



THE UNIVERSITY OF BRITISH COLUMBIA

UNIVERSITY OF BRITISH COLUMBIA – OKANAGAN

***GRADUATE STUDIES IN PSYCHOLOGICAL  
SCIENCE***

***HANDBOOK OF POLICIES & PROCEDURES***

Department of Psychology  
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<https://psych.ok.ubc.ca/graduate/>



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## Read This First

This Handbook provides general information concerning the steps that must be taken to fulfill the program requirements for the Master of Arts and Doctor of Philosophy degrees for the Psychological Science Program at UBC Okanagan. It is designed as a guide for both students and their faculty supervisors. This Handbook is the most current version and replaces all prior versions. The regulations of the College of Graduate Studies (CoGS) are the primary ones that must be followed. They are created, interpreted, and enforced by the College. Please refer to College's Graduate Policy and Procedure Manual here: <https://gradstudies.ok.ubc.ca/about-cogs/policies-procedures/> The Psychology Department's requirements that appear in this Handbook are not comprehensive, but merely supplement those of the College of Graduate Studies.

There are two kinds of graduate specializations in psychology at UBCO: (1) M.A. and Ph.D. in Psychological Science (formerly named "Experimental Psychology"); (2) M.A. and Ph.D. in Clinical Psychology. This Handbook is for the Psychological Science specialization. There is a separate handbook for the Clinical Psychology specialization that is available on the Department web site. Admission to either M.A. specialization is restricted to those intending to complete the associated Ph.D.

The Department of Psychology at UBCO is strongly committed to helping all students successfully complete their programs of graduate studies. We also expect that Psychological Science students in our M.A. program will continue on and complete their Ph.D. at UBCO. Please keep this in mind when reading the policies and procedures in this document.



## I. OVERVIEW

### Philosophy

The Psychological Science Program at the University of British Columbia's Okanagan campus is based on the junior-colleague model. Our training model promotes research competence through close mentoring relationships with faculty. Our mission is to prepare students to be able to critically consume and produce scientific research, and provide training that prepares students for careers in research and teaching.

### Program Objectives

The graduate program in Psychological Science is designed for students with a background in psychology or related behavioural/health sciences. It provides students with opportunities for advanced scholarship and professional growth in the context of a research-intensive program. Students are expected to gain detailed knowledge of the current research findings in their area of specialization, knowledge of the concepts and issues in other selected areas of psychology, and gain experience conducting original, high-quality research.

Our campus offers an M.A. as a component of the Ph.D. degree in Psychological Science.

### Professional and Research Interests

The research and professional interests of the Psychological Science span a broad range, and their research expertise include both quantitative and qualitative strategies of analyses. Students are encouraged to work as well with the Clinical Psychology faculty to broaden their scope of research training and become familiar with other areas of Psychology. Faculty research, teaching and/or clinical interests as applicable, are provided on the Psychology department website: <https://psych.ok.ubc.ca/about/contact/>

### Faculty Members and Administrative Staff

#### Psychological Science Faculty:

Dr. Paul Davies

Dr. Liane Gabora

Dr. Lauren Human

Dr. Marvin Krank

Dr. Jessica Lougheed

Dr. Elena Nicoladis, *Psychology Head and Psychology Graduate Studies Committee  
Chair*

Dr. Brian O'Connor

Dr. Carolyn Szostak

Dr. Leanne Ten Brinke, *Graduate Program Coordinator for Psychological Science*



Dr. Derrick Wirtz

**Core Clinical Psychology Faculty/ Training Committee:**

Dr. Jan Cioe, R.Psych.

Dr. Jessica Driscoll, R.Psych

Dr. Susan Holtzman, R.Psych.

Dr. Kimberly Kreklewetz, R. Psych

Dr. Maya Libben, R.Psych.

Dr. Lesley Lutes, R.Psych., *Director of Clinical Training; Graduate Program Coordinator for Clinical Psychology*

Dr. Harry Miller, R.Psych., *Associate Director of Clinical Training, Psychology Clinic Director; Associate Graduate Program Coordinator for Clinical Psychology*

Dr. Jamie Piercy, R. Psych

Dr. Zach Walsh, R.Psych

Dr. Michael Woodworth, R.Psych.

**Clinical Psychology Adjunct Faculty:**

Dr. Pamela Black. R, Psych

Dr. Colin Comfort, R.Psych

Dr. Taryn Fay-McLymont, R. Psych

Dr. Damian Leitner

Dr. Meredith Reynolds, R.Psych

Dr. Claire Sira, R.Psych

Mr. Steve Sigmond, R.Psych.

Dr. Alison Spadafora, R.Psych.

Dr. Christopher Wilson, R.Psych.

**Support Staff, Interprofessional/Psychology Clinic & Psychology Graduate Programs**

Ms. Marlis Weceles, Administrative Manager & Psychology Graduate Program Liaison

Ms. Amanda Krehel, Office Assistant, Psychology Clinic

**Support Staff, Psychology Department**

Ms. Marla MacDonald, Senior Department Assistant

Ms. Kim Snyder, Department Assistant

## II. ADMINISTRATIVE STRUCTURE

### Governance of the Psychological Science Program

The Psychology Graduate Studies Committee (PGSC) oversees all matters pertaining to the Psychological Science Program, including those involving students and their supervisory committees, except for issues that are governed by the College of Graduate Studies. The



PGSC consists of at least three psychology faculty members and is chaired by the Graduate Coordinator, who is the Department's contact person with the College of Graduate Studies. All major decisions of the PGSC are subject to ratification by the Psychology Department as a whole.

### III. PSYCHOLOGICAL SCIENCE M.A. PROGRAM

#### M.A. Application and Admission

The program is governed by the regulations of the UBCO College of Graduate Studies, including its standards for admission of students.

Prospective applicants are expected to contact 1-3 potential faculty supervisors and discuss a possible program of study prior to formally applying to the program. The PGSC considers the suitability of supervisor-student matches when deciding whether to recommend admission for an applicant.

Entering M.A. students will normally have an honours degree (or an undergraduate degree and equivalent research experience) in psychology or a related area. This must include course work in statistics and research methodology.

M.A. applicants must hold the academic equivalent of a four-year baccalaureate degree from UBC with:

- a minimum overall A- average (80% at UBC) in third-year level and above courses; or
- applicants who have a four-year baccalaureate degree, or its academic equivalent, which does not meet the requirements stated above, but who have had significant formal training and relevant professional experience to offset such deficiencies, may be granted admission on the recommendation of the PGSC and approval of the Dean of the College of Graduate Studies.

**Admission to the Psychological Science M.A. program is restricted to those who intend to continue on to the Ph.D.**

A complete application to the College of Graduate Studies consists of the following:

- a general application (online) to the College of Graduate Studies;
- an application fee;
- three confidential reference reports, at least two of which must normally be from academic referees; the third report may be from an academic or from a professional referee;
- one official set of all post-secondary academic records in original language and certified translation (if originals cannot be attained by applicant, then attested, certified copies of originals are acceptable). To be considered official, academic records must be received in official university envelopes, sealed, and endorsed by the issuing institution;
- evidence of adequate English proficiency where applicable (TOEFL, IELTS, or



MELAB are all acceptable); and

- a letter of intent describing research interests and plans.

Please also see our Psychology graduate admissions FAQ here:

<https://psych.ok.ubc.ca/graduate/student-resources-admissions-faq/>

To receive first-round consideration, all application materials must be submitted by December 1. Applications completed after December 1 may be considered for second-round review at the admissions committee's discretion.

Short-listed applicants will be interviewed by primary supervisors and other faculty members to assess suitability for the program.

Following interviews, candidates who are selected by the Psychological Science program and PGSC will be recommended to the College of Graduate Studies for admission. The College of Graduate Studies verifies candidate eligibility for admission and extends formal offers of admission to successful candidates.

Admission to the M.A. program will be in one of the following categories:

1. Unconditional admission. Granted when the applicant meets all admission requirements including the agreement of a Department of Psychology faculty member to supervise the student, all final official documentation has been received, an admission recommendation has been made by the PGSC to the College of Graduate Studies, and a formal letter of admission has been provided by the College of Graduate Studies.
2. Conditional admission. Contains condition(s) that must be met before an offer can be considered final. Conditions include final documentation showing degree conferred, or submission of academic records from previous institutions. The letter of admission stipulates deadline dates as to when the conditions must be met. Failure to comply with the stated condition(s) will normally result in the admission offer being withdrawn.

### **M.A. Program Registration & Duration**

Most students begin their program of study in September of the year of acceptance/admission. All M.A. degree students admitted to the College of Graduate Studies must be registered when they begin their studies. Students must remain continuously registered (for all terms) until the degree is completed, except for periods of time during which the student is on an approved leave of absence. Students must maintain continuous registration throughout all years until graduation by keeping up with fee payments. Failure to register for two consecutive terms may result in the student being withdrawn from the program.

The M.A. program should be completed in two academic years. Delays beyond two years can sharply decrease a student's chances of admission to the Ph.D. program. Support funds are less likely to be available from the teaching assistant budget and from the supervisor's research assistant budget beyond the second year to M.A. students.



The Department of Psychology reserves the right to specify deadlines, requirements, and limitations for particular students.

If a degree is not awarded within five years from initial registration, the student's eligibility for the degree will usually be terminated and the student will be withdrawn from the program. Under exceptional circumstances, extensions may be granted by the Dean of the College of Graduate Studies.

Students who, for health or personal reasons, including childbirth and having primary responsibility for the care of a child, where it is necessary to interrupt their studies, must apply for a leave in writing to the Dean of the College of Graduate Studies. The period of leave is not counted toward time to completion. <https://gradstudies.ok.ubc.ca/resources/forms/leave-of-absence-form/>

### **M.A. Thesis Committee**

Incoming students are encouraged to form an M.A. Thesis Committee as soon as possible after entering the program. By the end of the first term after registration in the program, students should form the membership of their M.A. Thesis Committee and their program of studies, and document same on the Psychology Supervisory Committee Program Plan form (see Forms here: <https://psych.ok.ubc.ca/graduate/graduate-resources/>) and submitting it to the Graduate Program Coordinator for the Psychological Science Program.

The M.A. Thesis Committee consists of at least three UBCO faculty members or UBCO Psychology adjuncts. One member is the supervisor, and there must be at least one, non-adjunct, full-time UBCO faculty member on the committee. In determining the number of faculty members on M.A. and Ph.D. Thesis Committees when a student has co-supervisors, the co-supervisors shall count as one committee member. At least two of the committee members must be in the Psychology Department. With the approval of the supervisor and graduate program coordinator and Head of the Department, the student can request changes to the Thesis Committee after it has been formed subject to the approval of the Dean of the College of Graduate Studies. All committee members must be approved by the College of Graduate Studies. Please refer to UBC Senate Policy O-9 here: [https://senate.ubc.ca/sites/senate.ubc.ca/files/downloads/O-9-Supervision-COGS-Membership\\_20181122\\_Senate-approved\\_0.pdf](https://senate.ubc.ca/sites/senate.ubc.ca/files/downloads/O-9-Supervision-COGS-Membership_20181122_Senate-approved_0.pdf)

### **M.A. Program Requirements**

The minimum requirements for the Psychological Science M.A.\* are 30 credits as follows:

- a 12-credit thesis (PSYO 599);
- 6 credits of graduate-level statistics and methodology, normally taken in the first year;
- 3 credits in Contemporary Theories of Psychology (PSYO 506);
- 9 other credits selected by the student in consultation with, and approval from, the faculty supervisor. No more than 6 credits can be at the 300/400 level, and none may be at the 100/200 level.



Incoming graduate students who have not previously completed the equivalent of PSYO 507 (Advanced Statistics and Research Methods) and who are deemed to have insufficient preparation to take PSYO 507 may be required to take undergraduate statistics courses instead of PSYO 507 in their first year and to complete PSYO 507 in their second year.

Some students may also be required to complete additional courses or other research assignments because of deficiencies in their preparatory background. These requirements will be determined by the PGSC before admission into the program or during the first term of registration in the program.

See Appendix A for the Psychological Science Standard Course Schedule & Key Milestones

See Appendix B for the College of Graduate Studies' grading scale at the Master's level.

### **M.A. Thesis**

M.A. students are required to complete a Master's thesis. They are required to enroll in the thesis course (i.e., PSYO 599) during every term of their program including the summer terms. Completion of a thesis is an integral part of the Master's program. Between September and April of the first year, the student is expected to meet with his or her M.A. Thesis Committee to outline a plan for the Master's thesis. The student's annual progress report must indicate that this meeting has taken place and that a thesis plan has been developed. Before beginning formal thesis work, the student must submit a formal thesis proposal to the Thesis Committee and obtain approval of the proposed thesis. Thesis proposals must be stand-alone, written documents that include an Abstract, a literature review, one or more well justified research questions, a Method section, and a References section. The collection of new data and/or the analysis of existing data (e.g., secondary data analyses) must not begin until the proposal has been approved by the Thesis Committee. It is required that the thesis proposal be submitted and approved by the M.A. Thesis Committee within one year of registration in the program.

Following the thesis proposal meeting, the student as well as the committee, must complete and sign the Psychology Thesis & Dissertation Approval Form (see under Forms here: <https://psych.ok.ubc.ca/graduate/graduate-resources/>) and forward to the Graduate Program Coordinator for Psychological Science for approval.

The ideal thesis is one that leads to (or is) a paper publishable in a reputable journal. Our goal in establishing requirements about the thesis is to facilitate, rather than hinder, students in attaining this goal. The M.A. Thesis Committee is thus given some leeway to tailor the thesis research. The general requirement is for a thesis to be written by the student on research carried out by the student while in the M.A. program at UBCO. The literature review, design, execution, data analysis, discussion, and written presentation is expected to be of publishable quality. The thesis may take one of two formats, with the choice left to the student, in consultation with the supervisor. The choices are as follows: (a) a traditional thesis-style document, and (b) a thesis in the format of a journal article



(should the manuscript have already been accepted for publication by a reputable journal, and the student is sole or first author, the M.A. Thesis Committee may accept it and request final approval from the PGSC).

The student is expected to meet with his/her Thesis committee members well in advance of completing the final thesis draft, and prior to the supervisor initiating the oral examination process with the College of Graduate Studies.

## **M.A. Thesis Examination**

The UBCO College of Graduate Studies website provides the procedures for preparing theses, preconditions for a thesis defence, the scheduling of thesis examinations, examination committee composition, examination procedures, the responsibilities of examiners, the procedures that examiners must follow when judging theses, and submission of the final thesis.

As required by the College of Graduate Studies, the oral examination defence scheduling must be initiated by the research supervisor with CoGS. It must normally be held no later than the last week in July of the second year of the M.A. Program. Per CoGS, notice of a defence must normally be posted at least 10 days in advance. Other department graduate students, faculty members, and members of the public may be approved and invited by the applicable research supervisor(s) to attend M.A. thesis defences, circumstances permitting (i.e. the nature of remote/Zoom defences may not allow for broader attendance, per the College of Graduate Studies).

Some helpful links are provided below:

### *Thesis Information*

<https://gradstudies.ok.ubc.ca/academics/thesis-and-dissertation/>

### *Thesis Preparation and Formatting*

<https://gradstudies.ok.ubc.ca/academics/thesis-and-dissertation/preparation/>

### *Graduate Policy and Procedure Manual*

<https://gradstudies.ok.ubc.ca/about-cogs/policies-procedures/>

## **Timeline and Schedule for Completion of M.A. Degree**

Please refer to the Psychological Science Standard Course Schedule & Key Milestones in Appendix A.

## **Application for Graduation**

Following an M.A. Thesis examination, the applicable thesis committee members and the student must each submit their respective required documentation to the College of Graduate Studies. CoGS will advise a student directly when his/her program is complete and advise the student to apply for graduation. The student's application for graduation is



to be submitted through the UBC Student Service Centre well in advance of the projected date of graduation. Please note that students must apply in order to be eligible to graduate (i.e., receive a degree) regardless of whether the students plans to attend convocation. Please refer to the College of Graduate Studies Graduate Policy and Procedure Manual <https://gradstudies.ok.ubc.ca/about-cogs/policies-procedures/> for further details.

### **Evaluation for Admission into the Ph.D. Program**

A new, separate application for admission to the Ph.D. program must be made to the College of Graduate Studies. All application materials and fee must be submitted by the student by December 1 of the second year. Admission does not occur automatically when the M.A. has been completed. The transition between the M.A. and the Ph.D. programs should be carefully considered by the student in consultation. Continuance through to Ph.D requires that the student has done more than simply meet the minimal requirements for an M.A. degree. Consideration for admission requires that the student has (a) that the student has made significant progress toward becoming an independent researcher, (b) a willing supervisor, and (c) financial support.

### **Direct Transfer into the Ph.D. Program without an M.A.**

M.A. students may request a direct transfer into the Ph.D. program, which must be approved by the Dean of Graduate Studies. In these cases, a second-year paper is submitted instead of an M.A. thesis, and an M.A. degree is not awarded. Direct transfers from the M.A. into the Ph.D. degree program are permitted under regulations set by the College of Graduate Studies. Direct transfers can occur after 12, but not more than 18 months in the M.A. program. Direct Transfer students should note that, once transferred in to PhD, their timeline to Candidacy will be backdated to when they began in the M.A. program, per the College of Graduate Studies, and the 36 month window expected by CoGS for the student to achieve candidacy will automatically apply.

Any students interested in applying for Direct Transfer, should discuss this at the outset of their M.A. program, with both their research supervisor and the Graduate Program Coordinator for Psychological Science.

## **IV. PSYCHOLOGICAL SCIENCE PH.D. PROGRAM**

### **Ph.D. Application and Admission Requirements**

The Ph.D. degree program is governed by the regulations of UBC Okanagan's College of Graduate Studies, including its standards for admission of students.

Students are encouraged to contact 1-3 potential faculty supervisors and to discuss a possible program of study prior to formally applying to the program. The PGSC considers the suitability of supervisor-student matches when deciding whether to admit an applicant.

Ph.D. applicants must have completed one of the following requirements prior to



admission:

- a Master's degree (or equivalent) in Psychology or a related area from an approved institution, with clear evidence of research ability;
- a bachelor's degree, with one year of study in a Master's program with 18 credits of first class average, of which, normally, 12 credits must be at the 500 level or above, and clear evidence of research ability. (See the above section on Direct Transfer into the Ph.D. Program without an M.A.)

When reviewing applications to the M.A. and Ph.D. programs, the Psychological Science program may consider requests from applicants to receive UBCO program credits or exemptions for graduate courses taken at other universities. Such requests would be evaluated only after admission and are subject to approval by the Graduate Program Coordinator for Psychological Science and CoGS.

A complete application to the College of Graduate Studies consists of the following:

- a general application to the College of Graduate Studies;
- an application fee;
- three confidential reference reports, at least two of which must be from academic referees; the third report may be from an academic or from a professional referee;
- one official set of all post-secondary academic records in original language and certified translation (if originals cannot be attained by applicant, then attested, certified copies of originals are acceptable). To be considered official, academic records must be received in official university envelopes, sealed, and endorsed by the issuing institution;
- evidence of adequate English proficiency where applicable (TOEFL, IELTS, or MELAB are all acceptable); and
- a curriculum vitae;
- a letter of intent describing research interests and plans.

To receive first-round consideration, all application materials must be submitted by December 1. Applications completed after December 1 may be considered for second-round review at the admissions committee's discretion.

Short-listed applicants will be interviewed by primary supervisors and other faculty members to assess suitability for the program.

Following interviews, candidates who are selected by the Psychological Science program and PGSC will be recommended to the College of Graduate Studies for admission. The College of Graduate Studies verifies candidate eligibility for admission and extends formal offers of admission to successful candidates.

Admission to the Ph.D. program will be in one of the following categories:

1. Unconditional admission. Granted when the applicant meets all admission requirements including the agreement of a Department of Psychology faculty member to supervise the student, all final official documentation has been



received, and approval has been granted by the PGSC and the College of Graduate Studies.

2. Conditional admission. Contains condition(s) that must be met before an offer can be considered final. Such conditions may include final documentation showing degree conferred, or submission of academic records from previous institutions. The letter of admission stipulates deadline dates as to when the conditions must be met. Failure to comply with a condition will normally result in the student being withdrawn from the program.

### **Ph.D. Program Registration & Duration**

Students admitted to a doctoral program must maintain continuous registration (in all terms) throughout all years until graduation by keeping up with tuition fee payments, including those periods when students are working on their thesis and not taking courses. Students entering directly from a bachelor's degree must, during the first year of study, complete 18 credits with a first-class average, of which at least 12 credits must be at the graduate level. Failure to register for two consecutive terms may result in the student being withdrawn from the program.

The expectation is for the Psychological Science Ph.D. program to be completed in three academic years. If the degree is not awarded within a period of six years from initial registration, the student's eligibility for the degree will be terminated and the student will be withdrawn from the program. Under exceptional circumstances, extensions may be granted by the Dean of the College of Graduate Studies.

Students who, for health or personal reasons, including childbirth and having primary responsibility for the care of a child, where it is necessary to interrupt their studies, must apply for a leave in writing to the Dean of the College of Graduate Studies. The period of leave is not counted toward time to completion.

<https://gradstudies.ok.ubc.ca/resources/forms/leave-of-absence-form/>

### **Timeline and Schedule for Completion of Ph.D. Degree**

Please refer to the Psychological Science Standard Course Schedule & Key Milestones in Appendix A.

### **Ph.D. Thesis Committee**

Incoming students are encouraged to form a Ph.D. Thesis (Dissertation) Committee usually during the first year of their Ph.D. The Ph.D. Thesis Committee guides students through their dissertations and helps devise and approve the students' program of study throughout their Ph.D. program. By the end of the first term after registration in the program, the student must report the membership of his or her Ph.D. Thesis Committee to the Graduate Program Coordinator using a Psychology Supervisory Committee Program Plan form (see under Forms here: <https://psych.ok.ubc.ca/graduate/graduate-resources/>).



The Ph.D. Thesis Committee consists of at least three UBCO faculty members or UBCO Psychology adjuncts. One member is the supervisor, and there must be at least one, non-adjunct, full-time UBCO faculty member on the committee. In determining the number of faculty members on M.A. and Ph.D. Thesis Committees when a student has co-supervisors, the co-supervisors shall count as one committee member. At least two of the committee members must be in the Psychology Department. With the approval of the supervisor and graduate program coordinator, the student can make changes to the Thesis Committee after it has been formed. All committee members must be approved by the College of Graduate Studies. Please refer to UBC Senate Policy O-9 here: [https://senate.ubc.ca/sites/senate.ubc.ca/files/downloads/O-9-Supervision-COGS-Membership\\_20181122\\_Senate-approved\\_0.pdf](https://senate.ubc.ca/sites/senate.ubc.ca/files/downloads/O-9-Supervision-COGS-Membership_20181122_Senate-approved_0.pdf)

### **Ph.D. Program Requirements**

The minimum requirements for the Psychological Science Ph.D. are as follows:

- up to 18 credits of coursework equivalent to that required for the M.A. degree program, selected by the student with the approval of his or her supervisory committee (if a student has not already completed the relevant credits or their equivalent);
- a second-year empirical paper (if a student has not already completed an M.A. thesis in Psychology or a related area);
- successful completion of the comprehensive requirements; and
- a successfully-defended doctoral dissertation (PSYO 699).

Some students may also be required to complete additional courses or other work because of deficiencies in their preparatory background. These requirements will be determined by the PGSC before admission into the program or during the first term of registration in the program.

Upon registration, the doctoral student will consult with his or her supervisor(s) to develop a program of study, subject to the approval of the PGSC. The program of study may consist of seminars, directed readings and research, consultations, and such formal courses as may be deemed essential for the fulfillment of the requirements for the degree. Changes in the program of study may be required during the period of study. These changes must be reviewed and approved by the candidate's supervisory Ph.D. committee and by the PGSC.

See Appendix A for the Psychological Science Standard Course Schedule & Key Milestones.

See Appendix B for the grading scale at the doctoral level.

### **Second-Year Paper**

Per above, a second-year paper is completed by students who have been approved to transfer directly into the Ph.D. program without an M.A. degree. This paper should represent an original empirical contribution to the student's field of study, which is



intended to be publishable. In addition to the paper, students will complete a public presentation of their research at a Department-approved forum (e.g., a research conference or a presentation open to the University community). Students will typically complete this paper no later than at the end of their second year.

## Comprehensive Requirements

Comprehensive projects are intended to provide an assessment of the mastery of a breadth of research areas related to a student's program of study. The student must complete four comprehensive projects (formats described below). Normally these projects should be completed by the end of the second year of the program. Together, these four projects meet the “comprehensive requirement” as defined by CoGS.

Each comprehensive is designed in consultation with the supervisor and Ph.D. committee. A student may complete one of the four comprehensive project options twice, as long as each completion is (a) a distinct comprehensive, and (b) at least three different comprehensive options are completed in total.

The possible formats for the General Comprehensive Exam include:

- a significant literature review in the form of either a novel organizing framework (as in a *Psychological Bulletin* article) or a state-of-the art summary of a topic (as in *Annual Review of Psychology*); or
- a focused research project undertaken in collaboration with a Psychology faculty member, a Psychology adjunct, or other researcher who has been approved by the PGSC; or
- A grant proposal prepared in accordance with the standards of a major granting agency. Actual submission of the grant proposal to the agency is not required. Examples of grant proposals students may prepare include, but are not limited to, the following: SSHRC Insight Grant, SSHRC Postdoctoral Fellowship, NSERC Postdoctoral Fellowship, NSERC Discovery Grant, CIHR Postdoctoral Fellowship, Banting Postdoctoral Fellowship etc. *Please note: Students are not permitted to submit doctoral-level grant proposals for this comprehensive.* The aim of this comprehensive is to provide students with an opportunity to prepare a grant proposal for funding they can use upon completion of their doctoral studies; and,
- a complete senior-level course in an approved area. The aim of this comprehensive is to provide students with the opportunity to develop all the materials necessary to teach a senior-level psychology course. This includes the creation of a syllabus, reading list, PowerPoint presentations for each class, midterm and final exams, and/or rubrics for assignments. The preparation should be such that the student could teach the class without any additional preparation.

The Ph.D. Thesis Committee evaluates each submitted comprehensive project and then advises that

- the student has passed;
- the student must rewrite the comprehensive (normally students are allowed only one repetition of the comprehensive); or



- a recommendation be made to the Dean of Graduate Studies that the student be withdrawn from the doctoral program.

For each comprehensive completed the student must complete the Psychology Comprehensive Approval Form with his/ her committee (see under Forms here: <https://psych.ok.ubc.ca/graduate/graduate-resources/>) and forward to the Graduate Program Coordinator for signature; the student must also provide an electronic copy of each comprehensive to Marlis Wecels for the student's department file.

### **Admission to Candidacy**

Admission to candidacy occurs after all required coursework and comprehensives have been completed and after the doctoral dissertation proposal has been approved. Admission to candidacy should normally occur after a two-year residency period. A student who is not admitted to candidacy within three years from the date of initial registration will be required to withdraw from the program. It is possible to apply for an extension in unusual circumstances.

Please refer to candidacy information and required forms in the Graduate Policies and Procedure Manual here: <https://gradstudies.ok.ubc.ca/about-cogs/policies-procedures/> and here: <https://gradstudies.ok.ubc.ca/resources/forms/1446/>

Direct Transfer students should note that, once transferred in to PhD, their timeline to Candidacy will be backdated to when they began in the M.A. program, per the College of Graduate Studies, and the 36 month window expected by CoGS for the student to achieve candidacy will automatically apply.

### **Ph.D. Dissertation Proposal**

The Research Supervisor must convene a meeting of the Ph.D. Thesis Committee with the student at least once every year to discuss the dissertation and to ensure that satisfactory progress is being made. A satisfactory dissertation proposal is normally submitted to the Thesis Committee before the start of the third Ph.D. year and must normally be presented orally by the candidate to the Department of Psychology.

Dissertation proposals must be stand-alone, written documents that include an abstract, a literature review, one or more well justified research questions, a method section, a results section, a discussion section, and a references section. The collection of new data and/or the analysis of existing data (e.g., secondary data analyses) must not begin until the proposal has been approved by the Thesis Committee. Proposal defences should be held between 10 am and 4 pm, all Thesis Committee members must be present, and an event announcement should be circulated to Psychology faculty and graduate students at least 10 days in advance. Department faculty and graduate students may be allowed to attend, circumstances permitting (i.e. remote proposal defences may be restricted to committee members only). After the oral presentation, the student's Thesis Committee will discuss the acceptability of the proposal. The Thesis Committee will then make one of the following recommendations:



1. formally approve the proposal. Such approval implies that the Thesis Committee considers the procedures outlined in the proposal as appropriate for the adequate investigation of the stated problem;
2. approve the proposal contingent on the outcome of preliminary investigation(s);
3. withhold approval of the proposal until certain inadequacies (for example, changes in experimental design) are overcome; or
4. not give its approval because the problem is an inappropriate one.

Following the PhD Dissertation proposal, the student as well as the committee, must complete and sign the Psychology Thesis & Dissertation Approval Form (see under Forms here: <https://psych.ok.ubc.ca/graduate/graduate-resources/>) and forward to the Graduate Coordinator for approval. The student must also provide the final dissertation proposal (electronic copy) to Marlis Weceles, for the student's department file.

The student is expected to meet with his/ her dissertation committee members prior to completing the final dissertation draft, and prior to the supervisor initiating the oral examination process with the College of Graduate Studies.

### **Ph.D. Dissertation Examination**

The student's primary research supervisor is responsible for initiating the defence scheduling process with the College of Graduate Studies. CoGS' website outlines the procedures for preparing dissertations, preconditions for a dissertation defence, the scheduling of dissertation examinations, examination committee composition, external examiners, examination procedures, the responsibilities of examiners, the procedures that examiners must follow when adjudicating a dissertation, and submission of the final dissertation.

Notice of a defence must normally be posted at least 10 days in advance. Psychology graduate students, faculty members, and members of the general public are normally allowed to attend each dissertation defence, circumstances permitting (i.e. the nature of remote defences may not allow for non-committee member/public attendees).

Some helpful links are provided below:

#### *Thesis Information*

<https://gradstudies.ok.ubc.ca/academics/thesis-and-dissertation/>

#### *Thesis Preparation and Formatting*

<https://gradstudies.ok.ubc.ca/academics/thesis-and-dissertation/preparation/>

#### *Graduate Policy and Procedure Manual*

<https://gradstudies.ok.ubc.ca/about-cogs/policies-procedures/>

## **V. MONITORING OF STUDENT PROGRESS AND ANNUAL REPORTING**



## Annual Progress Review

The progress of each Psychological Science student is evaluated each year by the College of Graduate Studies and by the PGSC in consultation with the M.A. and Ph.D. Committees. The evaluation is based on the student's progress outlined in the Annual Progress Report. Students are prompted via email each year (usually in May) to complete an online Annual Progress Report form: <https://gradstudies.ok.ubc.ca/resources/forms/annual-progress-report-a-2/> Submission of this form triggers emails to students' research supervisor and committee members for their review and signature. It is thus important that students and their supervisors accurately complete the forms and submit them on time. Adequate performance in courses in the absence of demonstrated research and/or professional ability is not sufficient to guarantee continuation in the program.

The primary focus of graduate students in the Psychological Science program is research and contributions to the scholarly literature. To this end, each student is also required to submit his or her curriculum vitae (C.V.) to the Graduate Program Coordinator. The C.V. will list educational history, degrees obtained, publications, conference presentations, and other evidence of professional academic activity. The C.V. will be examined when the student's progress is evaluated each year and when considered for prizes and teaching assistantships.

In June of each year, each student will receive a notice from CoGS summarizing the results of the assessment with one of the following recommendations:

The student shall be advised that progress is satisfactory.

The student shall be advised that progress is unsatisfactory with specific suggestions for improvement noted.

The student shall be withdrawn from the program.

Students must address outstanding issues following guidelines as provided by CoGS (e.g., submitting a form with rationale to request an extension for meeting candidacy) in consultation with their research supervisor and the Graduate Program Coordinator as and where required. Please see <http://gradstudies.ok.ubc.ca/forms.html> for the forms which may be required to respond to CoGS.

## VI. RESOLUTION OF STUDENT DIFFICULTIES

Course instructors, research supervisors, or other individuals who interact with students might identify difficulties. If the difficulty is minor, it is recommended that the matter be resolved informally with the student and in consultation with the Program Coordinator, where appropriate.

When significant problems are identified, the Program Coordinator, the student, and the instructor/ supervisor involved are responsible for developing a remediation plan. The plan should include the following:

1. identification of the problem,
2. goals of the remediation plan,



3. process by which the goals are to be achieved, and
4. criteria and a timeline for meeting the goals of the plan.

The plan should be provided in writing by the Program Coordinator, and signed by all parties (i.e., the Program Coordinator, the student, and the instructor/supervisor involved). The Program Coordinator monitors the progress of the student in meeting the goals of the remediation plan. The outcome of the remediation plan must be documented in writing by the Program Coordinator and placed in the student's file. The progress of the student is revisited either before or in the next annual review, depending on the nature of the difficulty and the remediation plans. CoGS may also be consulted by the Program Coordinator as applicable to support student success.

In situations involving extenuating external circumstances, the program attempts to work with the student to arrive at a solution. Depending on the situation, the student might be given extensions to deadlines for course completion in consultation with the course instructor and/or research supervisor, or advised to take a leave of absence with the support of the program, subject to the approval of CoGS. Students are always encouraged to work with their supervisor and the Program Coordinator in order to arrive at a solution that best fits their circumstance.

If the student fails to meet the goals of the remediation plan, the student, instructor/supervisor involved, and the Program Coordinator can meet to either renew or revise the remediation plan. Only one renewal or revision will be approved. If the student still does not meet the goals of the renewed or revised remediation plan, the Department Head and, if appropriate, the Dean of the College of Graduate Studies will be consulted about options such as alternate remediation plans. In extreme cases, termination of the program may be required and is recommended as a last resort.

Students who have complaints are expected to first seek informal resolution with the individual concerned, and seek consultation if they so wish. If necessary, they can make a formal written complaint that consists of the reason(s) for the complaint, details and dates, and the desired change. Students can lodge a complaint, make a grievance, or appeal at various levels that may include the instructor/supervisor, the Program Coordinator, the PGSC, the Department Head, the Dean of the Barber Faculty of Arts and Social Sciences, the Dean of the College of Graduate Studies, and the Senate Committee on Appeals on Academic Discipline.

Please review the Information regarding the Appeal Procedure may in the UBC Okanagan Academic Calendar section linked here:  
<http://www.calendar.ubc.ca/okanagan/index.cfm?tree=3,53,104,0>

Senate Policy O-9 outlines regulations for the supervisory privileges and sets out regulations for membership in the College of Graduate Studies:  
<https://gradstudies.ok.ubc.ca/policies-procedures/supervisors/#item1>

In addition, the College of Graduate Studies (CoGS) outlines "Suggested Procedures for Conflict Resolution" for graduate students to resolve problems with their supervisors in



the CoGS *Graduate Policy and Procedure Manual* found on the CoGS website:  
<https://gradstudies.ok.ubc.ca/policies-procedures/supervisors/#item2>

Please also see information in Section VIII below, regarding the Office of Ombudsperson for Students.

## VII. FINANCIAL ASSISTANCE AND EMPLOYMENT

### Financial Assistance

Psychological Science students will be eligible for paid Psychology department graduate teaching assistantships (GTA) September – April each year. Under the terms of the BCGEU collective agreement, Master's students have rights to the GTA work for up to 2 years, subject to satisfactory performance. Doctoral students have similar rights that extend for up to 4 years.

Students may also have supplemental employment through research assistantships with various faculty, but typically with their Research Supervisor. Availability of graduate research assistantships (GRA) funding varies highly by supervisor, and is not guaranteed.

The Psychology Department may also provide students with up to \$500 reimbursement each year to travel to conferences or external practicum placement settings. The Irving K. Barber Faculty of Arts and Social Sciences may also provide travel grants when available to graduate students for eligible activities.

Additionally, the Office of Research Studies offers internal funding opportunities for graduate students (see <http://ors.ok.ubc.ca/funding/internal.html>).

Generally, students must apply for travel related grants with supporting documentation (receipts, itineraries, event details, boarding passes, etc.) Funds are normally granted on a reimbursement basis only after the events are completed, and after the student has returned home (advances are not available).

Availability of travel-related grants is subject to institutional budgets and are not able to be guaranteed.

Please also refer to the Awards and Scholarships information outlined below.

### Employment

At the outset of their programs, graduate students are required to declare all extracurricular hours of work (non-GRA, non-GTA commitments at UBCO) and/or volunteer commitments to their Research Supervisor(s). This is to assist students in completing their program in a timely fashion. Students with Tri-Council funding may also have some restrictions with respect to employment hours, for work that is not research-based; students are strongly encouraged to inquire with the College of Graduate Studies and/or the applicable funding agencies to confirm the requirements in this regard.



## VIII. MISCELLANEOUS IMPORTANT ISSUES

### Credit for Courses Taken at Other Universities

In the event that a student is accepted to the Psychological Science graduate program with prior graduate training, his/her transcripts may be evaluated to determine the degree to which he/she may have already fulfilled the degree requirements of the enrolled program. At or shortly before the student commences the Psychological Science program, relevant course transcripts and course outlines as provided by the student, are reviewed upon request of the student by the Program Coordinator and the professor who teaches the equivalent course at the University, to determine whether the previous class taken was sufficient. If the previously taken course is deemed to be sufficient, the Program Coordinator submits a form to recommend to CoGS to recommend that the student be granted transfer credit, or course exemption (whichever may apply), for the given course. The Dean of CoGS makes all final decisions about approval of transfer credits and course exemptions. If the previous training is not deemed to be sufficient, the student will be required to take the specified course at UBC (Okanagan campus).

If a student has completed an empirical M.A. thesis in Psychology, then the student will not be required to complete a second M.A. thesis. Requests for transfer of previous course credit and the identification of remaining coursework is typically evaluated by the Program Coordinator within the first month of the student enrolling in the program. The Program Coordinator meets with all incoming students individually in September of their first year to discuss their previous training and to create a training plan, including timelines for coursework and program requirements.

Eligibility for transfer credits and course exemptions may vary depending on whether the student is enrolled in the Master's or doctoral program, and same can only be applied for following admission to the respective program. Please see: <http://www.calendar.ubc.ca/okanagan/index.cfm?tree=18,285,984,1167>

### Minimum Course Grades

There are different minimum course grade requirements for M.A. versus Ph.D. students. Per the College of Graduate Studies (CoGS), M.A. students must obtain a minimum grade of 60% (C-) in coursework to receive course credit. However, per CoGS, only 6 credits of courses with grades in the C to C+ range (60-67%) may be counted toward a master's program. For all other courses, students must obtain a minimum of 68%.

Per CoGS, Ph.D. students must obtain a minimum grade of 68% in coursework to receive course credit. Marks less than 68% are unacceptable and the Department may require a student to repeat the course or may view the mark as grounds for termination from the program.



On the recommendation of the PGSC and the approval of the Dean of the College of Graduate Studies, the student may repeat a course for higher standing or take an alternate course. If the PGSC does not make such a recommendation, or if the recommendation is not approved by the Dean of the College of Graduate Studies, the student will be required to withdraw from the program. Students who obtain numerous grades below the minimum for their degree (i.e., 60% for M.A. students and 68% for Ph.D. students) will typically be required to withdraw from the program. When repeating a failed required course, a minimum mark of 74% must be obtained. Higher minimum grades may be required. The student will be informed of unsatisfactory academic progress in writing before any action regarding withdrawal is taken.

If a course is repeated, both marks will appear on the transcript. The higher mark will be used to determine promotion in a program and in any decision to admit or withdraw a student from a program. For all other purposes, averages will be calculated using both marks.

Please refer to Appendix B for the College of Graduate Studies' grading scales.

## Research Supervisors

A key individual in a student's graduate education is their Research Supervisor(s). In the Psychology Department, the Research Supervisor is a CoGS-approved mentor who provides much of the training through close collaboration. This training includes guiding the student in setting up a research program and in collecting, maintaining, analyzing, and interpreting data. The Research Supervisor provides the student with most of the specific information needed to become an independent researcher (see the CoGS Graduate Policy and Procedure Manual for more details on the role and responsibilities of Research Supervisors at <https://gradstudies.ok.ubc.ca/about-cogs/policies-procedures/#item26>). The primary Research Supervisor must normally be a full faculty member in the Psychology Department. In addition, the supervisor must adhere to criteria as set out in UBC Senate Policy O.9: [https://senate.ubc.ca/sites/senate.ubc.ca/files/downloads/O-9-Supervision-COGS-Membership\\_20181122\\_Senate-approved\\_0.pdf](https://senate.ubc.ca/sites/senate.ubc.ca/files/downloads/O-9-Supervision-COGS-Membership_20181122_Senate-approved_0.pdf)

At the beginning of the graduate student's first term in the MA program, as well as the first term in the PhD program, research supervisors and supervisees (graduate students) are required to complete the Research Supervisor/ Supervisee Contract (provided by the program at the outset of the MA and PhD) and submit this document to the Program Coordinator. The aim of the contract is to define the expectations and responsibilities of the graduate student and the supervisor.

At the end of each academic year, graduate students are also required to submit an Annual Research Supervisor Feedback Form to the Program Coordinator or to the Head if the Program Coordinator is the research supervisor. The information on this feedback form is confidential and allows the Program Coordinator (or Head) to mediate if there is conflict between Research Supervisors and Supervisees. See Appendix D for the Annual Research Supervisor Feedback Form.



Should the graduate student have a change in supervisors at any point during their MA or PhD program, this must be approved by the Program Coordinator and by CoGS, completion and submission of a new Research Supervisor/Supervisee Contract shall be required. Proposed research supervisors must meet the criteria as set out in Senate Policy O-9.

### **Timeline for Faculty Feedback on Student Work**

All research supervisors and thesis/ dissertation committee members are expected to provide their feedback on student theses and all other student work in a timely fashion. Specifically, faculty feedback is to be provided within three weeks after student submission of their work. Holiday time can be excluded from these time counts.

### **Awards and Scholarships**

All students are encouraged to apply for external funding from the relevant Tri-Council sources as well as for internal funding. Students receiving external and internal awards normally maintain the rights to any teaching assistantships that have been awarded, subject to BCGEU guidelines. Information on internal and external awards and scholarships is available from the College of Graduate Studies web pages, see here: <https://gradstudies.ok.ubc.ca/tuition-awards-and-finance/award-opportunities/>

### **Teaching Assistantships**

Typically, all graduate students are employed as teaching assistants (GTAs) during the academic year (September – April) which are paid employment positions in the Department of Psychology. Students cannot be accepted into the Psychological Science program if they have not been allotted a GTA unless their Research Supervisor is able to provide them with equivalent funding through a research assistantship (GRA) for the length of their degree. Students are allotted a Master's GTA for a maximum of two years and a Ph.D. GTA for a maximum of four years. Students are notified at the beginning of each year whether they have received a teaching assistantship. If the student accepts the teaching assistantship, the necessary forms and documentation must be submitted to the Psychology Department Senior Assistant by the stated deadline(s). While students must be guaranteed a GTA for a period of six years, they have the option to refuse the position or request a half –time position (working only 6 hours/week rather than the typical 12 hours/week). If students refuse the GTA for a consecutive 12-month period, they may no longer have rights to the position and theGTA opportunity may be offered to fund a new graduate student.

The British Columbia Government Employees Union's (BCGEU) collective agreement outlines the required posting and application procedures, as well as remuneration policies, for Graduate Teaching Assistantships. Because teaching assistantships are jobs rather than awards, the employment income accumulated from graduate teaching assistantships is taxable.



Please see the current BCGEU collective agreement here:  
<http://www.hr.ubc.ca/wp-content/uploads/University-of-British-Columbia-2019-2022.pdf>

## **Access, Privacy, and Records Management**

UBC Okanagan must collect, use, and disclose personal information in a lawful and appropriate manner, following the regulations set up by the Freedom of Information and Protection of Privacy Act (“FIPPA”). The Act protects personal privacy by prohibiting unauthorized collection, use, or disclosure of personal information, and also ensures that the public have a legislated right of access to government records.

As a teaching or research assistant, you may have access to private information. Student names, ID numbers, and email addresses are personal information. You are responsible for understanding how to securely store and transmit personal information. Some basic responsibilities include ensuring that devices for UBCO business are encrypted, that personal information is not stored outside of Canada (i.e., Dropbox), and that any paper records containing personal information, including exams, are stored securely. Exams are to be stored by the course instructor for one year; the Department arranges for confidential shredding of exams. Contact the Psychology Department’s Senior Assistant if you have any questions about private information or records management.

Furthermore, as a clinician, you will have access to personal information of clients in the in-house Psychology Clinic throughout your practica. Prior to embarking upon Clinic practica, specific guidance concerning the collection, use and disclosure of clients’ personal information will be addressed by the Psychology Clinic Director.

## **Format For Thesis & Dissertation**

UBC has strict policies for the formatting of theses and dissertations, mentioned earlier in this document, and which are available from the College of Graduate Studies web pages.

In addition to the UBC format policies, theses and dissertations must follow the recommendations of the most recent edition of the *APA Publication Manual*, except for allowances for the fact that journal editors and Thesis Committees are subject to different pressures, rules, and regulations. Some of the rules in the manual are for the convenience of printers and are irrelevant to theses. Authors of theses and dissertations should read the appendix of the *APA Manual*.

## **Academic Integrity**

The academic enterprise is founded on honesty, civility, and integrity. As members of this enterprise, all students are expected to know, understand, and follow the codes of conduct regarding academic integrity. At the most basic level, this means submitting only original work done by you and acknowledging all sources of information or ideas and attributing them to others as required. This also means you should not cheat, copy, or mislead others about what is your work. Violations of academic integrity (i.e., misconduct) lead to the



breakdown of the academic enterprise, and therefore serious consequences arise and harsh sanctions are imposed. For example, incidences of plagiarism or cheating usually result in a failing grade or mark of zero on the assignment or in the course. Careful records are kept in order to monitor and prevent recidivism.

More detailed descriptions of academic integrity and academic honesty, including University policies and procedures, may be found through the following links:

<http://help.library.ubc.ca/planning-your-research/academic-integrity-plagiarism/>

<http://www.calendar.ubc.ca/okanagan/index.cfm?tree=3,54,111,959>

### **Authorship Credit**

The CoGS policies on intellectual property are available from the CoGS web pages: <https://gradstudies.ok.ubc.ca/about-cogs/policies-procedures/>

Here are two good articles on the topic:

Foster, R. D., & Ray, D. C. (2012). An ethical decision-making model to determine authorship credit in published faculty–student collaborations. *Counseling and Values, 57*, 214-228. doi:10.1002/j.2161-007X.2012.00018.x

Washburn, J. (2008). Encouraging research collaboration through ethical and fair authorship: A model policy. *Ethics & Behavior, 18*, 44-58. doi:10.1080/10508420701712917

(Portions of the following section on Authorship Credit were adapted from documents provided by the University of Victoria.)

Publishing is critical to the advancement of science, and learning to publish is an important component of learning to conduct scientific research. It is important for the ethics of authorship to be explicit and relatively uniform, particularly as they apply to publications co-authored by supervisors and graduate students. Occasionally, a disagreement develops over the publication of collaborative research. The best policy is to prevent such disagreements from arising. Both Research Supervisors and students should make explicit what the expectations and contingencies are with respect to publication – order of authorship being the most frequent source of discord – prior to the collection of data. Students are also expected to write up their research for publication in a timely manner. Conflicts with former (and present) Research Supervisors can be avoided if such matters are negotiated beforehand. Faculty and students should attend to the issues described below when embarking on collaborative research.

APA: Ethical Principles of Psychologists and Code of Conduct

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



*Authorship is reserved for people who make a primary contribution to and hold primary responsibility for the data, concepts, and interpretation of results for a published work (Huth, 1987). Authorship encompasses not only those who do the actual writing but also those who have made substantial scientific contributions to a study... To prevent misunderstanding and to preserve professional reputations and relationships, it is best to establish as early as possible in a research project who will be listed as an author, what the order of authorship will be, and who will receive an alternative form of recognition.*

For a more extensive discussion of this text, see 8.05 Ethics of Scientific Publication, pp. 348-355 in the *Publication Manual of the APA* (2001), and especially the section on publication credit (pp. 350-351). Furthermore, Section 8.12 Publication Credit of the APA Ethics Code 2002 states that:

*a) Psychologists take responsibility and credit, including authorship credit, only for work they have actually performed or to which they have contributed.*

*b) Principal authorship and other publication credits accurately reflect the relative scientific or professional contributions of the individuals involved, regardless of their relative status. Mere possession of an institutional position, such as Department Chair, does not justify authorship credit. Minor contributions to the research or to the writing for publications are appropriately acknowledged, such as in footnotes or in an introductory statement.*

*c) A student is usually listed as principal author on any multiple-authored article that is substantially based on the student's dissertation or thesis.*

Research Supervisors should discuss publication credit with students as early as feasible and throughout the research and publication process as appropriate.

### **Guidelines, Additions and Caveats**

#### 1. Timeliness:

a) Regarding APA principle (c) above (thesis/dissertation research): If a student does not produce the first draft of the manuscript within 12 months of defending the thesis or dissertation, unless another arrangement has been negotiated in advance, the supervisor can take over the lead and be listed as principal author. The student, however, remains an author on the article.

b) Regarding course and other research activities: The same timeliness is expected for publishing research results produced in courses and other research activities.

2. Any and all papers reporting research performed under the direction of a supervising faculty member (i.e., not necessarily the Chair of the student's supervisory committee) must be submitted to the supervisor for scrutiny before being submitted for publication, for two reasons. First, supervisors retain the right of first refusal on authorship of any



work conducted under their supervision. Second, supervisors have the right to prohibit publication of questionable data or interpretations, because supervisors are responsible for the quality of research conducted in their labs.

3. A student can be a sole author or a co-author with other students when the research has not involved a faculty member's intellectual input. However, research involving human subjects, which must be signed off by a faculty member, is subject to Guideline #2 above.

4. All sources of funding for research must be acknowledged.

5. If the supervisor and student cannot agree, even after consultations with peers, on their authorship-related decisions, an *ad hoc* third-party arbitration process should be established in the Department.

The following best practices and recommendations are from the following source:

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

Process Recommendations:

1. Early in the collaborative endeavor of preparing a paper for publication, the supervisor should provide the student with information related to (a) how authorship decisions are made, (b) the nature of professional and non-professional contributions to publications, (c) the meaning of authorship credit and order, and (d) the importance of both parties agreeing on what contributions will be expected of each collaborator for a given level of authorship credit. This information will provide the student with the knowledge necessary to exercise his or her autonomy and to choose whether to participate in the authorship determination process with the supervisor.
2. The supervisor and student should assess the specific abilities of each party, the tasks required to complete the scholarly publication, the extent of supervision required, and appropriate expectations for what each collaborator can reasonably contribute to the project.
3. On the basis of this assessment, the collaborators should discuss and agree on what tasks, contributions, and efforts are required of both parties to warrant joint authorship and to determine the order of authorship.
4. Agreements regarding authorship credit and order may need to be renegotiated for two reasons. First, scholarly projects often take unexpected turns that necessitate changes in initial agreements made in good faith. Second, many manuscripts need to be revised substantially before they are accepted for publication. These revisions may require additional professional contributions beyond those necessary for the completion of the initial draft of the manuscript.



Thus, when such revisions are required, the supervisor and student should re-examine their original agreement and determine whether it needs to be modified.

#### Outcome Recommendations:

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

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

2. Authorship decisions should be based on the scholarly importance of the professional contribution and not just the time and effort made. In the opinion of Fine and Kurdek (1993), even if considerable time and effort are spent on a scholarly project, if the aggregate contribution is not judged to be professional by the criteria stated above, authorship should not be granted.

Authorship decisions should not be affected by whether students or supervisors were paid for their contributions or by their employment status. It is the nature of the contribution to the article that determines whether authorship credit is warranted and not whether participants received compensation for the efforts.

3. When confronted with ethical dilemmas, we advise supervisors to consult with colleagues when authorship concerns arise. Furthermore, supervisors should encourage their students to do the same, whether with faculty or with student peers. With the informal input generated from such consultations, it is possible that new light will be shed on the issues involved and that reasonable and fair authorship agreements will result.

#### **Online Personal and Professional Image**

In an increasingly technologically connected and public world, students are encouraged to remain mindful of behaviour and its consequences online, including the use of social networking, blogs, listservs, and email. It is likely that students, clients, supervisors, potential internship sites, research participants, and future employers may be interested



in searching or accessing online information about you. While all of the information that may exist about you may not be within your control, students are urged to exercise caution and restraint and to utilize safeguards when possible. Activities online, including those that you may consider purely personal in nature, or online activities initiated by family and friends, may reflect upon your professional life. Keep in mind the ideals of the preamble to the CPA ethics code in which we aspire to do no harm to our clients, our research participants, or the profession with our actions – see full text Canadian Code of Ethics for Psychologists, Fourth Edition, here: [https://cpa.ca/docs/File/Ethics/CPA\\_Code\\_2017\\_4thEd.pdf](https://cpa.ca/docs/File/Ethics/CPA_Code_2017_4thEd.pdf)

With this in mind, students are encouraged to consider the following cautions and suggestions:

1. With social networking sites such as Facebook, utilize privacy settings to limit access to your pages and personal information. Use thoughtful discretion when considering “friend” requests and consider the boundary implications. For example, it is not advisable to become virtual “friends” with clients or former clients or undergraduates for whom you have supervisory or evaluative responsibilities. Also, encourage family and friends to be thoughtful about the information that they share about you online.
2. With email, keep in mind that everything you write may exist perpetually or be retrievable, so be thoughtful about what you write. Emails sent via the UBCO email system are considered public records and the property of UBCO. Participation in listservs include the peril of inadvertently writing things to a much more public audience than intended, so be cautious with posts to such forums. Email is not an appropriate venue to discuss confidential information, so if such communications are necessary make sure any information is non-identifiable.
3. Email “signatures” should be professional and appropriately represent one’s status and credentials. Students are encouraged to consider adding a confidentiality disclaimer to email signature files.
4. Be mindful of voicemail greetings if you utilize a private phone for any professional purposes (clinical work, teaching, or research). Make sure that such messages reflect a maturity and professionalism that you would want to portray to the public.
5. Online photo and video sharing, including within social networking sites, should be considered very public venues; use discretion when posting such information.

As with off-line activity, we encourage students to be mindful of the implications and make efforts to protect one’s professional image and reputation. If the program becomes aware of online activity that represents a violation of the CPA Code of Ethics, local, provincial or federal laws, or conflicts with UBCO policies and regulations including, but not limited to, acceptable use policies (see next section), such information may be included in evaluation of student progress and may be grounds for disciplinary action, including dismissal from



the program.

## **Acceptable Use and Security of UBC Electronic Information and Systems**

As stated in the UBC Policy #104, all Users of UBC Electronic Information and Systems are responsible for using them appropriately and maintaining their security. Users who breach this policy may be subject to the full range of disciplinary actions. In addition to any other sanctions that the University may impose in the event of a violation, the University may restrict or withdraw access to UBC Electronic Information and Systems, including computing privileges and network access. Please refer to the full text policy here: <http://universitycounsel.ubc.ca/files/2013/06/policy104.pdf>

## **Student Declaration and Responsibility**

As stated in the Academic Calendar and also by the College of Graduate Studies, upon registering, a student has initiated a contract with the University and is bound by the following declaration:

"I hereby accept and submit myself to the statutes, rules and regulations, and ordinances (including bylaws, codes, and policies) of The University of British Columbia, and of the faculty or faculties in which I am registered, and to any amendments thereto which may be made while I am a student of the University, and I promise to observe the same."

The student declaration is important. It imposes obligations on students and affects rights and privileges, including property rights. A student must not enroll at the University if she/he does not agree to become bound by the declaration above. By agreeing to become a student, she/he makes the declaration above and agrees to be bound by it.

Each student is required to provide the necessary information required for the University's records. The student is also to keep Enrolment Services and the College of Graduate Studies informed of any changes in her/his name or contact information.

Students are required to inform themselves of the statutes, rules and regulations, and ordinances (including bylaws, codes, and policies) and to any amendments thereto applicable at the University. For more information, please see the Index of Board of Governors Policies (<http://universitycounsel.ubc.ca/policies/index/>) and Senate Policies (<http://senate.ubc.ca/okanagan/policies>).

Please also refer to the College of Graduate Studies' Graduate Policy and Procedures Manual linked here: <https://gradstudies.ok.ubc.ca/about-cogs/policies-procedures/>

## **Health or Emotional Difficulties**

Graduate school can be a very difficult and demanding time such that personal and emotional problems can arise. Seeking help when needed is a positive, professional response. Help-seeking is an ethical requirement if personal problems interfere with your ability to function professionally. Students experiencing health or emotional difficulties are referred to their Research Supervisor and Graduate Program Coordinator for individual consultations, and to the Graduate Program Coordinator, Head, and College of Graduate



Studies for formal motions (i.e. requesting a leave) related to the program.

### Health and Wellness Clinic at UBCO for students

UBCO's student health clinic provides treatment and consultation for any student health concerns, and offer health information and referrals to services for physical, emotional, or sexual/reproductive health. The clinic team of Registered Nurses and General Practitioners can assist students with: assessment and treatment of health problems; management of illness; prescriptions; providing first aid and managing injuries; sexual health including birth control, Plan B, pregnancy testing, STI testing, and PAP screens; vaccinations (i.e., tetanus, Gardasil, Hep A, etc.); lab test, blood work, x-rays, ultrasounds and scans; a full menu of harm reduction supplies; allergy shots; referral to other health practitioners; health education and counselling. Please review their website for the most up to date information on available services: <http://students.ok.ubc.ca/health-wellness/health-clinic.html>

To book an appointment, please call (250) 807-9270

### Counselling at UBCO

Counsellors at the Student Health and Wellness Centre provide a space for students to examine and explore behaviours, relationships, feelings, or thoughts which cause concern or challenges in a student's life. Whether these problems are primarily impacting personal, social, or academic life, counsellors can help students to strengthen the ability to cope and provide a valuable source of support. The counsellors can help students deal with a variety of issues.

<http://students.ok.ubc.ca/health-wellness/counselling.html>

To book an appointment, please call (250) 807-9270

The Health and Wellness Clinic also has links to other useful resources for students:

<http://students.ok.ubc.ca/health-wellness/resources.html>

### Other Referrals for Personal Difficulties

The Director of Clinical Training also maintains a referral list of community psychologists and private providers willing to help graduate psychology students.

### **Library Research Support**

As an essential partner in the academic lifecycle, the UBC Okanagan [Library](#) offers a variety of resources and services to support you as a [graduate student](#).

- A [subject librarian](#) to provide one-on-one help with creating search strategies, finding resources, and using various tools in your research and assignments.
- Access to borrow items for free from other UBC Libraries using our [document delivery system](#) and from libraries across the world using our [interlibrary loan system](#).
- [Citation management tools](#) to help you organize your research in one place.



- Thesis and dissertation support focused on tools to guide you in discussing, interacting, presenting, and publishing your research.
- An institutional repository, [eIRcle](#), to preserve your research and teaching materials, including theses.

## Writing Support

The [Centre for Scholarly Communication](#), located in LIB237, supports graduate students in disseminating their research by providing workshops and one-on-one consultations about all aspects of scholarly communication, from copyright to open access and author rights. You can also get writing support for theses, dissertations, journal articles, grant proposals, and conference presentations.

UBC requires its faculty, staff, and students to comply with copyright law and UBC's Copyright Requirements. The [Copyright@UBC](#) website provides information on copyright requirements and guidelines around course materials, assignments, and presentations.

## Disability Resources

If you require disability-related accommodations to meet the course objectives please contact the Coordinator of Disability Resources located in the Student Development and Advising area of the Student Services building. For more information about Disability Resources or about academic accommodations, please visit the following website: <http://students.ok.ubc.ca/drc/welcome.html>

## Equity, Human Rights, Discrimination, and Harassment

UBC Okanagan is a place where every student, staff, and faculty member should be able to study and work in an environment that is free from human rights-based discrimination and harassment. UBC prohibits discrimination and harassment on the basis of the following grounds: age, ancestry, colour, family status, marital status, physical or mental disability, place of origin, political belief, race, religion, sex, sexual orientation, or unrelated criminal conviction. If you require assistance related to an issue of equity, discrimination, or harassment, please contact the Equity and Inclusion Office – Okanagan.

Equity and Inclusion Office - Okanagan. Phone: (250) 807-9291;  
Toll-free: 1-866-596-0767 ext. 2-6353. Email: [equity.ubco@ubc.ca](mailto:equity.ubco@ubc.ca)  
Web: <http://equity.ok.ubc.ca/>

## Office of the Ombudsperson for Students

The mandate of the Office of the Ombudsperson for Students is to ensure that students are treated fairly in every aspect of their University life. The Office is a safe and confidential place where students can get assistance and guidance on existing resources and processes, and help in resolving conflicts related to fairness issues.



If you require assistance, please contact the Office of the Ombudsperson:  
[ombuds.office@ubc.ca](mailto:ombuds.office@ubc.ca) | (604) 822-6149 <http://ombudsoffice.ubc.ca/>

### **Safewalk & Campus Security**

This is a service for you if you do not feel safe walking alone at night or are unsure how to get somewhere on campus.

For more information, see: <http://security.ok.ubc.ca/safewalk.html>  
or call Campus Security Safewalk at (250) 807-8076, or the non-emergency CampusSecurity dispatch line at (250) 807-9236.

The Emergency contact number for Campus Security is (250) 807-8111.

### **International Students**

International Programs and Services at UBCO provides advising, transition services, and programs for international students. They are available to assist you with issues related to safety, health insurance, employment, and your transition to UBC. For more information, please see: <http://students.ok.ubc.ca/international/welcome.html>

Additionally, the College of Graduate Studies also has information for International Students here: <https://www.grad.ubc.ca/prospective-students/application-admission/minimum-academic-requirements-international-credentials>

### **Sexual Violence Prevention and Response Office**

A safe and confidential place for UBC students, staff and faculty who have experienced sexual violence regardless of when or where it took place. Just want to talk? We are here to listen and help you explore your options. We can help you find a safe place to stay, explain your reporting options (UBC or police), accompany you to the hospital, or support you with academic accommodations. You have the right to choose what happens next. We support your decision, whatever you decide. Visit

<https://svpro.ok.ubc.ca/> or call 250.807.9640

### **Independent Investigations Office**

If you or someone you know has experienced sexual assault or some other form of sexual misconduct by a UBC community member and you want the Independent Investigations Office (IIO) at UBC to investigate, please contact the IIO. Investigations are conducted in a trauma informed, confidential and respectful manner in accordance with the principles of procedural fairness.

You can report your experience directly to the IIO via email: [director.of.investigations@ubc.ca](mailto:director.of.investigations@ubc.ca) or by calling 604.827.2060 or online by visiting <https://investigationoffice.ubc.ca/>



## **Indigenous Graduate Student Resources and Support**

The College of Graduate Studies, in partnership with Indigenous Program and Services and faculty members, assists and supports Indigenous students throughout their journey from application to graduation. Please see more information here: <https://gradstudies.ok.ubc.ca/indigenous-graduate-students/> and here: <https://students.ok.ubc.ca/indigenous-students/>



## **IX. APPENDICIES**

Appendix A: Psychological Science Standard Course Schedule & Key Milestones

Appendix B: Graduate Programs Grading Scales

## Appendix A: Psychological Science Standard Course Schedule & Key Milestones

### MA (Psychological Science) Program

MA Year 1: Winter Term 1 (September – December)	
Course	Instructor
PSYO 506: Contemporary Theories in Psychology	TBD
PSYO 507: Advanced Statistics and Research Methods	Dr. Brian O'Connor
PSYO 599: MA Thesis	Research Supervisor
<i>Thesis Committee must be formed by end of first term in program.</i>	
MA Year 1: Winter Term 2 (January - April)	
PSYO 507: Advanced Statistics and Research Methods	Dr. Brian O'Connor
3-credit elective course	
PSYO 599: MA Thesis	Research Supervisor
<i>Meet with Thesis Committee to plan MA Thesis project.</i>	
MA Year 1: Summer Terms (May - August)	
3-credit elective course	
PSYO 599: MA Thesis	Research Supervisor
<i>Propose MA Thesis project to Thesis Committee before start of Year 2.</i>	
MA Year 2: Winter Term I (September - December)	
3-credit elective course	
PSYO 599: MA Thesis	Research Supervisor
<i>Formally apply to the Psychological Science PhD Program, prior to December 1 deadline.</i>	
MA Year 2: Winter Term II (January - April)	
PSYO 599: MA Thesis	Research Supervisor
MA Year 2: Summer Terms (May - August)	
PSYO 599: MA Thesis	Research Supervisor
<i>Orally defend MA Thesis by end of July and submit required revisions to CoGS prior to Year 3/Ph.D.</i>	



## PhD (Psychological Science) Program

PhD Year 1: Winter Term 1 (September – December)	
Course	Instructor
PSYO 699: Doctoral Dissertation	Research Supervisor
<i>Dissertation Committee must be formed by end of first term in program.</i>	
PhD Year 1: Winter Term 2 (January - April)	
PSYO 699: Doctoral Dissertation	Research Supervisor
PhD Year 1: Summer Terms (May - August)	
PSYO 699: Doctoral Dissertation	Research Supervisor
<i>Students should meet with Dissertation Committee at least once per year in program.</i>	
PhD Year 2: Winter Term I (September - December)	
PSYO 699: Doctoral Dissertation	Research Supervisor
PhD Year 2: Winter Term II (January - April)	
PSYO 699: Doctoral Dissertation	Research Supervisor
PhD Year 2: Summer Terms (May - August)	
PSYO 699: Doctoral Dissertation	Research Supervisor
<i>All coursework and comprehensive projects should be completed for admission to candidacy after 2 years in the PhD program.</i>	
<i>Students should meet with Dissertation Committee at least once per year in program.</i>	
<i>Dissertation proposal (oral &amp; written) should be approved prior to start of 3<sup>rd</sup> year in program.</i>	
PhD Year 3: Winter Term I (September - December)	
PSYO 699: Doctoral Dissertation	Research Supervisor
PhD Year 3: Winter Term II (January - April)	
PSYO 699: Doctoral Dissertation	Research Supervisor
PhD Year 3: Summer Terms (May - August)	
PSYO 699: Doctoral Dissertation	Research Supervisor
<i>Dissertation Examination must be scheduled and completed, and any revisions submitted, according to CoGS timelines and guidelines.</i>	

**Note:** Students transferring directly into the PhD program (without completing the MA program) will also need to complete outstanding course requirements and the Second-Year Paper requirement.



## Appendix B: Graduate Programs Grading Scales

### MASTER'S GRADING SCALE

For master's students registered in the College of Graduate Studies, Fail (F) for individual courses is defined as below 60%:

Percentage (%)	Letter Grade
90-100	A+
85-89	A
80-84	A-
76-79	B+
72-75	B
68-71	B-
64-67	C+
60-63	C
0-59	F (Fail)

However, only 6 credits of courses with grades in the C to C+ range (60-67%) may be counted toward a master's program. For all other courses, students must obtain a minimum of 68%. Some graduate programs may require a higher passing grade for specific courses.



## DOCTORAL GRADING SCALE

For doctoral students registered in the College of Graduate Studies, Fail (F) for individual courses is defined as below 68%. Some graduate programs may require a higher passing grade for specific courses.

Percentage (%)	Letter Grade
90-100	A+
85-89	A
80-84	A-
76-79	B+
72-75	B
68-71	B-
0-67	F (Fail)

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<https://gradstudies.ok.ubc.ca/policies-procedures/registration-records/#item10>