

I-O RIG - Admission to Ph.D. Candidacy

Updated January 2020

This document describes the process for admission to Ph.D. candidacy in the I-O Psychology Research Interest Group (RIG) at Rice University. Although the *process* for candidacy will be uniformly applied across all students, *specific requirements* for admission to candidacy are unique to each student. Regarding this latter point, the goals and milestones that must be completed *before* a student will be admitted to candidacy will be decided on by the student's advisor in consultation with the student and all I-O faculty; the requirements will vary depending on each student's particular strengths, developmental opportunities, and career goals. Examples of these requirements are papers submitted to journals for publication, a review paper to jumpstart a dissertation, teaching experiences, and/or internship experiences. Note that candidacy requirements must be fulfilled *before* the admission to candidacy meeting; thus it is recommended that students discuss the admission to candidacy process with their advisor well in advance of their desire to be admitted to candidacy.

The **spring semester before the academic year that a student plans to seek admission to Ph.D. candidacy**, students should:

- 1) **Let their advisor know before the annual student review.** For instance, a student wishing to be admitted to Ph.D. candidacy in either Fall 2020 or Spring 2021, should so inform his or her advisor in Spring 2020, before annual student reviews.
- 2) **Bring a draft proposal of candidacy requirements to the annual student review.** This proposal is drafted in consultation with their advisor; the candidacy proposal accompanies the regular annual review forms and CV that are also brought to the meeting.

To **prepare during the semester of Ph.D. candidacy**, students should take the following steps in consultation with their advisor:

- 3) Form their candidacy committee (the advisor and two additional members from the Department of Psychological Sciences).
- 4) Schedule their admission to candidacy meeting.
- 5) Collect the necessary paperwork from the Graduate Coordinator.
- 6) Update their proposal of candidacy requirements with information concerning their completion of these requirements (see #2 above); also update their I-O Student Progress Report, their CV, and the required department documentation from the website (<https://psychology.rice.edu/graduate/group/current-students/doctorate>)
- 7) Send the above documentation (see #6 above) to their committee members at least one week (5 full business days) before the scheduled meeting.

At this point, two things might happen:

- a) The meeting could be scheduled with the student as planned, and the student gathers appropriate signatures.
- b) The meeting could be postponed and rescheduled, given significant committee concerns.

In the latter case, the committee will reach out to the advisor with concerns. These concerns should primarily reflect issues identified at the students' prior annual feedback meeting (e.g., the student has not satisfactorily completed the candidacy requirements). During this time, the advisor will work with the student to communicate the committee's concerns, and another in-person meeting is scheduled.

- 8) Hold the admission to candidacy meeting with the committee members. The meeting is a review and conversation, where students provide information and review all materials and committee members provide feedback on the students' progress toward their goals. Students gather appropriate signatures on required departmental/graduate school forms.
- 9) Students e-mail the committee with a summary of their meeting, which includes specific points that are to be taken by the student (goals, timeline, deliverables).