**September 2023-August 2024**

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## 1. Introduction

This brochure serves as a guide to graduate studies in the Department of Linguistics, supplementing the information provided in the Faculty of Graduate Studies Calendar (http://web.uvic.ca/calendar/GRAD/GPROGS/Ling/PrRe.html#PhPr) and on the Linguistics department website (http://www.uvic.ca/humanities/linguistics/graduate/index.php). It is intended to assist supervisors and graduate students in the successful administration of graduate programs and the fruitful advancement of knowledge. The guidelines here describe what is considered normal practice. They are to be understood in conjunction with the policies and regulations of the Faculty of Graduate Studies. Because of the nature of graduate studies, exceptions to normal procedures may be granted in exceptional circumstances. Any exceptions require the approval of the supervisory committee and the Graduate Advisor of the Department, and often the Dean of Graduate Studies.

## 2. General information

**Who's who in Graduate Studies**

The **Graduate Advisor**, Dr. John Archibald, is the faculty member responsible to the Chair of the Department for the administration of graduate studies within the Department. The Graduate Advisor acts as a liaison between the students and faculty members of the Department and the Faculty of Graduate Studies.

The **Graduate Committee** of the Department is composed of three faculty members and one graduate student. They determine the policies and procedures for graduate studies in the Department within the limitations imposed by the Faculty of Graduate Studies. The faculty members on the committee review applications for admission and make recommendations for awards and financial assistance.

A student's **supervisor** is the faculty member who serves as the student's principal advisor in all matters pertaining to the graduate program. A student cannot be admitted for graduate studies in Linguistics unless there is a faculty member with expertise in the student's area of special interest who is willing to supervise the student's work, and who can accept additional students for supervision.

The **departmental administrative staff**, Maureen Kirby (Departmental Secretary) and Emmanuelle Guenette (Graduate Secretary), are vital to the smooth running of the Department. Pat Szpak (from HCMC) provides technical support, particularly in terms of equipment (check-out) and software/computing.

The **Chair of the Department of Linguistics**, Dr. McGinnis, is the chief administrative officer of the Department.

The **Associate Dean of Humanities** (Research and Graduate), Dr. Alex D'Arcy (humsadr@uvic.ca) provides support to graduate students in the Faculty of Humanities.

The **Dean of the Faculty of Graduate Studies** (FGS), Dr. Robin Hicks, and the **Associate Dean**, Dr. Stephen Evans (gsadean3@uvic.ca), are the final arbiters on all matters pertaining to graduate studies in the Humanities. The Dean admits students to the University's graduate programs, approves students' supervisory committees and programs, sets examining committees, and recommends to the Senate that

a degree be conferred. The Dean is also responsible for allocating University Fellowships and other awards on the recommendation of departments and the Graduate Faculty Awards Committee. **Donja Roberts** is the Linguistics contact for all matters related to graduate student funding (scholoff@uvic.ca).

Administrative staff members in the **Graduate Admissions and Records Office** (GARO) assist the Deans in their duties. **Anne Humphrey** is the Graduate Clerk for Linguistics (grad17@uvic.ca) GARO handles all administrative details of admissions and records (including updating student CAPP reports as they fulfil academic requirements); FGS handles all other matters related to graduate studies: graduate programs (including thesis and dissertation defenses), academic concessions, requests for extensions, etc. Please see the following links for further information:

1. FGS: http://www.uvic.ca/graduatestudies/
2. Graduate Admission and Records Office (GARO): http://registrar.uvic.ca/grad/
3. Information on admission: http://registrar.uvic.ca/grad/admission-checklist.html
4. Information on admission for international applicants: http://registrar.uvic.ca/grad/admission/requirements/international/Internationalstudentinformation.html

**The university calendar**

This publication, which is available online (http://www.uvic.ca/calendar/), defines terms and lays out University regulations. The section entitled 'General Information' at the beginning of the Calendar contains information pertinent to all members of the University. The section of the Calendar under the heading 'Faculty of Graduate Studies' contains the regulations and requirements for all aspects of graduate study, including information on admissions, registration, academic standards, appeal procedures, work permits, and so on. There are separate sections in the Calendar concerning graduate programs in specific departments, including Linguistics, which detail their respective regulations and policies, the specializations of graduate faculty members, and graduate course offerings.

**Programs and Degree Checklists**

The Department supports two MA programs (Applied Linguistics and Linguistics) and a PhD program (Linguistics). The MA in Applied Linguistics also has two streams: project-based and thesis-based (see Section 5 below). All programs require students to become familiar with previous research in their chosen field of study and to demonstrate an ability to carry out research. A doctoral program requires the planning and completion of independent and original research leading to the advancement of knowledge in the discipline.

Each student's program encompasses coursework in the core areas of linguistics and in an area of specialization. The results of the research are presented in a Major Research Paper (MRP) (project-based MA in Applied Linguistics), a thesis (thesis-based MA in Applied Linguistics or MA in Linguistics) or a dissertation (PhD), each of which requires an oral defense.

The following checklists can be used to help students keep track of progress through their programs. The items in these checklists are discussed more fully in Sections 7-11 of this brochure.

### MA in Applied Linguistics

The MA in Applied Linguistics takes a minimum of one or two years depending on the degree option (see Section 5 under Master's in Applied Linguistics)

| | | |
|---|---|---|
| ____ | Program Form / CAPP Report | (in the first term) |
| ____ | Committee Fully Established | (in the first term of thesis work) |
| ____ | Credit Units Completed | (as detailed in the CAPP Report) |

*The MA in Applied Linguistics program includes the following minimum course requirements:*

| | | |
|---|---|---|
| ____ | Ling 573, 574, 575 | (4.5 units) |
| ____ | Two of Ling 503/508, Ling505/510, Ling 504 | (3.0 units) |
| ____ | Two electives (for project-based MA only) | (3.0 units) |

For course options, see the Graduate Calendar (http://web.uvic.ca/calendar/grad/index.html). Project-based MA students may include 1.5 units from relevant 400 or 500 courses in other departments determined in consultation with the student's supervisor. Thesis-based MA students must take all their electives at the graduate level.

____ GPA Requirement (a B+ average must be maintained in each session)

____ Language Requirement

____ Thesis* or MRP Proposal**

____ Oral Presentation Requirement

____ Submission of Thesis or MRP to Committee Members

____ Oral Defense of Thesis or MRP

____ Final Submission of Thesis to Graduate Admissions and Records (thesis-based program only)

** While doing a thesis, students register in LING 599.*
*** While doing major research paper (MRP), students register in LING 598*

### MA in Linguistics

The MA in Linguistics is a two-year program*

| | | |
|---|---|---|
| ____ | Program Form / CAPP Report | (in the first term) |
| ____ | Committee Fully Established | (in the first term of thesis work) |
| ____ | Credit Units Completed | (as detailed in the CAPP Report) |

*The MA program includes the following minimum course requirements:*

| | | |
|---|---|---|
| ____ | Two of 503/508, 505/510, 504 | (3.0 units) |
| ____ | Three other graduate-level courses | (4.5 units) |

For course options, see the Graduate Calendar (http://web.uvic.ca/calendar/grad/index.html).

- ____ GPA Requirement (a B+ average must be maintained in each session)
- ____ Language Requirement
- ____ Thesis Proposal**
- ____ Oral Presentation Requirement
- ____ Submission of Thesis to Committee Members
- ____ Oral Defense of Thesis
- ____ Final Submission of Thesis to Graduate Admissions and Records

**The University requires that Master's programs be completed within five years.*
*** While doing a thesis, students register in LING 599.*

**PhD in Linguistics**

The PhD in Linguistics is a four-year program*

| | | |
|---|---|---|
| ____ | Program Form / CAPP Report | (in the first term) |
| ____ | Committee Fully Established | (in the first term of dissertation work) |
| ____ | Credit Units Completed | (as detailed in the CAPP Report) |

Students without the equivalent of Ling 503 or Ling 505 in their previous program will have these courses added to their requirements.

*PhD programs include the following minimum course requirements:*

| | | |
|---|---|---|
| ____ | Ling 601 Current Directions in Syntactic Theory | (1.5 units) |
| ____ | Ling 602 Current Directions in Phonological Theory | (1.5 units) |
| ____ | Three other graduate level courses | (4.5 units) |
| ____ | GPA Requirement (a B+ average must be maintained in each session) | |
| ____ | Language Requirement (i) | |
| ____ | Language Requirement (ii) | |
| ____ | Candidacy Requirement within the first two years of registration | (3.0 units) |
| ____ | Oral Presentation Requirement | |
| ____ | Dissertation Proposal*** | |
| ____ | Submission of Dissertation to Committee Members | |
| ____ | Oral Defense of Dissertation | |
| ____ | Final Submission of Dissertation to Graduate Admissions and Records | (19.5 units) |

**The University requires that Doctoral programs be completed within seven years.*
*** While doing candidacy, students register in LING 693.*
**** While doing dissertation, students register in LING 699.*

# 3. Admissions

**Admissions**

The Admissions page of the Linguistics > Graduate website has detailed information on the application process, as well as on what materials should be included in the application: http://www.uvic.ca/humanities/linguistics/graduate/apply/index.php

When an application dossier is complete, or nearly complete, GARO checks that the applicant meets the university-wide admission requirements (http://web.uvic.ca/calendar2017-09/grad/admissions/index.html). If so, they forward the dossier to the Department for review. The faculty members of the Departmental Graduate Committee consider each file and determine a) whether an applicant has suitable background training and meets the department's academic standards (see below), and b) whether the interests of a potential supervisor match those of the applicant. In making recommendations for admissions, the Department is guided by considerations related to supervisory capacity and available funding. Recommendations from the Department are forwarded to the Faculty of Graduate Studies, which officially issues offers of admission. All applications must be complete by **15 January** for admission the following September. Applications submitted by these deadlines are considered for the Graduate Fellowships that the University awards to incoming students each year.

Although in theory it is possible to enter the program at the beginning of any term, September entry is advised. Many of the courses listed for the Spring Semester have prerequisite courses that are offered only in the fall. Graduate courses are seldom offered in the Summer Session.

Students are strongly encouraged *not* to complete all of their degrees at the University of Victoria because they should be exposed to a greater variety of influences and approaches in their educational careers than is available at a single university. Those students wishing to begin a PhD program in the Department after they have completed their Master's degree, or wishing to transfer from the Masters' program to the PhD program, must reapply for admission in the same way that other applicants do.

**Admission requirements**

It is expected that people accepted into graduate programs in Linguistics or Applied Linguistics will have a previous degree in Linguistics or in Applied Linguistics (depending on the degree program). Applicants for doctoral studies normally will not be admitted unless they have a Master's degree in Linguistics. Those applying for admission to either Master's program must have a minimum B+ average in the final 30 units of credit (or equivalent) of their Bachelor's degree; an A- average at the MA level is required for those applying for the PhD. According to UVic regulations, students cannot repeat a program they have already completed. This means, for example, that someone who already has an MA in Applied Linguistics from another institution is not normally eligible to register in the UVic Linguistic department's MA in Applied Linguistics program.

**English proficiency**

Applicants whose first language is not English should consult the Faculty of Graduate Studies regulations in the University Calendar concerning the language proficiency requirements: http://www.uvic.ca/graduatestudies/admissions/admissions/beforeapplying/language/index.php
Note that the Linguistics department requires higher scores on English proficiency tests than does the Faculty of Graduate Studies:

- **TOEFL**: the minimum score is **600** on the standard paper-based test, **250** on the computer-based test, or **100** on the internet-based test
- **IELTS**: the minimum score is **7 on each component** of the test

**Applicants lacking a background in Linguistics**

On the basis of their promise as students of Linguistics, applicants who lack aspects of the expected background are, under **rare** circumstances, admitted into the graduate programs. These students are required to satisfy the prerequisites for graduate coursework by adding undergraduate courses to their programs. Their programs therefore can be expected to take longer to complete than is normal.

Further information on the application process, including required application materials, can be found on the Linguistics Graduate website:

http://www.uvic.ca/humanities/linguistics/graduate/apply/index.php

In addition, the following websites provide comprehensive information on the general UVic application process:

1. Information on admission: http://registrar.uvic.ca/grad/admission-checklist.html
2. Information on admission for international applicants: http://registrar.uvic.ca/grad/admission/requirements/international/Internationalstudentinformation.html

## 4. Financial assistance

There are five main types of **UVic-internal financial support**: 1) FGS Fellowships and Awards, 2) Donor Awards, 3) Teaching Assistantships, 4) Research Assistantships, and 5) Travel Grants. Students are normally base-funded through a combination of 1-3 above.

In addition, students are often eligible for **external funding**, e.g. SSHRC funding for Canadian permanent residents and citizens (see below).

**Guiding principles**

In our department, we aim to provide all of our graduate students with an equitable funding base, while also rewarding outstanding students. Practically, this is how we proceed with respect to funding:

- All graduate students without external funding receive **FGS fellowships and awards** of approximately the same amount, within the limitations of FGS regulations regarding GPA requirements
- **Graduate Entrance Awards** and **President's Research Fellowships** are awarded to outstanding students (the former to top incoming students; the latter to recipients of Tri-Council funding, e.g., SSHRC)
- Outstanding students are nominated for **UVic Donor Awards**. UVic-wide Donor Awards are highly competitive, and hence not guaranteed; Linguistics-specific Donor Awards are awarded within the department, so these are guaranteed for nominated students. **Students cannot normally cannot apply for donor awards themselves**; it is the graduate committee who nominates students.

- All graduate students in their second year and beyond are eligible for **Teaching Assistantships**, which is funded at the department level. The expectation is that students in their second year and beyond TA for a minimum of approximately 40 hours/term and that TA funding will account for at least ¼ of the funding package specified in the letter of admission.
- **Research Assistantships** are negotiated between students and individual department members, and provide funding in addition to other sources (FGS funding and TAships)
- All graduate students are eligible for travel funding, through the **GSS Conference Travel Grant**

Your **admission offer letter** outlines the details of your funding package; this is where you should start for answering any questions related to your individual funding.

**FGS fellowships and awards**

FGS fellowships and awards are awarded by the department/university. Eligibility for different types of fellowships and awards are provided below.

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### University of Victoria Fellowships and Graduate Awards

UVic Fellowships and Graduate Awards (Tier 1 and Tier 2) are awarded competitively each year to students entering and continuing in the department. FGS funding is normally limited to two years for the thesis-based MA programs and four years for the PhD program. Information on these two types of funding, including eligibility and amounts, can be found here:

Fellowships:
http://www.uvic.ca/graduatestudies/assets/docs/docs/UNIVERSITY%20OF%20VICTORIA%20GRADUATE%20FELLOWSHIP%20REGULATIONS.pdf
Graduate Awards:
http://www.uvic.ca/graduatestudies/assets/docs/docs/Grad%20Award%20Regulations.pdf

Assuming good academic standing (cumulative GPA of 7.0 for UVic Fellowships and Tier 1 Graduate Awards and 6.5 GPA for Tier 2 Graduate Awards), incoming thesis-based MA students can expect to receive a minimum of $8,000 in FGS funding in Year 1; incoming PhD students can expect to receive a minimum of $10,000 in Year 1. Funding in subsequent years is subject to satisfactory academic progress. Again, assuming good academic standing, MA students in Year 2 can expect to receive a minimum of $5,000 in FGS funding; PhD students in Years 2-4 can expect to receive a minimum of $7,000 in FGS funding. These amounts (Year 2 for MA and Years 2 and above for PhD) may be supplemented by TA and RA funding.

### Graduate Entrance Awards

GEA entrance awards are worth $5,000 and are for recruiting excellent graduate students to the department. We typically offer two $5,000 GEAs, one to an outstanding MA student and one to an outstanding PhD student.

### President's Research Scholarships

Students who are Tri-Council award winners (e.g. SSHRC, NSERC) receive a 'top up' scholarship of $5,000. Typically, this comes in the form of a President's research scholarship, and which is offered in lieu of a Graduate fellowship or award.

## Donor awards

***Linguistics-specific awards***

We are fortunate in the Linguistics department to have some wonderful alumni. Thanks to their generous donations, we have been able to set up four Linguistics-specific Donor Awards, each worth approximately **$700-$1000**. These are normally awarded in the Fall, to students selected by the Linguistics Department Graduate Committee. Decisions are based on year (up to Year 2 for MA students and Year 4 for PhD students) and academic standing (minimum cumulative GPA of 7.0).

***University-wide awards***

Again thanks to generous donations, UVic offers many Donor Awards (for graduate students in various programs, worth anywhere from about **$300-$10,000**. UVic Donor Awards are also normally awarded in the Fall, and nominations are normally put forth by the Graduate Committee.

On our website (https://www.uvic.ca/humanities/linguistics/graduate/funding/index.php), you will find a list of the donor awards that we have identified as the most relevant to Linguistics graduate students but there may be others - let us know if you find any you think you might be eligible for!, If any of these awards seem like a good fit for you, be sure to talk to your supervisor or graduate advisor about them.

**Teaching Assistantships**

Teaching Assistants at the University of Victoria belong to the Canadian Union of Public Employees (CUPE), Local 4163 (Component 1). Teaching Assistantships are advertised in the summer months based on the Department's projected needs. Students submit a short letter of application and a résumé of relevant experience to the Graduate Advisor, who makes appointments in the summer.

TAships are awarded based on students' expertise and abilities, the stage in their graduate programs, and their level of financial support from other sources. TAships average approximately 50 hours/term (usually over more than one course), for a total of approximately $2,500/year (100 hours * the current union-regulated TA wage rate -currently $27.65). The exact number of hours can vary quite a bit, as a function of needs and demands of courses offered in a given semester.

**Research Assistantships**

Faculty members may hold research grants that fund graduate students as research assistants. These positions are offered by grant holders, on the basis of academic excellence and area of specialization. Students are encouraged to ask their supervisors for possible RA opportunities.

**Travel grants**

### Graduate Student Society Conference Travel Grant

GSS Travel grants are available to full-time graduate students for travel to conferences or for research. You can find out more on the GSS website website: http://gss.uvic.ca/forms-pdfs/grants.

**Other sources of UVic-internal funding**

Any of the Linguistic department's graduate programs can be combined with UVic's **Humanities and Fine Arts Co-op program**, which allows students to incorporate work terms into their studies. This is one way that international students can work, while on a study visa. More information can be obtained by contacting Allison Benner (hufacoop@uvic.ca) or on the co-op website: http://www.uvic.ca/coopandcareer/co-op/about-coop/index.php.

**Work-study** positions are also sometimes (though not regularly) available for graduate students within the Linguistics department. Eligibility is based on demonstrated financial need. More information can be found on the UVic Work Study website: https://www.uvic.ca/registrar/safa/work-study/.

Finally, some students are eligible for **bursaries** through the Student Awards and Financial Aid office (SAFA). Eligibility requirements and other information can be found on the SAFA website: https://www.uvic.ca/registrar/safa/.

**External funding**

Many of our students are also eligible for external awards, for example through the Tri-Council (SSHRC, CIHR, NSERC). Tri-Council Graduate Scholarships are highly competitive, and *only available to Canadian citizens and permanent residents*. The exception is the Vanier CGS, which is available to international students upon nomination by the department and invitation to apply from UVic. **All eligible students are required to apply for Tri-Council funding as part of their program**.

Students who hold major external awards (e.g. SSHRC, CSC) are not normally also eligible for full FGS funding; instead they receive top-up funding (often in the form of a President's Scholarship, currently worth $4,000/year).

You can find out more information about SSHRC scholarships on their website (http://www.sshrc-crsh.gc.ca/funding-financement/umbrella_programs-programme_cadre/talent-eng.aspx), and consult with your supervisor about the application process. Deadlines vary each year, but are always in the fall.

- The deadline for PhD applications is generally in October.
- The deadline for MA applications is December 1.

## 5. Setting a program: the CAPP report

On the application form issued by the Faculty of Graduate Studies, applicants are asked to identify their proposed area(s) of specialization and to give the name of a faculty member with whom they would like to study. On the basis of this statement, an interim supervisor is assigned to each incoming student. Incoming students meet with their supervisors early in the academic year to discuss plans and approaches to their graduate work. Although in most cases, the interim supervisor remains the supervisor, this is not always the case. If a student wishes to switch supervisors, this should be discussed as soon as possible in the student's program.

The supervisor, in consultation with the student and the supervisory committee members, determines the program requirements for each student. The Department has developed a Program Form that students and supervisors should use to record their decisions, available on the Linguistics Graduate webpage:

http://www.uvic.ca/humanities/linguistics/graduate/forms/index.php

This form should be completed annually in September and given to the Graduate Advisor, so that students, supervisors, and the Graduate Advisor can track students' progress towards degree completion.

***Any aspect of the student's program may be amended at any time.*** This may be necessary, for example, if a required course becomes unavailable, or if a change in the supervisory committee is

necessary. In making amendments, the Graduate Advisor notifies the change(s) and requests that the Office of Graduate Records alter the student's program to reflect the change. Approval is usually automatic.

## 6. Annual student progress report

According to the UVic Faculty of Graduate Studies Graduate Supervision Policy (Section 5.11), formal assessment of student progress must be carried out at least annually. Under this policy, Linguistics graduate students meet with their supervisory committee to discuss progress in the program minimally once a year by the end of April. The supervisory committee may also have a follow up meeting. Around the same time, the student and their supervisor will prepare the annual **Student Progress Report** together, and submit it to the Graduate Advisor **no later than April 30**. The original report will be placed in the student's file within the department; copies will be given to the student and their supervisor.

The FGS formal review process requires that your supervisory committee assess your progress to date as 'satisfactory' or 'unsatisfactory' on a measure of the factors outlined below. If progress is deemed to be satisfactory (see below), the next assessment is to be carried out one year later, at the end of the Spring semester (April). If progress is deemed to be unsatisfactory (see below), the student's progress will be assessed again at the end of the Fall term (December). Consistent with the FGS Graduate Supervision Policy (Sections 7-8), the committee will support students to achieve satisfactory progress, through regular meetings and consultation.

Further information can be found on the Student Progress Report, available online (https://www.uvic.ca/humanities/linguistics/graduate/forms/index.php).

## 7. General program requirements

The programs of all graduate students in Linguistics include course requirements, a language requirement, a requirement to present an aspect of their work at a conference or colloquium, the completion of a major research project (MRP), thesis, or dissertation, and a final oral examination. In addition, all programs require that students write a MRP/thesis/dissertation proposal and submit it to the supervisory committee, and in the case of a thesis or dissertation, present the full thesis or dissertation to the University in its final form.

This section includes a brief overview of program requirements. See later sections for more details on the candidacy examination and the thesis or dissertation.

**Master's in Applied Linguistics**

The Department offers thesis-based and project-based Master's degrees in Applied Linguistics. The thesis-based program comprises a minimum of 15 units of credit, including 7.5 units of coursework (= 5 courses), plus a thesis (7.5 units). The project-based program also requires a minimum of 15 units of credit, including 10.5 units of coursework (= 7 courses) plus a MRP (4.5 units).

### Course work

Both programs require LING 573 (1.5 units), LING 574 (1.5 units), LING 575 (1.5 units), and two of LING 503 or 508 (Syntax), Ling 504 (Morphology), and LING 505 or 510 (Phonology) units*. The remaining 3.0 units of the project-based program are drawn from the following: LING 500, LING 504, LING 509, LING

531, LING 570, LING 572, LING 573, LING 576, LING 577, LING 586, LING 592, LING 595, and LING 596 and/or from the following not already selected: LING 503, LING 504, LING 505. Project-based students may include 1.5 units from relevant courses in other Departments determined in consultation with the student's supervisor.

*503 and 505 are taken by students without a previous undergraduate course in these areas; 508 and 510 are taken by students who have completed an undergraduate course in these areas.

All Master's students must satisfy the language requirement and an oral presentation requirement (see below).

### Major Research Paper or Thesis

Project-based students write their MRP in LING 598, which is awarded 4.5 units. The MRP is defended orally, in a formal meeting open to the public. This defence follows FGS procedures on oral examinations and revisions.

Thesis-based students complete their thesis in LING 599. The thesis is awarded 7.5 units of credit; it is defended orally, in a formal meeting open to the public, and must be filed through UVicSpace (https://dspace.library.uvic.ca/). This defence follows FGS procedures on oral examinations and revisions.

**Master's in Linguistics**

The Department offers a thesis-based Master's degree in Linguistics, which typically takes two years to complete. The program comprises a minimum of 15 units of credit, including 7.5 units of coursework (= 5 courses) plus thesis (7.5 units).

### Course work

All students must complete two courses in core areas of linguistic study, selected from LING 503 or LING 508 (Syntax), LING 504 (Morphology) and LING 505 or LING 510 (Phonology)*. All students must also complete at least three elective courses.

*503 and 505 are taken by students without a previous undergraduate course in these areas; 508 and 510 are taken by students who have completed an undergraduate course in these areas.

All Master's students must satisfy the language requirement and an oral presentation requirement (see below).

### Thesis

The thesis is awarded 7.5 units of credit; it is defended orally, in a formal meeting open to the public, and must be filed through UVicSpace (https://dspace.library.uvic.ca/). This defence follows FGS procedures on oral examinations and revisions.

**PhD in Linguistics**

The Doctoral program requires a minimum of 30 units of credit beyond the MA degree. Students should plan on a minimum of four years to complete the degree.

### Course Work

Students must include in their programs at least 7.5 units of coursework at the 500- and 600-level (= 5 courses). All doctoral students must take LING 601 (Current Directions in Syntactic Theory) and LING 602 (Current Directions in Phonological Theory). Other courses are determined jointly by a student and the supervisor. Students without the equivalents of LING 503 or LING 505 in their previous program will have these courses added to their requirements.

All PhD students must satisfy the language requirement and an oral presentation requirement (see below).

### Candidacy

To show a breadth of knowledge in the field of Linguistics and to demonstrate talent as researchers, doctoral students are required to satisfy a comprehensive requirement (also referred to in the Calendar as 'the candidacy examination'). This examination consists of two original research papers, one in the area of phonology or syntax, understood broadly, and the other in an area agreed on by the student and their supervisor. These papers are normally completed in the second year of the Doctoral program (See Section 10 for details). While doing the candidacy requirement, the student registers in LING 693. Information on the details of candidacy process can be found on the Linguistics Graduate website: http://www.uvic.ca/humanities/linguistics/graduate/thesis/candidacy/index.php

### Dissertation

The dissertation (LING 699) is worth 19.5 units; it is defended orally, in a formal meeting open to the public, and must be filed through UVicSpace (https://dspace.library.uvic.ca/). This defence follows FGS procedures on oral examinations and revisions.

**Pro Forma courses ALL DEGREES**

Some graduate courses listed in the Calendar without specification (LING 590, 690) require completion of a Pro Forma application available on through Linguistics graduate website or the FGS website:

Linguistics: http://www.uvic.ca/humanities/linguistics/graduate/forms/index.php
FGS: http://registrar.uvic.ca/grad/continuing/forms/GraduateAdmissionsandRecords-Forms.html

This application details the work to be done in the course, major bibliographic references, and the particulars of course requirements. The student, in consultation with the faculty member offering the course, completes the form. A section title describing the subject matter of the course must be provided on the form. As there may be several sections of each course, a student should check with the Faculty of Graduate Studies office to determine the appropriate section number (A01, A02, etc). The student's supervisor must approve Pro Forma courses. In addition, the Graduate Advisor approves all Pro Forma course offerings.

**Language requirement**

### PhD Students

The Departmental language requirement is intended to ensure that PhD students have the ability to read linguistic literature in, or have a sound knowledge of, two languages other than English in preparation for their research programs. Ideally, students should choose languages relevant for their research, in consultation with their supervisors, to satisfy this requirement.

The requirement for each language is considered satisfied when the student:

1. demonstrates reading proficiency in the language (assessed by a 2-page translation);

2. speaks the language natively;
3. has been educated in the language;
4. has an undergraduate degree with a major in the language;
5. has successfully completed a minimum of the equivalent of 4.5 units of university-level courses in the language, with at least a second-class (B-) average; or
6. has passed the equivalent of a 3-unit, upper-division reading course in the language.

Other mechanisms for assessing the language requirements for special cases may be established. In such cases, however, the student is responsible for putting a proposal together in consultation with their supervisor and submitting it to the Graduate Advisor prior to fulfilling the requirement. The Graduate Committee is then responsible for accepting or refusing the proposal, by considering the relevance of the language chosen to the student's research and the pertinence (and practicality) of the evaluation process suggested.

### MA Students

MA students must satisfy the language requirement for the PhD students (described above), for one language. For master's students continuing on to the PhD at the University of Victoria, the Master's requirement will satisfy one language for the PhD requirement.

**Oral presentation requirement**

All students except those in the project-based MA in Applied Linguistics are required to make a public presentation of their research, either at a conference or a departmental colloquium, and either in the form of a talk or a poster. This requirement is intended to prepare students for oral presentations of their work in broader contexts after their graduate studies at the University of Victoria are complete. (Guest lectures in graduate or undergraduate courses, although they provide excellent experience in public speaking, do not serve to satisfy this requirement.)

Students fulfilling this requirement notify the Graduate Advisor of the conference or lecture venue and submit a copy of the conference program or lecture announcement, together with a copy of the handout or other audio-visual material used at the venue.

**Academic standards ALL DEGREES**

The Department requires graduate students to obtain grades of B or better on all courses that form part of the students' program and to maintain a B+ average across their courses (note that the Department of Linguistics demands a higher standard than the University does).

The university requires that all students achieve a grade point average of at least 5.0 (B) for every session in which they are registered. In addition, every grade of 4.0 (B-) or lower in a course taken for credit must be reviewed by the supervisory committee of the student and a recommendation made to the dean of graduate studies.

If these minimum standards are not met, the student's supervisor or supervisory committee is required to evaluate the student's academic performance. This evaluation includes consultation with the student. A recommendation is then made to the Graduate Advisor (Linguistic department standards) or to the Dean of Graduate Studies (UVic-wide standards) concerning action to be taken to remedy the situation. In the Department of Linguistics, students in this situation are usually placed on departmental probation and have their performance re-evaluated at the end of the following semester. If the student's grades have not improved to the necessary level, the student is required to withdraw from further studies in Linguistics unless there are strong mitigating circumstances.

## 8. The supervisory committee

The supervisor carries the chief responsibility for guiding the academic progress of a degree candidate through the period of study. The supervisor has the major role in setting a student's program and approving amendments to it. The supervisor counsels the student in academic matters and provides guidance to the student on the nature of research and graduate study, the standards expected, the adequacy of progress, and the quality of work.

The supervisor relationship is laid out in detail in the 'Responsibilities in the Supervisory Relationship' document, available on the Grad Studies website:
http://www.uvic.ca/graduatestudies/research/home/yoursupervisor/relationship/

The supervisor, in consultation with the student, nominates other members to serve on the supervisory committee.

**PhD**

- For the PhD degree, the committee is composed of the supervisor (in the Linguistics department) plus at least two members approved by the Faculty of Graduate Studies, one from within and one from outside of the department.

**MA Linguistics**

- For the MA degree, the committee is composed of the supervisor (in the Linguistics department) plus at least one member approved by the Faculty of Graduate Studies.

**MA Applied Linguistics, thesis-based**

- For the MA in Applied Linguistics degree, the committee is composed of the supervisor (in the Linguistics department) plus at least one member approved by the Faculty of Graduate Studies.

**MA Applied Linguistics, project-based**

- For the MA in Applied Linguistics degree, the committee is composed of the supervisor (in the Linguistic department) plus at least one member approved by the Faculty of Graduate Studies.

The supervisor almost invariably serves as the Chair of the supervisory committee. As set out in the University Calendar, the duties of the supervisory committee include 1) recommending a program of study to the student; 2) supervising research projects, the thesis, MRP, or dissertation; and 3) participating in the final oral examination.

In addition to the supervisory committee, the committee examining a thesis or dissertation includes an **external examiner**; further information on selecting the external examiner and on their role can be found in Section 9 (pp. 25-26) of this Graduate Handbook.

**Committee Checklist**

1. Supervisor _____
2. Department Member(s) _____

   _____ (required for PhD)
3. Outside Member _____
   (from another department)
4. External Examiner _____ (see Section 8 below)

**Absence of a supervisory committee member**

Supervisors who expect to be away from campus for an extended period of time are responsible for making suitable arrangements with their students and the Graduate Advisor for the continued supervision of their students or for requesting the nomination of a replacement or interim supervisor. The Faculty of Graduate Studies and the Graduate Advisor should be notified in writing of any such arrangements. If a supervisory committee member is to be away for more than *three* months and this absence is likely to be detrimental to the student's progress, an interim member should be appointed, and the Faculty of Graduate Studies and the Graduate Advisor notified. If the absence is extended (e.g., a study leave), then the member may be replaced.

## 9. Time

**Time to completion**

Approximate timelines for completion of MA and PhD degrees can be found on the Linguistics graduate website, by following the links to individual programs from the following landing page: http://www.uvic.ca/humanities/linguistics/graduate/programs/index.php

The University imposes a number of time constraints on students' completion of programs and degree requirements. For a Master's program, the minimum time permitted is 12 months; the maximum time allowed is 60 months (5 years) from the time of first registration; For a PhD program, the minimum time permitted is two years; the maximum allowed is seven years.

The Master's programs in Linguistics and Applied Linguistics program are ideally completed within two years, with one year principally devoted to coursework and the other to preparing the thesis. The optimum time for completing the project-based Master's in Applied Linguistics is 12 months, but it may take longer. Doctoral programs in Linguistics typically take four to five years.

**Leaves**

Students are permitted to withdraw from the University temporarily, through four different types of leave: 1) personal leave; 2) parental leave; 3) medical leave; 4) compassionate leave. Personal leaves are

the only types of leave that do not stop the clock: in other words, time on personal leave is not deducted from the time allowed for completing the degree requirements. MA students can take up to 3 terms of personal leave; PhD students can take up to 6 terms, as long as they are within the allowable time period for their degree (7 years for PhD; 5 years for MA). Further information on leave can be found on the FGS website: http://web.uvic.ca/calendar2016-05/grad/registration/leaves.html.

Besides the minimum and maximum time limits on degree programs discussed above, the University also imposes deadlines for completing certain degree requirements. A student's entire supervisory committee must have been nominated by the end of the first session after registration for thesis or dissertation research. The University specifies that doctoral students must satisfy the Departmental candidacy requirement within three years of registration in the PhD program. Before the date for the final oral examination can be set, all other degree requirements must have been satisfied.

**Degree completion**

The FGS website has some handy **checklists** for MA and PhD students as they prepare to graduate:
http://www.uvic.ca/graduatestudies/assets/docs/checklists/Checklist%20for%20Master_phD.pdf
https://www.uvic.ca/graduatestudies/assets/docs/docs/ETDSubmissionStepsRevJul14.pdf

The timeline below (p. 20) should allow students to work backwards from the anticipated date of major research paper, thesis, or dissertation defense. Students must keep in mind that they and their supervisory committees work under many types of sometimes-conflicting demands of academic, professional, and personal commitments. Careful negotiations among the three or five members of the examining committee are usually called for to find a date after all of the work has been completed when all parties are available for the defense. Once this date has been confirmed and a room booked (by the graduate secretary), the **Request for Oral Examination** (ROE) form must be submitted to the Faculty of Graduate Studies. When committee members sign the ROE form, they are confirming that they have read a draft of the thesis/dissertation, and feel that is ready to go to defense (**see Defense and Preparing for It** Section on p. 25). This form is available here:
http://www.uvic.ca/humanities/linguistics/graduate/forms/index.php

The Faculty of Graduate studies requires a minimum number of working days' notice of an oral defense. This means that the ROE form must before the defense date by the following minimum times:

- 20 working days for a thesis-based Master's (no ROE is required for a project-based Master's)
- 30 working days for a PhD dissertation

These minimum time requirements ensure that there is sufficient time to announce the defense to the public. In the case of Master's and PhD defenses, the minimum time also ensures that a) FGS has time to line up a chair for the defense and b) an external examiner can be arranged, and with enough time for them to read and comment on the thesis or dissertation.

Before submitting the ROE, the supervisor needs a minimum of three weeks to read and comment on the draft, which the student will typically revise before submitting to the other members of the supervisory committee. Students need to remember that one draft is not usually enough--the times below, therefore, represent the best possible case of needing few revisions. Other supervisory members also need time to read the draft so that their comments can be incorporated into the defense draft version. (Sometimes other committee members receive an earlier draft also.) Most students find themselves making revisions after the defense, so time must also be left for this (and for the supervisor

to read and approve the revisions) before the absolute deadlines outlined in the paragraphs above (Time to Completion) and below (Graduation). See Section 9 below for further information.

**Graduation**

There are strict time limits with respect to when all program requirements must be met for degree completion in a specific term. The following deadlines apply:

- For degree completion in the Fall, all requirements must be met and all paperwork must be filed by the last working day in **December**.
- For degree completion in the Spring, all requirements must be and all paperwork must be filed by the last working day in **April**.
- For degree completion in the Summer, all requirements must be met and all paperwork must be submitted by the last working day in **August**.

Students who just miss these deadlines may be able to make use of the **Completion Postponement Fee Adjustment** (CPFA): students who defend their project within the first **fifteen** days of a term, and submit their final paperwork by the end of the first month of a term, maybe be eligible for the $250 CPFA, in lieu of a full tuition fee payment. Students who make use of the CPFA will not be eligible to graduate in the term in which they defend. Further details can be found on the FGS website: http://www.uvic.ca/graduatestudies/resourcesfor/students/gradreq/.

There are also time limits associated with graduation. Degrees are granted in convocation ceremonies, which take place in November and June. All candidates for a degree must complete a **formal application for graduation**, regardless of whether they intend to attend the ceremony. The graduation application deadlines for spring and fall convocations can be found here:

http://www.uvic.ca/current-students/home/graduating/

**Idealized Defense Timeline for Thesis, Major Research Paper (MRP), and Dissertation programs**

**Writing**

**4-6 months or more before students hope to defend**

Submission of the draft thesis/dissertation to supervisor

**3 months or more before the defense for the thesis and dissertation programs and 1 month or more before the defense for the project-based program in Applied Linguistics**

Submission of the draft MRP/thesis/dissertation to supervisory committee members

**Preparation**

**2 weeks [10 working days] for MA (Project), 4 weeks [20 working days] for MA (Thesis) and 6 weeks [30 working days] for PhD before the defense or earlier[1]**

Completion of all degree requirements
Submission of 'Request for Oral Examination' form
Submission of 1 copy of the draft MA thesis to the external examiner
Submission of 1 copy of the draft MA thesis to the Faculty of Grad Studies
Submission of 1 copy of the draft PhD dissertation to the Faculty of Grad Studies
Submission of 1 copy of the draft MRP (project) to a second reader

**Defending**

**1-8 weeks or more after the defense**

Revisions to thesis/dissertation

## 10. PhD candidacy Requirement

The culmination of doctoral study is the dissertation, a substantial written work of original research. The University requires doctoral students to show their preparedness and aptitude for this task by successfully completing a candidacy requirement. Through the candidacy requirement, students demonstrate that they have mastered the necessary tools to complete a dissertation successfully. These tools include familiarity and facility with the field's core findings, literature, theoretical frameworks, and forms of argumentation.

In the Linguistics department, the candidacy requirement consists of either a substantial research paper, or two candidacy examinations.

Students completing their candidacy requirement must register for LING 693.

## 1. Timeline

Students are normally expected to complete their candidacy requirement by the end the second year of their PhD program. The maximum time for completion of the candidacy requirement is three years from the start of the PhD program.

Information on the candidacy process also appears on the Linguistics graduate website: http://www.uvic.ca/humanities/linguistics/graduate/thesis/candidacy/index.php

## 2. Procedures

When a student registers for LING 693, or beforehand, their supervisory committee is struck. The committee and the student decide collaboratively on one of the two options for the completion of the candidacy requirement (one candidacy paper, or two candidacy exams). This choice is recorded on the Program Form, which the student completes and returns to the department office.

### 2.1 Option A: Candidacy paper

One option for satisfying the doctoral candidacy requirement in Linguistics is to write an original research paper, suitable for presentation at a conference.

#### *2.1.1 Supervision*

The student's doctoral supervisor, in consultation with the student, determines the supervisor of the candidacy paper. The candidacy supervisor, in consultation with the student, then determines the other two committee members, including an internal member (holding an appointment in the department), who is the second reader of the candidacy paper, and a third reader. In the usual case, the candidacy supervisor is the doctoral supervisor, and the second reader is the internal member of the student's doctoral committee. The candidacy supervisor and the second reader provide feedback on the student's candidacy research. The third reader reads and evaluates only the defense draft of the paper.

#### *2.1.2 Proposal*

The topic of the candidacy paper is determined collaboratively by the student and the candidacy supervisor. Broadly speaking, the candidacy paper is designed to set the student on the path to developing a dissertation proposal. For example, it could serve as a pilot study for the dissertation research.

Before beginning work on the candidacy paper, and normally by the beginning of the second year of the doctoral program, students must submit a proposal to the candidacy supervisor and the isecond reader. This proposal can be up to 5 double-spaced pages (no more than 1,500 words), plus a bibliography, outline, and timeline. The proposal must include:

1. The goal of the paper, including how it addresses the topic decided by the candidacy supervisor and the student
2. A brief outline of the research needed to complete the project, including the research questions to be investigated, the theoretical framework and methodology to be adopted, and an overview of relevant existing literature
3. A preliminary bibliography of relevant research on the topic

4. A preliminary outline of the paper, and a timeline of when the research and writing will be completed

### *2.1.3 Submission of drafts*

The candidacy paper is normally completed within two academic terms, including the proposal and the research ethics approval process, if any. While researching the candidacy paper, the student is expected to meet regularly with the candidacy supervisor and may meet occasionally with the second reader. Suggested length of the paper is 35 double-spaced pages (roughly 10,000-11,000 words), including any examples, tables and diagrams, and excluding references.

Once a complete draft of the paper is ready, its formal evaluation begins. The student can submit no more than three complete drafts before participating in an oral defense:

- The candidacy supervisor reads and comments on a complete initial draft of the paper before the student passes a revised draft to the supervisor and second reader.
- The second reader and the supervisor then read and comment on a complete second draft of the paper before the student submits the examination draft to the entire committee, including the third reader.
- The committee then reads the examination draft of the paper.

To expedite the review process, the student is expected to track or highlight changes when submitting more than one draft of the paper to the same reader.

### *2.1.4 Assessment criteria*

The quality of the candidacy paper is assessed by the supervisory committee according to the following criteria. The candidacy paper must demonstrate:

- original research, worthy of publication or presentation at a conference;
- knowledge of the literature and major issues in the field of study; and
- ability to respond to, and think critically about, the relevant literature and major issues in the field of study

### *2.1.5 Oral candidacy examination*

Once the candidacy committee has read the examination draft of the candidacy paper, the student meets with the committee for an oral candidacy examination. At the examination, the student gives a brief presentation, approximately 10 minutes long, to summarize the most important points of the candidacy paper. The members of the candidacy committee then ask the student questions, focusing on the paper and related research areas.
After the question period, the student is excused, and the candidacy committee discusses the paper to determine whether it is acceptable. The candidacy paper, as presented at the oral examination, is assessed as follows:

1. The candidacy paper is acceptable.
    - No further work on the paper is required.
2. The candidacy paper is acceptable subject to minor revisions.

- The student has two weeks to complete the minor revisions, which are then approved by the candidacy supervisor.

3. The candidacy paper must be revised and resubmitted.
   - The student revises the paper (based on written comments from the committee), and resubmits it to the committee.
   - The paper can be revised only once, and the revised paper must be defended within three months of the initial defense.
4. The candidacy paper fails.
   - If the revised paper does not meet department standards, the student is required to withdraw from the PhD program.

Immediately after the meeting of the committee, the supervisor communicates the committee's decision to the student and to the Graduate Advisor. Once a candidacy paper has been judged as meeting the required standard, the student passes the candidacy requirement.

## 2.2 Option B: Two candidacy exams

### *2.2.1 Supervision*

The student's doctoral supervisor, in consultation with the student, determines the membership of the candidacy committee. In the usual case, the candidacy committee members are appointed as the student's doctoral committee.

### *2.2.2 Setting the exams*

The supervisory committee is responsible for setting two candidacy exams in distinct research domains. The candidacy exam process is normally completed within two academic terms. The timing of the two exams (in parallel or in sequence) and the content of the exams is determined by the committee in consultation with the student; for example, one exam could be based on findings from the literature relevant to the topic, and the other on relevant methodological approaches. For each exam, the student is expected to collaborate with the committee in generating a reading list. Based on these readings, the committee sets two exam questions. The student then has one week to write an exam paper responding to one of these questions. This paper must be entirely their own work, written without assistance from the supervisory committee. Suggested length is 20 double-spaced pages (5,500-6,500 words). The committee then reads the exam paper, and the student meets with the committee for an oral examination. The same procedure is followed for the second exam. For exams conducted in parallel, the second exam is normally scheduled within two weeks after the successful completion of the first exam. For exams conducted in sequence, the second exam is normally scheduled within one term after the successful completion of the first exam.

### *2.2.3 Assessment criteria*

The quality of each candidacy exam paper, as presented at the oral examination, is assessed by the supervisory committee according to the following criteria. Each exam paper must demonstrate:

- Knowledge of the literature and major issues relating to the chosen exam question
- Ability to respond to, and think critically about, the literature and major issues relating to the chosen exam question.

### *2.2.4 The first exam*

The first exam paper is read by the entire committee in parallel. The committee has two weeks to read the paper, then the student meets with the committee for an oral candidacy examination. At the examination, the student gives a brief presentation, approximately 5 minutes long, summarizing the most important points of the candidacy exam paper. The members of the candidacy committee then ask the student questions, focusing on the chosen exam question and related research areas.
After the question period, the student is excused, and the candidacy committee discusses the exam paper and determines whether it is acceptable. The paper, as presented at the oral examination, is assessed as follows:

1. The candidacy exam passes.
    - No further work on this exam is required.
2. The candidacy exam fails.
    - The student has one week to retake this exam on a similar or new question, based on the same reading list as the initial exam.
    - Each exam can be retaken **only once.** If a retaken exam paper does not meet department standards, the student is required to withdraw from the PhD program.

Immediately after the oral examination, the supervisor communicates the committee's decision to the student and to the Graduate Advisor.

### *2.2.5 The second exam*

The student must pass the first exam before proceeding to the second. The second exam is scheduled by the committee in collaboration with the student, normally to begin within two weeks of the successful completion of the first exam. The procedures for the second exam are the same as for the first.

When both candidacy exams have been passed, the student passes the candidacy requirement.

### 3. Passing the candidacy requirement

Once a student has passed the candidacy requirement under either Option A or Option B, the candidacy supervisor communicates this to the student and to the Graduate Advisor. The Graduate Advisor then issues a memo of confirmation to the Graduate Admissions and Records Office (GARO), signed by the student's doctoral supervisor and the Chair of the Department of Linguistics.

## 11. The thesis or dissertation

According to the Calendar, the doctoral dissertation must embody original work and constitute a significant contribution to knowledge in the candidate's field of study. It should contain evidence of broad knowledge of the relevant literature, and should demonstrate a critical understanding of the works of scholars closely related to the subject of the dissertation. Material embodied in the dissertation should, in the opinion of scholars in the field, merit publication (http://web.uvic.ca/calendar/grad/admissions/progreqs-doctoral.html#).

A master's candidate must demonstrate a command of the subject of the thesis. A thesis demonstrates that appropriate research methods have been used and appropriate methods of critical analysis supplied. It provides evidence of some new

contribution to the field of existing knowledge or a new perspective on existing knowledge (http://web.uvic.ca/calendar/grad/admissions/progreqs-masters.html#).

Thesis and dissertation guidelines can be found on the Linguistics graduate website: http://www.uvic.ca/humanities/linguistics/graduate/thesis/index.php

**The proposal**

Students in all programs must present a written thesis proposal (of approximately 10 pages) to their supervisory committee members for evaluation and approval as early as possible. Thesis-based MA and PhD students must also defend their proposals orally, in a meeting with their whole committee. The proposal defense includes a brief presentation by the student (10-20 minutes) on their proposed research, followed by questions and discussion. Students are expected to use field-appropriate tools in their presentation, e.g. ppt slides and/or a handout.

There is no regulation as to when the proposal should be submitted. Project-based MA students who wish to complete the program in 12 months should start in the fall semester (September) and finish their coursework in the spring semester. They then develop a topic, find a supervisor, write a proposal, and submit it in the late spring or early summer along with Ethics materials if applicable. Thesis-based MA students normally submit their proposals in the summer after their first year. For doctoral students, this step typically comes shortly after advancing to candidacy.

Generally, a proposal defines the topic and goals of research and the methodology to be used in the study. A partial bibliography and a tentative table of contents for the proposed MRP/thesis/dissertation typically accompany it. For thesis-based MA and PhD students, once all committee members have had a chance to read the proposal, a proposal defense is set: this is a meeting in which the supervisory committee meets with the student to discuss the proposal. At this meeting, the student briefly introduces the proposal and receives suggestions and comments from supervisory committee members on all aspects of the proposal. The committee then decides whether the proposal has sufficient merit and is well thought-out enough for the student to proceed with the next steps. If the result of the proposal defense is negative, then the student may submit a revised proposal within three months. If the proposal is still unacceptable, withdrawal may be suggested.

**Research and (Additional) research funding**

Each student will be guided in major research paper, thesis, or dissertation research by the supervisor and other members of the supervisory committee. It is the responsibility of the student and committee members to make themselves available to each other for discussion of the work in progress, and to give and receive advice and constructive criticism. Often supervisors and students find that establishing regularly scheduled meetings is conducive to progress (see the FGS Graduate Supervision Policy for further information on the duties and responsibility of students and supervisors: https://www.uvic.ca/graduatestudies/assets/docs/docs/policies/Graduate%20Supervision%20Policy.pdf)

Students are encouraged to make use of the excellent resources offered by the University in planning and writing their MRP/thesis/dissertation:

- UVic libraries: http://www.uvic.ca/library/
- Center for Academic Communication: http://www.uvic.ca/learningandteaching/home/home/centre/
- Humanities Computing and Media Centre: http://hcmc.uvic.ca/

- Linguistics department's Speech Research Laboratory and Sociolinguistics Research Lab
- Linguistics department's reading room holdings

Students are encouraged to begin applying for grants and fellowships for research early in their graduate careers, both because the money will be needed for research and also because the skills needed for writing funding proposals are essential to the progress of research and to careers not only in Linguistics, but in most pursuits.

**Working with human subjects and ethics approval**

The Human Research Ethics Board (HREB) of the University has regulations that relate to research involving human subjects. The same is true for granting agencies that fund linguistic research, e.g. SSHRC. Graduate students and all others who conduct experiments, surveys, or fieldwork as part of their academic work are subject to these regulations and must file a **Request for Ethical Review** with the HREB. Key elements of the ethics review are questions concerning the informed consent of research participants, their assurance of being able to leave the study at any time, and the safeguarding of their confidentiality.

The ethics review form is lengthy and requires considerable preparation and attention. Fortunately, the questions are exactly the ones that every researcher must ask when designing a research project. Therefore, apart from filling in the form, little work beyond what must be done for the research itself is called for. The application form and instructions can be obtained online at:
http://www.uvic.ca/research/conduct/home/regapproval/humanethics/index.php

The application comes with detailed and very helpful instructions, and includes with it the ethics guidelines published by the Social Sciences and Humanities Research Council and the terms of reference of the University's Ethics Committee. Your supervisor must initiate the Ethics process on RAIS. Students must complete an ethics training Webinar prior to submitting the application.

An application takes from four to six weeks for review, so it is important to submit the application well in advance of beginning the research.

Most members of the Departmental faculty are familiar with procedures for ethics review and can provide guidance and assistance with the required forms.

**The defense and preparing for it**

The FGS website contains valuable information for graduate students on graduation requirements, including information on thesis structure and formatting, oral examinations, etc:
http://www.uvic.ca/graduatestudies/resourcesfor/students/informationfor/preparingtograduate/index.php

The purpose of the MRP, thesis, or dissertation defense is to ensure that the University's standards have been met for the appropriate degree.

After the MRP, thesis, or dissertation research has been completed, the members of the supervisory committee must approve the defense (pre-final) draft, and all must be provided with identical copies of the MRP, thesis or dissertation. When approval has been given, arrangements for the oral defense can be made. At least 10 working days for the project-based MA, 20 working days for the thesis-based MA and 30 working days for the PhD prior to the anticipated date of the defense, a **Request for Oral Examination** form must be signed by all members of the supervisory committee and sent to the Dean of

Graduate Studies. Completion of this form constitutes notice that the student is ready for the examination and that the members of the supervisory committee have examined the thesis or dissertation and agree that it represents an examinable document. Students are required to login to UVic CourseSpaces (GS 599/699) using their Netlink ID and upload a PDF file of their dissertation.

The most important member of the committee examining the thesis or dissertation is someone who has *not* been involved in the supervision of the work, **the external examiner**. The role of the external examiner is to provide independent evaluation of a student's thesis or dissertation. For a project-based oral defense, there is no oral examiner.

For a Master's thesis, the external examiner is typically someone from within the University but outside the student's department, who has an interest or expertise in the area of the thesis research. They are chosen by the supervisor and student, and are normally contacted by the supervisor directly before submitting the ROE, to ensure that they are available to read the thesis and attend (virtually or in person) the defense.

For a doctoral dissertation, the external examiner must be someone from outside the University who is an authority in the field of research being examined. The student's supervisor provides the Faculty of Graduate Studies with the names of up to two potential external examiners. The name(s) must be provided on the 'Request for Oral Examination' form, but normally the supervisor will obtain the potential examiner's consent to fulfill this role ahead of time. The supervisor must also complete an **External Examiner's Confirmation of Arm's-Length Status** form, for approval by the Dean of Graduate Studies. The Dean of Graduate Studies requires a copy of the *curriculum vitae* of a proposed external examiner from outside the University in order to review that scholar's suitability.

The thesis or dissertation defense is chaired by the Dean of Graduate Studies or the Dean's representative. The person fulfilling this role normally is chosen by the Dean's Office, though a student's supervisor may offer suggestions. For a project-based defense, the Department arranges for the chair, to be confirmed by the Dean's Office, and this may be a member of the Department if he or she is at "arms length" from the student.

The defense begins with the candidate giving a brief presentation of approximately 15-20 minutes, summarizing the most important results of the MRP, thesis, or dissertation. In the case of a thesis or dissertation, the external examiner assumes a major responsibility in the questioning of the candidate, normally being the first on the examining committee to ask questions. The student's supervisor asks questions last. There is often a second round of questions, followed (time permitting) by a round of questions from other members of the audience, starting with members of the Faculty of Graduate Studies.

The examination usually focuses on the thesis or dissertation and research areas directly related to it. At the completion of the question period, the candidate and the audience are excused in order to give the examining committee an opportunity to review the MRP, thesis, or dissertation, as well as the student's performance at the defense. The committee will determine whether the oral examination has been acceptable, and whether the MRP, thesis, or dissertation is acceptable. An oral defense has five possible outcomes, ranging from acceptance of the thesis or dissertation with no (or only editorial) revisions to failure. If minor corrections to the MRP, thesis, or dissertation are required, the student's supervisor alone oversees these revisions. If major revisions are required, all members of the examining committee review the document before it is deemed acceptable. Following the defense, the Chair of the examining

committee makes a report to the Dean. In this report, an exceptionally good thesis or dissertation or an exceptionally poor thesis or dissertation is typically noted.

More information on the oral examination can be found on the FGS website:
http://www.uvic.ca/graduatestudies/resourcesfor/students/thesis/oral/index.php

### The role of the external examiner

As previously mentioned, the external examiner takes the largest part in questioning during the thesis or dissertation defense. In addition, external examiners for PhD candidates must provide a written assessment of the dissertation, which is to reach the Dean of Graduate Studies no later than one week prior to the date of the examination. A copy of this report is made available to the supervisor and the Chair of the examining committee. External examiners are instructed by the Faculty of Graduate Studies that if they have serious doubts about the acceptability of a thesis or dissertation after reading it, these doubts should be discussed with the supervisor well in advance of the examination. The Faculty of Graduate Studies suggests that in such a case it may be appropriate to delay the examination until some of the examiner's doubts can be resolved.

The Dean of Graduate Studies has no funds available for bringing external examiners to the University of Victoria: If a supervisor feels that it is necessary for the external examiner to be present in person, the supervisor is responsible for obtaining adequate funding to cover the external examiner's expenses. Video-conferencing expenses are covered by the Faculty of Graduate Studies.

Since the external examiner for a PhD defense usually will not be present on campus, he or she will not be able to sign the necessary forms immediately following the defense. It is the supervisor's responsibility to ensure that the appropriate documents reach the external examiner and are returned signed after the defense. Faxed or scanned and emailed signatures are acceptable.

### Final submission of the thesis or dissertation

After all revisions for the final version of the thesis or dissertation have been made, it must be uploaded to UVicSpace, UVic's institutional repository (FGS allows for delays in uploading theses and dissertations in cases where all or part of the work is to appear in independent publications – more information can be found on the FGS website: http://web.uvic.ca/calendar2016-05/grad/degree-completion.html).

In addition, two forms must be submitted to FGS: the **Thesis Completion Form** with all the signatures and the **Letter of Recommendation** from the Department stating that all degree requirements have been satisfied and recommending the student for the degree.

The MRP is not submitted to the Faculty of Graduate Studies. MRP does not go on course space.

## 12. Rights and freedoms

Each member of the Department is a member of a number of communities: the community of graduate students, the community of the Linguistics Department, and the University community. Everyone has privileges, rights, and responsibilities that go along with membership in these communities, some of which are briefly mentioned below.

**Collegial rights and responsibilities of students**

The goals of graduate studies are many; however, one of the most important goals for faculty members is producing new colleagues. All graduate students are encouraged to take on collegial responsibilities, from participating in the governance of the Department and the University to organizing the meetings of the Linguistics Circle of the University of Victoria.

At a welcome meeting (**orientation**) for graduate students in September of each year, the Graduate Advisor introduces many of the opportunities that exist for students to serve the University community. They call for nominations for elected graduate student positions on Departmental committees and for volunteers for positions with the Linguistic Circle and the Working Papers of the Linguistic Circle, and urges students to participate fully in the life of the University.

The **Graduate Student Society** also holds an orientation session to introduce graduate students to the facilities at the University of Victoria. Since the format changes from year to year, returning students often attend annually and find the meeting informative.

As part of their graduate programs, students are expected to present their work through publications and presentations. A number of opportunities exist for presenting and publishing papers at the University of Victoria and other universities in the region. The Linguistics Department publishes the annual *Working Papers of the Linguistic Circle* (https://journals.uvic.ca/index.php/WPLC), which is an excellent means of getting articles in print. The Departments of Linguistics at the University of British Columbia, the University of Washington, and the University of Calgary also publish working papers, and they welcome submissions. Each year, one linguistics department in the region hosts the North West Linguistics Conference (NWLC), and sometimes we have the good fortune to have other conferences hosted within easy traveling distance. Such conferences have included the meeting of the Canadian Linguistic Association (CLA), the Western Conference on Linguistics (WECOL), and the West Coast Conference on Formal Linguistics (WCCFL). Major conferences held in our region in the past years include the annual meetings of the American Association for Applied Linguistics (AAAL), the Canadian Association for Applied Linguistics (CAAL), Teachers of English to Speakers of Other Languages (TESOL), Annual Conference of the Canadian Association of Teachers of Chinese as a Second Language, International conference on East Asian Languages, and the Western Conference on Linguistics (WECOL). Other conferences have been hosted by Department members, such as the North American Conference on Chinese Linguistics (NACCL), Workshop on Structure and Constituency in the Languages of the Americas (WSCLA), the Stabilizing Indigenous Languages Conference (co-hosted by the First Peoples' Cultural Foundation, Victoria) (SIL), the Chinook Lu'lu/Gathering, the Dene Languages Conference the International Conference on Salish and Neighbouring Languages (ICSNL), Change and Variation in Canada Workshop (CVC), and the B.C. Teachers of English as an Additional Language Conference( BC-TEAL).

Some conferences/associations have resources available for funding student travel to conferences when the student is presenting a paper e.g. the Canadian Linguistic Association (http://cla-acl.ca/). Graduate student travel funding is also available through UVic's Graduate Students Society (GSS).

**Advice and counseling**

Everyone needs advice and counseling from time to time, on either academic or personal matters. For academic advice, the best sources are likely to be the supervisor, the Graduate Advisor, and offices of the Faculty of Graduate Studies. The Graduate Admissions and Records Office (GARO) is also extremely helpful and knowledgeable about regulations for graduate studies and is expert at interpreting the

Calendar. Regulations do change, so it is very important for each person to take responsibility for their own program by consulting the best sources of information.

### Advising

Your primary "go to" person within the department is your supervisor. He or she can help you navigate through the requirements specific to your program, help you decide on your coursework, and generally support you as you work towards your degree.

The graduate advisor is also always available to guide you and advocate for you. Currently, this is Dr. John Archibald. He can be reached by email at linggradadv@uvic.ca.

Our graduate secretary Emmanuelle Guenette can also help you with the logistic details of your program. To contact her, you can stop by the Linguistics office (CLE D341), call her (250-721-7424) or email her at linggradsec@uvic.ca.

### Academic grievances

While the Department does everything in its power to have each student's program run smoothly, it is possible that a student may have a grievance concerning an academic matter or wish to appeal some academic decision. In all cases, difficulties should be discussed first with the supervisor. The Graduate Advisor and the Departmental Chair also should be consulted, with the aim of reconciling the problem at the Departmental level. If this cannot be done, students can seek advice from:

- The Associate Dean of Graduate Studies: Dr. Stephen Evans (gsadean3@uvic.ca)
- The Associate Dean (Research) of Humanities: Dr. Alex D'Arcy (humsadr@uvic.ca)
- The Office of the Ombudsperson (www.uvicombudsperson.ca)

With respect to the supervisory relationship in particular, FGS's comprehensive Graduate Supervision Policy provides information on expectations (e.g. timely feedback) and responsibilities. It also contains detailed information on resources of various kinds available to students: https://www.uvic.ca/graduatestudies/research/home/yoursupervisor/relationship/

The University has policies on conflicts of interest and harassment that apply to the entire University community, including the Faculty of Graduate Studies. These policy statements are available in departmental and administrative offices on campus. . The Equity and Human Rights Office (website at http://www.uvic.ca/eqhr) is located in the Sedgewick Building, room C115, telephone 721-8488.

It is advisable that whenever possible the grievance should be presented in writing, and the student should expect to receive written replies in return.

### Graduate Student Society and TA Union

As a graduate student at UVic, you are automatically a member of the Graduate Student Society (GSS). The GSS offers a range of services for graduate students and aim to increase graduate student involvement in the university governance system. On their website, you can also access various forms, relating to health and dental insurance, grants, student bus passes, etc.

All teaching assistants are members of CUPE local 4163, component 2. You can read all about your rights and responsibilities in the union's collective agreement, available online: http://www.uvic.ca/hr/assets/docs/labourrelations/collectiveagreements/4163CA%20Comp%201%20and%202.pdf.

### Centre for Academic Communication and Learning and Teaching Centre

The **Centre for Academic Communication** (CAC) (http://www.uvic.ca/learningandteaching/home/home/centre/) offers support to students in writing, reading, speaking, and understanding academic expectations. They offer one-on-one tutorials, workshops, and more. Their free services are available to all UVic students.

**The Learning and Teaching Support and Innovation Centre (LTSI)** (http://www.uvic.ca/learningandteaching/ta/index.php) also offers support for graduate students, specifically for matters related to Teaching Assistantships. They hold an orientation for students every year as well as workshops throughout the year. The LTC also runs the Learning and Teaching in Higher Education program (http://www.uvic.ca/learningandteaching/ta/pro-d/programs/lathe/index.php), available to PhD students. The LATHE certificate provides PhD students with the knowledge and practical skills required to teach effectively in higher education. It is a valuable add-on to any doctoral degree.

### Resources for Indigenous students

Uvic's Office of Indigenous Affairs (INAF) operates out of First Peoples House and offers a number of resources and programs for Indigenous students, including an Elders in Residence program, Indigenous student counselling, Indigenous student welcome and orientation, funding and housing support, etc. More information can be found on the FGS website (http://www.uvic.ca/graduatestudies/home/home/informationfor/indigenous/index.php) and on the INAF website (http://www.uvic.ca/services/indigenous/).

### Resources for International students

The International Students Services office (ISS) provides support for international students studying at UVic, and coordinates programs for all UVic students interested in studying abroad, including help with visa-related processes. Contact information can be found on their website: http://www.uvic.ca/international/home/contact/iss/index.php

### UVic Resource Centre for Accessible Learning

UVic's Centre for Accessible Learning (CAL) offers a wide range of support for students with disabilities, including support accessing courses, obtaining academic accommodations, and addressing barriers to education. To access the resources offered by RCSD, students must be registered, which normally requires documentation from healthcare professionals. The CAL works closely with UVic's Counseling Services – see below. More information can be found on their website: http://www.uvic.ca/services/cal/.

### UVic Counseling services

Being a student certainly has its stresses. Uvic Counselling Services (http://www.uvic.ca/services/counselling/index.php) is there to help you address personal, career and learning concerns, should they arise during your studies.

Among other resources, Counselling Services has recently created a Thesis Writing Starter Kit (http://www.uvic.ca/services/counselling/resources/thesis/index.php), designed to help students write projects, theses, or dissertations. The kit includes information on getting and processing feedback, understanding psychological barriers to writing, finding writing support groups, using concept mapping and writing tools, etc.

## 13. Graduate faculty

**John Archibald**, PhD (Toronto) Second and third language acquisition; phonological acquisition; teaching pronunciation

**Sonya Bird**, PhD (Arizona) Phonetics; Phonology; Salish languages; Athabaskan languages; Indigenous Language Revitalization; second language pronunciation

**Alexandra D'Arcy**, PhD (Toronto) Language variation and change; sociolinguistic theory; historical sociolinguistics; grammaticalization

**Li-Shih Huang**, PhD (Toronto) applied linguistics, English for academic purposes, needs and outcomes assessment, corpus-aided language teaching and learning, strategic behaviours in language-learning and language-testing contexts, and pedagogical material development

**Martha McGinnis**, PhD (MIT) Syntactic theory; comparative linguistics; syntactic interfaces with morphology and semantics

**Hossein Nassaji**, PhD (Toronto) Applied linguistics; instructed second language acquisition; classroom & task-based interaction; corrective feedback; second language research methods

**Suzanne Urbanczyk**, PhD (Massachusetts, Amherst) Theoretical morphology and phonology; Coast Salish languages; language revitalization