Faculty of Graduate Studies

Welcome!
Grad Advisors
& Grad Secretaries!
Fast Facts

Credentials offered: PhD, LLM, MA, MASc, MBA, MEd, MEng, MFA, MGB, MMus, MN, MPA, MPH, MSc, MSW, DIPL, CRT, PSC.

17.6% of UVic students (Headcounts)
- 26% Doctoral students
- 72% Masters students
- 2% Non-degree, Certificate, Diploma students
- 68% Traditional Academic programs
- 30% Professional Masters program students
- 16.5% INTL students
Total UVic Graduate FTEs

- 2000-01: 1780
- 2001-02: 1868
- 2002-03: 2049
- 2003-04: 2078
- 2004-05: 2075
- 2005-06: 2142
- 2006-07: 2141
- 2007-08: 2224
- 2008-09: 2460
- 2009-10: 2752
- 2010-11: 2838

59.3% increase since 2000-01
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Fast Facts

- 160 regular programs in 46 Academic Units
  - Masters programs in all but Women’s Studies
  - 65% have Doctoral programs
  - Special Arrangements & INTD
  - Graduate Certificate & Diplomas
- Average age 33 yrs
- 850 Regular + >600 Associate & Emeritus Faculty members
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Graduate Students’ Home Faculties

- Business (4.9%)
- Education (13.9%)
- Engineering (13.0%)
- Fine Arts (3.4%)
- Human & Social Dev. (24.0%)
- Humanities (8.8%)
- Law (1.4%)
- Science (13.9%)
- Social Science (16.5%)
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What does Grad Studies do?
Support for Programs, Faculty, Staff, & Students

- Recruitment support
- Program development & support
- Policy development & exceptions
- Mentoring & professional development
- Approval of FGS memberships & Sessional Instructors
- Internal & external scholarships & awards
- Advocacy for better resources
- Problem solving & appeals
- Final oral examinations
- Convocation
What does GARO do?

- An arm of the Registrar’s office
- Administers FGS & Registrar’s policies
  - Refers complicated/academic cases to Dean’s office
- Manages graduate student admissions processes
- Monitors graduate student programs
- Monitors & manages all graduate student records
- Assists with Calendar changes
- Manages degree completions and convocation lists
- Provides advice & feedback to FGS & to academic units
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What do Grad Advisors do?

- Represent FGS in academic unit
- Advise & administer FGS policies
- Coordinate graduate student recruitment & admissions
- Monitor graduate student programs
- Support graduate student supervision
- Make recommendations for scholarships & awards
- With unit head, recommend faculty for FGS membership
- Assist with academic program development
- Assist with problem solving & appeals
- Monitor oral examinations & degree completions
- Attend FGS meetings
- Provide advice & feedback to FGS
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What do Grad Secretaries do?

- 1st stop for Graduate Students, Graduate Advisors, Regular and Associate Graduate Faculty
- Administer FGS policies in academic unit
- Support graduate student recruitment & admissions
- Monitor graduate student programs
- Support graduate student supervisors
- Provide support for scholarships & awards
- Keep FGS memberships up to date
- Assist with academic program development
- Assist with problem solving & appeals
- Assist with oral examinations & degree completions
- Provide advice and feedback to FGS
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How can you support student success?

- Participate actively in recruitment & retention
- Be a proactive mentor for your students
- Teach & model culture along with content
- Ensure clear & consistent program expectations
- Assist with student applications for awards
- Celebrate student successes
- Stay in touch with FGS
- Know the rules!
- Ask for help when you’re unsure!
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Students Today Want & Expect

- Quick response time
  - Instant response is their norm
- Convenient & constant access
  - 24/7 is their expectation
  - Easy-to-find information
- To be treated as an individual
  - Every student wants to feel special
- Personal relationships
  - Personalized attention is essential
  - Create lasting good feeling
- High tech everything
  - The plugged in generation
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What Should You do?

- Pay attention to recruitment and retention
- Know what’s in the UVic Grad Calendar
  - Pay attention to details.
  - Do it right the 1st time.
- Use the FGS web site http://web.uvic.ca/gradstudies/
- Know the “Responsibilities in the Supervisory Relationship Policy” http://web.uvic.ca/gradstudies/students/supervisor.php
- Be proactive when things don’t feel right
  - Use the Graduate Advisors’ sharepoint
  - Help each other. Be a buddy/mentor.
  - Call on us. We’re here to help you!