Guidelines and Scoring Policy for Second Year Research Papers (SYRP)
http://education.uci.edu/intranet2/PhD%20Forms/PhD_forms_main.php#phd_forms_main

In accordance with the Graduate Council and the University policy, completion of this benchmark requirement conforms with timeline of the Ph.D. in Education Program of Study. It is dictated by normative time to degree and must be met by the end of Fall Quarter of the third year. (See Student Handbook). Students must receive an official pass before they are allowed to submit their Third Year Theme Paper (TYTP). (Students are expected to meet the TYTP requirement by the Spring Quarter of their third year.)

SUBMISSION OF SYRP:
For the 2016 cycle, Second Year Research Papers (SYRP) can be submitted at any point beginning March 2, 2016 and end Friday, September 16, 2016 at 4:30 p.m. Submission prior to September 16 deadline is acceptable. All efforts will be made to start the faculty review process. Late papers will not be accepted and a score of no pass or fail will be assigned.

Students should submit one (1) electronic .docx copy with student name to Sarah Singh, sksingh@uci.edu. Name document in the following format: LastName_FirstName_2016_SYRP.docx.

SCORING PROCESS:
A double blind procedure is used: students are not provided the names of the readers and the readers are not provided the student’s name. Upon receipt, papers are assigned a number to de-identify the author before forwarding it to the two readers selected by the Program Director. Neither reader is the student’s advisor. (A reader may elect to contact the student after the process is completed to discuss issues related to publication.) The two readers undertake a timely review of the papers and recommend a grade along with making comments on the paper. The recommended score rubric and paper with reader comments are then forwarded to the Ph.D. Steering Committee who evaluates reader reviews and comments to assigns each paper one of the following two score:

First Round Submission
- **Provisional Pass** – Indicates that the paper is nearly ready to submit for publication to a respected educational research journal. Students who receive a score of provisional pass work closely with their advisor to further revise the paper so that it is ready for submission. Upon evidence of advisor approval of the revisions, and the submission of the paper to a refereed journal, the provisional pass is convert to an official pass. Students must receive this official pass before they are allowed to submit their Third Year Theme Paper (TYTP). Failure to complete the process and receive the official pass by the Third Year Theme Paper deadline will result in recommendation to the Graduate Dean for disqualification from continuing in the Ph.D. in Education program.

- **No Pass** – Indicates that the paper has not passed and that substantial revisions are required before it is ready to submit for publication. The student 25 days to complete the revisions and resubmit for Second Round Submission.

Second Round Submission (for students who receive a No Pass)
Following resubmission, the paper is sent to the same two readers as previously, but the Ph.D. Steering Committee reserves the right to send the paper to alternate or additional readers. Readers then recommend one of the following scores on the second submission.
- **Provisional Pass** – Indicates same as above
- **No Pass** – Indicates that the paper has not passed. The student 27 days to complete the revisions and resubmit for Third Round Submission.
Reader comments and recommended score are submitted to the Ph.D. Steering Committee, which will once again make the final determination of the paper’s score. If a score of No Pass is upheld by the Steering Committee, the student is formally placed on Academic Probation and counseled. Additional academic consequences, if any, determined by the Ph.D. Steering Committee apply and may include loss of funding/loss of employment according to the university policy on Academic Probation.

Third Round Submission (for students who receive a No Pass on the Second Round)

Following submission of the third revision, the paper is sent to the same two readers as previously, but the Ph.D. Steering Committee reserves the right to send the paper to alternate or additional reviewers. Readers then recommend one of the following scores on the second submission.

- **Provisional Pass** – Indicates same as above
- **Fail** – Indicates that the paper has not passed on the final round.

Reader comments and recommended score is submitted to the Ph.D. Steering Committee, which once again make the final determination of the paper’s score. If a score of Fail is upheld by the Steering Committee, the student is recommended to the Graduate Dean for disqualification from the Ph.D. in Education program. The Ph.D. Steering Committee also render a separate judgment as to whether the paper is of sufficient quality to award the Master of Arts degree, provided that all other MA requirements have been met.

Formal notification of scores is made via email letter from the Dean. Letters are accompanied by comments from the two (or more) readers.

**PUBLICATION GUIDELINES:**

Students should consult the publication guidelines of the major journal that is being considered as a publication outlet. The guidelines provide valuable directions for preparing papers. It is recommended, but not required, that students indicate on the title page the name of the preferred journal. If the selected journal follows a format different from APA, the student should note this on the cover page.

As with all doctoral work, students should work closely with their advisors. Doctoral students are expected to demonstrate initiative, and regularly meet with their advisors. The Ph.D. Steering Committee has established the following guidelines concerning faculty and outside support for this benchmark event:

- Students should work closely with their advisor on conceptual content; grammatical editing and reading for comment by others is allowable, but the final product must be the student’s work. (7/7/09)
- Ph.D. Steering Committee members confirms that students may have two advisor reviews of their second year research papers prior to the initial submission. If students pursue this option, they should allow sufficient time for advisors to read their paper in detail (two weeks is a reasonable length of time). (7/9/10)

As with other benchmark activities in this program, the faculty considers the Second Year Research Paper an important step forward in student’s academic development and devote considerable time to reviewing and critiquing this submission. Therefore, the formal submission of the Second Year Research Paper should represent a student’s best effort.

Review of the Second Year Research Paper is part of a Student’s Annual Report of Student Progress (ARSP) in the subsequent year.