



DEPARTMENT OF THEATRE

GRADUATE STUDENT
HANDBOOK

SEPTEMBER 2023

CONTENTS

<i>Part I: Introduction</i>	4
Roles & Responsibilities	4
Student, faculty, & staff conduct	6
<i>Part II: Your Program of Study</i>	7
Program Details	7
MFA in Directing – Project-based Option (18 Units)	7
MFA In design/Production-project-based option (21 units)	8
MA in Theatre (Theatre Studies) – Project-based Option (15 Units)	9
MA in Theatre (Theatre Studies) – Thesis Option, Special Permission Only (15 Units)	9
MA in Theatre (Applied Theatre) – Project-based Option (15 Units)	10
MA in Theatre (Applied Theatre) – Thesis Option, Special Permission Only (15 Units)	10
PhD in Theatre Studies (39 Units)	10
PhD in Applied Theatre (39 Units)	11
<i>Part III: Academics & Timelines</i>	12
Candidacy Exams	13
Committee Structure and Changes	14
Formal Review of Student Progress	14
Ethics Approval – do not engage in any research until this is done	15
Practice-based research	15
<i>Part IV: Paperwork</i>	16
Registration	16
Fees	16
Funding	16
Teaching Assistantships	17
Completion Postponement Fee Adjustment	18

Application for Graduation (done through your My Page)	18
Leaves	18
Withdrawals	19
Vacation for Graduate Students	Error! Bookmark not defined.
Helpful University Web Links	19
<i>Part V: PHOENIX THEATRE & UVIC CAMPUS</i>	20
Room Bookings	20
Photocopying	20
Workspace	20
ONECard	20
Printing and copying	20
Campus Services	20
Keys	21
Updating Your Personal Information & Helpful web links	21

PART I: INTRODUCTION

Welcome to the University of Victoria's Department of Theatre Graduate Program. Congratulations on your acceptance into the program, and on starting this exciting journey.

We are delighted that you will be joining us for your studies. The University of Victoria's Theatre Graduate Program is nationally and internationally recognized for offering students exceptional scholarly and practice-based opportunities for growth and learning. We look forward to having you contribute to the fabric of our vibrant and dynamic university life at the Phoenix Theatre.

This document will outline a number of key components that will inform your experience here as a graduate student. Please familiarize yourself with this document, and be sure to also read the [Faculty of Graduate Studies Graduate Supervision Policy](#).

ROLES & RESPONSIBILITIES

Faculty & Staff: There are several key people who will make up the compliment of faculty members and staff that are here to support your experience as a graduate student.

Who	Role	When to connect with them
Your Supervisor	Works closely with you to select your courses; is your mentor throughout your academic journey; meets with you at least twice per term to go over your progress; assists you in selecting your Supervisory Committee.	Your supervisor would have been identified to you in your welcome letter. You are welcome to reach out to your supervisor at the email provided and schedule an introductory meeting. Following the Orientation, you and your supervisor can begin to set regular meetings.
Supervisory Committee	Assists in supervision of project/thesis/dissertation; participate in final oral exam; should meet with you every 3 rd term of your program studies.	Must be selected, in consultation with your supervisor, within the first three terms of your program; once selected, and confirmation has been received from each member, you must inform the Graduate Secretary and Graduate Advisor of this selection.
Graduate Advisor: Dr. Alexandra Sasha Kovacs (theatregradadvisor@uvic.ca)	Is available to you for support, confirmation of funding, issues pertaining to your progress (if you are unable to address them with your supervisor), and any signatures needed to process paperwork. Offers consultation and advice on issues with your Teaching Assistantships, scholarships, and/or fellowships/awards.	You can connect with your Grad Advisor any time after you receive your Welcome Letter, and throughout your program of study.
Graduate Secretary: Connie te Kampe (theatre@uvic.ca)	Supports your registration, paperwork, and provides information on procedures in relation to the Theatre Department and the Faculty of Graduate Studies.	Connect with the Graduate Secretary at any point after your acceptance into the program.

Graduate Records Clerk: Anne Humphrey (grad17@uvic.ca)	Is available to you for further confirmation on registration, paperwork, and procedures as pertaining to the Faculty of Graduate Studies	Connect with the Graduate Records Clerk if you have queries about degree completion requirements or confirmation, or any issues pertaining to extensions and deferrals.
---	--	---

Responsibility of Students: Student responsibilities related to academic integrity, professionalism and policy familiarity are outlined in the Graduate Supervisory Policy. In addition, please take note of the information below specific to training in the Department of Theatre. This is to enable you to thrive in your program of study.

Professionalism: The Department of Theatre faculty and staff expects student communication (both written and verbal) to model a respectful and professional manner, both in the classroom, rehearsal hall, and through email/verbal exchange. At times, you may feel overwhelmed with your academic work, and we recommend that when you do bring your concerns to our faculty or staff, that you do so in a professional, respectful manner. If you are feeling overwhelmed in your personal life, please access the various resources on campus, including Student Wellness Centre. Though your supervisor can play a supportive and mentoring role in your professional development, it is not the role of a supervisor, the Graduate Advisor, or staff to counsel you through personal struggles.

Academic Reading and Writing: We recognize that the leap from undergraduate studies or even from professional practice to graduate work is a significant one. At times, a student may feel overwhelmed with the level of academic standards required of them. Please reach out to the various resources on campus for writing and academic support. For example, [The Academic and Technical Writing Program](#), [Centre for Academic Communication](#), and the [C.W. Lui Learning Commons](#) at the MacPherson Library are all valuable resources. In addition, it is incumbent upon students to understand and uphold UVIC's commitment to academic integrity, as noted in the [Graduate](#) and Undergraduate Calendars. Please familiarize yourself with this policy before you begin your studies.

Pace: In determining your approach to coursework and program requirement completion, the Department advises that students pace themselves so that they are able to complete courses and the various milestones within the program of studies on time. If you feel you are falling behind, the first thing to do is have a conversation with your supervisor or the Graduate Advisor to see how you can get back on track. As a graduate student, it is your responsibility to keep track of your progress and to seek assistance, where needed.

Deadlines: You should work with your supervisor to set deadlines for submission of written work to ensure you do not fall behind. It is up to you, as a graduate student, to meet these deadlines and take responsibility for repercussions associated with delays in submission. Expected maximum length of time required for supervisors and members of the supervisory committee to return comments on a thesis/dissertation related submission to a student is no more than 20 business days from time of receipt. This may be extended due to field work, remote study, supervisor or student vacations, sick leaves, etc. Please ensure frequent and open communication with your supervisor and committee members to agree upon suitable submission dates that allow for timely response to student submissions.

Maintaining a Work/Life Balance: Embarking upon graduate work can be challenging and will require diligence with respect to time management skills. Though graduate programs are challenging, we hope that you will be mindful to maintain a healthy work/life balance, so that you are able to integrate healthy eating, rest, exercise, and socializing into your time while maintaining your steady pace of academic progress. Please connect with the [Office of Student Life](#) should you find yourself struggling with any of these components.

Feedback: Throughout your program, you will receive feedback on your research and/or creative work from your supervisor and/or committee members. If you are doing creative work for a public audience, you might also expect some scrutiny from reviewers or audiences. Learning how to listen and respond to critical feedback is a critical skill for academic and creative success. If you need support considering how to apply feedback, contact your supervisor or the graduate advisor.

STUDENT, FACULTY, & STAFF CONDUCT

Faculty and students are bound by policies set by the University, Faculty of Graduate Studies, and this Department/School.

Faculty of Graduate Studies policies are given in the Graduate Calendar and in policy documents found on the Faculty of Graduate Studies website: uvic.ca/graduatestudies. In particular, all students and faculty members should read the [Graduate Supervision Policy](#), which outlines the rights and responsibilities in the supervisory relationship. A few highlights from this Policy, and which are worth mentioning here are:

Academic Integrity: that work carried out during your graduate studies will adhere to the University's policy on [Academic Integrity](#). It is the student's responsibility to make themselves familiar with this policy before embarking upon their academic work. Ignorance of this policy is not accepted defense against an academic integrity violation.

Policy on Human Rights, Equity, and Fairness: UVic is committed to cultivating an environment that is free of discriminatory, racist, or bigoted attitudes. The university recognizes that each of us comes with their own understanding of what equity and fairness means. With that, we hope that this policy enables us to be on the same page with regards to how we expect to respect a common understanding of equity, fairness, and justice. Please read through this [policy](#) to become familiar with the University's values around these issues.

Policy on Sexualized Violence: We expect all students to conduct themselves with the utmost respect towards all members of the University community. You should also expect to be treated with dignity and respect throughout your time as a student at UVic. Please read this [policy](#) in order to familiarize yourself with what could be perceived as Sexualized Violence.

Discrimination & Harassment Policy: This [policy](#) will outline what behavior is perceived as discriminatory or harassment, and what is not. At times, some interactions with members of the

University community may result in disagreement. It's important that you are aware of how to behave and what to expect in return from other members of the University community.

PART II: YOUR PROGRAM OF STUDY

Below is a chart that distinguishes the different Master's and PhD programs in the Department of Theatre, and their unique requirements for degree completion.

	Theatre Studies	Applied Theatre	Design/Production	Directing
Master's Level	MA (thesis or project-based)	MA (thesis or project-based)	MFA (project-based)	MFA (project-based)
Doctoral Level	PhD (dissertation)	PhD (dissertation)		

PROGRAM DETAILS

Each area requires specific courses to satisfy the degree requirements. You should become familiar with these requirements early on in your program in order to graduate on time. The Department advises consulting with your supervisor, in advance of your degree start, to create a timeline and plan for your degree program, that will satisfy requirements.

Most Masters programs in Theatre are two years in length and the PhD is normally four to five years in length. The maximum amount of time you have to complete a Master's degree is five years while the maximum time you have to complete a PhD is seven years.

The only courses that are mandatory in all programs are THEA 500A: Methods and Materials of Theatre Research and THEA500B: Theory for Theatre Research. These are taken over two terms and are 1.5 units each term. To track your progress, you can access your CAPP report under your My Page. Go to Student Services, then Grades & Records and finally to Degree Evaluation. For a full description of graduate courses offered at the Theatre program, visit:

<https://www.uvic.ca/calendar/future/grad/index.php#/courses>

MFA IN DIRECTING – PROJECT-BASED OPTION (18 UNITS)

3.0 units	THEA 500A+ THEA 500B
6.0 units	Directing and Advanced Directing

	Choose from THEA 512, THEA 515, or THEA 523
3.0 units	Design & Production Choose from THEA 508, THEA 509, THEA 510, THEA 520, THEA 521, or THEA 522 (3 units may be 300-400 level courses)
6.0 units	MFA Practicum THEA 524

MFA Practicum is a production that you will direct. The play which this production is based upon will be decided in consultation with the Play Selection Committee, which is under the supervision of the department. In consultation with your supervisor, you will be asked to submit a proposal for one or two plays that may be considered by the Play Selection Committee. You will be expected to work in collaboration with other M.F.A. in Design students and other undergraduate students to put this performance together. You will be asked to show leadership, collegiality, respect, and openness to other students' ideas and creative processes.

There is also a written component to completion of your degree requirements. The guidelines for this component will be communicated with you by your supervisor. There is an oral comprehensive exam to defend the production and is normally done within two months of the close of the production. Your committee and supervisor will receive this written component as part of the material they will review in preparation for your oral defense. You must communicate to the graduate secretary the date of exam and title of project at least 10 days prior to the exam.

MFA IN DESIGN/PRODUCTION-PROJECT-BASED OPTION (21 UNITS)

3.0 units	THEA 500A + THEA 500B
12 units	Design & Production Choose from: THEA 508, 509, 510, 511, 520, 521, 522 (3 units may be 300-400 level courses) Normally all classes are full-year, 3.0 units
6.0 units	Practicum: THEA 524

THEA 524 is a production whose design elements you will undertake (specifically related to your area of focus). This play is decided upon by the Play Selection Committee, which is under the supervision of the department. In consultation with your supervisor, you may submit a proposal outlining the genre of theatre that you'd like to explore through design. This may be taken into consideration by the Play

Selection Committee. You may be expected to work in collaboration with other M.F.A. in Directing students and other undergraduate students throughout this creative process. You will be asked to show collegiality, respect, and openness to other students' ideas and collaborative processes.

There is an oral comprehensive exam to defend the production and is normally done within two months of the close of the production. You must communicate to the graduate secretary the date of exam and title of project at least 10 days prior to the exam.

MA IN THEATRE (THEATRE STUDIES) – PROJECT-BASED OPTION (15 UNITS)

6.0 units	Theatre History (courses including THEA 500A + THEA 500B)
4.5 units	Courses chosen from a related discipline (3 units may be 300-400 level courses)
4.5 units	THEA 598 MA Essay

For completion, this option requires you to notify the graduate secretary of the date of exam and title of project at least 10 days in advance. Under the direction of the supervisor, you will prepare and orally defend the submitted paper. The supervisor only needs to find a chair for the exam and no copy of the project is required in Graduate Studies. Normal fees for graduation.

MA IN THEATRE (THEATRE STUDIES) – THESIS OPTION, SPECIAL PERMISSION ONLY* (15 UNITS)

*Note that most students in our MA program are accepted into the MA Project-Based option. Please see those requirements above if you have not specifically applied for a thesis option through special permission.

4.5 units	Theatre History (including THEA 500A + THEA 500B)
4.5 units	Courses chosen from a related discipline (3 units may be 300-400 level courses)
6.0 units	THEA 599 MA Thesis

For completion, this option requires the Request for Oral Masters paperwork to be done at least 20 working days before the exam, the supervisor must find an external examiner (**student must not know the individual and are never to contact them**) and you will submit the thesis and orally defend it as part of the requirements of the Faculty of Graduate Studies. There are extra fees for graduation.

MA IN THEATRE (APPLIED THEATRE) – PROJECT-BASED OPTION (15 UNITS)*

3.0 units	THEA 500A + THEA 500B
1.5 units	THEA 535
4.5 units	Courses chosen from a related discipline (3 units may be 300-400 level courses)
1.5 units	THEA 590 Practical Project
4.5 units	THEA 598 MA Essay

For completion, this option requires you to notify the graduate secretary of the date of exam and title of project at least 10 days in advance. Under the direction of the supervisor, you will prepare and orally defend the submitted paper. The supervisor only needs to find a chair for the exam and no copy of the project is required in Graduate Studies. Normal fees for graduation.

MA IN THEATRE (APPLIED THEATRE) – THESIS OPTION, SPECIAL PERMISSION ONLY (15 UNITS)*

*Note that most students in our MA program are accepted into the MA Project-Based option. Please see those requirements above if you have not specifically applied for a thesis option through special permission.

3.0 units	THEA 500A + THEA 500B
1.5 units	THEA 535 Applied Theatre Research Methods
4.5 units	Courses chosen from a related discipline (3 units may be 300-400 level courses)
6.0 units	THEA 599 MA Thesis

For completion, this option requires the Request for Oral Masters paperwork to be done at least 20 working days before the exam, the supervisor must find an external examiner (**student must not know the individual and are never to contact them**) and you will submit the thesis and orally defend it as part of the requirements of the Faculty of Graduate Studies. There are extra fees for graduation.

PHD IN THEATRE STUDIES (39 UNITS)

3.0 units	THEA 500A + THEA 500B
1.5 units	Courses chosen within Theatre or a related discipline (3 units may be 300-400 level courses)
1.5 units	THEA 690 Directed Studies/Special Topics
3.0 units	THEA 693 Candidacy Exams, Special Fields Exam, & Dissertation Proposal
30 units	THEA 699 Dissertation

For completion, you will submit the thesis and orally defend it as part of the requirements of the Faculty of Graduate Studies. A Request for Oral Doctoral paperwork must be done at least 30 working days before the exam. The supervisor must find an external examiner (**student must not know the individual and are never to contact them**) and complete the Confirmation of Arms-Length Status Form. This form should be submitted along with the Request for Oral paperwork. There are extra fees for graduation.

PHD IN APPLIED THEATRE (39 UNITS)

3.0 units	THEA 500A + THEA 500B
1.5 units	THEA 535 Applied Theatre Research Methods
1.5 units	THEA 690 Special Topics
3.0 units	THEA 693 Candidacy Exams, Special Fields Exam, & Dissertation Proposal
30 units	THEA 699 Dissertation

For completion, you will submit the thesis and orally defend it as part of the requirements of the Faculty of Graduate Studies. A Request for Oral Doctoral paperwork must be done at least 30 working days before the exam. The supervisor must find an external examiner (**student must not know the individual and are never to contact them**) and complete the Confirmation of Arms-Length Status Form. This form should be submitted along with the Request for Oral paperwork. There are extra fees for graduation.

PART III: ACADEMICS & TIMELINES

The section below outlines how your program of study might span out over the time expected for completion of your degree. It also covers key areas in relation to your degree completion requirements, and aspects pertaining to your supervisory committee. You can use the information provided here to work with your supervisor to map out a more specific timeline relevant to your own degree goals and milestones.

Master's Degree

YEAR ONE			
Term 1	September-December	Coursework over 3.0 units	Full-time fee
Term 2	January-April	Coursework over 3.0 units	Full-time fee
Term 3	May-August	THEA 524 or 598 (or other coursework as recommended by your supervisor)	Full-time fee
YEAR TWO			
Term 4	September-December	THEA 524 or 598 (coursework should be completed. Research & writing term)	Full-time fee
Term 5	January-April	THEA 524 or 598	Full-time fee
Term 6	May-August	THEA 524 or 598 (applied theatre MA students present project within this term)	Full-time fee
	July 1 st	Apply for graduation	
	2 weeks	Student must send to the Graduate Secretary the title of project, date of exam, all before the Oral Exam.	

Doctor of Philosophy Degree (PhD)

YEAR ONE			
Term 1	September- December	Course work over 3.0 units	Full-time fee
Term 2	January- April	Course work over 3.0 units	Full-time fee
Term 3	May- August	Remaining Course work; THEA 693 Begin preparation for Candidacy Exams	Full-time fee
YEAR TWO			
Term 4	September- December	THEA 693 Candidacy Requirements	Full-time fee
Term 5	January- April	THEA 693 Candidacy Requirements	Full-time fee
Term 6	May- August	THEA 693 Candidacy Requirements	Full-time fee
YEAR THREE			
Term 7-9	September-August	THEA 699 Approval of Dissertation Proposal, along with other candidacy requirements (comprehensive and special fields exams)	Full-time fee for each term

		must be achieved by no later than the end of Term 9. The Department also recommends completing any ethics requirements by end of term 9 in order to make good progress.	
YEAR FOUR			
Terms 10-12	September-April	THEA 699 (research & writing)	Registration fee for each term
YEAR FIVE			
Term 13	September-December	THEA 699 (research and writing)	Registration fee
	December 1 st	Student & supervisor to connect with Graduate Secretary with information on Oral Exam: title of dissertation; date and time of defense; name of external examiner provided by supervisor. Student to apply for graduation (My Page)	
Term 14	January- April	THEA 699 (final draft to committee)	Registration fee
	30 working days (6 weeks) before Oral Exam date	Graduate Secretary to submit Request for Oral Examination and pdf version of the dissertation to Graduate Studies. Once Request or Oral Examination has been submitted, no changes to dissertation can be done until after exam date. Graduate Studies will email student extra instructions and links for additional mandatory paperwork and submission of dissertation information- PLEASE DO NOT IGNORE THIS EMAIL.	

CANDIDACY REQUIREMENTS

A PhD dissertation at the University of Victoria is intended to be “an original investigation which shall be judged to constitute a significant contribution to knowledge in the field” (see the Calendar of the Faculty of Graduate Studies for a detailed description of the expectations for the dissertation and for the PhD degree generally). To prepare students for that investigation, they are required to complete a range of courses that will equip them with professional and academic skills, as well as to assert their readiness for the dissertation research and writing by completing a range of candidacy requirements.

Doctoral students become doctoral *candidates* by completing THEA 693: Dissertation Proposal/Candidacy Exam requirements. A syllabus, outlining the specific candidacy requirements in each PhD area (applied theatre/theatre studies) should be provided to you by the Graduate Advisor upon

such time as you are registered in THEA693 (normally, in term 3 of your program or May 1st of a student's first year in their program).

This syllabus indicates the process for comprehensive/special fields examinations, and dissertation proposal requirements, according to each PhD area. Candidacy formats are adjusted according to best practices in the field in each year, and may differ between applied theatre and theatre studies PhD areas. All candidacy requirements (which may include a combination of comprehensive, special fields and dissertation proposal requirements) are to be completed, according to FGS policy, by term nine of your studies. If any exam is failed, the student may take it again, but a second failure will result in the termination of the student's candidacy. Under no circumstances (apart from a formal leave of absence granted by the Faculty of Graduate Studies) will the re-taking of a candidacy exam be allowed to extend beyond a one-year period from the candidate's first sitting.

COMMITTEE STRUCTURE AND CHANGES

As per the Graduate Calendar, members on a supervisory committee must be on the Membership List in the Faculty of Graduate Studies. The following is the minimal requirements for supervisory committees:

- Master's program must have a supervisor and one committee member from inside or outside of the home academic unit.
- PhD students must have a supervisor, committee member from within the home academic unit and a third member from inside or outside of the home academic unit.

Students should work with their supervisor to determine members of the supervisory committee, and any updates or changes with respect to committee membership should be communicated to the graduate secretary.

With respect to supervisory assignment, upon entry into the Department of Theatre's programs, each student is normally assigned a supervisor. Supervisory assignment decisions are made by the Department's graduate admission committee to ensure the alignment of student research/creative interests with faculty member expertise, alongside workload considerations. In the case that a student encounters issues or conflicts with their supervisor, they are encouraged to, as per the FGS Supervisory policy, "deal directly with individuals whenever possible to resolve disagreements, dissatisfactions, issues, and conflicts" (see section 1.8). In the case that a conflict cannot be resolved through direct discussion with their supervisor, or impedes a student's satisfactory academic progress, or when a student's research goals have diverged from their initial directions such that the supervisor's expertise is no longer appropriate, students are encouraged to contact the Graduate Advisor and/or Chair of the Department. Note: if a student or supervisor withdraws from the student-supervisory relationship, section 11 of the FGS Graduate Supervision Policy applies.

FORMAL REVIEW OF STUDENT PROGRESS

There are two ways that you and your supervisor can track your progress in your program of study. The first is through the Student Progress Report (SPR), which is a form provided to you by the Department of Theatre's Graduate Secretary. Together, you and your supervisor will fill out the form in preparation

for your annual committee meeting at which time to you update your committee on your progress through program requirements and set goals and objectives for the coming year. After the meeting, the committee will be invited to offer recommendations coming out of the discussion and will submit the report to the Graduate Secretary and Graduate Advisor. You will be provided with a copy of the report, and your response to any recommendations will be kept on file. The Graduate Advisor may schedule a one-on-one appointment with you to follow up. This form is supposed to be completed by end of April of each academic year, so work with your supervisor to arrange for a committee meeting accordingly.

The second way for you to track your progress is through the Curriculum Advising and Program Planning report (CAPP). This form is filled out on your My Page online and is meant to be a summary of your trajectory, planned program, and research goals as determined by you and your supervisor, and approved (or discussed) by/with your supervisory committee. Any updates should be forwarded to the graduate secretary. When all program requirements are complete, students are expected to review and approve their final CAPP report before applying to graduate.

ETHICS APPROVAL – DO NOT ENGAGE IN ANY RESEARCH UNTIL THIS IS DONE

Approval from the Human Research Ethics office is **mandatory prior to you embarking** on any research taking place with human subjects (for instance, if you're interviewing participants or working on a practice-based project involving volunteers or participants). This application would likely take you anywhere from 4hrs to 2-days to complete, depending on the scale and complexity of your project. You can expect to hear back from the HRE office within 2-3 weeks of your application, and you can almost always expect to make significant edits to your application, based on their recommendations. The entire process is likely to take 4-6 weeks for completion and approval by Human Research Ethics to proceed with your research. Go to [Research Services website](#) for the forms and submit to Human Research Ethics when completed.

PRACTICE-BASED RESEARCH

This graduate program is heavily involved in practice-based research, such as designing or directing a show, facilitating a workshop, or devising a community-based performance. The Department considers these practice-based outputs as they would any other research or scholarly output (for example, a conference presentation, journal article, or book chapter). You have the privilege of noting such work on your C.V. as Creative Research, and this is considered as part of your academic and scholarly output.

You also have the responsibility of treating these events/projects with the seriousness that you would other scholarly outputs. Note that when you invite an outside audience to view or engage with your practice-based work, that you are sharing the work as you would at a conference or a publication. The event is treated as a public or semi-public event, unless you specifically make it clear to your audience that this is a private event. In such cases, clear communication with your invited audience/guests is important, and having it in writing is recommended (for example, having your audience sign a Non-Disclosure Agreement).

PART IV: PAPERWORK

It is important that you stay on top of all your paperwork throughout your program of study, so as to stay on track with your various milestones. Please inquire with the Graduate Secretary about any of the below forms and steps.

REGISTRATION

You must be concurrently registered from the time you begin your program until you have finished your program requirements. Either register on-line, complete a Pro Forma form for any directed study courses, or fill in a Course Change form for all Undergraduate courses or for courses outside of the department. All paperwork **takes 4-6 weeks to complete so start the forms as soon as possible**. If there are any changes to your required courses, notify the graduate secretary as soon as possible.

FEES

There are two types of fees, full-time and part-time. Full-time is defined as having 3.0 units or more of coursework per term and part-time is having less than 3.0 units. You must pay the equivalent of 6.0 (5 minimum) full fees for a master's program and 9 (minimum 7.5) for a PhD. If you need to register after the maximum fees are paid, you will be assessed a reregistration fee for each term you need until you finish. So, finish within the terms that you must pay for, and it will be cheaper!

Added to the tuition costs are auxiliary fees for Athletics/Recreation, Grad Student's Society (GSS), GSS Extended Health Care, Dental Care, and U-Pass Bus Pass. The only auxiliary fee for students studying off-campus, if registered in all off-campus sections of the course(s), is the reduced GSS fee. You can opt out of the health and dental fees by September 30, see GSS website for more information, <https://gss.uvic.ca/>.

FUNDING

Graduate Awards are given based on grade point average (GPA) and year in program. Normally, funding is only provided for one year but may continue for the first two years of a master's program and the first four years of a PhD. The amount of funding is dependent upon monies received from the Faculty of Graduate Studies and may not be consistent from year to year. The money is normally distributed in equal amounts in September and January. Any questions about this funding should be directed to the Graduate Advisor.

Within the Department, we have separate funding from the Faculty of Graduate Studies for fellowships and for graduate (donor) awards. These awards are given based on GPA and are normally between \$1,000 and \$10,000. They follow the regulations as set by Graduate Studies:

1. No duties are attached to these Graduate Awards.

2. All Graduate Award holders must maintain continuous registration (1.5 units) during the tenure of their award. You may interrupt your award only for the reasons of maternity, child-rearing, illness, or health related family responsibilities. Requests for interruptions must be approved by both your academic unit and Graduate Studies and may require additional documentation. Contact the Faculty of Graduate Studies, Scholarship Officer as soon as possible before commencing your leave of absence.
3. Renewal of Graduate Awards is not automatic. Consideration for subsequent awards is at the discretion of the academic unit offering the award and is contingent upon the maintenance of a cumulative grade point average of at least 7.00.
4. Graduate Awards are not portable from one department to another.
5. Award payments will not continue in a subsequent term if fees from the previous term have not been paid in full.
6. Tuition fees are not deducted from Graduate Award payments. Students are responsible for paying their tuition fees through Accounting Services.
7. Award payments will cease at the end of the term the student takes the final oral and/or written examination. Only under exceptional circumstances will there be continuation of the award into the subsequent term, and this must be approved by the Dean of Graduate Studies.
8. Any payment made for a period during which you are not eligible to hold the graduate award must be reimbursed to the University.

In-House Scholarships are given based on donor instructions and student GPAs. Please read the letter you receive from Graduate Studies carefully for information about how the money will be distributed to you.

Other potential funding available: SSHRC Doctoral grants, SSHRC Masters grants, Graduate Studies travel grants, external awards & scholarships. Look for information about these opportunities on the Faculty of Graduate Studies webpage: <https://www.uvic.ca/graduatestudies/index.php>. [Updates on award and scholarship opportunities will also be emailed from the Graduate Advisor.](#)

TEACHING ASSISTANTSHIPS

Teaching Assistantship (TA) are under the collective agreement between the Canadian Union of Public Employees ([CUPE](#)) 4163 (Comp 1&2) and the University. The collective agreement can be found under the Human Resources website under Staff resources, Collective agreements. Theatre creates our TA positions based on the number of students in a particular class and the resource needs of the Department. Students are appointed as per directives in the TA Appendix of the collective agreement (see pages 28-40). The TA Appendix is especially helpful to explain the appointment process. Hours will vary from year-to-year and are based on the number of TA positions available and monies received from the Faculty of Graduate Studies. This is considered a salaried position and money is divided into equal payments over the term that the course runs and paid on the 15th and last day of the month.

COMPLETION POSTPONEMENT FEE ADJUSTMENT

The Completion Postponement Fee Adjustment (\$255.00) is available in lieu of a full tuition fee payment to allow graduate students one additional month in which to defend and correct their project, thesis or dissertation. Eligible students must have: defended their project, thesis or dissertation on or before the 15th calendar day of September, January or May; paid the minimum program fee; registered in THEA 524, 598 or 699 in the term the oral exam and corrections take place; submitted all documents/thesis/dissertation (not project) to Graduate Studies before last business day of that month. A full term of auxiliary fees will be charged in addition to the completion fee. Students completing in September or January will graduate in the spring and completing in May will graduate in the fall.

This fee is applied automatically if you meet all of the above deadlines.

APPLICATION FOR GRADUATION (DONE THROUGH YOUR MY PAGE)

There is a fee for \$44.00 and a late fee of \$10.00 if you apply after the deadline. If you wish to attend convocation in the spring (June), there are two different deadlines for application. Complete all degree requirements by end of Fall term (Dec. 31), apply by **November 15**. Complete all degree requirements by end of Spring term (Apr. 30), apply by **February 15**. If you wish to attend convocation in the fall (November), the deadline is **July 15** and you must complete all of your degree requirements by August 31.

LEAVES

You must discuss this with your supervisor first. Then apply to Graduate Studies with their Leave of Absence with Permission form. There are three types of leaves:

Personal: master's student has 3 terms of this leave and PhD has 6 terms. No fees will be charged but the time will be counted as if you were registered in courses for the term.

Parental: granted immediately prior to or following the birth or adoption of a child. You apply for one term at a time to a maximum of three terms (12 months). Must have documentation to support your application. No fees and time does not count towards program. Any award monies received for this time will be held for your return.

Medical: time not included in the time period allowed for completion of degrees. You apply to the Faculty of Graduate Studies and must provide a letter explaining the circumstances, a letter from a physician or other qualified professional confirming your inability to engage in studies during the requested period of leave, and a written acknowledgement you're your supervisor and graduate adviser. Do not include clinical documents. Any award monies received for this time will be held for your return.

Compassionate: normally a 3-term limit. May be consecutive or cumulative and must be accompanied with documentation (letter outlining circumstances, supervisor's and graduate advisor's written

acknowledgement). No fees and time does not count towards program. Any award monies received for this time will be held for your return.

WITHDRAWALS

Official withdrawal: must have completed a minimum of one term and wish to withdraw indefinitely from your program. Submit a written request to Graduate Studies and Graduate Admissions and Records Office. Letter from supervisor acknowledging withdrawal is also required. To return to program, apply to the University online. Unfortunately, there is no guarantee of readmission.

Withdrawal Without Permission: considered when student has abandoned program. To return to program, must reapply to the University and pay a reinstatement fee. No guarantee for readmission.

HELPFUL UNIVERSITY WEB LINKS

All Graduate forms are found at <https://www.uvic.ca/graduatestudies/forms-policies/index.php> These forms change often so do not save them to your computer but go to Forms every time.

Common forms are:

Pro Forma Proposal Form – used to create a directed studies course with a faculty member.

Direct Deposit Enrollment Form – Graduate Awards – used to have your grad awards payments directly deposited into your bank account.

Graduate Course Change Form – used to add/drop courses.

INC Grades – used to extend time to complete a course into the next term.

Travel Grant – used to apply for funding before your travels. See here for more information: <https://www.uvic.ca/graduatestudies/finances/travel-and-conference-funding/index.php>

Supervisor Policy: <https://www.uvic.ca/graduatestudies/forms-policies/data/graduate-supervision-policy.pdf>

Funding: <https://www.uvic.ca/graduatestudies/finances/graduate-student-funding/index.php>

Graduate Students Society: <https://gss.uvic.ca/>

Residence Services: <https://www.uvic.ca/residence/>

PART V: PHOENIX THEATRE & UVIC CAMPUS

ROOM BOOKINGS

If you require a Department of Theatre room for your research project, this is done through the Operations and Production Manager's office on a weekly basis with the deadline for submission of requests every Thursday. Forms will be available in the back hallway and are to be submitted to the blue file folder in Tim O'Gorman's mailbox. If you require more support with room booking, contact Tim O'Gorman, the Department's Operations and Production manager: theatreopm@uvic.ca.

PHOTOCOPYING

Only grad students that have a TA assignment will be given access to the computer/photocopier/fax/scanner in the general office area. All copying should be associated with the class assignment. The Receptionist will assist you to set up a 4-6 digit access code. As the copier is for use by all faculty and staff, you need to ensure that you give yourself ample time to do copying as, during busy times, you may need to wait for the machine.

WORKSPACE

Graduate students can book lockers, available in the Fine Arts Building (beside the Art History and Visual studies office). It is first-come, first-served and you simply put your own lock on a locker to claim it. In addition, the Gwen Pharis Ringwood Reading Room (PNX141) is available to graduate students as a reading/writing space when not in use for classes and meetings. Finally, if you are a TA and require a space to meet with students, you can book room 105b. Keys for this room are available through the Department Secretary for graduate students. You can pencil in a booking for the room on the weekly calendar that will be posted outside the door.

ONECARD

ONECard is just that – one card for everything! It is the official identification card for the University, your library card, your bus pass, UVic Health Services card and can be used to pay for photocopying and food! Simply go to this link <https://www.uvic.ca/onecard/get-and-manage-card/index.php> for the Frequently Asked Questions (FAQ).

PRINTING AND COPYING

Services are available in Rooms 236 or 215 (Computer Labs) in the Fine Arts Building during regular business hours. These hours may vary if classes are scheduled.

CAMPUS SERVICES

ZAP Copy, located in the Student Union Building, offers superior copying/printing services at an affordable cost, outside of normal business hours.

FACULTY OF FINE ARTS

The UVIC Faculty of Fine Arts has a vital impact on culture both at home and abroad. The Faculty hosts over 200 events a year, both on- and off-campus. A highlight for graduate students includes the [Orion Lecture Series](#). Read [our blog](#) for all the latest Fine Arts stories, follow [@uvic_finearts](#) for breaking news on Twitter or find us on [Facebook](#) or [Instagram](#).

Sign up for our weekly [Coming up in Fine Arts](#) email list to stay up to date on what's happening both on and off-campus.

KEYS

Please see the Operations and Production Manager, Tim O’Gorman, for permission and then visit Reception to get your actual keys.

UPDATING YOUR PERSONAL INFORMATION & HELPFUL WEB LINKS

Go to My Page and click on Student Services to update your address/phone/email. The information on this page is what the University will use for tax purposes and other related communications.

Department home page for current students with Welcome Events <http://finearts.uvic.ca/theatre/current/>

Sign up for Phoenix eNewsletter

BackstagePASS <https://finearts.uvic.ca/theatre/mainstage/tickets/connected/>