



Department of Psychology
Candidacy Examination Regulations: Summary & Checklist

FOR ALL CANDIDACY EXAMS:

1. The student's advisor, after consultation with the other members of the examining committee, will complete and submit by email the required form (page 3 only) together with a detailed description of the candidacy exam and the evaluation procedures to be used, to the Associate Head (Graduate) and Psych_Grad_Office@umanitoba.ca, at least 5 business days prior to distribution of the exam.
2. Answers to some of the questions posed to the student may be given orally to the entire examining committee. A written answer must be given for at least one of the questions posed to the student.
3. Faculty should describe a process for determining that the student has passed the exam. Consistent with FGS regulations, at the time of the exam distribution, the Candidacy Examination Committee will provide the student (in writing) the specific weights for each question/topic and the method to be used to determine the final pass/fail decision. Each question/component of the exam must be evaluated on a pass/fail basis by each member of the committee. A committee's decision will be considered a unanimous pass when the total number of failing evaluations received across all committee members and questions/components of the exam is 2 or fewer. It will not be considered a unanimous pass if one committee member fails more than 2 components or more than 2 committee members fail any one component.

THE CANDIDACY EXAMINATION MAY BE STRUCTURED IN ONE OF THREE WAYS:

1) Closed-book

Typically consists of 2, 4-hour examination periods on consecutive days.

2) Take-home

Typically consists of 4 – 8 questions, the answers for which together should not exceed 100 typed, double-spaced pages. Three months are allowed for completion of the exam.

3) Open-format

This examination consists of several questions which require explicit answers and either one or both of the following:

1. A sample application for a faculty-level research grant (following the most recent format required by major granting agencies such as CIHR, NSERC OR SSHRC)
2. A research paper for which the student had sole responsibility or for which the student assumed first-authorship. The research paper may be published, in press/accepted or submitted for peer review. If the paper has not yet been submitted for peer review, the student must follow the manuscript standards for a specified journal. If the paper has not been accepted for publication, the committee must assess the quality of the manuscript according to the standards of the relevant journal. Papers that have been accepted for publication do not need to be assessed by the committee in order to meet the requirement for this component of the candidacy exam. The paper may contain components from the masters thesis work, but must be substantially different from the thesis, including at the minimum new analyses not presented in the thesis.

Students who choose to include only one of these optional elements will be required to include as part of the candidacy exam between 3 and 6 questions posed by the examining committee. At least one of these questions must be answered in writing. The remaining questions may be answered either in writing or orally to the entire committee. Questions for which a written answer will be given may be addressed either in a take-home or closed-book format. If answered in closed-book format, then the procedures described in the department manual regarding the standard closed-book examination will apply with the exception that the time allotted for the examination will be reduced as appropriate and in no case should this exceed two three-hour examination periods across two consecutive days. If answered in a take-home format, then the procedures described in the department manual regarding the standard take-home examination will apply with the exception that the maximum combined length of the

answers should be reduced as appropriate and in no case should this be more than 75 double-spaced typed pages (excluding references and nontexted appendices specified in advance by the examining committee).

Students who choose to include both a sample grant application and a research paper will be required to include as part of the candidacy exam between 2 and 4 questions posed by the examining committee. At least one of these questions must be answered in writing. The remaining question(s) may be answered either in writing or orally to the entire committee. Questions for which a written answer will be given may be addressed either in a take-home or closed-book format. If answered in a closed-book format, then the procedures described in the department manual regarding the standard closed-book examination will apply with the exception that the time allotted for the examination will be reduced as appropriate and in no case should this exceed a single four-hour examination period. If answered in a take-home format, then the procedures described in the department manual regarding the standard take-home examination will apply with the exception that the maximum combined length of the answers should be reduced as appropriate and in no case should this be more than 50 double-spaced typed pages (excluding references and nontexted appendices specified in advance by the examining committee).

CHECKLIST

Arrangement of the candidacy examination requires submission by email, to the Associate Head (Graduate) and Psych_Grad_Office@umanitoba.ca, of the 'Candidacy Exam Composition Form' together with a detailed description of the components of the exam and the evaluation procedures to be used at least 5 business days prior to distribution of the exam. Please verify that each of the required components is included prior to submitting the exam.

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



DEPARTMENT OF PSYCHOLOGY

CANDIDACY EXAMINATION COMPOSITION FORM

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

Date: _____

Student Name: _____

Student #: _____

Type of Candidacy Examination to be attempted (choose one):

- closed-book
- take-home
- open-format

Date on which the examination will commence (choose one):

(Note: this is the date on which questions will be distributed and the closed-book portion of the exam [if any] will begin)

- February 1
- May 1
- September 15

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

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

Examining Committee Members Names:

Email address ***if*** outside of UofM

_____ (Advisor)

Please submit the completed form to the Associate Head (Graduate) and Psych_Grad_Office@umanitoba.ca at least 5 business days prior to the distribution of the exam.

Psychology Associate Head (Graduate): _____ Date: _____

Candidacy Examination Description
Sample Closed-Book Exam

Format: closed-book

Exam Composition:

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

Evaluation:

1. Each element of the examination will be evaluated by each member of the examining committee on a pass/fail basis.
2. A committee’s decision will be considered a unanimous pass when the total number of failing evaluations received across all committee members and questions/components of the exam is 2 or fewer. It will not be considered a unanimous pass if one committee member fails more than 2 components or more than 2 committee members fail any one component.

Candidacy Examination Description
Sample Take-Home Exam

Format: take-home

Exam Composition:

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

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

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

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

Evaluation:

1. Each element of the examination will be evaluated by each member of the examining committee on a pass/fail basis.
2. A committee’s decision will be considered a unanimous pass when the total number of failing evaluations received across all committee members and questions/components of the exam is 2 or fewer. It will not be considered a unanimous pass if one committee member fails more than 2 components or more than 2 committee members fail any one component.

Candidacy Examination Description
Sample Open-Format Exam

Format: open-format

Exam Composition:

1. A sample application for a faculty-level research grant following the most recent format required by CIHR. This application should be based on some aspect of the cognitive neuroscience of auditory attention.
2. A research paper for which the student had sole responsibility or for which the student assumed first-authorship. The research paper may be published, in press/accepted or submitted for peer review. If the paper has not yet been submitted for peer review, the student must follow the manuscript standards for a specified journal. If the paper has not been accepted for publication, the committee must assess the quality of the manuscript according to the standards of the relevant journal. Papers that have been accepted for publication do not need to be assessed by the committee in order to meet the requirement for this component of the candidacy exam. The paper may contain components from the masters thesis work, but must be substantially different from the thesis, including at the minimum new analyses not presented in the thesis.
3. *Question to be answered in writing:* "insert question here ...".

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

5. *Question to be answered orally in a lecture given to the examining committee:* "insert nature of lecture here"
Details: The date and time of this lecture has yet to be arranged.
However the student will be afforded sufficient time to prepare, and the lecture will be scheduled so that the student, the advisor, and all members of the examining committee will be present.

Evaluation:

1. Each element of the examination will be evaluated by each member of the examining committee on a pass/fail basis.
2. A committee's decision will be considered a unanimous pass when the total number of failing evaluations received across all committee members and questions/components of the exam is 2 or fewer. It will not be considered a unanimous pass if one committee member fails more than 2 components or more than 2 committee members fail any one component.