-year clinical students are not required to serve as teaching assistants (see B. Teaching Assistantships). There are also opportunities to do additional, optional teaching for students in the Clinical Psychology Program, meaning the total stipend will usually be somewhat higher than the base in those years.

## **B. Teaching Assistantships**

Background: Students in our Psychology (Experimental) and Psychology/Neuroscience programs are required to serve as a teaching assistant in our undergraduate programs during each residency year. All students in the Clinical Psychology Program are required to do two teaching assistantships (unless exempted from one teaching assistantship by the Director of Clinical Training). First-year clinical students are not required to serve as teaching assistants. However, with the approval of their supervisor and Director of Clinical Training, first-year clinical students can request to serve as a TA in their first year.

Training our graduate students in an apprentice relationship, and NOT the provision of financial support, is the principle rationale for the TA requirement. Indeed, all students who are making satisfactory progress toward their degree and who do not hold an external award receive a Dalhousie Graduate Fellowship with a base level (before reimbursement for TA) of at least \$18,000.

There are three sizes of TAs that reflect the total number of hours that the TA is expected to require over the approximately 13-week semester: TA130, TA110, TA90. For 2011-2012, the remuneration for these TA positions is \$2,795 for TA130, \$2,365 for TA110, and \$1,938 for TA90; these values are subject to change in subsequent years, based on the CUPE Collective Agreement. In principle, there are also TA65 and TA45 positions, but these are seldom used.

Students can request to do more than the minimum required amount of teaching so long as the average maximum number of hours worked in a given semester does not exceed the limits established to maintain funding eligibility (i.e., maximum of 16 hours/week unless a lower maximum is established by an external funding agency).

After all students who are required to teach have been matched to positions, the remaining TA positions are advertised as per the CUPE Collective Agreement. Students can apply directly to the instructors for these positions and will generally be selected based on their having the appropriate background for serving in the advertised position.

Students are surveyed about their TA preferences and faculty are surveyed about their TA needs prior to the assignment of students to TA positions. Current practice is for student representatives on the Space committee to make the initial assignments based on the aforementioned surveys, and for this to be vetted with the chairs of the chair of the UGPC. One particular TA assignment, serving as a Laboratory Assistant in Psychology 2000 or Neuroscience 2007, must be completed before the student can earn the PhD (normally during their MSc program or during the first 2 years in the PhD program) and a graduate class, Psychology 7100 Seminar in Teaching Effectiveness, must be taken concurrently with this assignment.

All teaching assistants are assigned to and work under the direct supervision of a faculty member. During closed meetings at which graduate student progress is evaluated, faculty members may be invited to comment on the performance of TAs under their supervision. TA duties might include development of laboratory exercises; grading of laboratory or other reports; conducting seminars with small groups of students; tutoring students individually; attending lectures given by the professor;



preparation, grading and proctoring of examinations. Capable students might be given the opportunity to give guest lectures to the class. The faculty member is responsible for assigning grades to the undergraduates in the class, for supervising the aforementioned duties, and for providing an evaluation of the teaching assistant. In exceptional circumstances, the GPC may agree to substitute for this requirement (but not the Psychology 2000/Neuroscience 2007 – Psychology 7100 combination) teaching of at least comparable responsibility and complexity at Dalhousie, but outside our undergraduate program.

## C. External Sources of Scholarship Support

Students applying for admission as well as students currently in our graduate programs are expected to apply for any external funding for which they are eligible and/or as recommended by their faculty supervisor. The primary sources of external funding for graduate training are listed below.

**IMPORTANT:** Students intending to apply to a federal tricouncil agency are strongly encouraged to send a one-page summary of the proposed research well in advance of the relevant application deadlines, in order to obtain a ruling – in writing – of which agency will entertain the application. Failure to obtain such a ruling may result in a student's proposal being deemed ineligible by the granting agency and removed from the competition. Send your proposal to [Danielle.Pottie@Dal.ca](mailto:Danielle.Pottie@Dal.ca) with a request for a ruling.

### Federal Sources (Tri-council Agencies)

- Natural Sciences and Engineering Research Council of Canada (NSERC) – Deadline early Sept.  
<http://www.nserc-crsng.gc.ca/>
- Social Sciences and Humanities Research Council of Canada (SSHRC) – Deadline mid-Nov  
<http://www.sshrc.ca/>
- Canadian Institute of Health Research (CIHR) – Deadline early Dec.  
<http://www.cihr.ca/>

### Provincial Sources

- Nova Scotia Health Research Foundation (NSHRF) – Check agency website  
<http://www.nshrf.ca/>

### Local Sources

- Eliza Ritchie Doctoral Scholarship for Women – Deadline: March 15  
<http://dalgrad.dal.ca/currentstudents/funding/eliza/>
- James Robinson Johnston Graduate Scholarship for African Canadians – Deadline: May 15  
<http://dalgrad.dal.ca/currentstudents/funding/jrj/>
- Nova Scotia Black and First Nations Student Graduate Entrance Scholarships – Deadline: May 15  
<http://dalgrad.dal.ca/currentstudents/funding/nsbfn/>
- See other listings at:  
<http://www.dalgrad.dal.ca/funding/external/sources/?detail=6&search=scholarship>

### Other Research-Specific Agencies (this list is *not* exhaustive)

- Alzheimer's Society of Canada Training Awards  
<http://www.alzheimer.ca/english/research/resprog-faqs.htm>
- Focus on Stroke Awards  
<http://www.hsf.ca/research/en/open-competitions/junior-personnel-awards-doctoral-research-award-guide.html>

- MS Society Student Research Awards  
[http://mssociety.ca/en/research/researchfunding\\_frsq.htm](http://mssociety.ca/en/research/researchfunding_frsq.htm)
- Ontario Problem Gambling Research Centre (funding can be held outside of Ontario)  
<http://www.gamblingresearch.org/>

Exceptional students may also be nominated by the Graduate Program Committee for the following awards:

#### **Awards Requiring Nomination**

- Izaak Walton Killam Graduate Student Research Scholarship (see also E: Killam Scholarships)  
<http://www.dalgrad.dal.ca/funding/external/sources/?detail=6&search=scholarship - 153>
  - Newly admitted students and current students are selected by the Graduate Program Committee and asked to complete the application form
  - International students are eligible to hold a Killam award
- Vanier Scholarships (see also G: Vanier Scholarships)  
<http://www.vanier.gc.ca/eng/home-accueil.aspx>
  - The Graduate Program Committee is able to select a maximum of ONE doctoral student to nominate for a prestigious Vanier Scholarship at each of the three Tri-council agencies (NSERC, SSHRC, CIHR)
  - Truly exceptional students who have an outstanding academic and research record, along with *evidence* of strong leadership skills should contact the Graduate Coordinator to inquire about a nomination
  - Nominees must be identified no later than mid-August every year; applications are due by early October
  - International students are eligible to hold a Vanier award

Information about how to apply for these awards is available on-line; additional information is available from the Graduate Coordinator or from the Faculty of Graduate Studies in the Henry Hicks Academic Administration Building. Pay particular attention to the deadlines and application requirements and note that internal deadlines may be several weeks earlier than the deadlines indicated on the websites. Be sure to follow all formatting guidelines and page restrictions.

SSHRC, NSERC, and CIHR are federal awards made by agencies that have developed a tri-council policy on the support of graduate research in Psychology, which essentially divides the field into mutually exclusive sectors with each agency supporting only the research determined to be in its sector. Students should read this policy statement carefully before applying to these agencies for funding, and are encouraged to consult with the Graduate Coordinator if the classification of their research proposal into the tri-council's defined sectors does not seem straightforward.

It should also be noted that the level of funding for students with external scholarships is higher (in some cases substantially) than for students receiving a Dalhousie Graduate Fellowship. These are prestigious awards. Outstanding academic performance at the graduate and undergraduate levels, together with demonstrated research ability are the major criteria for these awards. There are numerous agencies and associations, which might provide scholarship funds for graduate students (e.g., Heart and Stroke, Alzheimer's, Scottish Rite). For information on other funding sources we urge students to consult with their supervisor, the Faculty of Graduate Studies and the Office of Research Services.



## D. Top-Ups for External Scholarships

In some instances, the department will provide an additional “top-up” to external *scholarships* (*stipends*). These top-ups are subject to the availability of funds. The guidelines for top-ups are as follows:

- Top-ups are calculated based on the *total* of all scholarships held concurrently by the student in a given budget year (Sept-Aug). Thus, if a student holds both a scholarship for \$12,000 and a scholarship for \$5,000, it is the total scholarship support of \$17,000 that is used in calculations; a separate top-up is *not* given for each concurrently held award.
- Top-ups are given to students receiving scholarship support from external funding agencies (i.e., external to the department) and not to students supported by [Dalhousie Graduate Fellowships](#) (see section A) or by Department scholarships (e.g., the Mabel Goudge).
- Top-ups are given only if the external scholarship support is less than our “top-up goal” (currently: \$19,100.) Total scholarship support  $\geq$  “Top-up goal” is not topped up.
- There is a “criterion for full top-up” (currently \$18,000). External scholarship support  $\geq$  “criterion for full top-up” (\$18,000) is topped up from departmental funds to bring total support to the “top-up goal” (\$19,100).
  - For example, if a student received \$18,000 in total scholarship support, this value would be equal to the criterion for full support. As a result, this student would receive an additional \$1,100 to bring the total support to \$19,100.
- External scholarship support  $<$  “criterion for full top-up” (\$18,000) is topped-up *towards* the “top-up goal” (\$19,100) according to the proportion of guaranteed support that is covered by the scholarship. The guaranteed support is defined as the amount of the [Dalhousie Graduate Fellowship](#) (DGF) that would otherwise be paid to the student (i.e., if an external scholarship had not been obtained). The top-up is calculated according to the following formula:
  - $(\text{Scholarships} / \text{DGF}) * (\text{“top-up goal”} - \text{DGF}) + (\text{DGF} - \text{Scholarships})$

For example, if student entering the the first year of a graduate program from an undergraduate Bachelor’s degree received total scholarship support of \$17,300:

- Scholarships = \$17,300
- DGF = \$18,000 (Base DGF)
- “Top-up goal” = \$19,100

the top-up would be:

$$(\$17,300 / \$18,000) * (\$19,100 - \$18,000) + (\$18,000 - \$17,300) = \$1,757$$

This \$1,757 would therefore bring total support to \$17,300+\$1,757=\$19,057

- Top-ups are given only if the student would otherwise still be eligible for a [Dalhousie Graduate Fellowship](#) (see section A). Thus, an external scholarship obtained after the period of funding eligibility (e.g., in year 6 for a student entering our program from the Honours degree) would not be topped up.
- If the scholarship support is held for less than 12 months of the budget year, the top-up will be scaled accordingly.
- In most cases, prizes (i.e., one-time monetary awards or non-stipend support such as the President’s Award) are not included in the calculation of scholarship totals, are not topped-up, and do not reduce Dalhousie Graduate Fellowship amounts. For example, if a student wins the D.O. Hebb Prize, the value of this prize would not reduce any external funding+departmental

top-up or Dalhousie Graduate Fellowship amount, and would be excluded from any calculations of top-up.

- As of September 2012, student scholarships that are created from Training Grants held by supervisors will be treated as other external scholarships, subject to the same rules for departmental top-ups.
- In rare cases, students receive an award that is explicitly intended as a top-up to existing external scholarships and whose rules clearly articulate that it is to be held concurrently with other external funding. In such cases, the external top-up to an existing external scholarship will not be treated as scholarship and will not be topped-up further by departmental funds (e.g., a student who holds a scholarship worth \$10,000 and who receives a \$3,000 award intended as a top-up to the external funding will receive departmental top-up calculated based on \$10,000 (not on \$13,000). Total funding would thus be equal to the \$10,000 scholarship + Departmental top-up on \$10,000 + \$3,000 external top-up.
- Students may *not* hold an external "top-up" to Dalhousie Graduate Fellowship support, as the Dalhousie Graduate Fellowship is not a competitive scholarship awarded to the student. As described elsewhere a full Dalhousie Graduate Fellowship is awarded only to eligible students who are unsuccessful in obtaining any other external sources of support. Thus, if an award offers options of being taken as scholarship support or held as a top-up to existing support, students whose funding consists primarily of Dalhousie Graduate Fellowship support *must* elect to take the award as scholarship support.

## E. Killam Scholarships

Outstanding students may be nominated by the Department for a Killam Scholarship. These scholarships are, as a rule, more competitive than those awarded by the government agencies described under [External Sources of Scholarship Support](#) (see section C). Current levels of support and information can be found at <http://killamtrusts.dal.ca/apply/predoctoral/index.php>.

Students holding or being nominated for the prestigious Killam Scholarship must apply for scholarship support from at least one of the agencies listed under [External Sources of Scholarship Support](#) (see section C) if they are eligible to do so..

Normally, the total number of years of predoctoral Killam support is 4 years of Level-1 + Level-2 funding.

- Level 1 Killam:**
- Students accepted in a Master's program
  - Students accepted in a Doctoral program directly after completion of their Bachelor's degree
  - Valued at \$20,000 (plus international differential fees, if applicable)
  - Support available for a maximum of 2 years, pending successful renewal

- Level 2 Killam:**
- Students accepted in a Doctoral program
  - Valued at \$25,000 (plus international differential fees, if applicable)
  - Support available for 2 or 3 years (pending successful renewals and depending on how long a Level-1 was held, if applicable)
- Note:* There is the possibility of a 1-year extension, if the student also held a full national scholarship during at least one of these years and is still

eligible to hold funding (i.e., students cannot hold the award past their 5<sup>th</sup> year in a PhD program or past 4 years of Killam support)

Killam scholarships usually start September 1<sup>st</sup>. Deferring a scholarship or starting it early requires approval of the Associate Dean.

Students holding an external scholarship who also receive a Killam, are 'topped' up to the Killam level (if necessary) and are awarded an 'Honourary' Killam.

Students do not apply directly for Killam Awards; nominations are made by the GPC. Nevertheless, students may be contacted to provide information necessary for the department to complete the nomination form. In anticipation of this, students are encouraged keep an updated Curriculum Vita on file so that they can easily provide us with a list of achievements (e.g., conference presentations, publications).

Killam nominations are usually made in early February. Prospective students who will be nominated for a Killam award may be contacted in the last week of January/first week of February and asked to provide: 1) proof of application for external support (required by the Faculty of Graduate Studies; 2) a list of achievements. Students are asked to please have this information handy in case we need it on short notice.

The Graduate Program Committee may apply its own conditions to making Killam nominations, in addition to those described by the terms of the award.

## F. President's Award Tuition Waiver

So long as their tuition is not covered by another award, tuition may be covered by the President's Award for full-time students enrolled in the first two years of a PhD program who receive a PhD-level award from NSERC, SSHRC, CIHR, and/or Killam (provincial, agency-specific, and other non-federal awards do *not* qualify). The President's Award does not pay differential fees for international students (these may be covered by the department, see A. [Dalhousie Graduate Fellowships](#)). Students in receipt of the President's Award will be notified directly by the Faculty of Graduate Studies following admission. For more information and specific eligibility requirements, see <http://www.dalgrad.dal.ca/funding/president/>.

## G. Vanier Scholarships

The Vanier Canada Graduate Scholarships (see: <http://www.vanier.gc.ca/hp-pa-eng.shtml>) are extremely prestigious awards, similar to the Rhodes and Fulbright scholarships. They are designed to attract and retain world-class doctoral students. As described on the Vanier website, the criteria for these awards are:

- Academic excellence – as demonstrated by past academic results, transcripts, awards, and distinctions
- Research potential – as demonstrated by the candidate's research history, interest in discovery, the quality of the proposed research and its potential advancement of knowledge in the field, and potential benefit to Canadians, and by any anticipated outcomes of that research; and,

- Leadership potential and ability – as defined by personal achievement, involvement in academic life, volunteerism/community outreach, civic engagement, etc.

As Canada's most prestigious graduate award, academic and research excellence are expected to characterize all applications. Students applying for these awards will have stellar academic and research records. As such, the primary criterion for distinguishing between applications will be leadership ability and potential. The importance of this criterion in the award selection cannot be underestimated. Please see the Vanier website for detailed information about this criterion: <http://www.vanier.gc.ca/prog-desc-eng.shtml - a7>

Students are normally invited by the department to complete an application. However, outstanding students who believe that they meet the eligibility and selection criteria for the Vanier awards are also encouraged to contact potential supervisor(s) and/or the Graduate Coordinator to inquire about an invitation to apply. This should be done as early as possible and – especially for students who are not currently enrolled in the graduate program at Dalhousie – by mid-August at the latest.

As outlined on the Vanier award website, to be eligible to apply, students must have completed between 0 and 20 months of doctoral studies as of May 1 following the application due date; must intend to be enrolled in full-time doctoral studies in the summer or academic year following the application; must have achieved at least a 1<sup>st</sup>-class (i.e., A- on a 4.3 scale) average in *each* of the last two years of full-time study or equivalent; must not already hold doctoral-level funding from any of the tri-council agencies (NSERC, SSHRC, CIHR).

The Vanier award competitions are decided separately by the three tri-council federal granting agencies:

- NSERC:  
[http://www.nserc-crsng.gc.ca/Students-Etudiants/PG-CS/VanierCGS-VanierBESC\\_eng.asp](http://www.nserc-crsng.gc.ca/Students-Etudiants/PG-CS/VanierCGS-VanierBESC_eng.asp)
- SSHRC:  
[http://www.sshrc.ca/SITE/apply-demande/program\\_descriptions-descriptions\\_de\\_programmes/fellowships/vanier-eng.aspx](http://www.sshrc.ca/SITE/apply-demande/program_descriptions-descriptions_de_programmes/fellowships/vanier-eng.aspx)
- CIHR:  
<http://www.cihr.ca/e/37660.html>

Students must select an agency based on the research mandate that governs their proposed doctoral studies. Applications for the Vanier award may not be made to more than one agency; applications sent to the wrong agency will be removed from the competition and not redirected.

Students must complete an application online via ResearchNet. They must then print a hard copy of their application to submit to the Graduate Secretary by the internal, department deadline (which will normally be 2 weeks ahead of the FGS deadline; usually by the end of September). The confidential letters of reference submitted online in support of the student's application will be printed by FGS and submitted to the department for internal review and ranking.

In addition to the letters of reference that students request on behalf of their application, they must also ask their primary supervisor(s) to submit a single letter that describes:

1. Rationale for the choice of the nominee;
2. Potential benefits to the nominee of studying in the Faculty of Science at Dalhousie University;
3. Potential benefits to the Faculty of Science at Dalhousie University of recruiting the nominee.

This additional letter from the supervisor must be submitted to the department by the department deadline. If the candidate's application is forwarded from the university this letter will be used by the dean to help justify the nomination to the Vanier selection board.

Note that the Vanier competition is separate from the competition for other doctoral-level awards. As such, students who apply to the Vanier competition must also submit a completed application to the appropriate tri-council agency to be considered for other doctoral-level awards.

## H. Other Sources of Support

Students who hold a DGF, external, or Killam scholarship are permitted to do "extra" work for pay, but this is limited to a maximum average of 16 hours/week (unless a lower limit is established by an external funding agency). Note that this maximum is defined by semester, such that a student cannot elect to work, for example, 32 hours/week in the fall term and 0 hrs/week in the winter term and hope to have their funding eligibility maintained. Hours spent as a TA must be included when calculating how many additional hours of employment might be undertaken. Students who are not eligible for a DGF (see A. [Dalhousie Graduate Fellowships](#)) are not limited in the number of hours of "extra" employment they may undertake, but should consult with their supervisor and Graduate Coordinator when the workload is expected to exceed 16 hours/week.

Advanced students might have the option of serving as a sessional instructor in undergraduate classes; however, the approval of the student's thesis supervisor and the Graduate Coordinator are required before such a position can be offered. Students holding external scholarships should consult the regulations and conditions associated with their particular scholarship to determine what restrictions (upon the amount of teaching and/or other external work) might apply.

## I. Information for Non-Canadian Students

Foreign students (unless Landed Immigrants) are not eligible for financial support under funds obtained from any Canadian federal granting body. Foreign students may receive funds from University sources, but these are limited. Foreign student applicants are urged to seek funding from their own governmental agencies and private agencies. Spouses of foreign students are eligible to receive work permits for any occupation. Further information can be obtained at the local International Student Centre. Foreign students can now work in Canada up to one year following graduation at a job related to their studies in order to receive experience prior to returning home.

Foreign students who are admitted into our program are eligible to hold a Dalhousie Graduate Fellowship (see A. [Dalhousie Graduate Fellowships](#)). Foreign students are also required to pay a differential fee (see <http://www.dalgrad.dal.ca/fees/>). Foreign differential fees are in addition to the regular fees and are paid according to the following schedule:

- MSc: 2 years
- PhD (entering with a Master's): 3 years
- PhD (entering with a Bachelor's): 4 years

If a foreign student receives no other source of funding that covers these differential fees (e.g., Killam award), the base level of support for foreign students will be increased by this amount from university sources.

## J. Payroll Errors

Students are responsible knowing their expected levels of financial support, tuition, and fees. Occasionally, errors occur in payroll or student accounts that must be corrected after-the-fact. Even if the error is unrelated to anything that the student or department have done, an overpayment of support (or an undercharge of fees/tuition) will result in the student being assessed the amount owing to Dalhousie; late fees and interest charges may also apply. Thus, it is vital that students use Dal Online to monitor their fees/charges and to review their bank deposits to ensure accuracy. Questions or concerns can be addressed to the graduate secretaries.

## K. Graduate Prizes

### **D.O. Hebb Post-Graduate Prize**

Students entering a graduate program in Psychology are eligible to receive this prize. It is awarded to students who have, in the judgment of the Graduate Program Committee, demonstrated potential to make significant scientific contributions. Offers of the Hebb Prize may accompany a student's acceptance letter. The prize was established in 1988, and one or two have been awarded in each year since 1989. The prize is paid on top of whatever other scholarship and teaching assistantships the winner may already hold. Most recently this prize was valued at \$1,000. Students do not need to apply for this prize.

### **A.S. Mowat Prize**

Usual Deadline: Late October

Students may submit an application to FGS for the A.S. Mowat Prize, which is intended to recognize outstanding achievement in the first year of a Master's program. Applications are due in October and must be submitted directly to FGS. Application forms and further information can be obtained from the FGS website:

<http://dalgrad.dal.ca/currentstudents/funding/mowat/>

### **Phi Kappa Pi Joe Ghiz Memorial Award**

Usual Deadline: Late October

Students with at least a 3.7 GPA in the last two years of previous study and with a strong record of community and university life involvement may submit an application to FGS for the Phi Kappa Pi Joe Ghiz Memorial Award. Application forms and further information can be obtained from the FGS website:

<http://dalgrad.dal.ca/currentstudents/funding/ghiz/>

## L. Travel Grants

Students who are attending a scholarly meeting in order to present thesis-related research are eligible to apply to the Faculty of Graduate Studies for funds to defray a portion of their travel expenses. Information and applications for travel grants are available at the FGS website:

<http://dalgrad.dal.ca/currentstudents/funding/grants/> . Under current regulations no more than one application will be approved for each degree, and due to budgetary cutbacks, funding is not guaranteed.

Completed forms must be submitted to FGS along with a completed cheque requisition form, which can be obtained from the Department of Psychology and Neuroscience Main Office.

A completed Travel Expense Claim Form (available from the same link, above) must be submitted within 30 days of your return.

## M. Student Research Grants

Students may be eligible to apply for an FGS Research Grant to support the costs of their thesis research: <http://dalgrad.dal.ca/currentstudents/funding/grants/> Students should discuss other potential granting agency applications with their supervisors.

## N. Conditions of Financial Support

Financial support is contingent on engagement in full-time study/research and satisfactory progress in the graduate program. Progress is measured with respect to performance in classes and the completion of program requirements; it is also considered with respect to laboratory involvement, TA performance, and other measures of academic achievement and involvement (including regular communication with supervisors). Note in particular that all graduate students are expected to be involved in ongoing research projects in their supervisor's laboratory and/or relevant research in other settings. These arrangements are often not formally controlled and depend on mutual agreement and trust.

Funding (and possibly also continued registration in our graduate program) is also contingent on the completion of an annual progress report, including the section that confirms an annual committee meeting and written feedback from that meeting. (VII.O [Annual Progress Report](#)). Progress reports are made annually and students who are experiencing difficulty will be alerted to any concerns that the Department has about their progress. Disagreements should be brought to the attention of the Graduate Coordinator or departmental Graduate Affairs Ombudsman.

In addition to being contingent on satisfactory progress, financial support from the Department is also contingent on students having applied for external sources of funding, as recommended by their supervisors. The main sources of funding are as listed in C. [External Sources of Scholarship Support](#).

Note that submission of the final thesis to the Faculty of Graduate Studies is taken as evidence that the research for the dissertation has been completed. Consequently, any internal and/or external funding will end automatically on the last day of the month in which the PhD dissertation is submitted to the Faculty of Graduate Studies. This is true whether the program itself is finished (e.g., in the case of Clinical students needing to complete an internship year), whether the funding agency specified a different end-date, and whether the student intends to continue working that line of research or not. Students should take this factor into consideration when setting a defense date. *Note: While the Faculty of Graduate Studies does not have the authority to alter this general policy, where a student would like to defend before the scheduled end-date of an external award, the supervisor may be able to obtain authorization for an award to continue beyond the defense date. An appeal would have to be made directly to the agency well in advance of the intended defense date and would need to establish that the defense does not mark the end of the degree requirements (e.g., Clinical students needing to complete their predoctoral internship) and that the student will continue to work on research related to the dissertation even after its successful defense. Authorization is not guaranteed and should not be assumed and is granted at the discretion of the agency.*



## O. Inform the Graduate Coordinator/Secretaries of Awards

Graduate students are asked to please inform the Graduate coordinator and graduate secretaries of the outcome of *all* award competitions – successful or not. While we appreciate learning about all scholarships, awards, travel prizes, research grants, and honours, it is critical that we learn the outcome of any large scholarship/stipends for which students apply. Not only does early notification allow us to prepare the paperwork needed to manage successful awards and calculate any required top-ups, it also allows us to determine how much FGS and grant money must be generated to support current students and/or new admissions. We are equally interested in all monetary and non-monetary awards that students may win; tracking this information over time will allow us to identify sources of graduate funding and also help promote the quality of our students and programs.

## P. Vacation

Graduate students are allowed 4 weeks of vacation per calendar year, unless otherwise specified by the agency that provides funding to the student.

Vacation leave must not interfere with TA duties. In this regard, students should note that TA duties might start one or more weeks before the first day of classes and extend at least one week beyond the end of the undergraduate exam period. Students with TA duties should not plan to take vacation days within this period without the *prior* permission of the course instructor.

We expect students to discuss their plans for vacation time with their supervisors, well in advance of the intended absence. Graduate students should keep in mind that they are on a 12-month schedule that runs September 1-August 31 and that undergraduate holidays (e.g., Reading Week) are not necessarily university or graduate student holidays.

## Q. Leaves of Absence

Ours is a full-time program. If circumstances arise that interfere with (or have strong potential to interfere with) a student's ability to engage in study and research on a full-time basis, FGS offers several options for leave: Leave of Absence (includes parental and sick leave; <http://dalgrad.dal.ca/regulations/iv/#4.4>; see also the FGS “Family” page for information on parental leave, <http://dalgrad.dal.ca/currentstudents/family/>) Program Continuance (<http://dalgrad.dal.ca/regulations/iv/#4.5>), and Suspension of Studies (<http://dalgrad.dal.ca/regulations/iv/#4.6>). In the absence of a formal leave, students will be evaluated with the expectation that they should be, and are, engaged in full-time studies. Taking leave when it is needed is to the student's advantage; otherwise, a student risks dismissal from the program due to insufficient progress (FGS regulation 4.2.5: <http://dalgrad.dal.ca/regulations/iv/#4.2.5>). Leave will not be granted or recognized retroactively (i.e., insufficient progress cannot be excused by referring to an interruption of studies for which no formal leave had been taken).

Students should carefully review these policies, as each type of leave has different implications for the student's total time in the program. For example, time spent on parental leave *does not* count toward a student's total time in the program (i.e., the clock stops ticking), whereas time spent on a suspension of studies leave continues to count toward the student's total time in the program (i.e., the



clock keeps ticking). Further, students must be aware that their external funding may be affected by their leave of absence and should contact the Faculty of Graduate Studies or the appropriate funding agency for more information (e.g., <http://dalgrad.dal.ca/currentstudents/family/>).

As indicated in the FGS regulation, an application for leave must be completed by the student in consultation with the student's supervisor, and leave must be recommended by the Graduate Coordinator.

## R. Health Coverage

Nova Scotia's Medical Services Insurance (MSI) covers all residents of Nova Scotia, but Canadians from out of province continue to be covered by their provincial medical system. All Visa students must have proof of health insurance prior to registration at Dalhousie.

Unless they can provide proof of existing coverage by the required deadline (see <http://www.dsu.ca/services/healthandentalplan>), all full time students will be automatically enrolled in the [DSU Health Plan](#) which is included in the fees for students who are admitted into the program in September; students with a January or May admission should contact the [Health Plan Office](#) for information about coverage.

International students are covered by the [International Student Health Plan](#), the cost of which is included the fees for students who are admitted into the program in September; students with a January or May admission should contact the [International Student and Exchange Services](#) for information about coverage.

International students who are on a study permit are eligible to apply for MSI coverage the first day of the thirteenth month following the date of arrival in Nova Scotia as a student. Persons on Study Permit are eligible for MSI insurance services in NOVA SCOTIA ONLY; services rendered while outside the province would be the responsibility of the individual.

International students can opt out of the mandatory Dalhousie International Student Health Plan if the Nova Scotia MSI program covers them, but students should be aware that MSI coverage is limited and should weigh all their options before deciding to opt out of the International Student Health Plan.

International students who elect to opt out of the International Student Health Plan after becoming eligible for MSI will need to make sure they have adequate health coverage any time they travel out of the province – as may be expected if students travel to conduct research or attend conferences.

For more information on MSI coverage please visit their website at:

<http://www.gov.ns.ca/health/msi/eligibility.asp>

For more information on the International Student Health Plan please visit the DSU Health Plan Office website at <http://www.dsu.ca/services/healthandentalplan> or the Dalhousie International Student & Exchange Services website at <http://ancillaries.dal.ca/default.asp?mn=1.1192.1309.1319.1443>.

## S. Residency Requirements

Students admitted to the graduate studies in our department will have a minimum residency requirement. The usual number of residency years is indicated in the table below:

Basis for New Admission		Current		
		MSc Psychology or Psychology/ Neuroscience	PhD Psychology or Psychology/ Neuroscience	Clinical
Bachelor's	Psychology	1	-	3
	Neuroscience	1	-	3
	Other	2	-	-
Master's	Psychology- Clinical	-	2	2
	Psychology- Non-clinical	-	2	3
	Neuroscience	-	2	3
	Other	-	3	3

Occasionally, if a student is deemed to have an insufficient background for the intended degree program, a longer residency period may be assessed (see VI. [Outline of Program Requirements](#) for more information). Note that even in non-residency years, students will require full-time study/research in their Dalhousie degree program.

## T. Tuition and Fees

Current schedules for Graduate fees (including tuition) can be found at [http://www.dal.ca/admissions/money\\_matters/tuition\\_fees\\_costs/fee\\_schedules.html](http://www.dal.ca/admissions/money_matters/tuition_fees_costs/fee_schedules.html) Tuition fees are highest in residency years and reduce substantially in non-residency years (see S: [Residency Requirements](#) for the number of required residency years).

Tuition fees for residency years can be found under the heading for the **Faculty of Science**. Tuition fees for non-residency years can be found under the heading **Continuing Fees: All Other Programmes**. There is also a worksheet that can be used to calculate your monthly payments available from <http://dalgrad.dal.ca/currentstudents/forms/> under "Information for Students Receiving Scholarships ([http://dalgrad.dal.ca/docs/Graduate\\_Student\\_Funding\\_Info\\_Sheet.doc](http://dalgrad.dal.ca/docs/Graduate_Student_Funding_Info_Sheet.doc)). Note that TA money is paid separately from scholarships and so is not included on this worksheet; TA money is paid only in the semester during which the position is held and payments are divided evenly over the number of months in the term.

While students hold external funding that is disbursed by Dalhousie or internal funding as part of a Dalhousie Graduate Fellowship, tuition/fees will be deducted from the payments due to the student and the remainder divided equally over the remaining months.

## VI. Outline Of Program Requirements

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## **A. Psychology**

### **1. MSc in Psychology**

Although we offer a Master's degree in Psychology and Psychology/Neuroscience, we do not really have a Master's program; that is, we do not accept 'terminal' Master's students. We expect our Master's students to be subsequently admitted into our PhD program; indeed our Master's 'program' is viewed as a fundamental component of the PhD program. Students earning a Master's degree in Psychology are expected to do research, leading to a thesis, in some area of experimental psychology.

Students entering with an Honours degree in Psychology or Psychology/Neuroscience are admitted into a Master's program with a 1-year residency requirement. Occasionally, when a student does not have an Honours degree in Psychology or Psychology/Neuroscience, he/she may be admitted into a program with a 2-year residency requirement. In such cases, additional course work may be prescribed by the student's supervisory committee. In addition to the Master's thesis, which is the major requirement of this program, the Master's student must complete the following classes:

In addition to the Master's thesis, which is the major requirement of this program, a student in the Psychology MSc program must complete the following classes:

- Psychology 6001A Fundamentals of Statistics and Experimental Design
- Psychology 7501 and 7502: Proseminar in Methods of Psychological Inquiry (both must be completed in the same year)
- At least 1 full credit of electives

The GPC, in collaboration with the student and supervisor, will assess the needs of the student and determine any other requirements beyond the minimum outlined above.

Note that students cannot receive credit for taking the same course number twice in the same degree program – even if that course is taught in different years, by different faculty members, and with different core content. Instead, the second time the course is offered, the student should consult with the professor to have the course recorded as 5001/5002 Independent Study.

Some students elect to take Psychology 7100A: Seminar in Teaching Effectiveness at the MSc level. This does not count towards the required full credit of elective seminars. However, students will be given credit for this course at the PhD level (i.e., they will not be required to complete the course twice). Credit at the PhD level will likewise be given for any other required (i.e., non-elective) courses completed during the MSc degree.

During each residency year Master's students must register for and attend both semesters of the colloquium series (Psychology 8001.03 and 8002.03) and will be required to serve as a teaching assistant in our undergraduate program. Master's students must register for Psychology 9000 (Thesis).

### **2. PhD in Psychology**

Students entering with a Psychology Master's degree are admitted into a PhD program with a 2-year residency requirement, while those entering without a Psychology Master's degree have a 3-year residency requirement. In addition to the dissertation, which is the major requirement of this program,

students in the PhD program must complete the following classes if not completed as part of the Master's degree:

- Psychology 6001A Fundamentals of Statistics and Experimental Design
- At least one other 1/2-credit class in the quantitative/analytic area
- Psychology 7100A Seminar in Teaching Effectiveness
- Psychology 7501.03: Proseminar in Methods of Psychological Inquiry I
- 7502.03: Proseminar in Methods of Psychological Inquiry II
  - Must be completed in the same year as 7501.03

PLUS:

- 1 full credit of elective (with approval, this may be taken outside the Department)

The GPC, in collaboration with the student and supervisor, will assess the needs of the student and determine any other requirements beyond the minimum outlined above. Advanced standing for some work completed during the Master's program may be granted.

Note that students cannot receive credit for taking the same course number twice in the same degree program – even if that course is taught in different years, by different faculty members, and with different core content. Instead, the second time the course is offered, the student should consult with the professor to potentially have the course recorded as 5001/5002 Independent Study.

The major, non-dissertation, component of the PhD program are the comprehensive projects. PhD students must complete 3 comprehensive 'examination' projects that are not directly related to their dissertation research. These may be actual examinations, review papers, empirical research, grant proposals, etc. (see under VII.D.1. [PhD Comprehensive Requirements](#)).

During each year in the PhD program students are required to register for thesis (Psychology 9530), and during residency years students must register for and attend both semesters of the colloquium series (Psychology 8001.03 and 8002.03). During each residency year, students are required to serve as a teaching assistant in our undergraduate program (see V.B. [Teaching Assistantships](#)). This consists of working as a laboratory instructor, seminar leader, or teaching assistant.

## **B. Psychology/Neuroscience**

*Dalhousie offers an interdisciplinary Neuroscience graduate program in which students earn degrees in Discipline/Neuroscience, where Discipline refers to one of the participating departments: Anatomy and Neurobiology, Biochemistry and Molecular Biology, Pharmacology, Physiology and Biophysics, Psychology. For Psychology/Neuroscience students, research supervision, finances, teaching and the Psychology-based components of the program are overseen by the Psychology Graduate Program Committee (GPC). A Neuroscience Program Committee (NPC), with representatives from each department, has the responsibility to oversee the Neuroscience component of the curriculum, including appointment of some committee members. Admission is a joint function of the NPC and the Psychology GPC.*

### **1. MSc in Psychology/Neuroscience**

Although we offer a Master's degree in Psychology/Neuroscience, we do not really have a Master's program; that is, we do not accept 'terminal' Master's students. We do expect our Master's students to be subsequently admitted into our PhD program, indeed our Psychology/Neuroscience Master's 'program' is viewed as a fundamental component of the PhD program in Psychology/Neuroscience. Students earning a Master's degree in Psychology/Neuroscience are expected to do research, leading to a thesis, in some area of Neuroscience.

Students entering with an Honours degree in their area of research are admitted into a Master's program with a 1-year residency requirement. Occasionally, when a student does not have an Honours degree in their area of research, they may be admitted into a program with a 2-year residency requirement. In addition to the Master's thesis, which is the major requirement of this program, the Master's student must complete the following classes:

- Neuroscience 6100.06 (the core curriculum)
- Psychology 7501.03 and 7502.03 Proseminar in Methods of Psychological Inquiry (both must be completed in the same year)
- At least 1/2 credit of class work in the quantitative/analytical area

The NPC and the GPC, in collaboration with the student and supervisor, will assess the needs of the student and determine any other requirements beyond the minimum outlined above.

Note that students cannot receive credit for taking the same course number twice in the same degree program – even if that course is taught in different years, by different faculty members, and with different core content. Instead, the second time the course is offered, the student should consult with the professor to have the course recorded as 5001/5002 Independent Study.

Some students elect to take Psychology 7100A: Seminar in Teaching Effectiveness at the MSc level. Students will be given credit for this course at the PhD level (i.e., they will not be required to complete the course twice).

During each residency year Master's students must register for and attend a colloquium series and will be required to serve as a teaching assistant in our undergraduate program. This consists of working as a laboratory instructor, seminar leader, or teaching assistant. Master's students must register for Psychology 9000 (Thesis).

## **2. PhD in Psychology/Neuroscience**

Students entering with a Master's degree in the area of graduate work are admitted into a PhD program with a 2-year residency requirement, while those entering without a relevant Master's degree have a 3-year residency requirement. In addition to the dissertation, which is the major requirement of this program, students in the PhD program must complete the following classes if not completed as part of the Master's degree:

- Psychology 6100.06 Principles of Neuroscience
- Psychology 7100.03 Seminar in Teaching Effectiveness
- Psychology 7501.03: Proseminar in Methods of Psychological Inquiry I
- 7502.03: Proseminar in Methods of Psychological Inquiry II
  - Must be completed in the same year as 7501.03

The NPC and the GPC, in collaboration with the student and supervisor, will assess the needs of the student and determine any other requirements beyond the minimum outlined above. Advanced standing for some work completed during the Master's program may be granted.

Note that students cannot receive credit for taking the same course number twice in the same degree program – even if that course is taught in different years, by different faculty members, and with different core content. Instead, the second time the course is offered, the student should consult with the professor to have the course recorded as 5001/5002 Independent Study.

The major, non-dissertation, component of the PhD program are the comprehensive projects. PhD students must complete 3 comprehensive 'examination' projects that are not directly related to their dissertation research, with at least one supervised within Psychology and at least one supervised in one of the other participating departments. These may be actual examinations, review papers, empirical research, grant proposals, etc., and the student's plan must meet with approval of the Psychology Department and the NPC (see under VII.D.1. [PhD Comprehensive Requirements](#)) for a more detailed description).

During each residency year in the PhD program students are required to serve as a teaching assistant in our undergraduate program (see V.B. [Teaching Assistantships](#)). For each year that you are in the PhD program you are required to register for thesis (Psychology 9530), and during the residency years you must attend a colloquium series.

## C. Clinical Psychology

Candidates for the Clinical Psychology Program must have a 4-year undergraduate Honours degree in Psychology from a Canadian University, or equivalent. Beginning September 2011, our Clinical Psychology Program is a fast-track PhD program in which students entering from the Bachelor's degree are registered in an MSc and then fast-tracked into the PhD before the end of their first year, without completing a Master's thesis or obtaining a Master's degree. Students admitted with a Master's degree in Psychology or a closely related field are eligible for direct-entry into the Clinical PhD and may be eligible for advanced standing within the program; such standing is evaluated on a case-by-case basis.

Even though students admitted to the Clinical Psychology program from the Bachelor's degree are enrolled in an MSc before being fast-tracked to the Clinical PhD program, we do *not* offer a Master's degree in Clinical Psychology. In the rare circumstance where a student requests that we not fast-track him/her into the Clinical PhD program, the student would be required to satisfy any remaining degree requirements as specified for the Psychology MSc degree (including writing and defending a Master's thesis); the student would not be eligible to enroll in practicum or other classes restricted to Clinical PhD students and would not be eligible for licensing as a clinical psychologist.

Students entering with an Honours degree in Psychology or with a non-clinical Master's degree will be admitted into a program with a 3-year residency requirement. Students entering with a Master's degree in Clinical Psychology will be admitted into a program with a 2-year residency requirement.

The Clinical Psychology program is a co-operative program of Dalhousie University in conjunction with Acadia University, Mount Saint Vincent University and Saint Mary's University. This is a structured program that follows the 'scientist-practitioner' model. The program is designed to be completed in 5 years. However, if a student has not completed all of the requirements for the PhD

within 5 years, the Faculty of Graduate Studies may grant a 1-year extension at the request of the Department. The Department may request no more than three such extensions on behalf of the student, and will do so only if there is evidence of satisfactory progress.

The goal of our program is to produce clinical psychologists who are thoroughly grounded in both the science of Psychology and the methods of clinical practice and who meld the ideals of research and service. Because we believe that clinical psychology is part of the science of Psychology, research is strongly emphasized. The student is involved in research from the outset, culminating in the PhD dissertation. Students whose interests do not correspond with this strong research emphasis would be wise to pursue another program. The program is CPA accredited.

A detailed Clinical Curriculum and Information Handbook is available from the Department of Psychology and Neuroscience website ([http://psychology.dal.ca/Files/Programs/Curriculum\\_Handbook\\_Jan\\_2008.pdf](http://psychology.dal.ca/Files/Programs/Curriculum_Handbook_Jan_2008.pdf)).

As will be seen in the Clinical Handbook, there are a number of requirements that must be completed, in addition to formal classes. These include:

- **Practica or Field Placements:** Students will usually register for Psychology 8333 in the second term of their first year in the Clinical Program, and a grade of in progress (IP) will be recorded until all practica are completed and the student is leaving for internship, at which time a grade of pass (P) or fail (F) is recorded. Practica are planned in conjunction with the Field Placement Coordinator to ensure that a broad range of experience covering various forms of clinical practice are undertaken. Practica are supervised by community psychologists affiliated with the field placement site.
- **Comprehensives:** All PhD students must complete 3 comprehensive 'examination' projects that are not directly related to their dissertation research.

**Comprehensive I:** In the Clinical Program, the comprehensive project that is proposed in the first term of the first year in the program (PSYO 5000) is considered Comprehensive I. Generally, this project is conducted under the supervision of the Dissertation Supervisor and should be an *empirical study involving original data collection*. Students entering with Master's degrees complete their first comprehensive under the same conditions. This first clinical comprehensive project involves a formal written and oral proposal in November of Year1 in the program, and a written and oral defense in January of Year2 of the program (for details of timing, committee membership, requirements, look under VII.D.1.[PhD Comprehensive Requirements](#)).

**Comprehensives II and III:** The remaining two comprehensives are supervised by faculty who do not serve on the student's dissertation committee. One of the comprehensives may derive from the student's clinical involvement in field placements. See under VII.D.1.[PhD Comprehensive Requirements](#) for a more detailed description.

- **Internship:** The final year of the program is a full year internship. All course work, comprehensives and (at least) a good first draft of the PhD dissertation must be completed prior to the internship. The internship must be approved by the Director of Clinical Training and must follow the guidelines for internships outlined by the Accreditation Standards of the Canadian Psychological Association. Once students begins their internship they are no longer eligible to receive a Dalhousie Graduate Fellowship.

- **Dissertation:** During years 2-4 of the program students are expected to conduct research leading to empirical, methodological and/or theoretical advances in their field of study, some or all of which will be included in their dissertation and defended publicly.
- **Colloquium:** During each residency year students must register for and attend both semesters of the colloquium series (Psychology 8001.03 and 8002.03).
- **Teaching:** During each residency year EXCEPT for the first year, students will be required to serve as a teaching assistant in our undergraduate program (see V.B. [Teaching Assistantships](#)). The minimum amount of teaching is referred to as 1/2 unit and is the equivalent of no more than 10 hours/week for one term. This consists of working as a laboratory instructor, seminar leader, or teaching assistant. At some point students must complete Psychology 7100 Seminar in Teaching Effectiveness (with TA in Psychology 2000 or Neuroscience 2007).

## D. Additional Expectations of All Graduate Students

Although it is an implicit requirement, in addition to their thesis/dissertation/comprehensive research, students in the MSc and PhD programs are also expected to become involved in “extra-curricular” research projects in their supervisor’s lab. Failure to do so will, in some circumstances, be taken into account in the annual progress reports.

Students in all of our graduate programs are also expected to serve on departmental committees. Note that it is insufficient to be listed as a member of a committee; students are expected to be engaged in committee work and to satisfy the requirements of committee roles. Committee assignments are made at the beginning of each academic year, in consultation with the department administrator and graduate student representatives.

Students are also expected to respond to emails from the graduate program, graduate secretaries, clinical program, etc. that request information from them. This may include but is not limited to providing information about presentations and publications, scholarship applications, progress, committee meeting dates/feedback, confirmation of funding, etc.

## VII. Administration, Regulations, and Guidelines

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### A. Graduate Program Committee

The graduate programs of the Psychology Department are administered by the Graduate Program Committee (GPC). The major responsibilities of the GPC are: Admissions, finances, student evaluation, curriculum (including course evaluation), advising and record keeping. Some aspects (particularly curriculum, advising and evaluation) of the PhD program in Clinical Psychology and of the Psychology/ Neuroscience programs are also handled by the cooperative Clinical Program Committee (CPC) and the inter-departmental Neuroscience Program Committee (NPC), respectively.



The GPC is chaired by the Graduate Coordinator. Ideally, other members include the Director of Clinical Training (or his/her delegate), the Department's representative to the interdisciplinary NPC, and at least two other faculty members, and a graduate student representative.

The membership of the GPC changes from year-to-year, as assigned by the chair. A list of current GPC members can be obtained by contacting the graduate secretary, [Mary.MacConnachie@dal.ca](mailto:Mary.MacConnachie@dal.ca).

## **B. Graduate Affairs Ombudsman and Student Appeals**

One member of the Department will be nominated by the graduate students and, if this member agrees to serve, will be appointed by the departmental Chairperson to serve as Graduate Affairs Ombudsman. The Graduate Affairs Ombudsman shall function as an independent facilitator to mediate disputes and promote a just and reasonable solution. The Graduate Affairs Ombudsman should be approached confidentially to deal with any student concerns, and such contact would be encouraged prior to any formal appeal. When student concerns cannot be resolved by the Ombudsman, a formal appeal to the departmental Chairperson may be initiated by the student.

When the ombudsman is also in a supervisory relationship with a student, another member of faculty may be invited to serve as the Graduate Affairs Ombudsman for that student. This invitation may be extended by the student, the Graduate Coordinator, the clinical Director of Training, the Chair, and/or designates of any of these individuals.

## **C. Master's Programs**

University requirements for the Master's degree are specified in the [Faculty of Graduate Studies Calendar](#) (<http://gr.cal.dal.ca/>). Instructions on the [preparation of theses](#) (<http://www.dalgrad.dal.ca/regulations/ix/>) are also available from the Faculty of Graduate Studies. Departmental policies concerning the Psychology Master's degree are described below. For students in the Psychology/Neuroscience program, additional regulations may apply. Such students should consult with the NPC Graduate Coordinator (K. Semba). Note, the Department does *not* offer a Master's degree in Clinical Psychology. The student's program, determined by the GPC in conjunction with the student and supervisor, will be recorded by the Graduate Coordinator and submitted to the Dean of the Faculty of Graduate studies.

Each Master's candidate is assigned to a faculty supervisor. The student and his/her supervisor agree upon at least two additional members of staff to serve on his/her Master's committee. Ideally, this committee should be established within 6 months of the student's first registration, although it is not unusual for this to take longer. The primary function of the student's Master's committee is supervision of his/her thesis.

Any member of a student's Master's committee may be changed at the student's request, provided he/she can obtain the agreement of the two staff members involved in the change.

Ideally, the Master's Program should be completed in one year.

There is no financial support for Master's work beyond the second year; if the MSc degree is not obtained by the end of the third year, the student will be dismissed from the program.

## 1. Master's Thesis

Check the list of [Academic Dates](http://gr.cal.dal.ca/ACDT.htm) (<http://gr.cal.dal.ca/ACDT.htm>) for important deadlines established by the Faculty of Graduate Studies for completing the application to graduate and submitting theses.

The Faculty of Graduate Studies will require that you submit electronic copies of the final, properly formatted thesis by late August/early September (see the link, above) in time for Fall Convocation following the Master's year. Information about the submission of electronic theses can be found on the Faculty of Graduate Studies website (<http://dalgrad.dal.ca/currentstudents/thesesanddefences/etheses/>).

Note that funding will end on the last day of the month in which the Master's thesis is submitted to the Faculty of Graduate Studies, as students who have submitted their final theses are considered to be finished their degree requirements and no longer in the program.

Before this final copy of the thesis can be submitted, there must be a public, oral examination of the thesis. The written thesis must have been approved for defense by the student's thesis committee. The student must coordinate a defense date with the supervisor and thesis committee members; by agreeing to a defense date, the committee members are committing to be available in person on that day to examine the thesis at the oral defense. At least one month ahead of the agreed-upon defense date, the student must inform the graduate secretary of the intended defense date so that a departmental representative can be appointed. And the student must submit hard copies of the thesis to the graduate secretary **no fewer than 2 weeks before the defense date**.

The Department Chair or designate presides over the examination, which is modeled after the PhD defense, except there is no external examiner. One member of the examining committee must not have served on the student's advisory committee. A report on the defense, prepared by the Chair or the Chair's designate, will go in the student's file and will be presented to the Dean; it is helpful if this report includes information about whether the committee felt that the thesis was 'award-worthy'. The Chair or the Chair's designate should also send an email to the Graduate Coordinator to report on the successful defense and to indicate whether the committee felt that the thesis was 'award-worthy'.

Although the Department holds out the concept of a one-year MSc degree as the ideal, we recognize that in practice very few of our students complete all the requirements within this period. The following guidelines and procedures are designed to encourage students to finish within one year, to help prevent them from running over the two-year limit beyond which their funding terminates, and to guide admissions from the Master's program into the PhD program.

- The supervisor will carry a large share of the responsibility for ensuring that the research problem is formulated and (an) appropriate experiment(s) designed. Frequent consultation with the student's Master's committee is desirable, and at least two meetings of the committee and the student are suggested per annum. At least one such meeting must be held prior to the May departmental meeting at which graduate student progress is discussed (see below).
- The thesis committee is required to provide the student with written feedback on thesis progress on at least an annual basis (VII.L: Thesis Committee Reports) A copy of this feedback must be provided to the graduate secretary to place in the student's file. The date of each committee meeting must be noted; this will have to be reported to FGS for the annual evaluations that the department completes each May.

- The main criterion for acceptance of the thesis will be the demonstration of research capability, rather than the production of a definitive or highly original research contribution. Where pilot work forms an essential aspect of the research effort, it can be reported in the thesis without jeopardizing the evaluation of the thesis by the Committee.
- A closed meeting will be held in May of each year to evaluate student performance. Progress on the Master's thesis will be an important consideration at this meeting, as will performance in required classes and TA positions. If this meeting judges that a student is likely to complete all the requirements for the Master's degree in time for Fall convocation, and if a satisfactory evaluation of the student's academic and research achievements is made, then the student may be invited to join the PhD program (usually effective 1 September).
- Supervisors of students in the second year of the Master's program must monitor their progress closely. If a supervisor judges that his/her student will have difficulty completing the thesis by the end of the second year, the graduate coordinator should be alerted. If possible, this information should also be reported at the annual closed meeting to discuss student progress.
- To provide an interim assessment of second year Master's students, a staff meeting may be held in January. Any student who, as a result of this meeting, is judged to be performing unsatisfactorily and are therefore unlikely to be invited into the PhD program will be so informed.

## D. Doctoral Programs

Check the list of [Academic Dates](http://gr.cal.dal.ca/ACDT.htm) (<http://gr.cal.dal.ca/ACDT.htm>) for important deadlines established by the Faculty of Graduate Studies for completing the application to graduate and submitting theses.

University requirements for the PhD degree are specified in the [Faculty of Graduate Studies Calendar](http://gr.cal.dal.ca/) (<http://gr.cal.dal.ca/>). Instructions on the [preparation of theses](http://www.dalgrad.dal.ca/regulations/ix/) (<http://www.dalgrad.dal.ca/regulations/ix/>) are also available from the Faculty of Graduate Studies. Departmental policies concerning the PhD degree are described below. Students in the Psychology/Neuroscience program should consult the NPC Graduate Coordinator for additional regulations. There is a separate booklet providing greater detail on the program in Clinical Psychology.

When admitted to the program, each PhD candidate is accepted to work with a faculty member who will serve as his/her academic, research, and thesis supervisor. A student who wishes to change supervisors during the course of the program should consult with the Ombudsman and/or the Graduate Coordinator. A change may be made following consultation with the old supervisor, consent of the new supervisor and the approval of the Graduate Coordinator. In the case of students in the Clinical Program, approval of the Director of Clinical Training is also required. In the case of students in the Psychology/Neuroscience program, approval of the NPC or its Coordinator is also required.

A thesis committee should be appointed by the student's first or second year in the program. The primary function of the thesis committee is to provide feedback and evaluation of the student's research and eventually to examine the dissertation.

The precise sequence of PhD work will be determined by the student and his/her supervisor. The student's program will be monitored by the thesis committee and failure to make satisfactory progress may result in dismissal from the program.

## 1. PhD Comprehensive Requirements

All PhD students must satisfy the Faculty of Graduate Study's Comprehensive Examination requirement through the successful completion of three comprehensive projects that are not directly related to their dissertation research. These projects are designed to allow the student to develop research and teaching competencies in a flexible manner. The comps may also be designed to strengthen student skills in areas that are relatively weak (e.g., oral presentation, empirical work). Students are expected to include empirical projects among their comprehensives, but it is not necessary that all three comprehensives have an empirical component. An example of an empirical comprehensive would be conducting a study that collects new data and writing a paper that could be submitted for publication. Examples of non-empirical comprehensives include writing a major review paper or a grant proposal. Comprehensive projects may grow out of course work or field placements, but they must not be redundant with these experiences. Ideally, the comprehensive plan will include a variety of forms and a range of contents that is appropriate given the student's program and thesis topic.

When proposed as part of an overall comprehensive plan, students may be given permission to complete Dalhousie's [Certificate in University Teaching and Learning \(CUTL\)](#) as one of their three comps (*note that students may also complete this program in whole, or in part, outside of fulfilling a comp requirement*). Permission to complete this program to fulfill a comp requirement will be contingent on the appropriateness of this program for the individual student and will be evaluated within the context of the entire comprehensive plan. Under most circumstances, the department will require that the other two comprehensive projects have a clear research focus. In addition:

- Students may not complete only *part* of the CUTL program to fulfill a comp requirement; they must complete the *entire* certificate program and earn a *Certificate in University Teaching and Learning*;
- The CUTL instructor will serve as the comp supervisor but the student must also appoint an internal supervisor from within the department (a regular full-time faculty member);
- Students for whom the CUTL program has been approved as a comp may not begin the CUTL program until at least one research comp has been initiated and satisfactory progress made; note that the CUTL program may take up to 2 years to complete
  - Students will be required to have one of their research-comp supervisors send an email to their CUTL internal supervisor (cc'd to the Comprehensive Chairperson) to confirm that a research project has been started and that the student is making satisfactory progress. The CUTL internal supervisor may then give permission for the student to enroll in the CUTL program.
- The theoretical component of the Certificate program (the teaching and learning project or CNLT 5000) must be oriented toward the discipline of Psychology or Psychology/Neuroscience. In the case of CNLT 5000, the course that the student designs must be specific to Psychology or Psychology/Neuroscience. Any other teaching materials developed in relation to the CUTL course and the final dossier itself must contain Psychology or Psychology/Neuroscience -related content ;
- The student's written comp plan must be submitted to both the CUTL instructor and the CUTL internal comp supervisor;
- The CUTL instructor may provide feedback on the student's progress/performance to the internal supervisor, as necessary;
- The final Teaching Dossier that is submitted as part of the CUTL requirements must also be submitted to the internal supervisor.

- Comp credit will be assessed by the internal supervisor, based on the timely and successful completion of the Certificate program, feedback (if applicable) from the CULT instructor, the content and quality of the final submitted teaching dossier, and any other criteria as defined in the written comp plan. As with all comps, evaluation of a Pass/Fail is based on the overall performance of the comp and its components. Thus, it is theoretically possible for a student to complete the CUTL program and receive a Certificate without earning a “pass” for the comp.

Under *no* circumstances can the CUTL program (as a comp or extracurricular) substitute for any other program requirements (e.g., Psyo 7100).

### ***i. Comprehensive Supervisors and Chairperson***

Ours is an "apprenticeship" program in which most of the student's education and training comes through close interaction with her/his supervisor. The comprehensive projects are an opportunity for the student to work closely with at least two faculty members other than the dissertation supervisor. Other than the primary thesis supervisor, there must be no overlap between comp supervisors (primary and/or interal) and the dissertation committee.

Each of the three comprehensive projects is supervised by a regular or adjunct member of faculty. Under some circumstances, students may receive permission to perform one of their comps with a faculty member not otherwise affiliated with department; students will rarely, if ever, receive permission to perform more than one comp with an individual who lacks any affiliation with our department.

One project may be supervised by the dissertation supervisor; the other two must be supervised by faculty who are neither the dissertation supervisor nor on the dissertation examining committee.

It is customary for one of the comp supervisors – other than the student’s dissertation supervisor – to be requested to also serve as the Comprehensive Chairperson. If all the comp supervisors (other than the dissertation supervisor) are adjuncts, the student must ask a regular faculty member to serve as the Comprehensive Chairperson; it is vital that the comprehensive plan be developed in collaboration with a faculty member who is familiar with departmental requirements and readily available “in house” to provide guidance to the student as necessary. In most cases, however, the Chair should be one of the two comprehensive supervisors who is not also the dissertation supervisor.

The role of the Comprehensive Chairperson is to help the student formulate a comprehensive plan; present the student’s comprehensive plan to the Department; monitor the student’s progress in completing the comprehensive projects; and, report that progress to the Department during closed meetings at which graduate student progress is discussed. To ensure that the student's thesis supervisor does not also have the major responsibility for planning and reporting on this important component of the student's program, the comprehensive committee is *not* to be chaired by the thesis supervisor.

When a comprehensive project is conducted with an individual who is not a member of the Faculty of Graduate Studies at Dalhousie University, a member of the Department must serve as internal supervisor, who shall perform all the functions ascribed to comprehensive supervisors. In general, individuals who are full-time faculty, cross-appointed faculty, or adjunct faculty in Psychology will not require an internal supervisor. Nevertheless, any time that it might be to a student’s advantage to have an internal supervisor one should be selected. This can happen, for example, if it seems unlikely that the primary comp supervisor will be available to attend closed meetings, has limited experience supervising comprehensive projects, etc.

## ***ii. Generation and Presentation of the Plan***

Clinical students will receive written feedback from the Clinical Program Committee regarding their performance on their first comp defense; they must save this feedback and provide a copy of it to their Comprehensive Chairperson (once they have one). This will aid the Comprehensive Chairperson in helping guide the development of an appropriate plan. If there are any concerns/deficiencies noted, the student will be expected to address these in the overall comp plan (e.g., if a student has weak writing skills, the comp plan should include a significant writing component to ensure that the student has additional opportunities for practice and feedback).

The student and the Comps Chairperson should discuss the student's strengths and weaknesses, background, and needs when planning the comprehensive projects. Advice from the supervisor, who usually knows the student best, may be useful at this stage and may be solicited by the student and/or the Comprehensive Chairperson; this advice is intended to help the Comprehensive Chairperson guide the student toward a suitable comprehensive plan. It is not the supervisor's role to outline a comp plan but, instead, to comment on the student's strengths/weaknesses so that the comprehensive chairperson can guide the development of an appropriate plan.

The student will generate a written plan briefly describing the content and form that each project will take. This plan must include a 1-2 paragraph description of each comprehensive project and the student's likely dissertation topic. For each comprehensive project, students are encouraged to include a list of skills/knowledge that will be gained through the performance of the project, and a clearly defined and achievable "end point." In preparing this document, students should consult with the comprehensive supervisor about *all* the steps that will be involved in bringing the project to fruition (e.g., ethics application, participant screening procedures). The student should make three copies of each project description. All three copies of each description should be signed and dated by both the comprehensive supervisor and the student. One signed copy should be submitted to the Comprehensive Chairperson as part of the overall comprehensive plan; one signed copy should be given to the comprehensive project supervisor; and one signed copy should be retained by the student.

The written descriptions of the three comprehensive projects and the proposed dissertation constitute the "comprehensive plan." This plan is presented by the Comprehensive Chairperson at a closed staff meeting. Comprehensive supervisors are expected to attend this meeting so that they can present the component they are supervising and answer questions. Following the announcements of closed meetings to evaluate comp plans, students are asked to remind their comprehensive supervisors and chairperson of their need to attend the meeting.

It is the responsibility of the Comprehensive Chairperson to justify the plan as a whole in the context of the student's strengths and weaknesses. When the Department has approved the plan, a copy shall be placed in the student's file.

Revisions to the approved comprehensive plan must be approved by the Department prior to the student undertaking a new project and prior to the Comprehensive supervisor 'signing off' on an end-goal that is different from the one stated in the approved comprehensive plan.

## ***iii. PhD Students without a Dalhousie Master's Degree from our Department***

Students newly admitted without having completed a Master's degree in the Department may not have had the research experience of our own Master's graduates. To provide such students early in their

careers with training and experience in research and in order to provide the Department with a substantial basis for an early evaluation of their research abilities, the admissions committee may require that the first comprehensive project for such students adhere to the conditions described below. Under some circumstances, the department may require that the student use the following format for the second and/or third comprehensive projects.

Note that these conditions will always apply to first comprehensive project for *all* our students in Clinical Psychology, whether they are admitted with a Master's degree or not.

- The comprehensive project will involve the design and execution of research and will be conducted with the student's thesis supervisor.
  - The Comprehensive Examining Committee for the first comprehensive includes the [DCT or the DCT's designate](#), the Comprehensive Supervisor (usually the Dissertation Supervisor), and the [Chair or the Chair's designate](#).
- The role of the Committee is to assist in problem solving as well as to evaluate progress. The Committee will meet with the student early November of the first year in our program to help guide the process. For the November meeting, an oral proposal of the comprehensive project is presented to the Committee. [In addition to evaluating the written proposals and participating in the oral proposals, the Chair or the Chair's designate will function as an objective observer of the proceedings who will report \(as needed\) to the GPC regarding the fairness of proceedings.](#)
- For students in the Clinical Program, a written version of the first comprehensive *proposal* [Introduction and Methods not exceeding ten (10) double spaced pages] should be submitted to the Comprehensive Supervisor, [the Director of Clinical Training or the Director of Clinical Training's designate](#), and [the Chair or the Chair's designate](#), at least two weeks prior to the November (of Year1) presentation. At the request of one or any of these individuals, other members of the faculty may be invited to review and evaluate the written proposal at any time (i.e., before or after the oral presentation).
- For students in the Experimental Psychology and Psychology/Neuroscience programs, a written version of the first comprehensive *proposal* [Introduction and Methods not exceeding ten (10) double spaced pages] should be submitted to the comprehensive supervisor and Graduate Coordinator or designate at least two weeks prior to the presentation. At the request of one or both of these individuals, other members of the faculty may be invited to review and evaluate the written proposal at any time (i.e., before or after the oral presentation).
- By the end of January in the student's 2<sup>nd</sup> year in our program, the final version of the comprehensive must be submitted in writing to the same individuals who received the written proposal (see above). This must be submitted at least two weeks prior to the meeting. As was the case with the written proposal, other members of the faculty may be invited to review and evaluate the written comprehensive at any time (i.e., before or after the oral defense).
- [At the January meeting, the comp project is examined orally \(somewhat as a thesis defense\) by the Committee. This defense will be chaired by the DCT or the DCT's designate \(i.e., introduce the student, enforce the time limits for each talk, initiate rounds of questioning, ensure that committee members interact with the student and not with each other\). The examination will usually be open to the public and will consist of a 15-minute oral presentation followed by questions. \[In addition to evaluating the written proposals and participating in the oral\]\(#\)](#)



examinations, the Chair or the Chair's designate will function as an objective observer of the proceedings who will report (as needed) to the GPC regarding the fairness of proceedings.

- If one, or more, members of the committee judges the student's performance on the comprehensive project as a "fail", the student must be informed of the evaluations and the Graduate Affairs Ombudsman should meet with the student. The Committee and Ombudsman will then meet to see if a consensus can be reached on the status (pass/fail) of the student's performance. When a consensus is not reached, or a failure is to be reported, all members of the committee and the Ombudsman must be present at the closed staff meeting to answer questions. As noted under Progress, Evaluation and Completion (below), "a student who fails the comprehensive requirement is immediately dismissed from the program". Hence, when the student fails this comprehensive he/she will be dismissed from the program. In the case of lack of consensus, the question before the meeting is whether the student has failed.
- In all other respects, the Comprehensive Requirement for such a student will follow the existing regulations (as described in this handbook).

#### ***iv. Progress, Evaluation, and Completion***

The Comprehensive Chairperson will monitor student progress on the comprehensive plan. Any problem a student experiences with a component of the comprehensive plan that cannot be resolved by discussion with the comp supervisor, should be reported to the Comprehensive Chairperson. If the Comprehensive Chairperson is unable to resolve the problem (or if the problem was with the chairperson), it should be presented to the Department's Graduate Ombudsman.

The supervisor of each comprehensive project has the primary responsibility for evaluating the student's work. Evaluation is based on *all* the work involved in the comp project, not just on the quality or content of the final written report (if one was required). This evaluation should be contained in a letter addressed to the student's comprehensive Chairperson and copied to the Graduate Coordinator. This letter must clearly specify: a) That the student achieved the endpoints of the comp as approved by the department (i.e., in the student's approved comp plan); the supervisor must not "sign off" on a comprehensive project that deviates from the approved endpoints—a revised comp plan must be presented to the department for prior approval; b) whether the comprehensive project should be considered a "pass."

The student must "pass" all three comprehensives to satisfy the requirement. When the Comprehensive Examining Committee "passes" a student, they are making the judgment that the student has demonstrated competencies expected of someone in a PhD program. These competencies will usually be related to research ability (e.g., conceptual understanding, analytical abilities, effective written communication) but in the case of a teaching comp (see [1. PhD Comprehensive Requirements](#)), may be related to teaching ability (e.g., timely and successful completion of the Centre for Learning and Teaching Certificate in University Teaching program). Conversely, when a Comprehensive Examining Committee assesses a "fail" for a research comp, it is judging that a student has not demonstrated the capacity to carry on the advanced, programmatic and independent research that characterizes the PhD; when a Comprehensive Examining Committee assesses a "fail" for a teaching comp, it is judging that a student has not successfully demonstrated mastery over teaching theory and/or practice, shown evidence of professional development in teaching, and/or developed appropriate documentation of such.



Although each comprehensive is graded as pass/fail, the letter written by the comp supervisor to the Comprehensive Chairperson can and should provide any information that the supervisor feels is appropriate, such as observations on the student's conceptual and analytical skills, and information on how independently the student worked, how quickly the project was completed, how good the student is at written or oral communication, etc. Once letters are received from all the comprehensive supervisors, and when the student has 'passed' all three comprehensives, the Comprehensive Chairperson will report the results to the Department in a closed staff meeting.

If one or more supervisors judges the student's performance as a "fail", the student must be informed of the evaluation and should arrange to meet with the Graduate Affairs Ombudsman. The Comprehensive Chairperson will then convene a meeting of the Examining Committee and the Ombudsman. The purpose of this meeting is for the committee to reach a consensus on the appropriate course of action (e.g., permit the student the opportunity to revise a paper or do further work on the comprehensive; solicit an independent evaluation of the work which was judged as unsatisfactory; require the student to conduct a "replacement" comprehensive project for a failed comprehensive; or report a failure to the Department). When a consensus is not reached, or a failure is to be reported, all members of the examining committee and the Ombudsman must be represented at the closed staff meeting to answer questions. A student who fails the comprehensive requirement is immediately dismissed from the program. In the case of lack of consensus, the question before the meeting is whether the student has failed, and if not what further work is required to satisfy the comprehensive requirement.

#### ***v. Timing***

Each student's Comprehensive Examining Committee should be formed as early as possible and the comprehensive plan should be presented before the end of the student's first year in the PhD program. All three components of the comprehensive plan must be completed, to the satisfaction of the Comprehensive Examining Committee, at least a year before the student submits the thesis for examination.

## **2. Dissertation**

The dissertation research forms the major part of the PhD program. The student's dissertation supervisor, together with two other faculty members selected usually from within the Psychology Department, comprise the Thesis Committee. Ideally, the committee will be established during the first 1 or 2 years of the program. When a student is supervised by an Adjunct Professor, an additional committee member must be appointed and designated as internal supervisor. The internal supervisor is the student's and supervisor's guide to the rules of the Faculty of Graduate Studies, and also serves as a full member of the supervisory/examining committee.

The thesis committee must meet on at least an annual basis. This committee must provide written feedback to the student. The date that this feedback is given and the nature of the feedback must be recorded and reported in the annual report that is due to FGS each summer.

The subject of the dissertation must be approved by the Faculty of Graduate Studies at least 12 months before the date of the public defense of the thesis (oral defense). The thesis must display original scholarship expressed in satisfactory literary form and be of such value as to merit publication. Deadlines for the submission of proposal and thesis drafts will be set by the student's committee. When the final draft has been approved by the thesis committee, the student will submit

five unbound copies of the thesis to the Dean of the Faculty of Graduate Studies. The deadline for submission is normally April for Spring Graduation and September for Fall Graduation; see the [Faculty of Graduate Studies Calendar](http://gr.cal.dal.ca/) (<http://gr.cal.dal.ca/>) for exact dates.

After the thesis has been submitted, a date is set for the public defense of the thesis by the doctoral candidate. The Examining Committee will consist of a Chair representing the Dean of Graduate Studies, the PhD Thesis Committee, an External Examiner, and any other persons appointed by the Committee or the Dean.

The candidate is encouraged to carefully prepare and rehearse a 20-minute talk on his/her thesis prior to the date of the oral defense. After he/she passes the public defense and makes whatever final changes are necessary, the student has the five copies of the thesis put in temporary binding and submits them to the Dean of the Faculty of Graduate Studies to meet the deadline indicated above. A binding fee will be charged; this educational expense is the student's responsibility and is not covered by the department.

Note that submission of the final thesis to the Faculty of Graduate Studies is taken as evidence that the research for the dissertation has been completed. Consequently, any internal and/or external funding will end automatically on the last day of the month in which the PhD dissertation is submitted to the Faculty of Graduate Studies. This is true whether the program itself is finished (e.g., in the case of Clinical students needing to complete an internship year), whether the funding agency specified a different end-date, and whether the student intends to continue working that line of research or not. Students should take this factor into consideration when setting a defense date.

The undernoted timetable, together with the deadlines listed in the Calendar, should be consulted by prospective graduates and their supervisors.

#### ***vi. Psychology Department Regulations for Manuscript-based Theses***

The Faculty of Graduate Studies (FGS) permits programs to allow students to submit theses or dissertations including individually or co-authored works currently published or intended for publication. The Department of Psychology and Neuroscience has requirements in addition to those provided in the [FGS guidelines for manuscript-based theses](http://dalgrad.dal.ca/forms/tdc/#manuscriptcontribution) (<http://dalgrad.dal.ca/forms/tdc/#manuscriptcontribution>). Psychology specific guidelines (with some repetition of FGS regulations) are presented below and are subject to change. If you have any questions, please consult the Graduate Coordinator.

- **Application to submit a manuscript-based thesis:** A student may apply to the GPC to submit some or all of the thesis as a series of related papers, or manuscripts intended for publication, that form a coherent body of work (see "Format" below). Consideration by the GPC of such an application requires prior consent of the supervisory committee. The paper(s) will normally form one or more well defined thesis chapters; details of organization and content are determined by the student and the supervisory committee. The publication status (submitted, in revision, in press, or published, with dates) and book or journal details (volume, page numbers, etc.) of any manuscripts or papers included in the thesis must be specified with each such chapter. To request permission to perform a manuscript-based thesis, send an email containing the following information to the Graduate Coordinator and cc'd to the Graduate Secretary: Primary supervisor name, *all* committee member names, and a statement to indicate that all of these individuals have been informed of your intention to complete a manuscript-based thesis *and* that they all approve of this format. This email must be cc'd to to the supervisor and all committee members. For example:

“My primary supervisor is Dr. A and my committee members are Drs. B, C, and D. I have informed all of these individuals of my intention to complete a manuscript-based thesis and they have approved this format. I have cc'd each of these individuals on this message.”

- **Authorship:** Single or multi-authored papers may be included, provided that the student is the first author of all papers and has made a substantial contribution to the work. The student's contribution to both the research and the writing of any multi-authored paper must be clearly specified either in the introduction to the thesis or at the beginning of each relevant chapter. The Student Contribution Form (<http://dalgrad.dal.ca/forms/tdc/#manuscriptcontribution>) should be filled out by the supervisor and submitted with the thesis. For each co-authored work included in the thesis or dissertation, the candidate must provide signed waivers from all co-authors explicitly consenting to the inclusion of that material, and verifying the candidate's contributions.
- **Format:** Publications incorporated as thesis chapters should be in manuscript form in a style consistent with general FGS guidelines (section 2.1). Although manuscript chapters will normally have their own introduction and discussion sections, there should be a single general introductory chapter at the beginning of the thesis and a single comprehensive discussion chapter at the end. Linking sections between manuscripts should be considered and may be required by the supervisory committee. Where publication abstracts, acknowledgements, or reference lists are included, they should appear as sections or subsections that are numbered in accordance with the rest of the chapter text. Formatting details such as reference citation style and figure numbering must be consistent throughout the thesis. When necessary, abstracts and other elements of any 'manuscript chapters' may be excluded and/or papers modified to avoid repetition and to encourage good continuity with other chapters of the submission.
- **References:** All references cited in publication-format chapters must be included in a single complete reference list at the end of the thesis (see section 2.4).
- **Supplementary Material:** Supplementary material not intended for publication (e.g., extensive data tables, details of experimental methods) may appear as supplements to publication-format chapters, as separate chapters, or as appendices, depending on the nature and length of the additional material required.
- **Copyright Permission:** Students must obtain appropriate copyright permission for any substantial part of the thesis for which copyright is held by another party (e.g., a publisher; see section 4.0). Copyright permission letters should appear in an appendix at the end of the thesis. Letters must include provision for LAC (NLC) reproduction <http://dalgrad.ca/forms/>
- **Reprints:** Reprints may be included in the appendices. Copyright permission is required.
- **Revisions:** Examiners may specify revisions to any part of the thesis, regardless of publication status.

#### ***vii. Timetable for Events in the PhD Program***

- **Comprehensive Examinations:** All three comp projects must be completed (with a “pass”) and reported at one of the closed meetings in October or May *preceding* the defense date; all three comps must be completed (with a “pass”) prior to the internship for students in the Clinical program.

- **Suggest Examiner:** At least 3 months prior to the intended defense, the student's committee or supervisor recommends the names of at least three potential External Examiners to the Department Chair. The Department Chair then makes informal contact with these potential examiners, secures CVs, and sends these along with preferred days/times and – if applicable – pros/cons of each selection to the Dean. The Dean makes a selection and the scheduling proceeds from there.
- **Submit:** Submit 5 unbound hard copies of thesis; one to Graduate Studies for External Examiner; four to the Graduate secretary. This must be done at least six weeks prior to contemplated defense date and by date published in the Faculty of Graduate Studies Calendar. This is the version that will be defended, and before it is submitted to the Department it should have received provisional approval of the student's Committee.
- **Set a Date for Public Defense:** The student in collaboration with the committee and supervisor must specify potential dates/times for the defense. Potential dates should be communicated to the graduate secretary to help plan the External Examiner's visit. Potential dates /times must also be communicated to FGS so that they can check on the availability of the defense room and an FGS representative. FGS will send the External Examiner a copy of the thesis at least 4 weeks prior to the defense date.
- **Public Defense:** When suggesting a defense date, the student must allow sufficient time for revisions to be incorporated into final version before the final copies are submitted to the Faculty of Graduate Studies.
- **Submit the Final Thesis:** Electronic copies of the final, approved, and properly formatted version of the thesis must be submitted to the Faculty of Graduate Studies. Instructions for electronic submission can be found on the Faculty of Graduate Studies website (<http://dalgrad.dal.ca/currentstudents/thesesanddefences/etheses/>)
- **Graduate:** There are two dates/year falling in May, October. Certain deadlines are keyed to Convocation dates and the Graduate Calendar must be consulted for these. Students must be registered during the year in which they present their thesis.

## E. Thesis Committee Membership

Whether at the master's or PhD level, the thesis committee must consist of the supervisor or co-supervisors plus *two* other members. This means that students with one supervisor will have a minimum of three thesis committee members; a student with two co-supervisors will have a minimum of four thesis committee members. All members of the thesis committee must hold an appointment through the Dalhousie Faculty of Graduate Studies or be approved as an External Scholar by the Faculty of Graduate Studies. Applications for faculty appointments to FGS can be found at (<http://dalgrad.dal.ca/faculty/membership/>).

With respect to the PhD committee, the two non-supervisor members of the dissertation committee must not serve as supervisors for any of the student's PhD comprehensive projects. There are no such restrictions on MSc committee membership, such that the student may subsequently perform a PhD comprehensive project with an individual who served on a student's MSc thesis committee so long as that individual does not also serve on the student's dissertation committee.

## F. Comprehensive Project Supervisors

To serve as the primary supervisor of a PhD comprehensive project, individuals must be faculty members (including instructors) in the Department of Psychology and Neuroscience; must be cross-appointed to the Department of Psychology and Neuroscience; or, must hold a current appointment as an Adjunct Professor in the Department of Psychology and Neuroscience.

Individuals who do not hold one of these appointments have the potential to serve as supervisors of PhD comprehensive projects, but the student must select a faculty member from our Department to serve as the Internal Supervisor.

Individuals without prior experience supervising PhD Comprehensive Projects are encouraged to co-supervise projects with our regular faculty members.

Students will present the comprehensive supervisors with a written "comprehensive plan" that describes the intended project, outlines the objectives, and states the expected endpoints of the comprehensive project. Comprehensive supervisors are expected to provide guidance to students. Supervisors are in a better position than the student to foresee issues related to ethics applications, subject recruitment, etc, and should help the graduate student develop a plan that is well defined and of reasonable scope.

**IMPORTANT:** Supervisors and students are not at liberty to accept different endpoints for the comprehensive project than were approved in the formal written and approved comprehensive plan. If a project or its endpoints change, the student must have the revised plan approved at a closed meeting of the faculty (the revision will be considered in light of the remainder of the comprehensive plan; the entire plan must be re-presented by the comprehensive chair).

At the perceived end of the comprehensive project, the comprehensive supervisor must write a letter addressed to the student's comprehensive chair, and cc'd to the Graduate Secretary, to summarize what the student accomplished and to *clearly articulate* whether the student met the objectives and reached the endpoints *as specified in the approved comprehensive plan*. It is insufficient to merely report the status of the comprehensive project. Completions will be approved to the extent that students completed the comprehensive plan, as approved.

## G. Comprehensive Chairs

The comprehensive chair must *not* be the student's dissertation supervisor/co-supervisor. Normally, the comprehensive chair will also be the supervisor on one of the student's comprehensive projects.

The role of the comprehensive chair includes, but is not limited to helping guide the student to develop a comprehensive plan that satisfies the breadth criterion for the PhD degree; serving as a 'sounding board' to help the student with any difficulties/concerns that may arise; overseeing progress on the comprehensive plan to ensure that the student is making progress; presenting the comprehensive plan to the faculty as a whole; presenting any revisions to that plan; reporting the completion. It is critical that the completed comps match the stated end-goals encompassed in the written comprehensive plan. Supervisors are not at liberty to change

Clinical students are required to give a copy of the written feedback from their first comprehensive project to their comprehensive chair.

## H. Comprehensive Plan

### 1. New Comprehensive Plan

There are two closed meetings each year at which the faculty review New, Revised, and Completed comprehensive plans. One closed meeting is usually held in the Fall (~October) and another in the spring (~May).

Ahead of this meeting, students will be sent a Word document that can serve as a template for writing a comprehensive plan. They may also be required to send summary information (e.g., in a spreadsheet format) about their comprehensive plan to the graduate coordinator and/or graduate secretary.

The comprehensive plan must include a brief (1-2 paragraph) description of the proposed dissertation and each of the three comprehensive projects. The plan must also state explicitly the goals of each comprehensive project, and the expected endpoint/outcome of each project. It is not necessary for the student to have worked out all the details of each intended plan but must provide sufficient detail for the faculty to assess whether the plan, as a whole, satisfies the breadth requirement for the PhD and whether stated endpoints/outcomes are appropriate *for the particular student*. Students and supervisors should be cognizant of all the steps that will be required to bring a project to completion and include these in the plan (e.g., ethics application). Note that students have the option of presenting a revised plan at a later date if their plans change after their initial approval; this allows flexibility for later changing projects, supervisors, endpoints/outcomes, etc.

With the exception of the 1<sup>st</sup>-year comprehensive project that is overseen by the Clinical Program Committee, students are discouraged from moving forward with any of their comps until and unless they have received formal approval for the comprehensive plan. Students may proceed with some of the initial groundwork for a comp while waiting for the scheduled closed meeting, but they should not commit themselves fully before receiving approval. Faculty members are not compelled to approve a project that a student has undertaken in the absence of prior approval and, in most cases, are unlikely to provide approval *post hoc*.

The proposed plan is expected to address any identified weaknesses that the student may have and, in some cases, students may be instructed to develop a comprehensive plan that specifically addresses such weaknesses in an effort to provide the student with further opportunities for improvement. Clinical students are required to give a copy of the written feedback about their first comprehensive project to their comprehensive chairperson.

*The approval of comprehensive plans is performed on a student-by-student basis.* A comprehensive project that might be acceptable for one student in the context of his/her overall plan might not be acceptable for another student in the context of the second student's overall plan.

Once approved, the student must submit a signed hardcopy of the approved plan to the graduate secretary to put on file.

Under no circumstances shall a supervisor judge a comprehensive project as "completed" if it has not met the approved outcomes; if the intended outcomes of the project change, this must first be approved in a formal revision.

## **2. Revised Comprehensive Plans**

Students who wish to make a revision to their approved plan must have this revision approved by the faculty as a whole. This is done in the context of one of the closed meetings (in the Fall or Spring each year). Students may request a revision of their comprehensive plan to change projects, supervisors, goals, and/or outcomes or to interchange the dissertation and a comprehensive project.

The entire comp plan must be re-presented to the faculty at a closed meeting, where the revision will be considered in light of the rest of the plan to ensure that the plan continues to satisfy the breadth requirement and is suitable *for that particular student*.

Students will be required to incorporate their proposed revision into their written plan. Once approved, students must submit a signed hard copy of the approved revision to be placed on file. Students who wish to make a revision may also be required to send summary information (e.g., in a spreadsheet format) about their comprehensive plan to the graduate coordinator and/or graduate secretary.

## **3. Completed Comprehensive Plans**

When a student completes the project outlined in the most recent approved plan, satisfies the stated objectives, and achieves the approved endpoints the supervisor must write a letter addressed to the comp chairperson and cc'd to the graduate secretary, as described in Section VII.F Comprehensive Project Supervisors.

If all three comprehensive projects are reported as a "Pass", the student will then ask the comprehensive chairperson to present the completed plan at the next closed meeting to discuss student comps (normally held in the Fall and Spring each year). For each reported "Pass" the chairperson will be expected to address explicitly whether each letter confirms that the approved objectives and endpoints were reached by the student in each comprehensive project.

Ahead of the closed meeting to report the successful completion of the comp plan, students may be required to send summary information (e.g., in a spreadsheet format) about their comprehensive plan to the graduate coordinator and/or graduate secretary.

## **I. Departmental Representative at Thesis Defenses**

For each thesis defense, at either the MSc or the PhD level, a faculty member not otherwise serving on the student's thesis committee will be asked to serve as the Departmental Representative. In advance of the defense, the representative will be given a copy of the student's thesis.

While some Departmental Representatives choose to read the thesis and participate in the oral examination of the thesis, this is not required. The primary responsibility of the Departmental Representative is to serve as an observer to the defense proceedings to ensure that they are conducted in a fair and impartial manner.

In the case of MSc defenses, the Departmental Representative will conduct the thesis defense by introducing the candidate and the examining committee; prompting the candidate to start the presentation and reminding the candidate of the 20-minute time-limit; ensuring no interruptions

during the presentation; initiating rounds of questions, in the order that committee members are listed on the thesis announcement; ensuring that the dialogue is between each examiner and the candidate and that there is no 'cross-talk' between committee members or with members of the audience; opening the final round of questions to the audience; closing the defense; asking the candidate and audience to leave; overseeing the decision-making about the status of the thesis, including ascertaining whether the thesis is considered to be 'award-worthy'.

For PhD defenses, the defense is conducted by a member of the Faculty of Graduate Studies; the Departmental Representative serves primary as an observer but, again, may elect to read the thesis and participate in the oral examination.

Following the defense, the Departmental Representative is asked to send an email to the Graduate Coordinator, cc'd to the Graduate Secretary, to confirm that the thesis defense took place as scheduled and to report the outcome. It is very helpful to indicate whether the thesis and defense were deemed by the committee to be potentially "award-worthy".

## **J. Independent Study, Directed Reading, and Special Topics Classes**

### **1. Requirements**

Students may not register for more than two Independent Study, Directed Readings or Special Topics classes in any graduate program. Registration requires written approval of the Graduate Coordinator of the unit.

Each student must be provided with a class outline by the instructor. In order to complete the class satisfactorily, a student must fulfill all the requirements as set down in the class outline. By the end of the first week of class, the Independent Study / Directed Reading / Special Topics form (available in Word format at <http://www.dalgrad.dal.ca/forms/independent/>) must be submitted to the Faculty of Graduate Studies to be placed in the student's file, with a signed copy given to one of the Psychology Department graduate secretaries.

Changes to the outline that affect assessment components, the weight of individual assessment components, or examination requirements with a value of ten percent or more must have the approval of the enrolled student(s) in order to be valid. Changes must be sent to the Faculty of Graduate Studies and submitted to the Psychology Department Graduate secretary no later than four weeks after the beginning of the term in which the class is conducted.

When collaboration is included as part of class expectations as in group projects or group assignments, the instructor will provide in the class outline a statement of the degree of collaboration permitted in the preparation and submission of assignments.

### **2. Grade Submission**

Grades for independent study/reading courses must be submitted to the graduate coordinator with a cc to the graduate program secretary.

For independent study/reading courses (e.g., Psyo 5001), if an extension is needed beyond the end of term deadline a grade of IP (not INC) must be submitted so that an "F" is not recorded on the student's transcript. Final submission of grades for independent study classes is April 30 for fall term and August 31 for winter term and full-year classes.



Note that if an extension is needed beyond the end of term deadline a grade of IP or INC must be submitted by the instructor.

### **3. Registration**

Students must continue to register for the class during each term until a final grade has been assigned.

## **K. Courses Taken Outside the Department**

***Dalhousie Courses*** To fulfill the course requirements of their degree program, students may be allowed to complete courses at Dalhousie that are offered through departments other than Psychology. Courses taken outside of Psychology *must* be graduate-level courses; undergraduate classes cannot be taken for credit towards a graduate degree, regardless of the department or faculty in which the course is taken. Students must receive permission from the course instructor and the Graduate Program Coordinator to take the course. Once permission is granted, the student must see the graduate secretary to ensure that the course is listed on the student's program form so that the student's tuition is used to cover the costs (otherwise the student may receive an additional charge for the course).

***Non-Dalhousie Courses*** Students may not normally take a course at any other university and expect it to count towards their Dalhousie degree program. The only exception is when courses are offered by regional universities with whom we are engaged in the cooperative delivery of a program (e.g., clinical courses). In this case, the student will obtain the required forms from the Clinical Program Secretary.

## **L. Thesis Committee Reports**

The Faculty of Graduate Studies Guidelines indicate that:

*Supervisory Committees should meet at least twice a year during the thesis research period and more often in the writing stages of a student's program. Normally the agreement of all committee members is required before a department brings forward a thesis for examination (<http://www.dalgrad.dal.ca/regulations/viii/>).*

In conjunction with this recommendation, FGS requires that students be given written feedback following each committee meeting. To facilitate this, a ThesisCommitteeReport.doc form may be obtained from the graduate secretary. This form-fillable word document is to be completed by the thesis supervisor and signed by all committee members following each student thesis committee meeting. Detailed feedback emailed to the student and cc'd to all committee members, the graduate coordinator, and the graduate secretaries may also suffice in place of this form. At least one completed form or equivalent evidence of written feedback must be on file in advance of the mid-May evaluation of student progress.

**IMPORTANT:** The FGS Annual Progress Reports require confirmation of meetings and written feedback; failure to provide such confirmation may have implications for student awards and funding.

## M. Recommended Timeline for Formation of Thesis Committees

To accommodate the requirement that students hold a thesis committee meeting *at least* once per year (see [F. Thesis Committee Reports](#)), and that the outcome of this meeting must be reported in the mid-May Annual Progress Reports (see [H. Annual Progress Report](#)) we suggest the following guidelines:

- Incoming MSc students and Experimental and Neuroscience PhD students should form a thesis committee no later than February of their 1st year and must hold a meeting with that committee no later than the beginning of May in their first year.
- Incoming clinical students should form a committee no later than February of their 2nd year and must hold a meeting with that committee no later than the beginning of May in their second year. The Clinical Program Committee will serve as the thesis committee for those students in their *first* year of the clinical program; written feedback associated with the annual progress evaluation will serve in place of the attached form.

*Note: Students are encouraged to form their thesis committee early in their program, with the recognition that they may elect to change the composition of their committee, if necessary, as their project develops. Faculty supervisors are encouraged to discuss committee composition with students and to help guide the selection of appropriate committee members.*

## N. Minimum Passing Grade in Graduate Classes

As indicated in the FGS graduate handbook (<http://dalgrad.dal.ca/currentstudents/handbook/>), the minimum passing grade for graduate classes is a B-. With the exception of classes that use a pass/fail grading scheme, the grading scheme is A+, A, A-, B+, B, B-, F.

## O. Annual Progress Report

By mid-May of each year, students will be required to complete an annual progress report. All students who are currently registered in a graduate program in our department must complete a report form for thesis students:

<http://dalgrad.dal.ca/forms/students/>

Students must complete and sign Part A before giving the form to their primary thesis supervisor(s) who will complete and sign Part B. Supervisors should give completed forms to the graduate secretary in advance of the closed meeting. Part C will be completed by the graduate coordinator following discussion of student progress at a closed faculty meeting.

Note that students are required confirm supervisory committee membership, meetings and written feedback to from their thesis committee (see [F. Thesis Committee Reports](#)). Failure to do so may have implications for funding and/or continued registration in our program.

Students in the first year of the clinical program can report membership of the Clinical Program Committee and feedback from this committee.

Clinical students in Year2 and beyond and all other graduate students must have a meeting with their committee at least annually (every 6 months is preferred) and receive written feedback from this

meeting.

## P. Recruitment and Use of Human Subjects

All MSc and PhD thesis research must have approval from the appropriate Dalhousie Research Ethics Board (REB). The research proposal will be submitted to either the Health Sciences Human Research Ethics Board or the Social Sciences and Humanities Research Ethics Board. To determine which board is the most appropriate, check the guidelines in the [Dalhousie Research Ethics Board website \(http://researchservices.dal.ca/research\\_1482.html\)](http://researchservices.dal.ca/research_1482.html) and consult with your supervisor.

Comprehensive projects as a part of the PhD are more complex. Comprehensive projects that are deemed minimal risk are reviewed by the Ethics Committee of the Psychology Department -- minimal risk comprehensives do not go to the Dalhousie REB. However, any comprehensive that is not minimal risk must go to Dalhousie REB. For a proper definition of minimal risk, see the [Dalhousie Research Ethics Board website \(http://researchservices.dal.ca/research\\_1482.html\)](http://researchservices.dal.ca/research_1482.html). As a guideline, any project that uses a population at risk (e.g., children, impaired adults, special cultural groups), any project that uses risky or invasive procedures (e.g., drug/alcohol administration, blood collection, driving while blindfolded), any project that uses deception (i.e., lying to the subject in any way), any project that asks individuals to reveal illegal activities (e.g., illegal drug use, underage drinking, violent activities, ratting out friends), and any project that might cause physical or psychological distress (e.g., memories of traumatic events) is not considered minimal risk.

Any other project that a graduate student might conduct as independent research must be approved by the Dalhousie REB.

Graduate students must obtain independent approval for all their independent research projects even if their supervisor has approval for exactly the same project. This prior approval can be mentioned in the application. Graduate students must have independent approval before they can access the psychology subject pool. All grants require prior ethical approval before funds will be released.

There is one final – important – consideration. All research conducted within a hospital setting must have approval of the appropriate hospital board. This is a separate application, with its own forms and procedures. However, at the time of writing, the Dalhousie REB will accept without prejudice an approved protocol from the IWK REB or from the Capital District Health Authority REB (QEII, Dartmouth General, Nova Scotia Hospital). However, the IWK and the Capital District Health Authority will not accept an approved protocol from the Dalhousie REB. If you plan to engage in hospital-based research, then submit an application to its REB first.

In a similar vein, all research conducted with school boards will require an additional – separate – approval from the appropriate board (school boards also require police checks). This approval can take time. Other organizations may also have separate procedures.

There are some general guidelines. Read the appropriate websites and do exactly what is asked. *Most delays are caused by people who think that the rules do not apply to them.* The REB has the authority to completely shut down your research if it feels that there are serious violations. The REB can shut down all research in your lab if it is felt that your supervisor was remiss. The decision of the REB cannot be overturned by the Department, by the dean, by the president of the university, or by the senate.

Pilot studies must be approved by the REB if the data collected will be retained (e.g., possibly published). Testing subjects with the intent of refining the experimental procedure while discarding any data is not a pilot study. When creating the protocol, it is best to think of the process as a part of the research program. The resulting ethics application will be of considerable use when it comes time to write the thesis, or the paper, or the grant application.

As a general rule, any project that changes status (e.g., a comprehensive that turns into a dissertation) must be re-reviewed. Major changes also require a re-review. However, minor changes can be treated as an amendment (e.g., adding undergraduates as experimenters, adding a similar task).

All of the above is subject to change without notice. The preceding should be considered as a guide. Check the Dalhousie REB website before getting too involved.

## **Q. Procurement and Use of Animals in Research**

As the University-wide regulations concerning the use of animals in research may be under review, all students are urged to contact the Chair of the Animal Care and Surgery Committee. The following was true when this was written:

As described in more detail below, all research projects proposing the use of vertebrates and invertebrates in research, teaching or testing at Dalhousie University must be covered by an approved protocol. If a graduate student's research is covered by their supervisor's protocol, then, in contrast to the regulations governing human research, a separate approval is not required. For further information on procurement and local handling policies, consult the Departmental Animal Care Committee.

The University Committee on Laboratory Animals (UCLA) is responsible for the review of protocols proposing any use of animals. The functions and responsibilities of the UCLA are defined by the Canadian Council on Animal Care (CCAC) and are derived from the CCAC guidelines "Guide to the Care and Use of Experimental Animals". Copies of the guidelines and university policies pertaining to the use of animals in research at Dalhousie are available from the [UCLA website](http://animaethics.dal.ca/termsofreference.php) (<http://animaethics.dal.ca/termsofreference.php>).

Activities relating to protocol review should be addressed to the secretary of the Chair of the UCLA. Requests for protocol forms, submission of new protocols or renewal of protocols and general inquiries should be directed to the secretary at 494-1270.

## **R. Determining Authorship**

As part of their graduate program, students will be expected to publish scholarly work. Students and supervisors are encouraged to have an explicit discussion about expectations for authorship and order of authorship on published papers. The APA provides guidelines that might prove a useful starting point for this discussion.

## **S. Responding to Requests for Information**

As part of administering the graduate program, the department is required to periodically collect information from graduate students. Students are asked to please respond promptly to such requests so that we do not waste time and resources repeatedly asking for the same information. Even if the purpose of the request is not always apparent, we value our students' time and will not ask for information that we do not need.

## **VIII. Departmental Events**

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### **A. Terry Anders Memorial Lecture**

Dr. Terry Anders was a developmental psychologist in the Dalhousie Psychology Department from 1971 until his sudden death in January, 1974. From the outset of his time here, he showed a deep concern for the welfare of graduate students and assumed a very active role on the Graduate Program Committee. As Chairman of the Committee (1972/73), he was instrumental in bringing about a number of important changes in the graduate program aimed at making the program more flexible, meaningful and less anxiety-provoking. One of his major goals was to encourage more faculty-student interaction; he was particularly concerned with integrating new students into the Department and familiarizing them with the research interests of the faculty. To this end, he introduced informal lunchtime meetings between new graduate students and faculty members. The Graduate Program Committee hopes to continue to hold these meetings. In view of his contributions in this area, it was felt that a fitting tribute to Terry's memory would be a social gathering for faculty and graduate students, to be held annually in September/October for the purposes of acquainting new students with faculty and other graduate students and of promoting interaction among members of the Department in general.

### **B. In-House Conference**

Each year, usually in April, the Department runs a mini-conference. This event, called the "In-House Conference", was initiated in 1975 more or less single-handedly by Graham Goddard, and since his untimely death has been dedicated in his honour. Presentations in the form of short talks or posters are strongly encouraged from all members of the Department, students and faculty alike. This meeting provides each of us with an opportunity to present our ideas to a bright, receptive and interdisciplinary audience. It also gives us a glimpse of what some of our colleagues and peers are up to. The presentations can be theoretical, methodological, empirical or technical in nature, and need not necessarily report on a completed research project. Indeed, this meeting should be used as forum for the presentation of new ideas for research.

### **C. Hebb Memorial Lecture**

This annual lecture was initiated to honour one of Dalhousie's most illustrious alumnae, Donald Olding Hebb. Hebb, who passed away in 1985, was not only Canada's best known psychologist; he was also one of the most influential psychologists in the 20th century. The individuals who are invited to give the D.O. Hebb Memorial Lecture will be internationally recognized scholars who have made widely acknowledged contributions to our understanding of psychological processes. Speakers are encouraged to bring a broad audience up-to-date on the progress in a particular area of Psychology. Without sacrificing scientific accuracy and sophistication the lecture should be of general interest to the university community. The lecture is usually held in the second term.

