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| **First Doctoral Exam** | | | |
| Overview | The First-Doctoral exam is a mentored empirical research project. The goal of the exam is to provide students with the opportunity to practice the different components of the research process early on in their graduate career. | | |
| Steps and Recommended Timeline | Year 1, Fall | | 1. Project conceptualization discussions with advisor |
| Year 1, Spring | | 1. Finalization of RQs and methods 2. Completion of 1st Doc Research Proposal (see Forms) 3. IRB approval |
| Year 2, Fall | | 1. Data Collection 2. Draft methods/intro |
| Year 2, Spring | | 1. Analysis and writing 2. Presentation at BASP Practicum 3. Paper submitted to committee 4. Final approval before Year 3, Fall registration |
| Requirements | * Must be completed prior to registering for coursework above 45 credits (including any transfer credits). * Given a usual BASP course load (10 credits/semester), this requirement means that students must complete the 1st doc before registration for the fall of their 3rd year semester. * Note: Students who are transferring credits should consult with the Area Head about delaying this transfer until completion of the 1st doc in order to avoid going over the 45-credit limit. | | |
| Committee Selection | * Two-person committee consisting of the student’s advisor plus one other BASP faculty member (2nd reader), mutually agreed by the student, advisor, and BASP Area Head. * 2nd reader must be identified in time to review and approve proposal. | | |
| BASP Forms | 1st Doc Proposal Form | Students may choose Option 1 (5-question proposal summary) or Option 2 (pre-registration on OSF or As Predicted). | |
| 1st Doc Proposal Certification Form | Once the proposal is complete, the Advisor and 2nd Reader certify that they have read and approved the proposal using this form. This form is sent to the Area Head by the Advisor. | |
| 1st Doc Completion Form | Once the student’s 1st doctoral exam paper has been approved by both readers, the Advisor submits this form and a final copy of the paper to the Area Head. | |
| GC Forms | There is no GC form for the First 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 First 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 1st Doc Proposal Form * Ensure that 1st Doc certification 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 | | |
| Advisor Logistics  (See Forms, above) | * Submit 1st Doc Certification Form to Area Head * Submit 1st Doc Completion Form to Area Head * Email EO’s Office to certify that milestone has been completed | | |
| Committee Responsibilities | * Review/approve 1st Doc Proposal * Review/approve final paper | | |
| Other Notes | * Passing the First Doctoral exam and completing 45 credits automatically advances the student to Level II. * Students who enter with a Master’s degree can apply to the Area Head to submit their Master’s Thesis as their 1st doctoral exam. * See Handbook for details about grading and evaluation of the exam. * After completing 45 credits (with a B average) and passing their First Doctoral Exam, students are eligible to apply for *en-rout*e MA degree from the Graduate Center. See the BASP Handbook for details. | | |
| Publication and Authorship | * Students are strongly encouraged to submit data from their first doctoral exams for publication (assuming the data warrant it). * A student is presumed to have full publication authority over their first-doctoral exam data, unless there have been some prior restrictions to which the student has agreed (e.g., that publication must wait until primary outcomes data from a larger project are published). * It is expected that the student will be first author on publications that are based on their first doctoral exam. Additional authors should be determined based on scientific contributions (see 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)). * If the student has conducted a secondary analysis of data collected for a research project under a different Principal Investigator, it is ethical practice not to publish these data without the PI’s permission and review. * Obtaining funding but not participating in the general intellectual activity of the research project does not qualify a person for authorship. That person should be included in the acknowledgements. * Students who feel they have been mistreated in the authorship process should bring this issue to one of the two BASP Ombudspersons. | | |