

Faculty of Law  
Graduate Student Handbook

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## Faculty of Law

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### Faculty of Law

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Graduate Program Coordinator .....	<a href="mailto:gradlaw@uvic.ca">gradlaw@uvic.ca</a> .....	Tiffany Gordon
Dean.....		Freya Kodar

### Graduate Program Committee 2023-2024

Faculty.....		Rebecca Johnson (Chair)
.....		Sara Ramshaw
.....		Victor V. Ramraj
.....		Pooja Parmar
LLM Graduate Student.....	<a href="mailto:chibuezengozi@uvic.ca">chibuezengozi@uvic.ca</a> .....	Chibueze Ngozi
PhD Graduate Student.....	<a href="mailto:luiz.pecora@gmail.com">luiz.pecora@gmail.com</a> .....	Luiz Henrique Reggi Pecora

### Faculty of Graduate Studies

Dean.....		Robin Hicks
Associate Dean (Law Portfolio) .....		Cedric Littlewood

### Graduate Student Representatives on other committees (2023-2024)

Graduate Student Society .....	<a href="mailto:lawgrad.gss.rep@gmail.com">lawgrad.gss.rep@gmail.com</a> .....	Katarina Sawchuk (LLM)
Law Faculty Council.....	<a href="mailto:lawgrad.fc.rep@gmail.com">lawgrad.fc.rep@gmail.com</a> .....	Paige Thombs (PhD)
Law Equity and Diversity Committee .....	<a href="mailto:1apanag@gmail.com">1apanag@gmail.com</a> .....	Angel Brant Panag (LLM)
Law Library Ad Hoc Committee .....	<a href="mailto:estebanvallejotoledo@uvic.ca">estebanvallejotoledo@uvic.ca</a> .....	Esteban Vallejo-Toledo (PhD)
International .....	<a href="mailto:lawgrad.int.rep@gmail.com">lawgrad.int.rep@gmail.com</a> .....	Akshaya Chandani
Appointments Advisory Committee .....	<a href="mailto:nguyenquocantrung@gmail.com">nguyenquocantrung@gmail.com</a> .....	Trung Q. Nguyen (PhD)

# LLM Program

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## Course Requirements

<https://web.uvic.ca/calendar/grad/programs/law/program-requirements.html>

Thesis Option	
Graduate Seminar in Law and Society ( <a href="#">LAW 501</a> )	1.5
Graduate Seminar in Applied Legal Methodology ( <a href="#">LAW 502</a> )	1.5
Graduate ( <a href="#">non-Law</a> ) course	1.5
Other ( <a href="#">Law courses</a> and/or <a href="#">other graduate-level non-Law courses</a> )	1.5
Thesis ( <a href="#">LAW 599</a> )	9.0
<b>Total:</b>	<b>15.0</b>

## Other Requirements

The minimum residency period for the LLM program is three terms (twelve consecutive months). The residency requirement can only be waived in exceptional circumstances. (See Policy on Residence on page 26.)

## Supervisory Committee

Students' theses will be supervised by

- one Law (supervisor or co-supervisor); and
- one non-Law (outside member or co-supervisor)

This two-person supervisory committee will be subject to appropriate supervisory resources being available.

Subject to the availability of a suitable faculty member, you will be paired with your Law supervisor during the admissions process. You should work with them to choose the other committee member from outside of Law. You are expected to establish a short-list during your first month of the program and to confirm your committee by the end of the second term. Once your committee has been established, you must have them sign the [supervisory committee structure approval form](#) and then you submit this form to the Graduate Program Coordinator.

You should establish a regular meeting schedule with your supervisor(s) and supervisory committee. These meetings may be in-person, via telephone/videoconference, or through detailed correspondence. If a delay is required because of fieldwork, remote study, vacation, sick leave, etc., please ensure that you communicate this as soon as possible.

- You must meet with your supervisor or co-supervisors at least every 40 business days (i.e. at least twice per term) to meet the minimum intervals as required by FGS. You and

your supervisor or co-supervisors may decide to meet more often, especially around certain milestones.

- You must meet with each additional member (if any) of your committee at least once per year to meet the minimum intervals as required by FGS. You and this other committee members may decide to meet more often, especially around certain milestones.
- When planning your own timetable, you must communicate with your committee so that they can tell you their expected timeframe to return comments on your work. Normally, they will return comments within 20 business days, but there may be a delay due to their own fieldwork, remote study, vacation, sick leave, etc.
- Your supervisor and committee's responsibilities, as well as your own, are set out in the Faculty of Graduate Studies supervision policy at <https://www.uvic.ca/graduatestudies/assets/docs/graduate-supervision-policy.pdf>. You are required to read and familiarize yourself with this Policy. It also contains helpful information as to when to consult the Graduate Program Director or Associate Dean Graduate Studies when trouble-shooting any concerns or problems that may arise with supervision.

## Milestones

The focus of your master's program, your LLM thesis, should be 20,000 – 30,000 words (80-120 pages) long (excluding abstract, notes, bibliography, and appendices). It is prepared with the advice and direction of your supervisory committee. There is no oral examination. Your thesis goes to an external examiner outside UVic for final examination and should reflect the highest level of scholarly ability.

Use the following milestones to help develop your thesis:

### Complete your coursework and develop your proposal

Your LLM application included a basic proposal. Revise and expand that proposal over the course of your first two terms, in consultation with your supervisory committee and in conjunction with your coursework.

Your course requirements, excluding the thesis, should be complete within the first eight months of your program. You should complete LAW 501 and one other course during the September term and then LAW 502 and one other course during the January term.

- If you intend to defer either your graduate (non-Law) seminar or another course (Law courses and/or other non-Law courses) to the May term, please obtain written approval from your supervisor or co-supervisors and from the Graduate Program Director by January 15.
- If you intend to take both your graduate (non-Law) seminar and another course (Law courses and/or other non-Law courses) in the same semester, please obtain written approval from your supervisor or co-supervisors and from the Graduate Program Director by September 15.

Please note: You cannot register for a course that is the same or substantively similar to a course that you have already taken for undergraduate credit, whether here or at another university.

### Apply to the Human Research Ethics Board for approval (if applicable)

All research involving human participants must receive advance approval from the Human Research Ethics Board (HREB). Apply early in your program as approval can take up to six weeks even if there are no changes required. You do this in consultation with your supervisory committee. The research ethics application can be found online as follows:

<https://www.uvic.ca/research/conduct/home/regapproval/humanethics/index.php>. Your supervisor initiates the application. You should commence the ethics application process as early as possible, and no later than the beginning of the third term of your program.

### Research and write

You should begin to work on your thesis in earnest during the second term (for completion by September) or third term (for completion by December of your second year). In calculating your completion dates, include at least 20 business days for each review by your committee members.

You are not required to use the UVic thesis template, but you may use the following guides for formatting:

- [Thesis and dissertation guidelines](#)
- [UVic thesis template](#)

You must use a consistent citation style. In law, students use the most recent edition of Canadian Guide to Uniform Legal Citation ("the McGill guide"). Other styles are acceptable when used consistently and approved by your committee.

You must avoid any form of academic dishonesty (see Academic Integrity Policy on page 21).

## Submission Deadlines

### Nearing and initiating the examination process

1. Review the LLM thesis [submission deadlines](#) with your supervisory committee.

These dates do not apply to students completing a non-thesis LLM or PhD degree.

The deadlines are based on the very last day you can submit, attend a specific convocation, and not pay the next term's fees. You may also contact the graduate Coordinator to create personalized deadlines so that you can make use of the Completion Postponement Fee Adjustment (CPFA) or for any other reason.

Submission deadlines are established by the Faculty of Graduate Studies and cannot be extended. Timelines allow for very little leeway for unexpected delays. We strongly encourage all who can meet earlier deadlines to do so.

2. Allow a reasonable time for supervisory committee members to review, comment on and approve drafts. Communicate closely with your committee about their availability as you approach the date of submission.

After reviewing the [guidelines for nominating LLM thesis external examiners](#) with your supervisory committee, complete [LLM thesis external examiner nomination](#) form with your list of three external thesis examiners and submission date. All members of your supervisory committee must confirm their approval of the form. Submit the form to the [Graduate Program Coordinator](#) no later than four weeks prior to submitting your thesis for examination.

Do not approach any of the nominees directly. The Graduate Program Director will contact the external examiner on your behalf.

3. Apply to graduate. To do this, you must log in to your My Page account and navigate to your 'Graduation' tab. The application to graduate informs Graduate Admissions and Records that you are preparing to complete your thesis. The graduation fee is applied directly to your tuition account. Deadlines to apply to graduate are:
  - **July 15** (for November convocation)
  - **November 15** (for June convocation and those completing in December)
  - **February 15** (for June Convocation and those completing in April)

### Examination Process

4. Submit your final draft to your supervisory committee for review. Include the title page, supervisory committee page and abstract page (the abstract should not exceed 150 words).
5. Once you have the approval of your supervisory committee, email a copy of your thesis to the Graduate Program Coordinator along with an email of approval from your law supervisor. We will forward the thesis to your external examiner and notify you when the thesis/dissertation approval form and evaluation are complete. This step will normally take 6 weeks.

If you wish to publish all or parts of your thesis elsewhere, submit a thesis/dissertation withholding form.

Pre-register for a UVicSpace account for digital submission of your final thesis.

### Final revisions and submission

6. If the thesis has been approved, or approved with edits, discuss any recommendations made by the external examiner with your supervisory committee and complete as required. You must use the "thesis format checklist" on <https://www.uvic.ca/students/graduate/thesis-dissertation/basics/index.php> to ensure that you meet all formatting requirements set by the Faculty of Graduate Studies.
7. Ask your law supervisor to send an email formally approving your thesis to the Graduate Program Coordinator for forwarding to Graduate Admissions and Records. Their office will then open your UVicSpace account.
8. When any applicable changes are approved by all members of your supervisory committee, the Graduate Program Coordinator will submit the Letter of Recommendation from the Faculty of Law and a thesis/dissertation approval form.
9. Submit your entire thesis (as a PDF) to UVicSpace for confirmation that your formatting is correct (allow three business days).

### Examination Process

1. Submit your final draft to your supervisory committee for review. Include the title page, supervisory committee page and abstract page (the abstract should not exceed 150 words).



### Final revisions and submission

2. When applicable changes are approved by all members of your supervisory committee, the Graduate Program Coordinator will submit the Letter of Recommendation from the Faculty of Law.

## PhD Program

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### Course Requirements

Graduate Seminar in Law and Society ( <a href="#">LAW 501</a> ) *	1.5
Graduate Seminar in Applied Legal Methodology ( <a href="#">LAW 502</a> ) *	1.5
<a href="#">2 courses</a> (as determined by the Graduate Program Director) (1.5 each) **	3.0
PhD Candidacy Examination ( <a href="#">LAW 693</a> )	3.0
PhD Dissertation ( <a href="#">LAW 699</a> )	21.0
<b>Total</b>	<b>30.0</b>

\* Students who have already completed LAW 501 and LAW 502 during an LLM at the University of Victoria are not required to repeat these courses.

\*\* Students who completed their LLM at the University of Victoria and who are able to demonstrate competency within their field of study may not be required to complete one or both of these courses.

### Other Requirements

The minimum residency requirement for the PhD program is three terms (twelve consecutive months). The residency requirement is only waived in exceptional circumstances. See [Policy on residence and remote study](#) (page 26).

### Supervisory Committee

Students' dissertations are supervised by:

- one Law (supervisor or co-supervisor);
- one non-Law (outside member or co-supervisor); and
- one Law (member)

This three-person supervisory committee is subject to appropriate supervisory resources being available.

Again, subject to the availability of a suitable faculty member, you will be paired with your Law supervisor during the admissions process. You should work with them to choose the other committee member from outside of Law. You are expected to establish a short-list during your first month of the program and to confirm your committee by the end of the second term. Once your committee has been established, you must have them sign the [supervisory committee structure approval form](#) and then you submit the form to the Graduate Program Coordinator.

You should establish a regular meeting schedule with your supervisor(s) and supervisory committee. These meetings may be in-person, via telephone/videoconference, or through detailed correspondence.

If a delay is required because of fieldwork, remote study, vacation, sick leave, etc., please ensure that you communicate this as soon as possible.

You must meet with your supervisor or co-supervisors at least every 40 business days (i.e. at least twice per term) to meet the minimum intervals as required by FGS. You and your supervisor or co-supervisors may decide to meet more often, especially around certain milestones.

You must meet with each additional member of your committee at least once per year to meet the minimum intervals as required by FGS. You and this other committee members may decide to meet more often, especially around certain milestones.

When planning your own timetable, you must communicate with your committee so that they can tell you their expected timeframe to return comments on your work. Normally, they will return comments within 20 business days, but a delay may occur due to their own fieldwork, remote study, vacation, sick leave, etc.

Your supervisor and committee's responsibilities, as well as your own, are set out in the Faculty of Graduate Studies supervision policy at <https://www.uvic.ca/graduatestudies/assets/docs/graduate-supervision-policy.pdf>. You are required to read and familiarize yourself with this Policy. It also contains helpful information as to when to consult the Graduate Program Director or Associate Dean Graduate Studies when trouble-shooting any concerns or problems that may arise with supervision.

## LLM to PhD Transfer protocols

If you are accepted to the LLM program, you may apply to the PhD program with the support of your supervisory committee. However, we strongly advise that you complete your LLM first, in which case your LLM submission requirements must be met by August 31 for a September start.

If you choose to proceed to the PhD without finishing your LLM, you must still finish the LLM coursework (at the thesis level) and a minimum of four terms in the LLM before applying to the PhD program. A maximum of three terms of tuition fees paid towards your LLM program will be automatically transferred to your PhD program (towards the seven and a half fee installations required for lower re-registration tuition). Time spent in your LLM program is transferred to your PhD program (towards minimum time required in the program).

All PhD applications are treated as new and, therefore, you are only eligible to apply for September entry. Students who do not obtain an LLM before transferring to the PhD program may fulfil the program requirements by completing the PhD Candidacy Examination (LAW 693) and PhD Dissertation (LAW 699). Additional coursework may be required at the discretion of the Graduate Program Director. The total unit value of the program must be at least 45 units.

## Milestones

Your PhD dissertation should be 62,500 – 87,500 words long (250-350 pages) excluding abstract, notes, bibliography, and appendices). Prepared with the advice and direction of your supervisory committee, your dissertation is the principle focus of the doctoral program. It should be of the highest possible calibre, potentially publishable, and must meet the university's standards.

Use the following milestones to help develop your dissertation:

### Complete your coursework and develop your proposal

Your PhD application included a basic, five-page proposal. Revise and expand that proposal over your first months in the program in consultation with your supervisory committee and in conjunction with your coursework. This will normally be about 3,750 to 5,000 words (15 – 20 page) long.

### Apply to the Human Research Ethics Board for approval (if applicable)

All research involving human participants must have advance approval from the [Human Research Ethics Board \(HREB\)](#). Apply early in your program; approval can take up to six weeks even if no changes are required. Your application is done in consultation with your supervisory committee.

### Candidacy examination

During the second year of your program, you will be required to participate in a candidacy examination (structured defence of your research program and any completed segments of your dissertation).

The examining committee consists of at least two members of your supervisory committee, plus a member who is external to that committee. You must complete the candidacy examination before moving on with the program.

You should begin the research and writing required for your candidacy examination in your third term. Currently, if you are unable to complete your candidacy examination within six terms, you must request and be granted a formal extension to continue.

PhD candidacy examination [student procedures](#) and [guidelines](#)

A student must obtain a grade of Acceptable on either the first or, if applicable, a second candidacy examination, to be enrolled in subsequent terms of the PhD program. A student who does not pass the candidacy examination will not be permitted to complete a master's degree unless all members of the examination committee (including the external examiner) agree.

### Research and write

If you are conducting field work research, this is usually done after completing your candidacy examination.

Once you start the writing of your dissertation, work out a schedule with your supervisory committee for reviewing your draft chapters. In calculating your completion dates you must include at least 20 business days for each review by your supervisory committee members.

You are not required to use the UVic thesis template, but you may use the following guides for formatting:

[Thesis and dissertation guidelines](#)

[UVic thesis template](#)

You must use a consistent citation style. In law, students use the most recent edition of Canadian Guide to Uniform Legal Citation ("the McGill guide"). Other styles are acceptable if used consistently and approved by your committee.

You must avoid any form of academic dishonesty (see Academic Integrity Policy on page 21)

## Submission Deadlines

### Nearing and initiating the examination process

1. Review the PhD dissertation [submission deadlines](#) with your supervisory committee.

The deadlines are based on the very last day you can submit, attend a specific convocation deadline, and not pay the next term's fees. Submission deadlines are established by the Faculty of Graduate Studies and cannot be extended. Timelines allow for very little leeway for unexpected delays. You may also contact the Graduate Program Coordinator to create personalized deadlines so that you can make use of the [Completion Postponement Fee Adjustment \(CPFA\)](#) or for any other reason.

2. Set a date and time for your oral examination. All members of your supervisory committee must be available on the day of your exam. Use the submission deadlines page to determine your timeline, and schedule your examination as early as possible to ensure that the maximum number of participants can attend in person.

The external examiner can attend via videoconference. However, only one other participant (you or your law supervisor) can attend via videoconference. This is not recommended and is possible only under exceptional circumstances and with special permission from the Dean of the Faculty of Graduate Studies.

3. Review the guidelines for appointing external examiners and submit a list of three external examiner nominees and your agreed upon exam date and time to our Graduate Program Coordinator. All members of your supervisory committee must sign off on the list of nominees, the proposed examination date, and agree that your full draft of the dissertation will be examinable within four weeks. Let the Graduate Program Coordinator know if videoconferencing is required for the oral examination. They'll book a suitable room for the examination.

Do not approach any of the nominees directly. The Graduate Program Director will contact the external examiner on your behalf and confirm their availability to attend the examination on the specified date and time. <https://www.uvic.ca/law/assets/docs/graddocs/phdnominationformforexternalexam.doc>

This external examiner nominees form is due no later than eleven weeks prior to your chosen exam date and time, to allow four weeks before your ROE submission and another 32 business days before your exam.

4. Submit an application to graduate. To do this, you must log in to your My Page account, navigate to your 'Graduation' tab, complete the application and submit online. This will let the Graduate Admissions and Records office know you're preparing to complete your dissertation. The graduation fee will be applied directly to your tuition account. Application deadlines are:
  - **July 15** (for November convocation)
  - **November 15** (for June convocation and those completing in December)
  - **February 15** (for June convocation and those completing in April)

Currently, also pre-register for a UVicSpace account for digital submission of your final dissertation.

### Examination Preparation

5. Submit a copy of your final draft dissertation to all members of your supervisory committee for review and approval. Include the title page, supervisory committee page, and abstract page (the

abstract should not exceed 150 words). This copy should be letter-perfect: revised, proof-read, grammatical, and with citations in proper form. You must confirm that it meets UVic's thesis and dissertation guidelines and it may be easiest to use the UVic thesis template. All interviews must be completed and signed off before the examination.

6. Once you have received approvals from each member of your supervisory committee that your dissertation is ready for examination, submit a PDF copy of your exam-ready dissertation to the Graduate Program Coordinator. You cannot make changes to your dissertation after submitting it for examination.
7. Send the Graduate Program Coordinator the most recent copy of your human research ethics approval or waiver certificate(s) – if applicable.
8. Once your external examiner has been confirmed, the Graduate Program Coordinator will send you the following forms. Complete and submit them to the Graduate Program Coordinator no less than 32 business days prior to the oral examination:
  - Request for oral examination form — signed by your entire supervisory committee
  - Thesis/dissertation withholding form — if you wish to publish all or parts of your dissertation elsewhere. It must be complete with signatures from you, your law supervisor and the Graduate Program Director.
9. The Graduate Program Coordinator will obtain:
  - External examiner's CV
  - Confirmation of arm's length status form — completed and signed by your law supervisor.
10. Oral examination - The Graduate Program Coordinator will provide your supervisor with a thesis/dissertation approval form to bring to the oral examination. Signatures of all committee members and the external examiner will be obtained at the time of the oral examination by the chair, and the Graduate Program Coordinator will collect any required electronic copies after the pages have been returned.

### Final revisions and submission

11. If the dissertation has been approved, or approved with edits, discuss any recommendations made by the external examiner with your supervisory committee and complete as required.
12. When any applicable changes are approved by all members of your supervisory committee, forward an approval email from your supervisor to the Graduate Program Coordinator. The Graduate Program Coordinator will then collect remaining signatures for your thesis/dissertation approval form and the Letter of Recommendation from the Faculty of Law and forward them to the Graduate Admissions and Records Office. GARO will then open your [UVicSpace](#) account.
13. Submit your entire dissertation (as a PDF) to [UVicSpace](#) for confirmation that your formatting is correct (allow three business days).

## Tuition and Funding

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Please note that this information is provided for convenience and all fees are subject to change. The calendar lists the most recent regulations concerning tuition fees for graduate programs.

### Tuition

Tuition is charged every term as a combination of standard tuition fees and mandatory other fees. You must either [register](#) or [request a leave of absence](#) for every term until you finish your degree.

You may pay your tuition and fees by internet banking, telephone banking, cheque, money order, interact/debit, or cash (the University does not accept credit cards for payment of tuition fees). Visit [Accounting Services](#) for details. You may also register for the [Graduate Student Tuition Income Offset Plan](#) in order to pay monthly instead of once per term.

### Standard Tuition Fees (Effective May 1, 2024)

#### Full Fee Installment:

- Domestic Full Fee — \$2,177.24 per term (per 4 months).
- International Full Fee — \$2,746.14 per term (per 4 months).

**LLM program:** Most LLM students take 4-6 terms to complete their program. After you have paid five full fee installments, you are eligible to pay reregistration fees every term until you reach the maximum completion limit of five years.

**PhD program:** Most PhD students take 4 to 5 years to complete their program. After you have paid seven full fee installments and one half-fee installment, you are eligible to pay reregistration fees every term until you reach the maximum completion limit of seven years.

After you have paid the full fee installments indicated above for both LLM and PhD programs, you can then pay reregistration fees every term instead of a full fee installment:

- Domestic reregistration— \$864.74 per term (per 4 months).
- International reregistration — \$1,093.42 per term (per 4 months).

Students approved for a program extension after exceeding program [time limits](#) are assessed a program extension fee at the regular tuition rate per term, per calendar [regulations](#).

- Domestic program extension - \$2,177.24 per term (per 4 months)
- International program extension - \$2,746.14 per term (per 4 months)

## Other mandatory fees (effective September 1, 2023):

### Per term:

- [Graduate Students' Society](#) (GSS) (per term, on campus only) — \$103.11
- [Athletics/Recreation](#) (per term, on-campus and local only) — \$96.20
- [U-Pass Bus Pass](#) (per term) \$81.00

### Per year

- [GSS Extended Health Care Plan](#) (single coverage, per year, full-time student only)— \$409.00
- [GSS Dental Care Plan](#) (single coverage, per year, full-time student only) — \$284.55

GSS coverage runs from September 1st to August 31st.

### First term only:

[Mandatory Temporary Medical Insurance](#) (MTMI) for International Students (first term only, single coverage) — \$265.00

MTMI coverage runs from August 18th through December 31st.

## Other costs and considerations

Please note that all fees are subject to change. The calendar lists the most recent [regulations concerning tuition fees for graduate programs](#).

The International Student Services provides further information about [obtaining and maintaining health insurance coverage in British Columbia](#).

The Graduate Students' Society (GSS) has additional details about how to take advantage of the [Extended Health Care Plan and Dental Care Plan](#), including how to opt-in if you're off-campus, how to opt-out if you have other coverage, and how to obtain additional coverage for family members.

Visit the Student Awards and Financial Aid "[Annual Costs](#)" webpage under the Budgeting title for indications of some of the costs of living in Victoria.

## Awards and fellowships

Awards and fellowships are awarded during the admissions process based on academic performance (including the quality and reputation of the issuing institution for previous degrees) in combination with individual need for financial support.

Support (in the form of UVic Fellowships) is available to Law graduate students:



- LLM students — up to \$17,500 per year for a maximum of one year. Subsequent funding will be determined to a maximum of \$5,000 for a fourth term.
- PhD students — up to \$20,000 for the first year. Subsequent funding will be determined on a year-to-year basis to a maximum of three years.

This funding may be a combination of UVic Graduate Fellowships, Graduate Entrance Awards and Donor Awards (with no application required) listed on <https://www.uvic.ca/graduatestudies/finances/financialaid/uvicawards/index.php>. To receive continued funding, you must maintain a CGPA of A- (7.0/9.0) during your program and make suitable progress on your thesis, candidacy, or dissertation. The following criteria may be used to determine whether you are making suitable progress to continue to merit funding:

- Overall GPA
- Grades in LAW 501 and LAW 502
- Conference presentations
- Publications
- Financial need
- Any additional criteria established for the award.

Students may not hold another major award (e.g. SSHRC) in conjunction with program funding.

There are several other fellowships and scholarships at the University of Victoria which may be applied to after admission to the program. Some of these are listed on <https://www.uvic.ca/graduatestudies/finances/financialaid/uvicawards/index.php> under “Donor Awards Requiring an Application”. Whenever additional awards are made known, the Graduate Program Coordinator will send emails to the mailing list for all graduate students.

Information on scholarships, awards and bursaries can be found [here](#).

### Other funding:

You should apply for grants and fellowships from other institutions and agencies including the Social Sciences and Humanities Research Council (Ottawa), Trudeau Foundation, the Law Society of British Columbia, the Law Foundation of British Columbia, etc. Information on these and other awards are available from:

- [Graduate Studies external awards and fellowships](#)
- [Law Careers Office Scholarship List](#)
- [International funding opportunities](#)

### Bursaries:

Bursaries are non-repayable awards based on financial need and good academic standing. Applications and eligibility information are available from [Students Awards and Financial Aid](#).

### Faculty of Law Internal Award Policies:

It is a condition of any funding offered to students through the Faculty of Law or the Faculty of Graduate Studies that if you obtain other scholarship funding you must inform us. This helps to inform future financial planning, and to ensure that our graduate students are supported to the best of our ability.

## Travel Funding

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The Law Graduate Program offers funding support to currently enrolled LLM and PhD students for two types of travel (traveling to conferences and traveling for field work). Application processes and available funds are different for each type, please read instructions carefully or contact the [Graduate Program Coordinator](#) for assistance.

### Presenting at conferences

The Faculty of Graduate Studies (FGS) and Graduate Students' Society (GSS) offer limited funding to support travel to conferences. To apply, submit a completed [Faculty of Graduate Studies travel grant application](#) to the **FGS Scholarships Coordinator** in advance of your travel dates. You should submit the form **as soon as possible but no more than four months prior to the date of your travel**. If you have not yet received acceptance to present at a conference but have confirmed your registration, you should submit your application and then contact the Scholarship Coordinator to change your status after you receive your acceptance.

- The funds are distributed on a first-come, first-serve basis for currently enrolled graduate students.
- Priority is given to first-time recipients.
- Students can only apply for funding once a fiscal year (April 1 - March 31).

The Law Graduate Program offers additional support for those students who will be presenting, based on their application for FGS funding. The Law Graduate Program follows the same rules as FGS and the GSS as outlined above. **To receive Law Graduate Program funding, you must forward any emails from FGS regarding your funding approval or spot on the waitlist** and include a scanned copy of your FGS travel grant application.

If the FGS does not fund a student, the Law Graduate Program will award 25% higher funding than the standard FGS amount (e.g., \$600 to present in Toronto increases to \$750). If the FGS does fund a student, the Law Graduate Program will award 25% less funding than the standard FGS amount (e.g. \$600 to present in Toronto decreases to \$450).

If funds allow, and only in a case where a student does not receive funding from FGS for presenting or attending a conference or workshop outside Canada, the law graduate program may allocate an additional \$200, but this additional \$200 is not guaranteed.

If Law Graduate Program funding becomes low, priority will be given to those students who have not previously drawn on the fund. If Law Graduate Program funding becomes increasingly low, setting criteria for the types of conferences supported (i.e. peer reviewed) may be considered.

Students are reimbursed for expenses upon return from travel. You will only be reimbursed for claims that conform to university requirements for expense report submissions. Please see the [travel claim instructions](#).

### Field work support

The Law Graduate Program offers funds for the reimbursement of travel expenses incurred by law graduate students in connection with their thesis/dissertation field work. These funds are available for travel for research purposes only.

You should submit your application only after completing your [University of Victoria Human Research Ethics Board \(HREB\)](#) application and after your supervisor has indicated that you are ready to begin your field work.

Students are limited to a program maximum of:

- LLM students – \$2,000
- PhD students – \$4,000

You should be aware, however, that you are not entitled to these amounts and there are limited funds available in any given year. You are welcome to apply for smaller amounts over more than one trip but only to the maximums listed above. Funds must be spent within six months of allocation.

Please note that owing to budgetary constraints, we may not be able to provide the full amount of field work funding to multiple students at the same time.

#### [Field work support application form](#)

Your supervisor must sign your application and a description of your thesis/dissertation (five page maximum) must be attached.

You will not be reimbursed for expenses claimed without meticulously conforming to university requirements for expense report submissions. Please see the [travel claim instructions](#).

All applications are adjudicated by a subcommittee of the Law Graduate Studies Committee.

If you transferred to the PhD program without completing your UVic LLM, any funding you received as an LLM will be deducted from the PhD maximum of \$4,000. In exceptional circumstances, namely if your previous LLM field work was substantially different than that required for your PhD, you may apply for additional support from the Program Director. If you began a new PhD program after completing a UVic LLM, you are eligible to apply for the full PhD maximum in addition to any funding allotted during your LLM.

### Scholarship interviews

If graduate students are selected to attend a scholarship interview outside of Victoria and the student has been nominated for the scholarship by the University of Victoria, then the Law Graduate Program will match the funding provided by the University to attend the interview.

## Academic Requirements

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### Progress Report

Each year, you will be asked to submit a progress review to evaluate your progress and identify any problems that may be impeding your progress. The Faculty of Graduate Studies is expected to implement a campus-wide electronic system for assembling and recording central aspects of the formal review. You will be notified by the Graduate Program Coordinator when it is time to complete the Annual Progress Report.

### Failure to Meet Academic Standards

The Graduate Program Director may initiate additional assessments upon the advice of the supervisor or supervisory committee. Where the supervisor or supervisory committee determine that satisfactory progress is not being made, you will be asked to attend a formal assessment meeting where you may communicate your progress to the supervisory committee and discuss your research. Committee members will raise their concerns at this meeting, and you will have an opportunity to address them directly. Your supervisory committee will provide you with the steps you need to take with your research to meet academic standards. If you decide not to attend this formal assessment meeting, Committee members may meet in your absence to discuss their concerns and next steps. If your academic progress is deemed to be unsatisfactory at this first assessment meeting, a second formal assessment meeting will be held no earlier than 8 weeks from the date of the first assessment meeting. If your supervisory committee still determines that your progress is “unsatisfactory”, your supervisory committee may make a written request to the Graduate Program Director to apply to the Dean of Graduate Studies to have you withdrawn from the program for “failure to meet academic standards.” See s.6.15 of the Faculty of Graduate Studies supervision policy for more information on the basis on which such decisions are made: <https://www.uvic.ca/students/assets/docs/graduate-supervision-policy.pdf>. The Graduate Program Director may meet with you as well when your supervisory committee makes this request to have you withdrawn either in the absence or presence of the supervisory committee.

### Grading standards

Please review and become familiar with [grading standards](#) at the graduate level.

### Academic Integrity Policy

You must avoid any form of academic dishonesty. The full Academic Integrity policy is at: <https://web.uvic.ca/calendar/grad/academic-regulations/academic-integrity.html>.

The University of Victoria Policy on Academic Integrity in the academic calendar states that "the unauthorized use of an Editor is prohibited, unless the instructor grants explicit written authorization. The instructor should specify the extent of editing that is being authorized."

Graduate students whose first language is English and/or are native English speakers may only use an Editor where the supervisor and entire supervisory committee clearly authorizes the use of an Editor. This approval from each supervisory committee member must be in writing and copied to the Graduate Program Coordinator and, barring exceptional circumstances that must be approved of by the Graduate Program Director, must only be for the purposes of editing footnotes and references and not the main body of the work.

Graduate students whose first language is NOT English and are not native English speakers may use an Editor, where the supervisor authorizes the use of an Editor, for both footnote and reference editing as well as for assistance with written expression, grammar, and syntax in the main body of the work. This approval from the supervisor must be in writing and copied to the Graduate Program Coordinator.

Please visit the following website to help find an editor and for general writing tips:

<https://www.uvic.ca/law/graduate/researchandresources/index.php>

## Graduate Facilities

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The graduate student area is on the mezzanine of the second floor of the [Diana M. Priestly Law Library](#).

There are six single-use carrels for PhD students and open carrels for up to 18 LLM students. Three additional single-use carrels for PhD students are available on the second floor. There is also a small meeting room on the mezzanine designated specifically for graduate student use.

The law library also has computer workstations and a computer lab, wireless access, and printers and scanners for student use.

## Transfer from another Unit at the University of Victoria

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All applicants are expected to apply during the regular admissions cycle by submitting material before the deadline for a September term start. In exceptional cases, students already enrolled with the Faculty of Graduate Studies at the University of Victoria may be admitted to the Program outside of the regular admissions cycle. Please see the conditions below.

The Program's Graduate Studies Committee will accept applications to transfer from master's or PhD students already enrolled at the University of Victoria in another Masters or Doctoral program outside of the regular admission cycle for January or May admission. To access the application outside of the regular admissions cycle, please contact the Graduate Program Coordinator. The following conditions apply for those students currently enrolled at the University seeking a January or May admission into the Program:

- The student must give an appropriate rationale for the transfer request.
- The student must have their complete Supervisory Committee constituted at the time of applying to transfer and include this information as part of their transfer application materials.
- The student must go through the regular application procedures as far as possible. Specifically, they must apply through the regular online system with the normal application and supporting materials requested of all students.
- The student's current graduate program must recommend the transfer.
- The effective date of transfer must correspond with the beginning of a term and cannot be backdated.
- All transfers are treated as new admissions, but the transfer will not extend the maximum time in which the student must complete the degree; the maximum time will be calculated in relation to the student's original start date at the University in their original department.
- Students admitted outside of the regular admissions cycle will not be considered for any tuition or other funding support upon admission and should not expect to receive any funding for the rest of their studies.
- The student must be otherwise able to meet normal course requirements, including completion of the Candidacy Exam, within required timelines.

### Transfer from Another Institution Outside of the regular admission cycle:

Request to transfer from another institution are not accepted. Graduate students seeking to apply to our Program from another institution should apply to us during our regular admission cycle for September enrolment only. Students may receive some transfer credits for courses completed at their previous institutions, but this is not guaranteed and will be evaluated on a case-by-case basis.

In addition to following normal application procedures, the following conditions apply for those students seeking to transfer into the Program from another LLM or PhD (or equivalent thereof) at another institution:

- The student must give an appropriate rationale for the transfer request.



- The student must have their complete Supervisory Committee constituted at the time of applying to transfer and include this information as part of their transfer application materials.
- All transfers are treated as new admissions, but the transfer will not extend the maximum time in which the student must complete the degree; the maximum time will be calculated in relation to the student's original start date at the other academic institution.

## Policy on Residence

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The normal expectation is for students to be in full-time residence in the Program for the first 12 months of their graduate studies. In exceptional circumstances or matters of accommodation, however, the residency requirement may be reduced or waived altogether. Please contact the Director if you have any questions about the residency requirement.