



University  
of Victoria

## New Graduate Program (Masters and PhD) Approval Process (Ministry)

| Step | Action   | Resources   | Who   | Comments  |
|------|--|---|---|---|
| 1    | Consult with Head of academic unit   | Discussion regarding academic planning  | New program lead                            | Head of academic unit to confirm new program as priority.                                   |
| 2    | Consult with Disciplinary Dean   | Discussion regarding academic resource planning   | Head of academic unit                       | Disciplinary Dean to confirm new program as priority.                                       |
| 3    | Meet with the Associate VP Academic Programs (AVPAP) together with Faculty of Graduate Studies (FGS) Dean.   | Discussion regarding resources required for the program & proposed tuition structure. If required, the Non-standard Tuition template is available on the VPAC site. | Head of academic unit and disciplinary Dean | All new programs to be part of Faculty resource planning documentation.                     |
| 4    | Consult FGS Coordinator re FGS approval of template & curriculum   | Templates and guidelines available on the VPAC website.   | Representative of academic unit             | Discuss process/timelines for approval of completed template & curriculum changes.          |
| 5    | Create Quali entry with appropriate approval workflow.<br><br>Senate Committee on Curriculum (SCC) approval required.                                | Quali   | Academic unit                               | Discuss documentation and submission to SCC.  |
| 6    | Complete the Ministry and FGS supplemental templates & Non-Standard Tuition Template (if applicable); obtain all required consultation documentation | Approval steps for new graduate programs and templates as per the VPAC website  | Academic unit                               | ***Non-Standard Tuition Template required only where non-standard tuition is being proposed |



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|           | <p>and approvals as indicated on the template.</p> <p>All program proposals require units to complete the IACE consultation template.</p> <p><b>***Ensure external letters of support are included</b></p> |  |   |  |
| <b>7</b>  | <p>Submit completed templates (proposal) to FGS for Graduate Executive Committee approval.</p>   |  | Academic unit   | <p>Academic unit makes a short presentation at GEC and responds to questions. Revisions made as required by GEC.</p> |
| <b>8</b>  | <p>FGS submits the proposal to Senate Committee on Planning for approval / recommendation to Senate.</p>   |  | Dean of FGS submits to AVPAP                          | <p>Faculty Dean or designate makes a short presentation to SCP and responds to questions.</p>                        |
| <b>9</b>  | <p>Proposal submitted for Senate approval by Admin to AVPAP.</p>   |  | AVPAP introduces the new program to Senate            | <p>Dean and academic unit respond to questions about academic content.</p>   |
| <b>10</b> | <p>Proposal submitted for Board of Governors approval by Admin to AVPAP.</p>   |  | VPAC introduces the new program to Board of Governors | <p>Resource allocations must be approved by Board.</p>   |
| <b>11</b> | <p>Submission to the Ministry of Post-Secondary Education and Future Skills for review/approval.</p>   |  | AVPAP's Office  | <p>**Deans and the academic unit will be notified by AVPAP once Ministry approval is granted.</p>                    |