UNIVERSITY OF VICTORIA

Department of Curriculum and Instruction

Graduate Handbook

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CONTACT INFORMATION

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REGISTRATION

Registration is available online through "My page" at http://www.uvic.ca/mypage/ under the STUDENTS tab. For registration instructions, please visit:
https://www.uvic.ca/current-students/home/course-registration/reghelp/index.php

Concurrent registration (registration in each term) is required. If you are not concurrently registered, you become Withdrawn Without Permission (WWP). Once you are in WWP status, you must re-apply and pay a re-instatement fee. There is no guarantee of re-admission into your program.

Please note: Electives offered through other departments are also valid possibilities. Keep up to date with current and upcoming graduate course offerings via the UVic Calendar. Electives offered through other departments require the supervisor's signature on an Add Form and a signature from the other department. If you have questions about the process, contact our Graduate Secretary.

Continuity of Registration

All students admitted to the Faculty of Graduate Studies must either register for credit in every term from the time of admission until the requirements of the degree have been met, or register for a personal leave, or formally request a parental or compassionate/medical leave of absence, or formally withdraw in accordance with the regulations below. Registration instructions will be sent to all students who are authorized to register.

Students are considered to have abandoned their program if they do not:
- register for credit, or
- register for a personal leave of absence, or
- have approval for a parental or compassionate/medical leave of absence, or
- formally withdraw from their program

Their program will be terminated and they will be withdrawn from the university. The notation "Withdrawn Without Permission" will be entered on the transcript.

POLICY FOR DEFERRAL REQUESTS FOR GRADUATE APPLICANTS

1) Deferral Requests for MEd Cohort Applicants

As MEd cohorts are created based on student interest and need and offered on a rotational basis, there is no program for applicants to be deferred into. Therefore, no requests for deferral will be considered. Applicants who have been accepted into a cohort and then cannot accept the offer will have to reapply for the next iteration of the cohort.

2) Deferral Requests for MA/PhD Applicants

Applicants who have been admitted into an MA or PhD program and are not able to immediately take up that offer can defer their program start for one year. Beyond that, they will have to reapply. Course offerings are dependent on enrollment, so is critical that we know how many students are entering MA/PhD programs in a given year.

LEAVES OF ABSENCE WITH PERMISSION

After completion of a minimum of one term, leaves of absence are available to students for a variety of circumstances. Normally, tuition fees are not assessed during leaves. While students are on a leave, all supervisory processes are suspended.

NOTE: Students cannot undertake any academic or research work or use any University facilities during the leave. All leave arrangements must be discussed as early as possible with supervisors so that appropriate adjustments can be made prior to the beginning of the leave. Leaves of absence are normally granted in 4- month blocks, to coincide with the usual registration terms. Short-term leaves of less than one term should be managed within the student's academic unit.

There are five types of leaves of absence:

1. Personal Leave
2. Parental Leave
3. Medical Leave
4. Compassionate Leave
5. Leave with Permission of the Dean

1) Personal Leave (apply online through "My Page")

Students who are not on approved program extensions may take leaves for personal reasons. Students planning to take personal leave must inform their supervisor in writing in advance of the planned absence, and make appropriate arrangements for care of ongoing research projects if necessary, before initiating personal leaves through the UVic portal. The deadline for students to register a personal leave is the 100% fee reduction date for registration each term. The time taken for personal leave will be counted toward the maximum time allotted to degree completion. All program requirements, academic unit expectations and deadlines will remain the same.

Students in PhD programs may take a maximum of 6 personal leave terms within the maximum 7-year period allowed.

Students in MA programs may take a maximum of 3 personal leave terms within the maximum 5-year period allowed.

2)   Parental Leave

A graduate student who is bearing a child, and/or who has primary responsibility for the care of a child immediately prior to or following birth or adoption is entitled to request parental leave. Parental leaves may be granted for a minimum of 1 term (4 months) renewable to a maximum of 3 terms (12 months). Requests should be made in writing by the student to the Dean of Graduate Studies and include appropriate documentation. This type of leave is not included in the time period for completion of the degree, and deadlines will be adjusted accordingly. All other program requirements and academic unit expectations will remain the same.

Documentation required: a letter from the student outlining the circumstances, a letter from a physician or other qualified professional, and written acknowledgement from the student's supervisor and the graduate advisor.

3)   Medical Leave

Graduate students are entitled to request medical leave. Students should forward their requests and appropriate documentation (see below) to the Dean of Graduate Studies. This type of leave period is not included in the time period for completion of the degree, and deadlines will be adjusted accordingly. All other program requirements and academic unit expectations will remain the same. For information on applying for a leave of absence for reasons associated with a disability, contact the coordinator of the Resource Centre for Students with a Disability at 250-472-4947 or <inforcsd@uvic.ca>.

Documentation required: a letter from the student explaining the circumstances, a letter from a physician or other qualified professional confirming the student's inability to engage in studies during the requested period of leave, and written acknowledgement from the student's supervisor and the graduate advisor. Students are advised that clinical documents supporting their circumstances should not be included.

4)   Compassionate Leave

Leaves of absence for compassionate reasons normally have a 3-term limit. Such leaves may be consecutive or cumulative (not to exceed 3 terms in total). Students requiring additional time after 3 terms will need to officially withdraw from the Faculty of Graduate Studies. Students should forward their requests and appropriate documentation to the Dean of Graduate Studies. This type of leave period is not included in the time period for completion of the degree, and deadlines will be adjusted accordingly. All other program requirements and academic unit expectations will remain the same.

Documentation required: a letter from the student outlining the circumstances and written acknowledgement from the student's supervisor and the graduate advisor. Additional documentation may be required depending upon the attendant circumstances.

Students granted parental, medical, or compassionate leave will retain the full value of a University of Victoria Graduate Fellowship or other award with terms and conditions established by the Faculty of Graduate Studies. Such awards will be suspended at the onset of the leave and re-instated when the student re-registers. Other awards will be paid according to the conditions established by the donor or granting agency.

5) Leave with Permission of the Dean

Leave with Permission of the Dean is granted at the sole discretion of the Dean of Graduate Studies in cases where the Dean has been notified by a supervisor, graduate advisor, Dean, chair, director or other University, health or civil authority that a student is required to suspend their studies but is not able to apply personally for a leave due to illness, affliction or some other circumstance. This type of leave period is not included in the time period for the completion of the degree and deadlines will be adjusted accordingly. All other program requirements and academic unit requirements will remain the same. Documentation may be required by the Dean of Graduate Studies depending on the attendant circumstances. Students granted parental, medical or compassionate leave, or leave with permission of the Dean will retain the full value of a University of Victoria Graduate Fellowship or other award whose terms and conditions are established by the Faculty of Graduate Studies. Such awards will be suspended at the onset of the leave and reinstated when the student reregisters. Other awards will be paid according to the conditions established by the donor or granting agency.

The Graduate Academic Concession form required to request Parental, Medical or Compassionate leave is available online.

WITHDRAWALS

There are three types of withdrawals:

1. Official Withdrawal
2. Withdrawal Without Permission
3. Withdrawal for Failing to Meet Academic Standards

1- Official Withdrawal

After completion of a minimum of 1 term, students who wish to withdraw indefinitely from their program in the Faculty of Graduate Studies must submit a written request to the Dean of Graduate Studies and send the request to the Graduate Admissions and Records Office (GARO). A supporting memo from their supervisor (or graduate advisor if there is no supervisor) should accompany the request. The notation "Officially Withdrawn" will be placed on their permanent record. Should a student return to the program, the time spent "Officially Withdrawn" is not counted as part of the normal time allowed for completion of their program. Students who have outstanding fees cannot be officially withdrawn. Re-admission is not guaranteed and requires the approval of both the academic unit concerned and the Faculty of Graduate Studies. Re-admission does not guarantee that any courses or fee installments from the terminated program will be transferred to the re-activated program. Upon re-admission, any courses from the abandoned program will be reviewed and may be transferred to the new or re-activated program on recommendation of the academic unit and approval from the Dean of Graduate Studies. The first step in re-establishing a program of study is to examine the work that has been done previously in order to determine whether it still provides a foundation for the research in the field at the time of re-admission and to establish what is needed to ensure currency and comprehensiveness of knowledge. Completed courses more than 10 years old are considered to be out of date.

2- Withdrawal Without Permission

Students who withdraw without permission prior to reaching the maximum time limit for their graduate degree program are considered to have abandoned their program. Students who wish to have their abandoned program re-activated must complete an application for re-instatement via the online My UVic Application system. A re-instatement application fee will be assessed.

Re-admission is not guaranteed and requires the approval of both the academic unit concerned and the Faculty of Graduate Studies.

Re-admission does not guarantee that any courses or fee installments from the terminated program will be transferred to the re-activated program. Upon re-admission, any courses from the abandoned program will be reviewed and may be transferred to the new or re-activated program on recommendation of the academic unit and approval of the Dean of Graduate Studies.

The first step in re-establishing a program of study is to examine the work that has been done previously in order to determine whether it still provides a foundation for the research in the field at the time of re-admission and to establish what is needed to ensure currency and comprehensiveness of knowledge. Completed courses which are more than 10 years old are considered to be out of date. In all cases the time spent "Withdrawn Without Permission" will be counted as part of the total allowable time to degree completion.

3- Withdrawal for Failing to Meet Academic Standards

A student whose dissertation, thesis or project is not progressing satisfactorily, or who otherwise fails to meet academic standards, will be withdrawn from the Faculty of Graduate Studies. Normally, such students will not be eligible for re-admission to any graduate program in the Faculty of Graduate Studies. Such withdrawals require approval by the Dean of Graduate Studies, and departments may consult with an Associate Dean of Graduate Studies where a withdrawal for failure to meet academic standards is being considered. Withdrawals may not be initiated by a department while a student is on an approved leave of absence.

PROGRAMS

The Department of Curriculum and Instruction offers three types of graduate degrees: MEd, MA, and PhD.

Master's Programs

The Department of Curriculum and Instruction offers two different Master's designations:

Master of Education (MEd): a project-based degree

Master of Arts (MA): a thesis-based degree

Teachers who wish to receive their Category 6 qualification should note:
The Teacher Qualification Services (TQS) will grant a Category 6 for a Master's program Which includes a capstone project like a thesis or project. Both our MEd and MA fit this description.

Master of Education (MEd)

MEd programs require 15.0 units of course work, including a project. No more than 3.0 units of course work may be a the 300 or 400 level. This is a professional degree, designed for educators who wish to further their education. A project in research and/or curriculum development is required, and a comprehensive final examination (written and/or oral). MEd programs are normally offered as cohort groups.

The Department currently offers cohorts on a rotational basis (generally every two years), addressing the following areas:

Art Education
Early Childhood Education
Educational Technology
Curriculum Leadership
International (Curriculum Studies)
Language and Literacy
Math/Science

Cohorts begin in July of the first year, and the degree is completed in the spring of the second year. The degree is comprised of 7 courses, usually offered Summer Year 1 (2 courses), Fall Year 1 (1 course), Winter Year 1 (1 course), Summer Year 2 (2 courses), Fall Year 2 (EDCI 598A: Literature Review and 1 other course), and Winter Year 2 (EDCI 598B: Culminating Project and EDCI 597: Final Presentation). This basic design varies for international cohorts. Because of visa requirements, students in international cohorts take courses from Fall Year 1 to Winter Year 2 across 5 full-time terms. Students in an MEd cohort cannot undertake co-op work during their program due to the nature of scheduling within a cohort.

Course Requirements: Total 15 units (determined on a cohort specific basis)

Master of Arts (MA)

Course Requirements: Total 15 units

Core Courses
Core Course: EDCI 514 (1.5) Educational Discourses
Core Course: EDCI 581 (1.5) Research Methodologies in
          Education
    Electives (4.5) Approved by the
    Academic Supervisor EDCI 599 (7.5) Thesis

Doctoral Program (PhD)

The Department of Curriculum and Instruction offers a Doctor of Philosophy (PhD) in Educational Studies. The PhD in Educational Studies is a research-oriented program designed for students who wish to develop a comprehensive understanding and an integrated perspective of current educational theory and practice. It prepares graduates for professional, research and teaching positions in colleges and universities, or for leadership roles in school districts, provincial ministries and other public and private organizations. There are 6 areas of specialization within this program: Art Education; Curriculum Studies;

Early Childhood Education; Language and Literacy; Mathematics, Science, Technology, and Environmental Education; Social, Cultural and Foundational Studies.

The PhD program consists of 39.0 units, of which there is a 30-unit dissertation, 6.0 units of coursework, and a 3.0-unit candidacy examination. The coursework is made up of 3.0 units of core courses, required to be taken in the first year of the program, and 3.0 units of specialty and elective courses. No more than 1.5 units of course work may be at the 300 or 400 level.

Course Requirements: Total = 39 units

        Core Course: EDCI 614 (1.5) Discourses in Educational Studies
        Core Course: EDCI 681 (1.5) Advanced Research Design
                Electives (3.0) Approved by the Academic Supervisor
                EDCI 693 (3.0) Candidacy Exam
                EDCI 699 (up to 30-units) PhD Dissertation

NOTE: Additional courses may be taken at the direction of the supervisor or request of the student. All PhD degree requirements in Curriculum and Instruction are detailed in the Calendar at: https://www.uvic.ca/calendar/grad/index.php#/programs

PRIOR TO ADMISSION: Identifying a Supervisor

All MA and PhD students are required to have a supervisor assigned prior to being admitted to their respective programs. Students are encouraged to examine the research interests of our faculty and contact faculty whose research areas are congruent with student interests. Faculty information can be found at:

https://www.uvic.ca/education/curriculum/faculty-staff/faculty/index.php

Once appointed, the supervisor works with the student and provides feedback as well as assistance with planning. The supervisor also consults with the student to plan the supervisory committee and to nominate committee members.

In MEd programs, students are assigned supervision when they reach the project stage of their program (EDCI 598A/B). At that time, students are also assigned a second reader, who acts as a committee member for the student. Normally, the role of supervisor and second reader are filled by the two cohort coordinators.

GRADUATE SUPERVISION

MA and PhD students consult with their supervisor to determine appropriate committee membership, and typically, the supervisor approaches appropriate faculty members about committee membership.

Supervisory committee requirements in Curriculum and Instruction are as follows: MA: normally constituted as follows:

- supervisor (from home department)
- committee member (within home department)

- upon preparing for oral defense, an external examiner (a member of the Faculty of Graduate Studies from outside of the home department) will be appointed by the supervisory committee

PhD: normally constituted as follows:

- supervisor (from home department)
- committee member (within home department)
- committee member (outside home department)
- upon preparing for oral defense, an external examiner (a faculty member from outside of UVic) will be appointed by the supervisory committee

Responsibilities in the Supervisory Relationship

Faculty and students are bound by policies set by the University, Faculty of Graduate Studies, and the Department of Curriculum and Instruction.

Faculty of Graduate Studies policies are given in the Graduate Calendar and in policy documents found on the Faculty of Graduate Studies website:

https://www.uvic.ca/graduatestudies/

In particular, students and faculty members should read the following information, which outlines the rights and responsibilities in the supervisory relationship:
https://www.uvic.ca/graduatestudies/forms-policies/

Expected Meeting Frequency

With Supervisor

There is an expected minimum frequency with which students and supervisors would normally meet, either by direct meeting, virtual meeting, or through detailed correspondence to discuss the student's research. For thesis and dissertation students, this interval should normally not exceed 40 business days. Supervisors and students should normally meet at least twice per term, unless a delay is required by field work, remote study, supervisor or student vacation, sick leave, etc.

With Supervisory Committee

There is an expected minimum frequency with which students would normally meet with their supervisory committee, either by direct meeting or virtual meeting to discuss the student's research. For thesis and dissertation students, this interval normally must not exceed 1 year.

Expected Timelines for Full-Time Graduate Student Completion

The following timelines are normally followed for MA and PhD programs, as described by the Faculty of Graduate Studies. However, it is important to note that all graduate students, in consultation with their supervisors and supervisory committees, will determine the appropriate timelines for their research focus and individual circumstances.

MA students:
        Terms 1, 2:   course completion
        Term 3:   constitution of committee (with full consultation/input from student)

Terms 3, 4:   proposal development
Term 4, 5:   data collection, writing thesis
Term 5, 6/to completion (up to 5 years): completion of thesis, oral defense

PhD students:
Terms 1, 2:   course completion
Term 3:   constitution of committee (with full consultation/input from student) candidacy papers can begin (register in EDCI 693)
Term 3, 4:   completion of candidacy papers; move to 'candidate' status
Term 4, 5:   proposal completion and ethics approval (register in EDCI 699)
Term 5, 6, 7: data collection and analysis
Term 7, 8, 9: dissertation writing
Term 8, 9, 10/until completion (up to 7 years); completion of dissertation, oral defense

Candidates will register in EDCI 699 until program completion.
A Graduate Student Annual Progress Report will be completed by the student, supervisor and committee as required by the Faculty of Graduate Studies.

EXPECTED RESPONSE TIME FOR ANNOTATED PAPER, THESIS, OR DISSERTATION

Expected maximum length of time required for supervisors and members of the supervisory committee to return comments on a paper, thesis, or dissertation to a student will normally not exceed 20 business days from time of receipt, unless a delay is required by field work, remote study, supervisor or student vacation, sick leave, etc.

While it is expected that supervisors should respond in a timely manner, students are encouraged to consult with both supervisors and committee members about reasonable timelines because personal schedules can have an impact.

REQUIRED PROJECT FORMATS FOR MEd COHORT PROGRAMS (EDCI 598A AND 598B)

The Masters of Education (MEd) project may be completed in different formats but will normally consist of a 3-chapter document that includes an introductory chapter, a literature review of the student's topic area, and a reflective component/practical (school-based) project. The literature review component is completed via EDCI 598A and the culminating project is completed via EDCI 598B. The final presentation of the project is in the form of an oral presentation (EDCI 597).

ORAL PRESENTATIONS FOR COHORT PROGRAMS (EDCI 597)

It is the responsibility of the cohort coordinators to identify chair(s) for each oral presentation. The names of Chairs, along with project titles for each student's final project, should be sent by the cohort coordinators to the graduate secretary (edcigrad@uvic.ca) 30 days in advance of the presentations. The graduate secretary will book rooms/zoom links for orals.

Oral presentation announcements for each cohort student will be prepared and posted on the Department website by the graduate secretary 5 working days prior to the oral presentations. The graduate secretary prepares and forwards the oral presentation

paperwork to the cohort coordinators prior to the oral examinations. Signed paperwork should be returned to the graduate secretary as soon after the oral presentations as possible; this paperwork will be forwarded to FGS by the graduate secretary.

Cohort coordinators will decide if cohort students are to upload their project on UVICSpace, and let the graduate secretary know. The graduate secretary will send out an email to all cohort students regarding how to upload their project.

REQUIRED THESIS AND DISSERTATION FORMATS

There are two potential formats for master's theses and doctoral dissertations:

Traditional – the research is organized in a coherent 'book' style format around a central research question. Typically, no part of the document has been published.

Manuscript – the student's research is presented as two or more (determined by supervisory committee) related manuscripts that have been published or have been submitted for publication. The manuscripts are related and the final work is organized with an introduction and a conclusion that ties the two manuscripts together in a coherent fashion using a consistent style for the entire document.

CANDIDACY PAPERS POLICY FOR PHD PROGRAMS

Candidacy papers are a requirement of the Faculty of Graduate Studies for all PhD programs. A doctoral student must pass candidacy after completing all the required coursework, normally within 3 years of registration. Students may not register in EDCI 699 (including proposal, ethics, data collection, writing, defending) until the Candidacy Papers have been completed.

The purpose of the candidacy papers (EDCI 693) is to affirm preparedness and competence to do research that will culminate in the PhD dissertation in relation to research abilities and academic writing abilities. PhD students must demonstrate their ability to appropriately locate and cite sources, and to synthesize key concepts, theoretical frameworks, philosophical positions, and methodologies.

Candidacy paper procedures:

1. Supervisor and PhD student will put together a committee, comprised of at least one internal (EDCI) member along with the supervisor, and one member external to the department. All members must be members of the Faculty of Graduate Studies.

2. Graduate supervisor and student will determine when candidacy papers will be developed and written. The supervisor sets a meeting with the committee and student to discuss and create candidacy questions and timelines for completion. The topics of questions for the papers are set by the candidate's supervisory committee.

3. The candidacy paper will consist of two questions:
   a. an examination of the student's core area(s) of inquiry
   b. an examination of contemporary research issues and designs in the area of inquiry.

4. The student's written response is to be completed independently without consulting peers, faculty or others over a period of up to 14 days for each

question. Use of an editor is not permitted except in the case of grammatical edits, and the student must receive written permission from the supervisor first.

5. There should be a 1-week break between the writing of each question. If students need accommodations, those will be determined by the supervisory committee as appropriate to the student's needs and situation.

6. The scheduling of dates for writing the papers and holding the oral component is to be determined by the supervisory committee in consultation with the student. Recommended length of each of the candidacy papers is approximately 5000 words (excluding references).

7. The first question is to be completed and submitted to the committee by the due date determined in the committee meeting with the student (within 14 days).
    a. The committee then reads the first paper and determines if it is a 'pass' or 'fail'.
    b. If the paper is deemed a 'pass', then the student moves forward to completing the second paper, in the timeframe determined at the committee meeting prior to beginning the candidacy process. If the paper is deemed a 'fail' the student will have <u>one further opportunity</u> to complete a successful first paper, with a new question created as described above. The student will get feedback regarding the first paper in order to enable their success on the second attempt. The second attempt will take place at least 8 weeks following the writing of the first attempt.
    c. If the student is not successful with the second attempt on the first paper, the candidacy will result in a failure. The student does not move on to the second question/paper.

8. If the first paper has been deemed a 'pass' by the committee, the student moves on to completing the second question/paper. The same process will be followed for the second question/paper as detailed in point 4 above.

9. The oral component of candidacy will only take place if two papers have been successfully completed and submitted to the committee within the timeline agreed upon by the committee and the student.
    a. The oral component should be a scheduled meeting with the student and the committee. The student is invited to present a 10-15 minute presentation that highlights key elements of their papers and receive feedback from the committee. Or, if each paper is addressed separately, the student is invited to present a 5-7 minute presentation for each paper followed by feedback from the committee

10. Following the oral presentation meeting, the supervisory committee will agree on a decision, which might be:
    a. "Pass", in which case the student is advanced to 'candidate' and a memo is prepared and signed by the department graduate advisor, the student's supervisor, and the Department Chair. The student will then register in EDCI 699 and proceed to writing the dissertation proposal;
    b. "Fail", in which case the committee shall:
        ▪ Provide feedback to the student regarding the problems identified in all aspects of the candidacy procedures and guidelines as to the next steps (see above).

- If this is the second attempt at the candidacies and it is still deemed 'fail', the committee will meet with the graduate advisor to determine next steps, i.e., recommendation that the student be withdrawn; other courses of action.
11. The entire candidacy process (both written parts and the oral) is to be completed within 60 days of receiving the first question. Both written and oral components of the candidacy process need to be successfully completed for candidacy to be finalized.

Candidacy papers are intended to provide support to the graduate student to move forward to the next stage in their program: writing their proposal. Consistent with the policies and procedures outlined in the Graduate Studies Calendar, a student may appeal the decision in relation to procedural matters. The initial appeal must be made in writing to the Department Graduate Advisor. Further appeals will be directed to the Dean, Faculty of Graduate Studies.

In addition to the information and procedures provided here, students should also familiarize themselves with the Faculty of Graduate Studies regulations governing Doctoral Candidacy Papers that are included in the Faculty of Graduate Studies Calendar:
https://www.uvic.ca/graduatestudies/forms-policies/

REQUEST FOR ORAL EXAM (ROE) FOR MA AND PhD STUDENTS

The ROE form is completed by the supervisor on behalf of MA and PhD students.
The ROE form can be found at:
https://www.uvic.ca/graduatestudies/forms-policies/index.php
along with guidelines and other required documents for the exam. The ROE form must be completed and submitted at least 20 working days prior to an MA exam, and 30 working days prior to a PhD defense.
This form should be submitted to the Department graduate secretary when completed and signed by the student and committee members.

The ROE is not required for MEd oral presentations. Notification of MEd oral presentations must be sent to the Department graduate secretary by the cohort coordinators 30 working days prior to the presentation date.

EXAMINING COMMITTEE

For MEd students, the examining committee is comprised of the cohort coordinators along with a Chair (as identified by the cohort coordinators).
For MA and PhD students, the examining committee includes the supervisory committee plus:

MA - Exam Chair (appointed by Faculty of Graduate Studies)

PHD - Exam Chair (appointed by Faculty of Graduate Studies) and External Examiner (selected by supervisory committee and approved by Faculty of Graduate Studies – must be arms-length from candidate and supervisor)

For PhD and MA programs, 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 via the MEd student's oral presentation (EDCI 597) based on that work.

GRADUATION

All graduate students must apply for graduation upon completion of their program. The Application for Graduation can be downloaded from:
https://www.uvic.ca/students/graduate/graduation-convocation/index.php#ipn-apply-to-graduate

Dates and deadlines for applying for graduation: https://www.uvic.ca/students/graduate/graduation-convocation/index.php#ipn-graduation-timeline

FORMAL ANNUAL REVIEW OF STUDENT PROGRESS

Procedure for the annual review

The following document needs to be completed by the student, supervisor and committee annually, normally by the end of May of each year the student/candidate is in the program. The supervisor initiates the process by requesting the student complete Section I of the following form and returning the form to the supervisor, who then, in consultation with the committee members (if determined) completes the form and submits it to the graduate secretary, and forwards a completed copy to the student.

Annual Report Form

Curriculum and Instruction (EDCI) Annual Formal Assessment of MEd/MA/PhD Student Progress	

I.	**STUDENT SECTION**		
Student Name: Click or tap here to enter text.	Program (select)	□ MEd[a] □ MA □ PhD	
V#:Click or tap here to enter text.	Program Start Date: Click or tap here to enter text.		
	Current Date: Click or tap here to enter text.		

Description of course work, research, project/thesis/dissertation, or other progress in the past 12 months: Click or tap here to enter text.

Goals and timeline for the next 12 months: Click or tap here to enter text.

II.	**COMMITTEE SECTION**

Dates of most recent committee meeting: Click or tap here to enter text.

Judgement/Assessment of overall progress in the last 12 months (select from below):

□ Progress is acceptable	[ ] Progress is marginal	□ Progress is not acceptable

Further comments on student progress (<u>required</u> if a marginal or unsatisfactory rating is indicated):
Click or tap here to enter text.

Date of next formal assessment of student progress: Click or tap here to enter text.

ONCE SECTIONS I AND II HAVE BEEN COMPLETED, DOCUMENT IS SIGNED BY STUDENT AND COMMITTEE.

SIGNATURES			
	Name	Signature	Date
Student	Click or tap here to enter text.		Click or tap here to enter text.
Committee (see (b) below)			
Supervisor	Click or tap here to enter text.		Click or tap here to enter text.
Co-supervisor (if)	Click or tap here to enter text.		Click or tap here to enter text.
Dept. member	Click or tap here to enter text.		Click or tap here to enter text.
Outside member	Click or tap here to enter text.		Click or tap here to enter text.
Additional member	Click or tap here to enter text.		Click or tap here to enter text.
Graduate Advisor	Click or tap here to enter text.		Click or tap here to enter text.

Due June 30th, 20___

a) Only for students outside of Cohorts or who have gone beyond the original Cohort timeline
b) If no committee has yet to be established then just the supervisor, co-supervisor (if one), and graduate advisor sign
c) If a student receives two 'marginal' or 'unacceptable' reviews, they may be referred to FGS.

GRADUATE STUDENT FUNDING

• **UVic Graduate Fellowships**

The Faculty of Graduate Studies (FGS) provides fellowships, based on GPA, to MA and PhD students in their first two years of study. In the first year, this is the student's incoming GPA and in the second year, it is based on the GPA from the first year of study.
Normally, MA students receive approximately $3500 per year and PhD students receive approximately $5500 per year for their first two years. When available, top-up funds are awarded to international students to compensate for some of the additional tuition amounts paid by international students (during their first two years of study). FGS does not provide fellowships to students enrolled in MEd programs.

• **Graduate Entrance Awards (GEA)**
The Faculty of Graduate Studies provides a limited number of entrance awards for new students. Students do not apply for this award, they are nominated by their department, based on incoming GPA. Normally the award is $5,000, $10,000 or $15,000. FGS does not provide Graduate Entrance Awards to students enrolled in MEd programs.

• **Research Assistantships (RAs)**
Research assistantships are dependent upon grant money held by individual faculty members and are not guaranteed for graduate students.

• **Teaching Assistantships (TAs)**
EDCI rarely has teaching assistantships available. If they are available, they are advertised on the graduate student listserv.

• Sessional Teaching
EDCI makes sessional teaching opportunities available to PhD students who are qualified to each in areas where there are needs. PhD students are encouraged to watch for postings on the EDCI website. These postings are also sent to the graduate student listserv. Postings for sessional positions become available in early March for the summer session and in mid-May for fall or spring sessions.

• Scholarships, Awards and Bursaries
Information on scholarships, awards, and bursaries is emailed to all grad students.

> • **Donor Awards**
> Applications for Donor Awards are announced in July, and adjudicated in September.

> • **British Columbia Graduate Scholarships (BCGS)**
> Students are nominated for this annual award when it is announced by the BC Government. Normally, each department can nominate one student, based on criteria set by the BC Government. Note that students do not apply for this award.

> • **SSHRC, NSERC, CIHR**
> MA and PhD students are encouraged to apply for these as well as other external awards. More information can be found at: https://www.uvic.ca/registrar/safa/index.php
> https://www.nserc-crsng.gc.ca/Students-Etudiants/PG-CS/CGSM-BESCM_eng.asp
> https://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/fellowships/doctoral-doctorat-eng.aspx

> • **Vanier Award**
> PhD students are encouraged to apply: https://vanier.gc.ca/en/home-accueil.html

Conditions of Awards

Conditions of awards are specified by the policies of FGS, the Senate and the Board of Governors upon which student funding is contingent, such as academic standing, academic progress, time in program, etc.

Termination of Awards

Conditions that could result in the termination of an award are specified by the policies of FGS, the Senate and the Board of Governors. These policies explain the conditions upon which withdrawal of financial support would be appropriate.

Notification of Award Competitions

Students are made aware of upcoming award competitions via the graduate listserv.

DEPARTMENT TRAVEL GRANTS

The Department of Curriculum and Instruction offers a small number of travel grants to support conference travel. This grant is not available for assistance with course-required travel. The fund is distributed on a first-come, first-served basis to eligible graduate students who are presenting at a conference. Priority is given to first-time applicants. All students must submit their application early—at least two (2) months prior to the month of travel but no more than four (4) months prior to the date of travel.

Eligibility
- registered full time in the term in which student plans to travel
- no outstanding fees owed to the university
- confirmation of acceptance to present at a conference and confirmation of registration for the conference (photocopies of acceptance confirmation and registration receipts to be submitted)

Award amount
A maximum of $500 to present at a conference.

Application
Complete the Curriculum and Instruction Travel Grant Application (available here) and include confirmation of travel (i.e., conference acceptance and registration) and submit the application to the graduate secretary within the 2 to 4 month time frame specified above. Applications will be reviewed by the department Graduate Advisory Council and applicants will be notified as soon as a decision has been reached.

Students who receive Travel Grants will be reimbursed for expenses upon return from travel up to the assigned maximum. Advances are not available.

When submitting a travel claim, original receipts are required, as well as boarding passes for any flights. Travel claims must be original signed documents. Scanned and photocopied claims and receipts will not be accepted by UVic Accounting. A single claim should be prepared even if there are multiple sources of funding.

Please note: All funds from the Travel Grant program are paid directly to the student who applied for the grant.

Travel claims and supporting documents (original receipts) must be submitted to the graduate secretary within 30 days of the conclusion of travel to be eligible for funding.

Additional travel funds may be available here:

FGS:
https://www.uvic.ca/graduatestudies/finances/travel-and-conference-funding/index.php#ipn-travel-awards

PLACEMENTS, CO-OP TERMS AND INTERNSHIPS

The Department of Curriculum and Instruction does not have any required co-op terms or internships in any graduate programs. On occasion, individual students make the choice to be involved in co-op work but timelines and the impact this will have on student completion must be discussed with the supervisor. Because co-op is outside of the program, students cannot assume that taking time out of their program for co-op work is practical. Students in an MEd cohort cannot undertake co-op work during their program due to the nature of scheduling within a cohort.

TRANSFER FROM A MASTER'S TO DOCTORAL PROGRAM

Transfer from an MA to a PhD program may be recommended to the Dean of Graduate Studies. Requests for transfer from an MA program to a PhD program will normally be considered at any time after two terms in an MA program. Transfers require support of the student's supervisor as well as an assessment of the student's work to that point, and consultation with the Graduate Advisor. Additionally, all PhD requirements must be met. Once a transfer is granted, PhD completion is required within 7 years from the date of the first registration in the Master's program.

DEPARTMENT OF CURRICULUM AND INSTRUCTION POLICY FOR AFFILIATE APPOINTMENTS

It is possible to request an appropriate academic committee member from outside of the University if the needed expertise cannot be found within UVic. If an academic from outside of UVic is requested, the department must make a nomination for Affiliate Membership in the Faculty of Graduate Studies for the duration of the student's program. For details on FGS requirements see: https://www.uvic.ca/graduatestudies/about/fgs-membership/index.php#ipn-membership-categories

All committee members must be members in good standing of the Faculty of Graduate Studies.

OTHER REQUIRED POLICIES

Other information may be accessed at the Faculty of Graduate Studies website:

https://www.uvic.ca/graduatestudies/forms-policies/

**APPENDIX
SEXUALIZED VIOLENCE PREVENTION AND RESPONSE**

The University of Victoria recognizes that Sexualized Violence is a significant and systemic social and campus issue that can affect anyone at the university, including students. Examples of Sexualized Violence, taken from the UVic Policy on Sexualized Violence Prevention and Response (see link below) include: salacious comments, sexual assault, sexual exploitation, sexual harassment.

If you or someone you know has experienced Sexualized Violence and there is an immediate health or safety concern, call 9-1-1. If the immediate health or safety concern happened on campus, you should also call Campus Security at 250-721-7599; they are available 24/7 for information and options for support.

UVic provides a variety of different information and support options for those impacted by Sexualized Violence. It is recommended that if you are impacted, contact the Sexualized Violence Resource Office in Equity and Human Rights (EQHR). Their supportive and confidential services are for all student, staff and faculty members at UVic: Sedgewick C119, located in the Equity and Human Rights Office; 250-721-8021

https://www.uvic.ca/universitysecretary/assets/docs/policies/GV0245.pdf

HEALTH AND WELLNESS RESOURCES

Undertaking graduate studies is both an exciting opportunity and one that can bring extra levels of stress. And some terms/times of the year are more stressful than others. Along with studies, there are other facets of our lives that require attention—family, work, housing, transportation, etc. UVic has supports in place for student health and wellness, and you are encouraged to reach out and access these supports. Two are listed here:

Wellness Support for Students
250-721-8563
https://www.uvic.ca/student-wellness/
This team of people offers a variety of services to support students' mental, physical, and spiritual health (same-day or pre-booked appointments): here you can be in touch to make an appointment with a counsellor, nurse, physician, and/or spiritual care provider.

SupportConnect
https://www.uvic.ca/student-wellness/wellness-resources/supportconnect/index.php#ipn-supportconnect
A free, confidential mental health support service for UVic students. You can talk with qualified counsellors, consultants, and life coaches anytime, anywhere.
Toll free: 1-844-773-1427

EXAMPLE TITLE PAGE FOR PROJECT, THESIS OR DISSERTATION

[Project/Thesis/Dissertation Title]

by

[Your First Name] [Your Last
Name] [Degree], [University],
[Year] [Degree], [University],
[Year]

A [Project, Thesis or Dissertation] Submitted in Partial Fulfillment
of the Requirements for the Degree of

[Enter DEGREE all capital

letters] In the Area of [Type

Area]

Department of Curriculum and Instruction

RESEARCH PROPOSAL FORMAT GUIDELINES

Your research proposal should consist of the following information and should be approximately 25-30 pages (exclusive of bibliography). If you are applying for ethical approval for your research, you should review the ethics application as you complete your proposal, particularly the methodology and methods sections. Be sure to include the following components in your proposal.

Title (can be a 'working' title):

Introduction
Provides background about how you came to this study and why it is important or needs attention – to you personally and to a broader audience; it is important to contextualize your study.

Research question, purpose and objectives of your study
What is the primary question that guides this study? What are the sub-questions? What is the overall purpose and objectives of this study? This can also include how you are positioned in this study (e.g., researcher-participant or researcher).

Context of the Study
What is the context of this study? This is critical if you are doing a case study or are situated in a program, etc. The context of the study can be a school, a program, a geographical context (e.g., South Africa), etc.

Conceptual or Theoretical Framework
Define and discuss your overarching theoretical framework and how/why that forms the framework for your study. Alternatively, outline the conceptual framework (the different discourses from which it draws) and why/how they pertain.

Literature Review (can be included with conceptual/theoretical framework section)
Outline the types of studies that will inform the background of your study (or from which your research question arose).

Methodology/Methods
Overall approach and rationale—why you selected a particular design and how that choice helps you answer your questions. Outline your methodology—define it, outline the salient features and how they apply to your study. Describe all the methods you plan to use (e.g., interviews, observations, image-based research, discourse analysis, etc.). Explain the chosen method(s), why they were chosen, and how they work with the overall methodology.
Describe the population of the study (or content if a content analysis)—who or what,

why chosen, and outline the criteria for selection. Provide a clear description of what you will actually do to collect your data (interviews, journal writing, observation, etc.). Discuss how you will analyze the data. Speak again to your position and the potentials or possible challenges. If you are conducting a qualitative study, refer to respect, responsibility and reciprocity (rather than triangulation and validity as in quantitative studies). Outline all ethical and political considerations.

Significance of the Study
How is this study important to a particular field, to knowledge, to practice, to policy, for action? Speak to all that pertain.

Timeline
Outline the proposed steps and timeframe regarding how you will work toward completion.

Bibliography
In APA format, cite all sources you have consulted to write this project.

DEPARTMENT OF CURRICULUM & INSTRUCTION POLICY ON USE OF AN EDITOR

We are pleased to allow you to use the following forms of assistance by an editor:

a. **Proofreading** which includes: reviewing work for accuracy of inputting; adherence to a specified design; mechanical or typographic errors in text or formatting; identifying inconsistencies in elements (e.g., headings in APA format); and identifying errors in spelling, punctuation and visual elements

AND

b. **Copy editing** which includes: editing work for grammar, spelling, punctuation, usage and other mechanics of style; reviewing work for consistency of mechanics and internal consistency of facts; indication the hierarchy of heading and placement of art; identifying citation errors; editing captions and credit lines' and editing front matter.

In addition, BUT ONLY WITH WRITTEN PERMISSION OF YOUR INSTRUCTOR, you may seek Stylistic editing which includes: clarifying meaning; polishing language; querying confusing sentence structures; identifying wrong word choices and ambiguous passages; checking tables, figures and visual materials for clarity; identifying faulty connections and transitions; and/or identifying jargon, redundancies and verbosity.

Please read the University of Victoria Policy on Academic Integrity:

https://www.uvic.ca/calendar/grad/#/policy/BJujesM_E?bc=true&bcCurrent=02%20-%20Policy%20on%20Academic%20integrity&bcGroup=Faculty%20Academic%20Regulations&bcItemType=policies