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| **Second Doctoral Exam** | | | |
| Overview | The Second-Doctoral exam is designed to be another opportunity for the student to practice professional activities relevant for their future career. There are two options for the 2nd doc exam: (1) A review paper, similar to those found in Psychology Bulletin/Personality and Social Psychology Review; or (2) a grant proposal, similar to a Graduate Research Fellowship for NSF or a F31 (pre-doctoral fellowship) or R36 (Dissertation Award) for NIH. | | |
| Steps and  Recommended Timeline | Year 3, Fall | 1. Project conceptualization discussions with advisor 2. Begin research and writing | |
| Year 3, Spring | 1. Research and Writing | |
| Year 4, Fall | 1. Drafts/revision with advisor 2. Paper Submitted to Committee 3. Final Approval before Year 4, Spring registration | |
| Requirements | * Must be completed within eight (8) registered semesters of enrollment, i.e., prior to registration for the fall of the 5th year. | | |
| Committee Selection | * Three-person committee consisting of: (1) the student’s advisor; (2) a GC Psychology Faculty member selected by student and advisor based on expertise; (3) a member of the BASP faculty chosen by the Area Head (in consultation with the student and advisor). * Committee members should be identified early enough in the process to provide feedback on the content and scope of the paper. | | |
| BASP Forms | 2nd Doc Topic Form | | This form specifies the format, topic, and scope of the 2nd doc. It also provides names of potential committee members. It is completed by the student and advisor and submitted to the Area Head. |
| 2nd Doc Completion Form | | Once the student’s 2nd doctoral exam paper has been approved by all three members of the committee, the Advisor submits this form and a final copy of the paper to the Area Head. |
| PI Designation Agreement (if applicable) | | This protects both the student and the advisor by designating PI relationships in the event that a second doc exam is submitted as an NSF or other grant that does not allow for a student PI. |
| GC Forms | There is no GC form for the Second Doctoral Exam**.**  The **Advisor must send an email** to the [EO Office](mailto:psychology@gc.cuny.edu) with:   1. Students Name 2. EMPL ID# 3. Date that the Second Doctoral Exam was successfully completed.   The EO Office will notify the Registrar and the milestone will be noted at the bottom of the student’s transcript. | | |
| Student Logistics  (See Forms, above) | * Complete 2st Doc Topic Form * Ensure that 2nd Doc Topic Form has been sent to Area Head * Provide clean, final copy to Advisor for submission * Ensure that Advisor has notified both Area Head and EO’s office of completion of the 2nd Doc | | |
| Advisor Logistics  (See Forms, above) | * Submit 2nd Doc Topic Form to Area Head * Submit 2nd Doc Completion Form to Area Head * Email EO’s Office to certify that milestone has been completed | | |
| Committee Responsibilities | * Provide general advice during the research/writing process * Review/approve final paper | | |
| Publication and Authorship | * Students who choose the review paper option are strongly encouraged to submit their paper for publication. * A student is presumed to have full publication authority over their second doctoral exam paper. * In the event that a student feels that other members of their committee have made an intellectual contribution that warrants authorship, they may invite them to co-author. Guidelines for significant contributions can be found in the APA Science Student Council’s [Graduate Student Guide to Determining Authorship Credit and Authorship Order](https://www.apa.org/science/leadership/students/authorship-paper.pdf). * Faculty should not allow competing work responsibilities or other time pressures to delay a student’s publication of their second doctoral exam. If a co-author cannot review and respond in a timely manner (usually 2-4 weeks), they should excuse themselves from authorship and move to the acknowledgements. | | |