

Graduate Handbook
Anthropology Department
University of Victoria
2024-2025



ANTHROPOLOGY

LAST UPDATED: SEPTEMBER 2024



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WELCOME

Welcome to the graduate program in Anthropology at the University of Victoria!

This handbook describes the MA & PhD programs in the Department of Anthropology, presents guidelines for the pursuit of your degree, and details the general expectations for its timely completion. There are also links to a variety of other resources and forms that you may need during your studies with us.

All students should read [The University of Victoria Graduate Calendar](#). The Calendar contains information on general university policies, admissions, registration, academic regulations, student services, degrees and programs, course listings, requirements for degree completion and graduation, tuition and other fees, co-operative education options, and awards for graduate study.

This Handbook is not a substitute for the Calendar. It is intended to supplement the contents of the Calendar with a detailed description of the programs in Anthropology and the department's requirements and expectations.

It is your responsibility to be familiar with the rules, regulations, and expectations relating to your program, but we are also happy to answer your questions and provide advice along the way. When you have questions about your program, check this Handbook. If you can't find the answers here, please contact the Graduate Advisor (anthgs@uvic.ca) or the Graduate program assistant (anthtwo@uvic.ca).



DEPARTMENT

Within the Department of Anthropology, several members of the faculty and staff have particular responsibilities in relation to graduate students.

Role	Name	Office	Telephone	e-mail
Chair of Department (Acting)	Dr. Alex Boudreault-Fournier	B246b	721-7052	anthone@uvic.ca
Graduate Advisor	Dr. Daromir Rudnyckyj	B208	721-6273	anthgs@uvic.ca
Graduate program assistant	Jindra Bélanger	B228	721-7047	anthtwo@uvic.ca
Graduate Committee	<i>Dr. Daromir Rudnyckyj (grad advisor)</i>	B208	721-6273	anthgs@uvic.ca
	Dr. April Nowell	B340	721-7054	anowell@uvic.ca
	Dr. Alison Murray	B211		amacintosh@uvic.ca
	Dr. Rob Hancock	B324	472-4231	rola@uvic.ca
Administrative Officer	Kay del Sol	B228	721-7046	anthao@uvic.ca
Co-op Advisor	Anaïs Holdaway	B138	721-7358	ssco@uvic.ca
Graduate Student representative(s)				
2023-24*				
AGE leader	William Campbell			campbecw@uvic.ca
AGE Social Media	Raey Costain			tba
GSS & Dept rep	Semyon Drozdetchkii			sdrozdetchkii@uvic.ca
TA/CUPE rep	TBA			tba
Platform	Raey Costain & Robyn Nakano (co-editors)			platform@uvic.ca
* Elections usually happen in the fall – the names/contacts will be updated as appropriate.				

CHAIR

anthone@uvic.ca

The Chair is the chief executive officer of an academic department. The Chair has primary responsibility for the academic leadership of a department including particularly the encouragement of excellence in teaching and research within the department and for all administrative decisions within the Chair's jurisdiction. The Chair may delegate some duties to committees established in the department or to other faculty members with administrative responsibilities.

The Chair manages the department, which includes allocating teaching responsibilities, making recommendations to the Dean for the career progress (tenure and promotion) of faculty, and addressing matters of academic integrity (e.g., plagiarism). The Chair is also responsible for the department's budget.

GRADUATE ADVISOR

anthgs@uvic.ca

The Graduate Adviser is the formal liaison officer between the department and the Faculty of Graduate Studies. The Graduate Adviser reviews and approves your graduate program, including special requests such as permission to take undergraduate seminars or graduate seminars outside of the program. The Graduate Adviser must also sign requests for oral examination.

The Graduate Adviser is delegated responsibility for the graduate program and students should consult with the Graduate Adviser about matters having to do with their programs. The Graduate Adviser will sometimes direct matters to the Chair's attention but usually, in the first instance, students consult with the Graduate Adviser.

The Graduate Adviser makes recommendations to the Faculty of Graduate Studies on the following matters: admission to graduate programs, awards administered by the Faculty of Graduate Studies, changes to the student record including degree program, supervisory committee and registration.

GRADUATE PROGRAM ASSISTANT

anthtwo@uvic.ca

The graduate program assistant is your main point of contact in the Anthropology general office. The graduate program assistant coordinates all matters pertaining to the graduate program and graduate students – therefore most forms should be submitted to your graduate program assistant for further processing.

Responsibilities include: processing graduate student financial support forms, key distribution, coordinating the Teaching Assistant (TA) hiring process, office spaces, graduate events, graduate student recruitment, processing TA & Research Assistant (RA) appointment forms, TA evaluations and more.

ADMINISTRATIVE OFFICER

anthao@uvic.ca

The administrative officer provides administration for the implementation and delivery of department academic courses and programs and is responsible for all department budgets and appointments for non-students.

GRADUATE STUDENT REPRESENTATIVES

Departments can have one or more graduate student representatives (sharing the tasks involved). There are three types of representatives: GSS (Graduate Student Society) rep, ANTH Graduate Rep and TA/CUPE rep/steward.

GSS REPRESENTATIVE

GSS rep can be the same as the ANTH Graduate Rep (or both roles can be shared).

“Grad Reps” are elected by and from graduate students in their academic unit to serve on the Graduate Students’ Society (GSS) Graduate Representative Council.

Grad students in each department set their own procedures for electing a representative. Where there is a department Graduate Council, the department Graduate Council typically hosts an election. Otherwise, graduate secretaries usually assist in receiving nominations, and holding an election by ballot box in the department office or email vote.

Departments should select the representative before the first meeting of the Council in September. Call will be circulated by email.

What do Graduate Representatives do?

1. Come to GRC meetings once per month and represent your department members on issues facing them.
2. Contribute to a GRC committee (meetings 1-2 times per month)
3. Keep grad students in your department informed about the goings on at the GSS and vice versa.

Graduate Council meetings are open to all members of the Society. However, each academic unit has only one vote. If the representative is unable to attend a meeting, an alternate may attend instead. Some departments choose to elect a rep and an alternate.

Please notify your grad program assistant if you were selected to be the grad rep – they will send notice of your election to the GSS by email at gssmgr@uvic.ca.

Questions: Contact GSS Executive Director, Kyla Turner, at 472-5163 or gssmgr@uvic.ca

DEPARTMENT GRADUATE REPRESENTATIVE

Department Graduate Rep can be the same as the GSS rep (or both roles can be shared).

The ANTH Graduate Rep attends department meetings (usually monthly on Thursdays, 11:30 – 12:50). Other responsibilities might include – organizing lunches, workshops, mailroom, etc.

If you are interested in acting as the Grad Rep, please notify the graduate program assistant who will ensure your name is added to the departmental meeting mailing list.

TA/CUPE REPRESENTATIVE

As a TA (teaching assistant), you are a member of the Canadian Union of Public Employees Local 4163 known as the University of Victoria's Educational Employees' Union. It is recommended that each department have a TA/CUPE representative to provide a connection to the Union office and to represent the department at Steward Council Meetings. The role can be shared between several individuals.

Nominations are discussed at your AGE meeting (Anthropology Graduate Exchange) (more below). Election of the Steward is a Union process - CUPE generally elects Stewards at the orientation meeting organized by the department Teaching Assistant Consultant (TAC) person in September. All graduate students are invited to this meeting, although attendance is required only of those students currently holding at TA position.

Being the TA rep generally involves no more than about 6 hours per month (and sometimes much less) through fall/spring semesters (no meetings in the summer). It is especially beneficial to have a union steward in place when undergoing preparations for bargaining the next agreement.

Some of the tasks include:

- familiarity with the Collective Agreement for Component 1
- attend the incoming graduate student orientation
- be a first point of contact for members in their department with questions or issues related to their employment, or to convey Union information
- connect members with office staff if there are issues around grievance or discipline
- attend monthly steward council meetings Sept-May and bring forward questions or issues

GRADUATE STUDENT ACTIVITIES

ANTH 612: GRADUATE COLLOQUIUM

The colloquium is a lecture series that presents current research in anthropology. The speakers are local and international researchers as well as the department's current PhD candidates. Colloquium is held during the Fall and Spring terms on Mondays from 11:30-12:50. No ANTH classes are scheduled during this time to avoid time conflicts. Check schedule [here](#).

- MA students are encouraged to attend (do not register in ANTH 612).

- **PhD students are required to attend** and participate and register in ANTH 612 - see ANTH 612: Graduate Colloquium section.

A.G.E.: UVIC ANTHROPOLOGY GRADUATES' EXCHANGE

A.G.E. is organized and run entirely by Anthropology graduate students at the University of Victoria.

Their purpose is to create a community and sense of collegiality among graduate students, organize social and academic events for incoming and returning graduate students, advocate for student space, and ensure that graduate students are visible and heard as part of the department of anthropology.

For current A.G.E. Board Members see here: www.uvic.ca/socialsciences/anthropology/students/student-clubs/index.php#ipn-graduate-students

COFFEE MORNINGS

To provide a weekly opportunity for students to meet and socialize, coffee and treats are provided in the graduate lounge (COR B239) on Monday mornings before the colloquium.

The coffee mornings are organized by a volunteer graduate student (or two), who makes the coffee and tea, brings treats, and arranges reimbursement from the department (there is usually a budget for this each year – check with Jindra as to the budget amount and paperwork).

CURRENTS IN ANTHROPOLOGY

The Department of Anthropology's annual student research conference is a celebration of the research and academic excellence of our students. Podium and poster presentations highlight the research activities of both undergraduate and graduate anthropology students in Anthropology at UVic.

For more details see [website](#).

PLATFORUM

PlatForum is a peer reviewed journal published by UVic anthropology graduate students.

Our journal is the longest-running student-organized anthropology publication in Canada, originally published in 1998 as Cultural Reflections (Vol. 1). For more details see [website](#).

GRADUATE SPACES

GRADUATE LOUNGE

All current graduate students are given a key to Cornett B239 – the graduate social/mail room. Please keep the room tidy and clean.

This room includes:

- Kitchen area: mugs, bowls, coffee/tea supplies

- Students' mailboxes
- Printer for printing forms or **small** print jobs. Payment based on honour system. Will be discontinued once broken or when new toner is needed.
 - o For print jobs with many pages please go to [ZAPP](#) or check other options for Printing and Duplicating for Students [here](#). For large-format or special printing please go to [Blink](#).

OFFICE SPACES

Office space for September is assigned in the summer.

Students will receive an email request from the graduate program assistant to find out if they require office space for the upcoming term. Please note that we have a limited number of office space and **priority is given to incoming students, PhD students, and second-year MA students.**

If your situation changes and you no longer need office space mid-term, please let the graduate program assistant know as we might have students waiting for a spot to open.

If there are issues with the office space (personal, academic, or other) the student should also contact their graduate program assistant.

[Study rooms, tek booth](#) and grad student [lockers](#) are available through the library.

REGISTRATION

Once you have become a graduate student, you must be registered for every semester until the requirements of your degree have been met. For any semester in which you are not registered, you must be formally approved for one of the types of [leaves of absence](#).

In general, students are defined as full-time if they are enrolled in courses totaling a minimum of 3 units, or enrolled in a Candidacy Exam (693), dissertation (699), thesis (599), or cooperative education work term (800+). Students who do not fall into any of the above categories are considered part-time, unless special permission has been granted by the Dean of the Faculty of Graduate Studies to pursue 693, 699, or 599 on a part-time basis.

MA students not taking courses totaling a minimum of 3 units in a particular term should register for ANTH 597 (thesis proposal defense) or ANTH 599 (thesis). Since the thesis counts for 7.5 units, you can maintain "full-time" status if you are registered for it.

PhD students not taking courses totaling a minimum of 3 units in a particular term should be registered in either ANTH 693 (candidacy exams) or ANTH 699 (dissertation).

If you are going to drop a course, please always first consult with your supervisor.

FEES, FUNDING AND AWARDS

TUITION

Tuition is NOT handled by our office – please see the links below for more information. For any questions on tuition please contact the tuitions office: 250-721-7032 or tuition@uvic.ca

- [Tuition & Costs \(Graduate admissions\)](#): Tuition estimator, Graduate student tuition income offset plan, Student fees, Insurance, International students and more.
- [Tuition, fees & budgeting \(Students – Campus services\)](#): Paying acceptance deposit, Paying your tuition fees, Checking balances, Forms, Deadlines and more.
- [Regulations concerning tuition fees for graduate programs \(Calendar\)](#): Standard tuitions, Tuition for international students, Completion postponement fee adjustment, Other fees (GSS etc) and more.

ANTH CONFERENCE TRAVEL & RESEARCH PARTICIPANTS GRANTS

This departmental grant supports graduate student travel to present at professional conferences or to reimburse research participants for their time. An email with eligibility details and instructions on how to apply will be sent to all graduate students early each Fall term.

For more information, please see the graduate funding [webpage](#).

FGS TRAVEL GRANTS

FGS and GSS offer awards to support travel to conferences, workshops or research activities. This award is not available for course/program-required travel.

For information on eligibility, amount, how to apply etc, please visit their [webpage](#).

CUPE TRAVEL GRANTS

CUPE 4163 and the University of Victoria have created a fund, through collective bargaining, to support CUPE 4163 Component 1 members in their professional and/or academic pursuits.

For information on eligibility, amount, how to apply and more please visit their [webpage](#).

GSS GRANTS

GSS Department Grants fund grad students social, academic, and professional initiatives at a department level.

More on GSS grants [here](#).

BURSARIES

Bursaries are non-repayable awards offered based on financial need and reasonable academic standing. Graduate bursaries are administered by the [Office of Student Awards and Financial Aid](#).

More details: <https://www.uvic.ca/registrar/safa/bursaries/index.php>

WORK STUDY

The Work Study program is funded by Student Awards and Financial Aid (SAFA) with the objective to provide additional financial assistance through on-campus part-time employment opportunities for students with documented financial need.

More details: <https://www.uvic.ca/registrar/safa/work-study/index.php>

FINANCIAL AID

Includes links to loans, grants and emergency loan funding.

More details: <https://www.uvic.ca/registrar/safa/loans-grants/index.php>

OTHER GRADUATE FEES

Fees such as athletics, GSS, Dental plan and others [here](#). Students can opt out of GSS dental/health plan if they have other coverage. Please see GSS website for more details: <https://gss.uvic.ca/health-dental/>

Fees such as late registration, application to graduate, archival fee and others [here](#).

ANTH FUNDING POLICIES

Graduate students receive funding from many different sources, including fellowships, scholarships, teaching assistantships, and research assistantships. UVic has policies and guidelines for each of these funding sources, and academic units may have distinct policies for graduate funding. Graduate students should ensure they are aware of the policies governing their funding.

Graduate students who have questions or concerns about their funding can seek advice and guidance from the Anthropology Graduate program assistant, Graduate Advisor and from the [Faculty of Graduate Studies](#).

The department has a limited amount of funding available to support graduate students. This funding is awarded on a competitive basis. The Graduate Committee will inform incoming students of any funding that they have been awarded. Offers of funding are dependent on multiple factors and may not be made at the same time as admission. Some incoming students may not receive any offer of funding.

Our two main sources of graduate student funding are provided by FGS and by Anthropology/Faculty of Social Sciences. The amount of money that we receive from Graduate Studies is fixed and is allocated to University Fellowships and Academic Income Support. The amount from Social Sciences is used to fund Teaching Assistantships (TAs) and includes a fixed amount and an amount that varies from year to year depending upon undergraduate enrollments.

Other sources of funding for graduate students are research assistantships or fellowships paid for by grants to individual faculty members. Students eligible to do so must apply for their own funding from major national and international funding agencies such as SSHRC, NSERC, and CIHR, as well as internal or local funding agencies (see below).

Note that graduate funding is not guaranteed but is dependent upon factors such as availability, student GPAs, and external awards (e.g. TriCouncil external awards replace Graduate Fellowship funding and TAships).

RESEARCH ASSISTANTSHIPS

Faculty members with external funding may choose to provide fellowships or research assistantships to graduate students. The amount of these fellowships or RAs will vary. This manner of funding may require that the student be involved with the faculty member's research project.

Students may approach individual faculty members to inquire if they have alternative sources of funding available. Students funded under such arrangements must be informed clearly about expectations in return for the financial support.

The Graduate Committee strongly encourages faculty and students entering such financial arrangements to make explicit, in advance and in writing, the terms of any such agreement. If any problem should arise, the student or the faculty member should immediately inform the departmental Chair or the Graduate Advisor.

TEACHING ASSISTANTSHIPS

Teaching Assistantships are funded by the department and the Dean of Social Sciences. The number of positions available is dependent in part upon undergraduate enrollments and class sizes. Each position usually entails 90-120 hours of work for each fall/spring semester, with some smaller-enrolment undergraduate courses getting between 20-60 hours (TA positions for these courses may be combined). A limited number of TA positions with a smaller number of hours (20-60) may be available for the summer session. Each TA-ship requires a certain number of hours for TA training.

You fulfill the hours of required training by attending workshops facilitated by the department. If you wish to do more training on your own time, there are conferences, courses and workshops, programs and more offered to TAs by the LTSI ([Learning and Teaching Support and Innovation](#)). Students will be notified by email when these are offered.

A TA might be expected to do any/or all of the following: teach tutorials/labs, grade student essays/exams, hold office hours, invigilate the final exam etc. Some professors may also require attendance at lectures. The TA and their assigned instructor will discuss the TA's role(s) and together will complete a *CUPE 4163 Teaching Assistant Checklist* (shared with TAs in their offer letter email).

The call for TA applications, with a link to the application, is sent out by email by the graduate program assistant (usually in April for Summer term courses, in October for Spring term and in July for Fall term). Please note **an application is required even if a TA position has been guaranteed in an offer letter**.

Teaching Assistants are unionized and are members of CUPE 4163. Students are appointed to TA positions in accordance with current CUPE policy. The complete collective agreement (component 1 & 2) can be read online.

TA appointments are made by the Graduate Advisor. Priority is given to graduate students who have been guaranteed a TA-ship and who **do not** hold an external fellowship (e.g. CGS, SSHRC, NSERC, CIHR). Factors such as student skills, past TA record, requirements of the course are also taken into consideration.

From time to time, problems arise between professors and their teaching assistants. The department recommends that the TA first discuss the matter with the Graduate Advisor who can facilitate a resolution of the matter. This is not, however, the only means of resolving issues. The TA has the right to contact their CUPE representative for advice or representation and, if preferred can choose to use their process for dispute resolution.

SESSIONAL APPOINTMENTS

Sessional appointments for PhD candidates are offered occasionally. PhD candidates will be contacted if the opportunity is available.

If a sessional appointment is accepted, it will not replace the TA funding package from the student's offer letter. However, students are strongly recommended to discuss their plans and teaching load with their supervisor(s) to ensure holding both positions will not hamper progress in student's program.

AWARDS, FELLOWSHIPS, SCHOLARSHIPS & BURSARIES

GRADUATE AWARDS

Student awards consist of scholarships, bursaries and fellowships. Criteria for eligibility vary by award. Nomination are made by the Graduate Committee to the Faculty of Graduate Studies. Once FGS confirms the eligibility, student will receive email from FGS, confirming the type of award, the amount and payment details (please note this award is what you were offered in your offer letter – not an additional award). Generally, a payment is considered an award if:

- It is made primarily to advance the student's education
- There is no employee-employer relationship
- The payment is not consideration for services rendered, and
- The student is the primary beneficiary of the related service.

Student awards are paid by the University through the Accounts Payable system with no deductions for income tax, CPP or EI and are reported on the T4A slip. There is no contribution (or coverage) for WorksafeBC.

EXTERNAL FUNDING

External funding can come from different sources:

- The supervisor might have external funding and might be able to provide the student with a scholarship/bursary. The supervisor should contact the graduate program assistant to set up the payment to the student.
- There are external funding agencies that support the study and research of MA and PhD students in Anthropology. The main funding agencies for Canadian citizens or landed immigrants are from the Tri-Council that is, SSHRC, NSERC, and CIHR. All eligible students are required to apply for Tri-Council funding. Note that the funding from these external grants replaces any UVic Graduate Fellowship awards and TA-ships which the student may already hold.
 - o Additional information: <https://www.uvic.ca/graduatestudies/finances/external-scholarships/index.php>

SSHRC & NSERC

The Social Sciences and Humanities Research Council (SSHRC) and The Natural Sciences and Engineering Research Council (NSERC) fund most of the anthropological research in Canada. NSERC funds specific research interests within biological and physical anthropology (including primatology) and certain topics related to archaeology.

SSHRC criteria for ranking MA applications are: academic excellence (60%), research potential (30%), and communication (10%). NSERC's criteria for MA applications are: academic excellence (50%), research potential (30%), and communication (20%). For both SSHRC and NSERC, applications for Doctoral Dissertation Support are evaluated by academic excellence (30%), research potential (50%), and communication (20%).

SSHRC: For general instructions on how to apply, see SSHRC [website](#). Tips for graduates and postdoctoral applicants applying for a SSHRC grant (Sep 2015) – [University Affairs article](#)

NSERC: For application and references please see [website](#) where there are information, resources and updates that will assist with applying for and learning more about the Canada Graduate Scholarships-Master's Program (CGS).

MA CANADA GRADUATE SCHOLARSHIPS (CGS): SSHRC, NSERC AND CIHR

The process of obtaining CGS or Canada Graduate Scholarships (SSHRC, NSERC, CIHR) funding for MA research is highly competitive. If the student is applying to or is in the first year of the MA program, their application for an MA scholarship must be submitted to their current department. (If they are completing the MA program at UVic and wish to apply for doctoral funding from SSHRC or NSERC, they

must submit their application to the department, regardless of where they wish to pursue their doctoral studies). The Graduate Committee will rank the applicants from the department and write an assessment of each application.

If eligible, the student should be working on their CGS funding application with their supervisor from early in the first Fall term of your MA program. Resources and tips for CGS applicants as well as examples of proposal statements from recent CGS award recipients in Anthropology are available on the Anthropology Graduate Student Information Resource page on [Brightspace](#). More details on external awards and fellowships can be found on the FGS [website](#).

For *academic excellence*, the Graduate Committee assesses applicants on the basis of GPA, the previous and current program of study (i.e., graduate, honours, and upper-level coursework), and evidence of bursaries, awards, fellowships, and other academic recognition and distinctions. For *research potential*, the committee will evaluate the application on the basis of the quality of the proposal, research contributions, including publications and conference presentations, relevant research or work experience, and the letters of recommendations. For *communication*, the committee evaluates the applicant's proposal, work experience, community involvement, and extracurricular activities.

Once the applications have been ranked and the departmental assessments completed, the applications are sent back to Graduate Studies where an Awards Committee composed of representatives from different departments ranks the applicants across the university. This ranking is used to determine the candidates who will be forwarded for further evaluation by SSHRC and NSERC committees in Ottawa

DOCTORAL SSHRC FELLOWSHIP

More information on amount, eligibility, application deadline etc please visit:
<https://www.uvic.ca/graduatestudies/finances/search-funding/award-pages/canada-graduate-scholarships-doctoral.php>

Please read the full eligibility guidelines and application instructions for [SSHRC Doctoral](#).

The applicant does not get to choose whether they apply through UVic or as a direct applicant to SSHRC. If they are currently registered at UVic in any capacity, or on an approved leave of absence, their complete SSHRC doctoral application must be submitted to their academic unit. The internal deadline is normally in mid-October; check back in August for the upcoming deadline. If the applicant is a registered Interdisciplinary student applying for a SSHRC doctoral award, the same deadlines apply, but their application must be submitted to the **Faculty of Graduate Studies office (UC A207)**

See [here](#) for more on procedure, criteria etc.

SSHRC Doctoral Grants Crafting Workshop - Every year the Faculty of Graduate Studies provides workshops and one-on-one support to students completing the application. Information is sent from FGS to graduate secretaries, who will forward the details to students.

Resources and tips for Canada Graduate CGS applicants as well as examples of proposal statements from recent CGS award recipients in Anthropology are available on the Anthropology Graduate Student Information Resource page on [Brightspace](#).

CIHR

The Canadian Institutes of Health Research (CIHR) have a variety of programs to fund research in the area of medical anthropology, including Graduate Training Awards and various Canada Graduate Scholarships. Please see the CIHR website for more information: www.cihr.ca

OTHER EXTERNAL FUNDING OPPORTUNITIES

For more information on these and other external funding opportunities, see:

- Graduate Studies External awards and fellowships webpage:
<https://www.uvic.ca/graduatestudies/finances/external-scholarships/index.php>
 - Uvic Libraries Student Awards webpage:
<https://www.uvic.ca/library/about/awards-contests/awards-fellowships/index.php>
 - ANTH funding page:
<https://www.uvic.ca/socialsciences/anthropology/graduate/funding/index.php>
-

CONDITIONS OF AWARDS

Conditions upon which student funding is contingent, such as academic standing, academic progress, time in program, etc. are specified by the policies of FGS, the Senate and the Board of Governors upon which student funding is contingent. More on awards for graduate study [here](#).

TERMINATION OF AWARDS

Conditions for withdrawal of financial support (e.g. GPA below minimum, academic misconduct, etc) are specified by the policies of FGS, the Senate and the Board of Governors. More on FGS policy [here](#).

NOTIFICATION OF AWARD COMPETITIONS

Students are notified of internal funding opportunities pertaining to stipends, awards, travel, etc. via emails from the graduate program assistant.

COURSE REQUIREMENTS

Please refer to the University of Victoria Graduate Calendar for information [MA program](#) and [PhD program](#) requirements. You may also find the MA and PhD Completing your Degree Requirements Checklists helpful (see at the end of this handbook). If, after reading these requirements, you are unclear, please check with your graduate program assistant or make an appointment with the Graduate Advisor.

CSPT: CULTURAL, SOCIAL AND POLITICAL THOUGHT PROGRAM

Please refer to the [calendar](#) for program requirements for [MA CSPT concentration](#) or [PhD CSPT concentration](#).

At least two members of the supervisory committee must be drawn from the 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.

IN: INDIGENOUS NATIONHOOD

Students with a particular interest in Indigenous Nationhood scholarship (at the intersection of law, politics, and governance) may be interested in UVic's add-on [Graduate certificate in Indigenous Nationhood](#).

The graduate certificate in Indigenous Nationhood provides a deep dive into the theoretical, methodological and applied aspects of emerging literature of Indigenous Nationhood.

Students are required to make a separate application to the Graduate Certificate in Indigenous Nationhood program, using "[Option B](#)" (freestanding certificate).

Students considering the Graduate certificate in Indigenous Nationhood should discuss it with their supervisor(s), and see the [website](#) for further information.

INTD: INTERDISCIPLINARY

Working with co-supervisors in at least two different academic units, you follow an individual program tailored to your own interests and designed in consultation with your supervisory committee. Or you may undertake interdisciplinary studies as part of a regular existing program that is interdisciplinary in nature.

More information on interdisciplinary programs on the [FGS website](#).

MASTER'S STUDENTS

ELECTIVE COURSEWORK

MA students are required to take 1.5 units of elective coursework from within or outside the department with the permission of the student's supervisor. Possible electives offered by the department include, but are not limited to, other advanced research seminars, upper-level undergraduate courses, and graduate courses offered under Selected Topics, Specialized Themes, and Directed Studies.

MA students must always obtain permission in order to enroll in undergraduate courses and complete [Graduate course registration form](#). Some undergraduate courses can be 'upgraded' to graduate level, in which case a graduate level course code and additional work is assigned. Typically, this is done with a

400-level course, it may be possible to upgrade a 300-level course to a graduate directed readings course (ANTH 590) with the permission of the instructor.

See section on “elective coursework” options (directed studies, courses outside home department etc.)

THESIS PROPOSAL & PROPOSAL DEFENSE

Students must register in [ANTH 597](#) (Thesis Proposal Development) while preparing the thesis proposal, typically in the summer term at the end of the first year in the program. The thesis proposal and thesis are prepared under the direction of the supervisory committee. The thesis proposal must be approved by the committee before September 15th of the second year of the MA program (if more time is needed you will require permission from the Graduate Advisor). Students who are participating in the co-op program will have their deadlines extended in accordance with the scheduling of their work terms.

The MA thesis proposal is usually 20-30 pages, double-spaced, detailing the background/rationale of your project, a brief literature review, your methodology, and a timeline for completion. This proposal is shared with the committee **prior** to the proposal defense to allow for any revisions.

Once the supervisor and committee have determined the proposal is ready and there is a proposal review date, the student contacts the graduate program assistant who will book a room and provide the department’s *Proposal Completion Form* to fill out and bring to the proposal defense. The student’s supervisory committee members complete and sign the form at the proposal defense; then submits the completed form to the graduate program assistant after their proposal defense

At the thesis proposal, student will give a brief (15 minute) oral presentation on their proposal topic followed by two rounds of questions and discussion with the supervisory committee.

At the end of the thesis proposal defense, the supervisory committee will select one of three options:

- 1) Acceptable as submitted
 - Graduate program assistant will submit paperwork for COM grade to be entered.
 - You can register in [ANTH 599](#) (thesis) for the next term.
- 2) Acceptable with the indicated modifications
 - Graduate program assistant will submit paperwork for COM grade to be entered.
 - You will make requested modifications and send the revised proposal to your supervisor (or supervisory committee) for review.
 - You can register in [ANTH 599](#) (thesis) for the next term.
- 3) Unacceptable
 - You will meet with your supervisory committee to discuss next steps.

The student may then begin their thesis research – provided an approval or a waiver (if necessary) has been received from the University’s Human Research Ethics Board or Animal Care Committee, or any other permits required as directed by the supervisory committee.

Please ensure you defend your proposal in the same term as you are registered in ANTH 597.

After the thesis proposal defense is completed, students register for [ANTH 599 Thesis](#) (7.5 units).

THESIS

In preparation to write the thesis, students should consult the Thesis & Dissertation “[Scope, structure & formatting](#)” information page on the Faculty of Graduate Studies website. The dissertation must meet the University’s style and formatting requirements and must be submitted according to a time limit/lines set by the department and the Faculty of Graduate Studies (see timelines below). Find the thesis format checklist and sample page [here](#).

There are no formal restrictions on thesis length, but the thesis should be structured in such a way that can be reasonably accomplished in the recommended time period. As UVic Anthropology has a doctoral program, excessively lengthy MA theses are actively discouraged.

There are no ANTH specific thesis/dissertation format/style guidelines other than the common ANTH citation/referencing styles following the [AAA style guide](#): As of September 2015, AAA style (for all publications) follows the [Chicago Manual of Style, 16th edition](#)

UVic has developed a Style Guide with many helpful suggestions on inclusive language, and helpful advice for clear writing and use of: <https://www.uvic.ca/communicationsmarketing/assets/docs/style-guide-web.pdf>

DOCTORAL STUDENTS

PhD students are required to complete 30 units of graduate credit, including a candidacy examination, and a 20-unit dissertation. Students are required to complete four 1.5 unit graduate courses during their first two years in the program, the period of residency. Students must achieve at least a B+ (6.0) in required courses and maintain a cumulative GPA of at least A- (7.0).

The residency requirement is two years. During residency, PhD students are required to take four courses (1.5 units each). Please refer to the [calendar](#) for program requirements.

In addition, students are required to register and participate in ANTH 612: Graduate Colloquium in both the fall and spring semesters of their two years of residency (or until they give a presentation).

Depending on the coursework completed during their MA program, a student may be required to complete ANTH 500, the department’s MA-level method and theory course.

For all graduate level courses offered, please see the [calendar](#).

BREADTH OF KNOWLEDGE

PhD students are required to take a 1.5 units course which will satisfy the Breadth of Knowledge requirement. This should be a course in a theme other than the one in which they have chosen to

specialize, or in another academic discipline. It can be an upper-level UG course, directed studies or other graduate level course would suffice on the approval of the department.

Please submit the [Graduate course registration form](#) to your graduate program assistant.

The Breadth of Knowledge course does not need to be completed before comprehensive exams are started, but because the comprehensive exams process can be intensive it is advisable to make sure that taking the Breadth of Knowledge course at the same time won't slow down the comprehensive exams.

See *Elective coursework* section for more options (directed studies, courses outside home department etc.)

ANTH 612: GRADUATE COLLOQUIUM

The colloquium is a lecture series that presents current research in anthropology. The speakers are local and international researchers as well as the department's current PhD candidates. Colloquium is held during the Fall and Spring terms on Mondays from 11:30-12:50.

PhD students are required to register in [ANTH 612 Graduate Colloquium](#) in their first two years of residency (or until they give a presentation). During this time, they are expected to attend all colloquia and to work with the Speakers Committee in the organization and running of the colloquium series, as noted below. PhD students must give one colloquium in order to complete their ANTH612 requirement. They may do so during or after their second year of residency and must consult with their supervisor as to the timing as appropriate to the development of their dissertation project. One member of the Speaker's committee will monitor the attendance and participation of the PhD students. PhD students should participate to at least 80% of the colloquium sessions in order to meet the ANTH 612 expectations.

Responsibilities of students

Hosting duties: (Alternating week to week between students)

- Introduction of speaker, including territorial acknowledgment (typically, the speaker will provide the introduction; otherwise, the student will prepare one based on their online profiles)
- Moderation of questions, as needed (including the announcement of "last call" for questions at 12:40)
- Conclusion of colloquium by thanking speaker and audience and announcing the following week's speaker and title of talk.

Other alternating weekly responsibilities (for those not hosting):

- Come prepared to ask a question by the end of the colloquium, doctoral students are expected to engage. (In rare cases, questions may not be forthcoming immediately from the audience, so this will help get things started.)

Occasional responsibilities:

- Assist office staff and Speakers Committee with weekly colloquium preparations as required (cookie/coffee set-up; distributing posters outside the department for special talks)
- Host speaker before colloquium, including providing tour of department, helping set up AV equipment before talk, etc.

Annual responsibilities:

- In the late spring/early summer, help evaluate suggestions for next years' speakers and prepare schedule for following year.

CANDIDACY EXAMINATION PROTOCOLS

After fulfilling all course requirements, PhD students enroll in [ANTH 693](#) (PhD Candidacy Examinations) in preparation for candidacy.

To advance to candidacy, students must complete the following:

- All coursework
- Language requirement
- Comprehensive examinations
- Dissertation proposal defense

Once these requirements have been fulfilled (normally by the end of the second year of full-time study), the student will have completed ANTH 693 and will enroll in [ANTH 699](#): PhD Dissertation and begin their dissertation research. The graduate program assistant will submit paperwork to notify GARO of your candidacy completion.

Students are permitted one attempt at the comprehensive examination process, as detailed below. Students who fail to meet the requirements for candidacy will be required to withdraw from the ANTH doctoral program.

As a doctoral student, you must pass a comprehensive examination within three years of the first registration and at least six months before your final oral examination. If you are not ready for the candidacy examination because of exceptional and extenuating circumstances, please complete the [request for candidacy extension form](#) and give to your graduate program assistant. Review the calendar regulations regarding the implications on your program [time limit](#) before requesting an extension.

LANGUAGE REQUIREMENT

The PhD language requirement of proficiency in a language other than English may be met through the completion of relevant courses in the target language or through the demonstration, on the basis of a written translation exam, of competence in communication in that language.

COURSEWORK

Coursework: This involves successfully completing approved language courses as described in the University Calendar, taken as part of the doctoral program (e.g. not from previous studies): 3.0 units of introductory university courses in the language, or 1.5 units at the intermediate level.

If your research is in indigenous communities, the LING x58/x59 series of courses may fulfill this language requirement, subject to your supervisor's permission and arranged on a case-by-case basis with the Department of Linguistics. The language chosen may be any that the student and the supervisory committee believe to be pertinent to their PhD program.

Examples of possible courses you might wish to take to fulfill this option:

- FRAN 180 – Intensive French IV (3.0)
- PAAS 118 - Intensive Beginner Chinese I (3.0)
- LING 159 – Indigenous Language I (1.5) & LING 259 Indigenous Language II (1.5) (with permission and by special arrangement)
- PAAS 218 – Intensive Beginner Chinese II (3.0)

The course(s) must be taken for credit or FNC (For No Credit); they cannot be audited. To add a language course, a Graduate course registration form must be given to the graduate program assistant.

There is no extra charge as this is a requirement for PhD students and no graduate credit is received for language coursework.

TRANSLATION EXAM

Translation exam: to demonstrate proficiency through a language translation exam administered by the relevant department (e.g., French, Hispanic and Italian Studies, Pacific and Asian Studies).

Students who chose the translation option must pass the exam before they can advance to candidacy and begin their research. Failure to advance to candidacy on time may affect a student's funding and research plans; the importance of passing the language exam in a timely fashion should be noted.

Student will notify graduate program assistant of the language and approximate date, allowing enough time for graduate program assistant to check with the appropriate department and confirm availability of evaluator and instructions, which are set by departments and might have changed since this document was updated.

- **French:**
 - The student's supervisor selects two or three journal articles (available in PDF format) in French. These should be articles that the supervisor believes that the student is not

familiar with, but are still generally relevant to the student's area of study (e.g., archaeology, prehistoric art, etc.)

- Graduate program assistant asks a French speaking ANTH faculty member to put together a passage that would be suitable for an exam (approximately 600-1000 words)
- The student is allowed 2 hours to complete the exam and the translation can be hand written or typed on a computer (with no internet access).
- The use of a French – English dictionary is allowed.
- Standard used by the examiner to grade the exam:
"Students must obtain a minimum of 70% (B-) in order to get a Pass mark: they must show that they clearly understand the content of the text. Contradicting the text is considered a major error. Three to four major errors usually lead to a fail grade, especially if the text they produce contradicts itself from one part to the next. The translated text must not contain too many idioms (trying to stay too close to the original is not recommended as it increases the risk of idioms) but must flow (punctuation, especially commas, need to be changed; the structure of the sentences has to be English - usually different from the French). The translation must be coherent and cohesive and convey the main and secondary ideas of the text. Not all words need be translated but all important ideas should be."

▪ **Spanish:**

- The Spanish second language exam coordinator in HISP department selects two excerpts in Spanish.
 - If requested, the coordinator can look for excerpts that relate to the student's area of study, if possible.
- The HISP Graduate program assistant provides the student's department the exam as soon as it is available prior to the exam, preferably at least 2 weeks in advance.
- The student is allowed 2 hours to complete the translation, normally handwritten in exam booklets.
- Both excerpts must be completed.
- The examination will test the student's linguistic proficiency to the end of 2nd year Spanish.
- The use of a Spanish – English dictionary is allowed.
- Evaluator usually takes a week to mark the exam and gives Pass/Fail grade and sends back the marked and annotated exam.
- The student must be well prepared for the reading examination as they will be given a maximum of two chances to challenge successfully the examination.

▪ **Indigenous languages:**

- Students working in indigenous languages may also pursue this option; they will consult with their supervisory committee, recognized language authorities, and the Graduate Committee to devise an appropriate process to assess capability in that language.

Multilingual students: For students whose native language is not English, the language requirement may, at the discretion of the Graduate Committee, be considered to have been fulfilled, with no additional proficiency demonstration.

In instances in which it is unclear whether a student has met the language requirement under any of the above options, the case will be decided by the Graduate Advisor in consultation with the Graduate Committee and the student's supervisory committee.

COMPREHENSIVE EXAMINATION

The comprehensive exams provide doctoral students an opportunity to develop and demonstrate distinctive areas of expertise in their chosen discipline, through literature gathering and reading, question making, and a time-constrained writing exercise. Through the comprehensive exams, students must be able to clearly communicate major themes in anthropology, demonstrating sufficient breadth of knowledge in a chosen area of study, contributing an original synthesis of their chosen topic area, and articulating their views on the subject matter.

The student, in consultation with their Ph.D. committee, will craft three important and original questions related to their particular research area, and answer those questions in a written format (three comprehensive papers), drawing upon pertinent literature. The student's committee evaluates these papers on a pass/fail basis. In the case of Visual Anthropology, students may be required to create a photographic exhibition or film (visual project) as one of the three comprehensive papers.

Comprehensive exams questions must be distinct from the student's dissertation topic, though nonetheless related in content. Typically, the questions broadly crosscut 1) theory, 2) issues relating to the topic/geographic area of interest (i.e., engaging substantively the current state of knowledge within the chosen topic/area), and 3) methods relevant to the student's particular research focus. The final wording of each question is approved by consensus of the student's PhD committee. The department's expectation is that the questions posed for the candidacy exams must be able to stand on their own as research problems. While candidacy exams can be part of the student's overall thesis research, the questions should not be so narrowly phrased that they deal only with the particulars of a dissertation project. Students should strike a balance of breadth and depth in their reading lists and exam essays.

Excellence in comprehensive exams is shown by demonstrating substantive knowledge of the literature, showing mastery of the particular topic area, and engaging critical thinking through higher order anthropological discussion. A candidacy exam essay is not simply a narrative or literature review. Exam essays should show discussion of key issues and controversies and should be synthetic, analytical, critical and engaged analysis of the material at hand. In the case of Visual Anthropology, students may be required to create visual projects (like a photographic exhibition or film) in lieu of one of the three comprehensive exam essays. The visual project would require a written statement about the work that demonstrates how the work engages theory, methods, and/or area study. Students working **substantively** within domains of Indigenous knowledge may, for one comprehensive exam, express matters within an Indigenous knowledge tradition in lieu of one of the three comprehensive exam essays. The purpose of the Indigenous knowledge comprehensive exam is to demonstrate comprehensive knowledge in a particular area (theory/topic/method) for which writing in an academic

form may not be the only appropriate or available source. This exam can incorporate Indigenous knowledge that may be outside conventional scholarly works. The exam outcome may reflect Indigenous knowledge through written, material, visual, performative, or sound-based formats, or other forms of creative/alternative expression agreed upon by the student and their committee.

In accordance with the UVic Graduate Calendar, students must pass a comprehensive examination within three years of the first registration and at least six months before your final oral examination. If you are not ready for the candidacy examination because of exceptional and extenuating circumstances, you must complete Request for candidacy extension form and submit to your graduate program assistant. Your registration will be blocked if you go over the time limit without an approved extension.

Students will generally devote 6-8 months to the comprehensive exam process, mostly done in the second year of the program.

Stage 1 (Committee meeting to discuss comprehensive exam process):

Normally before the end of the first year, and no later than very early in the second year (i.e.: Sep 30th of the second year, for students who entered the previous fall), a committee meeting is held to review the comprehensive exam process and expectations, and to agree on the general topic areas that will be the focus for the comprehensive exams. By the end of this meeting, the committee and student will have set out a clear timeline for when the bibliographic lists will be submitted (usually by the end of the first term of the second year), and when the draft questions for the exam will be developed and approved (usually concurrent with when the final bibliographic lists are to be approved). While it is generally the responsibility of the student to elaborate and deepen the reading lists in preparation for Stage 2, within 2 weeks of this first meeting, it is the responsibility of each committee member to provide any initial key readings they think may be important. Students should begin reading with an eye to their comprehensive exams as soon as possible in the program, and certainly should begin in earnest at this stage.

Stage 2 (Bibliographic review and draft exam questions):

Following the initial meeting, and in continued consultation with committee members, the student will continue to develop a working bibliography of key works for each of the three different candidacy exam subjects under investigation. Readings that the student encountered during their graduate course work (i.e.: theme courses and directed readings) certainly may contribute to comprehensive exam bibliographies. Throughout this stage, the student should be reading vigorously, with an eye to grasping the scope and content of their comprehensive exams. As the student opens up the literature, the scope and direction of the topics will be honed and refined. There is an expectation that committee members to be available for guidance and advice regarding the readings, including helping with scoping out appropriate readings or connections to other potential readings. The student should schedule mentorship meetings, either formally as a committee, or informally with individual committee members, as appropriate during this stage.

Prior to writing each of the three candidacy exams, students will submit a final bibliography of all reviewed references for committee approval. Unless there are essential and exceptional recently published materials, there should be no additions to the bibliography once the committee has approved the bibliographies and no additions at all once the questions are approved.

While the reading and bibliography assembly is ongoing, the student will formulate initial draft exam questions based on these readings to propose to their committee. While it is appropriate for the student to suggest draft wording of the questions, it is expected that committee members engage with the specific wording of the question. While it is an iterative process, the supervisory committee has final approval on both the readings and the questions. Normally, the approval process will be complete no later than early in the second term of year 2 in the program (ie: first week of the January term, for a student who started the previous fall).

Stage 3 (Approval of exam questions, exam commencement):

With the approval of the bibliographies and exam questions, the Comprehensive Examination Schedule Form will be completed by the student and committee and submitted to the Graduate Advisor and graduate program assistant. Other than minor editorial corrections, comprehensive exam questions will not change after this point without approval by the Graduate Advisor.

The student will begin writing the comprehensive exam essays following the Exam Schedule. Normally this will be started in the first weeks of the second semester of the second year (i.e.: Jan 15th for a student who started the previous fall).

Each comprehensive exam essay should be between 5,000 to 7,500 words, plus bibliography, or equivalent for visual anthropology comprehensive exams.

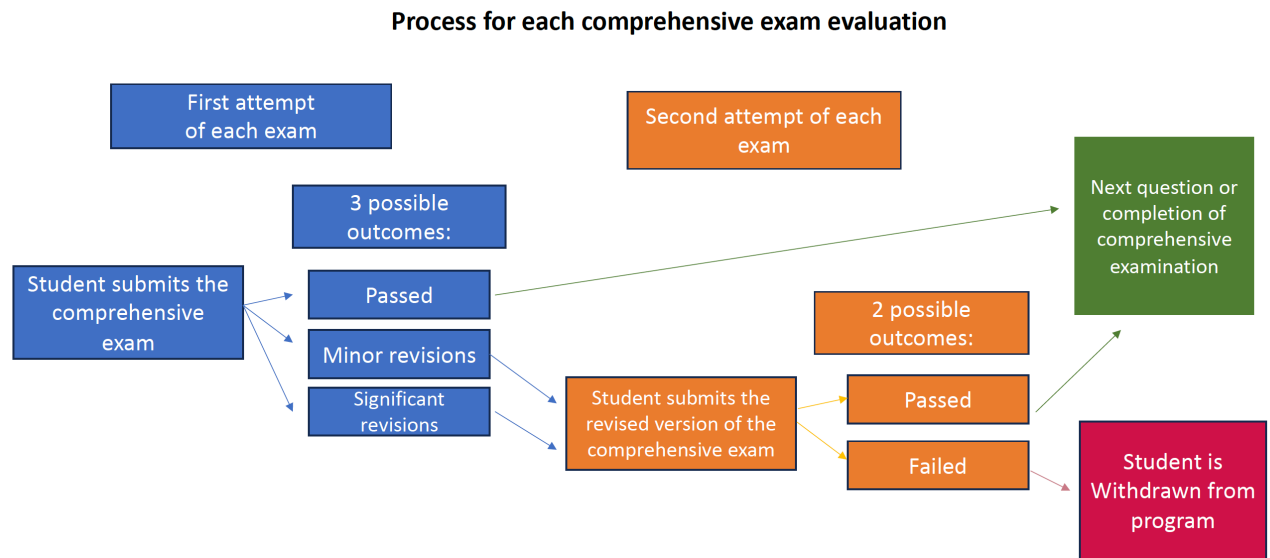
Exam essays are due two weeks from the exam commencement date determined by the committee. Each essay is done sequentially, with no significant gaps of time (i.e.: normally no more than 2 weeks) between each. If requested by the student, the next exam can be written while the committee is evaluating the previous exam. If the student requests this, it does not change the agreed upon time period from the Comprehensive Exam Form for feedback from the committee.

If a student submits a candidacy exam late (outside the available accommodation processes through CAL), the supervisor has the responsibility to notify the Graduate Advisor, who will call a meeting of the graduate committee to review the academic standing of the student. Outside exceptional circumstances, the committee will normally deem late comprehensive exams as putting the student in “unsatisfactory” academic standing, with the consequences of that finding, as per the Graduate Calendar.

Stage 4 (Evaluation):

A student must complete and pass all three candidacy exam essays to advance to candidacy. Every member of the student’s PhD committee reads and provides comments to the supervisor within two weeks of receiving each of the written candidacy exam papers. Committee members will assess the exams as (1) having passed; (2) requiring minor revisions; (3) requiring significant revisions; or (4) having failed. Committee members should provide the supervisor comments to aid the student with any required revisions. The supervisor will compile these comments and provide feedback to the student, identifying specific strengths and weaknesses in sufficient detail to allow the student to understand the decision. If minor or significant revisions are required, the student will have one week to complete the revisions and return the exam for final assessment. The process of reviewing the comprehensive exam based on the comments compiled and shared by the supervisor is considered as the second attempt

(see table below). The Faculty of Graduate Studies permits a maximum of two attempts of a candidacy exam. If the student fails the second attempt at a candidacy exam paper, the student will not advance to candidacy and the department will request the Faculty of Graduate Studies to withdraw the student from the program, as per FGS policy on “failure to meet academic standards.”



Stage 5 (Sharing):

The final bibliographies compiled for the candidacy exams are important scholarly contributions and are collected by the graduate program assistant and made available to Anthropology faculty and graduate students (through an internal website or on paper). It is advisable for new doctoral candidates to review the completed bibliographies of previous UVic students, particularly where there may be overlap in the subject area, as they can be a wonderful resource.

DISSERTATION PROPOSAL DEFENSE

Students must also prepare and defend a dissertation research proposal. Normally the research proposal is completed after the comprehensive examinations are completed.

The PhD dissertation proposal is usually 20-30 pages, double-spaced, detailing the background/rationale of your project, a brief literature review, your methodology, and a timeline for completion. This proposal is shared with the committee **prior** to the proposal defense to allow for any revisions.

Once the supervisor and committee have determined the proposal is ready and there is a proposal review date, the student contacts the graduate program assistant who will book a room and provide the department’s *Dissertation Proposal Defense Form* to fill out and bring to the proposal defense. The

student's supervisory committee members must complete and sign the form at the proposal defense; then submits the completed form to the graduate program assistant after their proposal defense.

At the dissertation proposal, student will give a brief (20 minute) oral presentation on their proposal topic followed by two rounds of questions and discussion with the supervisory committee.

At the end of the dissertation proposal defense, the supervisory committee will select one of three options:

- 1) Acceptable as submitted
 - Graduate program assistant will submit paperwork for COM grade to be entered.
 - You can register in ANTH 699 (dissertation) for the next term.
- 2) Acceptable with the indicated modifications
 - Graduate program assistant will submit paperwork for COM grade to be entered.
 - You will make requested modifications and send the revised proposal to your supervisor (or supervisory committee) for review.
 - You can register in ANTH 699 (dissertation) for the next term.
- 3) Unacceptable
 - You will meet with your supervisory committee to discuss next steps.

Once the residency and candidacy requirements are completed and the dissertation proposal is accepted by the student's committee, the student registers in ANTH 699 (dissertation) and may begin their dissertation research – provided an approval or a waiver (if necessary) has been received from the University's Human Research Ethics Board or Animal Care Committee.

DISSERTATION

PhD students are required to prepare, submit and defend a dissertation (following one of the possible formats below), which carries 20 units of credit. The dissertation is the culmination of intensive, independent and original research. Once the dissertation is judged ready to defend by the supervisory committee, an application is made for an oral defense, in accordance with the process set by the Faculty of Graduate Studies.

PhD students will choose, in consultation with their supervisor committees, one of the following types of dissertation:

- a) A traditional dissertation composed of integrated chapters;
- b) Three original, substantial papers, ready for submission or submitted for publication, in peer-reviewed journals, bound together with a scholarly introduction and conclusion that contextualize the PhD research. The composition of these PhD dissertations will be determined in consultation with the student's committee, in accordance with the following guidelines:
 - i) The journals will be recognized journals of high reputation and rigorous peer review, as determined and approved by the student's committee,
 - ii) The student will be primary author and lead intellectual contributor of each paper and,

iii) The journal articles will be based on research conducted during the student's PhD program.

In preparation to write the dissertation, students should consult the Thesis & Dissertation "[Scope, structure & formatting](#)" information page on the Faculty of Graduate Studies website. The dissertation must meet the University's style and formatting requirements and must be submitted according to a time limit/lines set by the department and the Faculty of Graduate Studies (see timelines below). Find the thesis format checklist and sample page [here](#).

There are no ANTH specific thesis/dissertation format/style guidelines other than the common ANTH citation/referencing styles following the [AAA style guide](#): As of September 2015, AAA style (for all publications) follows the [Chicago Manual of Style, 16th edition](#)

UVic has developed a Style Guide with many helpful suggestions on inclusive language, and helpful advice for clear writing and use of: <https://www.uvic.ca/communicationsmarketing/assets/docs/style-guide-web.pdf>

ORAL EXAMINATION

At the beginning of each term, the graduate program assistant will send an email with deadlines, steps, checklist and links to necessary documents for any grad student planning on completing the degree in that coming term.

Once the supervisor and committee determine that the student is ready to move to oral examination (defence) of their thesis/dissertation, please **notify the graduate program assistant** who will:

- Confirm that the committee structure meets calendar requirements
- Confirm that all the committee members are listed on the Faculty Membership List
- Confirm that all the program requirements have been met
- Book room for the defense (once the student provides the day/date/time of their defense)

It is the responsibility of the supervisory committee members to ensure that a thesis/dissertation is ready for defense before an oral examination is scheduled. Once the supervisory committee members have examined a complete draft of the thesis/dissertation and confirmed that it is acceptable and ready for defense, a request is made for an oral defense.

This request for oral exam (and other documents if applicable) must be submitted at least **20 business days** (for MA) and **30 business days** (for PhD) in advance of the requested defense date (not counting the defense date and statutory holidays). These are strict deadlines set by FGS for the timing of this defense - if not met, the student's graduation will be delayed.

The supervisor or a committee member must recommend an appropriate external examiner to the Dean. They must also confirm the examiner's availability to attend the oral examination on the specified date and time. For external examiner for a PhD students please refer to page 2 of [this form](#). This member of the examining committee must come from another department or institution and will not

have had any input into the preparation of the thesis. As an arm's length knowledgeable individual, the external examiner is given the lead role in examining the candidate.

The oral examination is chaired by a UVic faculty member from another department. Appointed by the Dean of Graduate Studies, this individual is responsible for ensuring that the oral examination is held according to established procedures.

In evaluating the oral examination, the examining committee chooses from a few options ranging from approval of the thesis and the defense to failure of both, with intermediate options requiring varying degrees of revision. Some revisions may require approval by the entire committee, others by only the supervisor. In completing their required revisions, students should keep in mind the deadlines for submitting materials for convocation.

For oral exam guidelines see [FGS webpage](#).

You will receive instructions from your graduate program assistant as well as from GARO, but you can also see the complete instructions on final submission of your thesis/dissertation [here](#).

PROGRAM LENGTH

Full-time students are expected to complete the MA program in two years.

Full-time students are expected to complete the PhD program in four to five years.

For information on time limits for degree completion see the [academic calendar](#).

For information on applying for a time extension for reasons associated with a disability, contact the [Centre for Accessible Learning](#) at 250-472-4947 or infocal@uvic.ca.

MA TIMELINE FOR TWO-YEAR COMPLETION

Note: does not apply to INTD students who begin in January.

Year 1 September	<ul style="list-style-type: none">○ Departmental Orientation○ Individual Consultation with Supervisor/Graduate Advisor
September – December	<ul style="list-style-type: none">○ Coursework
January – April	<ul style="list-style-type: none">○ Coursework○ Supervisory Committee set○ Work on thesis proposal (often in context of ANTH 516)
May – August	<ul style="list-style-type: none">○ ANTH 597○ Defend Thesis Proposal by September 15th at the latest○ Ethics approval (if required)○ Coursework (if not completed yet)

	<ul style="list-style-type: none"> ○ Research/Fieldwork
Year 2 September - December	<ul style="list-style-type: none"> ○ ANTH 599 ○ Writing thesis in consultation with supervisor and committee ○ Coursework (if not completed yet)
January – April	<ul style="list-style-type: none"> ○ ANTH 599 ○ Continue writing thesis in consultation with supervisor & committee ○ Coursework (if not completed yet)
May – August	<ul style="list-style-type: none"> ○ ANTH 599 ○ Preparing for thesis defense ○ Oral examination

PHD TIMELINE FOR FOUR-YEAR COMPLETION

Note: does not apply to INTD students who begin in January.

Year 1 September	<ul style="list-style-type: none"> ○ Departmental Orientation ○ Individual Consultation with Supervisor/Graduate Advisor
September – December	<ul style="list-style-type: none"> ○ Coursework ○ Colloquium Attendance
January – April	<ul style="list-style-type: none"> ○ Coursework ○ Colloquium Attendance ○ Supervisory Committee set
May – August	<ul style="list-style-type: none"> ○ ANTH 693 ○ Start preparing your comprehensive exams ○ Language Requirement (if required) ○ Ethics approval (if required) ○ Coursework (if not completed yet)
Year 2 September - December	<ul style="list-style-type: none"> ○ ANTH 693 ○ Comprehensive exams ○ Language Requirement (if not completed) ○ Coursework (if not completed yet) ○ Colloquium Attendance
January – April	<ul style="list-style-type: none"> ○ ANTH 693 ○ Comprehensive exams (if not completed) ○ Language Requirement (if not completed) ○ Coursework (if not completed yet) ○ Colloquium Attendance & presentation

May – August	<ul style="list-style-type: none"> ○ ANTH 693 or 699 ○ Comprehensive exams (if not completed) ○ Language Requirement (if not completed) ○ Dissertation research proposal (if not completed)
Year 3 September - December	<ul style="list-style-type: none"> ○ ANTH 693 or 699 ○ Fieldwork
January – April	<ul style="list-style-type: none"> ○ ANTH 693 or 699 ○ Fieldwork
May – August	<ul style="list-style-type: none"> ○ Last term in which to complete candidacy requirements ○ ANTH 699 ○ Fieldwork
Year 4 September - December	<ul style="list-style-type: none"> ○ ANTH 699 ○ Analysis and Writing Dissertation
January – April	<ul style="list-style-type: none"> ○ ANTH 699 ○ Analysis and writing Dissertation
May – August	<ul style="list-style-type: none"> ○ ANTH 699 ○ Preparing for dissertation defense ○ Oral examination

10-YEAR LIMIT ON CURRENCY IN COURSEWORK POLICY

The academic calendar states: *“Students with course work forming part of the degree requirements that is more than 10 years old at the time of the program extension may be required to demonstrate currency within their field of study before the extension is granted”.*

Individual UVic departments are responsible for establishing policies which apply to students whose courses are older than 10 years (ie: having concluded more than 10 years previously) to “demonstrate currency within your field of study”.

Any MA or PhD student in Anthropology who has course work that concluded 10 or more years ago which they intend to count towards their degree requirements will be required to complete the “Anthropology Theory” exam (described below). Additionally, any PhD student who has coursework (other than Anth 500) which concluded 10 or more years ago that they intend to count towards their degree requirements, will also be required to complete up to two additional “Anthropology Theme” exams in the topics of the expired coursework (described below). For clarity, this means that MA students past the 10-year limit in any of their courses will write the “Anthropology Theory” exam to demonstrate currency. PhD students whose courses are past the 10-year limit will write the “Anthropology Theory” exam, plus an “Anthropology Theme” exam for each “Thematic” course they have taken more than 10-years previously, up to a maximum of three exams total. All exams must be

successfully completed before a student with coursework concluded prior to 10 years ago will be recognized as having “demonstrated currency”.

The exams will be evaluated by a 3-member examining committee comprised of the Graduate Advisor, the department Chair, and recent/current Anth 500 instructor (in the case of the “Anthropology Theory” exam), or recent/current instructor who teaches the graduate anthropology theme topic(s) (in the case of the “Anthropology Theme” exam(s)). In the case that the Grad Advisor or the Chair is also the Anth 500 or Anth Theme instructor, then an active member of the Graduate Committee will be brought in as the third person on the examining committee.

The “Anthropology Theory” exam will be based on the reading list in the most recently offered syllabus of Anthropology 500. An “Anthropology Theme” exam will be based on the reading list from the syllabus of the most recently offered Anthropology Graduate Seminar theme most closely relating to the area(s) of more-than-10-year old coursework.

The examining committee and the student will agree on a date for the exam to commence. The student may ask the Graduate program assistant for a copy of the most recent reading list of the relevant course at any time prior to the exam, but must do so at least one month prior to commencing the exam, at which point the syllabus will be circulated to the examining committee. On the agreed upon exam start date, the examining committee will pose a question to the student that draws on the central learning outcomes of the syllabus that comprised the exam’s reading list. In the exam, students must be able to clearly communicate with respect to the theories and themes addressed in those reading lists, and articulate their views of them in relation to the question posed.

For each exam, the student will have one week to write a 2500 word essay that draws substantively on the material in the reading lists. The exam(s) must be successfully completed prior to the Chair (or Graduate Advisor in the Chair’s place) signing the Letter of Recommendation (LOR) to the Dean of the Faculty Graduate Studies confirming that all degree requirements have been concluded.

The exam essay will be evaluated by the examining committee within two weeks of completion. The evaluation framework is: *acceptable as is*, *acceptable with minor revisions*, *acceptable with major revisions*, or *unacceptable*. If an essay is deemed to require revisions, the examining committee will inform the student, who will have three days to re-submit the revised essay. If all the committee members find the essay to be acceptable (without or after revision) the student will have passed the exam. If the essay is found to be unacceptable (without or after revision), the exam is deemed to have failed. For a student who has failed one or more of these exams, the Graduate Advisor will inform the Faculty of Graduate Studies that coursework older than 10 years is not considered current by the Department of Anthropology, and does not count towards having fulfilled our the degree requirements.

OTHER TYPES OF COURSES

AUDITING COURSES

Audited courses will not appear on the student's official transcript and will not be considered as meeting admission, prerequisite or course requirements for any graduate program. A student may request permission to audit a course by submitting a [Graduate Course Registration Form](#) to the graduate program assistant. Students will need the instructor's (as well as their supervisor's) permission. No grades are given for auditing, although the student will likely be expected to do the work.

DIRECTED STUDIES

Directed Studies courses ([ANTH 590](#) or [ANTH 690/690C, D, E, F, G](#)) are usually courses on topics about which the student's supervisor has particular expertise and relate closely to the student's thesis topic.

The student should discuss the possibility of a Directed Studies course with their supervisor before completing the [Proposal for graduate pro forma course](#) form (Directed Studies). Once completed/signed by both the student and the instructor/supervisor it should be given to the graduate program assistant who will ensure the form is completed with all necessary signatures before submitted to GARO who will take care of the registration.

Graduate level Directed Studies courses must be offered by a member of the Faculty of Graduate Studies (i.e., sessional lecturers are not eligible).

To submit a grade for directed studies, instructor can email anthtwo@uvic.ca with the student's name, class, term and grade (%) and your graduate program assistant will enter it into the system.

COURSES OUTSIDE THE GRADUATE PROGRAM OR HOME DEPARTMENT

In consultation with their supervisor/co-supervisors students may register in courses that are not part of the formal requirements of their graduate program (including courses offered by another department) by completing a [Graduate Course Registration Form](#) and submitting it to their graduate program assistant. This must be done after consultation with the student's supervisor/co-supervisors and is applicable only if the courses will contribute to the research or provide background for the program.

Faculty of Graduate Studies' permission is required for all course work outside of the program area. For undergraduate courses that also have course surcharges in addition to the course fee, the surcharges will apply and will be extra to the cost of the graduate degree.

TO STUDY ELSEWHERE

Students currently registered in a graduate program who wish to undertake studies at another institution for transfer credit toward their graduate degree at UVic must apply in writing to the Graduate Admission and Records Office, specifying the host institution, the exact courses of interest and their unit values.

If permission is granted, the student must either take a leave of absence or register concurrently in a thesis, dissertation or Co-op Work Term at the University of Victoria.

Students must arrange for an official transcript to be sent directly to the Graduate Admissions and Records Office upon completion of the course work.

CANADIAN UNIVERSITY GRADUATE TRANSFER AGREEMENT

This agreement is to provide students in good standing enrolled in a graduate degree or diploma program at a Canadian Association for Graduate Studies member university the opportunity to take courses offered at another member institution for transfer credit to the program at their institution.

Please review the agreement's terms, eligibility, fees etc here and notify your graduate program assistant who will work together with you and GARO to ensure all is done correctly:

https://www.uvic.ca/graduatestudies/forms-policies/data/cugta_form.pdf

WESTERN DEAN'S AGREEMENT

The Western Dean's Agreement grants graduate students of member universities to take courses at another member institution which are not available at their home institution for credit in their graduate programs. A [Graduate program update form](#) must also be submitted to establish which of your program requirements the transfer course(s) will meet.

Please review the agreement's [terms of reference](#) (page 1) and notify your graduate program assistant who will work together with you and GARO to ensure the [form](#) (page 2 & 3) is completed correctly.

COURSES FOR NO CREDIT

Graduate students may request permission to take a course for no credit by submitting a [Graduate Registration Form](#) to their graduate program assistant.

Students will need the instructor's (as well as their supervisor's) permission to take a course for no credit. Students are expected to do the work and will receive a grade, but the grade is not counted toward GPA.

100-299 level undergraduate courses are automatically for no credit.

HUMAN RESEARCH ETHICS

The Human Research Ethics Board ([HREB](#)) ensures that UVic research, and research occurring in academic courses, involving human participants or human biological materials meets the ethical standards required by Canadian universities and national regulatory bodies.

Students conducting thesis research that involves living human subjects must submit, under the name of their supervisor, an application for approval or for a waiver to the HREB. The supervisor needs to open the application on the HREB website and give the student access to the application online. Please note an approval/waiver for archaeological research may be required. Students who intend to conduct thesis research that involves animals (i.e., primatology students) must, through their supervisor, submit an

application for approval or for a waiver to the University's [Animal Care Committee \(ACC\)](#). Please note an approval/waiver even for researching animal bones may be required. The student should check the ACC website or contact them to determine whether an approval/waiver is required. These applications should be submitted well in advance of when the student intends to begin their research, and their supervisor can help them with this task.

The HREB and ACC typically meet once a month and applications must be submitted at least two weeks prior to a scheduled meeting. These committees meet less frequently over the summer months. They frequently request changes or amendments which will require a resubmission of the application for reconsideration at their next meeting. Students should work with their supervisors to submit their application to HREB or ACC at least three months before they plan to begin their research. Research cannot begin until such approvals or waivers have been granted.

The student should discuss this with their supervisor, but if the student is not sure whether their research project requires ethics approval, they should contact HREB as soon as possible. For graduate students in particular, failing to obtain research ethics approval could have serious implications for their thesis or dissertation defense and their ability to graduate.

See [here](#) to find out if you require ethics approval.

The HREB [website](#) sets out exemptions from HREB when an application form is not required. For further information email ethics@uvic.ca.

It is imperative to apply for and receive ethical approval **before** beginning the study and to maintain the approval during recruitment and data collection.

GRADUATE STUDIES COMMITTEES, ADVISERS, AND SUPERVISORS

See full information in the [Academic calendar](#).

RESPONSIBILITIES IN THE SUPERVISORY RELATIONSHIP

Faculty and students are bound by policies set by the University, [Faculty of Graduate Studies](#), and the [Anthropology Department](#).

Faculty of Graduate Studies policies are set out in the [Academic calendar](#) and in policy documents found on the Faculty of Graduate Studies [website](#).

In particular, students and faculty members should read the [Graduate Supervision Policy](#), which outlines the rights and responsibilities in the supervisory relationship.

GRADUATE ADVISOR

See *Graduate advisor* section at the beginning of this handbook.

GRADUATE COMMITTEE

Chaired by the Graduate Adviser, this committee is responsible for tasks such as admission decisions, curriculum deliberations, funding decisions and administration of candidacy examinations.

PRIMARY ACADEMIC SUPERVISOR AND/OR CO-SUPERVISOR

Read about primary academic supervisors and/or co-supervisors in the [UVic Graduate Calendar](#).

DETERMINING YOUR SUPERVISOR

All applicants should contact a potential supervisor prior to admission. The supervisor (or co-supervisors) is confirmed and assigned in the student's offer letter upon entry into the program.

See "[Supervisor-student relationship](#)" webpage on the Faculty of Graduate Studies website for more information.

SUPERVISORY COMMITTEE

NOMINATING THE SUPERVISORY COMMITTEE

- **MA students:** As soon as possible, and no later than April 1st of the first year of the program, the student, in consultation with their supervisor (co-supervisors), should form a supervisory committee by selecting at least **one other faculty member**, typically from within the department as set out in the [UVic Graduate Calendar: Composition of the Supervisory Committee](#). The student should notify the graduate program assistant about the committee structure once set.
- **PhD students:** As soon as possible, and no later than April 1st of the first year of the program, the student, in consultation with their supervisor (co-supervisors), should form a supervisory committee by selecting at least **two other faculty members** – one from within the department and one from outside the department as per the [UVic Graduate Calendar: Composition of the Supervisory Committee](#). The student should notify the graduate program assistant about the committee structure once set.

Identification of faculty members willing and able to serve on a student's supervisory committee is the responsibility of the student and their supervisor and is a prerequisite to continuation in the program. In the case of a student's supervisor being on leave from the university, a co-supervisor must be appointed in consultation with the student. Written confirmation of the appointment should be provided to the student and to the Graduate Adviser and graduate program assistant before the supervisor's leave.

The duties of the committee include recommending a program of study chosen in conformity with the Faculty of Graduate Studies and academic unit's regulations; supervision of the thesis or dissertation; participation in a final oral examination.

The committee may conduct other examinations and will recommend to the Faculty of Graduate Studies whether or not a degree be awarded to a candidate.

All members of the Master's supervisory committee must be on the Faculty of Graduate Studies membership list or be approved by the Dean of Graduate Studies. The graduate program assistant will be able to confirm or arrange a request for the membership.

FGS MEMBERSHIP CATEGORIES

Please see the three different FGS membership categories - regular, associate & affiliate - [here](#).

We want to highlight the affiliate category – this category was used in our department in the past when a community member/leader/scholar joined a graduate supervisory committee, especially when students (Indigenous and non-Indigenous) are working with certain Indigenous Knowledges. A case in point might be in the use of language, or around the incorporation of protocols and cultural knowledge.

The **affiliate membership** is normally granted upon request of the academic unit. Membership lasts either for the duration of study of a particular student or for a maximum of 5 years, if the individual is asked to serve on several student committees. Membership is renewable and comes with only those privileges that the unit recommends and the FGS dean approves. Affiliate members may only serve on supervisory committees. They may not supervise or co-supervise graduate students. Regular members who have resigned their position at UVic may continue to serve on supervisory committees under affiliate status. This includes emeritus professors.

If you wish to have an affiliate member on your committee please contact your graduate program assistant.

MASTER'S DEGREES (WITH THESES IN REGULAR MASTER'S DEGREES PROGRAMS)

All members of the Master's supervisory committee must be on the Faculty of Graduate Studies membership list or be specifically approved by the Dean of Graduate Studies.

The supervisory committee must have at least two members one of whom is the primary supervisor:

- Member #1: The primary supervisor -- must be from the home academic unit
- Member #2: May be a co-supervisor

DOCTORAL DEGREES (IN REGULAR DOCTORAL DEGREE PROGRAMS)

All members of the Doctoral supervisory committee must be on the Faculty of Graduate Studies membership list or be specifically approved by the Dean of Graduate Studies.

The supervisory committee must have at least three members, one of whom is the primary supervisor, one may be a co-supervisor.

At least two of the members must be from the home academic unit. One of the members must be from outside the home academic unit:

- Member #1: The primary supervisor must be from the home academic unit
- Member #2: May be a co-supervisor or a committee member from inside or outside the home academic unit
- Member #3: A committee member from inside or outside the home academic unit

EXPECTED MEETING FREQUENCY

With the supervisor: The frequency with which the student meets with their supervisor will vary depending upon the stage of their program, but they should expect to meet by direct or virtual meeting, or through detailed correspondence, to discuss their progress and research at least twice per term. This period between meetings may be longer during fieldwork.

With the supervisory committee: How often the student meets with their full supervisory committee, by direct or virtual meeting, or detailed correspondence to discuss their progress and research, will vary depending upon the stage of their program, but will normally not be less than once a year for MA students and twice a year for PhD students.

EXPECTED TURNAROUND TIME OF COMMENTS ON THESIS, DISSERTATION OR PAPER

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

Note: dates for delivery and turnaround with comments are arrived at by mutual agreement by student and supervisor/committee members.

FORMAL REVIEWS OF STUDENT PROGRESS

ANNUAL PROGRESS REPORTS

Formal assessment of progress for graduate students is carried out once a year through the Annual Progress Report process. In addition, student progress should be assessed by the student's committee at the proposal defense (MA and PhD students) and at comprehensive exam committee meetings (PhD students). The Graduate Advisor may initiate additional assessments upon the advice of the supervisor or supervisory committee.

As of 2025 FGS is rolling out a new online Annual Progress Review form, which will replace the departmental one. More information coming soon, but in short, the plan is that the new APR process will be:

- Student fills out the first stage of the online form then the form goes to the committee.

- The annual committee meeting is held where the student and committee discuss progress and milestones, and then the supervisor fills out the second part of the online form, which gets submitted to FGS and to the department.

CO-OP

Graduate students are able to participate in cooperative education (Co-op), which is a work-integrated experiential learning program comprising of four-month co-op work terms. This offers many benefits including the development and understanding of workplace competencies that can help them transition from their academic program to employment, an increased professional network, and sometimes a 'recharge' that helps them finish their academic work. While on a co-op term, students maintain full-time student status and continuity of registration.

Sample co-op jobs include: Parks Canada – Park Naturalist, Black Press / UsedVictoria – Social Media and Communications Coordinator, Aboriginal Affairs & Northern Development Canada – Residential Schools Resolution Research Assistant, UVic Welcome Centre – Student Recruiter, Sooke Museum – Museum Assistant.

To learn more about the graduate co-op program see this [webpage](#). Interested students should speak to their supervisors about their interest in co-op, then contact the Anthropology Co-op Coordinator, Anaïs Holdaway – ssco@uvic.ca.

ETHICAL ISSUES AND COPYRIGHT

Ethics issues and copyright considerations will be important for the student to manage as they work through their thesis or dissertation. Please review the following information and [links](#) as you plan your research and before you begin the writing process.

SOCIAL MEDIA

- UVic ANTH Facebook: <https://www.facebook.com/uvic.anthropology>
- UVic ANTH Twitter: <https://twitter.com/UVicAnthro>
- UVic Archaeology Twitter: <https://twitter.com/ArchaeologyUVic>
- UVic ANTH Graduate Student Facebook: www.facebook.com/groups/126692014663885/
- UVic ANTH Graduate Student Profiles: www.uvic.ca/socialsciences/anthropology/people/graduate-students/index.php (to change your profile page please send the updates to anthtwo@uvic.ca)

ADDITIONAL RESOURCES/SERVICES

- **Important Academic Dates:** <https://www.uvic.ca/calendar/dates/>
- **Graduate Student Society (GSS):** <https://gss.uvic.ca/>
- **Office of the Ombudsperson:** <https://uvicombudsperson.ca/>
- **International Students Office:** <https://www.uvic.ca/international/>

- **Support for International Graduate Students:** <https://www.uvic.ca/students/info-for/international-students/index.php>
- **Immigration:** <https://www.uvic.ca/immigration/>
- **Applying for SIN:** <https://www.canada.ca/en/employment-social-development/programs/ei/ei-list/ei-employers-sin.html>
- **Faculty of Graduate Studies:** <https://www.uvic.ca/graduatestudies/>
 - **FGS Checklist for MA & PhD Students**
- **Graduate Student Mental Health**
 - **Graduate Student Health Awareness FB Group:** www.facebook.com/groups/244849375927364/
 - **UVic Student Wellness:** <https://www.uvic.ca/student-wellness/>
 - **Graduate Students Mental Health:** www.uvic.ca/mentalhealth/graduate/index.php
 - **Centre for Accessible Learning (CAL):** <https://www.uvic.ca/accessible-learning/index.php>
 - **Academic Accommodation and Access for Students with Disabilities:**
https://www.uvic.ca/universitysecretary/assets/docs/policies/AC1205_2340.pdf
- **Learning & Teaching Centre (LTSI):** www.uvic.ca/learningandteaching/
 - **Support for TAs and grad students:** www.uvic.ca/learningandteaching/ta/index.php
 - **Learning and Teaching in Higher Education certificate LATHE (for PhD):**
<https://teachanywhere.uvic.ca/teaching-assistants/lathe/>
- **Thesis & Dissertation - support and resources:**
 - **Graduate Studies Thesis & Dissertation:** <https://www.uvic.ca/students/graduate/thesis-dissertation/index.php>
 - **Graduate Student Writers' Community:** <https://onlineacademiccommunity.uvic.ca/gradwriters/>
 - **Dissertation Proposal Preparation (UC Berkeley):** <https://iis.berkeley.edu/node/304>
 - **Center for Academic Communication: reading, writing etc.:**
<https://www.uvic.ca/learningandteaching/cac/>
- **New to UVic/Victoria:**
 - **Uvic Welcome Centre:** <https://www.uvic.ca/campus/tours-and-visits/index.php>
 - **City of Victoria:** <https://www.victoria.ca/EN/main/residents/about.html>
- **BIKEHUB: UVic's bike program:** <https://gss.uvic.ca/about-gss/services/spokes-bicycle-program/>

ANTH FORMS

At the end of this document you will find few internal forms.

- MA/PhD program checklist
- MA thesis/PhD dissertation proposal form
- PhD candidacy exam schedule
- CUPE checklist

Other forms (FGS forms) are found here: <https://www.uvic.ca/graduatestudies/forms-policies/index.php>

- Please don't save an older form – use the link above to download the latest form
- Please complete these forms as much as you can, but then always submit these forms to your graduate program assistant first (do not submit directly to GARO/FGS).

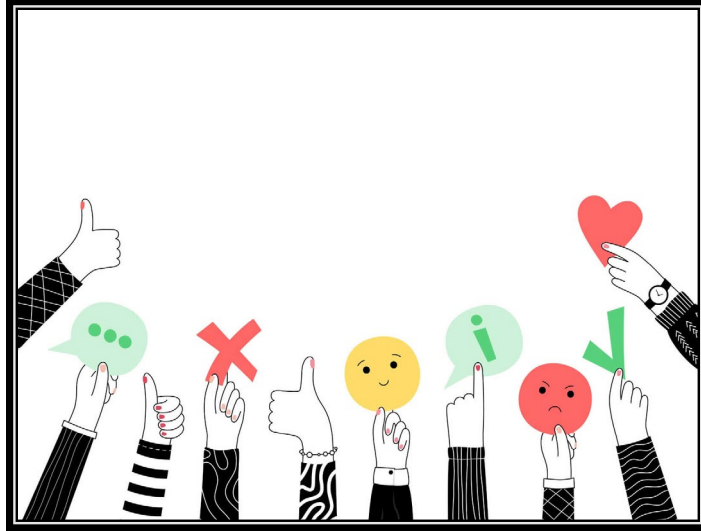


Image by Marina Verdú

If you have any comments or feedback on this handbook, please email the graduate program assistant at anthtwo@uvic.ca.

Thank you.

ANTH MA Completing Your Degree Requirements

Completing your Degree Requirements

Please note this list is put together just as a helpful guide – it is still your responsibility to ensure you are completing your requirements as per the calendar.


7.5 units of course work & ANTH 597 & 7.5 units thesis

Register in ANTH 597 anytime you are registered in fewer than 3.0 units

For more details see the Graduate Handbook

(available on the [ANTH graduate website](#))

Year One

	Orientation	All incoming students get an orientation and get to meet the department and other graduate students – usually in the first week of fall term.
	ANTH 500 (1.5)	<u>Seminar in Anthropological Theory</u> Required for all MA students; offered every fall.
	ANTH 516 (1.5)	<u>Seminar in Anthropological Research Methods</u> Done with student’s supervisor.
	ANTH 5 ____ (1.5)	Two of the following advanced research seminars: ANTH 511 (<u>Inequality, Culture and Health</u>) ANTH 551 (<u>Ecology and Evolution</u>) ANTH 571 (<u>Visual Anthropology and Materiality</u>) or ANTH 585 (<u>Place, Space, Knowledge and Power</u>) Please note that each of these seminars may not be offered every year.
	ANTH 5 ____ (1.5)	
	____ ____ (1.5)	Elective to be taken from within or outside the department with the permission of the student’s supervisor. Core seminars offered each year but not taken by the student as part of their core course requirement may count as an internal elective. Other internal electives are listed in the Calendar under Selected Topics courses and Directed Studies. Upper-level undergraduate courses may count toward these elective units.
	Set Supervisory Committee	As soon as possible, and no later than April 1st of the first year of the program, the student, in consultation with their supervisor (co-supervisors), should form a supervisory committee by selecting at least one other faculty member , typically from within the department. Please notify your graduate secretary of your committee structure once set.
	Ethics Approval	Discuss with supervisor and see Graduate handbook for more details. If required, the approval (or waiver) must be obtained before you begin your research.
	ANTH 597	<u>Thesis Proposal Development</u> This course keeps you registered full time and focuses on the preparation of your thesis proposal. Should be completed in your third term (the summer after your Fall start). Proposal defense to be completed by September 15th of your second year, at the latest. Book room through your grad secretary for the defense.

ANTH MA Completing Your Degree Requirements

Students may choose additional courses in their program from the departmental listings of graduate courses and/or from courses outside the department. Complete Graduate Course Change form and bring to your grad secretary.

Students may take a maximum of 1.5 units of upper-level undergraduate courses. Complete Graduate Course Change form and bring to your grad secretary.

Year Two

	ANTH 599 (7.5)	<u>Thesis</u> Once you complete ANTH 597 you can register in ANTH 599 (Thesis) continuously until you defend. You should aim to have the data collection of your research completed by the end of the first Summer or early in your second Fall term.
	Defense	Each term your graduate secretary will send you out instructions to follow and documents to fill out if you are ready to defend. After defense another set of instructions is sent out.

ANTH PhD Completing Your Degree Requirements

Completing your Degree Requirements

Please note this list is put together just as a helpful guide – it is still your responsibility to ensure you are completing your requirements as per the calendar.


6.0 units of course work & ANTH 612 & ANTH 693 & 20.0 units ANTH 699 (dissertation)

Register in ANTH 693 anytime you are registered in fewer than 3.0 units

For more details see the Graduate Handbook

(available on the [ANTH graduate website](#))

Year One & Two

	Orientation	All incoming students get an orientation and get to meet the department and other graduate students – usually in the first week of fall term.
	ANTH 600 (1.5)	<u>Professional Development in Anthropology</u> Required for all PhD students; offered every other fall.
	ANTH ____ (1.5)	One directed study course: ANTH 690C (<u>Inequality, Culture, Health</u>) ANTH 690D (<u>Evolution and Ecology</u>) ANTH 690E (<u>Method and Theory</u>) ANTH 690F (<u>Visual Anthropology and Materiality</u>) ANTH 690G (<u>Space, Place, Knowledge and Power</u>) Typically done with your supervisor.
	ANTH ____ (1.5)	One advanced research seminar: ANTH 611 (<u>Inequality, Culture and Health</u>) ANTH 651 (<u>Ecology and Evolution</u>) ANTH 671 (<u>Visual Anthropology and Materiality</u>) ANTH 685 (<u>Space, Place, Knowledge and Power</u>) Please note that each of these seminars may not be offered every year.
	____ ____ (1.5)	Breadth of Knowledge: a course in a theme other than the one in which you have chosen to specialize, or in another academic discipline.
	ANTH 612 (1) Fall: _____ Spring: _____ Fall: _____ Spring: _____ Presentation: _____	<u>Graduate Colloquium</u> A compulsory colloquium that meets weekly in the fall and spring semesters. PhD students are required to participate during their two years of residency. Participation includes attendance, assistance with the organization of the colloquia and at least one presentation by the end of the second year of the program.
	Set Supervisory Committee	As soon as possible, and no later than April 1 st of the first year of the program, the student, in consultation with their supervisor (co-supervisors), should form a supervisory committee by selecting at least two other faculty members – one from within the department and one from outside the department. Please notify your graduate secretary of your committee structure once set.
	Language Requirement	If English is your first language, you need to demonstrate proficiency in another language by either: - completing relevant course(s) in the target language (two introductory courses or one upper-level course) or

ANTH PhD Completing Your Degree Requirements

		- passing a written translation exam in the target language. (Aim to do this in your first year so that, if you do not pass it, you can take a language course in your second year).
	Ethics Approval	Discuss with supervisor and see Graduate handbook for more details. If required, the approval (or waiver) must be obtained before you begin your research.
	ANTH 693 (3)	<p><u>Doctoral Candidacy Examinations</u></p> <p>To be completed within the first 9 terms (36 months) of your program, otherwise your registration will be put on hold.</p> <p>The student, in consultation with their PhD committee, will craft three important original comprehensive examination questions related to the student's research area, and answer those questions in written format, drawing upon literature covered in PhD coursework and readings. These three comprehensive papers will be evaluated on a pass/fail basis by the supervisory committee. If one paper is deemed unsatisfactory, the student may revise the paper. If more than one paper is deemed unsatisfactory, the student will not advance to candidacy.</p>
	Comprehensive Exams' Bibliography Lists	<p>Providing the finalized candidacy exam reading lists to the graduate secretary is a requirement for students who entered the program in 2014 and afterwards.</p> <p>Please send an electronic copy of your bibliographies to anthtwo@uvic.ca. It will then be uploaded on BrightSpace and available to other students.</p>
	Dissertation proposal defense	Students will give a 20-minute presentation on their proposal topic and answer questions posed by the supervisory committee. The oral defense will be evaluated on a pass/fail basis.
	Advancement to Candidacy	<p>Notify your graduate secretary once all your candidacy requirements are complete.</p> <p>Advancement to Candidacy requirements are:</p> <ul style="list-style-type: none"> • completion of coursework • language requirement • candidacy exams • preparation and defense of dissertation proposal
Year Three & Four		
	ANTH 699 (20)	<p><u>PhD Dissertation</u></p> <p>Once you complete ANTH 693 you can register in ANTH 699 continuously until you defend.</p>
	Dissertation Defense	<p>Each term the graduate secretary sends instructions to follow and documents to fill out if you are ready to defend. You and your supervisor will discuss the choice of an External Examiner.</p> <p>After defense one final set of instructions is sent out.</p>

ANTH 597: M.A. THESIS PROPOSAL DEFENSE COMPLETION FORM

STUDENT NAME: _____

DATE: _____ STUDENT NUMBER: V00 _____

THESIS PROPOSAL TITLE:

Members of the above student's supervisory committee have reviewed the above named proposal and consider it to be:

- acceptable as submitted
- acceptable with the indicated modifications
- unacceptable

Comments:**Committee Signatures:**_____
Supervisor_____
Second Member (or co-supervisor)_____
Additional Member (if applicable)

Noted for the Department: _____

Graduate Advisor

 Electronic copy to supervisor Electronic copy to student Electronic copy in student's file

PHD DISSERTATION PROPOSAL DEFENSE COMPLETION FORM

To be completed by student:

STUDENT NAME: _____		
DEFENSE DATE: _____	STUDENT NUMBER: _____	
THESIS PROPOSAL TITLE:		
<input type="checkbox"/> Coursework completed	<input type="checkbox"/> Language requirement completed (or n/a)	<input type="checkbox"/> Candidacy exams passed
✓ Please check off above as applicable.		

To be completed by supervisor:

Members of the above student's supervisory committee have reviewed the above named proposal and consider it to be:
<input type="checkbox"/> acceptable as submitted
<input type="checkbox"/> acceptable with the indicated modifications
<input type="checkbox"/> unacceptable

Comments:

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Committee Signatures:

Supervisor

Department Member (or co-supervisor)

Outside Member

Noted for the Department: _____
Graduate Advisor

Electronic copy to supervisor

Electronic copy to student

Electronic original in student's file

PhD Candidacy Exam Schedule

Student: _____	Date: _____
Supervisor: _____	
Committee Members: _____	Email: _____
_____	Email: _____
_____	Email: _____

PhD candidacy exams are normally held in the winter (January) term of the second year in the PhD program. The entire writing process of your essays should take no longer than 6 months. In setting your candidacy exam schedule, please take into account the possibility that revisions to your essays will be required. You will have one week to complete your revision, after which your committee will have two weeks to evaluate it.

Once you have determined the schedule for your candidacy exam, please fill out this form and submit according to the instructions at the bottom of the page. Each time revisions are required, please submit an updated form.

	<i>Essay start date (dd-mmm-yy)</i>	<i>(+ 2 weeks) Essay due:</i>	<i>(+ 2 weeks) Comments due:</i>	<i>(If necessary)</i> <i>Revision start date:</i>	<i>(+ 1 week) Revision due:</i>	<i>(+ 2 weeks) Comments due:</i>
Question 1						
Question 2						
Question 3						

Comments:

This form should be submitted by e-mail to anthgs@uvic.ca, with copies to anthtwo@uvic.ca, the supervisor, and the supervisory committee members. If you need to deviate from this schedule at any point, please inform all individuals listed above immediately.

APPENDIX 'E'
Sample Checklist of Assigned Duties and Approved Work Schedule

In accordance with Article 14.03, the work schedule must be defined in writing at the beginning of the term, and reviewed and adjusted, if necessary, at the mid-term to ensure the required duties are consistent with, and will be completed within, the defined schedule.	
EMPLOYEE:	SUPERVISOR:
POSITION:	CHAIR/DIRECTOR/DESIGNATE:
DEPARTMENT/SCHOOL:	COURSE/PROJECT:
APPOINTMENT DATES:	APPOINTMENT HOURS:

WORK SCHEDULE AND REVIEW

ASSIGNED RESPONSIBILITY (CHECK THOSE APPLICABLE)	HOURS ⁽¹⁾		DAYS/DATES ⁽¹⁾ Known dates of work &/or mid-terms	REVIEWS ⁽²⁾ Indicate any changes to original estimates	
	Per Week or Assignment	Per Term		Mid-Term	End of Term
Mid-Term and End of Term Reviews					
Establishing Grading Criteria					
Grade Papers/Lab/Studio Assignments					
Lead Seminars/Tutorials, Laboratory/Studio Sessions					
Prepare Teaching Materials for Seminars/Tutorials, Laboratory/Studio Sessions					
Teach Courses in the Absence of a Lecturer					
Prepare for Teaching Courses					
Student Consultation, Deal with Grade Complaints					
Prepare for Student Consultations					
Assist to Design Laboratory/Studio Activities					
Prepare Laboratory/Studio Materials					
Attend Supervising Faculty Member's Lectures					
Attend Orientation/Information/Training Sessions					
Assist in Developing Course Outline					
Supervise mid-Term(s) and/or Final Exam					
Mark Mid-Term(s) and/or Final Exam					
Prepare Tests and other Assessment Instruments					
Keep Records					
Lead Field Trips					
OTHER:					
OTHER ⁽⁵⁾ :					
TOTAL HOURS:					

	Employee*	Supervisor	Chair/Director/Designate
Start of Term			
Signature			
Date			
Mid-Term Review			
Signature			
Date			
End of Term			
Signature			
Date			

* If you are filling out the 2nd page, this signature acknowledges those duties & deadlines as well as those on this first page

Assignments details & Instructions on page 2

Assignments to be marked by TA:

Assignment #	Assignment due date:	Date Grades Due to Instructor from TA

Mid-term Exams:

Exam Date	TA required to help invigilate?	Date Grades Due to Instructor from TA

Final Exam:

Exam Date	TA required to help invigilate?	TA required to grade any portion of final exam?	If yes, Date Grades Due to Instructor from TA

INSTRUCTIONS:

1. Start of Term:

- a. Article 14.02 of the TA Appendix dictates the weekly limit for hours of work. The supervisor enters the anticipated distribution of hours by assigned responsibilities.
- b. List the day or days (e.g., M,T,W,R,F) that the duties are to be performed or the anticipated dates of concentrated work (e.g., marking). For self-scheduled work, use 'SS'.
- c. This Checklist is to be completed no later than the 4th week of the term of appointment.

2. Mid-Term Review:

- a. Assistants and their employment supervisor have a joint responsibility to monitor this work schedule, including a review at or about the mid-point of the academic term to ensure that the required duties are consistent with the schedule and that they may be completed within the schedule.
- b. At the mid-term review, the actual hours worked to date are entered.
- c. Employees will make every reasonable effort to work within the maximum hours. If at the mid-term review the total hours are anticipated to be insufficient, departmental procedures will be followed consistent with Article 14.03.

3. End of Term Review:

- a. At the end of the term, the employee and supervisor will review the work schedule to ensure that the duties assigned were consistent with the defined Checklist, that they were completed, and document this on the form. If the work schedule can be monitored in a pragmatic manner, mid-term reviews of work schedules may be waived by mutual agreement for terms of appointment of less than eight (8) weeks.
 - b. Any problems arising from a review will normally be resolved by the employee and the supervisor. Such a resolution may consist of a decrease in the duties or an increase in paid hours. If that is not possible, the Department Chair and the Union must be notified expeditiously so that every effort can be made to assist in finding a solution.
4. If any problem arises that cannot be resolved by the supervisor and employee, it should be referred to the Chair/Director or designate, and the Union.
 5. A performance review may be completed in accordance with Article 22.02 (Performance Review). A copy will be provided to the employee.
 6. Attach additional sheet(s) if required.

COPY TO SUPERVISOR, EMPLOYEE, AND ACADEMIC DEPARTMENT FILE

Form updated June 15, 2023 (by HR Department)