Faculty of Graduate Studies
New Master’s & PhD Degree Program Template Guidelines

A new program is defined as a master’s or doctoral degree that has not been previously granted by UVic.

The Ministry of Advanced Education has expanded the review of new degree programs from BC public degree-granting institutions in order to ensure consideration of the Province’s strategic priorities. The Ministry now assesses:

- whether the proposal meets criteria of mandate and strategic plan; consultation and coordination; labour market and student demand.
- whether the proposal meets criteria concerned with degree program quality.

The New Graduate Degree Program template must be completed in order to satisfy the requirements for UVic’s institutional approval as well as the Ministry approval process. The guidelines below will assist with the completion of the template. Prior to completion of the template, refer to the New Graduate Degree Approval Process for step by step instructions on how to obtain approval of the new program.

New Graduate Degree Program Template Guidelines

Summary Description (one page maximum)

Executive summary description of the proposed degree program, including program objectives and strengths, total program credits, expected time to completion, program concentrations, delivery methods, targeted students, learning outcomes and employment prospects.

Institutional Mandate/Capacity

- Describe how this program fits within the mandate of the institution.
- Indicate how the program supports the current academic and strategic plan of the institution.
- Describe whether the institution has had successful past performance in related program areas over the past three years and provide supporting evidence, such as student outcome surveys or related information that demonstrate satisfaction of students, employers, graduates and receiving institutions.
- Describe the possible impact the program may have on existing programs, resources, services and capacity at the institution. Identify plans for reallocating internal resources.
- Provide an enrolment plan for the program, identifying the projected number of student (full-time and part-time), minimum viable enrolment, and anticipated number of credentials awarded each year.
- Provide the timeframe required to implement the program and the anticipated launch date.
Social and Economic Benefit

- Prioritize whether the degree primarily provides social benefits or economic benefits.
- Describe the potential social, cultural, regional, community, environmental, institutional and intellectual benefits of the program. Provide references to documents that support these statements. If the program advances one or more social goals, policies and/or government priorities, provide details.
- Describe the direct and indirect economic or industrial benefits of the proposed degree program to the student, the community, region or province. If the program advances one or more economic goals, policies and/or government priorities, provide details.
- Provide evidence of consultation with applicable community groups, employer groups and professional organizations as well as the findings resulting from such consultatations.
- Provide evidence that potential employers require a degree to gain employment in the field.
- Describe the labour market demand for the credential. Provide supportable evidence, such as relevant statistical/census employment data relevant to the field, dated employment ads, current employer letters of support, labour force projections from government, industry and professional associations, and employer surveys.
  - Labour market analyses should use the National Occupational Classification (NOC) codes of Human Resources and Skills Development Canada whenever possible to specify relevant occupation destinations of program graduates. Please identify no more than the top five occupation destinations for graduate of the program.
- If the main employer is the provincial or federal government, provide evidence of the relevant ministry’s or department’s support for the program.
- Describe the potential earnings for graduates and provide evidence such as student outcome surveys.
- Indicate whether the proposed degree is preparatory to work in a regulated field. If this is a regulated field, state whether the proposed degree represents a change in the “entry to Practice” standard and provide evidence of consultation with and support from pertinent regulatory/licensing bodies.

System Coordination/Program Duplication

- Identify degree programs with similar learning objectives offered by other post-secondary institutions in BC and briefly explain how or whether this degree will differ from the others.
- Describe the consultation that has occurred with other institutions in BC offering similar programs.
- If there are programs with similar learning objectives or outcomes available in the province, explain why an apparent duplication in programming is warranted (e.g.: demand for graduates exceeds system capacity; the program is unavailable online or within reasonable commuting distance; etc.).
- Outline any plans for collaboration and/or sharing resources and identify the prospective collaborating institutions/organizations.
- Provide documentary evidence such as letters of support.

Student Demand and Outcomes

- Provide evidence of student demand for the program, such as:
  - The results of a survey indicating current student demand for the program. If a survey is used, describe the survey instrument used and questions posed.
  - Student waitlists of comparable programs offered in BC.
• Describe what plans and/or arrangements are in place to establish articulation agreements with other post-secondary institutions in the province. Provide a website link to the institution policy on admissions and transfer.
• If relevant, provide anticipated enrolment figures from other institutions that may have students wishing to articulate in the proposed program.
• Describe the opportunities that graduates of the program have for progression to further study in this field or in professional fields. Provide evidence of consultation with graduate/professional post-secondary programs.
• If non-degree and/or degree programs in the same field are offered at this institution, explain:
  o The expected added value for students taking this proposed degree program (e.g. promotion or employment opportunities) and provide evidence that these anticipated benefits are justified.

Full Program Proposal Guidelines (up to 5,000 words plus appendices)

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

B. History and context of the program (Describe the history of your own program and of others in similar areas. Show how the need for your program 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. Remember to take 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
• Integration experiential learning (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 program (Include a table showing ongoing students, anticipated annual intake, and graduates. Show enrolments from start to steady state.)
H. How do you plan to evaluate 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 program in a sample year at steady state.

K. Related programs 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. **Appendices will not be posted on the Ministry’s public web site.**)

- Short faculty cv’s
- Draft calendar/curriculum change forms (approval is done separately through the curriculum process)
- Letters of support

**Resource Plan for the Board of Governors**

Include a summary of the contents of Stage 2 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