

**UNIVERSITY OF VICTORIA**  
**Department of Curriculum and Instruction**  
**Graduate Handbook**

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## REGISTRATION

Registration is available online through “My page” at <http://www.uvic.ca/mypage/> under the STUDENTS tab. For registration instructions, please visit:

<https://www.uvic.ca/current-students/home/course-registration/reghelp/index.php>

Concurrent registration (registration in each term) is required. If you are not concurrently registered, you become Withdrawn Without Permission (WWP). Once you are in WWP status, you must re-apply and pay a re-instatement fee. There is no guarantee of re-admission into your program.

Please note: Electives offered through other departments are also valid possibilities. Keep up to date with current and upcoming graduate course offerings via the UVic Calendar. Electives offered through other departments require the supervisor's signature on an Add Form and a signature from the other department. If you have questions about the process, contact our Graduate Secretary.

### Continuity of Registration

All students admitted to the Faculty of Graduate Studies must either register for credit in every term from the time of admission until the requirements of the degree have been met, or register for a personal leave, or formally request a parental or compassionate/medical leave of absence, or formally withdraw in accordance with the regulations below. Registration instructions will be sent to all students who are authorized to register.

Students are considered to have abandoned their program if they do not:

- register for credit, or
- register for a personal leave of absence, or
- have approval for a parental or compassionate/medical leave of absence, or
- formally withdraw from their program

Their program will be terminated and they will be withdrawn from the university. The notation “Withdrawn Without Permission” will be entered on the transcript.

## **POLICY FOR DEFERRAL REQUESTS FOR GRADUATE APPLICANTS**

### **1) Deferral Requests for MEd Cohort Applicants**

As MEd cohorts are created based on student interest and need and offered on a rotational basis, there is no program for applicants to be deferred into. Therefore, no requests for deferral will be considered. Applicants who have been accepted into a cohort and then cannot accept the offer will have to reapply for the next iteration of the cohort.

### **2) Deferral Requests for MA/PhD Applicants**

Applicants who have been admitted into an MA or PhD program and are not able to immediately take up that offer can defer their program start for one year. Beyond that, they will have to reapply. Course offerings are dependent on enrollment, so it is critical that we know how many students are entering MA/PhD programs in a given year, to the best of our ability.

## **LEAVES OF ABSENCE WITH PERMISSION**

After completion of a minimum of one term, leaves of absence are available to students for a variety of circumstances. Normally, tuition fees are not assessed during leaves. While students are on a leave, all supervisory processes are suspended.

**NOTE:** Students cannot undertake any academic or research work or use any University facilities during the period of the leave. All leave arrangements must be discussed as early as possible with supervisors so that appropriate adjustments can be made prior to the beginning of the leave. Leaves of absence are normally granted in 4-month blocks, to coincide with the usual registration terms. Time taken on a leave of absence is not included in the time period for completion of the degree and deadlines will be adjusted accordingly. All other program requirements and academic unit expectations remain the same. Short-term leaves of less than one term should be managed within the student's academic unit.

There are four types of leaves of absence:

1. Personal Leave
2. Parental Leave
3. Medical Leave
4. Compassionate Leave

#### **1- Personal Leave (apply online through "My Page")**

Students who are not on approved program extensions may take leaves for personal reasons. Students planning to take personal leave must inform their supervisor in writing in advance of the planned absence, and make appropriate arrangements for care of ongoing research projects if necessary, before initiating personal leaves through the UVic portal. The deadline for students to register a personal leave is the 100% fee reduction date for registration each term. The time taken for personal leave will be counted toward the maximum time allotted to degree completion. All program requirements, academic unit expectations and deadlines will remain the same.

Students in PhD programs may take a maximum of 6 personal leave terms within the maximum 7-year period allowed.

Students in MA programs may take a maximum of 3 personal leave terms within the maximum 5-year period allowed.

## 2- Parental Leave

A graduate student who is bearing a child, and/or who has primary responsibility for the care of a child immediately prior to or following birth or adoption is entitled to request parental leave. Parental leaves may be granted for a minimum of 1 term (4 months) renewable to a maximum of 3 terms (12 months). Requests should be made in writing by the student to the Dean of Graduate Studies and include appropriate documentation. This type of leave is not included in the time period for completion of the degree, and deadlines will be adjusted accordingly. All other program requirements and academic unit expectations will remain the same.

**Documentation required:** a letter from the student outlining the circumstances, a letter from a physician or other qualified professional, and written acknowledgement from the student's supervisor and the graduate advisor.

## 3- Medical Leave

Graduate students are entitled to request medical leave. Students should forward their requests and appropriate documentation (see below) to the Dean of Graduate Studies. This type of leave period is not included in the time period for completion of the degree, and deadlines will be adjusted accordingly. All other program requirements and academic unit expectations will remain the same. For information on applying for a leave of absence for reasons associated with a disability, contact the coordinator of the Resource Centre for Students with a Disability at 250-472-4947 or <[inforcsd@uvic.ca](mailto:inforcsd@uvic.ca)>.

**Documentation required:** a letter from the student explaining the circumstances, a letter from a physician or other qualified professional confirming the student's inability to engage in studies during the requested period of leave, and written acknowledgement from the student's supervisor and the graduate advisor. Students are advised that clinical documents supporting their circumstances should not be included.

## 4- Compassionate Leave

Leaves of absence for compassionate reasons normally have a 3-term limit. Such leaves may be consecutive or cumulative (not to exceed 3 terms in total). Students requiring additional time after 3 terms will need to officially withdraw from the Faculty of Graduate Studies. Students should forward their requests and appropriate documentation to the Dean of Graduate Studies. This type of leave period is not included in the time period for completion of the degree, and deadlines will be adjusted accordingly. All other program requirements and academic unit expectations will remain the same.

**Documentation required:** a letter from the student outlining the circumstances and written acknowledgement from the student's supervisor and the graduate advisor. Additional documentation may be required depending upon the attendant circumstances.

Students granted parental, medical, or compassionate leave will retain the full value of a University of Victoria Graduate Fellowship or other award with terms and conditions established by the Faculty of Graduate Studies. Such awards will be suspended at the onset of the leave and re-instated when the student re-registers. Other awards will be paid according to the conditions established by the donor or granting agency.

## **WITHDRAWALS**

There are three types of withdrawals:

1. Official Withdrawal
2. Withdrawal Without Permission
3. Withdrawal for Failing to Meet Academic Standards

### **1- Official Withdrawal**

After completion of a minimum of 1 term, students who wish to withdraw indefinitely from their program in the Faculty of Graduate Studies must submit a written request to the Dean of Graduate Studies and send the request to the Graduate Admissions and Records Office (GARO). A supporting memo from their supervisor (or graduate advisor if there is no supervisor) should accompany the request. The notation "Officially Withdrawn" will be placed on their permanent record. Should a student return to the program, the time spent "Officially Withdrawn" is not counted as part of the normal time allowed for completion of their program. Students who have outstanding fees cannot be officially withdrawn. Re-admission is not guaranteed and requires the approval of both the academic unit concerned and the Faculty of Graduate Studies. Re-admission does not guarantee that any courses or fee installments from the terminated program will be transferred to the re-activated program. Upon re-admission, any courses from the abandoned program will be reviewed and may be transferred to the new or re-activated program on recommendation of the academic unit and approval from the Dean of Graduate Studies. The first step in re-establishing a program of study is to examine the work that has been done previously in order to determine whether it still provides a foundation for the research in the field at the time of re-admission and to establish what is needed to ensure currency and comprehensiveness of knowledge. Completed courses more than 10 years old are considered to be out of date.

### **2- Withdrawal Without Permission**

Students who withdraw without permission prior to reaching the maximum time limit for their graduate degree program are considered to have abandoned their program. Students who wish to have their abandoned program re-activated must complete an application for re-instatement via the online My UVic Application system. A re-instatement application fee will be assessed. Re-admission is not guaranteed and requires the approval of both the academic unit concerned and the Faculty of Graduate Studies.

Re-admission does not guarantee that any courses or fee installments from the terminated program will be transferred to the re-activated program. Upon re-admission, any courses from the abandoned program will be reviewed and may be transferred to the new or re-activated program on recommendation of the academic unit and approval of the Dean of Graduate Studies.

The first step in re-establishing a program of study is to examine the work that has been done previously in order to determine whether it still provides a foundation for the research in the field at the time of re-admission and to establish what is needed to ensure currency and comprehensiveness of knowledge. Completed courses which are more than 10 years old are considered to be out of date. In all cases the time spent "Withdrawn Without Permission" will be counted as part of the total allowable time to degree completion.

### **3- Withdrawal for Failing to Meet Academic Standards**

A student whose dissertation, thesis or project is not progressing satisfactorily, or who otherwise fails to meet academic standards, will be withdrawn from the Faculty of Graduate Studies. Normally, such students will not be eligible for re-admission to any graduate program in the Faculty of Graduate Studies. Such withdrawals require approval by the Dean of Graduate Studies, and departments may consult with an Associate Dean of Graduate Studies where a withdrawal for failure to meet academic standards is being considered. Withdrawals may not be initiated by a department while a student is on an approved leave of absence.

## **PROGRAMS**

The Department of Curriculum and Instruction offers three types of graduate degrees: MEd, MA, and PhD.

### **Master's Programs**

The Department of Curriculum and Instruction offers two different Master's designations:

- Master of Education (MEd): a project-based degree
- Master of Arts (MA): a thesis-based degree

Teachers who wish to receive their Category 6 qualification should note:

The Teacher Qualification Services (TQS) will grant a Category 6 for a Master's program which includes a capstone project like a thesis or project. Both our MEd and MA fit this description.

### **Master of Education (MEd)**

MEd programs require 15.0 units of course work, including a project. This is a professional degree, designed for educators who wish to further their education. A project in research and/or curriculum development is required, and a comprehensive final examination (written and/or oral). MEd programs are normally offered as cohort groups.

The Department currently offers cohorts on a rotational basis (generally every two years), addressing the following areas:

- Art Education
- Early Childhood Education
- Educational Technology
- Curriculum Leadership
- International (Curriculum Studies)
- Language and Literacy
- Math/Science

Cohorts begin in July of the first year, and the degree is completed in the spring of the second year. The degree is comprised of 7 courses, usually offered Summer Year 1 (2 courses), Fall Year 1 (1 course), Winter Year 1 (1 course), Summer Year 2 (2 courses), Fall Year 2 (EDCI 598A: Literature Review and 1 other course), and Winter Year 2 (EDCI 598B: Culminating Project and EDCI 597: Final Presentation). This basic design varies for international cohorts. Because of visa

requirements, students in international cohorts take courses from Fall Year 1 to Winter Year 2 across 5 full-time terms. Students in an MEd cohort cannot undertake co-op work during their program due to the nature of scheduling within a cohort.

**Course Requirements: Total 15 units (determined on a cohort specific basis)**

### **Master of Arts (MA)**

The MA in Educational Studies is a thesis-based program designed to accommodate individual student interests and is undertaken with the guidance and direction of an academic supervisor. This 15.0-unit program requires 3.0 units of core courses, 4.5 units of specialty and elective courses, and a 7.5-unit thesis. No more than 1.5 units of course work may be at the 300 and 400 level. A research-based thesis must be written and successfully defended in an oral exam.

**Course Requirements: Total 15 units**

#### Core Courses

Core Course: EDCI 514 (1.5) Educational Discourses

Core Course: EDCI 581 (1.5) Research Methodologies in Education  
Electives (4.5) Approved by the Academic Supervisor  
EDCI 599 (7.5) Thesis

### **Doctoral Program (PhD)**

The Department of Curriculum and Instruction offers a Doctor of Philosophy (PhD) in Educational Studies. The PhD in Educational Studies is a research-oriented program designed for students who wish to develop a comprehensive understanding and an integrated perspective of current educational theory and practice. It prepares graduates for professional, research and teaching positions in colleges and universities, or for leadership roles in school districts, provincial ministries and other public and private organizations. There are 6 areas of specialization within this program: Art Education; Curriculum Studies; Early Childhood Education; Language and Literacy; Mathematics, Science, Technology, and Environmental Education; Social, Cultural and Foundational Studies.

The PhD program consists of 39.0 units, of which there is a 30-unit dissertation, 6.0 units of coursework, and a 3.0-unit candidacy examination. The coursework is made up of 3.0 units of core courses, required to be taken in the first year of the program, and 3.0 units of specialty and elective courses.

**Course Requirements: Total = 39 units**

Core Course: EDCI 614 (1.5) Discourses in Educational Studies

Core Course: EDCI 681 (1.5) Advanced Research Design  
Electives (3.0) Approved by the Academic Supervisor  
EDCI 693 (3.0) Candidacy Exam  
EDCI 699 (up to 30-units) PhD Dissertation

NOTE: Additional courses may be taken at the direction of the supervisor or request of the student. All PhD degree requirements in Curriculum and Instruction are detailed in the Calendar at: <https://www.uvic.ca/calendar/grad/index.php#/programs>

### **PRIOR TO ADMISSION: Identifying a Supervisor**

All MA and PhD students are required to have a supervisor assigned prior to being admitted to their respective programs. Students are encouraged to examine the research interests of our faculty and contact faculty whose research areas are congruent with student interests. Faculty information can be found at:

<https://www.uvic.ca/education/curriculum/faculty-staff/faculty/index.php>

Once appointed, the supervisor works with the student and provides feedback as well as assistance with planning. The supervisor also consults with the student to plan the supervisory committee and to nominate committee members.

In MEd programs, students are assigned supervision when they reach the project stage of their program (EDCI 598A/B). At that time, students are also assigned a second reader, who acts as a committee member for the student. Normally, the role of supervisor and second reader are filled by the two cohort coordinators.

### **GRADUATE SUPERVISION**

MA and PhD students consult with their supervisor to determine appropriate committee membership, and the supervisor approaches appropriate faculty members about committee membership.

Supervisory committee requirements in Curriculum and Instruction are as follows:

MA: normally constituted as follows:

- supervisor (from home department)
- committee member (within home department)
- upon preparing for oral defense, an external examiner (a member of the Faculty of Graduate Studies from outside of the home department) will be appointed by the supervisory committee

PhD: normally constituted as follows:

- supervisor (from home department)
- committee member (within home department)
- committee member (outside home department)
- upon preparing for oral defense, an external examiner (a faculty member from outside of UVic) will be appointed by the supervisory committee

### **Responsibilities in the Supervisory Relationship**

Faculty and students are bound by policies set by the University, Faculty of Graduate Studies, and the Department of Curriculum and Instruction.

Faculty of Graduate Studies policies are given in the Graduate Calendar and in policy documents found on the Faculty of Graduate Studies website:

<https://www.uvic.ca/graduatestudies/>



In particular, students and faculty members should read the following information, which outlines the rights and responsibilities in the supervisory relationship:  
<https://www.uvic.ca/graduatestudies/assets/docs/docs/policies/Graduate%20Supervision%20Policy.pdf>,

### **Expected Meeting Frequency**

#### **With Supervisor**

There is an expected minimum frequency with which students and supervisors would normally meet, either by direct meeting, virtual meeting, or through detailed correspondence to discuss the student's research. For thesis and dissertation students, this interval should normally not exceed 40 business days. Supervisors and students should normally meet at least twice per term, unless a delay is required by field work, remote study, supervisor or student vacation, sick leave, etc.

#### **With Supervisory Committee**

There is an expected minimum frequency with which students would normally meet with their supervisory committee, either by direct meeting or virtual meeting to discuss the student's research. For **thesis and dissertation** students, this interval normally must not exceed 1 year.

### **Expected Timelines for Full-Time Graduate Student Completion**

The following timelines are normally followed for MA and PhD programs, as described by the Faculty of Graduate Studies. However, it is important to note that all graduate students, in consultation with their supervisors and supervisory committees, will determine the appropriate timelines for their research focus and individual circumstances.

#### MA students:

- Terms 1, 2: course completion
- Term 3: constitution of committee
- Terms 3, 4: proposal development
- Term 4, 5: data collection, writing thesis
- Term 5, 6/until completion (up to 5 years): completion of thesis, oral defense

#### PhD students:

- Terms 1, 2: course completion
- Term 3: constitution of committee, candidacy exams (register in EDCI 693)
- Term 3, 4: completion of candidacy examination; move to 'candidate' status
- Term 4, 5: proposal completion and ethics approval (register in EDCI 699)
- Term 5, 6, 7: data collection and analysis
- Term 7, 8, 9: dissertation writing
- Term 8, 9, 10/until completion (up to 7 years); completion of dissertation, oral defense

Candidates will register in EDCI 699 until program completion.

A Graduate Student Annual Progress Report will be completed by the student, supervisor and committee as required by the Faculty of Graduate Studies.

## **EXPECTED RESPONSE TIME FOR ANNOTATED PAPER, THESIS, OR DISSERTATION**

Expected maximum length of time required for supervisors and members of the supervisory committee to return comments on a paper, thesis, or dissertation to a student will normally not exceed 20 business days from time of receipt, unless a delay is required by field work, remote study, supervisor or student vacation, sick leave, etc.

While it is expected that supervisors should respond in a timely manner, students are encouraged to consult with both supervisors and committee members about reasonable timelines because personal schedules can have an impact.

## **REQUIRED PROJECT FORMATS FOR MEd COHORT PROGRAMS (EDCI 598A AND 598B)**

The Masters of Education (MEd) project may be completed in different formats but will normally consist of a 3-chapter document that includes an introductory chapter, a literature review of the student's topic area, and a reflective component/practical (school-based) project. The literature review component is completed via EDCI 598A and the culminating project is completed via EDCI 598B. The final presentation of the project is in the form of an oral presentation (EDCI 597).

## **ORAL PRESENTATIONS FOR COHORT PROGRAMS (EDCI 597)**

It is the responsibility of the cohort coordinators to identify chair(s) for each oral presentation. The names of Chairs, along with project titles for each student's final project, should be sent by the cohort coordinators to the graduate secretary ([edcigrad@uvic.ca](mailto:edcigrad@uvic.ca)) 30 days in advance of the presentations. The graduate secretary will book rooms/zoom links for orals.

Oral presentation announcements for each cohort student will be prepared and posted on the Department website by the graduate secretary 5 working days prior to the oral presentations. The graduate secretary prepares and forwards the oral presentation paperwork to the cohort coordinators prior to the oral examinations. Signed paperwork should be returned to the graduate secretary as soon after the oral presentations as possible; this paperwork will be forwarded to FGS by the graduate secretary.

Cohort coordinators will decide if cohort students are to upload their project on UVICSpace, and let the graduate secretary know. The graduate secretary will send out an email to all cohort students regarding how to upload their project.

## **REQUIRED THESIS AND DISSERTATION FORMATS**

There are two potential formats for master's theses and doctoral dissertations:

**Traditional** – the research is organized in a coherent 'book' style format around a central research question. Typically, no part of the document has been published.

**Manuscript** – the student's research is presented as two or more (determined by supervisory committee) related manuscripts that have been published or have been submitted for publication. The manuscripts are related and the final work is organized with an introduction and a conclusion that ties the two manuscripts together in a coherent fashion using a consistent style for the entire document.

## **CANDIDACY EXAMINATION POLICY FOR PHD PROGRAMS**

Candidacy exams are a requirement of the Faculty of Graduate Studies for all PhD programs. A doctoral student must pass a candidacy examination after completing all the required coursework, normally within 3 years of registration. Students may not register in EDCI 699 (including proposal, ethics, data collection, writing, defending) until the Candidacy Exam has been completed.

The purpose of the candidacy examination (EDCI 693) is to affirm preparedness and competence to do research that will culminate in the PhD dissertation in relation to research abilities and academic writing abilities. PhD students must demonstrate their ability to appropriately locate and cite sources, and to synthesize key concepts, theoretical frameworks, philosophical positions, and methodologies.

Candidacy examination procedures:

1. Supervisor and PhD student will put together a committee, comprised of at least one internal (EDCI) member along with the supervisor, and one member external to the department. All members must be members of the Faculty of Graduate Studies.
2. Graduate supervisor and student will determine when candidacy exams will be developed and written. The supervisor sets a meeting with the committee and student to discuss and create candidacy questions and timelines for completion. The topics of questions for the exam are set by the candidate's supervisory committee.
3. The candidacy exam will consist of two questions:
  - a. an examination of the student's core area(s) of inquiry
  - b. an examination of contemporary research issues and designs in the area of inquiry.
4. The student's written response is to be completed independently without consulting peers, faculty or others over a period of up to 14 days for each question. There should be a 1-week break between the writing of each question. If students need accommodations, those will be determined by the supervisory committee as appropriate to the student's needs and situation.
5. The scheduling of dates for writing the papers and holding the oral component is to be determined by the supervisory committee in consultation with the student. Recommended length of each of the candidacy papers is approximately 5000 words (excluding references).
6. The first question is to be completed and submitted to the committee by the due date determined in the committee meeting with the student (within 14 days).
  - a. The committee then reads the first paper and determines if it is a 'pass' or 'fail'.
  - b. If the paper is deemed a 'pass', then the student moves forward to completing the second paper, in the timeframe determined at the committee meeting prior to beginning the candidacy process. If the paper is deemed a 'fail' the student will have one further opportunity to complete a successful first paper, with a new question created as described above. The student will get feedback regarding the first paper in order to enable their success on the second attempt. The second attempt will take place at least 8 weeks following the writing of the first attempt.

- c. If the student is not successful with the second attempt on the first paper, the candidacy examination will result in a failure. The student does not move on to the second question/paper.
7. If the first paper has been deemed a 'pass' by the committee, the student moves on to completing the second question/paper. The same process will be followed for the second question/paper as detailed in point 4 above.
8. The oral component of candidacy will only take place if two papers have been successfully completed and submitted to the committee within the timeline agreed upon by the committee and the student.
  - a. The oral component should be a scheduled meeting with the student and the committee. The student is invited to present key elements of their papers and receive feedback from the committee.
9. Following the oral examination meeting, the supervisory committee will agree on a decision, which might be:
  - a. "Pass", in which case the student is advanced to 'candidate' and a memo is prepared and signed by the department graduate advisor, the student's supervisor, and the Department Chair. The student will then register in EDCI 699 and proceed to writing the dissertation proposal;
  - b. "Fail", in which case the committee shall:
    - Provide feedback to the student regarding the problems identified in all aspects of the candidacy examination and guidelines as to the next steps (see above).
    - If this is the second attempt at the candidacies and it is still deemed 'fail', the committee will meet with the graduate advisor to determine next steps, i.e., recommendation that the student be withdrawn; other courses of action.
10. The entire candidacy exam (both written parts and the oral) is to be completed within 60 days of receiving the first question. Both written and oral components of the candidacy exam need to be successfully completed for candidacy to be finalized.

Candidacy exams are intended to provide support to the graduate student to move forward to the next stage in their program: writing their proposal. Consistent with the policies and procedures outlined in the Graduate Studies Calendar, a student may appeal the decision in relation to procedural matters. The initial appeal must be made in writing to the Department Graduate Advisor. Further appeals will be directed to the Dean, Faculty of Graduate Studies.

In addition to the information and procedures provided here, students should also familiarize themselves with the Faculty of Graduate Studies regulations governing Doctoral Candidacy Exams that are included in the Faculty of Graduate Studies Calendar: (<https://www.uvic.ca/graduatestudies/assets/docs/docs/policies/Graduate%20Supervision%20Policy.pdf>).

## **REQUEST FOR ORAL EXAM (ROE) FOR MA AND PhD STUDENTS**

The ROE form is completed by the supervisor on behalf of MA and PhD students.

The ROE form can be found at: <https://www.uvic.ca/graduatestudies/forms-policies/index.php> along with guidelines and other required documents for the exam. The ROE form must be completed and submitted at least 20 working days prior to an MA exam, and 30 working days prior to a PhD defense.

This form should be submitted to the Department graduate secretary when completed and signed by the student and committee members.

The ROE is not required for MEd oral presentations. Notification of MEd oral presentations must be sent to the Department graduate secretary by the cohort coordinators 30 working days prior to the presentation date.

## **EXAMINING COMMITTEE**

For MEd students, the examining committee is comprised of the cohort coordinators along with a Chair (as identified by the cohort coordinators).

For MA and PhD students, the examining committee includes the supervisory committee plus:

**MA** - Exam Chair (appointed by Faculty of Graduate Studies)

**PHD** - Exam Chair (appointed by Faculty of Graduate Studies) and External Examiner (selected by supervisory committee and approved by Faculty of Graduate Studies – must be arms-length from candidate and supervisor)

For PhD and MA programs, the role of the examining committee is to assess the dissertation or thesis and to conduct an oral examination based on that dissertation or thesis. For master's without thesis (MEd), the role of the examining committee is to assess the independent work via the MEd student's oral presentation (EDCI 597) based on that work.

## **GRADUATION**

All graduate students must apply for graduation upon completion of their program. The Application for Graduation can be downloaded from

<http://www.uvic.ca/graduatestudies/resourcesfor/students/gradreq/index.php>

Dates and deadlines for applying for graduation:

<https://www.uvic.ca/graduatestudies/resourcesfor/students/gradreq/index.php>

## **FORMAL ANNUAL REVIEW OF STUDENT PROGRESS**

### **Procedure for the annual review**

The following document needs to be completed by the student, supervisor and committee annually, normally by the end of May of each year the student/candidate is in the program. The supervisor initiates the process by requesting the student complete Section I of the following form and returning the form to the supervisor, who then, in consultation with the committee members (if determined) completes the form and submits it to the graduate secretary.

## Annual Report Form

Curriculum and Instruction (EDCI) Annual Formal Assessment of MEd/MA/PhD Student Progress		
<b>I. STUDENT SECTION</b>		
Student Name: Click or tap here to enter text.	Program (select)	<input type="checkbox"/> MEd <sup>a</sup> <input type="checkbox"/> MA <input type="checkbox"/> PhD
V#: Click or tap here to enter text.	Program Start Date: Click or tap here to enter text.	
	Current Date: Click or tap here to enter text.	
Description of course work, research, project/thesis/dissertation, or other progress in the past 12 months: Click or tap here to enter text.		
Goals and timeline for the next 12 months: Click or tap here to enter text.		
<b>II. COMMITTEE SECTION</b>		
Dates of most recent committee meeting: Click or tap here to enter text.		
Judgement/Assessment of overall progress in the last 12 months (select from below):		
<input type="checkbox"/> Progress is acceptable	<input type="checkbox"/> Progress is marginal	<input type="checkbox"/> Progress is not acceptable
Further comments on student progress ( <u>required</u> if a marginal or unsatisfactory rating is indicated): Click or tap here to enter text.		
Date of next formal assessment of student progress: Click or tap here to enter text.		

**ONCE SECTIONS I AND II HAVE BEEN COMPLETED, DOCUMENT IS SIGNED BY STUDENT AND COMMITTEE.**

SIGNATURES			
	Name	Signature	Date
Student	Click or tap here to enter text.		Click or tap here to enter text.
Committee (see (b) below)			
Supervisor	Click or tap here to enter text.		Click or tap here to enter text.
Co-supervisor (if)	Click or tap here to enter text.		Click or tap here to enter text.
Dept. member	Click or tap here to enter text.		Click or tap here to enter text.
Outside member	Click or tap here to enter text.		Click or tap here to enter text.
Additional member	Click or tap here to enter text.		Click or tap here to enter text.
Graduate Advisor	Click or tap here to enter text.		Click or tap here to enter text.

Due May 31<sup>st</sup>, 20\_\_

- a) Only for students outside of Cohorts or who have gone beyond the original Cohort timeline

### NOTE:

If no committee has yet been established then just the supervisor, co-supervisor (if one), and graduate advisor sign.

If student receives two 'marginal' or 'unacceptable' reviews, then they will be referred to FGS.

## **UNIT FUNDING POLICIES**

Graduate students receive funding from many different sources, including: fellowships, scholarships, teaching assistantships, and research assistantships. UVic has policies and guidelines for each of these funding sources, and academic units may also have distinct policies for graduate funding. Graduate students should ensure they are aware of the policies governing their funding. Graduate students who have questions or concerns about their funding can seek advice and guidance from the Faculty of Graduate Studies.

### **Eligible years for potential funding**

Eligible students are considered for graduate funding (normally up to \$5000/year) in the first two years of their graduate study. This is considered to be a reasonable period for course work to be complete. All funding decisions are made on the basis of GPA as determined by the Faculty of Graduate Studies

### **Research Assistantships**

Research assistantships are dependent upon grant money held by individual faculty members and are not guaranteed for graduate students.

### **Teaching Assistantships and Sessional Teaching Opportunities**

Curriculum and Instruction rarely has teaching assistantships available. TA positions occur only in extenuating circumstances.

The Department tries to make Sessional Teaching opportunities available for PhD students who are qualified to teach in the areas in which there are needs. PhD students are encouraged to watch for position postings on the Curriculum and Instruction website. These postings are also sent to the graduate student listserv by the department graduate secretary.

Postings for potential sessional positions for PhD students interested in teaching become available:

- in early March for the summer session
- mid-May for the fall or spring sessions

### **Awards, Fellowships, Scholarships and Bursaries**

Graduate fellowships are allotted to MA and PhD students in the first two years of study. Eligibility is based entirely upon GPA. In the first year, this is the student's incoming GPA and in the subsequent year, it is based on the earned GPA in the first year of study.

Information about Scholarships and Bursaries is normally emailed to all graduate students. The graduate secretary sends out information as soon as it is available and it is contingent upon students to pursue these options. Normally, application information is associated with a tight timeline and it is the responsibility of individual students to be responsive to this information. Many donor awards require a letter from a student's supervisor and it is important that supervisors be given time to write letters. Incoming students may find that a previous supervisor or employer is more appropriate as a reference than a new supervisor.

Information about Scholarships and Bursaries can be found on the Faculty of Graduate Studies website at:

<http://www.uvic.ca/graduatestudies/finances/financialaid/uvicawards/index.php>

### **Conditions of Awards**

Conditions of awards are specified by the policies of FGS, the Senate and the Board of Governors upon which student funding is contingent, such as academic standing, academic progress, time in program, etc.

### **Termination of Awards**

Conditions that could result in the termination of an award are specified by the policies of FGS, the Senate and the Board of Governors. These policies explain the conditions upon which withdrawal of financial support would be appropriate.

### **Notification of Award Competitions**

Students are made aware of upcoming award competitions via the graduate listserv.



## **DEPARTMENT TRAVEL GRANTS**

The Department of Curriculum and Instruction offers a small number of travel grants to support travel to conferences, meetings, workshops, or research activities. This grant is not available for assistance with course-required travel. The Department of Curriculum and Instruction administers this fund, which is distributed on a first-come, first-served basis to eligible graduate students who are presenting at a conference. Priority is given to first time applicants. All students must submit their application early—at least two (2) months prior to the month of travel but no more than four (4) months prior to the date of travel.

### **Eligibility**

- registered full time in the term in which student plans to travel
- no outstanding fees owed to the university
- confirmation of acceptance to present at a conference and confirmation of registration for the conference (photocopies of acceptance confirmation and registration receipts to be submitted)

### **Award amount**

A maximum of \$500 to present at a conference.

### **Application**

Complete the Curriculum and Instruction Travel Grant Application (available through the graduate secretary) and include confirmation of travel (i.e., conference acceptance and registration) and submit the application to the graduate secretary within the 2 to 4 month time frame specified above. Applications will be reviewed by the department Graduate Advisory Council and applicants will be notified as soon as a decision has been reached.

Students who receive Travel Grants will be reimbursed for expenses upon return from travel up to the assigned maximum. Advances are not available.

When submitting a travel claim, original receipts are required, as well as boarding passes for any flights. Travel claims must be original signed documents. Scanned and photocopied claims and receipts will not be accepted by UVic Accounting. A single claim should be prepared even if there are multiple sources of funding.

Please note: All funds from the Travel Grant program are paid directly to the student who applied for the grant.

Travel claims and supporting documents (original receipts) must be submitted to the graduate secretary within 30 days of the conclusion of travel to be eligible for funding.

## **PLACEMENTS, CO-OP TERMS AND INTERNSHIPS**

The Department of Curriculum and Instruction does not have any required co-op terms or internships in any graduate programs. On occasion, individual students make the choice to be involved in co-op work but timelines and the impact this will have on student completion must be discussed with the supervisor. Because co-op is outside of the program, students cannot assume that taking time out of their program for co-op work is practical. Students in an MEd cohort cannot undertake co-op work during their program due to the nature of scheduling within a cohort.

## **TRANSFER FROM A MASTER'S TO DOCTORAL PROGRAM**

Transfer from an MA to a PhD program may be recommended to the Dean of Graduate Studies. Requests for transfer from an MA program to a PhD program will normally be considered at any time after two terms in an MA program. Transfers require support of the student's supervisor as well as an assessment of the student's work to that point, and consultation with the Graduate Advisor. Additionally, all PhD requirements must be met. Once a transfer is granted, PhD completion is required within 7 years from the date of the first registration in the Master's program.

## **DEPARTMENT OF CURRICULUM AND INSTRUCTION POLICY FOR AFFILIATE APPOINTMENTS**

It is possible to request an appropriate academic committee member from outside of the University if the needed expertise cannot be found within UVic. If an academic from outside of UVic is requested, the department must make a nomination for Affiliate Membership in the Faculty of Graduate Studies for the duration of the student's program. For details on FGS requirements see:

<https://www.uvic.ca/graduatestudies/resourcesfor/faculty/facultymembership/index.php>

All committee members must be members in good standing of the Faculty of Graduate Studies.

The Faculty of Graduate Studies membership recommendation form can be found here:

<https://www.uvic.ca/graduatestudies/assets/docs/docs/forms/FacultyMembership%20Recommendation%20Form%20June%202012%20.pdf>

## **OTHER REQUIRED POLICIES**

Other information may be accessed at the Faculty of Graduate Studies website:

<https://www.uvic.ca/graduatestudies/assets/docs/docs/policies/Graduate%20Supervision%20Policy.pdf>

## **APPENDIX**

### **SEXUALIZED VIOLENCE PREVENTION AND RESPONSE**

The University of Victoria recognizes that Sexualized Violence is a significant and systemic social and campus issue that can affect anyone at the university, including students. Examples of Sexualized Violence, taken from the UVic Policy on Sexualized Violence Prevention and Response (see link below) include: salacious comments, sexual assault, sexual exploitation, sexual harassment.

If you or someone you know has experienced Sexualized Violence and there is an immediate health or safety concern, call 9-1-1. If the immediate health or safety concern happened on campus, you should also call Campus Security at [250-721-7599](tel:250-721-7599); they are available 24/7 for information and options for support.

UVic provides a variety of different information and support options for those impacted by Sexualized Violence. It is recommended that if you are impacted, contact the Sexualized Violence Resource Office in Equity and Human Rights (EQHR). Their supportive and confidential services are for all student, staff and faculty members at UVic: Sedgewick C119, located in the Equity and Human Rights Office; 250-721-8021

<https://www.uvic.ca/universitysecretary/assets/docs/policies/GV0245.pdf>

### **HEALTH AND WELLNESS RESOURCES**

Undertaking graduate studies is both an exciting opportunity and one that can bring extra levels of stress. And some terms/times of the year are more stressful than others. Along with studies, there are other facets of our lives that require attention—family, work, housing, transportation, etc. UVic has supports in place for student health and wellness, and you are encouraged to reach out and access these supports. Two are listed here:

#### **Wellness Support for Students**

250-721-8563

<https://www.uvic.ca/student-wellness/>

This team of people offers a variety of services to support students' mental, physical, and spiritual health (same-day or pre-booked appointments): here you can be in touch to make an appointment with a counsellor, nurse, physician, and/or spiritual care provider.

#### **SupportConnect**

<https://www.uvic.ca/student-wellness/wellness-resources/supportconnect/index.php#ipn-supportconnect>

A free, confidential mental health support service for UVic students. You can talk with qualified counsellors, consultants, and life coaches anytime, anywhere.

Toll free: 1-844-773-1427

**EXAMPLE TITLE PAGE FOR PROJECT, THESIS OR DISSERTATION**

[Project/Thesis/Dissertation Title]

by

[Your First Name] [Your Last Name]  
[Degree], [University], [Year]  
[Degree], [University], [Year]

A [Project, Thesis or Dissertation] Submitted in Partial Fulfillment of the  
Requirements for the Degree of

[Enter DEGREE all capital letters]

In the Area of [Type Area]

Department of Curriculum and Instruction

© [Your First Name] [Your Last Name], [Year]  
University of Victoria

All rights reserved. This [Project, Thesis, or Dissertation] may not be reproduced in  
whole or in part, by photocopy or other means, without the permission of the author.

## RESEARCH PROPOSAL FORMAT GUIDELINES

Your research proposal should consist of the following information and should be approximately 25-30 pages (exclusive of bibliography). If you are applying for ethical approval for your research, you should review the ethics application as you complete your proposal, particularly the methodology and methods sections. Be sure to include the following components in your proposal.

### **Title (can be a 'working' title):**

#### **Introduction**

Provides background about how you came to this study and why it is important or needs attention – to you personally and to a broader audience; it is important to contextualize your study.

#### **Research question, purpose and objectives of your study**

What is the primary question that guides this study? What are the sub-questions? What is the overall purpose and objectives of this study? This can also include how you are positioned in this study (e.g., researcher-participant or researcher).

#### **Context of the Study**

What is the context of this study? This is critical if you are doing a case study or are situated in a program, etc. The context of the study can be a school, a program, a geographical context (e.g., South Africa), etc.

#### **Conceptual or Theoretical Framework**

Define and discuss your overarching theoretical framework and how/why that forms the framework for your study. Alternatively, outline the conceptual framework (the different discourses from which it draws) and why/how they pertain.

#### **Literature Review (can be included with conceptual/theoretical framework section)**

Outline the types of studies that will inform the background of your study (or from which your research question arose).

#### **Methodology/Methods**

Overall approach and rationale—why you selected a particular design and how that choice helps you answer your questions. Outline your methodology—define it, outline the salient features and how they apply to your study. Describe all the methods you plan to use (e.g., interviews, observations, image-based research, discourse analysis, etc.). Explain the chosen method(s), why they were chosen, and how they work with the overall methodology. Describe the population of the study (or content if a content analysis)—who or what, why chosen, and outline the criteria for selection. Provide a clear description of what you will actually do to collect your data (interviews, journal writing, observation, etc.). Discuss how you will analyze the data. Speak again to your position and the potentials or possible challenges. If you are conducting a qualitative study, refer to respect, responsibility and reciprocity (rather

than triangulation and validity as in quantitative studies). Outline all ethical and political considerations.

**Significance of the Study**

How is this study important to a particular field, to knowledge, to practice, to policy, for action? Speak to all that pertain.

**Timeline**

Outline the proposed steps and timeframe regarding how you will work toward completion.

**Bibliography**

In APA format, cite all sources you have consulted to write this project.