

Doctoral Program Procedure – Baruch Ivcher School of Psychology

Phase A:

The commencement of Phase A is conditional upon acceptance into the program by the internal committee of the school after reading and approving the candidate's preliminary research proposal.

The preliminary research proposal should be submitted according to the submission format described in the document: Guidelines for Writing a Doctoral Research Proposal.

Phase B:

A student will move to Phase B of the program after the institutional (university-wide) doctoral committee formally approves the doctoral research proposal. To obtain this approval, the following steps must be completed:

1. The student will submit a research proposal approved by the supervisor to the head of the doctoral program. **The student has two years from the start of Phase A** to submit an approved proposal to the head of the program. If the research proposal is not submitted by this date, the head of the program will decide whether to extend the submission time or terminate the studies.
2. The head of the program will submit the proposal to the institutional committee along with a recommendation for the composition of the accompanying committee for the proposal.
3. The institutional committee will read the proposal and approve the composition of the committee (as it is or with amendments).
4. The head of the program receives a signed opinion from all members of the accompanying committee detailing the review process, changes made, and explicit approval from all committee members for the proposal as a doctoral research proposal.
5. The head of the program will submit the committee's opinion along with the updated proposal to the institutional committee.
6. The institutional committee will approve the proposal and announce the student's transition to Phase B of the program.

*It should be noted that the proposal approval process can take about six months.

Submission of Progress Report:

Every six months, the accompanying committee will fill out a report describing the progress of the doctoral work and submit the report to the head of the program.

Listening Requirements:

The student will complete all course listening requirements during the first two years (Phase A). The institutional committee can announce the transition to Phase B regardless of the completion of these requirements.

Submission of Doctoral Thesis:

The student will submit the doctoral thesis to the supervisor according to the submission format described in the document: **Doctoral Thesis Submission Format**. The supervisor will submit a signed opinion by all members of the accompanying committee, approving the doctoral thesis, to the head of the program. The head of the program will send the work to the institutional committee along with a recommendation for an external reader. After this reader approves the work, a doctoral defense procedure will take place. **The student has four years from the start of Phase A** to complete the doctorate.

Doctoral Defense:

The student will present the doctoral thesis for 15 minutes to a panel that includes the accompanying committee members, the external reader, and guests. After the presentation, the student will answer the panel's questions. Upon completion of the defense, the thesis, along with the external reader's opinion, will be submitted to the upper doctoral committee, which will declare the student as a Doctor.

Updated as of January 2024