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| University of Victoria |
| [Proposed Undergraduate Certificate Title] |
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| Dean’s Name  | Signature Dean:  |
| Contact Name and Number:  |  |
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| Date approved by Department: | Head: |
| Date approved by Faculty: | Dean or Faculty Chair: |

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| **FULL PROPOSAL (up to 5,000 words plus appendices)** |
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| ***A. Identification of new Undergraduate Certificate*** |
| Name, Location, Academic units (Faculties, departments, or schools) offering the new Certificate |  |
| Anticipated Certificate start date |  |
| Name, title, phone number and e-mail address of contact person |  |
| ***B. History and context of the Undergraduate Certificate*** |
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| ***C. Aims, goals and/or objectives*** |
| Distinctive characteristicsAnticipated contribution to the UVic, Faculty, and academic unit’s strategic plansTarget audience, student and labour market demandInclude plans for student recruitment, retention, and success |

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| ***D. Admission requirements*** |
| Include plans for admissions and transfer within BC system where appropriate  |

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| ***E. Areas of specialization and evidence of adequate faculty complement (Include short faculty cv information in an appendix)*** |
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| ***F. Curriculum design*** |
| Schedule of course delivery* Identify the prescribed set of core and prerequisite courses.
* Identify which courses already exist at UVic and which new courses will be implemented as a result of the certificate.
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| Delivery methods (e.g., plans for distance education, or computer assisted delivery) as appropriate to targeted student segmentsLinkages between the learning outcomes and the curriculum designIntegration of opportunities for experiential learning or other forms of civic engagement in the learning opportunity* Describe use and purpose of practica, Co-op work terms, field placements or other forms of experiential learning
* Where work experience or field placements are a component of the Certificate, describe the unit’s plans to develop placement opportunities for students and the level of support that will be extended to students seeking placements.
* Where applicable, describe the anticipated outcomes of the work terms or field placement, how the experience will provide an opportunity to put the stated learning outcomes into practice, and how the students will be evaluated during their placements.
* Opportunities for civic engagement

Residency requirements and anticipated times to completionPolicies on student evaluation, candidacy exams, and oral examinationsPlans for integration of teaching and researchDescribe any plans to integrate international or Indigenous subject matter or perspectives |
| ***G. Enrolment plan for the length of the Undergraduate Certificate (Include a table of anticipated annual intake and graduates including those in any existing certificates)*** |
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| ***H. Funding plan for the length of the Undergraduate Certificate*** |
| Resources required for Faculty appointments* Currently funded faculty resources
* New faculty resources required

Resources required for Staff appointmentsResources required for SpaceResources required from Library(Include evidence of consultation with UVic Librarian) |
| ***I. Related Certificates within UVic or other British Columbia post-secondary institutions*** |
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| ***J. Evidence of support and recognition from other post-secondary institutions, and relevant regulatory or professional bodies, where applicable (Provide copies of letters of support in an appendix)*** |
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Resource Plan for BOG (500 words maximum)

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| Strategic Relevance |
| Overview/nature of the Certificate  |
| Alignment with the university’s mission and strategic plan |
| Senate/academic considerations |
| Demand and availability |
| Resource implications (including resource plan, revenue and expenditure implications) |
| Other relevant factors (including impact and outcomes) |