

MA Research Project

The content of the MA research project can vary significantly based on research area, chosen research approach, and the specific requirements of individual research supervisors. Competency in research can be demonstrated in a variety of ways through different types of projects (e.g., empirical studies, systematic and scoping reviews). The type and scope of the project will be determined collaboratively by the supervisor and the student. There are no specific page length requirements for the MA research project; however, page length typically ranges between 30 and 50 double-spaced pages, excluding references. The overall expectation for the program is that the MA research project should demonstrate a certain level of scope, quality, and originality that reflects competency in research expected of a master's level student. The specific criteria for evaluation are outlined in the **Master's Research Project Examiner Evaluation Page**. It is strongly encouraged that the work be disseminated to the research community in some form, including publication in a refereed scholarly journal.

Format

The body of the manuscript must adhere to the most recent American Psychological Association publication style (except if it consists of a submitted or published article in a non-APA journal). The final version of the MA research project should be submitted to the program as a single PDF document, structured combining the following sections and appendices:

- Title page
- Abstract
- Table of contents (which includes a list of table and figures, if applicable)
- Body of the paper
 - Introduction section - Conduct a literature review of a scope consistent with articles in the field and published in refereed professional journals;
 - Methods section - Provide a complete description of the research methods;
 - Results section - Describe the analysis used (qualitative and/or quantitative) and yielded results. Embed tables and figures within the text rather than having them as appendices;
 - Discussion and/or Conclusion section - Include future directions and significance of findings, etc.;
 - References.
- Appendices
 - **Master's Research Project Signature Page**
 - Relevant documents supporting the study (optional - to be determined with supervisor).

N.B. 1) If not related to the science, practice, or training of psychology, the MA research project should include a section stating the relevance to the science, practice, or training of psychology (as per the Master's Research Project Examiner Evaluation page).

If the MA Research project has been submitted-published to a journal and does not contain this information, a separate section should be added to explain the relevance to the science, practice, and training of psychology.

2) If the MA research project has been submitted for publication or is published at the time of submission to the program, please include the journal, the authors, and their affiliations on the title page. The MA project can then be submitted as an exact copy of the submitted/accepted/published manuscript (before proofing, with journal style requirements even if not APA), with the addition of the Master's Research Project Signature page.

Timeline

The specific timeline for completion of the MA research project will be determined in collaboration with your research supervisor. However, these are mandatory milestones that apply to all students. There are two Timelines. **Timeline A** for students who will not be enrolled in the Research Project courses (or any other courses) in the **summer of MA1** (which is often the case for students holding an external award in MA1) and **Timeline B** for students enrolled in the Research Project courses in the **summer of MA2**. Students who would exceptionally enroll in Research Project courses during Fall and Winter semesters only would follow Timeline A. Students must pay tuition when registering for a Summer semester.

1) Nomination of the examiner by: Timeline A) **March 15th of MA2** and Timeline B) **June 1st of MA2**. The student should send the name of the examiner to gpsacp-cp.ecp@mcgill.ca and ccschoolpsych.education@mcgill.ca (for SACP students) or counsellingpsych.education@mcgill.ca (for CP students). Prior to this date, the student and supervisor should meet to discuss potential examiners and the supervisor should contact them to ensure that they are willing and available to serve as an MA research project examiner.

2) Submission of the MA research project to the examiner by: Timeline A) **April 15th of MA2** and Timeline B) **July 1st of MA2**.

3) The final deadline for the submission of a PASSED MA research project, with signatures from the supervisor **and** examiner is due to the program by **August 15 of MA2** (Timeline A and Timeline B). If the PASSED and fully signed project is not submitted to the program by 11:59 PM on August 15 of MA2, the student will not be allowed to progress to the PhD level. They will be allowed to continue through the program and register for classes but will receive an enrollment designation of MA3. It is important to note that the end of MA3 is considered as a "time limitation" as per McGill University's *Master's Degree Program Progression*.

Evaluation Procedure

The MA research project can be evaluated by a CP-SACP faculty member, another faculty member in the Department, or by an examiner with an affiliation outside of the Department of Educational and Counselling Psychology, with expertise on the research area, and who is not the student's supervisor or co-supervisor. Thus, an examiner may have an affiliation as a faculty member at another university than McGill.

Here are the steps to follow:

1) When the research supervisor and student agree that the MA research project is ready for submission to the program, it is formatted (see Format section) with signed Master's Research Project Supervisor Signature Page.

2) The student submits the MA research project to gpsacp-cp.ecp@mcgill.ca and to the examiner with schoolpsych.education@mcgill.ca (for SACP students) or counsellingpsych.education@mcgill.ca (for

CP students) cced. The submission should include 1) the MA research project with the Master's Research Project Signature Page signed by the supervisor and 2) a blank Master's Research Project Examiner Evaluation Page attached to the email (fill out the student's name and the title of the MA Research project). **The deadline to complete this submission is: Timeline A) April 15th of MA2 and Timeline B) July 1 of MA2.**

3) The research project will then be evaluated within 10 working days using the criteria in the Master's Research Project Examiner Evaluation.

4a) If the result of the evaluation is a PASS, then the examiner completes the Master's Research Project Examiner Evaluation Page. After reception of the evaluation, any minor revisions and edits will be made by the student if necessary. Upon completion of all minor revisions and edits, the final draft of the MA Research project, along with the Master's Research Project Examiner Evaluation Page, will be submitted to gpdsacp-cp.ecp@mcgill.ca and cc schoolpsych.education@mcgill.ca or counsellingpsych.education@mcgill.ca (per program affiliation). The student will then receive a final passing grade for the MA Research project.

4b) Should the result of the evaluation be REVISIONS REQUIRED, then the examiner will provide detailed feedback in areas in which the research project requires improvement to receive a PASS grade upon revision. The student will then meet with their supervisor to develop a plan and timeline to address the comments of the examiner. Once the revisions are made, the research project will then be resubmitted to gpdsacp-cp.ecp@mcgill.ca and cc schoolpsych.education@mcgill.ca or counsellingpsych.education@mcgill.ca and to the examiner for approval prior to August 15.

4c) Should the result of the second evaluation be a NOT PASS after revisions, the student should meet with the Graduate Program Director to assess options including another round of revisions with the same examiner and/or an evaluation from a second impartial examiner (repeating steps 2 to 4a or 4b with a second examiner). In either case, the research project will be resubmitted to gpdsacp-cp.ecp@mcgill.ca and cc schoolpsych.education@mcgill.ca or counsellingpsych.education@mcgill.ca and to the first and/or second examiner for approval prior to August 15.

The deadline for submission of a PASS grade by the examiner is August 15 at 11:59 PM of MA2. Research projects that have not been assigned a PASS grade at this point, as evidenced by the reception of the signed Master's Research Project Examiner Evaluation, will result in the student not being able to register as a doctoral student in the fall of that year. It is worth noting that such a designation would have significant repercussions for external clinical activities and placements such as fellowships, and the more general program progression in a timely manner.

If the first and second examiners deem the revised version of the project not adequate for a PASS grade, due to poor quality or inability to produce an acceptable master-level project, **then a NOT PASS grade for the MA research project is entered, resulting in dismissal from the MA program.**

***N.B. The MA research project can be submitted to the program anytime during the MA2 year.**

Regarding Plagiarism

In cases where plagiarism is suspected, the supervisor and or the examiner must return the manuscript and proceed to report the suspected plagiarism by citing sources of the original material that are "allegedly" plagiarized. When plagiarism in the MA project is confirmed, the examination process will

not proceed, and the case will be investigated through a University disciplinary process. For more details about plagiarism at McGill click [here](#).

APPENDIX

Counselling Psychology and School/Applied Child Psychology programs

Master's Research Project Supervisor Signature Page

The purpose of the signature page is to ensure that the supervisor has read and passed the research project in partial fulfillment of the degree requirements for the Master's degree. Please add this page with signatures to the end of the MA research project combined into one PDF.

Supervisor's declaration

I confirm that I have thoroughly reviewed this Master's Project manuscript and that it upholds the standards of a scientific publication in a respected peer-reviewed journal, in this area of research. As the research supervisor, I confirm that the candidate demonstrates the research proficiency of a Master's degree graduate and is deemed ready to begin a PhD in this or a related area of research.

Supervisor's Name : _____

Supervisor's Signature: _____

Date: _____

If applicable

Co-supervisor's Name: _____

Co-supervisor's signature: _____

Date: _____

APPENDIX

Counselling Psychology and School/Applied Child Psychology programs

Master's Research Project Examiner Evaluation Page

Evaluation report due date:

Name of student:

Title of research project:

We wish to thank you for agreeing to be an examiner for this MA project. Note that the MA project in our clinical program is a non-thesis project that evaluates a student's ability to produce research work that is original, defined by the criteria listed in the rubric below. It represents one of several milestones included in the progression towards the obtention of their MA.

Evaluation Criteria	Excellent	Very Good	Good	Satisfactory	Unsatisfactory
Evidence of creativity and original contribution to knowledge					
Research question situated in broader context of research field					
Diligence to research skills demonstrated (i.e., clear research questions, methodology and analysis of findings, etc.)					
Findings reported and interpreted within broader context of research field / value as a contribution to knowledge					
Grasp of subject, powers of criticism and general quality of review, scholarship evidenced					
Quality of manuscript presentation and preparation whether APA style or tailored to targeted journal (grammar, length, formatting, references, etc.)					

Relevance to the science, practice, or training of psychology.					
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Note. An unsatisfactory ranking in one of these categories warrants an overall rating of NOT PASS, meaning that initial revisions are required.

Overall Evaluation: PASS / REVISIONS REQUIRED/ NOT PASS after revisions

If the evaluation is a PASS, please provide comments, suggestions, and edits so that the candidate can make revisions and updates if necessary to the MA project to improve the content for the final submission to the program.

If the evaluation is a Revisions Required then please provide comments on the rationale for the evaluation of Revisions Required and a specific description of the revisions that would be required to achieve a PASS as a final evaluation.

Please return your evaluation via e-mail to gpdscap-cp.ecp@mcgill.ca by the deadline to avoid jeopardizing the student's timely Master's degree completion.

Name of Examiner: _____

Signature of Examiner: _____

Date: _____