

**University of Victoria,  
Department of Curriculum and Instruction, Graduate Handbook**

Last updated: April 2022

CONTACT INFORMATION .....	2
REGISTRATION .....	2
LEAVE OF ABSENCES WITH PERMISSION .....	3
WITHDRAWALS .....	5
PROGRAMS .....	6
Masters Programs .....	6
Doctoral Programs (PhD) .....	7
PRIOR TO ADMISSION: Identifying a Supervisor .....	8
GRADUATE SUPERVISION .....	8
Expected Meeting Frequency .....	9
Expected Timelines for Full-Time Graduate Student Completion .....	9
RESEARCH PROPOSAL FORMAT GUIDELINES .....	10
REQUIRED THESIS, PROJECT, AND DISSERTATION FORMATS .....	12
REQUIRED PROJECT FORMATS .....	12
CANDIDACY EXAMINATION POLICY .....	12
Procedures for C&I M.Ed. Cohorts .....	14
Cohort Oral Presentations, Preparation and Finalization (EDCI 597) .....	16
FORMAL ANNUAL REVIEW OF STUDENT PROGRESS .....	16
UNIT FUNDING POLICIES .....	18
DEPARTMENT TRAVEL GRANTS .....	20
OTHER IMPORTANT INFORMATION .....	21
Placement, Co-Op Terms and Internships .....	21
Transfer from the Masters to the Doctoral Program .....	22
Other Required Policies .....	22
APPENDIX .....	23

## CONTACT INFORMATION

Contact information and roles of the primary resource personnel in the academic unit:

	<b>Name</b>	<b>Office</b>	<b>Telephone</b>	<b>e-mail</b>
Chair/Director	Dr. Todd Milford	MacLaurin A 545	250-721-7886	cichair@uvic.ca
Graduate Advisor	Dr. Kathy Sanford	MacLaurin A554	250-721-7777	ksanford@uvic.ca OR edcigradadv@uvic.ca
Graduate Secretary	Fariba Ardestani	MacLaurin A541	250-721-7882	edcigrad@uvic.ca

## 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 is required (registration in each term). Electives offered through other departments require the 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 If you are not concurrently registered, you become Withdrawn Without Permission (WWP).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 re-apply and pay for reinstatement fee. There is no guarantee of re-admission into your program.

### 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 who do not:

- register for credit
- register for a personal leave of absence,
- have approval for a parental or compassionate/medical leave of absence, or
- formally withdraw from their program are considered to have abandoned their program. That program will be terminated and they will be withdrawn from the university. The notation “Withdrawn Without Permission” will be entered on the transcript.

## **LEAVE OF ABSENCES WITH PERMISSION**

Leaves of absence are available to students for a variety of reasons or circumstances after completion of a minimum of one term. 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 of the University's facilities during the period of 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 with the student's academic unit. Time taken on a Leave of Absence 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 remain the same.

There are four types of leaves of absence:

1. Personal Leave
2. Parental Leave
3. Medical Leave
4. Compassionate Leave

### **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 absences, 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 in 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 three 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 an adoption is entitled to request parental leave. Parental leaves may be granted for a minimum of one term (four months) renewable to a maximum period of three 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 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, a letter from a physician or other qualified professional and written acknowledgement from the student's supervisor and the graduate adviser.

### 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](mailto:inforcsd@uvic.ca)>.

**Documentation required:** a letter from the student explaining the circumstances, a letter from 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 adviser. 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 adviser. 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 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.

## **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 one term, students who wish to withdraw indefinitely from their program in the Faculty of Graduate Studies must submit a written request to the Dean and send the request to the Graduate Admissions and Records Office. A supporting memo from their supervisor (or graduate adviser 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. Readmission is not guaranteed and requires the approval of both the academic unit concerned and the Faculty of Graduate Studies. Readmission does not guarantee that any courses or fee installments from the terminated program will be transferred to the reactivated program. Upon readmission, any courses from the abandoned program will be reviewed and may be transferred to the new or reactivated program on the 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 readmission 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.

### **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 reactivated must complete an application for reinstatement through the online My UVic Application system. A reinstatement application fee will be assessed.

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

Readmission does not guarantee that any courses or fee installments from the terminated program will be transferred to the reactivated program. Upon readmission, any courses from the abandoned program will be reviewed and may be transferred to the new or reactivated program on the 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 readmission 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.

### **1- 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 & Instruction offers three types of graduate degrees.

### **Masters Programs**

The Department of Curriculum and Instruction offers two different Masters designations:

- MEd, a project-based degree
- MA program, a thesis-based degree

#### ***Master of Education (MEd)\*\****

MEd programs require 15.0 units of course work, including a project. 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.**

#### ***Master of Arts (MA)***

The MA in Educational Studies is a research-based program designed to accommodate students' individual interests and is undertaken with the guidance and direction of an academic supervisor. This 15.0 unit program requires 3.0 units of core courses, 4.5 units of specialty and elective courses, and a 7.5 unit thesis. No more than 1.5 units of course work may be at the 300 and 400 level. A research-based thesis must be written and successfully defended in an oral examination.

#### ***Course Requirements: Total 15 units***

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

## Doctoral Programs (PhD)

The Department of Curriculum & 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, with regard to planning and implementation of curricula, instructional innovations and staff development programs. There are six 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.

### **Course Requirements: Total = 39 units**

The PhD program consists of 39.0 units, of which there is a 30-unit dissertation and 6.0 units of coursework, and a 3.0 unit candidacy examination. The coursework is made up of 3.0 units of core courses and 3.0 units of specialty and elective courses. The core courses are required to be taken in the first year of the program.

Core Courses = 3.0 units

EDCI 614 (1.5) Discourses in Educational Studies

EDCI 681 (1.5) Advanced Research Design

Electives = 3.0 units Approved by the Academic Supervisor

NOTE: Additional courses may be taken at the direction of the supervisor or at the request of the student.

All Ph.D. degree requirements in Curriculum and Instruction are detailed in the Calendar at:

<https://www.uvic.ca/calendar/grad/index.php#/programs>

\*\*Teachers who wish to receive their Category 6 qualification should take note of the following: The TQS will grant a Category 6 for a Master's program which includes a capstone project like a thesis or project. (Both of our programs fit this description).

Specifically, if someone is 5 or 5 plus, they can qualify for a 6 after completion of a graduate degree. If, however, they are a category 4, they would have to do TWO programs (like a 5<sup>th</sup> year Institute and a Master's) to obtain a Category 6.

## **PRIOR TO ADMISSION: Identifying a Supervisor**

M.Ed. degree students are assigned a supervisor as part of their program. In M.Ed. programs, students are assigned supervision when they reach the project stage of their program. At that time, students are also assigned a second reader, who acts as committee member for the student.

All M.A. and Ph.D. 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.

## **GRADUATE SUPERVISION**

Determining a supervisory committee:

MA and PhD students consult with their supervisor to determine appropriate committee membership. The supervisor ultimately approaches appropriate faculty members about committee membership.

Committee requirements in Curriculum and Instruction are as follows:

MA – normally MA committees are constituted as follows:

- Supervisor (from home department)
- Committee member (within home department)
- Upon preparing for oral defense, an external member will be appointed by supervisory committee, a member of Graduate Studies from outside of the home department

PhD – normally PhD committees are constituted as follows:

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



## **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 & 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

<https://www.uvic.ca/graduatestudies/assets/docs/docs/policies/Graduate%20Supervision%20Policy.pdf>, which outlines the rights and responsibilities in the supervisory relationship.

## **Expected Meeting Frequency**

### **With Supervisor**

Expected minimum frequency with which students and supervisors would normally meet, either by direct meeting, by 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 – i.e. 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**

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 outlines the timelines that 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

Terms 3 & 4 -- proposal development

Term 4 & 5 – data collection, writing thesis

Term 5/6/until completion (up to 5 years) – completion of thesis; oral defense

### **PhD students:**

Terms 1 & 2 -- course completion

Term 3 – constitution of committee, candidacy exams (register for EDCI 693)

Term 3/4 – completion of candidacy examination – move to 'candidate' status

Term 4/5 – proposal completion and ethics approval (register in EDCI 699)

Term 5/6/7 – data collection, analysis of data  
Term 7/8/9 – dissertation writing  
Term 8/9/10/until completion (up to 7 years) – oral defense

Candidates will register in ECCI 699 until program completion.  
Graduate Students should meet regularly with their supervisor (once or twice per term) and/or committee (annually) or as needed by the committee or the student. A Graduate Student Annual Progress Report will be completed by the student, supervisor and committee as required by the Faculty of Graduate Studies.

## **RESEARCH PROPOSAL FORMAT GUIDELINES**

**Your research proposal should consist of the following 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 problem (or Statement of the Problem)**

What is the problem, the knowledge gap, the need for this study? (We do not fully understand something; a particular population that has been overlooked; something needs to be transformed/changed, et cetera).

### **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 programme, etc.). It can be a school, a programme, a geographical context (South Africa), etc.

### **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 (researcher-participant or researcher).

### **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 form 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 its salient features and how they apply to your study. Describe all the methods you plan to use (e.g. interviews, observations, discourse analysis, images-based research). Explain what they are and why they were chosen and how they work with the 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.) Give an idea of how you will analyze the data. Speak again to the researcher's position and the potentials or possible challenges. In qualitative studies, we speak of respect, responsibility and reciprocity (not triangulation, validity, etc.) so speak to these. 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 next steps of how you will work toward completion.

### **Bibliography**

In APA and alphabetical order, cite all the works you have consulted to write this project. Some will be mentioned, others you may add at a later date.

### **EXPECTED RESPONSE TIME OF ANNOTATED THESIS, DISSERTATION OR PAPER**

Expected maximum length of time required for supervisors and members of the supervisory committee to return comments on a thesis, dissertation or paper 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.
- Students enrolled in an M.Ed. cohort cannot undertake co-op work during their program due to the nature of the scheduling within a cohort.

## REQUIRED THESIS, PROJECT, AND DISSERTATION FORMATS

There are two potential formats for master's theses and doctoral dissertations for MA and PhD students;

**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.

## REQUIRED PROJECT FORMATS

The Masters of Education (M.Ed.) project may be completed in different ways but will normally consist of a three-chapter document that includes an introductory chapter, a literature review of the student's topic area, and a reflective component/practical (school-based) project.

## CANDIDACY EXAMINATION POLICY

Department Policy and Procedures for PhD Candidacy Examinations:

Candidacy exams are a requirement of the Faculty of Graduate Studies for all doctoral programs. A doctoral student must pass a candidacy examination after completing all the required coursework, normally within three years of registration. This document will clearly outline the procedures for candidacy examinations within the Department of Curriculum & Instruction.

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

Candidacy examination procedures:

1. Graduate student's supervisor and student will constitute a committee, comprised of two internal (EDCI) members and one external to the department. All members must be members of the Faculty of Graduate Studies.
2. Graduate supervisor and student will determine when the candidacy exams will be developed and written. The supervisor will set a meeting with the committee and the graduate student to discuss and create candidacy questions, as well as timelines for completion .
3. The candidacy exam will consist of two questions:
  - a. an examination of the student's core areas, and
  - b. an examination of contemporary research issues and designs in the area of specialization.
4. The topics or questions for the exam are set by the candidate's supervisory committee. The supervisor will convene a meeting of the committee and the student; the

committee will set appropriate candidacy questions with the student's research interests in mind. The committee will set two questions (designed with student's research interests and intents in mind): one focused on an examination of the candidate's core areas, and the second on contemporary research issues and designs in the area of the student's specialization.

5. 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. There should be a one-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 one further opportunity to complete a successful first paper, with a new question created as described above (see point 2). The student will get feedback regarding the first paper in order to enable their success on attempt #2. The second attempt will take place at least 8 weeks following the writing
  - c. If the student is not successful with paper #1 on the second attempt, the candidacy examination will result in a failure.
8. If the first paper has been deemed a 'pass' by the committee, the student moves on to completing the second paper. The same process will be followed for paper #2 as detailed in point 5 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 key elements of their papers and receive feedback from the committee. If the student is successful with both papers and the oral, they will move to 'candidate' status and will then register for EDCI 699.
10. Following the oral examination 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 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 examinations 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 exam (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 exam need to be successfully completed for candidacy to be finalized.

Candidacy exams are intended to provide support to the graduate student/candidate to move forward to writing their proposal, the next stage in their program.

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 of the 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 Exams that are included in the Faculty of Graduate Studies Calendar: (<https://www.uvic.ca/graduatestudies/assets/docs/docs/policies/Graduate%20Supervision%20Policy.pdf>).

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 (including proposal, ethics, data collection, writing, defending) until Candidacy Exam has been completed). For more information, please contact your graduate secretary.

### **Procedures for C&I M.Ed. Cohorts**

The department of Curriculum & Instruction offers Masters of Education (M.Ed.) project-based graduate degrees. We currently offer seven cohorts on a rotational basis (generally every two years):

- Art Education
- Early Childhood
- Educational Technology
- Curriculum Leadership
- International
- Language and Literacy
- Math/Science

The department usually starts three cohorts each year, and this is based on the department chair's approval, based on consultation about need and capacity. Cohorts generally have 15 to 18 students in each.

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 seven courses, usually offered summer year 1 (2 courses), fall year 1 (1 course), winter year 1 (1 course), summer year 2 (2 courses), finishing with completion of a project plan, fall year 2 literature review (EDCI 598A) and 1 course, and winter year 2 culminating project (EDCI 598B), and final presentation (EDCI 597). The culminating presentation organized by the EDCI 598B/597 instructor and a second reader of the project. This basic design varies for the International cohort students; because of Visa requirements, they take courses from fall year 1 to winter year 2 across 5 full-time terms.

**Timeline:**

Fall – review by Department Chair and Graduate Advisor of possible cohorts for following summer

- Availability of instructors, cohort leadership (identified by Chair)
- Creation of flyer for circulation to elicit interest from potential students, indicating offerings if enough interest; flyers indicate sequencing of courses and required courses as well as potential electives
- Post flyers to Graduate Programs website; circulate through other channels (investigate possible marketing strategies)
- Graduate Advisor monitors level of interest in cohorts as recorded by Graduate Secretary; ongoing discussion/consultation with Chair

Winter – review applications for each cohort offered, ensure appropriate numbers (ideally 15-18)

- Send applications for each cohort to the cohort leaders for review of suitability
- After review, acceptance letters sent to students
- Ongoing monitoring to ensure appropriate numbers of acceptances
- Graduate Advisor works with Chair and AO, in consultation with cohort leaders, to determine coursework that meets calendar requirements (required courses) and responds to interests/needs of cohort and students (electives)

Summer – begin classes

### **Cohort Oral Presentations, Preparation and Finalization (EDCI 597)**

It is the responsibility of the EDCI 598B Instructor to secure a second reader and, working with the Graduate Advisor, identify chair(s) for oral presentations. These names, along with project titles for each students' final project, should be sent by the EDCI 598B Instructor to the graduate secretary ([edcigrad@uvic.ca](mailto:edcigrad@uvic.ca)) one month in advance of the presentations. The graduate secretary can assist with booking room/zoom link for orals.

Announcements about oral presentations/examinations for each cohort student will be prepared by the graduate secretary and these will get posted on EDCI website five working days prior to oral presentations. The graduate secretary prepares oral paperwork and forwards this to the EDCI 598B Instructor/coordinator prior to the oral examinations. Signed paperwork should be returned to graduate secretary as soon after the oral presentations/examinations as possible. Paperwork regarding the orals should be forwarded to FGS by graduate secretary within 5 working days after examinations.

Cohort EDCI 598B instructor/coordinator(s) will decide if cohort students are to upload their project on UVICSpace or not, and let the graduate secretary know. The graduate secretary will send out an email to all cohort students on how to upload their project.

### **FORMAL ANNUAL REVIEW OF STUDENT PROGRESS**

The policy will include the minimum frequency with which progress will be assessed, the basis for assessment, written feedback from the student, and mechanisms for addressing identified deficiencies in skills, knowledge, or expertise and/or less than satisfactory progress, and the consequences of sustained unsatisfactory performance.

#### **Procedure for the annual review**

The following document needs to be completed by the student, supervisor and committee annually, normally by the end of April of each year the student/candidate is in the program. The supervisor initiates the process, collects the completed form and submits to the Graduate Secretary.



**Annual Report Form:**

Curriculum and Instruction (EDCI) Annual Formal Assessment of MEd/MA/PhD Student Progress <sup>a</sup>		
<b>I. STUDENT SECTION</b>		
Student Name:Click or tap here to enter text.	Program (select)	<input type="checkbox"/> MEd <sup>a</sup> <input type="checkbox"/> MA <input type="checkbox"/> 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.		
<b>II. COMMITTEE SECTION</b>		
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):		
<input type="checkbox"/> Progress is acceptable	<input type="checkbox"/> Progress is marginal	<input type="checkbox"/> 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.**

<b>SIGNATURES</b>			
	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 <sup>d</sup>	Click or tap here to enter text.		Click or tap here to enter text.

Due May 30<sup>th</sup>, 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 student receives two 'marginal' or 'unacceptable' reviews, then they will be referred to FGS

## **UNIT FUNDING POLICIES**

Graduate students receive funding from many different sources, including: fellowships, scholarships, teaching assistantships, and research assistantships. UVIC has policies and guidelines for each of these funding sources, and academic units may also have distinct policies for graduate funding. Graduate students should ensure they are aware of the policies governing their funding.

Graduate students who have questions or concerns about their funding can seek advice and guidance from the Faculty of Graduate Studies.

### **Eligible years for potential funding**

Eligible students are considered for graduate funding (normally up to \$5000/year) in the first two years of their graduate study. This is considered to be a reasonable period for course work to be complete. All funding decisions are made on the basis of GPA as determined by the Faculty of Graduate Studies

### **Research Assistantships**

Research assistantships are dependent upon grant money held by individual faculty members and are not guaranteed for graduate students.

### **Teaching Assistantships and Sessional Teaching Opportunities**

Curriculum and Instruction rarely has teaching assistantships available. TA positions occur only in extenuating circumstances.

The Department tries to make Sessional Teaching opportunities available for PhD students who are qualified to teach in the areas in which there are needs. PhD students are encouraged to watch for position postings on the Curriculum and Instruction website. These postings are also sent to the graduate student listserv by the department graduate secretary.

Postings for potential sessional positions for PhD students interested in teaching become available:

- in early March for the summer session
- mid-May for the fall or spring sessions

### **Awards, Fellowships, Scholarships & Bursaries**

Graduate fellowships are allotted to MA and PhD students in the first two years of study. Eligibility is based entirely upon GPA. In the first year, this is the student's incoming GPA and in the subsequent year, it is based on the earned GPA in the first year of study.

Information about Scholarships & Bursaries is normally distributed via email to all graduate students. The Graduate Secretary sends out information as soon as it is available and it is contingent upon students to pursue these options. Normally, application information is associated with a tight timeline and it is the responsibility of individual students to be responsive to this information. Many donor awards require a letter from a student's supervisor and it is vitally important that supervisors be given time to write letters. Incoming students may find that a previous supervisor or employer is more appropriate as a reference than a new supervisor.

Information about Scholarships and Bursaries can be found on the Faculty of Graduate Studies website at:

<http://www.uvic.ca/graduatestudies/finances/financialaid/uvicawards/index.php>

### **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 travel to conferences, meetings, workshops, or research activities. This grant is not available for assistance with course-required travel. The Department of Curriculum and Instruction administers this fund, which 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, but in order to take advantage of the first time priority status students must still 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 you plan 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 and include confirmation of your travel (i.e. conference acceptance and registration) and submit your application to the Graduate Secretary within the 2 to 4 month time frame specified above. Application will be reviewed by the department Graduate Advisory Council and applicants will be notified as soon as a decision has been reached regarding whether they will receive funding or not.

You will be reimbursed for expenses upon return from travel up to the assigned maximum. Advances are not available.

When submitting your 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 accounting. A single claim should be prepared even if there are multiple sources of funding.

Please note that 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.

## **OTHER IMPORTANT INFORMATION GRADUATION**

All Graduate students must apply for graduation upon completion. The Application for Graduation can be downloaded from

<http://www.uvic.ca/graduatestudies/resourcesfor/students/gradreq/index.php>

Dates and deadlines for applying for graduation:

<https://www.uvic.ca/graduatestudies/resourcesfor/students/gradreq/index.php>

### **Request for Oral Forms (ROE)**

Completed by graduate supervisor on behalf of MA and PhD students.

Form can be found at:

<https://www.uvic.ca/graduatestudies/forms-policies/index.php> 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).

This form should be submitted to the Department Graduate Secretary when it's completed and signed by student and committee members.

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:

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

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

### **Placement, 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.

### **Transfer from the Masters to the Doctoral Program**

Infrequently, students will be permitted to transfer from an M.A. to a PhD 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. Students should be aware that transfers entail inherent risks. Should the intended PhD studies be unsuccessful, the student will be left without certification. Additionally, all PhD requirements must be met.

### **C&I 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/resourcesfor/faculty/facultymembership/index.php>

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

The Faculty of Graduate Studies membership recommendation form can be found here -

<https://www.uvic.ca/graduatestudies/assets/docs/docs/forms/FacultyMembership%20Recommendation%20Form%20June%202012%20.pdf>

### **Other Required Policies**

Other information may be accessed at the Graduate Studies website:

<https://www.uvic.ca/graduatestudies/assets/docs/docs/policies/Graduate%20Supervision%20Policy.pdf>

## APPENDIX

### Example title page for Project, Thesis or Dissertation

[Project/Thesis/Dissertation Title]

by

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

A [Type 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

© [Your First Name] [Your Last Name], [Year]  
University of Victoria

All rights reserved. This [Type Project, Thesis, or Dissertation] may not be reproduced in  
whole or in part, by photocopy or other means, without the permission of the author.