

**Checklist for Cognition and Cognitive Neuroscience Graduate Students  
Psychological Sciences PhD Program  
Vanderbilt University**

Updated 7/15/2020

Name: \_\_\_\_\_ Advisor: \_\_\_\_\_

All students must familiarize themselves with the rules and regulations outlined in the [Graduate Student Handbook for Psychological Sciences](#).

**Year 1:** All students in the CCN program are expected to complete a graduate fellowship application in their first year. If they are eligible for funding from an agency, their advisor will determine whether the application should be submitted for review. For U.S. students, this will be an NSF graduate fellowship or an NRSA predoctoral fellowship from the NIH. For Canadian students, this will be an NSERC. For students from other countries, the advisor, area heads, and Director of Graduate Studies will attempt to find other possible sources for fellowship funding.

At the end of the first year, all students will give a brief public presentation of their research at the annual first-year research presentations scheduled for early to mid-May.

**Year 2:** Second year students are expected to present their research at one of the CCN seminars (either in the fall or spring semester of the second year).

### **CCN Program Research Requirements**

1. Complete a research project in each of the first two years.
2. It is the student's responsibility to form an Advisory Committee consisting of three faculty members (including the advisor) from Psychological Sciences and to schedule the meeting. **Advisory Committees must be formed by March 31 each year and a form must be filed with the Department Program Coordinator.** You may have the same committee both years and this committee may serve as the base for your Qualifying and Doctoral committees.
3. The advisor will serve as chair of the Advisory Committee.
4. Advisory Committee meetings **must occur by May 1st** of each of the first two years.
5. **At least one week** before the meeting, students must provide committee members with written evidence of research productivity (typically a research paper).
6. Refer to the [Graduate Student Handbook](#) for full details.

### **Qualifying Examination**

See the graduate student handbook for details on the qualifying exam.

The Qualifying Committee consists of at least four members of the Graduate Faculty with at least three members within the student's home department and at least one faculty member from outside the home department (i.e., either from the other Psychology Department or another Vanderbilt Department). If the outside member is from the other Psychology Department, that person must be from a different area group. **Note that the required 24 hours of course work must be completed prior to scheduling the qualifying examination.**

**The qualifying examination must be held no later than May 1st of the third year.**

Forms to schedule your qualifying examination may be obtained from the Department Program Coordinator.

Rooms may be scheduled in the departmental office.

