

University of Victoria

M.A. in French and Francophone Studies

Graduate Handbook

Your studies from start to finish





**University
of Victoria**

**French and
Francophone Studies**

We acknowledge and respect the Lək̓ʷəŋən (Songhees and Esquimalt) Peoples on whose territory the university stands, and the Lək̓ʷəŋən and W̱SÁNEĆ Peoples whose historical relationships with the land continue to this day.

Avec respect, nous reconnaissons les peuples lək̓ʷəŋən et leur territoire traditionnel, où est établie l'Université de Victoria, ainsi que les peuples Songhees, Esquimalt et W̱SÁNEĆ dont les relations de longue date avec ces terres non-cédées continuent jusqu'à ce jour.

Follow us on  

Last revised: October 2023

Welcome to French at UVic!

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THE DEPARTMENT OF FRENCH AND FRANCOPHONE STUDIES GRADUATE HANDBOOK

This handbook is intended for faculty and graduate students to help in the efficient conduct and administration of the French and Francophone Studies M.A. program. The guidelines provided herein describe usual practice; they may be changed or amended at any time by the Graduate Studies Committee as required. Even though the handbook is updated regularly, students are advised to consult with the [Graduate Secretary](#) or the [Graduate Advisor](#). These guidelines summarize and supplement the policies and regulations outlined in the [University of Victoria Graduate Calendar](#) and the [Faculty of Graduate Studies policies](#).

MEET YOUR DEPARTMENT

The graduate program provides opportunities for study in the areas of French, Franco-Canadian, Quebec, Indigenous, African and Caribbean literatures and culture; cinema; theatre; research creation; queer theory; theoretical and applied linguistics. It places special focus on digital humanities and literacies, and innovative teaching methods.

FACULTY MEMBERS AND AREAS OF RESEARCH

Catherine Caws, PhD (UBC)

French applied linguistics, Computer Assisted Language Learning (CALL), lexicology.

ccaws@uvic.ca

Hélène Cazes, Doctorat es lettres (Paris X)

Literatures and cultures (France), Editorial Mediations, Comics, Humanism, Gender and Medicine.

hcazes@uvic.ca

Mylène Dorcé, PhD (Université de Montréal)

Insular Francophone Literatures (Caribbean, Indian Ocean, and Pacific Ocean); Francophone African Literatures (Maghreb and Sub-Saharan Africa); Québécois Migrant Literature; First Person Narratives; Postcolonial, decolonial and transnational theories; Feminist Theories and Praxis; Women Writers.

mdorce@uvic.ca

Moustapha Fall, PhD (UBC)

Second Language Acquisition and Language Theory, Francophone Literary Theory.

mfall@uvic.ca

Emile Fromet de Rosnay, PhD (Queen's)

19th to 20th Century French and comparative literature, Romanticism, modernist poetics; post-Enlightenment and posthumanist philosophy; research-creation.

derosnay@uvic.ca

Sara Harvey, PhD (Laval-Paris Sorbonne)

Early modern period, history of literary critic and history of press, theatre, cultural history, digital humanities.

saraharvey@uvic.ca

Pierre-Luc Landry, PhD (Laval)

Cultural studies; Québécois and French literature and culture; Indigenous literature and culture; Creative writing; Research-creation; Queer theories; Children's literature; Contemporary Cultural, Social and Political Thought.

pierreluclandry@uvic.ca

Catherine Léger, PhD (UQAM)

Syntax, semantics, contact linguistics, French in North America.

cleger@uvic.ca

Sada Niang, PhD (York)

Linguistics, semantics, African and Caribbean literatures.

sniang@uvic.ca

Faculty contacts are also on our [website : uvic.ca/humanities/french](http://uvic.ca/humanities/french)

Geneviève Arsenault, [Graduate Secretary](#)

Pierre-Luc Landry, [Graduate Advisor](#)

WHOM TO CONTACT ABOUT...

Academic research?	Supervisor
Courses and programs?	Graduate Advisor
Course Registration Issues?	Graduate Secretary
Degree Completion Procedures?	Graduate Secretary
Funding?	Graduate Advisor
Leaves of absence?	Graduate Advisor / Supervisor
TAs/hips?	Chair

NEW STUDENTS: FIRST STEPS AS YOU JOIN THE PROGRAM

1. [Get your Netlink ID and V-number](#)
2. Access the [Online Tools](#) portal
3. Ensure you are fully admitted
4. [Get your OneCard](#) at the Jamie Cassel Centre
5. [Get your Social Insurance Number \(SIN\) and add your SIN to your student profile](#)
6. For international students, consult the [International Centre for Students](#) for resources and [Pre-Arrival and Arrival](#) Checklists before arriving in Canada
7. Complete the [Direct Deposit Information to your profile](#)
8. Consult your [Graduate Support/UVic Awards](#) options
9. Register for [Graduate courses](#)
10. Meet your [Graduate Advisor](#)

THE FRENCH AND FRANCOPHONE STUDIES MA PROGRAM

OVERVIEW

The Department of French and Francophone Studies offers a degree program leading to a Master of Arts in French and Francophone Studies. It comes in two formats:

- a thesis option;
- a project-based option.

DATES AND DEADLINES

We recommend that you complete your degree within two years. More information is provided on the website of the [Faculty of Graduate Studies](#).

PROGRAM REQUIREMENTS

[PROJECT-BASED OPTION](#)

Students must complete 15 units of course. Each course is worth 1.5 units

- [FRAN 500A](#) - Introduction to Theory and Research Methods (1.5)
- [FRAN 500B](#) – Application of Research Methods (1.5)

7.5 units of course work, of which a minimum of 6 units must be at the graduate level, including up to 1.5 units taken outside the department. Up to 1.5 units may be taken at the senior undergraduate level within the Department of French and Francophone Studies.

- [FRAN598](#) - Major Research Project (4.5)

THESIS OPTION

Students must complete 15 units:

- [FRAN 500A](#) - Introduction to Theory and Research Methods (1.5)
- [FRAN 500B](#) – Application of Research Methods (1.5)

4.5 units of course work, of which a minimum of 3 units must be at the graduate level, including up to 1.5 units taken outside the department. Up to 1.5 units may be taken at the senior undergraduate level within the Department of French and Francophone Studies.

- [FRAN 599](#) – Thesis (7.5)

For more information, please refer to our [Guide de la présentation de proposition de projet ou thèse](#).

CONCENTRATION IN CULTURAL, SOCIAL AND POLITICAL THOUGHT

ADMISSION REQUIREMENTS

Students must meet the core graduating requirements of the individual departments as well as specific requirements of the [CSPT program](#), and need to apply to the CSPT concentration at the same time as they apply for the MA program.

PROGRAM REQUIREMENTS

The thesis topic must be within the field of CSPT and the thesis must be written in French. At least two members of the three MA supervisory committee members must be faculty members affiliated with the CSPT program. At least one CSPT faculty member on the student's supervisory committee must be from outside the student's home department. The supervisor will be from the Department of French and Francophone Studies, and may be affiliated with CSPT.

Students wishing to pursue a Master's with a CSPT concentration have the possibility of doing a thesis or a project, as follows:

CSPT concentration, thesis option

- [FRAN500A](#) - Introduction to Theory and Research Methods (1.5)
- [CSPT501](#) - Contemporary Cultural Social and Political Thought I (1.5)

Complete 1.5 units from:

- [CSPT500](#) - Topics in Cultural, Social and Political Thought (1.5)
- [CSPT590](#) - Directed Readings (1.5 - 3)

Complete 3 units of additional FRAN courses at the graduate level.

- [FRAN599](#) - Thesis (7.5)

CSPT concentration, project option

- [FRAN500A](#) - Introduction to Theory and Research Methods (1.5)
- [CSPT501](#) - Contemporary Cultural Social and Political Thought I (1.5)

Complete 1.5 units from:

- [CSPT500](#) - Topics in Cultural, Social and Political Thought (1.5)
- [CSPT590](#) - Directed Readings (1.5 - 3)

Complete 6 units of additional FRAN courses at the graduate level.

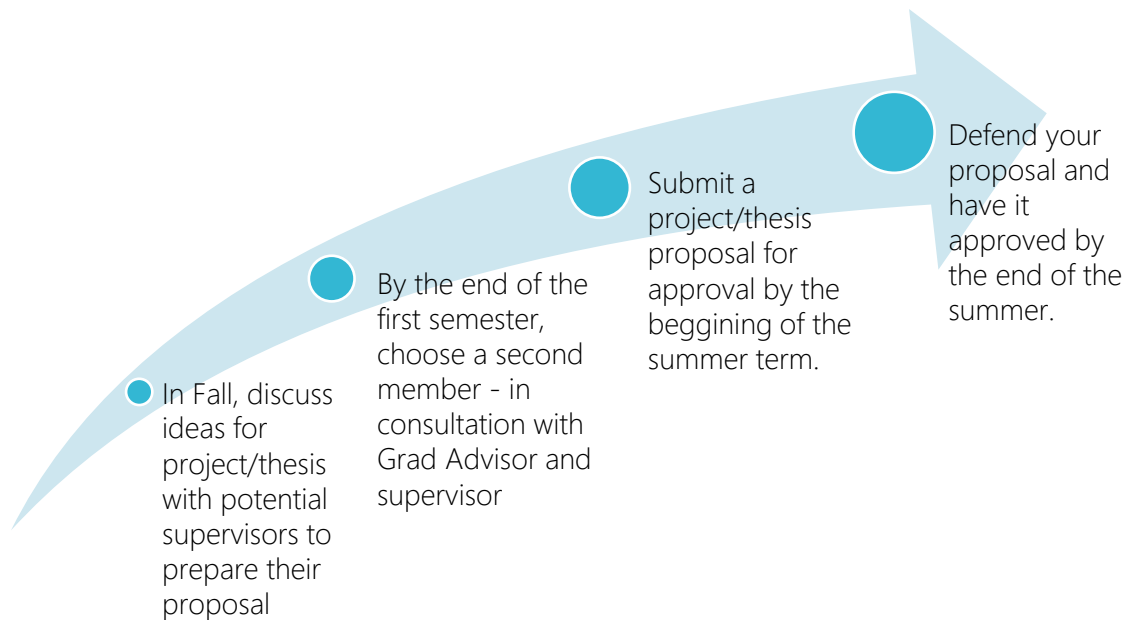
- [FRAN598](#) - Major Research Project (4.5)

CO-OP PROGRAM: MA

Participation in the Co-operative Education or Work Experience program - which enables students to acquire knowledge, practical skills for employment, and workplace experience - is optional for Master's students. Interested students should contact the [Humanities and Fine Arts Co-op office](#) early in the term in which they are applying for admission. Students are also encouraged to consult the [General Regulations: Graduate Co-op](#).

YOUR RESEARCH

FIRST YEAR TIMELINE



It is always possible to change subjects, stream or supervisor(s); in such a situation, consult with the Graduate Advisor as soon as possible to establish the best way to move forward.

YOUR PROPOSAL

Please consult the [Guide de présentation](#) available on the Department of French and Francophone Studies, [Graduate studies page](#).

Students are expected to familiarize themselves with the Faculty of Graduate Studies [Graduate Supervision Policy](#). This document governs academic relationships between Academic Supervisors, members of supervisory committees, and graduate students.

YOUR SUPERVISORY COMMITTEE

EXPECTATION FROM STUDENTS

The Department of French and Francophone Studies welcomes you to its MA courses, research culture and professional activities. Your participation, questions and initiatives determine the success of your programme and greatly inform your achievements at the end of your training. The faculty members of the Department of French and Francophone Studies, the University as well as the department administration are here to support you. Please note that according to rules and regulations in of the UVic Faculty of Graduate Studies, MA students must achieve a minimum GPA of 5.0 (B) for every semester in which they are registered. More information on this regulation can be found in the [Graduate Calendar](#).

Students should work closely with their supervisor. However, they are responsible for conducting their own research, and for producing an essay that meets the standards of the Master's research paper.

EXPECTATION FROM SUPERVISORS

An effective supervisor oversees your academic work, is passionate about your subject area and invested in your success. This mentor may work with you to identify research and teaching roles, members of a supervisory committee and career opportunities that will carry you beyond your degree. Ideally, this relationship is the foundation that moves you closer to your goals. Please consult the [Graduate Supervision Policy](#).

YOUR COURSES

Normally, the Department offers 4 to 6 graduate courses in the Winter Session (September-April). One or more of these courses might be taught concurrently with a 4th-year course. FRAN 500A is offered every year, but in the fall term only. FRAN 500B runs on two semesters. Other courses correspond to the areas on which MA students may write their research paper and are designed by individual faculty members in consultation with the Chair of the Department. Normally, Graduate faculty members teach their respective area courses on a rotation basis.

COURSE ATTENDANCE

The Department expects students to attend graduate courses. Unjustified absences will be sanctioned.

REGISTRATION

Students will register to all graduate courses offered by the Department through [Online Tools](#). However, for senior undergraduate courses and graduate courses offered by the Department of French and Francophone Studies or other departments (See program requirements above), you will need to complete a [Graduate Registration Form](#). Once completed the registration form should be sent to GARO by the Graduate Secretary. (Graduate Admissions and Records)

DIRECTED STUDIES COURSES

Directed Studies are the exception in the Department of French and Francophone Studies. However, it is possible for a student to take a Directed Studies course (1.5 units) in an area of study not covered in the course listing of a particular year and deemed essential for the student's research. Normally, a student may take no more than one Directed Studies. A Directed Studies may be in the general area of the thesis (should the student be writing one), but in no circumstances will the material covered in a Directed Studies course duplicate constitute the research required for the writing of a Master's thesis or a Master's research paper. Should a reading course be approved by the Department, a [Pro Forma Registration Form](#) must be completed and sent to GARO by the Graduate Secretary before the start of the course.

COURSES TAKEN ELSEWHERE

a) Western Deans' Agreement (WDA)

Under this agreement, graduate students of member universities may take courses at another member institution for credit in their graduate programs. If you are a UVic student wishing to take advantage of this agreement, review UVic's requirements and application process for [outgoing students under the Western Deans' Agreement](#).

b) Courses From Other Universities not covered by the Western Deans Agreement

With the support of your supervisor, you may enrol at another university under a "[Letter of Permission](#)". Your supervisor must submit this letter to the Graduate Admissions and Records Office recommending that you take the course. The letter should provide course details and whether or not the course should be included in your program. There will be no tuition waiver. UVic students must maintain registered or temporarily withdrawn status at UVic while attending elsewhere on a Letter of Permission.

PROGRESS REPORTS AND ACADEMIC REQUIREMENTS

The Faculty of Graduate Studies [Graduate Supervision Policy](#) defines the expectations and responsibilities in the supervisory relationship for graduate students, members of the Faculty of Graduate Studies, academic units, Graduate Advisors, supervisors, supervisory committee members, and the Dean and Associate Deans of Graduate Studies. It also outlines important information about student progress.

- a. The student has a fundamental obligation to remain in contact with the academic unit and the supervisor, to meet with the supervisor in accordance with FGS, unit and program requirements, and to respond in a timely, complete and respectful manner to reasonable and appropriate requests from the supervisor for information and progress reports on academic and scholarly matters.
- b. Student progress is assessed annually through a written annual progress report signed by the supervisor. The Graduate Advisor will initiate the process between April and May; students need to meet with their supervisory committee to communicate their progress and to discuss their research with the committee. Committee members with concerns about student progress must raise these concerns at this meeting to allow the student an opportunity to address them directly. Expectations, goals and milestones for the upcoming review period will be determined during the meeting. Supervisors will then be offered the opportunity to discuss student progress in the absence of the student through the comments they write on the report before they sign it and return it to the Graduate Advisor. Not producing an annual report is considered a failure to meet the departmental requirements.
- c. At any time, the Graduate Advisor or the Supervisor may request a meeting with a student and their supervisory committee to assess progress. A formal plan to reach a satisfactory level of progress must be devised during the meeting; this new plan will trump the plan previously included in the annual progress report.
- d. In the case of two or more determinations of 'unsatisfactory' progress on formal assessments not less than 8 weeks apart, including the annual progress report and any meeting requested by the Graduate Advisor or the Supervisor, the Graduate Studies Committee may submit a written application to the Dean of Graduate Studies to withdraw the student for 'failure to meet academic standards.'
- e. A rating of 'unsatisfactory' progress (or the equivalent) may be established on the basis of factors which include but are not limited to:
 - i. Repeated disregard of ethical or safety protocols.

- ii.Repeated failure to appear at scheduled meetings or to reply to communication from the Supervisor, Graduate Advisor, Graduate Secretary or Chair.
- iii.Repeated failure to complete assigned tasks.
- iv.Failure to produce the required annual progress report.
- v.Failure to submit a thesis/project proposal by the second year of enrollment in the program.
- vi.Failure to consider the Supervisor’s comments or comments by any member of the supervision committee.
- vii.Lack of knowledge, preparation, or ability consistent with the unit’s expectations for the program.
- viii.Failure to respect the timeline for completion of all stages of the degree program established with the Supervisor, and to adhere to a schedule to meet appropriate deadlines

FUNDING

UNIVERSITY FELLOWSHIPS AND AWARDS

These may be awarded by the Faculty of Graduate Studies to new M.A. students registered full-time. Students must have an outstanding academic record to be considered for these fellowships. The amount of these fellowships may vary from year to year. M.A. fellowships usually range from \$6,000 to \$15,000 for one year.

Fellowship holders must maintain continuous full-time registration during the tenure of the award. In addition, students are not allowed to hold another major award (e.g., SSHRC) in conjunction with a University Fellowship. Should students be offered such an award after acceptance of the University Fellowship, the Fellowship must be forfeited.

DEPARTMENTAL FUNDING

The Department offers each full-time M.A. student a minimum of \$6000 in funding for their first 12 months of studies. Full-time registration is a condition for holding this award.

The Department also awards graduate students a total of \$4,000 as a graduate scholarship for their second year of study, depending on their progress. Students must submit their

project or thesis proposal by the end of their first year to receive this award, which will be paid over in two instalments of \$2000 per semester for a maximum of two semesters, granted they are still registered in the program and in good standing. This award is contingent to approval by the Graduate Studies Committee and won't be available for students who delay the submission of their thesis/project proposal without being on an approved leave of absence.

RESEARCH ASSISTANTSHIPS

Individual faculty members may hire M.A. students to work as Research Assistants (RAs). Students are encouraged to contact individual faculty members to enquire about these opportunities.

TEACHING ASSISTANTSHIPS

Every year, the Department hires a limited number of Teaching Assistants. Recipients of such employment offers are assigned classes of oral practice usually referred to as Lab work. Students registered in these classes are in the 1st or second year of their program. Teaching Assistant positions become available and are advertised on the site of the Department in the Summer. In September of each year and throughout both terms, a faculty member designs and conducts teaching workshops for Teachings Assistants. In addition, the [Learning and Teaching Support and Innovation \(LTSI\)](#) frequently offers training sessions to Teaching Assistants. These are widely advertised on the humanities mailing list and free to attend.

OTHER AWARDS AND PRIZES

Full information on other awards and prizes available to French Graduate Students may be obtained on the [Faculty of Graduate Studies website](#).

SSHRC AWARDS — MA

The Social Sciences and Humanities Research Council of Canada (SSHRC) offers 12-month, non-renewable Masters Canada Graduate Scholarships (CGS).

AWARDS REQUIRING NOMINATION BY THE DEPARTMENT

Each September, the Graduate Advisor submits to the Dean of Graduate Studies nominations for which students do not have to apply. The Graduate Advisor nominates individuals based

on their records and on the criteria outlined below. Please note that award values may vary from year to year.

President's Research Scholarships: Scholarships are awarded to holders of SSHRC awards, or to students who have been successful in other Canadian national competitions where awards are of a value between \$15,000 and \$25,000. Students who have received a Canadian national award other than a SSHRC should notify the Graduate Advisor by the beginning of August.

AWARD REQUIRING STUDENT APPLICATION

Sheila and John Hackett Research Travel Award: One award for travel to the European Union for research purposes is available per academic year. Students are invited to submit their application to the Office of the Dean of Humanities (Clearihue C305) by September 30.

GRADUATE STUDENT TRAVEL GRANTS

The Faculty of Graduate Studies offers financial assistance for travel to academic conferences. Please consult the Faculty of Graduate Studies, [travel grants](#) for more information, eligibility and submission process.

In addition, the Department of French and Francophone Studies offers up to \$600 if the FGS and GSS funds are not sufficient to cover all expenses. Please consult the [Graduate Advisor](#) for more details regarding these awards.

DEGREE COMPLETION

1. Contact your [Graduate Secretary](#) to ensure all coursework is completed.
2. Apply for Graduation.
3. The Supervisory Committee agrees that the thesis is acceptable.
4. Submit project or thesis pdf to [Graduate Secretary](#) and [Graduate Advisor](#).
5. Supervisor searches for external examiner.
6. Agree on a defence date and time.
7. Submit to your [Graduate Secretary](#) the [Request for Oral Examination](#) no later than 20 working days prior to the defence. The Faculty of Graduate Studies will liaise with the external examiner.

8. After that step, there must be no contact between the external examiner and the student or supervisory committee until the defence.
9. Defend your thesis according to the Chair's Guidelines.
10. After a successful defence, you may be asked to make major or minor changes. Once the final version of your thesis is approved, you will need to:
 11. Send it to the [Graduate Secretary](#).
 12. Upload it to UVicSpace according to [the following guidelines](#).

Please consult the [Graduate Academic Calendar](#) and our [Guide de présentation de la proposition de projet ou de thèse](#) for more details about degree completion.

MAIN RESSOURCES

French Graduate Program
<https://www.uvic.ca/humanities/french/graduate>

Faculty of Graduate Studies
<https://www.uvic.ca/graduatestudies/admissions>

Graduate Admissions and Records
<https://www.uvic.ca/graduatestudies/admissions>

Financial Aid and Funding, Graduate Studies
<https://www.uvic.ca/graduatestudies/finances/graduate-student-funding>

Graduate Calendar
<https://www.uvic.ca/calendar/grad>

Maps, Buildings, and Directions
<https://www.uvic.ca/home/about/campus-info/maps>

Virtual Tour, University of Victoria
<https://www.youvisit.com/tour/uvic?id=334074>

Co-operative Education Program & Career Services
<https://www.uvic.ca/coopandcareer>

Counselling Services
<https://www.uvic.ca/student-wellness/wellness-resources/mental-health/index.php>

Student Mental Health
<https://www.uvic.ca/services/health/>

Equity & Human Rights
<https://www.uvic.ca/equity>

Indigenous Plan
https://www.uvic.ca/vpacademic/assets/docs/indigenouacademicplan/IndigenousPlan_Final.pdf

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

Housing
<https://www.uvic.ca/residence>

International Student Services
<https://www.uvic.ca/international>

Library
<https://www.uvic.ca/library>

Learning and Teaching Support and Innovation (LTSI)
<https://www.uvic.ca/learningandteaching>

Office of the Registrar
<https://www.uvic.ca/registrar>

Centre for Accessible Learning
<https://www.uvic.ca/services/cal>

Student Awards and Financial Aid
<https://www.uvic.ca/registrar/safa>

Technology Integrated Learning
<https://www.uvic.ca/til>

Campus Security
<https://www.uvic.ca/security>