

POLICY ON HONOURS SUPERVISION

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This document establishes policies for the Honours Thesis in Psychology

Policy:

1. Students must be supervised by a faculty member or an adjunct faculty member in the Department of Psychology. Co-supervision is permitted, but one person shall be designated the primary supervisor.
2. Unless approved by the Head of Psychology, **faculty may supervise a maximum of two honours students and adjuncts may supervise a maximum of one honours student each academic year.**
3. The second reader must be a faculty member, an adjunct faculty member, or otherwise hold an appointment at the University of Calgary. The second reader must be a faculty member in the Department of Psychology in any case where the supervisor is not a faculty member.
4. Graduate students and postdoctoral fellows may assist with supervision duties, but may not serve either as the primary supervisor or as second reader.
5. The second reader must be selected to ensure sufficient independence from both supervisor and student as to avoid any actual, potential, or perceived conflict of interest (e.g., individuals who have a personal relationship (e.g., romantic, sexual, marital, or familial) with the supervisor are not eligible to serve as second reader). For more information on conflicts of interest, please consult the Faculty of Graduate Studies webpage <https://grad.ucalgary.ca/current-students/thesis-based-students/supervision/conflict-interest>
6. The supervisor is responsible for arranging the second reader and communicating the name of the second reader to the Director of Undergraduate Studies via email by the deadline specified in the PSYC 598 course outline.
7. The supervisor is expected to mentor the student through all aspects of the research project, including (where applicable): the research ethics application, research design, data collection, data

analysis, and preparation of the written thesis (including feedback on written work). Supervisors who are planning on being on sabbatical for part or all of the academic year in which they will undertake the supervision of an honours student must submit a written plan to the Director of Undergraduate Studies that describes how they will manage supervision during their sabbatical. They must also furnish written documentation demonstrating that the student is aware of and approves this plan.

8. The second reader must be involved in the evaluation process, including reading the student's thesis, providing written feedback to the student (e.g., using the Department's Honours Thesis and Research Course Feedback Form), and consulting with the supervisor regarding a recommended grade for the written thesis.

Procedures:

1. The supervisor is responsible for submitting the recommended thesis grade and the written feedback from the second reader and the supervisor to the Director of Undergraduate Studies.
2. In cases where the supervisor and second reader cannot agree on a recommended thesis grade, the Director of Undergraduate Studies will be consulted and will adjudicate.
3. A student's grade is determined by the Director of Undergraduate Studies, who is the instructor of record of Psyc 598. The final grade will be based on the recommended grade for the written thesis combined with the grade for the seminar (see the Psyc 598 course outline for details). In evaluating the thesis, the supervisor and the second reader should include consideration of the quality of the written thesis, effort, independence, responsiveness to feedback, and the meeting of expectations and deadlines.

Course Requirements:

1. An honours thesis is expected to involve the collection and analysis of original data, or original analysis of previously collected data. Theses that do not involve any data collection and/or data analysis are not normally permitted and must be approved by the Head.
2. Ethics certification must be in place by the date specified on the PSYC 598 course outline or the student may be required to withdraw from the Honours program due to lack of satisfactory progress.
3. A written thesis must be submitted for the Honours Thesis and Seminar course (PSYC 598).