Psychology
UNIVERSITY OF TORONTO

Graduate Program Outline

Department of Psychology
University of Toronto
2021 – 22

revised October 5, 2021

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Important Dates 2021-22

School of Graduate Studies Sessional Dates
A full listing of SGS Sessional Dates can be found [here](), but particularly relevant dates are summarized below.

July 19	Registration for Fall session begins
August 2	Civic Holiday (University closed)
September 6	Labour Day (University closed)
September 7	Most formal graduate Fall session courses and seminars begin
September 10	Registration deadline for students registering or starting their program in the Fall session; after this date, a late registration fee will be assessed
September 15	Final date to submit final doctoral theses to SGS to avoid fees for 2020-21
September 20	Final date to add full-year and Fall session courses
October 1	Final date to submit final doctoral theses for Fall Convocation
October 1	Final date for receipt of degree recommendations and submission of any required theses for master's degrees for Fall Convocation without fees being charged for the Fall session
October 11	Thanksgiving Day (University closed)
October 25	Final date to drop Fall session full or half courses without academic penalty
November 30	Payment deadline to avoid service charges on unpaid Winter session tuition and non-tuition fee amounts for all students registered in the Fall and Winter sessions, except for those who have successfully registered without payment because they are receiving a full funding package via a research stipend, a major award or scholarship, teaching assistantships, tuition waiver, and/or sponsorships (monthly service charges will incur starting December 16)
December 22	University closed for the winter break from Monday, December 23 to Friday, January 1 inclusive
January 3	University re-opens
January 10	Most formal graduate Winter session courses and seminars begin
January 7	Coursework must be completed and grades submitted for Fall session courses
January 12	Grades for Fall session courses available for viewing by students on ACORN
January 17	Final date to submit doctoral theses without payment of Winter session fees
January 17	Final date to add Winter session courses
January 21	Final date for receipt of degree recommendations and submission of any required theses for March or June graduation for master's students without fees being charged for the Winter session
February 20	Final date to drop full-year and Winter session courses without academic penalty
February 21	Family Day (University closed)
April 14	Final date for submission of final doctoral thesis for students whose degrees are to be conferred at the June Convocation
April 15	Good Friday (University closed)
April 30	Payment deadline to avoid service charges on unpaid Fall/Winter session (September to April) tuition and non-tuition fee amounts for all students who have successfully registered without payment because they are receiving a full funding package via a research stipend, a major award or scholarship, teaching assistantships, and/or sponsorship (monthly service charges will incur starting May 15)
May 13	Coursework must be completed and grades submitted for full-year and Winter session courses
May 18	Winter session grades available for viewing by students on ACORN
May 23	Victoria Day (University closed)
July 1	Canada Day (University closed)
August 1	Civic Holiday (University closed)

Psychology Graduate Program Dates

August 9	Psychology graduate course enrolment begins
September 2	Orientation for incoming students
September 13	Fall session graduate courses begin
December 2	Fall session graduate courses end
December 9	MA Poster Day
January 10	Winter session graduate courses begin
January 27-28	Recruitment event
April 7	Winter session and full-year graduate courses end

Graduate Contacts

Graduate Chair
Prof. Elizabeth Page-Gould
Sidney Smith Hall, St. George Campus
elizabeth.page.gould@utoronto.ca

Serves on tri-campus hiring, tenure, and promotion committees; Represents tri-campus graduate program at Faculty of Arts & Science meetings (CPAD), School of Graduate Studies meetings (SGS), and University-wide meetings (PDAD&C); Develops and revises program content and policy as necessary; Oversees graduate program budget.

Graduate Director
Prof. Elizabeth Johnson
Sidney Smith Hall, St. George Campus
elizabeth.johson@utoronto.ca

Oversees admissions and recruitment; Oversees course planning and scheduling; Student counselling; Coordinates student scholarship panels; Represents graduate program at SGS-level scholarship panels; Facilitates other student award applications (e.g., Connaught, Vanier); liaison to the PGSA.

Graduate Program Administrator
Jennifer McCallum
Sidney Smith Hall, Room 4034, St. George Campus
psy.graduate@utoronto.ca

Daily administration of the graduate program; Handles queries from students and faculty; Tracks student registration, course enrolment and progress through the program; Administers funding; Processes scholarship and award applications; Facilitates the admissions and recruitment process.

Psychology Graduate Students' Association (PGSA)
Co-Presidents: Vignash Tharmaratnam & Liza Igoshina (2020-21, 2021-22 TBA)
https://uoft-pgsa.org/

Graduate student liaison with the policy-making organization of the program and link to the Graduate Students' Union (GSU).

Tri-Campus Administration
UTM Campus Administration: https://www.utm.utoronto.ca/psychology/administrative-staff
UTSC Campus Administration: https://www.utsc.utoronto.ca/psych/staff
St. George Campus Administration: https://www.psych.utoronto.ca/people/directories/staff

Graduate Committee

The Graduate Committee consists of the Graduate Chair, Graduate Director, Associate Graduate Director, Graduate Administrator, the St. George Psychology Undergraduate Chair, the UTM Psychology Undergraduate Chair, the UTSC Psychology Undergraduate Chair, one representative from each of the three undergraduate Psychology campuses, one status-only or cross-appointed faculty member, and two graduate students, one junior and one senior, appointed by the Psychology Graduate Students' Association (PGSA). A single faculty member representative may serve to cover two of the above roles.

Faculty member appointments will be broadly representative of discipline areas within the program. Members serve a three-year term and the appointments are staggered.

The Graduate Committee is responsible for the formulation of policies and the recommendation of changes in rules and regulations concerning the graduate program, as well as for reviewing student progress. The graduate student representatives will not be present for any evaluations of current graduate students.

The 2021-22 Graduate Committee is:

    Graduate Chair: Elizabeth Page-Gould
    Graduate Director: Elizabeth Johnson
    Graduate Administrator: Jennifer McCallum
    UTSC Chair: Suzanne Erb
    St. George Chair: Nick Rule
    UTM Chair: Ashley Monks
    UTSC Representative: Matthias Niemeier
    St. George Representative: Meg Schlichting
    UTM Representative: Emily Impett
    Status-Only Representative: TBA
    PGSA Representatives: TBA

Appeals & Codes of Conduct

Appeals

The program abides by the regulations governing appeals as set out in the General Regulations of the School of Graduate Studies.

If you feel you have been unfairly treated by any member or group of the program such that some aspect of your academic life has been damaged, or simply want to dispute a decision made by anyone regarding academic issues (e.g., you have not been allowed to count a course toward your degree), you may appeal the decision or conduct in question. The hierarchy of appeals is as follows:

1. Speak to the instructor, faculty member, or group of members with whom you are disputing. If your problem is not resolved,

2. Speak to the Graduate Director. If your problem is not resolved,

3. You may make an appeal to the Graduate Committee, who acts as the Graduate Department Academic Appeals Committee (GDAAC). If your problem is not resolved,

4. You may file a formal notice of appeal to the Graduate Academic Appeals Board (GAAB), through the School of Graduate Studies. If your problem is still not resolved,

5. You may appeal the decision of the GAAB to the Governing Council's Academic Appeals Committee by filing a formal notice of appeal with the Secretary of the Board no later than 90 days after you have received written notice of the decision reached by the GAAB.

Codes of Conduct

The University has a code of conduct for students and has regulations and policies regarding the behaviour of all members of the academic community. The essence of these rules is that all members of the community should be treated fairly by all others and respect the rules. The Code of Student Conduct can be found in the School of Graduate Studies Calendar.

Students are responsible for making themselves familiar with the Code, as well as all of the School of Graduate Studies' Policies & Guidelines, including, but not limited to, academic integrity, intellectual property, plagiarism, publishing, and termination of registration. A variety of SGS's policies are also referenced in the Code of Behaviour on Academic Matters, which with students are also required to comply.

Research Supervision

Undoubtedly, the most important person in the program is your research supervisor. Your supervisor is responsible for directing, guiding, and supporting your research as well as your graduate career. The selection of your supervisor is probably the most critical decision you will make since it will determine the direction of your work, the type of training you receive, many aspects of your life in the program and probably to some extent your future in psychology. Although students are admitted to the program with a supervisor, it is important for all new students to realize that they may have some choice in this respect, and they can discuss this with the Graduate Director at any point.

The supervisor/graduate student relationship is both critical and delicate. To work well, it requires sensitivity, tact and attention of both partners. When you begin your relationship with your supervisor, you should expect to discuss the details of how it will work. You can expect to meet regularly, to have your responsibilities and duties described in detail, and to have some idea about such sensitive issues as authorship of papers, types of work you are expected to do, funding for the summer if possible, and so on. It is important to note that supervisors have different styles of supervision. Some are quite directive, expecting students to become involved in an ongoing research project and to work, at least at the beginning, largely on studies that are outlined by the supervisor. Others are less directive, giving the student considerable leeway in the projects they select and in how they are carried out. And, of course, most fall in-between these two extremes. There is no right or best way of supervision, but you may feel that you work better under one type than another. Making the type of supervision explicit at the start will probably be helpful so that both you and the supervisor know what to expect.

Although students typically keep the same supervisor throughout their graduate career, it is possible to change supervisors if adequate reason exists. The reasons for wanting to change supervisor are many, but the most common are changes in the student's area of interest and personal or intellectual friction between student and supervisor.

Keep in mind that these concerns work both ways and that occasionally a supervisor may feel dissatisfied and feel that it would be better for the student to find a different supervisor. If for whatever reason you are dissatisfied with the supervision you receive and you cannot resolve this by talking with your supervisor (or feel that you cannot do so), you should discuss the matter with the Graduate Director. Any discussions of this sort will be kept confidential and will not appear in student records. If necessary, the program will arrange interim supervision and protect your interests until new supervisory arrangements have been settled. The process often requires tact and good common sense to avoid misunderstandings. As in any personal relationship, if things start to go wrong, it is best to bring matters out into the open and to do so before things go from bad to worse. Obviously, the further advanced you are in your program, the more likely it is that such a change will be disruptive.

Students and supervisors seeking resources or support for supervision, including workshops or advice, are encouraged to contact the Vice-Dean Students at sgs.vdeanstudents@utoronto.ca. The School of Graduate Studies' Graduate Supervision Guidelines, including versions for both students and supervisors, may also be a helpful resource. The resources offered by the School of Graduate Studies have been expanded to include Strategies for Graduate Mentorship and Supervision at a Distance and a Guide to Working from Home for Graduate/Postdoctoral Researchers.

The Division of Student Life also continues to grow co-curricular programs, events, resources, and engagement specifically for graduate students available through GradLife, a hub for graduate student support and community.

Financial Support

The base funding package in Psychology is $22,000 plus tuition & fees for the 2021-22 year. Students receive at least this base funding package for the duration of their time in the funded cohort: five years for students in the Direct-Entry Ph.D. program, and four years for students in the Ph.D. program. This support will be in the form of some combination of University of Toronto Fellowships (UTF), payments from supervisors' grants (RA stipends), teaching assistantships (TA stipends), and, potentially, external scholarships or awards. To be eligible for this support, students must maintain an average of A- or better in course work and must apply for all scholarships and fellowships for which they are eligible.

For more detailed information regarding funding, please consult the following resources:

1. The Graduate Administrator.
2. The funding letter appendices (Faculty of Arts & Science Funding Terms & Conditions), which can be found in *Appendix 1*.
3. The Faculty of Arts & Science information regarding graduate funding: https://www.artsci.utoronto.ca/graduate/graduate-funding
4. The School of Graduate Studies information regarding graduate funding: https://www.sgs.utoronto.ca/awards-funding/how-funding-works-research-stream/

University of Toronto Fellowships

University of Toronto Fellowship (UTF) funding is available for all students in the funded cohort and is paid through ACORN. The value of the UTF awarded to each student depends on the composition of their base funding package. UTF will be awarded to students in the form of tuition payments (twice per year, in September and January) and stipend payments (three times per year, in September, January, and May). No application is required for these awards.

Research Assistantships

The RA stipend comprises up to $8,000 of the base funding package. If a student has received an external scholarship or award, the RA stipend may decrease. RA stipends are paid in equal monthly instalments via payroll.

Teaching Assistantships

The program provides opportunities for all graduate students to serve as Teaching Assistants (TAs). While TAships are part of the funding package for students in the funded cohort, students in later years are guaranteed TA hours based on past TA hours (a subsequent appointment). In Psychology, TAs normally engage in grading, office-hour contact with students, proctoring, leading tutorials and test reviews. Occasionally, TAs may be asked to give a guest lecture.

As a TA, you are automatically covered under the contract negotiated between the Canadian Union of Public Employees (CUPE) Local 3902 Unit 1 and the University of Toronto. A new Memorandum of Agreement was negotiated, effective January 1, 2021. Further information on rates and terms of employment can be found in the CUPE 3902 Unit 1 Collective Agreement, which is available online through the Faculty & Staff Agreements page of the office of Human Resources & Equity or through the Faculty of Arts & Science Human Resources office.

The maximum TA or course instructor (CI) income counted toward the base funding package is $8,043, including 4% vacation pay. Any TA or CI income above $8,043 is not counted toward the base funding package and is not captured in funding letters, however students will be paid for all TA and CI hours worked.

The program makes every effort to provide you with the kind and amount of TA experience you need or want. Periodically, during the year, all students are notified of the availability of TA positions on their respective campuses from Brenda Chow at St. George, Jodie Stewart at UTM, and Nina Dhir at UTSC. These are also the individuals whom you should contact at the respective campuses, if problems arise, such as scheduling conflicts or working arrangements. Students who are working with supervisors at research institutions or hospitals off campus will TA at the St. George campus.

All new graduate students are required to attend the program's orientation session in September, which includes 4 hours of mandatory TA training for which they are paid the TA hourly rate. The session deals with the responsibilities of the position and provides some guidance as to how to handle the tasks associated with being a TA.

Scholarships & Awards

Listed below are the major government-funded awards that students in the program hold. Students will be sent award competition details throughout the year as they become available from the School of Graduate Studies. Please see the School of Graduate Studies' full list of scholarships and awards for other opportunities.

Any award valued at $10,000 or greater will affect students' funding packages.

- Canada Graduate Scholarships-Master's (CGS-M)
    - Domestic students in Direct-Entry PhD, Year 1
    - $17,500 for one year
    - CIHR, NSERC or SSHRC
    - Award announcement circulated late September; application deadline to Graduate Office: December 1, 2021

- Canada Graduate Scholarships – Doctoral (CGS-D)
    - Domestic students
    - $35,000/year for three years
    - Award announcement circulated in mid-August; application deadline to Graduate Office in late September (TBC).
    - Students who apply for a CGS-D will be considered for both the CGS-D and the agency-specific doctoral level award (SSHRC Doctoral - $20,000; NSERC PGS-D - $21,000; CIHR Doctoral - $20,000)

- Ontario Graduate Scholarship (OGS)
    - Domestic and international students
    - $15,000 for one year ($5,000 per session)
    - Award announcement circulated late October; application deadline to Graduate Office: March 1, 2022

Doctoral Completion Awards

The aim of the Doctoral Completion Award (DCA) is to support full-time Ph.D. students who are beyond the funded cohort but within the time limit for the degree. Students can apply for DCA funding in both Years 6 and 7 (for Direct-Entry PhD students) or Years 5 and 6 (for PhD students). Please note that students who have experienced a delay in their program due to personal circumstances should apply for an SGS Emergency Loan.

Application details will be circulated in early April and are usually due in May. Results are communicated to applicants in mid-June.

Graduate Programs

Ph.D. Program
4 years, for students entering with a master's degree

Program Requirements
Ph.D. students are required to satisfy the following program requirements:

1. PSY2002: Statistics II, an advanced statistics course
2. PSY3000: External Research Project
3. PSY3001: Professional Psychology
4. PSY4000: Doctoral Research Project
5. Two content courses in Psychology, normally completed in the first two years
6. Successfully defend a Ph.D. thesis

Students who did not take the equivalent of our PSY2001: Statistics I as part of their Master's program will additionally be required to take this course.

Direct-Entry Ph.D. Program
5 years, for students entering with an undergraduate degree

Program Requirements
Direct-Entry Ph.D. students are required to satisfy the following program requirements:

1. PSY1100: Foundational Research Project
2. PSY2001: Statistics I, an introductory statistics course taken in Year 1.
3. PSY2002: Statistics II, an advanced statistics course usually taken in Year 1.
4. PSY3000: External Research Project
5. PSY3001: Professional Psychology
6. PSY4000: Doctoral Research Project
7. Four content courses (2.0 FCE) in Psychology, normally completed in Years 2 and 3. Of this requirement, 0.5 FCE can be achieved through two 0.25 FCE Psychology module electives (PSY3100, Psychological Science Skills)
8. Successfully defend a Ph.D. thesis

Core Courses

PSY1100: Foundational Research Project
The foundational research project is supervised by the student's supervisor plus two other faculty members, completed during Years 1 and 2 of the 5-year Direct-Entry Ph.D. program.

In Year 1, students form a 3-member faculty committee (their supervisor and 2 other graduate faculty members) and develop their proposal. Students defend the proposed project and complete a mini orals reading list exam in Year 1, then engage in data collection over the summer and through the fall of Year 2. They write up and defend their Foundational Research Project in Year 2. The Foundational Research Project gives students the time to

develop the knowledge and skills they will need to complete a more ambitious research project that could eventually be part of their doctoral dissertation.

Proposal. The Foundational Research Project proposal should be in the form of a grant proposal to an agency that is in your field (SSHRC, NSERC, or CIHR). The proposal is limited to 20 pages (double-spaced) excluding references, tables, figures etc. The proposal should review the literature, state the rationale for the proposal, outline a set of experiments, justify sample size and statistics, and consider possible outcomes and their implications. The purpose of having this type of proposal is to provide you with training in writing grant proposals. It also puts a reasonable limit on the size of the proposal.

Mini Orals Reading List Exam. The goal is for students to experience a smaller version of the orals reading list exam that occurs in Year 4 that focuses on their knowledge of the literature relevant to their Foundational Research Project. To that end, the reading list should be no more than 30 articles and chapters that relate to the project.

Project Write-up. The final write-up of the Foundational Research Project should not be longer than 100 pages including references, tables, figures, etc.

Defense: One hour should be set aside for the defense, with the student presenting the findings for about 15 minutes followed by about 45 minutes of questions and discussion with the 3 committee members.

PSY3000: External Research Project

The external research project can be completed in any lab outside the student's own supervisor or co-supervisors. The project could be on a topic related to the student's own thesis project or on a topic far removed from it. It is completed during Years 1 and 2 (4-year Ph.D.), or Years 2 and 3 (5-year Direct-Entry Ph.D.).

Note that if students in the 4-year PhD program completed a Master's thesis that was substantially psychological in nature, and included experimental work, the Graduate Program will consider requests for an exemption from the External Research Project. When exemptions are granted, another content course (0.5 FCE) will be needed to be taken in its place. To request an exemption, please email the Graduate Director with a description of the completed project.

Students should submit the completed External Research Project approval form *(Appendix 4)* to the Graduate Office by the second Monday in January of Year 1 (4-year Ph.D.) or Year 2 (5-year Direct-Entry Ph.D.), which includes a brief description of the project and requires the signatures of the student, supervisor and outside project supervisor. A paper in the format of a journal article, but no longer than 50 pages (including tables, references, and figures) should be submitted. Please note that this paper can include an experiment with results that did not reach the significance level. The most important thing about PSY3000 is the learning experience. The deadline for submission is the last Monday in April of Year 2 (4-year Ph.D.) or Year 3 (5-year Direct-Entry Ph.D.).

The student's primary supervisor and the outside project supervisory should meet together with the student to discuss the outside project and to ensure that it fulfills both the student's educational needs and is practical (i.e. can be completed within the allotted time period, and is not so demanding that it prevents the student from conducting his or her own, principal research). The outside project should on average not take more than 8 – 10 hours per week.

PSY3001: Professional Psychology

This course provides a practical overview of facets for a successful career in academic or non-academic psychology. Topics include research ethics, open science, writing skills, and publishing processes. Guest panelists will provide tips on topics such as navigating graduate school, academic and non-academic jobs, and applying for funding. The primary requirements are participating in class and panel discussions, with the occasional brief assignment. This

course is evaluated as credit/no credit (CR/NCR). Half of the course covers topics relevant to a successful graduate student experience and must be completed in Year 1. The other half of the course prepares you for career trajectories and must be completed in Year 3.

PSY4000: Doctoral Research Project

Ph.D. Supervisory Committee: It is a good idea to establish your thesis committee by the end of Year 1 (for 4-year Ph.D.) or Year 2 (for 5-year Direct-Entry Ph.D.). This committee comprises your supervisor and two other graduate faculty members whose knowledge of your research area will be useful to you. If your supervisor does not have their primary appointment in the Department of Psychology (at St. George, UTM, or UTSC), it may be required that two other members of your thesis committee must be chosen from graduate faculty who do. If you are uncertain about this requirement, please ask the Graduate Administrator. You will work closely with your committee in determining the direction and nature of your research, and they will be largely responsible for evaluating the quality of your work, so choose them carefully. The signed committee membership form *(Appendix 6)* should be submitted to the Graduate Office by the second Monday in May of Year 1 (for 4-year Ph.D.) or Year 2 (for 5-year Direct-Entry Ph.D.). Your supervisory committee should meet no later than the last Friday in September of Year 2 (for 4-year Ph.D.) or Year 3 (for 5-year Direct-Entry Ph.D.). Supervisory committees should then meet at least every six months to track and monitor your progress. Each time your committee meets, you should complete a Ph.D. Student Committee Meeting Report Form (*Appendix 7*) and submit it to the Graduate Office.

Ph.D. Proposal: The proposal should be in the form of a grant proposal to an agency that is in your field (SSHRC, NSERC, or CIHR). The proposal is limited to 20 pages (double-spaced) excluding references, tables, figures etc. The proposal should review the literature, state the rationale for the proposal, outline a set of experiments, justify sample size and statistics, and consider possible outcomes and their implications. The purpose of having this type of proposal is to provide you with training in writing grant proposals. It also puts a reasonable limit on the size of the proposal.

As with any good grant, it is understood that some preliminary data are part of the proposal which ensures that the proposed experiments are feasible, and students in the 5-year Direct-Entry Ph.D. program can incorporate their Foundational Research Program work into their proposal background. Other than these preliminary data, the proposal is meant to precede collection of the rest of the data for the Ph.D. thesis.

The deadline to submit your proposal to your supervisory committee is the second Monday in January of Year 3 (for 4-year Ph.D.) or Year 4 (for 5-year Direct-Entry Ph.D.). The supervisory committee should meet to discuss the proposal no later than a month after it was submitted. The proposal can be accepted as is or modified. The proposal approval form *(Appendix 6)* should be submitted to the Graduate Office by the second Monday in May of Year 3 (for 4-year Ph.D.) or Year 4 (for 5-year Direct-Entry Ph.D.).

Ph.D. Reading List Exam: You will be tested by your supervisory committee on your general knowledge of your area of specialization. The area is broader than your specific research area but not so broad that it includes an entire major area of psychology. The area could be defined as one that would be covered in a third-year undergraduate course. You should submit a reading list to your committee for approval. The list should consist of original research articles, reviews, and texts in the field. The committee can suggest changes to the list that are reasonable. A typical reading list contains 75-100 articles or the equivalent in chapters. The list can be submitted any time after the beginning of Year 3 (for 4-year Ph.D.) or Year 4 (for 5-year Direct-Entry Ph.D.), but no later than the last Friday in September. The committee should give you feedback within two weeks after the list has been submitted. For students in the 5-Year Direct-Entry Ph.D. program, items from their mini oral reading list exam as part of their Foundational Research Project can be included.

The examination consists of a short summary of your empirical findings to date, lasting no more than 20 minutes. Questions begin by focusing on the findings, but then expand to include the material covered in the readings. The

approved reading list exam form *(Appendix 6)* should be submitted to the Graduate Office by the second Monday in January of Year 3 (for 4-year Ph.D.) or Year 4 (for 5-year Direct-Entry Ph.D.).

Feedback should be provided to you, highlighting your accomplishments and strengths and, if necessary, areas where improvement may be needed. Once the committee is satisfied, you can proceed to finish collecting data for the thesis. It is recommended that a final meeting is held in which you present your committee with the complete findings, and where approval is granted by the committee for you to finish writing the thesis and prepare for your Final Oral Examination.

Content Courses

Graduate courses in the Program are scheduled in the Fall and Winter sessions, but not in the Summer session. Courses are 0.5 FCE courses that occur, for the most part, in one session or the other. All content courses are open to Ph.D. students, and if prerequisites are required, it will be specified in the course description. The 4-year Ph.D. program requires the completion of two content courses by the end of Year 2; the 5-year Direct-Entry Ph.D. program requires the completion of four content courses by the end of Year 3. Courses are scheduled with area group meeting times and protected campus meeting times in mind.

Students enroll in courses (and can drop courses) through ACORN within the required deadlines, which are included in this Outline and will be communicated periodically by the Graduate Office. It is the student's responsibility to adhere to these deadlines. More information about course enrolment can be found here.

The 2021-22 course schedule and descriptions can be found on our website (https://www.psych.utoronto.ca/graduate-program/graduate-courses) and in *Appendix 2.*

The projected course offerings for 2022-23 and 2023-24 can be found in *Appendix 3*.

Candidacy

Doctoral students who entered the program after September 2002 are subject to the policy on Timely Completion of Graduate Program Requirements. The policy specifies that:

"To achieve candidacy, students in doctoral degree programs must:
1. complete all requirements for the degree exclusive of thesis research and courses such as ongoing research seminars that run continuously through the program; and
2. have an approved thesis topic, supervisor, and supervisory committee."

Candidacy must be achieved by the end of Year 3 for all doctoral programs, except for the five-year doctoral program… For those exceptions, candidacy must be achieved by the end of Year 4 of registration."

In our program, to achieve candidacy, students need to have completed their course requirements (including the outside project) and have formed a supervisory committee. Students do not need to have finished PSY4000 (i.e., had their proposal approved and reading list exam completed) in order to achieve candidacy.

Final Oral Examination

The Final Oral Examination (FOE) is the capstone experience of your doctoral studies. General information about the FOE is outlined in the SGS Calendar, and all candidates and supervisors should read the full Guidelines for the Doctoral Final Oral Examination.

The instructions and forms for Scheduling an SGS Final Oral Exam (FOE) are included in the Appendices *(Appendix 8).*

Committee Composition

The FOE committee should consist of four to six voting members. Because quorum is four voting members, SGS recommends including at least six voting members to ensure the exam proceeds as scheduled.

The committee must include:

1) one to three members of the student's supervisory committee (SGS recommends three)
2) two external examiners who have not been closely involved in the supervision of the thesis (these members must have a graduate faculty appointment at UofT)
3) the External Appraiser (external to UofT)
4) a non-voting Chair appointed by SGS (The Doctoral Examinations Office will inform the graduate unit when a Chair for the examination has been appointed.)

Timeline

At least 8 weeks prior to the FOE date:
- The supervisor should find a suitable External Appraiser and confirm their participation in the FOE, including the date/time, their responsibilities as an External Appraiser, and how they will be attending. The student should not have any contact with the External Appraiser until the exam begins.
- The student submits a request to the Graduate Office to approve/schedule the FOE. The request must include:

- o PhD Final Oral Examination (FOE) Request Form
  - o Thesis approval form, signed by all committee members
  - o External appraiser's CV
  - o Abstract (as a separate document; formatted correctly)
- The Graduate Chair approves the external appraiser. The Graduate Office will submit the External Appraiser and examination committee to SGS for the approval of the Vice-Dean and will schedule the exam date/location with the SGS Doctoral Exams Office. (Most FOEs take place at the School of Graduate Studies: 63 St. George Street.)

6 weeks prior to the FOE date:
- The student submits an electronic copy of the thesis to the Graduate Office. If the thesis is not available a minimum of 6 weeks prior to the exam date the exam may be cancelled.
- The Graduate Office will send the examiners a confirmation of the exam (date, time and location and other details) and distribute the thesis. (The student is responsible for providing their supervisory committee members with copies of the thesis.)

2 weeks prior to the FOE date:
- The appraisal is due to the Graduate Office. The Graduate Office will forward the 1) program, 2) abstract and 3) appraisal to the exam committee. The Graduate Office will also send an FOE announcement to all members of the program, including the abstract.

2 days prior to the FOE date:
- The Graduate Office will forward a final reminder to the exam committee.

After the FOE:
- The student will have one month (minor corrections) or up to three months (minor modifications) to make any revisions to the dissertation. The student must submit their final, approved thesis online via ProQuest.
- Once corrections have been reviewed, the supervisor (or convener of the exam subcommittee for minor modification) will confirm in writing to the SGS Doctoral Exams Office (sgs.doctoral@utoronto.ca) and the Graduate Office (psy.graduate@utoronto.ca) that corrections have been made.
- The Graduate Office does not require a hard or electronic copy of the final dissertation.

Please note that all FOEs are currently being held remotely. If you choose an in-person FOE, it must be postponed until a later date. This is a temporary arrangement, which has been put in place as a response to building closures at U of T, travel disruptions, and the need for social distancing and/or isolation. Please see Appendix 9, 'FOE Remote Participation Guidelines for Students' for more information.

Evaluation of Student Progress & Academic Probation

Each year in early December and in late May, the Graduate Committee meets to evaluate graduate student progress. The December evaluation is only for students whom the faculty is concerned about, whereas the May evaluation considers each graduate student individually, regardless of standing.

At the end of each meeting, students will be allowed unrestricted continuation, allowed probationary continuation, or denied continuation. Continuation decisions are based on research proficiency and potential, performance in courses, and participation in the academic aspects of the department (e.g., area meetings, colloquium). Although the major emphasis is on research potential, the Graduate Committee also reviews students' course work grades.

All students will be informed, in early June, of their progress as evaluated by the Graduate Committee. Likewise, students of concern will be informed in mid-December of their progress as evaluated by the Graduate Committee. Any shortcomings noted should be taken seriously and rectified as soon as possible. Failure to demonstrate satisfactory performance prior to the subsequent Graduate Committee student evaluation meeting, either in December or May, is sufficient reason to deny continuation without further warning. In other words, two consecutive negative evaluations (that is, failure to meet the goals set out in the first negative evaluation) could be grounds for dismissal from the program.

Students whose work is considered unsatisfactory may be placed on academic probation. Probation is really a warning that unless performance improves, candidacy will be terminated. In such cases it is essential that the student be informed as to the reasons for this judgment and the grounds on which probation might be lifted. To ensure that this happens, within four weeks of being placed on probation, the student must discuss the terms of probation with the supervisory committee. The program will exercise the final judgment regarding the quality of the student's work at the subsequent evaluation meeting and decide on the basis of this quality whether probation will be lifted. It is hoped that this procedure will help clarify, for the student and supervisory committee, the objectives that are to be aimed for by the student. During the probationary period, the student must meet with the supervisory committee at least once every three months to discuss the progress being made. It is the joint responsibility of the supervisor and the student to ensure that this is done.

Expected Progress through the 4-Year Ph.D. Program

	Year 1	Year 2	Year 3	Year 4
Fall session		Begin planning committee; meet with members informally	Meet with committee, conduct thesis research, and prepare Ph.D. proposal	
September, last Friday			Deadline to hold first formal Ph.D. supervisory committee meeting	Deadline for submission of reading list to supervisory committee
October 15				Deadline for supervisory committee to approve the reading list
Winter session	Begin major thesis research	Finish coursework requirements	Continue meeting with committee, conducting research, and preparing proposal	
January, second Monday	Deadline to submit External Research Project form to Graduate Office		Deadline to submit Ph.D. proposal to supervisory committee for evaluation	Deadline to complete reading list exam (i.e. completing PSY4000)
April, last Monday		Complete External Research Project (grade due one week later)		
Early May	Annual student progress report submitted to Graduate Office	Annual student progress report submitted to Graduate Office	Annual student progress report submitted to Graduate Office	Annual student progress report submitted to Graduate Office
May, second Monday		Deadline to submit signed supervisory committee membership form to Graduate Office	Deadline to submit proposal approval form to Graduate Office; Begin working on reading list defense	
August 31			Deadline to achieve candidacy	

Expected Progress Through the 5-Year Direct Entry Ph.D. Program

	Year 1	Year 2	Year 3	Year 4	Year 5
Fall session	Begin planning Foundational Research Project and committee; meet with members informally; begin coursework		Begin planning dissertation committee; meet with members informally	Meet with committee, conduct thesis research, and prepare Ph.D. proposal	
September, last Friday				Deadline to hold first formal Ph.D. supervisory committee meeting	Deadline for submission of reading list to supervisory committee
October 15					Deadline for supervisory committee to approve the reading list
Winter session	Complete Foundational Research Project proposal and mini oral reading list exam	Complete Foundational Research Project	Finish coursework requirements	Continue meeting with committee, conducting research, and preparing proposal	
January, second Monday	Deadline to submit Foundational Research Project committee membership form to Graduate Office	Deadline to submit External Research Project form to Graduate Office		Deadline to submit Ph.D. proposal to supervisory committee for evaluation	Deadline to complete reading list exam (i.e., completing PSY4000)
April, last Monday		Complete Foundational Research Project (grade due one week later)	Complete External Research Project (grade due one week later)		
Early May	Annual student progress report submitted to Graduate Office	Annual student progress report submitted to Graduate Office	Annual student progress report submitted to Graduate Office	Annual student progress report submitted to Graduate Office	Annual student progress report submitted to Graduate Office
May, second Monday			Deadline to submit signed supervisory committee membership form to Graduate Office	Deadline to submit proposal approval form to Graduate Office; Begin working on reading list defense	
August 31	Deadline to submit Foundational Research Project proposal approval form		Deadline to achieve candidacy		