



Philosophy 1-Year MA Program

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Information for 1-year Philosophy MA Program Students

Important Contact Information

Graduate Advisor:	Dr. Audrey Yap	philgrad@uvic.ca	250-721-7510
Graduate Coordinator:	Dr. Scott Woodcock	woodcock@uvic.ca	250-472-4462
Graduate Secretary:	Jennifer Pacheco	uvicphil@uvic.ca	250-853-3120

The Graduate Advisor is responsible for overseeing your progress in the program, for granting course permissions, and for all fellowship funding. The Graduate Coordinator is primarily responsible for assigning and overseeing Teaching Assistantships.

E-mail

The set-up for a current UVic email address is essential, as you will be receiving important messages by email from the Graduate Advisor, the Graduate Secretary and the instructors in your graduate courses. You are entitled to a free email account through [NetLink](#). You can also set-up mail forwarding from your UVic account to another email account. You are responsible for checking this account on a regular basis.

Registration

Once you have been fully admitted you can sign up for your UVic Netlink account online. Your NetLink ID will give you access to My page where you will register for classes. Your registration date and time will only be available through My page <https://www.uvic.ca/cas/login?service=https://www.uvic.ca/mypage/Login> so you must set up a NetLink ID. See <http://web.uvic.ca/reg101/index.php> for detailed information on registration.

Registration should be done by Mid-July in order for the first fellowship payment to appear.

Regulations

Once you have become a graduate student, you have to be registered year round. Each semester you must either register or [request a leave of absence](#) or withdrawal with permission. Failure to do so will result in your program being terminated and a statement "withdrawn without permission" added to your official transcript.

Guidelines

Total number of degree units: 15.0

Registration time-frame: September – August (12 months)

“Cost of degree”:

According to the Faculty of Graduate Studies, any one-year, project-based M.A. program requires full-time tuition payments for three terms (or equivalent).

Time-line:

1. Fall term (September – December)

Students should be registered in three courses (4.5 units). One of these courses **must** be PHIL 591 (Research Methods Seminar).

2. Spring term (January – April)

Students should be registered in three courses (4.5 units).

3. Summer term (May – August)

Students should be registered in PHIL 598 (Major Research Project, 4.5 units) and PHIL 592 (Professional Development Practicum, 1.5 units).

Course Permissions:

In place of any of the courses taken in Fall and Spring terms, with the exception of PHIL591, students are allowed, with the permission of the Graduate Advisor, to register in one Directed Studies course and one course offered by a department outside of Philosophy.

Full-time Status:

In order to be considered as registered full-time, and thereby be considered eligible for Graduate Awards and Scholarships, a student must in any given term be registered in at least 3.0 units.

Evaluation:

(a) **Course Work:** All regular course work is evaluated by the course instructor.

(b) **Major Research Project:** Evaluation of the Major Research Project (PHIL 598) is done by the student’s Supervisor and Committee.

(c) **Professional Development Practicum:** This component is evaluated by the Graduate Advisor and Coordinator. It is based on the students’ participation in Departmental Colloquia, the Victoria Colloquium in Political Social and Legal Theory, and the Colloquium Pre-seminars throughout the year.

Professional development and careers

Assistantships

You can apply through your academic unit for paid employment as a teaching assistant (TA). TA employment is through your academic unit, not through the Faculty of Graduate Studies, at rates of pay determined by the university. As a TA, you are covered by a collective agreement between [CUPE local 4163](#) and UVic.

Contact the Graduate Coordinator for information about TAs. Get useful information for TAs through the [Learning and Teaching Centre](#).

There will be a TA conference in early September. Information on how to register will be posted to the Learning and Teaching Center page.

Graduate Students Society

The [Graduate Students Society](#) is an autonomous, not-for-profit society that strives to promote the interests and represent the views of graduate students at the University of Victoria.

(U-Pass) Universal Bus Pass

All graduate students registered in on-campus courses are automatically assessed U-Pass fees with their tuition. The [Universal Bus Pass](#) is valid on all transit routes in Greater Victoria and can be used anytime during the semester. Information on U-Pass fee (and other ancillary fees) can be found in the [graduate calendar](#). The U-Pass provides our members with unlimited bus rides on Victoria Regional Transit.

UVic ONECard

The ONECard is an essential piece of identification for all students, faculty/staff, retirees, alumni and affiliates at the University of Victoria. Get your ONECard year round by visiting the ONECard office in the [University Centre](#). The hours are listed under "[contact us](#)".

To obtain your UVic ONECard ID you will need your UVic identification number and one piece of government issued photo identification. Please ensure the government issued photo ID is in English so we can identify your name and date of birth. Your name will appear on the card exactly as it appears on the government issued identification and this must match the UVic administration system (banner). The key requirement of your ONECard is that the photo clearly identifies the cardholder. A picture is mandatory in order to receive a ONECard.

Department Keys

At the beginning of the term you will be given keys to the Philosophy building, the Graduate Students' office (CLE B312) and your mailbox. When handed the keys you will sign a document which lists the keys that were given to you. The department keys need to be returned as soon as you submit your Major Research Project.

UVic Faculty of Graduate Studies

The [UVic Faculty of Graduate Studies \(FGS\)](#) website can help you navigate to essential information at all stages of your graduate student experience. Whether you are looking for forms or steps to prepare for graduation, you'll find a starting place here.

Social Insurance Number

How can I get a Social Insurance Number?

The Social Insurance Number (SIN) is a nine-digit number that you must have to work in Canada. There is no fee to apply.

Apply for your SIN in person at a Service Canada Centre. The Service Canada Centre in Victoria is located at 1401 Douglas Street. If you have the right documents, you will get a SIN during your visit.

If you are not able to visit a Service Canada Centre in person, follow the instructions on the [Service Canada](#) website.

Your SIN will be issued on a confirmation of SIN letter. Service Canada no longer issues plastic SIN cards.

What documents do I need to apply for a Social Insurance Number?

Original documents are required. Photocopies are not accepted.

As an international student, you are a temporary resident of Canada. To qualify for a Social Insurance Number (SIN), temporary residents must provide a passport and one of the following documents issued by Citizenship and Immigration Canada (CIC):

- Valid work permit

Campus life and housing

We're striving to enhance the experiences of graduate students who see us as the perfect fit for their education. UVic has lots to offer: a safe and inclusive campus, an abundance of green space, thoughtfully developed research facilities and a plugged-in community of students, faculty and staff who are willing to make their ideas count. Our campus services and supports acknowledge the unique perspectives of graduate students.

Explore UVic

If you're looking for an introduction to the university and campus life, [Explore UVic](#). These pages can help you get your bearings and find out about [tours and visits](#), [maps and buildings](#) and some of the services available to you. This is also the place to [learn about Victoria](#).

Housing and dining

Where you live matters. Visit [UVic Residence Services](#) to learn about on-campus residence and [family housing](#), and to access a database of [off-campus housing](#) options. Check out your [dining options](#) as a graduate student at UVic.

There are lots of places on campus to grab a coffee, snack or meal, including 12 unique food outlets offered through [University Food Services](#) and several options in the [Student Union Building](#). The Graduate Students' Society houses [The Grad House](#), a great place for students to sit down and enjoy a meal or drink.

Either on or off-campus, students can take comfort in knowing that they are in one of the safest cities in Canada. We believe in ensuring you feel supported and safe here, both inside and outside the classroom.

International Students

<http://www.uvic.ca/international/students/international-degree-program/preparing-for-uvic/index.php>

Extended health insurance

What is extended health insurance?

Extended health insurance covers a portion of vision and dental care, prescription drugs and paramedical services from specialists such as a chiropractor, a naturopath or a psychologist.

How do I get extended health insurance?

The Graduate Students' Society (GSS) provides [extended health insurance for graduate students](#).

The coverage offered by these plans does not replace basic health insurance. Without basic health insurance you will not be able to make claims for extended health insurance benefits.

Basic health insurance

What is basic health insurance?

Basic health insurance covers most physician and hospital services.

How do I get basic health insurance?

I will stay in BC for more than six months.

You must enrol in the British Columbia (BC) Medical Services Plan (MSP) when you arrive in BC. Complete the [application for enrolment](#) and mail it with a copy of your study permit to the address on the bottom of the form.

After you apply, there will be a waiting period before your coverage begins. The waiting period consists of the balance of your month of arrival in BC plus two more months. For example, if you arrive in BC in August, your coverage will begin on November 1.

You will receive in the mail a [Non-Photo BC Services Card](#) with a personal health number (PHN) which will allow you to access medical services when your coverage begins. You may wish to upgrade this card to a [Photo BC Services Card](#).

You will also receive in the mail an invoice for [monthly premiums](#) with instructions for how to pay them. Please note that international students are not eligible for premium assistance.

During the BC MSP waiting period you must have comparable coverage through an alternate health insurance provider. [AON](#) is a company UVic has selected to provide temporary emergency health insurance for international students. We recommend that you purchase temporary emergency health insurance before leaving home.

I will stay in BC for fewer than six months.

You are not eligible for the British Columbia (BC) Medical Services Plan (MSP), but you must have comparable coverage through an alternate health insurance provider for the entire duration of your studies at UVic. AON is a company UVic has selected to provide temporary emergency health insurance for international students. We recommended that you purchase temporary emergency health insurance before leaving home.

Do I need health insurance?

The cost of medical services in Canada is very high for those who do not have health insurance. Without proper coverage, you could be denied medical services or pay thousands of dollars each day for a hospital stay. As a result, all UVic students are required to have comprehensive coverage for the entire duration of their studies.

Having both basic and extended health insurance provides you with comprehensive coverage and ensures that any medical issues will not cause financial difficulties or compromise your academic progress.

TIP: Family members who will travel with you to Canada should also obtain comprehensive coverage. You can add family members to your basic and extended health insurance plans for an additional cost.

How do I get health insurance?

Basic health insurance covers most physician and hospital services.

Extended health insurance covers a portion of vision and dental care, prescription drugs and paramedical services from specialists such as a chiropractor, a naturopath or a psychologist.

Visit the Health insurance page for instructions about how to get basic and extended health insurance.

Detailed information about health insurance is available here via the following link. There is basic and extended healthcare available.

<http://www.uvic.ca/international/students/international-degree-program/health-insurance/index.php>

Important Dates 2016-2017:

Degree Completion and Graduation

The University Senate grants degrees in fall and spring each year. The formal conferral of degrees takes place at a convocation ceremony in the fall and spring each year. Graduates become members of the convocation of the University as soon as their degrees are granted by the Senate, which generally occurs several weeks before the convocation ceremony. Students who require proof of degree completion prior to convocation can obtain a letter from the Graduate Admissions and Records Office.

Each candidate for a degree, diploma or certificate must complete a formal application for graduation. The deadlines to submit completed applications are as follows:

November 15 for students completing in December for spring graduation

February 15 for students completing in April for spring graduation

July 15 for students completing in August for fall graduation

A graduation fee is assessed at the time of application, and is payable by the end of the month in which application is made. <http://www.uvic.ca/graduatestudies/resourcesfor/students/gradreq/>

The deadline for completing all requirements for the degree is 3pm of the final business day in the term in which the Oral Examination, Final Project or Capstone Course are completed. Details are available on the web site of the Faculty of Graduate Studies.

Students can be considered for awarding of a degree only when all of the following requirements have been satisfied:

Submission of the Letter of Recommendation for the program from the academic unit to the Graduate Admissions and Records Office. This letter states that all academic requirements have been completed.

Payment of all outstanding fees. Those who have outstanding accounts will not receive a diploma or be issued any transcripts. Students should especially be aware of the minimum program fee for graduate degrees. All students should check their fee status at the Graduate Admissions and Records Office.

Completion Postponement Fee Adjustment

Students who have defended their project, thesis or dissertation within the first 15 days of a term may be eligible for the Completion Postponement Fee Adjustment (\$250) in lieu of a full tuition fee payment. Eligible students will have:

Paid their minimum total program fee prior to the term in which the oral examination takes place (see Standard Tuition Fee for Degree Programs)

Registered in the term in which the oral examination takes place

Submitted all documents necessary for graduation to Graduate Admissions and Records by 3:00 pm on the last business day of that month

A full term of ancillary fees (see Other Fees, below) will be charged in addition to the Completion Postponement Fee Adjustment.

The postponement of completion of an oral examination may result in a change to the date in which the degree is conferred and the convocation ceremony the student is eligible to attend. Students may be required to submit a new application for graduation. For further information contact Graduate Admissions and Records.

Winter Session - First Term:

September 23rd – Last day for adding courses that begin in the first term

September 30th – Last day for paying first-term fees without penalty

October 31st – Last day for withdrawing from first-term courses without penalty of failure

December 2nd – Last day of classes in first term

December 5th – First-term examinations begin

December 19th – First-term examinations end for all faculties

Winter Session - Second Term:

January 4th – Second – term classes begin for all faculty

January 20th – Last day for adding courses that begin in the second term

January 31st – Last day for paying second-term fees without penalty

February 28th – Last day for withdrawing from full-year and second-term courses without penalty or failure

April 4st – Last day of classes

April 7th – Examinations begin

April 25th – Examinations end, end of Winter Session

Summer Session – 2017

- No later than April 1st – Establish who your supervisor will be
- April 15th – last day for Grad Students to register in PHIL592 and PHIL598 in the summer term
- No later than May 1st – Submit for approval to your supervisor a one-page proposal and bibliography.
- May 1st – May-August courses begin for all faculties
- No later than June 1st – Establish who your committee member will be
- July 15th – Deadline to apply to graduate for fall convocation
- No later than August 1st * – Submit for approval a final draft of the research paper to your supervisor

* Failure to submit by this date may prevent you from being able to defend your project before term's end.

Oral Examination

Your major project is subject to an oral examination to take place in the Philosophy Department upon approval of the final draft of the written research document by your supervisor and committee member.

The oral examination must take place before August 25 in order to avoid having to pay an additional term's fee.

