



GRADUATE ADMISSIONS AND RECORDS
UNIVERSITY OF VICTORIA
PO BOX 3025, STN CSC
VICTORIA BC V8W 3P2 CANADA

INDIVIDUAL GRADUATE PROGRAMS BY SPECIAL ARRANGEMENT INSTRUCTIONS AND WORKSHEET FACULTY OF GRADUATE STUDIES

Introduction

When a student wishes to pursue research in an area that has not been formally approved as a graduate degree program by the University of Victoria Senate, it is sometimes possible to get a unique proposal approved by “Special Arrangement”.

Individual Graduate programs by Special Arrangement are subject to all of the usual Faculty of Graduate Studies regulations. Applicants are advised to review the University of Victoria Calendar for details on admission, academic requirements, fees, and other regulations before beginning the process of applying for an Individual Graduate Program by Special Arrangement.

This document is meant to serve as a framework for applicants proposing an Individual Degree by Special Arrangement. The topics covered will assist in developing a course of studies and the mutual expectations of both the student and the supervisory committee. Both you and your supervisor should keep a copy of the worksheet for future reference.

Once you and your committee have established your program requirements, a copy of the “Individual Program by Special Arrangement” form should be made by the student and supervisor, and the signed original submitted as part of the application for admission.

Faculty members may have limited experience in setting up Individual Graduate Programs by Special Arrangement proposals, and the department may be able to offer little or no infrastructure support such as graduate advisors or secretaries.

Quick list of steps in arranging an Individual Graduate Program by Special Arrangement

1. Determine that you are admissible to Graduate Studies at the University of Victoria by reviewing the admission requirements in the calendar.
2. Determine that your program could not be undertaken in any established graduate program at the University of Victoria by reviewing the calendar and speaking with graduate advisors in the departments.
3. Prepare as detailed a draft of your research proposal as possible to give to potential supervisors.
4. Identify potential supervisors using the faculty listings in the University Calendar or the Departmental websites. Arrange meetings or contact suitable potential supervisors by phone or email. (Do not send inquiries to every faculty member in a department. Choose the appropriate contacts.)
5. Work with the supervisor to choose potential committee members. Committee members must be members of the Tenure or Tenure-track (ie. not adjunct) of the Faculty of Graduate Studies.
6. Contact the potential committee members with your proposal.
7. Once you have a committee established, meet or consult with your supervisor and members to indicate their approvals.
8. Prepare the Individual Graduate Program by Special Arrangement proposal form and have it signed by your committee members to indicate their approvals.
9. a) Submit your completed Application for Admission and the Individual Graduate Program by Special Arrangement proposal form, along with your proposal rationale and research plan to Graduate Admissions and Records. If courses are listed which are in departments other than those of the supervisory committee, include written permission from the department to enroll in these courses.
b) Arrange for transcripts and references to be sent directly to Graduate Admissions and Records.

The Faculty and departments are under no obligation to arrange or approve individual graduate programs by Special Arrangement.

Admission Requirements: Applicants for degree programs by Special Arrangement must follow the admission procedures and meet the entrance criteria set out in the Faculty of Graduate Studies Regulations in the University of Victoria Calendar. This includes completion of a recognized undergraduate degree, with a minimum Grade Point Average of 7.00/A-.

Application Deadlines:

April 30 for Sept. entry
Sept. 30 for Jan. entry
Jan. 31 for May entry

Applications and supporting documentation **MUST BE** completed and returned to the Graduate Admissions and Records Office by the appropriate deadline in order to ensure that the application will be processed on time. The Faculty of Graduate Studies may limit the number of Individual Graduate degrees by Special Arrangement offered.

Students who undertake these programs may be required to handle additional administrative detail as support services (graduate advisors and/or secretaries) may not be available.

Application Procedures

The application and approval process typically takes four to six months as the program proposal must be formulated by the applicant and prospective Supervisor, permission for certain courses obtained, and the program approved by the academic unit and Faculty of

Graduate Studies. Approval is not guaranteed. **Courses should not be started without formal approval of the program by the Faculty of Graduate Studies. Applicants are strongly urged to make an appointment with the Graduate Advisor of the department for an information session early in the process.**

1. The applicant should contact the appropriate academic department to determine if there is an interest among potential supervisory committee members. Some departments rarely participate in Individual programs.
2. If there is sufficient interest by supervisory committee members, the student should begin the regular process for admission. This involves an application form, application fee, assessments, and official transcripts from all previous post-secondary institutions.
3. The student must submit a program proposal and rationale for the degree by special arrangement including a completed Individual Graduate program by Special Arrangement form to the Graduate Admissions and Records Office. If courses are listed which are in departments other than those of the supervisory committee, written permission to enrol in those courses must be submitted to Graduate Admissions and Records before the proposal will be forwarded to the Special Arrangement/Interdisciplinary Admissions Committee. The department should also indicate how the student will be funded.
4. The application will be checked by Graduate Admissions and Records and reviewed by the Interdisciplinary/ Special Arrangement Admissions Committee. If approved, a letter of admission and a registration package will be sent to the student. The only official offer of admission is generated by the Graduate Admissions and Records Office. Students should not make plans to attend until such a letter has been received.

The Supervisory Committee

Academic Supervisor

Master's Programs - the committee shall consist of at least two members of the Faculty of Graduate Studies including the Academic Supervisor. At least one member must be from a department with an active regular master's program, one member must have supervised successful candidates for graduate degrees.

Doctoral Programs - the committee shall consist of at least three members of the Faculty of Graduate Studies including the Academic Supervisor. One member must be from a department with an active regular PhD program. Two members must have successful PhD supervisory experience.

The Role of the Supervisor

The supervisor of a program by Special Arrangement is the primary faculty contact for the student. In addition, the supervisor must perform the functions that are normally provided by the graduate advisor in established programs.

The first responsibility of the supervisor is to assist the student in selecting other appropriate members for the committee.

The supervisor should ensure that the proposed committee meets the faculty of Graduate Studies' requirements. The supervisor may take an active or passive role in the recruitment of the other committee members.

The supervisor will then work with the student and committee members to determine an appropriate list of courses for the student's program. These courses will normally be from the departments of the committee members (and generally will be taught by them).

The supervisor plays a key administrative as well as academic role in the student's program. The supervisor will be the person contacted if the student runs afoul of the Faculty of Graduate Studies' regulations. It is the supervisor's responsibility to ensure that Graduate Admissions and Records is notified of any proposed changes (by memo) to the approved program so that the changes may be considered by the Associate Dean of Graduate Studies. Changes are not official until approved by the Associate Dean.

Degree Program

In an Individual Graduate Program by Special Arrangement, the courses and other requirements are established by the members of the Supervisory Committee in consultation with the student. The program must conform to all regulations of the Faculty of Graduate Studies. The proposal consists of a completed Program Proposal form (including signatures of the proposed Supervisory Committee) and proposed rationale for the program. The supervisor should also indicate how the student will be funded. All required courses must be specified on the program form. Courses may be listed as a choice or several options (eg, 1 of PSYC 517, BIOL 550E or ANTH 500- 1.5 units).

Program and Course Designation

The student's official record will indicate the program as Special Arrangement and any project, comprehensive examinations, thesis or dissertation will carry the prefix DEPT.

DEPT 580	Directed Studies
DEPT 597	Master's Comprehensive Examination
DEPT 598	Master's Report/Project (non-thesis)
DEPT 599	Master's Thesis
DEPT 680	Directed Studies (PhD)
DEPT 699	PhD Dissertation

Typical Individual Program by Special Arrangement Master's Program minimum 15 units.

Master's thesis (DEPT 599) 6-9 units
Graduate courses (including directed studies) 9-12 graduate units

Typical Individual Doctoral Graduate Programs by Special Arrangement ***When student already has a Master's degree in the subject***

Dissertation (DEPT 699) 30 units
Graduate courses (including directed studies) 9-12 graduate units

When student does not have a Master's degree in the subject

Dissertation (DEPT 699) 30 units
Graduate courses (including directed studies) 15-21 graduate units

Program Changes

Any changes to a degree program or Supervisory Committee must be approved by the Associate Dean before alternative courses are taken. The reasons for the changes must be given in writing.

Funding

Funding for students in Individual Graduate programs by Special Arrangement is limited to assistance from the academic units.

Proposal Approval

Before an offer of admission can be made, applicants must have a proposal rationale and program approved by the Special Arrangement/Interdisciplinary Committee. This proposal is jointly developed by the applicant and the projected supervisor and requires submission of a completed Special Arrangement Program for Approval form (including signatures of the proposed Supervisory Committee) and a proposed rationale for the program.



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 UNIVERSITY CENTRE
 UNIVERSITY OF VICTORIA
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**INDIVIDUAL GRADUATE PROGRAM
 BY SPECIAL ARRANGEMENT
 FACULTY OF GRADUATE STUDIES**

Refer to the Individual Graduate Programs by Special Arrangement Instructions and Worksheet for further information and deadlines.

Student's Name: _____ Student Number: V00_____

Application for: Print Name Masters PhD

Degree: _____ Department/School: _____

Applicants should follow department deadlines for applications. This package should be received by Graduate Admissions and Records by the following deadlines at the very latest.

April 30 - Sept Entry Sept 30 - Jan Entry Jan 31 - May Entry
THESE DEADLINES ARE FIRM

Entry Point: SEPT JAN MAY

The department will provide the student with a mailbox and access to other services and facilities normally available to students enrolled in graduate programs in that department. On behalf of the department, the undersigned agrees to this arrangement.

Department _____ Name of Department's Chair _____ Signature of Department's Chair _____

SUPERVISORY COMMITTEE:

Master's programs - The committee shall consist of at least two members of the Faculty of Graduate Studies including the Academic Supervisor. At least one member must be from a department with an active regular Master's program, one member must have supervised successful candidates for graduate degrees.

Doctoral programs - The committee shall consist of at least three members of the Faculty of Graduate Studies including the Academic Supervisor. One member must be from a department with an active regular PhD program. Two members must have successful PhD supervisory experience.

Signatures indicate approval of the program listed on the reverse of this form, a commitment to serve on this committee and agreement to admit the student to the above program and entry point.

Committee Members

Name (Please Print)	Signature	Department	Date
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 Supervisor

 Committee member or co-supervisor

 Committee member (required for PhD programs)

 Committee member

 Additional member(s)

PROGRAM DETAIL:

- 1) Attach a program rationale statement indicating why an Individual Special Arrangement Graduate Program is being sought.
- 2) Attach a program proposal with course descriptions.
- 3) Language Requirement (optional): Language(s) _____
Date requirement is to be completed by: _____
- 4) Candidacy Examination (Doctoral programs only): Candidacy format (must be specified): written, oral, both, other _____
Normally to be completed within 36 months of first registration in the program. If a later date is advisable, please indicate the date candidacy examination is to be completed by: _____

The supervisory committee must notify Graduate Admissions and Records in writing as these requirements are completed.

5) Required Courses: Please indicate if any courses are to be taken at another institution or if transfer credit for previously completed courses is being requested. A minimum of half of the program units must be completed at the University of Victoria as a degree candidate in the Faculty of Graduate Studies. Approval for courses at other institutions must be obtained from the Faculty of Graduate Studies prior to enrolling in such courses. Approval for courses in other department must be obtained from the specific departments and included with this form.

DEPT & UNIT VALUE COURSE NUMBER	COURSE TITLE	INSTITUTION (IF NOT UVIC)	
eg, PSYC 500	Advanced Statistics for the Social Sciences	U of Toronto	1.5

Required courses (ie, MUST be completed in order to graduate)

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Elective courses (ie, optional depending on availability/interest). These courses may be specified in groups. For instance: 3 of PSYC501, BIOL504, CHEM512, ENGL500; 4.5 units of graduate electives (****5****), etc.

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Minimum Units in Proposed Program _____

Master's degrees must consist of a minimum of 15 units (12 at the graduate level). Doctoral programs must consist of a minimum of 30 units for students who have a Master's degree, 45 units for students without a Master's degree. **Any subsequent changes to this program must be made by submitting the INTD/SPARR Program Change Form to Graduate Admissions and Records. The student will not be given registration until these program changes have been approved.**

Student's signature: _____ Date: _____

Graduate Admissions and Records Approval: _____ Date: _____

Faculty of Graduate Studies Approval: _____ Date: _____