Faculty of Graduate Studies
New Graduate Certificate Template Guidelines

The Proposed New Graduate Certificate template must be completed in order to obtain institutional approval. The guidelines below will assist with the completion of the template. Prior to completion of the template, refer to the New Graduate Certificate Approval Process for step by step instructions on how to obtain approval of the new certificate.

New Graduate Certificate Template Guidelines (up to 5,000 words plus appendices)

A. Identification of certificate
   • Name
   • Location
   • Academic units (Faculties, departments, or schools) offering the new program (All graduate programs are offered by the Faculty of Graduate Studies.)
   • Anticipated start date
   • Name, title, phone number and e-mail address of contact person(s)

B. History and context of the program indicating the value of the new certificate (Use this section to describe the history of your own program and of others in similar areas. Show how the need for the certificate has arisen and is not being answered by existing offerings.)

C. Aims, goals and/or objectives
   • Distinctive characteristics (Show that you are not duplicating what is being done elsewhere and/or that you are adding value to what already exists.)
   • Anticipated contribution to the UVic, Faculty, and academic unit’s strategic plans
   • Target audience, student and labour market demand (Provide evidence for your assertions and citations to your sources.)

D. Admission requirements (Include plans for multiple entry points if applicable.)

E. Areas of specialization and evidence of adequate faculty complement. (Include a table showing anticipated faculty supervision & committee service, taking into account that faculty members go on leaves and students still need supervision.) (Indicate anticipated effect on existing graduate and undergraduate programs.) (Include short faculty cv information in Appendix.)

F. Curriculum design (Include draft calendar curriculum change forms in Appendix.)
   • Schedule of course delivery (Include proposed program design options)
   • Delivery methods
   • Linkages between the learning outcomes and the curriculum design
   • Use and purpose of practica, Co-op, or work terms
   • Residency requirements and anticipated times to completion
   • Policies on student evaluation, candidacy exams, and oral examinations
   • Plans for integration of teaching and research
   • Plans to develop international or Indigenous opportunities or perspectives

G. Enrolment plan for the length of the certificate (Include a table showing ongoing students, anticipated annual intake, and graduates. Show enrolments from start to steady state.)

H. Plans for evaluation of graduate student supervision.
I. Faculty, staff, space and library resources required, including evidence of consultation with UVic Librarian. (Include a table showing income generated and program expenditures.)

J. Include a table of anticipated annual funding amounts and sources for each student in the new certificate in a sample year at steady state.

K. Related certificates in your own or other British Columbia post-secondary institutions.

L. Evidence of support and recognition from other post-secondary institutions, and relevant regulatory or professional bodies, where applicable (Provide copies of letters of support in Appendix.)

**Appendices** (All appendices should be attached as separate documents)
- Short faculty cv’s
- Draft calendar/curriculum change forms (approval is done separately through the curriculum process)
- Letters of support

**Resource Plan for Board of Governors**

Include a summary of the contents of the document including the following elements:
- Strategic relevance (academic unit/disciplinary Faculty)
- Overview/nature of the academic degree
- Alignment with the University’s mission and strategic plan
- Senate/academic considerations
- Demand and availability
- Resource implications
- Other relevant factors