



**UNIVERSITY
OF ALBERTA**

Psychiatry Graduate
Program Manual
2022 - 2023



Table of Contents

Introduction	4
Graduate Program Contacts	5
Department of Psychiatry Graduate Program Committee	6
Terms of Reference	6
Specific Functions	6
Funding & Scholarships	8
Graduate Student Funding	8
Scholarships and Awards	8
Overview on Graduate Program Requirements	9
Minimum Degree Requirements	9
Coursework	10
Courses in the Department of Psychiatry	11
Ethics Requirement	11
Professional Development Requirement	12
Psychiatry Graduate Seminar	12
Research Day	12
Grand Rounds	13
Supervisors (MSc and PhD)	14
Criteria for Supervisors	14
Supervisor responsibilities	15
Supervisory Committees (MSc and PhD)	16
Guidelines for Supervisory Committees	16
PhD Proposal Meeting	17
Purpose of the PhD Thesis Proposal Meeting	17
Role of the Supervisory Committee in the PhD Thesis Proposal Meeting	17
Timeline and PhD Thesis Proposal Document	18
Possible outcome of the PhD Proposal Meeting	18
Transfer from MSc to PhD Program	19
Timeline and PhD Thesis Proposal Document	19

Possible outcome of the Transfer Evaluation	19
Candidacy Examination	21
Purpose of the Candidacy Examination	21
Examination Committee Composition (Minimum five members)	21
Timeline	22
Format of the Candidacy Examination	23
Possible Outcomes of the Candidacy Examination	24
Final MSc Examination	26
Purpose of the Examination	26
Role of the Examination Committee	26
Examination Committee Composition (Minimum four members)	26
MSc Thesis Document	27
Timeline	27
Format of the MSc Final Examination	28
Possible Outcomes of the MSc Final Examination	29
Time Limit for Submission of Theses to FGSR	30
Final PhD Examination	32
Purpose of the Examination	32
Role of the Examination Committee	32
Examination Committee composition (minimum five members)	32
PhD Thesis Document	33
Timeline	33
Format of the PhD Final Examination	36
Possible Outcomes of the PhD Final Examination	37
Time Limit for Submission of Theses to FGSR	39
Extensions	40

1. Introduction

The Department of Psychiatry at the University of Alberta offers outstanding opportunities for students wishing to pursue graduate studies at the Master's and Doctoral level. Applicants are admitted from a wide range of backgrounds, including undergraduate degrees in relevant areas of biochemistry, neuroscience, psychology, or medicine. The graduate program does not provide clinical training but advanced research training in the basic and applied sciences relevant to aspects of psychiatry. The MSc/PhD program is offered part-time and full-time.

The following are the regulations governing graduate studies in the [Department of Psychiatry](#) at the University of Alberta. They encompass and, in some cases, may supersede the equivalent regulations of the [Faculty of Graduate Studies and Research \(FGSR\)](#). Students and supervisors are referred to the [University Calendar](#) for further information.

2. Graduate Program Contacts

Graduate Program Director

Dr. Allen Chan (awchan@ualberta.ca)

780-652-1765

Graduate Program Administrator:

Sophia Ho (psychiat@ualberta.ca)

780-492-8560

Graduate Student Representatives:

Emilie Desnoyers (eadesnoy@ualberta.ca)

Huda Al-Shamali (halshama@ualberta.ca)

Department of Psychiatry:

<https://www.ualberta.ca/psychiatry>

Faculty of Graduate Studies & Research (FGSR):

<https://www.ualberta.ca/graduate-studies/>

Faculty of Medicine & Dentistry

<https://www.ualberta.ca/medicine>

Graduate Students' Association:

<https://www.ualberta.ca/graduate-students-association>

3. Department of Psychiatry Graduate Program Committee

The committee consists of the following members:

- Committee Chair – Graduate Program Director and member of FGSR council
- Secretary – Graduate Program Administrator
- Members – Chair or Vice- Chair (Research) of the Department of Psychiatry
- Alternate member of FGSR Council
- No less than two additional GFT members of the Department of Psychiatry
- Elected Graduate Student representatives

The Director acts as the convener and Chairman of the Committee. The director and three other members of the Committee are appointed by the Chair of the Department of Psychiatry.

3.1. Terms of Reference

The Committee will meet on a monthly to bimonthly basis to coordinate all aspects of operation of the Graduate Program of Psychiatry. For this Committee, a quorum will constitute the majority of Committee Members present at the meeting. The work of this Committee aims to foster the development and growth of the Graduate Program. The primary role of this Committee will be to maintain a high standard of academic excellence in accordance with the regulations of the FGSR published in the University of Alberta Calendar. The Committee will advise and offer direction to the Graduate Program Director of the Department of Psychiatry.

3.2. Specific Functions

- The Committee reviews and maintains the departmental regulations for the Graduate Program and ensures that these regulations conform to FGSR regulations in the University of Alberta Calendar.
- Each meeting will regularly include updates related to the activities of other relevant entities such as the Residency Program Committee of the Department of Psychiatry, the Medical Sciences Graduate Program Committee and the FGSR Council.
- The committee will review all applications for admission into the Graduate Program. Recommendations for admission will be sent to FGSR. In the case of refusal, each applicant will receive written notification of the decision (successful applicants receive an admission letter from FGSR).

- The committee will review and approve supervisory arrangements for a prospective Graduate Student prior to recommending the Student's admission to the FGSR.
- The Committee will ensure that supervisory committee meetings are held at least once a year for each Student. Whenever necessary, the Committee will make recommendations to FGSR concerning the academic program of each Student.
- At least once a year, the committee will review academic progress and financial support arrangements of each Student.

4. Funding & Scholarships

4.1. Graduate Student Funding

Students accepted in a full-time program will receive from their Supervisor a stipend. All Supervisors are responsible for financial support of Graduate Students under their supervision. This includes the following options:

- Stipend support will be provided from either an operating grant or an independent award to the Student. **The minimum level of funding is currently set at \$22,000 / p.a.**
- Supervisors must make Students aware of their financial situation **by providing a letter of commitment or a formal contract** at enrollment into the Graduate Program. The letter needs to detail the funding amount per annum, funding source, and duration of funding. If funding is provided by a different department then a letter from that source needs to accompany the letter of commitment outlining these details. The letter(s) are required for the admission application that is approved by the Graduate Program Committee.
- Initial funding commitments should be made for a minimum of two years. If any changes to the funding have occurred this should be submitted to the Graduate Program Administrator.

It is the Graduate Student's responsibility to apply for appropriate external funding, and it is the Supervisor's responsibility to facilitate those applications in a timely fashion.

4.2. Scholarships and Awards

Students are expected to actively seek sources of alternative funding through competitive scholarships from the university and granting agencies. Students are responsible for researching scholarship eligibility and deadlines. A few of the many scholarships can be found below on [FGSR's website](#) and the [FoMD](#). If a scholarship value is less than the minimum stipend, the award must be supplemented by the Supervisor.

5. Overview on Graduate Program Requirements

5.1. Minimum Degree Requirements

The minimum requirements to obtain an MSc or a PhD degree in the Department of Psychiatry are as follows:

MSc	PhD
<ul style="list-style-type: none"> • Minimum of 2 courses (6 credits) • Participation in Grand Rounds <ul style="list-style-type: none"> ▪ Attendance ≥ 75% of Grand Rounds ▪ Oral presentation (1/per degree) • Psychiatry Graduate Seminar – 10 per year • Presentation of a talk/poster at Research Day (1/year) • Ethics component (8 h) <ul style="list-style-type: none"> ▪ FGSR - Academic Integrity and Ethics Training <ul style="list-style-type: none"> ○ INT D 710 • Professional Development (8 h & IDP) <ul style="list-style-type: none"> ▪ Individual Development Plan (IDP) (in year 1) ▪ <u>8 hours of PD activities (within years 1-3)</u> • Documented supervisory committee meetings (minimum: 1x/year) • Written thesis • Final Oral Exam 	<ul style="list-style-type: none"> • Minimum of 3 courses, • Participation in Grand Rounds <ul style="list-style-type: none"> ▪ Attendance ≥ 75% of Grand Rounds ▪ Oral presentation (1/per degree) • Psychiatry Graduate Seminar – 10 per year • Presentation of a talk/poster at Research Day (1/year) • Ethics component (8 h) <ul style="list-style-type: none"> ▪ FGSR - Academic Integrity and Ethics Training <ul style="list-style-type: none"> ○ INT D 710 ○ INT D720 • Professional Development (8 h & IDP) <ul style="list-style-type: none"> ▪ Individual Development Plan (IDP) (in year 1) ▪ <u>8 hours of PD activities (within years 1-3)</u> • Documented supervisory committee meetings (minimum: 1x/year) • Written thesis proposal & oral evaluation • Candidacy exam (by year 3) • Written thesis • Final Oral Exam

5.2. Coursework

The Supervisor and Student have to discuss all course selections. Courses can be a combination of graduate-level courses (500-level or higher) offered by the Psychiatry Department or by other departments. Students intending to register for thesis-relevant undergraduate courses must justify their course selection in writing to the Graduate Program Director, copying their Supervisor. Undergraduate coursework is considered additional to the graduate degree.

Note: Under the Western Deans' Agreement it is possible to register in courses at some other universities without incurring additional fees. Information is available at the [FGSR website](#).

Students are responsible to ensure their continued registration during each term to remain active in the program. Spring and Summer term registration will occur automatically. After completion of coursework, continued registration in THESIS is required to remain in the program.

Students must have a course plan discussion with the supervisor. If no courses listed on their course plan are PSYCI courses, then a rationale for the coursework must be presented to the committee to approve.

MSc	PhD
Must register in and be assessed fees for a minimum of 24 course weight equivalents over the duration of their program	Must register in and be assessed fees for a minimum of 36 course weight equivalents
A combination of courses and thesis research	A combination of coursework (where required) and thesis research.
6 to 9 credits (2 to 3 single-term courses) of graded graduate courses or approved equivalent are required, graduate level courses are worth 3 credits each.	9 credits (3 single term courses) of graded graduate courses, or approved equivalent are required, graduate level courses are worth 3 credits each.
Term Registrations Requirements Part-time: 3 credit units per term Full-Time: 9 credit units per term	Term Registrations Requirements Part-time: 3 units per term Full-Time: 9 units per term
	For Students entering the PhD program, the minimum course requirement is 9 credits (3 single term courses) of graded graduate courses, or approved equivalent.

	<p>For Students transferring into the PhD program from the MSc program, credit for approved courses taken during the MSc program can be transferred to the PhD program. The Student, with approval from their Supervisory Committee (email copy suffices), needs to justify their transfer of credit request in writing to the Graduate Program Director. The final decision lies with FGSR.</p>
--	--

5.3. *Courses in the Department of Psychiatry*

PSYCI 511 - Biological Aspects of Psychiatry: Mandatory for all PhD students (unless exempt, see Coursework for procedure)

PSYCI 515 - Maternal, Child and Adolescent Mental Health

PSYCI 601 – Theory and Practice of Psychiatry

PSYCI 602 – Advanced Topics in Psychiatry

PSYCI 603 - Psychiatry Tutorial, Research and Reading Course

PSYCI 604 - Cognitive Neuropsychiatry

See the University Calendar (and Beartracks) for further details on all courses.

5.4. *Ethics Requirement*

- **FGSR Ethics and Academic Academic Citizenship Training Requirement**
 - Ethics and Academic Citizenship Requirement will consist of two zero-credit, self-paced online courses:
 - [INT D 710: Ethics and Academic Citizenship](#) (for both master’s and doctoral students)
 - [INT D 720: Advanced Ethics and Academic Citizenship](#) (for doctoral students). There are no instructional fees associated with these courses.
 - To be completed within the first term (MSc) or first year (PhD)

Students must complete all ethics components in order to convocate.

5.5. Professional Development Requirement

Professional development is mandatory for all graduate students. The PD requirement encompasses two components:

- [Individual Development Plan \(IDP\) Second Edition](#)
 - To be completed within 12 months (MSc) or 18 months (PhD)
 - At least annually revised by the Student
 - Annually reviewed by the supervisor or career mentor
 - Annually reviewed/approved by the Graduate Program Director
- [Eight \(8\) hours of PD activities](#)
 - To be completed within program completion (MSc) or within 3 years (PhD)
 - Students are automatically notified of qualified PD activities by the FGSR.
 - Proof of participation in these activities needs to be retained for annual review purposes.
 - **Option – Full Attendance of the Psychiatry Graduate Seminars, will receive 50% of your PD hours (4hrs)**

Note: Some previous professional or educational activities may be considered equivalent to the professional development requirement. Please contact the Graduate Program Director for approval.

Students must complete the two PD components in order to convocate.

5.6. Psychiatry Graduate Seminar

Minimum Attendance of 10 per year is mandatory for the monthly Graduate Seminars. There is the option to have your minimum attendance count for 50% of your Professional Development hours.

5.7. Research Day

Research Day is an annual one-day event, normally taking place in May. Research Day is organized by the department, Graduate Student Representatives, the Graduate Program Administrator, and the Graduate Program Director. The goal of Research Day is to provide

students with opportunities for scientific exchange within and across Departments, and to invite a distinguished keynote speaker to provide a lecture at Research Day. The format is that of a typical scientific meeting. Each student is required to present their thesis work at Research Day. Depending on the stage in their program, this can include planned research or research findings. Formats usually are oral or poster presentations. Participation and full-day attendance at Research Day is **mandatory** for all Graduate Students.

5.8. Grand Rounds

Psychiatry Grand Rounds are held every Wednesday between 12:00 - 1:00pm from September to June, excluding a short break for the holiday season in December and a summer break between July and August. Grand Rounds are an integral function in the Department of Psychiatry, combining clinical and research topics. Lectures in Grand Rounds include topics of current interest in Psychiatry and are held by graduate Students, residents, faculty members, and guest speakers. Regular attendance and active participation (1 presentation / per degree) in Psychiatry Grand Rounds is **mandatory** for all Students.

Students will be contacted by the organizer of Grand Rounds at the beginning of each academic year in order to schedule their lecture. It is expected of the Graduate Students to communicate with the organizer of Grand Rounds in a timely and respectful manner. Only in specific, extenuating circumstances can the student be exempt from their duty to present in Grand Rounds (e.g., the Student graduates prior to available lecture dates). In such cases, the student is to write to the Grand Rounds organizer for permission, copying the Graduate Program Director in the correspondence.

6. Supervisors (MSc and PhD)

Supervisors must be faculty members of the Department of Psychiatry. Adjunct full-time faculty members outside Psychiatry are required to appoint at least one member of the Department of Psychiatry to the Supervisory Committee of their student. New investigators and clinical academic faculty will normally be required to appoint a secondary academic supervisor.

6.1. Criteria for Supervisors

Each of the following criteria must be met by at least one of the supervisor(s):

- be a tenured, tenure-track, or retired faculty member of the Department of Psychiatry
- be active in the general subject area of the Student's research
- demonstrate continuing scholarly or creative activity of an original nature
- either hold a degree equivalent to or higher than that for which the Student is a candidate, or have a demonstrated record of successfully supervising Students for the degree.

For supervisors from outside the University of Alberta, working with a supervisor at the University of Alberta, there should be an indication of the means by which meaningful interaction can be maintained. This indication is to be made in writing to the Graduate Program Director.

6.2. Supervisor responsibilities

- Ensure that the student knows and meets all the administrative requirements of the Department of Psychiatry and FGSR, and, when necessary, assists the student in meeting these.
- Provide the research support necessary for completion of the thesis research.
- Secure continued financial support for the student.
- Provide the Graduate Program Director with an annual written report on the student's performance as requested.
- Arrange the Supervisory Committee and ensure Supervisory Committee Meetings are held and documented with the "Report of Supervisory Committee Meeting" form, to be submitted to the Graduate Program Administrator.
- Submit a written "Annual Report" on the progress of each student, usually due in August.

- Arrange all examinations (as applicable: MSc to PhD Transfer Meeting, Candidacy Exam, Thesis Defense).
- Stay informed about the Student's research activities and progress.
- Have adequate time to supervise each Student.
- Review the thesis both in draft and in final form.
- Provide an environment for the Student that is conducive to research and in which the Student can grow intellectually.
- Maintain open communication with the Student concerning any problem; and in the event of a conflict in the Supervisor-Student relationship, discuss the issues with the Student and Graduate Program Director in a timely fashion.
- Provide appropriate guidance to the Student on the nature of their research and the standards expected, and is accessible to give advice and constructive feedback; at the beginning of the supervisory relationship, the Student should be made aware of any expectations held by the Supervisor and the Department that are not already defined in the Calendar, the FGSR Graduate Program Manual, or the Psychiatry Graduate Program Manual.
- With the Student, establish a realistic timetable for completion of various phases of the program.
- When going on leave or an extended period of absence, ensure that the Student is adequately supervised by the provision of an Acting Supervisor. This should be a member of the Supervisory Committee.

7. Supervisory Committees (MSc and PhD)

The purpose of a Supervisory Committee is to represent complementary expertise to that of the Supervisor and to provide academic mentoring as well as program planning advice. Supervisory Committees consist of the supervisor and at least 2 other faculty members. Supervisory Committees must be appointed for Students in both the MSc and in the PhD program within six months of the Student's first year in the program. Supervisors, in consultation with the Student, will suggest names of potential Committee Members to the Graduate Program Director. After approval by the Graduate Program Director, in consultation with the Graduate Program Committee, names of Supervisors and Supervisory Committee Members will be forwarded to FGSR.

7.1. *Guidelines for Supervisory Committees*

- Supervisory Committee Meetings are to be arranged by the Supervisor, not the Student.
- The Supervisory Committee meets at least once a year to determine the Student's progress and to advise on academic and research matters. A first Supervisory Committee meeting must be held within the first 6 months of the student's first year.
- A "Report of the Supervisory Committee Meeting" form must be submitted to the Graduate Program Administrator after each supervisory committee meeting.
- Supervisory Committee Meetings may be held more frequently if deemed necessary by the Supervisor, Supervisory Committee or the Student. Meetings can be initiated by either the Student or the Supervisor.
- The Supervisory Committee takes part in all examinations required by the FGSR (Candidacy Examinations; Final Oral Examinations) and in Transfer Meetings (MSc to PhD), if applicable.

8. PhD Proposal Meeting

Within the first two years of the PhD program, the Student will submit a written thesis proposal document which will be evaluated by the Student's Supervisory Committee. The Student will be required to defend their proposal orally in response to questions. Exceptions to this time frame may be granted by the Graduate Program Committee.

8.1. Purpose of the PhD Thesis Proposal Meeting

The purpose of the PhD Proposal Meeting is to evaluate the Student's ability to formulate and defend a research program based on their knowledge of the literature relevant to the problem to be addressed. The Student must show an appreciation of the appropriate experimental design for their proposed research and the technical difficulties and pitfalls inherent in the chosen methodology.

8.2. Role of the Supervisory Committee in the PhD Thesis Proposal Meeting

- The Supervisory Committee will review the Student's performance in formal coursework and the Student's competence as revealed by the thesis proposal itself and the Student's ability to defend the content of the proposal.
- Committee members will assess the feasibility of the project within the projected timeline and determine whether the project is of sufficient quality and quantity for a PhD.
- Following this review, a determination will be made on the Student's future status within the program and recommend any further courses that may be deemed necessary to attain an acceptable level of knowledge.
- Committee members are encouraged to provide feedback to improve the quality of the research project and identify potential obstacles or pitfalls.

8.3. Timeline and PhD Thesis Proposal Document

At least 3 weeks prior to the meeting:

- The Supervisor will provide the Graduate Program Administrator with the date, time, and place of the PhD Proposal Meeting.

At least 1 week prior to the meeting:

- The Student will provide each member of the Supervisory Committee with a copy of the thesis proposal document. This must include a brief introduction to the research topic, a summary of the Student's work done to date and an outline of the research plan, including methodology and anticipated timelines for completion. Typically, the thesis proposal document should be between 10-20 double-spaced pages (not including figures or references).

Following the conclusion of the meeting:

- A "Report of Supervisory Committee" form must be completed, signed, and returned to the Graduate Program Administrator.

8.4. Possible outcome of the PhD Proposal Meeting

- **Proceed without conditions:** The Supervisory Committee approves continuation in the PhD Program, in which case there is no further action required.
- **Proceed with conditions:** The Supervisory Committee generally approves the Student's proposal, but identifies areas of weakness to be addressed. The Committee proposes steps for remedial action, which the Student addresses in due time. The Supervisor is responsible to verify and report back to the Supervisory Committee that remedial action has taken place.
- **Repeat evaluation:** Only given if the Committee feels that there are extenuating circumstances or if the performance is much poorer than anticipated from the Student's record.
- **Transfer to the MSc Program:** In addition to any conditions, the Student is asked to transfer to and complete an MSc program.
- **Withdraw:** The Student is asked to withdraw from the program.

9. Transfer from MSc to PhD Program

A transfer from the MSc program to the PhD program can occur after the first year, and no later than two years after entering the program. Transfer to the PhD program will be based on the Student's performance in coursework and demonstrated ability to conduct PhD level research. The transfer is decided upon in a Supervisory Committee Meeting in which the Student's written PhD thesis proposal is discussed. For transfer meetings, there is the additional requirement of a Chair. The Chair has to be a member of the current Graduate Program Committee. The Chair cannot be the Supervisor or member of the Supervisory Committee.

9.1. Timeline and PhD Thesis Proposal Document

At least 3 weeks prior to the evaluation:

- The Supervisor will provide the Graduate Program Administrator with the date, time, and place of the PhD Proposal Meeting.
- The Chair is appointed by the Graduate Program Administrator, who then informs the Supervisor and Student.

At least 1 week prior to the evaluation:

- The Student will provide each member of the Supervisory Committee with a copy of the thesis proposal document. This must include a brief introduction to the research topic, a summary of the Student's work done to date and an outline of the research plan, including methodology and anticipated timelines for completion. Typically, the thesis proposal document comprises between 20-40 double-spaced pages (not including figures or references).

After the evaluation:

- A "Report of Supervisory Committee" form must be completed, signed, and returned to the Graduate Program Administrator.
- In addition, if the transfer was approved, a "Change of Category" Form must be completed immediately after the approval.

9.2. Possible outcome of the Transfer Evaluation

Transfer approved

- **Proceed without conditions:** The Supervisory Committee approves transfer into the PhD Program.

- **Proceed with conditions:** The Supervisory Committee generally approves the Student's proposal, but identifies areas of weakness to be addressed. The Committee proposes steps for remedial action, which the Student addresses in due time. The Supervisor is responsible to verify and report back to the Supervisory Committee that remedial action has taken place.

Transfer not approved

- **Repeat evaluation:** Only given if the Committee feels that there are extenuating circumstances or if the performance is much poorer than anticipated from the Student's record.
- **Remain in the MSc Program:** If the Committee decides that:
 - no remedial action could elevate the Student to enter the MSc program
 - AND the proposal and performance are sufficient for an MSc degree, the Student is asked to remain in the MSc program.
- **Withdraw:** The Student is asked to withdraw from the program.

10. Candidacy Examination

The candidacy examination is to be held within three years of the commencement of the PhD program when most, if not all, of the course work is completed and the research project is started or well defined. Per FGSR regulation, the candidacy examination must be passed no less than six months prior to the final thesis defense.

10.1. Purpose of the Candidacy Examination

The Candidacy Examination is for the Student to demonstrate their ability to pursue and complete original research at an advanced level. This entails demonstration of knowledge of psychiatry, which can include, but cannot be limited to, the specific topics directly relevant to the thesis. The Graduate Program does not dictate specific readings to be mastered for Candidacy Examinations, but the Candidacy Examination Committee is to provide the Student with guidance for preparation (see below). Questioning within the Candidacy Examination has to cover a broader scope than the thesis topic and can include basic/classic findings in psychiatry, broader concepts in the student's research area, as well as theoretical and technical aspects of data collection and analysis.

10.2. Examination Committee Composition (Minimum five members)

- Effective November 2015, the Chair of the Candidacy Examination is to be a member of the Psychiatry Graduate Program Committee who is not the Supervisor or Member of the Student's Supervisory Committee.
- The Student's Supervisory Committee.
- 2 arm's length members. An arm's length examiner must not be (or have been) a Member of the Supervisory Committee, or have been connected with the thesis research in a significant way. An arm's length examiner should not have been associated with the student, outside of usual contact in courses or other non-thesis activities within the University, nor be related to the Student or Supervisor(s). Except in special circumstances (fully justified in writing to the Vice-Dean, FGSR), an arm's length examiner should not be a close collaborator of the Supervisor(s) within the last six years.
- Effective April 2019 once the examining committee is identified the Arm's length examiners will complete a "Conflict of Interest" form provided by the Graduate Program Administrator.

The Supervisor, often in discussion with the Student, selects and invites 2 additional examiners to be on the committee. The Supervisor, not the Student, is responsible for scheduling the Examination and informing the Graduate Program Administrator before and after the Examination.

10.3. Timeline

At least **six weeks** prior to the Candidacy Examination:

Supervisors:

- Arrange the Candidacy Examination Committee and exam date. This includes identification of the arm's length members and scheduling.
- The Chair of the Candidacy Examination will be assigned by the Graduate Program Administrator who will then inform the Supervisor and the Student.
- The Supervisor will be given a completed FGSR "Notice and Approval of Doctoral Examining Committee & Examination Date" form **which the Supervisor must sign and return to the Administrator.**
- It is expected that the Supervisor allows the Student to take adequate time away from regular Graduate Student duties in order to prepare for the candidacy exam.

Candidacy Examination Committee Members:

- Members are to make the Student aware what areas he/she is expected to be knowledgeable in. Suggestions should extend past the student's direct research topic and may include the Committee Member's broader area of expertise. Suggestions may be in the form of a reading list.
- Reading suggestions should be available to the Student without financial cost if possible.

Students are to meet with each member of their Candidacy Examination Committee. The purpose of these meetings is to:

- Discuss expectations for and format of the examination.
- Receive suggestions of areas that will be addressed in the exam. These may be in the form of a reading list.
- The Student may request additional meetings with the Candidacy Examining Committee members for further clarification or help with preparation.

At least **three weeks** prior to the examination:

- The Graduate Program Administrator ensures that the "Notice and Approval of Doctoral Examining Committee & Examination Date" form is complete and submits the form to FGSR.

After the examination:

- Once the candidacy is passed (or conditions of a conditional pass are satisfied) the FGSR “Report of Completion of Candidacy Examination” form is to be signed by all members of the Examination Committee and submitted to the Graduate Program Administrator who will forward the form to FGSR.

10.4. Format of the Candidacy Examination

- There is no written component to the Candidacy Examination in the Department of Psychiatry.
- The examination should begin with excusing the Student to leave the room. The Supervisor will then review the Student's progress to-date, including coursework, awards, publications and presentations. This review will be complemented by the Chair if necessary. The order of questioning will be determined by the Chair in discussion with the committee, usually following the system from the most external examiner to the Supervisor, with the Chair asking questions last if so desired.
- The Chair is responsible to remind examiners to limit their questions to **15-20 minutes** in the first round of questions, and to 5 minutes in the second or following rounds of questions. There should be two rounds of questions with no more than three rounds, and the overall time for a Candidacy Examination should usually not exceed 3 hours.
- The Student is then asked back into the room and informed of the format and order of examiners. Prior to commencing the examination, the Student should be given the opportunity to ask for clarification.
- This will usually be followed by a short (15-20 minutes) oral presentation of the Student outlining their thesis and additional work during their PhD program to-date, including a timeline for completion of the remainder of the thesis. During the Candidacy Examination only minor attention should be given to the thesis work.
- Then the question period will ensue for two to three rounds of questions from the examining committee.
- Immediately before closing the Candidacy Examination, the Chair will provide the student with another opportunity to express any concerns or questions that might have arisen during the examination.
- The Student will then be asked to leave the room while the committee makes a decision on the outcome of the examination.

10.5. Possible Outcomes of the Candidacy Examination

If all but 1 member of the Committee agrees on a decision, the decision shall be that of the majority. If 2 or more dissenting votes are recorded, the department will refer the matter to the Vice-Dean (FGSR), who will determine an appropriate course of action.

The Candidacy Examination can have one of the following outcomes:

- **Pass:** If the Student passes the Candidacy Examination unconditionally, the FGSR “Report of Completion of Candidacy Examination” form must be signed by all Members of the Candidacy Examination Committee and submitted to the Graduate Program Administrator immediately following the exam. The Administrator will arrange for the final signatures and will submit the form to FGSR.
- **Conditional Pass:** If the Candidacy Examining Committee agrees to a conditional pass for the Student, the Chair of the Examining Committee shall provide in writing to the Vice-Dean (FGSR), the Student, and the Graduate Program Director:
 - the reasons for this recommendation,
 - details of the conditions,
 - and the timeframe for the Student to meet the conditions.
- The approval mechanism for meeting the conditions (i.e., approval of the Committee Chair or Supervisor; approval of the entire Committee; or select Members of the Committee).
- The supervision and assistance the Student can be expected to receive from the Committee Members, Chair, and/or ad hoc assigned experts in order to fulfill the conditions set out.

Once the conditions have been met, via approval through one of the above-stated mechanisms, the Graduate Program Administrator will complete the “Report of Completion of Candidacy Examination” form and submit it to FGSR. If unmet, the subsequent outcome will be selected.

- **Fail:** If the candidacy Examining Committee agrees that the Student has failed, the Committee Chair shall provide the reasons for this recommendation and the department’s recommendation for the Student’s program in writing to the Vice-Dean (FGSR), to the Student, and to the Graduate Program Administrator. For failed candidacy examinations, the Vice-Dean (FGSR), normally arranges to meet with the Student and with department representatives before acting upon any department recommendation. A decision of the FGSR which affects a Student's academic standing (e.g., required to withdraw or transfer to a master's program) is appealable.

The following options are to be considered by the Examining Committee when the outcome of a Student's candidacy exam is "fail:"

- **Repeat the Candidacy:** If the Student's candidacy exam performance was inadequate but the Student's performance and work completed to date indicate that the Student has the potential to perform at the doctoral level, the Examining Committee should consider the possibility of recommending that the Student be given an opportunity to repeat the candidacy exam. If the recommendation of a repeat candidacy is formulated by the Examining Committee and approved by FGSR, the Student is to be notified in writing of his/her exam deficiencies by the Chair of the Examining Committee. The second candidacy exam is to be scheduled no later than 6 months from the date of the first candidacy. In the event that the Student fails the second candidacy, the Examining Committee shall recommend 1 of the next 2 options.
- **Change of Category to the MSc Program:** If the Student's candidacy exam performance was inadequate and the Student's performance, but the courses and research completed to date indicates that the Student has the potential to complete an MSc degree, the Examining Committee should consider the possibility of recommending a change of category to the MSc program. In this case a "Change of Category" Form needs to be submitted to the Administrator.
- **Termination of the PhD Program:** If the Student's performance was inadequate and the work completed during the program is considered inadequate for both a PhD and an MSc program, the Examining Committee should recommend termination of the Student's program.

11. Final MSc Examination

The final MSc examination is normally held after two years of the MSc program. MSc Students have a maximum of 4 years from their first term of registration to complete all degree requirements, including the final MSc examination.

11.1. Purpose of the Examination

The purpose of the final MSc examination is to assess the Student's: 1) knowledge of the literature relevant to their research area, 2) understanding of their data collection and analysis methods, 3) understanding of the significance of their research in the context of their research area, and 4) knowledge of the limitations and pitfalls of their chosen methods.

11.2. Role of the Examination Committee

The Committee will review the thesis and conduct an oral examination to test the Student's knowledge of the thesis subject. The final decision of the committee will be based both on the quality of the thesis document and on the Student's defense of their work.

11.3. Examination Committee Composition (Minimum four members)

- Effective November 2015, the Chair of the Final MSc Examination is to be a member of the Psychiatry Graduate Program Committee, who is not the Supervisor or Member of the Student's Supervisory Committee. Chairs can also act as Examiners.
- The Student's Supervisory Committee.
- As per FOMD guidelines, the Examination Chair must also be impartial and cannot have a personal or financial relationship with either the student or the supervisor (i.e., they have to be in an arm's length relationship; see below).
- At least 1 arm's length member. An arm's length examiner must not be (or have been) a Member of the Supervisory Committee, or have been connected with the thesis research in a significant way. An arm's length examiner should not have been associated with the student, outside of usual contact in courses or other non-thesis activities within the University, nor be related to the Student or

Supervisor(s). Except in special circumstances (fully justified in writing to the Vice-Dean, FGSR), an arm's length examiner should not be a close collaborator of the Supervisor(s) within the last six years.

- Effective April 2019, once the examining committee is identified the arm's length examiners will complete a "Conflict of Interest" form provided by the Graduate Program Administrator.

The Supervisor, often in discussion with the Student, selects and invites 1 arm's length examiner to be on the committee. The Supervisor, not the Student, is responsible for scheduling the examination.

11.4. MSc Thesis Document

The MSc thesis, at a minimum, should reveal that the Student is able to work in a scholarly manner and is acquainted with the principal works published on the subject of the thesis. As far as possible, it should be an original contribution. The FGSR sets all regulations regarding the preparation and formatting of the thesis. Please visit [Thesis Preparation, Requirements & Deadlines | Faculty of Graduate Studies and Research \(ualberta.ca\)](http://ualberta.ca) for current requirements.

11.5. Timeline

At least **six weeks** prior to the final MSc examination:

Students:

- Send the complete MSc thesis to the Supervisory Committee along with a Preliminary Acceptance of Thesis Form. Allow a minimum of two weeks for potential revisions suggested by the Supervisory Committee.

At least **four weeks** prior to the final MSc examination:

Supervisors:

- Arrange the examination committee and exam date and communicate arrangements to the Graduate Program Administrator. This includes identification of the arm's length member(s) and scheduling. Students cannot arrange their own MSc examination committees or examination dates.
- The Chair of the MSc examination will be assigned by the Graduate Program Administrator who will then inform the Supervisor and the Student.
- The Graduate Program Administrator will give to the Supervisor a completed FGSR "Notice and Approval of a Master's Final Oral Examining Committee & Examination Date." The Supervisor must sign this form and return it to the administrator.

Students:

- Return the signed “Preliminary Acceptance of the Thesis” Form to the Graduate Program Administrator at least four weeks prior to the intended defense date. Not all members of the Supervisory Committee are required to sign the same form.

At least **three weeks** prior to the final MSc examination:

Students:

- Send the final thesis to all members of the examining committee at least 3 weeks prior to the defense. You are required to account for sufficient time for the examiners to read your thesis.

At least **three working days** prior to the final MSc examination:

Students:

- The Student must provide the Graduate Program Administrator with the exact title of the thesis at least three working days prior to the exam.

11.6. Format of the MSc Final Examination

- The examination should begin with excusing the Student to leave the room. The Supervisor will then review the Student's progress to-date, including coursework, awards, publications and presentations. This review will be complemented by the Chair if necessary. The order of questioning will be determined by the Chair in discussion with the examining committee, usually following the system from the most external examiner to the Supervisor, with the Chair asking questions last if so desired.
- The Chair is responsible to remind examiners to limit their questions to **15-20 minutes** in the first round of questions, and to 5 minutes in the second or following rounds of questions. The Chair should explicitly offer the Student a break between the first and subsequent rounds of questions. There should be two rounds of questions with no more than three rounds, and the overall time for a Final MSc Examination should not exceed 3 hours.
- The Student is then asked back into the room and informed of the format and order of examiners. Prior to commencing the examination, the Student should be given the opportunity to ask for clarification.
- This will be followed by a 20-minute (max. 30 minutes) oral presentation of the Student summarizing their thesis work.
- Then the question period will ensue for two to three rounds of questions from the examining committee.

- Immediately before closing the Final MSc Examination, the Chair will provide the student with another opportunity to express any concerns or questions that might have arisen during the examination.
- The Student will then be asked to leave the room while the committee makes a decision on the outcome of the examination.

11.7. Possible Outcomes of the MSc Final Examination

If all but 1 member of the Committee agrees on a decision, the decision shall be that of the majority. If 2 or more dissenting votes are recorded, the department will refer the matter to the Vice-Dean (FGSR), who will determine an appropriate course of action.

- **Pass:** If the Student passes the examination, the Committee shall sign the “Thesis Approval/Program Completion” form and submit it immediately to the Graduate Program Administrator. The Administrator will arrange for the final signatures and submit the form to FGSR.
- **Pass subject to revisions:** The Student has satisfactorily defended the thesis but there are some revisions to be made to the thesis before final approval. If the revisions are deemed not to require a reconvening of the Examining Committee, the process is as follows (note: There is no formal difference between *minor* and *major* revisions):
 - Members wishing to do so may sign immediately. The Committee Chair or Supervisor withholds their signature until the thesis is amended satisfactorily and all other Committee Members have signed. The “Thesis Approval/Program Completion” form needs to be signed and submitted to the Graduate Program Administrator indicating "pass subject to revisions".
 - It is expected that the Student will make the changes in time to submit the thesis to the FGSR on or before the deadline for the next convocation.
 - The changes should be checked and approved by the Supervisor, who does not sign until the required changes are satisfactorily completed.
 - Other Committee Members may also wish to withhold their signature until they can verify that their required revisions have been made to their satisfaction.
 - Once the revisions have been satisfactorily completed, the Supervisor will visit the Graduate Program Administrator, sign the form, and the Administrator will submit the form to FGSR.
- **Adjourned:** The final oral examination should be adjourned in the following situations:
 - The revisions to the thesis are sufficiently substantial (e.g., if further research or major reworking of sections are required), or the Committee is not satisfied with the general format/presentation of the thesis, a reconvening of the Examining Committee is necessary. In such a case, the Committee should not propose that the Student has passed, but instead adjourn the examination.

- The Committee is dissatisfied with the Student's oral presentation and defense of the thesis, even if the thesis itself is acceptable.
- Compelling, extraordinary circumstances such as a sudden medical emergency during the examination.
 - If the examination is adjourned, the Committee should:
 - Specify in writing to the Student, with as much precision as possible, the nature of the deficiencies and, in the case of revisions to the thesis, the extent of the revisions required. Where the oral defense is unsatisfactory, it is recommended to arrange for individual or joint discussions with the Student prior to reconvening the examination.
 - Decide upon a date to reconvene. If the date of the reconvened oral examination depends upon the completion of a research task or a series of discussions, it should be made clear which Committee Members will decide on the appropriate date to reconvene. The final date set for reconvening shall be no later than six months from the date of the original examination date. A final decision of the Examining Committee must be made within six months of the initial examination.
 - Before the examination is reconvened, the Student is required to be given detailed instructions from their Supervisor and/or Supervisory Committee about the changes required compared to the original MSc thesis or its defense.
 - The Committee is to specify the supervision and assistance the Student may expect from the Committee Members in meeting the necessary revisions.
 - The Vice-Dean (FGSR) and the Graduate Program Director need to be advised by the Supervisor in writing of the adjournment and the conditions.
 - When the date is set for the adjourned final oral examination, the Supervisor will notify the Graduate Program Director and the Graduate Program Director will notify the FGSR. Normally the Dean, Vice-Dean, Associate Dean or Pro Dean attends the repeat examination.
- **Fail:** If the final examination Committee agrees that the Student has failed, the Committee Chair shall provide the reasons for this recommendation and the department's recommendation for the Student's program in writing to the Vice-Dean (FGSR), to the Student, and to the Graduate Program Director. The Vice-Dean (FGSR) will arrange to meet with the Student and with department representatives before acting upon any department recommendation. A decision of the FGSR which affects a Student's academic standing (e.g., required to withdraw) is appealable.

11.8. Time Limit for Submission of Theses to FGSR

Following completion of the final oral examination at which the thesis is passed or passed subject to revisions, the Student shall make the appropriate revisions where necessary and **submit the approved thesis to FGSR within 6 months** of the date of the final oral examination.

The Examining Committee may impose earlier deadlines for submitting revisions.

If the thesis is not submitted to FGSR within the 6 month time limit, the Student will be considered to have withdrawn from the program. After this time, the Student must apply and be re-admitted to FGSR and register again before the thesis can be accepted.

If the final oral examination is adjourned, the 6 month time limit will take effect from the date of completion of the examination where the thesis was ultimately passed with or without revisions.

In order to convocate, Students must submit their thesis to the FGSR for approval before the deadline dates set out in the Academic Schedule of the Calendar. Students must also ensure that they are registered in the appropriate Thesis course in their last registration prior to convocation.

12. Final PhD Examination

The final exam for PhD Students is normally held at the end of the fourth year in the graduate program. PhD Students have a maximum of 6 years from their first term of registration in their first program to complete all degree requirements. MSc Students who have transferred to the PhD program must complete all degree requirements within 6 years, starting from their second year as an MSc Student. This means, the first MSc year is **not** counted towards the maximum of 6 years in a PhD program, but all subsequent years in the MSc program prior to transfer in the PhD program **are** counted.

12.1. Purpose of the Examination

The purpose of the final PhD examination is to assess the Student's: 1) knowledge of the literature relevant to their research area, 2) understanding of their data collection and analysis methods, 3) understanding of the significance of their research in the context of their research area, and 4) knowledge of the limitations and pitfalls of their chosen methods.

12.2. Role of the Examination Committee

The Committee will review the thesis and conduct an oral examination to test the Student's knowledge of the thesis subject. The final decision of the committee will be based both on the quality of the thesis document and on the Student's defense of their work.

12.3. Examination Committee composition (minimum five members)

The Committee will review the thesis and conduct an oral examination to test the Student's knowledge of the thesis subject. The final decision of the committee will be based both on the quality of the thesis document and on the Student's defense of their work.

- Effective November 2015, the Chair of the Final PhD Examination is to be a member of the Psychiatry Graduate Program Committee, who is not the Supervisor or Member of the Student's Supervisory Committee.
- As per FOMD guidelines, the Examination Chair must also be impartial and cannot have a personal or financial relationship with either the student or the supervisor (i.e., they have to be in an arm's length relationship; see below).
- The Student's Supervisory Committee.

- An External Examiner from outside of the University of Alberta
- At least 1 arm's length member. An arm's length examiner must not be (or have been) a Member of the Supervisory Committee, or have been connected with the thesis research in a significant way. An arm's length examiner should not have been associated with the student, outside of usual contact in courses or other non-thesis activities within the University, nor be related to the Student or Supervisor(s). Except in special circumstances (fully justified in writing to the Vice-Dean, FGSR), an arm's length examiner should not be a close collaborator of the Supervisor(s) within the last six years.
- Effective April 2019 once the examining committee is identified the arm's length examiners will complete a "Conflict of Interest" form provided by the Graduate Program Administrator.

It is the responsibility of the Supervisor (not the Student) to provide the Graduate Program Administrator with the names of the non-UofA External Examiner and the UofA arm's length examiner(s) at least 2 months in advance of the prospective examination date.

12.4. PhD Thesis Document

A doctoral thesis, at a minimum, must embody the results of original investigations and analyses and be of such quality as to merit publication, meeting the standards of reputable scholarly publications. It must constitute a substantial contribution to the knowledge in the student's field of study.

[Thesis Preparation, Requirements & Deadlines | Faculty of Graduate Studies and Research \(ualberta.ca\)](http://ualberta.ca)

12.5. Timeline

At least **2 months** prior to the examination

Complete PhD thesis to be sent to the Supervisory Committee

- The Student sends the complete PhD thesis to their Supervisory Committee. The Committee is given two weeks to review the thesis and suggest revisions.
- All members of the Supervisory Committee must recommend, on the "**Preliminary Acceptance of Thesis**" form (available on the Psychiatry website and FGSR forms cabinet), that the thesis is acceptable for examination. Note: This is a mandatory precaution governed by FGSR to avoid dissemination of substandard PhD theses to examiners external to the University of Alberta.

[***External Examiner outside of the University of Alberta***](#)

Once an External Examiner has been chosen by the Supervisor, the Supervisor must complete **two** forms: 1) the “**Approve External Examiner for Final Doctoral Oral Exam**” form (forms cabinet on the FGSR website) and 2) the “**FoMD PhD External Examiner Conflict of Interest Checklist**” (forms cabinet on Psychiatry website, or contact the Graduate Program Administrator). **Both forms** are to be submitted to the Graduate. In addition, a CV of the External Examiner must accompany the forms. The CV must contain information on the supervisory experience of the proposed External Examiner. As per FoMD guidelines, all external examiners must participate in the examination in person or through tele-/video conference to allow questions in real time. **No readers will be approved by the FoMD.**

University of Alberta Calendar, section 204.3.4.: An External Examiner...

- Must be a recognized authority in the specific field of research of the student’s thesis.
- Will be experienced in evaluating doctoral area work.
- Must be in a position to review the thesis objectively and to provide a critical analysis of the work and the presentation.
- It is essential that the External not have an association with the student, the supervisor, or the department, within the last six years as this could hinder objective analysis. For example, a proposed External who has within the last six years been associated with the student as a research collaborator or coauthor would not be eligible. Also, a proposed External must not have had an association within the last six years with the doctoral student’s supervisor (as a former student, supervisor, or close collaborator, for instance). Under normal circumstances the same person will not be used as an External at the University of Alberta if that External has served in the same capacity in the same department at this University within the preceding two years; this does not preclude an External serving in another department.

The Graduate Program Director will review the External Examiner suggestion and, with provisional departmental approval, forward the Approval form, Conflict of Interest Checklist, and CV to the Graduate Office of the Faculty of Medicine & Dentistry (FoMD) for approval. Once the FoMD Graduate Office approves the External Examiner, they will forward the form to FGSR.

The Psychiatry Graduate Program Administrator and Director will receive a copy of the correspondence from FoMD to FGSR, by which time the official letter of invitation is sent out to the External Examiner. The letter is to be prepared by the Psychiatry Graduate Program Administrator based on a standard invitation letter template, and signed by the Graduate Program Director. The Administrator will inform Supervisor and Student when the invitation has been sent, at which time neither the Supervisor nor Student can have any contact with the External.

In the letter of invitation, the External Examiner is requested to prepare and send to the Graduate Program Director, at least 1 week in advance of the examination, a brief written commentary (approximately 2 to 3 pages) on the structure, methodology, quality, significance and findings of the thesis. This commentary should not be given to the Student prior to the examination.

Limited funding is available from the Department of Psychiatry for the travel required by the external examiner. A written request must be made to the Chair of Psychiatry. There is also funding from FGSR (see FGSR forms cabinet) to cover the costs associated with bringing in external examiners; Supervisors must apply for this funding first, and only if unsuccessful, they can submit the decision of the request to the Chair of Psychiatry along with their request for funding from Psychiatry.

Complete PhD thesis to be sent to the Supervisory Committee

- The Student sends the complete PhD thesis to their Supervisory Committee. The Committee is given two weeks to review the thesis and suggest revisions.
- All members of the Supervisory Committee must recommend, on the “**Preliminary Acceptance of Thesis**” form (available on the Psychiatry website and FGSR forms cabinet), that the thesis is acceptable for examination. Note: This is a mandatory precaution governed by FGSR to avoid dissemination of substandard PhD theses to examiners external to the University of Alberta.

At least **5 weeks** prior to the examination:

- ***Preliminary Acceptance of Thesis:*** The Student submits the “**Preliminary Acceptance of Thesis**” form, signed by all members of the Supervisory Committee, to the Graduate Program Administrator. Committee Members do not have to all sign the same form.
 - If the signatures are received and complete, the Graduate Program Administrator will inform the Supervisor that he/she can set the date, time, and place of the examination.
 - Mail contact with the External Examiner will be strictly limited to the Graduate Program Administrator and Director. They will inquire if the External Examiner wishes to receive a hard copy of the thesis, in which case the Student prints one hard copy of the complete thesis to be forwarded to the External Examiner.

At least **4 weeks** prior to the examination:

- The External Examiner receives the thesis either in hard copy or through email. Please allow sufficient mailing time, if the External Examiner prefers a hard copy.

Supervisors:

- Arrange the examination committee and exam date and communicate arrangements to the Graduate Program Administrator. This includes identification of the arm's length member(s) besides the External Examiner and scheduling. Students cannot arrange their own examinations or committees. The **Supervisor must inform the Administrator once the examination information is confirmed.**
- The Chair of the PhD examination will be assigned by the Graduate Program Director. The Administrator will then inform the Supervisor and the Student.
- The Graduate Program Administrator will provide to the Supervisor a completed FGSR "Notice and Approval of a Doctoral Final Oral Examining Committee & Examination Date." The Supervisor must sign the form and return it with the original signature.

At least **3 weeks** prior to the examination:

- The Administrator must provide FGSR with the "Notice and Approval of a Doctoral Final Oral Examining Committee & Examination Date" at least 3 weeks prior to the exam.

12.6. Format of the PhD Final Examination

- The examination should begin with excusing the Student to leave the room. The committee will then review the Student's performance in the program. The order of questioning will be determined. It is preferred that most time is allotted to the External Examiner and the arm's length examiner(s) and the least to the Supervisor. The Chair can, but is recommended not to, be asking questions. If so desired, they should ask questions last.
- The Chair is responsible for reminding examiners to limit their questions to the time limits agreed upon. It is expected to provide ample time (20 minutes max.) to the External/Arm's Length Examiners in the first round of questions, with other examiners being given 15-20 minutes each. The Chair should explicitly offer the Student a break between the first and subsequent rounds of questions. In the second or following rounds of questions, each examiner should limit their questions to about 5-10 minutes, again favoring the External/Arm's Length Examiners. There should be no more than three rounds of questions, and the overall time for a Final PhD Examination should not exceed 4 hours.
- The Chair should remind Examiners to avoid discussions among themselves that exclude the Student and encourage them to ask detailed questions about the thesis and occasional broad, disciplinary questions. Lecturing, typographical and stylistic errors should not take up examination time.

- The Student is then asked back into the room and informed of the format and order of examiners. Prior to commencing the examination, the Student should be given the opportunity to ask for clarification.
- This will be followed by a 20-minute (max. 30 minutes) oral presentation of the Student summarizing their thesis work.
- Then the question period will ensue for two to three rounds of questions from the examining committee.
- Immediately before closing the Final PhD Examination, the Chair will provide the student with another opportunity to express any concerns or questions that might have arisen during the examination.
- The Student will then be asked to leave the room while the committee makes a decision on the outcome of the examination.
- For the adjudication, each examiner has to provide their opinion before the verdict. The Chair will solicit two opinions from each examiner: (1) on the acceptability of the thesis; and (2) on the acceptability of the defense.
- The Student is invited back into the room and the Chair announces the decision and provides feedback on the committee's discussions regarding the strengths and weaknesses of the thesis and the thesis defense.

12.7. Possible Outcomes of the PhD Final Examination

If all but 1 member of the Committee agrees on a decision, the decision shall be that of the majority. If 2 or more dissenting votes are recorded, the department will refer the matter to the Vice-Dean (FGSR), who will determine an appropriate course of action.

- **Pass:** If the Student passes the examination, the **Committee shall sign the “Thesis Approval/Program Completion” form and submit it immediately to the Graduate Program Administrator.** The Administrator will arrange for the final signature and submit the form to FGSR.
- **Pass subject to revisions:** The Student has satisfactorily defended the thesis but there are some revisions to be made to the thesis before final approval. If the revisions are deemed not to require a reconvening of the Examining Committee, the process is as follows (note: There is no formal difference between *minor* and *major* revisions):
 - Members wishing to do so may sign immediately. The Committee Chair or Supervisor withholds their signature until the thesis is amended satisfactorily and all other Committee Members have signed. The “Thesis Approval/Program Completion” form needs to be signed and submitted to the Graduate Program Administrator indicating "pass subject to revisions".
 - It is expected that the Student will make the changes in time to submit the thesis to the FGSR on or before the deadline for the next convocation.

- The changes should be checked and approved by the Supervisor, who does not sign until the required changes are satisfactorily completed.
- Other Committee Members may also wish to withhold their signature until they can verify that their required revisions have been made to their satisfaction.
- **Once the revisions have been satisfactorily completed, the Supervisor will visit the Graduate Program Administrator, sign the form, and the Administrator will submit the form to FGSR.**
- **Adjourned:** The final oral examination should be adjourned in the following situations:
 - The revisions to the thesis are sufficiently substantial (e.g., if further research or major reworking of sections are required), or the Committee is not satisfied with the general format/presentation of the thesis, a reconvening of the Examining Committee is necessary. In such a case, the Committee should not propose that the Student has passed, but instead adjourn the examination.
 - The Committee is dissatisfied with the Student's oral presentation and defense of the thesis, even if the thesis itself is acceptable.
 - Compelling, extraordinary circumstances such as a sudden medical emergency during the examination.
 - If the examination is adjourned, the Committee should:
 - Specify in writing to the Student, with as much precision as possible, the nature of the deficiencies and, in the case of revisions to the thesis, the extent of the revisions required. Where the oral defense is unsatisfactory, it is recommended to arrange for individual or joint discussions with the Student prior to reconvening the examination.
 - Decide upon a date to reconvene. If the date of the reconvened oral examination depends upon the completion of a research task or a series of discussions, it should be made clear which Committee Members will decide on the appropriate date to reconvene. The final date set for reconvening shall be no later than six months from the date of the original examination date. A final decision of the Examining Committee must be made within six months of the initial examination.
 - Before the examination is reconvened, the Student is required to be given detailed instructions from their Supervisor and/or Supervisory Committee about the changes required compared to the original MSc thesis or its defense.
 - The Committee is to specify the supervision/ assistance the Student may expect from the Committee Members in meeting the necessary revisions.

- The Vice-Dean (FGSR), and the Graduate Program Director need to be advised by the Supervisor in writing of the adjournment and the conditions.
 - When the date is set for the adjourned final oral examination, the Supervisor will notify the Graduate Program Director and the Graduate Program Director will notify the FGSR. Normally the Dean, Vice-Dean, Associate Dean or Pro Dean attends the repeat examination.
- **Fail:** If the final examination Committee agrees that the Student has failed, the Committee Chair shall provide the reasons for this recommendation and the department's recommendation for the Student's program in writing to the Vice-Dean (FGSR), to the Student, and to the Graduate Program Director. The Vice-Dean (FGSR) will arrange to meet with the Student and with department representatives before acting upon any department recommendation. A decision of the FGSR which affects the Student's academic standing (e.g., required to withdraw or transfer to a master's program) is appealable.

Time Limit for Submission of Thesis to FGSR

Following completion of the final oral examination at which the thesis is *passed* or *passed subject to revisions*, the Student shall make the appropriate revisions where necessary and **submit the approved thesis to FGSR before the next Thesis completion form submission deadline.**

The Examining Committee may impose earlier deadlines for submitting revisions. If the thesis is not submitted to FGSR within 6 months, the Student will be considered to have withdrawn from the program. After this time, the Student must apply and be re-admitted to FGSR and register again before the thesis can be accepted.

If the final oral examination is adjourned, the 6 month deadline will take effect from the date of completion of the examination where the thesis was ultimately passed with or without revisions.

In order to convocate, Students must submit their thesis to the FGSR for approval before the deadline dates set out in the Academic Schedule of the Calendar. Students must also ensure that they are registered in the appropriate Thesis course in their last registration prior to convocation, and register to convocate in BearTracks.

12.8. Extensions

MSc & PhD Program Extension

In exceptional circumstances, a Student who has failed to complete the requirements for the degree within the appropriate period of time specified in the Calendar may be considered for an extension. Requests for extensions will only be considered if there are well-documented reasons specific to a particular type of research that precludes completion within the time limit, or if there are sufficient and substantial unforeseen circumstances beyond the control of the Student and/or Supervisor which prevent completion of the program within the time limits.

- The first extension to a Student's program is granted by the department for a period of up to one year.
 - Documents required:
 - A letter or email from the student and supervisor explaining the delay and a timeline/plan to mitigate further delays, with defense no later than 1 year past application for extension is approved by the Graduate Program Director.
- To request a second or subsequent extension, the department must submit a 'Request for a Program Extension form' and accompanying documentation to FGSR. Students whose time limit has been reached are not permitted to register until an extension to the program has been granted.
 - Documents required:
 - Program extension form
 - From the supervisor:
 - An explanatory letter summarizing the student's progress to date
 - A timeline for completion of program approved by the supervisor/or supervisory committee
 - From the Student:
 - an explanatory letter with the expected date of completion
 - the timeline for completion of program

Department of Psychiatry policy on supervisor-donated funds for funding of graduate student stipends 2022-08-23

PREAMBLE

Cases arise occasionally whereby supervisors of graduate students may ask to donate funding directed for use as support for a specified graduate student.

Self-funding of research in the form of directed charitable donations from a faculty member to their own research project account(s) has been allowed under University of Alberta policy. By extension, this document describes policy on use of such funds to provide a stipend for a graduate student under the supervision of the donating faculty member.

This policy document defines *terms of acceptance and the administration of self-donated funding provided to a graduate student* to fulfill at least minimum departmental requirements for provision of graduate student stipends. These terms will apply for GRA funding (GRAF).

The policy recognizes that a student must continue to receive a stipend for which a contract is in place unless the policies and procedures of the University of Alberta indicate that funding may be decreased or discontinued due to a change in the student's status (e.g., receipt of alternative funding or a change in program registration status as confirmed by FGSR).

FUNDING DONATED BY A GRADUATE SUPERVISOR FACULTY MEMBER TO FUND A STUDENT UNDER THEIR SUPERVISION

Subject to compliance with the University of Alberta Procedures and Policies.

Permission for a faculty member to self-fund a graduate student for which they are a supervisor or co-supervisor (referred to below as the *Self-funder*)

A Graduate Supervisor Faculty Member who wants to donate funding to support the stipend of a graduate student must gain permission of the Academic Chair of Psychiatry or designate.

Authorization and administration of use of funds

The Academic Chair of Psychiatry may authorize use of the self-donated funds, as a charitable donation to the University of Alberta, under the following conditions:

- i) **Amount and duration of to be donated funding** will be agreed upon in accordance with approved minimum funding requirements set by the Graduate Program Committee (and in line with the Graduate Student Collective Agreement) for the Calendar year of the student's admission to the psychiatry graduate program.
- ii) **Prior to clearing any conditional funding requirement** for a student's registration in the graduate program, the specified funding must be donated in full by the Self-funder for the duration of intended funding of a named student registered in the graduate studies program in the department of psychiatry under their supervision. The duration of funding will normally be two years for a master's student and four years for a doctoral student – this corresponds to the minimum respective durations of the master's and doctoral programs for individuals in the department of psychiatry.
- iii) **The funding must be deposited into a unique project account named for this purpose** and, by authorisation of the Academic Chair of Psychiatry, the student will be paid regularly from the agreed upon start date for the duration of funding (in keeping with the practices in place for payment of graduate student stipends from a university research project account). This provision is to manage potential conflict of interest by providing clear separation between the source of the funds and the Self-funder.
- iv) **Unused funds will be retained by the Department of Psychiatry** to support the graduate studies and research program at the discretion of the Academic Chair of Psychiatry. As the funds are in the form of a donation for which an institutional text receipt will be issued, any residual funds can not be reimbursed to the Self-funder.
- v) If a graduate student in good academic standing supported by donated funds is unable to continue under the supervision of the Self-funder (for example, due to breakdown of the supervisory relationship or lack of funding support for graduate research project costs), the stipend funding will remain with the student as he/she moves to work under supervision of another University of Alberta faculty member.
- vi) **Amendment or updating of these terms of reference** may be made as deemed necessary with the consideration and approval of the Graduate Program Committee.