**INSTRUCTIONS for the Curriculum Vita and Research Statement
MCogSc and Ph.D. Applicants to the Institute of Cognitive Science**

These documents should be uploaded and submitted along with the other components of the application.

1. Brief Curriculum Vita (CV)

The brief CV (i.e., the term for an academic resume) will be helpful for the admissions committee in understanding your achievements and abilities. For most applicants, the CV will be 1-3 pages long. Include:

- Name and Contact Information (phone; email); Citizenship; Languages spoken and read
- Education (completed or in progress)
- Theses Titles (completed or in progress)
- Brief description of research Interests [in point form – you will elaborate this information in the Research Statement]
- Scholarships Received
- Scholarships Applied for (e.g., NSERC, SSHRC, OGS)
- Publications [if any; use appropriate format for the discipline]
- Presentations [if any]
- Research Experience [paid or volunteer positions, organize by dates; briefly describe; mention supervisors]
- Other relevant experience [e.g., teaching assistantships; use appropriate headings]

2. Research Statement

The research statement provides several different kinds of information to the Admissions Committee.

- An overview of your research accomplishments and experiences (in prose; goes beyond the brief listing provided in the CV)
- Some indication of the likely direction of your research or your research interests (more generally)
- An indication of how well you express yourself in writing
- Information about what YOU expect to get out of the program

If you are applying for the Ph.D. degree, then the expectation is that the Research Accomplishments portion will be relatively more detailed, whereas at the Master's level, we will expect a greater emphasis on your goals, rather than on specific research achievements and plans. Of course, this emphasis will vary across individuals.

Possible Headings for the **RESEARCH STATEMENT (which should be in prose, not point form)**

- **Research Accomplishments and Experiences** (may include activities in courses, honours or Master's theses, or other relevant activities); Use to indicate particular skills you have acquired. Include brief descriptions of particular projects (as

relevant), for example, research for an undergraduate thesis (may be 'in progress' for applicants finishing their undergraduate degrees).

- **Research Goals** (may include references to the individuals you have selected on the Preference form; should indicate how you expect to accomplish those goals in relation to the expertise available in the program). MCogSc applicants should indicate which stream (Thesis or Project) they think is most appropriate, and why.

The Research Statement should be 1-3 pages long (appropriately formatted and in prose, not point form). The emphasis should be on describing what you have done and the overall direction you would like to go. We do not expect (or encourage) students to submit specific research proposals because specific proposals for thesis or other research will be developed in collaboration with a supervisor. However, if you have had communication with someone at Carleton and have some idea about the projects you will or might become involved with, definitely describe those.

Further Suggestions

1. Because students are only admitted when there is appropriate supervision available, it is to your advantage to identify and contact particular professors who would be likely supervisors. You may want to prepare the CV first and send that along. Email addresses are available on the web site.

2. Apropos of #1, students will not be admitted if there is no one who can supervise their research, even if they have excellent records. It is not to anyone's benefit if the relevant expertise is not available.

3. Neatness, organization, and judgment can be communicated (or not) by the application materials. Have someone neutral look over your materials before final submission – for example, your honours or Master's thesis supervisor if you are currently working with, or still in contact with that person. Even a parent or a friend likely can provide good suggestions for highlighting your skills and knowledge.

4. Your Research Statement will develop as you think about and try to describe your interests and experiences. Don't leave it until the end – start working on it well before the application is due.

5. Students who plan to continue working while doing their degree should apply for part-time status. Required courses are only offered during the day, however, so only those who have some flexibility in their schedules will be able to successfully make progress. Part-time students are not eligible for most types of funding (scholarships, teaching assistantships). Full time students will all be considered for funding when they apply and only those who are eligible for funding will be admitted. In all circumstances, students need to have a A- average in their last 10 full courses to qualify for consideration.