

INFORMATION FOR GRADUATE STUDENTS IN THE DEPARTMENT OF CURRICULUM AND INSTRUCTION

WELCOME to the Department of Curriculum and Instruction in the Faculty of Education. This notice will provide you with a few important points of information as you begin your program. Please keep this for future reference.

Graduate Program Contacts, Department of Curriculum & Instruction:

ADMINISTRATIVE CONTACTS

GRADUATE PROGRAMS SECRETARY: Processes all record changes and paperwork in conjunction with our Records clerk and provides advice on calendar regulations, university policy, and other information related to your program. Your Graduate Secretary, Vera Atavina, is located in MacLaurin A541, edcigrad@uvic.ca 250-721-7882.

GRADUATE AREA ADVISOR: Is responsible for the overall graduate program in your area. If your individual program supervisor is unavailable, the graduate area advisor is the first person to consult regarding your program. For advisors contact information, please visit:

<http://www.uvic.ca/education/curriculum/graduate/home/advising/index.php>

GRADUATE ADVISOR: Your Department Graduate Advisor is Dr. Michelle Wiebe, 250-721-7894 MacLaurin A198, mxw@uvic.ca. The Graduate Advisor Is responsible for the overall department's graduate programs. If your individual program graduate area advisor is unavailable, the graduate advisor is the next person to consult regarding your program.

GRADUATE RECORDS OFFICE: 2nd Floor, University Centre; you can reach our assigned records clerk, Sarah Burrough, at 250-479-5419 or grad6@uvic.ca. The clerk processes all record changes, fee assessments, monitors procedures and policies.

ACADEMIC SUPERVISION

SUPERVISOR: Each Graduate student is assigned to a Program Supervisor. Your supervisor is responsible for advising you on the academic aspects of your program.

SUPERVISORY COMMITTEE: Set within the first two years of program through discussion with the Program Supervisor. The committees are as follows:

MED

Member #1: The primary supervisor must be from the home dept unit
Member #2: May be a co-supervisor

MA

Member #1: The primary supervisor must be from the home dept unit
Member #2: May be a co-supervisor

PHD

Member #1: The primary supervisor must be from the home academic unit
Member #2: May be a co-supervisor from inside or outside academic unit
Member #3: A committee member from inside or outside the home department

These are minimum requirements. Students may have more than the required number of committee members.

REQUEST FOR ORAL FORMS (ROE): Completed by MA and PhD students only. Form can be found at <http://www.uvic.ca/graduatestudies/assets/docs/docs/forms/Request%20for%20Oral%20Examination%20fillable.pdf> along with Guidelines and other required documents for the exam. Must be done at least 20 working days prior to MA exam and 30 working days prior to PhD defense. See degree checklists for further information (as listed under Examining Committee).

For MEd students notification about the oral exam must be sent to the Department Graduate Secretary 14 working days prior to the exam date.

EXAMINING COMMITTEE: For doctoral programs and for Master's with thesis (MA), the role of the examining committee is to assess the dissertation or thesis and to conduct an oral examination based on that dissertation or thesis. For master's without thesis (MED), the role of the examining committee is to assess the independent work and to conduct an oral examination based on that work. The examining committee may also evaluate and examine other aspects of the degree such as specified course work or an understanding of any required reading list.

The examining committee includes the **supervisory committee** plus:

MED	MA	PHD
Exam Chair	Exam Chair	Exam Chair
	External Examiner	External Examiner

REGISTRATION AND FEES

DEFINITION OF TERMS:

Full-time: 3 units per term, or Project (598), Thesis (599) Candidacy (693) or Dissertation (699)

Part-time: less than 3 units per term

Terms: Four months each: **Fall** Sep-Dec, **Spring** Jan-Apr, **Summer** May-Aug.

Sessions: Winter Session (Sep-Apr includes Fall and Spring terms) Summer Session (May-Aug)

Masters: Minimum cost of degree is 5 full time fee installments and allowed five years to complete

PhD: Minimum cost of degree is 7.5 full time fee installments and allowed seven years to complete

TYPES OF FEES:

Full time/Part time registration (all students)

Graduate Students Society (all students)

Athletics & Recreation (on campus and local only)

Bus Pass* (on campus and local only)

GSS Extended Health* (on campus, full time and local only)

Dental Care Plan* (on campus, full time and local only)

Re-registration fee (after cost of degree has been reached)

Large re-registration (after five year time limit)

Graduation Fee (at end of program)

* Can opt out of these programs, please contact the **GSS** for further information, at 250-721-8816 or visiting their website at <http://gss.uvic.ca/health-dental#optout>

FEES: Official fee information can be found at <http://web.uvic.ca/calendar2014/GRAD/TaOtF/RCTuFfGP.html>

You can access your fee balances through "My page" <http://www.uvic.ca/mypage/>. Fees are subject to change without notice.

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

Remember, you **MUST** be registered (or take Personal Leave) in each term until you have completed your degree. Failure to maintain congruent registration will result in a withdrawal with out permission from Graduate Studies.

REGISTRATION: Registration is available online through your "My page" at <http://www.uvic.ca/mypage/> under the STUDENTS tab. For registration instructions, please visit <http://www.uvic.ca/graduatestudies/admissions/registration/index.php>. Concurrent registration is required (registration in each term). Electives in other departments require your supervisor's signature on an add form and a signature from the other department. If you are not concurrently registered, you become Withdrawn Without Permission (WWP). Once you are in WWP status, you must reapply and pay a \$250 reinstatement fee. There is no guarantee of readmission into your program.

Personal Leave: This is used if you are not working on your degree program, but are planning to continue after a term or two, and maintains your concurrent registration status. In the Master's program, you are allowed 3 terms of Personal Leave and in the PhD program you can use 6 terms. You register for this using the code Personal

Leave. You may not work on your project/thesis /dissertation during the Personal Leave.

* Further information regarding withdrawals and registration expectations is available at:

<http://web.uvic.ca/calendar2013/GRAD/Regi/LoAbwPaWfGP.html>

CANDIDACY EXAMS: (PhD Only) Candidacy Exams must be completed within three years of your program start date. All coursework must be completed prior to completing Candidacies. Students may not register in EDCI 699 until Candidacy Exam is complete (unless permission is given by the Department Chair and Department Graduate Advisor). For more information, please contact your graduate secretary.

GRADUATION: All Graduate students must eventually apply for graduation. The Application for Graduation can be downloaded from <http://www.uvic.ca/graduatestudies/home/home/forms/index.php#A>. The deadline for Spring convocation for students completing all degree requirements by April 30th is December 1st of the previous calendar year. For those attending convocation in the Fall and completing all degree requirements by August 31st, you must have your application for Graduation by July 1st.

STUDENT SERVICES

STUDENT/LIBRARY CARDS: Pictures are taken at the University Centre, Information Desk.

EMAIL ACCOUNTS: Students must sign up for a UVic email account as this is the way Records will inform you of registration and course changes. Email accounts can be set up through the Computer Help Desk, Clearihue A009 or on the UVic website <http://netlink.uvic.ca>. This email account can also be set up to forward messages to an email address that you use more frequently. Please contact the computer help desk for more information <http://helpdesk.uvic.ca/>. Please advise your dept grad secretary of any changes in your email address in order for any department information to get to you.

EMAIL LISTSERV: All EDCI Graduate Students should be signed up for the departmental graduate students listserv. This listserv is a email group where students are sent important information regarding deadlines, awards, department announcements and other useful information. You can subscribe for the listserv at: <https://lists.uvic.ca/mailman/listinfo/edcdgrads/>

MAILBOXES: Located in Mac A543 with the photocopiers in Grad Student boxes organized alphabetically by last name.

LOCKERS: There are some in the hallways of the D wing, first come first serve, just put a lock on, remove by term end.

GRADUATE STUDENTS SOCIETY: Located in the Halpern Centre (721-8816). They handle the Victoria Bus Pass, extended medical and dental plans, and newsletter.

GRADUATE STUDENTS HANDBOOK: FREE! Produced by the Graduate Students Society, full of useful information, and includes an appointment calendar. Handbooks can be picked up in the Halpern Centre.

BUS PASS: All students in on campus courses pay for the bus pass through their fees.

COMPUTERS: Visit website <http://www.sfg.uvic.ca/> for current locations and times.

PHOTOCOPYING: Use a vendcard in the Curriculum Library (MacLaurin D wing) or visit ZAP in the Student Union Building (SUB).

PARKING PERMITS: Available at the Traffic & Security building, behind the Bookstore and bus loop. For current rate information and types of permits available, visit their website at <http://www.uvic.ca/security/parking/permits/index.php>.

UVIC CALENDARS: Available online from a link the top of the uvic.ca home page under 'Academic Calendar'. Calendars are also available at the Bookstore. You are entitled to one free Calendar a year as a registered student. Graduate Secretary will sometimes have extras for student distribution.

Updated: May 2015