# Table of Contents

**Welcome to the University of Victoria** 6  
Welcome to the Faculty of Education Graduate Program! 6  
Welcome from the Dean 7  
Welcome from the Associate Dean of Graduate Programs & Research 8  
Welcome from AGES 9  

**Territorial Acknowledgement** 10  

**Importance of Orientation** 12  

**Useful Contacts and Resources** 13  
Graduate Program Assistants 13  
Graduate Student Society (GSS) 13  
Graduate Studies 14  
Welcome Centre 14  
Health Services 14  
Counselling Services 15  
Massage 15  
Dental 15  
Multifaith Services 15  
International Student Services 15  
Career Services 16  

**Getting to Know the Campus** 17  
Hours of Operation 17  
University Centre 17  
Mystic Market 17  
Maps and Tours 18  
Bookstore 18  
Blink 18  
Finnerty Express Café 18  
OneCard 18  

**Housing and Transportation** 19  
Living Off Campus 19  
Buses 19  
Parking on Campus 20  
Biking 20  

**Getting Started** 21  
Admissions Information 21  
MyPage 21  
CoursesSpaces 22  


<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>UVic Email System</td>
<td>22</td>
</tr>
<tr>
<td>GETTING INFORMED</td>
<td>23</td>
</tr>
<tr>
<td>EXPLORE WHAT THE FACULTY OF EDUCATION CAN OFFER</td>
<td>23</td>
</tr>
<tr>
<td>WEBSITES</td>
<td>23</td>
</tr>
<tr>
<td>WHAT’S UP IN EDUCATION</td>
<td>23</td>
</tr>
<tr>
<td>FACULTY OF EDUCATION PODCAST</td>
<td>24</td>
</tr>
<tr>
<td>GRADUATE EMAIL LIST</td>
<td>24</td>
</tr>
<tr>
<td>KEY DATES</td>
<td>24</td>
</tr>
<tr>
<td>ACADEMIC CALENDAR</td>
<td>24</td>
</tr>
<tr>
<td>DEADLINES</td>
<td>24</td>
</tr>
<tr>
<td>STUDENT SERVICES</td>
<td>25</td>
</tr>
<tr>
<td>GRADUATE STUDENT SOCIETY (GSS)</td>
<td>25</td>
</tr>
<tr>
<td>CENTRE FOR ACADEMIC COMMUNICATIONS (CAC)</td>
<td>26</td>
</tr>
<tr>
<td>HEALTH PLAN</td>
<td>26</td>
</tr>
<tr>
<td>HEALTH CENTRE</td>
<td>26</td>
</tr>
<tr>
<td>CAREER SERVICES</td>
<td>26</td>
</tr>
<tr>
<td>CENTRE FOR ACCESSIBLE LEARNING</td>
<td>27</td>
</tr>
<tr>
<td>COUNSELLING SERVICES</td>
<td>27</td>
</tr>
<tr>
<td>INDIGENOUS STUDENT SUPPORT CENTRE</td>
<td>27</td>
</tr>
<tr>
<td>ANTI-VIOLENCE PROJECT</td>
<td>27</td>
</tr>
<tr>
<td>OMBUDS OFFICE</td>
<td>28</td>
</tr>
<tr>
<td>CAMPUS SECURITY</td>
<td>28</td>
</tr>
<tr>
<td>IT HELPDESK</td>
<td>28</td>
</tr>
<tr>
<td>RESEARCH HELP/LIBRARIANS</td>
<td>28</td>
</tr>
<tr>
<td>ONLINE CITATION MANAGEMENT</td>
<td>28</td>
</tr>
<tr>
<td>ORGANIZING YOUR FINANCES</td>
<td>29</td>
</tr>
<tr>
<td>PAYING TUITION</td>
<td>29</td>
</tr>
<tr>
<td>FINANCIAL ASSISTANCE</td>
<td>29</td>
</tr>
<tr>
<td>FACULTY GRANTS FACILITATOR</td>
<td>30</td>
</tr>
<tr>
<td>EMPLOYMENT OPPORTUNITIES</td>
<td>30</td>
</tr>
<tr>
<td>TEACHING AND RESEARCH ASSISTANTSHIPS</td>
<td>30</td>
</tr>
<tr>
<td>TA SUPPORT</td>
<td>30</td>
</tr>
<tr>
<td>UNDERSTANDING YOUR RESPONSIBILITIES</td>
<td>31</td>
</tr>
<tr>
<td>CODE OF CONDUCT</td>
<td>31</td>
</tr>
<tr>
<td>STUDENT-SUPERVISOR RELATIONSHIP</td>
<td>31</td>
</tr>
<tr>
<td>INCLUSION</td>
<td>32</td>
</tr>
<tr>
<td>SEXUALIZED VIOLENCE POLICY</td>
<td>32</td>
</tr>
<tr>
<td>OTHER STUDENT POLICIES</td>
<td>33</td>
</tr>
<tr>
<td>MAKING THE MOST OF YOUR GRADUATE CAREER</td>
<td>34</td>
</tr>
<tr>
<td>STAYING ON TRACK</td>
<td>34</td>
</tr>
<tr>
<td>WHO CAN I ASK FOR HELP?</td>
<td>34</td>
</tr>
<tr>
<td>Section</td>
<td>Page</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Thriving</td>
<td>35</td>
</tr>
<tr>
<td>Publishing</td>
<td>35</td>
</tr>
<tr>
<td>Professional Development Conferences</td>
<td>36</td>
</tr>
<tr>
<td>3 Minute Thesis</td>
<td>36</td>
</tr>
<tr>
<td>Funding</td>
<td>36</td>
</tr>
<tr>
<td>Get Involved with a Research Centre</td>
<td>36</td>
</tr>
<tr>
<td><strong>Connecting with Other Students</strong></td>
<td>37</td>
</tr>
<tr>
<td>Interfaith Chapel</td>
<td>37</td>
</tr>
<tr>
<td>Religious Student Groups</td>
<td>37</td>
</tr>
<tr>
<td>Clubs and Teams</td>
<td>38</td>
</tr>
<tr>
<td>Intramurals</td>
<td>38</td>
</tr>
<tr>
<td>Volunteering</td>
<td>38</td>
</tr>
<tr>
<td><strong>Final Stages</strong></td>
<td>39</td>
</tr>
<tr>
<td>Thesis, Dissertation or Project? Different Research Trajectories</td>
<td>39</td>
</tr>
<tr>
<td>General Trajectory of a Thesis or Dissertation Based Degree</td>
<td>39</td>
</tr>
<tr>
<td>General Trajectory of a Project-Based Degree</td>
<td>41</td>
</tr>
<tr>
<td>We Know You Have Questions...</td>
<td>42</td>
</tr>
<tr>
<td>Graduating</td>
<td>42</td>
</tr>
<tr>
<td>Final Thoughts</td>
<td>43</td>
</tr>
</tbody>
</table>
WELCOME TO THE UNIVERSITY OF VICTORIA

Welcome to the Faculty of Education Graduate Program!
Welcome from the Dean

Welcome to graduate study in the Faculty of Education!

Many of us remember our graduate studies with great fondness. This is because they offer the opportunity to delve deeply into concerns that matter a great deal to you, and discover some tools that will be useful to you throughout your life and career. Most graduate students make a number of close friends during their studies, and a network of peers whose wisdom and support can be drawn upon forever.

Our Associate Dean of Graduate Studies and Research, Professor Catherine McGregor, has worked with a host of other people to prepare this handbook with the aim of ensuring that you have the best possible experience as a graduate student. I am very appreciative of all the work it took to pull this resource together. It will help to guide you through your program and explain the expectations upon you and the expectations you can have upon others. The relationship between the Faculty of Graduate Studies, the Faculty of Education, and you as student is a contract, and it is important that all sides fulfil their end.

As you pass through your graduate studies I offer two thoughts. The first is that you get involved, as much as you are able, with what is going on in the university. Graduate students are the lifeblood of any research university, and there are lots of opportunities for engaging with your peers and other parts of the university. The second is to pay attention (or even contribute) to the activities of the Association of Graduate Education Students (AGES). There is a range of workshops, get-togethers, and other opportunities you can benefit from, as well as continuing to build that network.

I hope your time in graduate studies is busy, enjoyable, and that you learn more than you ever thought possible!

Ralf St. Clair,
Dean of Education
Faculty of Education
Welcome from the Associate Dean of Graduate Programs & Research

Welcome to the Faculty of Education graduate program!

We are very glad that you will be joining us in the Faculty of Education for your graduate studies. Making a choice to complete a graduate degree is a major life decision and we are grateful you have chosen the University of Victoria and our faculty as the home for your learning.

Graduate studies offer many exciting and challenging opportunities for personal and professional growth: you’ll learn in diverse settings and engage with your professors in learning that is matched to your interests and needs.

The guide was designed with you in mind—a road map for getting the most out of your graduate degree. We have listened to our students’ experiences and created a resource that includes information and links to specific services or programs on offer.

While the guide offers important planning information, key contacts, important dates, and student services, do examine the section "Understanding Your Responsibilities" to know what to expect from your graduate supervisor, as well as policies designed to ensure fully inclusive and safe student experiences. The section "Making the most of your Graduate Career" provides information to help you thrive through opportunities that will add incredible value to your degree.

This is our first version of the guide, and so we welcome your feedback about where we can make changes or improvements.

Remember that we are here to help and support! As the Associate Dean of Graduate Programs and Research, my goal is to provide you with all the information you need to successfully complete your degree. There are several sections in this manual that provide contact information for different faculty and staff, so please use this contact information to further supplement the information provided in this guide.

Welcome to UVic’s Faculty of Education! We are so glad you are joining us!

Dr. Catherine McGregor,
Associate Dean, Graduate Programs & Research
Faculty of Education
edadgr@uvic.ca
Welcome to the Faculty of Education at UVic!

As a graduate student within the Faculty, you are automatically a member of the Association of Graduate Education Students (AGES). Members of the AGES Executive Team worked with the Dean's office to create a centralized resource where you can find simple, relevant, and accessible information pertaining to your degree. We have been where you are and our mission is to make it as easy as possible for you to excel as a graduate student.

AGES was instituted in 1998 by a group of graduate students who believed in the need for creating a community within the Faculty of Education at UVIC. We believe AGES' purpose is to build community within the faculty, share information, and support graduate students on their journey to degree completion. We offer a variety of initiatives for graduate students including seminars, office hours, and mentorship programs. The Executive Members of AGES have been where you are, and understand the importance of student mentorship. Feel free to drop by the office (MAC A368) and say hi during office hours, or send us an email. You can also check out our website for the latest updates.

Cheers,

Cassandra Husband and Cortney Baldwin
On behalf of the AGES Executive Team
We acknowledge with respect the Lkwungen-speaking peoples on whose traditional territory the university stands and the Songhees, Esquimalt and WSÁNEĆ peoples whose historical relationships with the land continue to this day.

UVic recognizes that colonization and associated attitudes, policies and institutions have significantly changed Indigenous peoples’ relationship with this land. And for many years those same things served to exclude Indigenous students from higher education. Today, we are proud that Indigenous students are enrolling and succeeding in UVic programs in increasing numbers. We are taking steps to create a warm, welcoming and respectful learning environment and sense of place to support our goals of creating a campus community that is accepting of diversity and inclusive of Indigenous ways of knowing and being.

While there is much to be done to redress the historical and continued barriers facing Indigenous students, the territorial acknowledgement is an important part of working together with our local Indigenous communities in a good way. We see a number of ways that doing a respectful and meaningful territory acknowledgement can contribute to this work. It can inspire people to think about how they have come to be here, including the impacts of colonialism. It can foster a sense of responsibility to learn more
about the people whose lands we live on, wherever we come from. It can offer an opportunity to reflect on what we will do differently based on what we have learned.

The acknowledgement was prepared in consultation with local Indigenous communities and it is the recommended and preferred statement to read at the commencement of UVic events on campus. We can use this acknowledgement any time we come together as colleagues.

If we are inviting people to campus, it is appropriate to request a Lwkungen Elder or Knowledge Keeper to do a welcome to the territory in accordance with Coast Salish protocol. Read more about our territory acknowledgment.
Graduate orientation is a helpful tool for incoming students. Not only are you able to familiarize yourself with the campus through student-led tours, but breakout sessions and group activities provide valuable resources and processes needed to be successful in your graduate career. An added benefit is being able to connect with your peers. Having connections in graduate school is fundamental for success, as it helps to build your support network on campus as you embark on this exciting journey. Learn more about the orientation provided by the Faculty of Graduate Studies. Your program assistant (sometimes referred to as Graduate Secretaries) will also provide information about Faculty and department specific orientations. Knowledge is power, so soak up all the information you can in the first few weeks!
USEFUL CONTACTS AND RESOURCES

Graduate Program Assistants

1. Indigenous Education (IE)
   - iedlpa@uvic.ca
2. Educational Psychology and Leadership Studies (EPLS)
   - eplsgrad@uvic.ca
   - leadgrad@uvic.ca
3. Exercise Science, Physical, and Health Education (EPHE)
   - epheprogasst@uvic.ca
4. Education Curriculum and Instruction Studies (EDCI)
   - edcigrad@uvic.ca

Graduate Student Society (GSS)

The GSS is a democratic, non-profit society dedicated to serving the interests of graduate students here at UVic. The GSS front office is located in Room 102 of the
Halpern Centre, and is currently open Monday to Thursday from 10 am to 4 pm, and Friday from 11 am to 2 pm.

The Grad House Restaurant and Side Project Coffee are also located in the Halpern Centre and are great spots to get food and drink, socialize with your peers, or study. The restaurant is open Monday to Friday from 11:30 am to 10 pm, Saturday from 10 am to 2 pm, and is closed on Sunday. Side Project Coffee is open Monday to Friday from 7:30 am to 7 pm, Saturday from 10 am to 2 pm, and is closed on Sunday.

**Graduate Studies**

Graduate Studies is here to help ease your transition to UVic and provide you with useful information. Visit their website for support for newly accepted students and more.

**Welcome Centre**

Whether you're a new student, a visitor to campus, or an alumnus, the Welcome Centre is your first point of contact in navigating the University of Victoria. It's also a great place for current members of our campus community to meet with friends, study in small groups or relax and unwind.

Located on the first floor of the University Centre, the Welcome Centre is open during the following times:

- **Monday to Friday:** 8:30 am to 4:30 pm
- **Saturday:** 11:30 am to 3:30 pm

Drop by the Welcome Centre if you need help finding your way around our campus, have a question about UVic, or are simply looking for a friendly face!

**Health Services**

University Health Services (UHS) provides a full service primary health clinic for students, and coordinates healthy student and campus initiatives. Students are encouraged to use UHS as their primary point of health care while at UVic. UHS is located at the Petersen Health Centre.
Counselling Services

Counselling Services is a great resource on campus. It is helpful to have someone to talk to, and the counsellors provide free, professional, confidential, and inclusive support to currently registered UVic students. There are also two Indigenous counsellors available on campus.

Massage

Victory Health and Wellness offers a variety of services including massage, acupuncture, nutritional information, workshops and more. Visit them in the Student Union Building (SUB).

Dental

Campus Dental provides students, staff, faculty, and the community with access to a full-service dental practice and affordable services.

Multifaith Services

The mission of Multifaith Chaplains Services is to provide religious support and spiritual care for the students and staff at the University of Victoria. They offer pastoral counselling, prayer and meditation groups, learning circles, religious education, retreats, and workshops on a variety of interests to support the spiritual well-being of the campus community.

International Student Services

International Student Services (ISS) provides support for international students studying at UVic, and coordinates programs for all UVic students interested in studying abroad. ISS provides support for students all the way from pre-arrival through to your last day at UVic.
Career Services

Career Services runs workshops and programs, offers in-person support, and provides many online resources to help you navigate your academic and professional career, both during and after your degree program.
GETTING TO KNOW THE CAMPUS

Hours of Operation

Most university offices are open Monday to Friday from 8:30 am to 4:30 pm. Offices are closed and classes are cancelled on statutory holidays, which can be found in the University Calendar. UVic is also closed between December 25 and January 1 each year. Get more details.

University Centre

Mystic Market
Located in the University Centre, Mystic Market is the first zero waste facility on campus. Mystic Market contains the following food vendors:

1. Basecamp | Breakfast Grill
2. Berries | Smoothies, waffles, gelato
3. Boardwalk Cafe | Coffee bar
4. Booster Juice
5. Chopbox | Asian fusion
6. Flamin' Good Grill | Burgers and more
7. Fresco Taco Bar | Tacos, burritos, quesadillas
8. Tofinos | Pasta bar
9. Treks | Soups, sandwiches, salads
10. The General Store

Maps and Tours
More Maps and virtual tours are available online. If you would like a more personal experience, campus tours can be scheduled daily through the University Centre.

Bookstore
The UVic Bookstore is located next to the bus loop. It sells textbooks, school supplies, Vikes gear, and has a computer store in the back. There are also printing services in the basement, as well as an attached coffee shop: The Finnerty Express Cafe. The bookstore is open Monday to Friday 8:30 am to 5:30 pm, and Saturday 11 am to 5 pm.

Blink
Blink is a convenient and affordable place for all your printing needs, including posters, stickers, banners, etc.

Finnerty Express Café
Finnerty Express Cafe offers coffee and a limited selection of snacks and lunch items.

OneCard
The UVic OneCard is your official ID for the University community. You can also load your OneCard with money that can be used with affiliated vendors around campus. Your OneCard also acts as proof of identification for exams, your library card, your bus pass, your Vikes Recreation facilities pass, and may be required for door access in certain buildings. You can obtain your OneCard and activate your bus pass in the University Centre.
Living Off Campus

Finding a place to live off-campus can sometimes be tricky in Victoria. Try checking out UsedVictoria or craigslist for apartment/room listings. Be careful though, if it seems too good to be true, it probably is!

Buses

There are many buses that can take you to and from UVic and around Victoria. Learn more about Victoria’s different bus routes. Your OneCard is your bus pass - you swipe it when you get on the bus. This pass is included in our student fees.
Parking on Campus

There are many parking lots around campus. The parking lots are divided between those outside the ring road, and those inside of it. Outside the ring road, it costs $1.50 per hour to park, with an $8.00 daily maximum. Inside the ring road it costs $3.00 per hour with a $15.00 daily maximum. A standard annual permit (12 months) costs $490.00 and can be purchased from Campus Security.

Biking

Victoria is a bike friendly city. Bike paths and lanes can be found around most of the city, and UVic provides sheltered bike lock up areas around campus for its students and staff. The UVic Campus Bike Centre in the University Centre is a great resource for parking your bike and finding out more information about the biking community at our university. For more information, check out UVic’s page on cycling.
Admissions Information

Check out this information about general admissions to UVic including: Important dates, an admissions checklist, and what to do once you are accepted. Each program is different, so be sure to check your program specific guidelines as well.

MyPage

This is where you search and register for courses, check your grades, order transcripts, submit timesheets, find your exam schedule, and so much more. Bookmark MyPage and make sure to explore your page.
Coursespaces

This is where your instructors post course-specific information such as syllabi, lecture slides, and interim grades. Most courses will have an associated coursespaces page, and you are expected to keep up to date with its content, so make sure you check frequently for new information.

UVic Email System

When you are accepted to UVic you will be assigned a UVic email address. This is the address that your instructors and professors will have on file to contact you with, so be sure to check it regularly at webmail.uvic.ca. Should you choose, you are able to forward your UVic email to your personal address, or simply use your own. See how to make changes to your email preferences.
GETTING INFORMED

Explore What the Faculty of Education Can Offer

Websites
The Faculty of Education website is your starting point for exploring what UVic and the Faculty of Education has to offer you! You can explore each area of study and get to know your degree requirements.

What’s Up in Education
What’s up in Education is a weekly newsletter put out to help students, faculty, and staff learn more about what’s happening in the faculty. It includes upcoming events, research or funding opportunities, upcoming lectures, awards and accomplishment, and other exciting information from the Faculty of Education. It’s easy to sign up for What’s up in Education and have this news delivered into your inbox every week. Send a quick email to the Communications Officer to be included or share your story with the Faculty.
Faculty of Education Podcast

*Learning Transforms* is a podcast put on by the Faculty of Education and the Association of Graduate Education Students (AGES). *Learning Transforms* highlights the diverse and compelling work our Faculty is producing through featuring student, staff, professor, and alumni research and initiatives. This is a great way to learn more about a faculty member or research that will be useful to you in your program, so we encourage you to check it out! Access the podcast [here](#).

Graduate email list

The Faculty of Education graduate student listserv, edgrad@lists.uvic.ca, is used for mass email communications with graduate students. Messages include notifications of funding opportunities, calls for papers and event announcements, among others. These communications are sent via the listserv several times a month and you will be automatically subscribed at the beginning of the first semester of your studies.

Key Dates

Academic Calendar

The University of Victoria provides a updated annual calendar every year with important dates. These dates include when semesters start and end, deadlines for applying for graduation, when tuition needs to be paid, class withdrawal dates, etc. As a graduate student, this is a valuable resource. As these calendars change yearly, please refer to the [UVic website](#) for the current academic calendar.

Deadlines

As graduate students, we are responsible for our learning and advocacy. Compared to undergraduate work, you will likely notice an increase in the amount of agency you have in this part of your academic career. It is therefore important that you are aware of different deadlines regarding tuition, graduation, applying for defense, opting in and out of the healthcare plan, etc. These deadlines are available in the academic calendar, and can also be provided to you by your program assistant or academic advisor. It is imperative to be proactive in seeking out this information, as it may not be provided to you without request. We recommend you find out the deadlines that are important to you and your program, and put them into your calendar so you won’t miss anything important!
STUDENT SERVICES

Graduate Student Society (GSS)

Graduate students have their own society so they may govern their own affairs. The GSS is a democratic, non-profit society dedicated to serving the interests of graduate students here at UVic. The GSS also regularly hosts social events such as group hikes, pub crawls, lawn bowling, and more!

The Graduate Representative Council (GRC) consists of student representatives from all departments within UVic. These representatives act as spokespeople for their department, and pass different forms of legislation that directly impact graduate student life. The GRC Executive board works closely with UVic administration and government representatives to advocate for graduate students. To learn more about how the GRC works for you or to become involved, visit their website and/or contact the representative in your department.

The GSS is available to support and advocate for graduate students in many ways. They provide peer support, referrals, and advice from people who can personally relate to the academic process. They also meet with the UVIC President and senior administration regularly and raise concerns on behalf of their members. Learn more here.
Centre for Academic Communications (CAC)

Without a doubt, academic writing is one of the most important skills you’ll need to hone during your graduate degree. Many students feel they need to brush up on their writing skills, and often express some nervousness about their ability to write a comprehensive and well-structured research paper. You’ll definitely get support and assistance from your professors, but you may want or need more specific writing support. That is where the Center for Academic Communications (CAC) is an invaluable service.

The CAC is an on-campus service available to assist you with reading, writing, speaking, or academic expectations. The CAC offers both one-on-one support as well as group-based workshops, all for no cost! They also have fantastic internet-based resources designed for graduate student needs. You can also book appointments and get specific help with components of a paper you are writing, or advice about how to best read and synthesize complex academic texts. For more information, check out their online services and hours of operation here.

Health Plan

All full-time graduate students are automatically enrolled in the Health and Dental plan. This plan is in addition to the BC Medical Services Plan (BC MSP) and provides coverage as specified here. In order to opt out of the Health & Dental plan, students must provide proof of alternative coverage (above and beyond BC MSP or equivalent) within 30 days of the start of term. Should you wish to look into opting in or out of the plan, you must do so within the allotted time frame.

Health Centre

The Health Centre is located on campus. There are appointment or walk-in services available.

Career Services

Career Services are available to help you plan opportunities post-graduation, work on your resume or CV, or help you find a co-op.
Centre for Accessible Learning

All students have a variety of learning needs that may need to be accommodated as a part of your learning experience. However, you may have a particular need for accommodation based on a learning disability, a mental health issue, or a recurring physical or sensory disability. If you do, the Centre for Accessible Learning can help. They will work with you and your instructors to create an equitable, safe, and inclusive working environment.

The Centre for Accessible Learning works with faculty and students to promote educational equity and accessibility for students with disabilities. The centre can help you request accommodations for specific classes, make accommodated exam bookings, and more!

Counselling Services

Counselling Services offers free, professional, confidential, and inclusive support to currently registered UVic students. Assistance is available on a one-on-one basis or in group sessions or workshops. The writers of this guide have accessed these services and found them incredibly helpful in ensuring we are practicing self-care to avoid burnout.

Indigenous Student Support Centre

The Indigenous Student Support Centre is on campus to provide extra support for Indigenous students if needed. This includes providing cultural, emotional and academic support, providing access to resources, connecting with peers and elders, and events for Indigenous students.

Anti-Violence Project

Did you know that graduate students at UVic and across BC were instrumental in bringing in a law that requires sexualized violence policies to be in place for all university campuses? It was grad students that lobbied the government and that is why we have this policy now. The Anti-Violence Project is committed to addressing and ending gender-based violence on campus and in the community. They provide support, workshops, and a safe space to ask questions. If you would like more information contact Leah Shumka, the Sexualized Violence Coordinator at svpcoordinator@uvic.ca.
**Ombuds Office**

The Office of the Ombudsperson is an independent, impartial, and confidential resource for students (current, former, or prospective) and other members of the university community. If you are having issues with a professor, need legal advice, or need someone with an unbiased opinion to talk to, visit the ombudsperson.

**Campus Security**

Campus Security provides officers on duty 24 hours a day, seven days a week. They are the first responders to all manner of emergencies.

**IT Helpdesk**

The Computer Help Desk provides IT support for all UVic students, staff, and faculty.

**Research Help/Librarians**

The Faculty of Education has our own librarian! Pia Russell can be contacted via email and is available by appointment to help with your research. Pia also hosts a series of web pages that lists resources for students that are available through our library. Start here, meet Pia and follow the links to resources for Exercise Science, Leadership, Educational Psychology, Indigenous or curriculum students. Or start here and begin to browse through the many resources that are available to help you conduct your graduate student research.

**Online Citation Management**

Did you know there are a variety of online, and free systems you can access to keep track of your references as you write papers, do a literature review, or write your thesis? The library has a great website that includes a comparison for different systems such as Zotero, End Note online, and Mendelay. Read a summary of their features or watch this short video that describes the ways these tools can help you keep track of your references.
Paying Tuition

Tuition is due about a month after the start of term. Details about paying tuition can be found [here](#).

Financial Assistance

**Scholarships** are a prestigious form of financial aid that doesn’t need to be repaid and may cover the full or partial costs of tuition, sometimes along with a portion of living costs. Scholarships are usually based solely on academic merit, although there are also many specialized scholarships which are targeted at students with certain backgrounds, interests, skills or ambitions.

**Fellowships** are similar to scholarships but can be tied to association with an academic institution or membership in a professional body. If you hold a fellowship, you may be expected to engage with other fellows through professional activities, events and travel during the fellowship period.
Grants fund research programs, projects and infrastructure, and are based on detailed proposals of planned activities submitted to funding competitions.

Bursaries are need-based awards which may have academic requirements, but are generally focused on helping students who do not have the resources to pay for school on their own. Applications for bursaries typically require you to show why you are in need of the assistance and how great your need is.

Faculty Grants Facilitator
Whether you need help preparing scholarship applications or are seeking information about funding opportunities, the Faculty Grants Facilitator can provide you with advice and guidance about the resources available to you.

Employment Opportunities

Teaching and Research Assistantships
TA-ships and RA-ships provide funding for graduate students in exchange for time spent working in a teaching or research role. They may be funded by a faculty, department or centre, or your supervisor’s research budget. TA-ships and RA-ships provide valuable teaching and/or research experience, and may also include some funding for field work and conference participation. These are unionized positions which are compensated at a standard university rate (see CUPE for more information).

TA Support
Whether you are an experienced TA, or are just getting started, UVic provides access to training, resources, and funding.
UNDERSTANDING YOUR RESPONSIBILITIES

Code of Conduct

Understanding what is expected of you and others on campus is an important step towards a successful graduate career. The Office of Student Life has information on responsibilities, codes of conduct, and how to navigate any issues or concerns that can arise.

Student-Supervisor Relationship

There is no relationship more important to a graduate student than the one with their supervisor. So it’s truly important that you understand your rights and responsibilities. That’s why in our faculty, we want to make sure you understand what ways you can seek support if you need it, who you can contact for help or advice, or just to ask a question.
For example, did you know that your supervisory committee must do an annual report on your progress in your program? Or did you know that there are maximum turnaround times to give feedback on your thesis or project?

That’s why reading this policy is particularly important, and to help you, we’ve created a document that can help you negotiate a successful relationship with your supervisor. Check out this document on how to effectively communicate with your supervisor.

If you are interested in reading the full policy, you can find it here.

Inclusion

The University of Victoria is committed to equity, diversity, social justice, and fostering a welcoming and diverse learning, teaching, and working environment. UVic's commitment to equity and inclusion is embedded in our policies and current institutional planning documents. We also have an active Diversity, Belonging, and Equity Committee which meets monthly and is responsible for initiatives such as gender-neutral washrooms in the Education Buildings. If you would like more information or would like to become a graduate representative on this committee, send an email and we can point you in the right direction!

Sexualized Violence Policy

The University of Victoria has a policy on preventing and responding to sexualized violence. UVic is committed to providing students, faculty, and staff with a safe, supportive, and respectful environment to live, work, and learn. There are many resources that can help you maintain this safe space, and we have put some of our favourites below:

- Consent page
- Let’s Get Consensual
- Tea and Consent

UVic also offers bystander intervention training, both in person and online, so that you can gain skills on how you could respond safely in the event you witness any type of sexualized violence. The more we know about sexualized violence, the more we can be part of having a safe and inclusive campus. Visit the page for the next training dates.
Other Student Policies

In addition to the above topics, there are a number of other useful policies enforced on campus. If you are interested in these policies, including withdrawing, grade re-evaluation, the liquor policy, the violence and threatening behaviour policy, the discrimination and harassment policy, and many others, you can view them here.
MAKING THE MOST OF YOUR GRADUATE CAREER

Staying on Track

As a graduate student, keeping yourself on track can be quite difficult at times, especially because there are fewer deadlines and less people checking up on your progress than you might be used to. Because of this, it is important to be your own biggest advocate! If you have questions, need additional support, or feel like you are struggling, it is your responsibility to reach out to the appropriate resources. You have the right as a student to meet regularly with your supervisor, and they are there to mentor and assist you. If you don’t let your supervisor, professor, employer, etc., know that you need assistance, they will likely assume you are doing just fine. Don’t be afraid to ask for help!

Who can I ask for help?
- Program assistants (see contact information on page 9)
- Your supervisor
- Your academic advisor in your own department - this changes every year but you can find out who this is here
Thriving

In order to have the best experience possible as a graduate student at UVic, it is important to go above and beyond the minimum expectations of your degree program. This will not only help you get more involved and feel integrated into the UVic community, but also allow you to make the most out of your time at the University as a learner. Finding the time to fully engage with your academic career can be difficult, but the relationships and opportunities that you can build through thriving as a graduate student are invaluable. We wouldn’t be writing this for you today had it not been for our involvement in the academic community beyond what was expected of us in our degrees. There is so much to learn from graduate school beyond what is taught in the classroom and through research. Of course, some people want to get in and get out, and that’s okay too! However, if you are looking to enhance your experience, build connections, discover passions and interests you never knew you had, or continue in academia, we have put together a list of things to consider trying.

Publishing
Publications are the currency of the academic world, and grad school is the time to begin publishing if you haven’t already. Depending on your line of research, publishing can take different forms. If you are an avid reader, you might want to consider publishing a book review. If you are looking to publish data that has been collected by UVic researchers, many professors are open to collaborating with students. This means that even if you don’t yet have your own data to work with, you can still begin to get experience publishing and get your name out there! The more publications you have, the easier it will be for you to get grants and scholarships or continue to a PhD program.

Professional Development
The Faculty of Education works hard to make sure faculty, staff, and students are able to continue to develop our skills by hosting various professional development opportunities such as lunch and learn sessions, AGES Seminars, and workshops, to name a few. As such, there are many opportunities above and beyond the classroom that will benefit you throughout your degree. Each year, the topics and dates for professional development opportunities change - so check out the AGES website and keep an eye on the weekly What’s Up in Education newsletter for up to date information.
Conferences
There are annual events at UVic and other institutions in which you can present your research including IdeaFest, AGES conference, and Congress to name a few. It is important for your professional and personal development to present at and attend research specific conferences. Make sure you are reading emails, looking at What’s up in Education and speaking with other students and your supervisor to stay informed about conferences you can attend! Also, there is funding available for travel to conferences (see the Graduate Student Travel Fund for more information).

3 Minute Thesis
The Three Minute Thesis is a research communication competition which challenges graduate students to present their thesis and its significance in just three minutes in language appropriate to a non-specialist audience. The challenge is to present complex research material in an engaging, compelling way, using only one static PowerPoint slide. Learn more here.

Funding
There are many opportunities to acquire funding. Some are easier than others, but once you are able to secure grants, it gets easier to be awarded more. Don’t hesitate to speak to our Faculty Grants Officer to see how you can obtain grants for the work you are doing!

Get Involved with a Research Centre
There are many research centres on campus, such as the Canadian Institute for Substance Use Research (formerly the Centre for Addictions Research) and the Centre for Youth and Society: both encourage graduate student membership and they can often offer you research experience and paid opportunities for working as an assistant on an existing research study.

Check out our Above and Beyond Checklist for what we consider are the important aspects of thriving in your degree
CONNECTING WITH OTHER STUDENTS

In addition to AGES and the GSS, there are other organizations on campus which allow you to connect with other students, both within and outside your department and faculty.

Interfaith Chapel

The mission of Multifaith Chaplains Services is to provide religious support and spiritual care for the students and staff at UVic. They offer pastoral counselling, prayer and meditation groups, learning circles, religious education, retreats, and workshops on a variety of interests to support the spiritual well-being of the campus community.

Religious Student Groups
There are a number of religious student groups on campus that provide spiritual community support. Click here for more information.
Clubs and Teams

UVic has over 200 different student-led clubs! There are also recreation and sport clubs offered by Vikes Recreation. Check it out here.

Intramurals

Available intramurals include ball hockey, basketball, dodgeball, flag football, futsal, ice hockey, indoor soccer, outdoor soccer, softball, ultimate Frisbee, and volleyball. Check out the following website for more information.

Volunteering

Volunteering is a great way to meet new people and feel more connected to and involved in your community. There are many ways in which UVic supports volunteering. More information can be found here.
The term **thesis** is used for a Master's degree and **dissertation** for a PhD. Both are required research components.

A **thesis/dissertation-based** graduate degree requires you to complete both coursework and a substantial research study. Programs are constructed to give you foundational knowledge in your field of study first (course work) followed by research methods classes (how to design and execute a research study), and then finally the
pursuit of your own research idea(s). Generally, you will focus more on your coursework in the early stages of your degree, and more on your thesis/dissertation in the later stages. However, it never hurts to be thinking about your final research ideas, regardless at the stage of your degree program! You’ll likely have many ideas that you will want to think about integrating into your research work at later stages-- a strategy supervisors recommend is to keep a research notebook and jot down /record these ideas as they occur. It can be a handy tool to remind you of early research ideas, and feel confident you are making progress towards designing your own research study.

While things can vary from program to program in the Faculty of Education, you will likely have a supervisor or advisor that has been assigned for you as you begin your degree. You should consider your supervisor as your research mentor, and set up regular meetings, even when you are in early stages of your degree. Developing a strong relationship with your supervisor will assist you in meeting your research goals. As your degree progresses, you’ll also want to select one or two committee members who can also advise you as you develop and pursue your own research study. You can think of these people as supplementary resources to your supervisor. One thing to remember is that there will be aspects of your research that may fall outside of your supervisor’s areas of expertise: so committee members can be important supplementary resources for you. For example, if your supervisor is primarily a quantitative researcher, but you want to conduct a mixed methods study, you could ask someone to be on your committee who has expertise in qualitative methodology. Ideally, although not mandatorily, this will be someone within your department. This committee member will help with guide you as you put together your research proposal, and provide valuable feedback as your research study unfolds.

The completion of all course work is usually the time when two things happen: you write your research proposal and get it approved by your committee, and/or you write your candidacy exams (PhD students only). This is an important time to have a meeting with your full committee. Your committee can complete your annual program evaluation report, and provide a sounding board for you as you talk through your ideas for your research study and research questions you wish to investigate. Your supervisor may well have helped you develop a first draft, but you should have a formal research proposal (varying in length between 10-25 pages) that sets out your overall research goals, inquiry methods, ethical protocols and proposed timelines. Usually this formal proposal is presented to your committee, and a fulsome discussion follows, with suggestions for varying or strengthening your approach to your study considered. Once finalized, your supervisor and committee will formally approve your work and you are ready to begin the formal research stage!

If you are a PhD student you’ll also be required to do something called a candidacy exam. These processes vary from department to department, but generally these exams consist of two specific questions that you must fully and completely answer in written form, within an allocated time period. The research committee then serve as the examiners at the end of your candidacy period, and they determine, after listening to your presentation (oral) and reading your work, if you have demonstrated adequate
knowledge of your fields of study and are now ready to continue the process of research, and move forward with your own study. Check with your supervisor and department about the specific policy and protocols that are in place for you as a PhD student.

Once you have been deemed a PhD candidate, you proceed to develop your research proposal, as outlined above. Once your committee has approved your research study, you apply for ethics (if required) and then conduct your research, checking in with your supervisor as you go. You should consider scheduling regular updates with your supervisor and your committee members; this helps to keep you on track to completion. Often students work on each chapter of their thesis or dissertation and submit these for review as they work through their study.

Once you and your supervisor are satisfied with your thesis (this will be quite near the end of your degree), you will work together to select an **external examiner**. This is someone who has not had a hand in your supervision up to this point, and someone who is not appointed at UVic. The external examiner becomes part of your defence, and they have a lead role in reviewing and asking questions about your work and your study. While an external examiner can attend your defence in person, they typically attend your defense via skype/or other electronic form.

Your defense will be made up of your ‘committee’ - your supervisor, your committee member or members (depending if you are doing your masters or PhD), and your external examiner. These people will ask questions after you have completed your oral presentation. In addition, there will be a moderator representing Graduate Studies present at your defense, although they typically do not ask questions. Their role is to ensure all paperwork is completed once the examination is completed.

This process may seem scary because it is foreign, but don’t let it be! Defences are open to the public and you can sit in on them if you would like (make sure you ask the person first in case they don’t want extra people in the audience). Don’t be afraid to ask questions of your program assistant, your supervisor, or past students who have already gone through this process. [Get more information here.](#)

**General Trajectory of a Project-Based Degree**
Each department within the Faculty of Education has their own process regarding how project-based graduate programs work. Generally, however, you will be focusing on coursework at the beginning of your degree (usually the first two semesters), whereupon the focus shifts to your project.

A project varies a bit from a thesis; in general, the project requires sections on methodology, theoretical frameworks, a literature review, and other aspects you would see in a thesis-based graduate program. A fundamental difference in a project-based program is that you are unable to work with human subjects like you can in a thesis-based program. Often a project is more focused on a professional or practice based
issue. Many projects include things like a literature review, program review, curriculum development, professional learning plan, archival research, policy analysis, content analysis, or other types of non-human based research.

The project itself is supervised in much the same way as a thesis is, with the supervisor reviewing early drafts and suggesting improvements or changes. Some program units require an oral exam at the end of the project; like the thesis option, this means the student is required to meet with their supervisor and a committee member, discuss their project, and answer questions. Other units review projects internally within the department and when satisfied, issue a letter signifying completion, which is then filed with Graduate Studies. If this process is used, then a final comprehensive exam (a written essay) is required as a final ‘check’ to determine you have mastered the degree’s content. Check with your department to find out what is the process for you.

Your department and supervisor will likely also require you to submit a research project proposal. In some programs, this is completed as a part of a final course, or as a part of a research methods class. In other units, it may be that the project proposal follows completion of your final course. Check out what processes are used in your program.

Like the thesis option, a helpful tip is to hit the ground running and make sure you are thinking about your project early! If you have a good idea on what you would like your project to be focused on, you can use course assignments to help you gather information that can aid in the foundation for your research project. Keeping a research notebook is another way of keeping track of how your thinking is progressing as your program evolves.

We know you have questions...
There are many questions that come up as you embark on your project-based degree. Don’t hesitate to talk to your supervisor, department specific supports, or the AGES Executive Members for more information. Having the mentorship element to your support network makes it easy to work smart, which is incredibly important considering how busy graduate student life can be!

Graduating

After you have completed your degree requirements, it is time to apply for graduation! There are two times throughout the year you can convocate, June or November, and your convocation date will depend on when you finish your studies. Sometimes students think that participating in the graduation ceremony isn’t a big deal: we recommend otherwise. You’ll have a chance to brag with friends and family, have them help you celebrate a major accomplishment and get the recognition you deserve. Get more details about convocation. There are fees associated with graduating, as well as strict deadlines to apply to graduate. Please see the following website for more information.
**Final Thoughts**

We hope this handbook is a helpful resource for you. If you have questions that have not been addressed in this handbook, please take a look at this list of [frequently asked questions](#), contact AGES, or contact your [communications officer](#). We are open to suggestions regarding additional content or ways to improve this handbook. Please [email us](#) and let us know what you think. Don’t be shy! We would love to hear from you.

All the best!

_Cassandra Husband and Cortney Baldwin_

On behalf of the AGES Executive Team in partnership with the Faculty of Education