

University of Victoria

Supplement To the 2012 - 2013 Graduate Calendar

This Supplement contains corrections to the 2012-2013 Graduate Calendar (obvious typographical errors excluded), as well as amendments and new programs approved by Senate and the Board of Governors since publishing. Specific revisions are underlined (new) or ~~crossed out~~ (deleted).

Page 3 - 2012-2013 Academic Important Dates

2nd column - February, 2013 - Add:

11 Monday Family Day1

Page 9 - Counselling Services

1st, 2nd, and 3rd columns - replace complete section:

Counselling Services

Location: Room B270 University Centre Building

Hours: Mon-Fri 8:30-4:30

Phone: 250-721-8341

Web: www.coun.uvic.ca

Counselling Services offers confidential counselling to graduate students who have personal, career, or academic concerns. In addition to limited individual and relationship counselling, Counselling Services provides a wide range of group offerings. For current group offerings, please visit the Counselling Services website.

Personal, Academic, and Career Concerns

Counsellors are available to assist graduate students in their personal and professional development by supporting their ability to maintain balance in their personal and academic lives while pursuing graduate studies. Individuals may work with a counsellor to address such issues as mental health, personal and academic relationships, perfectionism, self esteem, cultural concerns or any concern which might interfere with one's experience as a graduate student.

Indigenous graduate students may access the support of the Indigenous counsellor through Counselling Services.

Specialized Groups:

Graduate Student Career Exploration

Counselling Services offers, in collaboration with Coop Education and Career Services, a Graduate Student Career Exploration Group. Appropriate for both academic and professional career paths, this 8 week group offers information, facilitates self exploration and helps you define your core motivators. Participants will explore research and networking, and effective and sustainable job search. We will utilize standard vocational assessment instruments, individual and group activities. This is open to registered UVic students. The workshop is free, but there is a \$20 testing fee.

Interdisciplinary Thesis Completion Support Group

The Thesis Completion Support Group welcomes graduate students from all disciplines. Its purpose is to create a context for mutual support and encouragement, and a place to problem solve issues related to completing the thesis or dissertation. Past participants have found the group helpful in setting priorities and in making steady progress toward degree completion.

The group engages in discussions of progress, obstacles, goal setting, and problem-solving. Periodically, we welcome guest scholars, drawn from the UVic community, who may discuss their own experience of thesis completion or offer workshops on topics of interest to the group.

Wellness Groups and Workshops

In addition to individual counselling and specialized groups, Counselling Services offers a diverse range of groups and workshops to all registered students. A few of our groups include:

- Managing Anxiety and Panic Attacks
- Depression Management
- Grief and Loss Support

- Yoga to Manage Mood
- Healthy Relationships Support
- Creating Self Workshop
- Relaxation

-Awareness Tools for Mood and Stress

In addition to groups regularly offered, Counselling Services will develop/facilitate groups for specific groups upon request and in collaboration (for example, Thesis support for International Students or Indigenous Graduate Students) Please see our website for a complete listing of groups offered by semester and for contact information regarding specialized group requests. (www.coun.uvic.ca)

Page 15 - FOGS - Executive

1st column - delete

~~Patricia MacKenzie, BSc (Oklahoma Christian), MSW (Brit Col), PhD (Edinburgh), Associate Dean~~

~~Patricia MacKenzie, Associate Dean of the Faculty of Graduate Studies~~

Page 16 - FOGS - Degree Programs

Add degrees to respective departmental listings

Business

MBA+MEng(Mech), MBA+MSc (Computer Science),
MBA+JD

Computer Science

MBA+MSc

Electrical and Computer Engineering

MEng+MBA

Health Information Science

MSc+MN

Indigenous Governance

~~MA+LLB~~

Interdisciplinary Graduate Programs

Jointly-supervised Individual Phd (co-tutelle)

Law

~~LLM JD~~

Mechanical Engineering

MEng+MBA

School of Music

(New) Neuroscience

MSc Phd

Nursing

MN+MSc

Public Administration

MPA+JD

Page 17 - Graduate Certificates and Diplomas

Add the following new programs and notes to the table:

Business

Entrepreneurship (Note: not admitting at this time)

Educational Psychology and Leadership Studies

Learning and Teaching in Higher Education (LATHE) (certificate)

History in Art

Cultural Heritage Management (certificate & diploma)

Indigenous Education

Indigenous Language and Culture Revitalization

Page 28 - Assessment Techniques

2nd column, 2nd paragraph

Assessment techniques may include but are not limited to: assignments; essays; oral or written tests, including midterms; participation in class discussions; seminar presentations; artistic performances; professional practice; laboratory examinations; “open book” or “take home” examinations; and examinations administered by the instructor or Registrar during formal examination periods. ~~Students may not participate in the determination of their own or another graduate student’s grade, in whole or in part, in any course.~~

Graduate students may be asked to reflect critically on their own work or the work of other graduate students; however, in all courses, instructors are responsible for the determination of grades. Graduate students may not grade the work of other graduate students, except that the grading of individual assignments may be delegated, under close instructor supervision, to doctoral student teaching assistants who have completed all of their coursework and passed their candidacy exams. Graduate students may not serve as the instructor of record for graduate students.

Page 30 - Grading Scale

See Appendix I (attached):

Pages 35 - 37 - Tuition and Other Fees

See Appendix II (attached).

Page 37 - Other Graduate Fees

3rd column, the following fees listings are being changed:

~~Master’s thesis: binding only – \$16.05~~

Master’s thesis: binding & microfilming \$40.85 ~~\$3.50~~

PhD dissertation . \$40.85 ~~\$3.50~~

Page 39 - Anthropology

1st column - changes required:

Mailing Address:

Department of Anthropology

University of Victoria

PO Box 1700, STN CSC

Victoria, B.C. V8W 2Y2

Graduate Adviser: Dr. Yin Lam

Phone: 250-721-7051

Graduate Secretary: ~~Rose Choi~~

Page 41 - Biochemistry & Microbiology

3rd column - URL correction

Website: <www.uvic.ca/science/biochem>

Page 46... Business

2nd column - remove duplicate listing

MGB Graduate Secretary: Alyssa Cuthbert

Email: gillasst@uvic.ca

Phone:.....250-853-3746

~~MGB Graduate Secretary: Alyssa Cuthbert~~

~~Email: gillasst@uvic.ca~~

~~Phone: 250-853-3746~~

Page 47 - Business

3rd column - add deadline

MBA and MGB Application Deadlines

The deadline for submitting an application is April 30 for MBA and May 31 for MGB.

Page 49 - Business

3rd column - Correct unit value

MGB 181 (1.0) ~~(0.5)~~

MGB 182 (1.0) ~~(0.5)~~

Page 49 - Business

3rd column

Program Length

Students will normally be expected to complete the program within one year (September to August with a brief orientation prior to the first module).

Page 71 - Earth and Ocean Sciences

2nd column - change of director

Director: Stephen T. Johnston

Page 76 - Economics

3rd column - Co-op (last sentence)

Students require permission from their academic adviser and graduate adviser, as well as the co-op coordinator, to participate in the co-op program. Interested students should contact the Economics Social Sciences Co-op office early in the term in which they are applying. Students are also referred to “General Regulations: Graduate Co-op” on page 31.

Page 82 - Educational Psychology and Leadership Studies

2nd column - Under LATHE - 2nd paragraph

Students normally will enroll in the LATHE program concurrently with their discipline-base Master’s or Doctoral studies. During the certificate, students take ED-D 600 (1.5) ~~Teaching and Learning~~ and Teaching in Higher Education; ED-D 605 (3.0) Educational Psychology; ~~Doctoral~~ Apprenticeship in Teaching in Higher Education; and ED-D 610 (1.5) Contemporary Issues in Higher Education.

Page 91 - Environmental Studies

1st column - Co-op (last sentence)

Interested students should contact the Environmental Studies Social Sciences Co-op office early in their first term. Students are also referred to “General Regulations: Graduate Co-op” on page 31.

Page 94 - French

1st column - Co-op (remove reference to PhD)

Participation in the Co-operative Education program which enables students to acquire knowledge, practical skills for employment, and workplace experience - is optional for

Master's and PhD students. Master's students complete two work terms, and PhD students complete three (a work term consists of four months of full-time, paid employment),

Page 96 - Geography

1st column - Co-op (last sentence)

Students require permission from their academic adviser and graduate adviser, as well as the coop coordinator, to participate in the co-op program. Interested students should contact the Geography Social Sciences Co-op office early in their first term. Students are also referred to "General Regulations: Graduate Co-op" on page 31.

Page 113 - Mathematics

3rd column - change email address:

Email: mathstat@uvic.ca

Page 137 - Political Science

3rd column - Co-op (last sentence)

Students require permission from their academic adviser and graduate adviser, as well as the coop co-ordinator, to participate in the co-op program. Interested students should contact the Political Science Social Sciences Co-op office before the second week of their first term. Students are also referred to "General Regulations: Graduate Co-op", page 31.

Page 140 - Psychology

2nd column - Co-op (last sentence)

Students require permission from their academic adviser and graduate adviser, as well as the coop co-ordinator, to participate in the co-op program. Interested students should contact the Psychology Social Sciences Co-op office before the second week of their first term. Students are also referred to "General Regulations: Graduate Co-op", page 31.

Page 152 - Sociology

1st column - New Graduate Adviser

Graduate Adviser: Dr. Karen Kobayashi

Email: kmkobav@uvic.ca

Phone: 250-721-7574

Page 155 - Sociology

1st column - Co-op (last sentence)

Students require permission from their academic adviser and graduate adviser, as well as the coop co-ordinator, to participate in the co-op program. Interested students should contact the Sociology Social Sciences Co-op office before the second week of their first term. Students are also referred to "General Regulations: Graduate Co-op", page 31.

Page 160-164 - Research Centres

Note changes to the following Centres:

Page 160 - Centre for Addictions Research of BC

Correction in first paragraph:

The mission of the Centre for Addictions Research of B.C. (CARBC) is to create an internationally recognized centre, distributed across B.C., that is dedicated to research and knowledge exchange on substance use abuse, harm reduction, and addiction.

Page 161 - Centre for Asia-Pacific Initiatives (CAPI)

Revise the faculty list order:

Helen Lansdowne, MA (UVic), Associate Director

Robyn Fila, MA (Linkoping), Program Manager

Guoguang Wu, MA, PhD (Princeton), China Program Chair

Page 162 - Centre for Early Childhood Research and Policy

New Acting-Director:

Myer Horowitz, Acting Director

Page 162 - Centre for Global Studies

Director: TBA

Page 163 - Centre for Youth and Society

Add the following staff listing in the following order to follow

Anne Marshall's listing:

Tricia Roche, Manager, Research & Community Partnerships

Stephanie Poje, Research and Communications Coordinator

1st column, 1st paragraph, 1st sentence:

The Centre for Youth and Society, formally established at the University of Victoria in 2002, designs and conducts research anchored by collaborative partnerships with local, national, and international youth serving educational and youth led organizations. Research.....

1st column, 2nd paragraph, 2nd sentence:

...societal circumstances. The Center facilitates brokers university-community partnerships to generate and mobilize.....

1st column, 3rd paragraph, 5th bullet:

• Shape educational practice and policy frameworks in ways that harness the tremendous strengths and capacities of youth.

Page 163 - Centre on Aging

Note changes to the faculty and program information:

Holly Tuokko, BA(Hons), MA (Lakehead), PhD (UVic), R

Psych, (Professor, Psychology), Director Research Areas:

mental health and aging, competency, older driver safety, geriatric assessment, dementia

Neena L. Chappell, BA (Car), MA, PhD (McM), FRSC, CRC in Social Gerontology, (Professor, Sociology), ~~Professor~~

Research Areas: health care services, health care systems and policy, caregiving for older adults in Canada, caregiving among Chinese families in Canada, Hong Kong and mainland China, care for those with dementia in longterm care institutions, assessments of drug effectiveness for those with dementia

Denise Cloutier-Fisher, BSc (Calg), MA, PhD (Guelph),

(Associate Professor, Geography), ~~Associate Professor~~

Research Areas: strategies for successful aging, effective models of health and social service delivery, qualitative and quantitative methods and vulnerable older populations (e.g., socially isolated, stroke survivors, rural populations and palliative care clients).

Scott M. Hofer, AB (San Diego State Univ), PhD (Univ

Southern California), Harald Mohr, MD and Wilhelma Mohr, MD Research Chair in Adult Development and Aging,

(Professor, Psychology), ~~Professor~~. Research Areas: cognitive aging, longitudinal design and analysis, measurement, personality, lifespan development

Patrick McGowan, BA, MSW, PhD (UBC), (~~Associate Professor, Social Sciences~~), ~~Associate Professor~~ Research Areas: chronic conditions, quality of life and self-help or self-management, individual and population health, participatory research, aboriginal health, coping skills, health system performance and integrated service delivery, project and program evaluation

~~Margaret Penning, BA (Win), MA (Man), PhD (Alta), (Professor, Sociology), Professor~~ Research Areas: ~~chronic illness and disability among older adults, social support and wellbeing, informal and formal care~~

Kelli I. Stajduhar, BSN (UVic), MSN, PhD (UBC), (Associate Professor, Nursing), ~~Associate Professor~~ Research Areas: palliative care, family caregiving, HIV/AIDS, vulnerable and marginalized populations, home care, cancer, mixed method research, qualitative and quantitative research

Vincenza Gruppuso, BSc (UofT), Diploma (UofT), BA (McMaster), MSc (UVic), PhD (UVic.) Research Coordinator

Leah Potter, Diploma (UVic), Secretary

Lois Edgar, BA (Alta), Administrator

Cara Pearson, BA (UVic), Administrative Assistant

Arlene Senft, BA (SFU), Administrative Assistant

Page 179 - CD

2nd column - change unit value:

CD 526 Units: 1.5 ~~1.0~~

Page 184 - CYC

3rd column - Add Grading Statement

CYC 599

Grading: INP, COM, N, F.

Page 191 - ED-D

1st column - correction to description

ED-D 605 Units: 1.5 or 3.0

Educational Psychology: Apprenticeship in Teaching in Higher Education

Guided teaching apprenticeship under the mentorship of a faculty member. Provides students with guided experience in teaching. May be offered in conjunction with seminars in the ~~Teaching and Learning~~ and Teaching Centre.

Note: *Normally limited to a maximum of 3 units of credit.*

Pre- or corequisites: *EDCI 560, ED-D 600*

Grading: ~~INC-INP~~, COM, N, F

Page 202 - EPHE 500

3rd column

EPHE 500 Units: 0

Research Seminar in ~~Kinesiology~~

An examination of contemporary research, theoretical, and practical issues in Exercise Science, Physical and Health Education.

Grading: INP, COM, N, F

Page 218 - MGB

3rd column, correct unit value:

MGB 181 Units: 1.0 ~~0.5~~

MGB 182 Units: 1.0 ~~0.5~~

Page 221 - NRSC 501A, 501B

1st column

Remove Grading Statements:

~~Grading: INP, COM, N, F.~~

Page 247 - Deans of Faculties

Graduate Studies:

Dr. David W. Capson, Dean 250-721-8957 250-721-7970

Dr. Margot Wilson, Associate Dean 250-721-8957 250-472-5403

Dr. Patricia MacKenzie, Associate Dean 250-721-8957 250-721-8735

Pages 246-248 - Key Contacts

List has been updated online at:

<http://web.uvic.ca/calendar2012/CAL/KCattUoV.html>

APPENDIX I

Faculty of Graduate Studies – Grading Scale

Grade	Grade Point Value	Percentage for Instructor Use Only *	Description	Achievement of Assignment Objectives
A+	9	90 – 100	Exceptional Work	Technically flawless and original work demonstrating insight, understanding and independent application or extension of course expectations; often publishable.
A	8	85 – 89	Outstanding Work	Demonstrates a very high level of integration of material demonstrating insight, understanding and independent application or extension of course expectations.
A-	7	80 – 84	Excellent Work	Represents a high level of integration, comprehensiveness and complexity, as well as mastery of relevant techniques/concepts.
B+	6	77 – 79	Very good work	Represents a satisfactory level of integration, comprehensiveness, and complexity; demonstrates a sound level of analysis with no major weaknesses.
B	5	73 – 76	Acceptable work that fulfills the expectations of the course	Represents a satisfactory level of integration of key concepts/procedures. However, comprehensiveness or technical skills may be lacking.
B-	4	70 – 72	Unacceptable work revealing some deficiencies in knowledge, understanding or techniques	Represents an unacceptable level of integration, comprehensiveness and complexity. Mastery of some relevant techniques or concepts lacking. Every grade of 4.0 (B-) or lower in a course taken for credit in the Faculty of Graduate Studies must be reviewed by the supervisory committee of the student and a recommendation made to the Dean of Graduate Studies. Such students will not be allowed to register in the next session until approved to do so by the Dean.
C+	3	65 – 69		
C	2	60 – 64		
D	1	50 – 59		
F	0	0 – 49	Failing grade	Unsatisfactory performance. Wrote final examination and completed course requirements.

Students in the Faculty of Graduate Studies must achieve a grade point average of at least 5.0 (B) for every session in which they are registered. Individual departments or schools may set higher standards. Students with a sessional or cumulative average below 5.0 will not be allowed to register in the next session until their academic performance has been reviewed by their supervisory committee and continuation in the Faculty of Graduate Studies is approved by the Dean. Some academic units may employ a percentage system for evaluating student's work.

Other Failing or Temporary Grades

N	0	0 – 49	Did not write examination or otherwise complete course requirements by the end of term or session. This grade is intended to be final.
COM	N/A	N/A	Used only for 0 unit courses and other graduate courses designated by the Senate. Such courses are identified in the course listings.
INC	N/A	N/A	Incomplete (requires "Request for Extension of Grade" form). Used for those graduate credit courses designated by the Senate and identified in the course listings; also used, with Dean's permission, for those graduate credit courses with regular grading (A to F, including N) which are not complete by the end of the term or session due to exceptional circumstances beyond the control of the instructor or student. INC must be replaced by a final grade not later than the end of the next term.
INP	N/A	N/A	In Progress. Used only for work terms; dissertations; theses; projects; comprehensive examinations and seminars offered on the same basis as dissertations or theses and designated by Senate (identified in the course listings). In the case of work terms, a final grade must replace INP within two months of the end of term. For dissertations, theses, designated seminars, projects and comprehensives, a final grade must replace INP by the end of the program. If the student does not complete the degree requirements within the time limit for the degree, the final grades will be N.
N/X	Excluded Grade	N/A	Did not complete course requirements by the end of the term; no supplemental. Used only for co-op work terms and for courses designated by Senate. Such courses are identified in the course listings. The grade is EXCLUDED from the calculation of all grade point averages.
F/X	Excluded Grade	N/A	Unsatisfactory performance. Completed course requirements; no supplemental. Used only for co-op work terms and for courses designated by Senate. Such courses are identified in the course listings. The grade is EXCLUDED from the calculation of all grade point averages.
CIC	N/A	N/A	Co-op Interrupted Course. Temporary grade. See "General Regulations: Graduate Co-op", page 31.

* These percentage ranges are standardized and will be used by all instructors in determining letter grades effective May 2012.

The percentage is not recorded on the student academic record or displayed on the student official transcript; the official 9 point grading system and letter grades are displayed on the academic record and official transcript.
The University Senate has approved transition from the 9 point grading system to a percentage grading system and the implementation is planned to take effect May 2014.

APPENDIX II

Tuition and Other Fees

Students, parents and sponsors are advised that the following tuition fees have been approved by the Board of Governors for the 2012-2013 academic year. Please note, however, that ancillary fees may still change.

GENERAL REGULATIONS

Students should note that the University reserves the right to change fees without notice. The University will give notice of any changes as far in advance as possible by means of a Calendar Supplement.

Student Responsibilities

- Students become responsible for their course or program fees upon registration. These fees may be adjusted only if a student officially drops courses, withdraws, cancels registration or changes status within specified time limits.
- Students are responsible for knowing in which courses they are registered. Students are required to formally drop courses, most often by using “My page”, rather than rely upon instructors to drop them due to non-attendance.
- Students waitlisted for courses are responsible for monitoring their registration status with both instructors and “My page”. The courses listed on the system are those for which the student will be assessed fees.
- Students are also responsible for knowing their fee obligations, either from the Calendar and any calendar supplements or through the UVic website. Graduate students are advised to consult the Graduate Admission and Records Office about their initial assessments and the effect of subsequent changes in registration.

Fee Accounts

The fees for a term may be made up of:

1. one full tuition installment if you are taking 3.0 or more units of courses, or project or thesis
2. one half tuition installment if you are taking less than 3.0 units and
3. any other fees assessed for that term.

Statements of account are not mailed to students. Students may view their account balances at <www.uvic.ca/mypage>. Students unable to obtain their tuition fee information from “My page” may call 250-721-7032 or 1-800-663-5260.

Overpayments and other credits in excess of term fees are applied to unpaid accounts or to the next term if a student is registered in the following term. Any remaining credit balance for a term will be refunded upon request.

Tuition fees for credit courses are exempt from the Harmonized Sales Tax (HST), but HST may be required on other fees.

Payment Due Dates

Fees are due by the following dates:

Summer Term **May 31** if registered prior to May 31 or last day of the month in which you register

Fall term **September 30**

Spring term **January 31**

Any additional fees owing as a result of changes in a student’s registration are due by the end of the month in which the changes are made.

Payments must be received by the Accounting Services office by 4:00 pm on the due date (or on the preceding work day if the due date falls on a holiday or weekend). Students should note that web banking payments will be accepted until midnight on due dates.

Students are responsible for making their payment by the due date whether or not they received a statement of account.

Students who have not paid their full fees by October 31 in the fall term and February 28 in the spring term may have their course registrations cancelled and be denied other services.

Making Payments

Students are asked to make their payments by Internet, telephone banking, or debit card. Due to commission rates, tuition fee payments cannot be made by credit card.

Students paying through Internet or telephone banking should allow at least 48 hours for funds to be transferred to Accounting Services.

Students may also send their payment by mail, with a cheque or money order (do not mail cash) made payable to the University of Victoria to:

*University of Victoria
Accounting Services, Tuition Fees
Box 3040 STN CSC
Victoria BC V8W 3N7*

Students may pay in person at the Tuition Fees counter, first Floor, University Centre, but are reminded that queues will be long just before due dates.

Students should ensure that their student number and the term (e.g., YYYY-MM) are written on the face of their cheque.

Overdue Accounts

A service charge of 1.5%, annualized at 19.56%, is added at each month end to accounts not paid by their due date.

Students with overdue tuition or other accounts may be denied services, including: registration; the addition of courses through web registration; the use of libraries and athletic and recreation facilities; access to classes and examinations; and receipt of loans, awards, grades, transcripts, degrees and documents certifying enrolment or registered status.

Students who have their registration cancelled for failing to pay their fees by a due date, or who withdraw or otherwise leave the University, remain liable for unpaid accounts. The University may take legal action or use collection agencies to recover unpaid accounts. Legal and collection costs incurred by the University in this process are added to a student’s account.

Tuition Receipts

Tuition receipts (T2202As) for income tax purposes are issued in February for the preceding calendar year. These forms are available on-line through <www.uvic.ca/mypage>.

Fee Reductions

To obtain fee reductions, students must drop courses through “My page” or submit written notice of changes in registration, on the Graduate Course Change Form, to the Graduate Admission and Records Office.

When fee reductions are granted, they will be based on either the date recorded in the web registration log, or the date on which written notice is received.

Students should not rely upon instructors to drop them from courses. Students are strongly urged to recheck their course registration status on "My page" before the full-fee-reduction deadlines, particularly if they have made course changes or have been waitlisted.

Please note that deadlines for obtaining fee reductions are different from course drop deadlines for academic purposes.

Graduate Tuition Fee Reductions

The following fee reductions apply to graduate students and auditors enrolled in graduate courses:

Fall term assessments

On or before:

September 18 100%

October 9 50%

Spring term assessments

On or before:

January 16 100%

February 6 50%

Fee Reduction Appeals

Students who believe a course drop has not been properly entered into their student record should contact the Graduate Admission and Records Office. Students who believe a fee reduction has not been correctly entered into their fee account should contact Accounting Services. If, following such action, a fee reduction issue remains unresolved, the student may submit an appeal in writing to the Graduate Fee Reduction Appeals Committee, c/o Manager, Tuition Fees, 1st Floor, University Center.

REGULATIONS CONCERNING TUITION FEES FOR GRADUATE PROGRAMS

Standard tuition Fees for Certificate and Diploma Programs

Tuition charged for Certificate and Diploma programs is paid by course on a per-unit basis at the Non-degree rate

Standard Tuition Fees for Degree Programs

Total tuition charged for graduate programs is based on the time taken to complete the program and not on the completion of individual courses. Fees consist of regular tuition installments and graduate reregistration fees. Students are charged a full tuition installment for every term during which they are registered full time in a degree program and a half tuition installment for every term in which they are registered half time or less in a degree program.

Tuition installments and ancillary fees are assessed for each of the three terms of the academic year (Fall, Spring, and Summer). Payment each term is either a full (1.0) or half (.50) tuition installment depending on whether registration is full or part time. See definition of full-time and part-time status, page 23.

Tuition for International Students

International students (those not holding Canadian citizenship or permanent residency at the beginning of the term) are required to pay international tuition for graduate programs and courses. Tuition will be adjusted to regular rates for students who show a permanent residency card before the (deadline for dropping courses) end of the term for each term (October 31, February 28 and June 30).

Standard Tuition Fees for Master's Degrees

- The total minimum regular tuition for a master's degree (excluding MBA, Health Informatics web-based program and one-year master's programs) is 5.0 tuition installments which can consist of a combination of regular full and regular half tuition installments. One (1.0) additional regular tuition installment will be assessed if a student remains registered after having paid 5.0 regular full tuition installments (for a total of 6.0).
- If a student remains enrolled in a master's degree after having paid 6.0 fee installments, reregistration fees will apply as described below.
- For students registered in a one-year master's program (completed within 12 months), the minimum number of total tuition installments is 3.0. Current programs include English, French, History, Indigenous Governance, Applied Linguistics, and Political Science.
- Up to 3.0 additional regular tuition installments will be assessed if a student remains registered after having paid 3.0 tuition installments (for a total of 6.0). Terms of personal leave will not be counted as academic terms and therefore a graduate tuition installments will not be assessed.
- The minimum regular program tuition for the LLM completed within 12 months is 3.0 tuition installments, which can consist of a combination of regular full and regular half tuition installments. Up to 2.0 additional regular tuition installments will be assessed if a student remains registered after having paid 3.0 tuition installments (for a total of 5.0).
- The total minimum regular tuition for the MBA degree is 6.0 tuition installments for Daytime program students and 9.0 tuition installments for Evening program students, which can consist of a combination of regular full and regular half tuition installments.

Standard Tuition Fees for Doctoral Degrees

- The total minimum regular tuition for a PhD degree is 7.5 tuition installments which can consist of a combination of regular full and regular half tuition installments. Up to 1.5 additional regular tuition installments will be assessed if a student remains registered after having paid 7.5 regular tuition installments (for a total of 9.0 regular tuition installments).
- If a student remains enrolled in a PhD degree after having paid 9.0 fee installments, reregistration fees will apply as described below.
- The total minimum regular program tuition for the PhD degree in Law is 5.0 tuition installments, which can consist of a combination of regular full and regular half tuition installments. Up to 2.5 additional regular tuition installments will be assessed if a student remains registered after having paid 5.0 regular full tuition installments (for a total of 7.5).

Standard Reregistration Fees for Degree Programs

Students who have paid the entire total regular tuition for their degree (6 tuition installments for master's degrees; 9 tuition installments for doctoral programs) but have not completed their program requirements will be charged reregistration fees.

Standard Fees for Degree Program Extensions

Students who remain registered after exceeding the time limit for their degree (normally five years for a master's degree and seven years for a doctoral degree—see "Time Limits", page 24) will be assessed a program extension fee at the regular tuition rate per term.

Standard Fees for Students Transferring from a Master's to a Doctoral Program

Students who transfer from a master's to a doctoral program without completing the master's degree will receive tuition credit toward their minimum doctoral program tuition requirement to a value no greater than the minimum tuition installments paid to the master's program (normally 5.0 tuition installments). Tuition installments paid beyond the minimum program requirement for the master's degree cannot be credited to the doctoral tuition requirement.

Other Fees

Graduate Students' Society (GSS) Extended Health Care and Dental Insurance Plans

The GSS provides a mandatory extended health plan and dental insurance plan for full-time graduate students.

To opt out of the extended health or dental plans, proof of equivalent coverage must be provided to the GSS by September 30 (January 31 for students starting in January). For more information, contact the GSS.

The University of Victoria provides students' personal information to the University of Victoria Graduate Students' Society and its health insurance provider. The information is used solely for adjudicating claims and is not used for any other purpose. Personal information is stored securely and used in accordance with regulations contained in the federal Personal Information Protection and Electronic Documents Act.

Students from Quebec can either opt out of their insurance plan and apply to BC MSP, or, they can pay for services up-front and seek reimbursement from their Quebec Plan.

Complete information about the costs and coverage provided by the plans is available from the GSS office, or at: <gss.uvic.ca>.

UVic Students' Society (UVSS) Universal Bus Pass Plan (U-Pass)

The UVSS provides a mandatory bus pass plan for all graduate students. U-Pass was approved by student referendum in 1999. The U-Pass fee is \$76.00 per term. U-Pass gives students unlimited access to all Greater Victoria BC Transit buses and HandyDart services at all times and on all days.

Only the following students are exempt from the U-Pass plan:

- students who are registered solely in distance education programs
 - students with a BC Bus Pass
 - students with mobility disabilities that prevent them from using BC Transit or HandyDart -services
 - students taking both Camosun College and UVic courses
- New and returning graduate students can obtain their UVic ID cards and valid U-Pass stickers at the Graduate Students' Society Building.

More information about the plan is available at the Student Union Building Info Booth, by calling 250-721-8355 or at <www.uvss.uvic.ca>.

Graduation

Students who have not paid the minimum number of tuition installments for their degree by the final term before graduation must pay the outstanding installments before they can graduate. Students expecting to complete their academic requirements are strongly advised to contact the Graduate Admissions and Records Office to confirm their tuition installment status.

Tuition for Non-degree Students

Students classified as non-degree students pay for courses on a per-unit basis. Course fees paid by non-degree students cannot be counted towards the tuition installments required for a degree.

Course Fees for non-degree graduate students (per course unit)

Domestic \$681.84

International \$813.36

Standard Tuition Fees for Domestic Students in Certificate and Diploma Programs

per course unit \$668.46

Standard Tuition Fees for Domestic Students in Degree Programs

Full fee installment \$1716.74

Half fee installment \$858.37

Graduate reregistration fees, per term

until maximum completion limits \$681.84

Program extension fee \$1716.74

Graduate co-op work term fee (this fee does not form part of the minimum

program fee described under

Program Fees, above) \$624.24

Standard Tuition Fees for International Students in Certificate and Diploma Programs

per course unit \$797.42

Standard Tuition Fees for International Students in Degree Programs

Full fee installment \$2042.76

Half fee installment \$1021.38

Graduate reregistration fees, per term

until maximum completion limits \$813.36

Program extension fee \$2042.76

Graduate co-op work term fee (this fee does not form part of the minimum

program fee described under

Program Fees, above) \$740.75

Other Fees

Athletics/Recreation, per term

(on-campus and local only) \$76.00

Graduate Students' Society, per term \$56.76

Graduate Students' Society, per

co-op work term \$28.38

GSS Extended Health Care Plan:

per year (single coverage)	\$328.00
8 month pro-rated fee	\$219.00
Dental Care Plan, per year (single coverage)	\$214.00
8 month pro-rated fee	\$143.00
U-Pass Bus Pass	\$78.50
Off-campus graduate credit Education course surcharge, per credit unit	\$100.00

FEES FOR AUDITORS

Audit fees per unit:	
Under age 65	
- Domestic	\$286.98
- International	\$362.40
Age 65 or over	\$94.28
<i>Note: Audit fees will not be assessed for students whose supervisor approves the course as relevant toward their masters or doctoral program.</i>	

OTHER GRADUATE FEES

Note: All fees listed below are non-refundable unless stated otherwise.

Application fee	\$110.00
if any documents originate outside Canada	\$135.00
Application for second degree	\$100.00
Acceptance deposit (not required for all programs)	\$200.00
<i>(This fee is applied towards tuition owed for a student who registers but is forfeited if a student does not register.)</i>	
Application to reregister	\$26.00
Late application/registration	\$35.00
Confirmation of enrolment letter	\$10.00*
Reinstatement fee	\$250.00
Application to graduate (all students)	\$40.00
Application to graduate (late)	\$50.00
Required for Master's Thesis and PhD Dissertation:	
- UVic Archival fee	\$15.00
- National Library fee	\$25.00
Degree completion letter	\$10.00*
Degree completion letter (priority)	\$17.00*
Returned cheque	\$25.00
Transcripts, per copy	\$10.00*
Transcripts (priority), per copy	\$17.00*
Education Deduction and Tuition	
Certificate replacements and fee payment confirmations	\$4.00*
Graduation certificate:	
- replacement	\$75.00
- certified copy	\$15.00
Photocopy, per page	\$3.00*
* Includes Harmonized Sales Tax (HST)	

NON-STANDARD TUITION AND FEES FOR SELECTED PROGRAMS

Certificate and Diploma Programs

Entrepreneurship

Certificate in Entrepreneurship (ENTC)

Domestic	
- Tuition	\$4500.00
- program fee	\$1500.00
International	
- Tuition	\$6000.00
- program fee	\$1500.00

Diploma in Entrepreneurship (ENTD)

Domestic	
- Tuition	\$2250.00
- program fee	\$750.00
International	
- Tuition	\$3000.00
- program fee	\$750.00

Cultural Heritage Certificate and Concurrent degree

If you are enrolled in concurrent graduate degree and the graduate certificate program, fees for three 1.5 unit certificate courses are covered by your full time degree studies fees, regardless of the number of GPC credits that you are able to apply to your degree. You will be assessed a non-degree course fee for your first course, CH 560 as well as for your final elective course.

Degree Programs

MA (Child and Youth Care)

Students enrolled full time or part time in the Master of Arts in Child and Youth Care program pay an additional fee of \$350.00 per term for six terms for a total of \$2100.00 or a combination of \$350.00 (full time) or \$175.00 (part time) for a total of \$2100.00. This fee is in addition to the minimum tuition for a master's degree.

Masters in Business Administration (MBA)

Acceptance deposit-Business

Deferred entry (allowed once only)	\$500.00
Deferred entry (allowed once only)	\$200.00

Students enrolled full time or part time in the MBA Daytime program pay an additional fee of \$500.00 per term for six terms for a total of \$3000.00 or a combination of \$500.00 (full time) or \$250.00 (part time) for a total of \$3000.00. This fee is in addition to the minimum tuition for a master's degree.

Students enrolled in the MBA Evening program pay an additional fee of \$333.33 per term for nine terms for a total of \$3000.00 or a combination of \$333.33 (full time) or \$166.67 (part time) for a total of \$3000.00.

MBA Domestic Daytime Tuition, per term

Full tuition installment	\$3657.52
Half tuition installment	\$1828.76
Non-degree, per unit	\$1206.98
MBA reregistration fees, per term, until maximum completion limits	
Thereafter	\$1206.98
Thereafter	\$3657.52
Co-operative program fee, per work term (this fee does not form part of the minimum program fee described under Program Fees, above)	
	\$624.24

MBA Domestic Evening Tuition, per term

Full tuition installment	\$2464.20
Half tuition installment	\$1232.10

MBA International Daytime Tuition, per term

Full tuition installment	\$3983.54
Half tuition installment	\$1991.77
Non-degree, per unit.....	\$1314.56
MBA reregistration fees, per term, until maximum completion limits	\$1314.56
Thereafter	\$3657.52
Co-operative program fee, per work term (this fee does not form part of the minimum program fee described under Program Fees, above).....	\$740.75

MBA International Evening Tuition, per term

Full tuition installment	\$2681.56
Half tuition installment	\$1340.78

MEd/MA (Counseling)

Effective September 2009, new and continuing students enrolled full-time or part-time in the Master of Counselling pay an additional program fee of \$350.00 per term for six terms for a total of \$2100.00 or a combination of \$350.00 (full time) or \$175.00 (part time) for a total of \$2100.00. This fee is in addition to the minimum tuition for a master's degree.

Master's of Global Business (MGB)

Acceptance deposit-Business

Acceptance deposit-Business	\$500.00
Deferred entry (allowed once only).....	\$200.00

Students enrolled in the MGB program pay an additional fee of \$933.33 per term for three terms for a total of \$2,800.00. This fee is in addition to the minimum tuition for a master's degree.

The MGB program also requires travel to/and accommodation in (at least) two other countries. The traveling and living expenses involved are in addition to the above fees.

MGB Domestic Tuition, per term

Full tuition installment	\$6242.40
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Internship fee, per internship*

Internship fee, per internship*	\$306.00
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* *this fee does not form part of the minimum program fee described under Program Tuition and Fees, above.*

MGB International Tuition, per term

Full tuition installment	\$7976.42
Internship fee, per internship*	\$363.12

* *this fee does not form part of the minimum program fee described under Program Tuition and Fees, above.*

Masters in Public Administration

Acceptance Deposit	\$400.00
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MSc Health Informatics (web-based program) Domestic Tuition

Full tuition installment	\$4248.74
Half tuition installment.....	\$2124.37
Reregistration fees, per term, until maximum completion limits.....	\$1505.66
Thereafter	\$4248.74

MSc Health Informatics (web-based program) International Tuition

Full tuition installment	\$4574.76
Half tuition installment.....	\$2287.38
Reregistration fees, per term, until maximum completion limits.....	\$1613.27
Thereafter	\$4574.76

Jointly Supervised Individual PhD Programs (Co-tutelle)

For student programs for which UVic is designated as the home institution, normally, the total period of registration at the UVic shall not be less than six full-time terms, and the student will pay a minimum of six tuition installments.

For student programs for which the UVic is designated the partner institution, normally, the total period of registration at the UVic shall not be less than three full-time terms, and the student will pay a minimum of three tuition installments.