

University of Victoria
Department of Curriculum & Instruction
Graduate Handbook
Last Updated: April 2018

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RESPONSIBILITIES IN THE SUPERVISORY RELATIONSHIP

Faculty and students are bound by policies set by the University, Faculty of Graduate Studies, and this Department/School.

Faculty of Graduate Studies policies are given in the Graduate Calendar and in policy documents found on the Faculty of Graduate Studies website: uvic.ca/graduatestudies. In particular, students and faculty members should read the [Graduate Supervision Policy](#), which outlines the rights and responsibilities in the supervisory relationship.

CONTACT INFORMATION

The identities, contact information and roles of the primary resource personnel in the academic unit:

	Name	Office	Telephone	e-mail
Chair/Director	Dr. Deborah Begoray	MacLaurin A 545	1 (250)-721- 7886	cichair@uvic.ca
Graduate Advisor	Dr. Todd Milford	MacLaurin A534	1 (250)-721- 7777	tmilford@uvic.ca
Graduate Secretary	Fariba Ardestani	MacLaurin A541	1 (250)-721- 7882	edcigrad@uvic.ca
Co-op Advisor				
Student representative				
Student representative				

COURSE REQUIREMENTS

Masters students

The Department of Curriculum and Instruction offers two different Masters designations. An MA, which is a thesis based degree, and an M.Ed., which is a project based degree. Specific information about program requirements can be found in the calendar at:

<https://web.uvic.ca/calendar2018-01/grad/programs/edcd/program-requirements.html#>

****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 5th year Institute and a Master's) to obtain a Category 6.

Master of Education

MEd programs require 15.0 units of course work, including a project. No more than 3 units of course work may be at the 300 and 400 level. 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

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 students

Doctor of Philosophy (PhD)

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) Approved by the Academic Supervisor

All Ph.D. degree requirements in Curriculum and Instruction are detailed in the Calendar at:
<https://web.uvic.ca/calendar2018-01/grad/programs/edcd/program-requirements.html#>

SUPERVISOR

Determining your supervisor

M.Ed. degree students are assigned a supervisor as part of their program.

All M.A. and Ph.D. students are required to secure supervision prior to being admitted to their respective programs.

Students are encouraged to study 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>.

The supervisor works 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.

SUPERVISORY COMMITTEE

Nominating your supervisory committee

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.

MA and PhD students consult with their supervisor to determine appropriate committee membership. The supervisor ultimately approaches faculty member about committee membership. Committee requirements in Curriculum and Instruction are as follows:

MA – normally MA students have another member from Curriculum and Instruction in addition to their supervisor as well as an external member.

PhD – a minimum of two committee members in addition to the supervisor. Two must be from Curriculum and Instruction and one must be from outside of the department.

It is possible to request an appropriate academic from outside of the University if the needed expertise cannot be found within U.Vic. If an academic from outside of U.Vic. 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>.

C & I POLICY FOR AFFILIATE APPOINTMENTS

The expectation is that Supervisors will seek to find appropriate expertise within the U.Vic. community, however, when such expertise is not available, it is contingent upon the Supervisor to provide appropriate

information to the Chair's office in order that the paperwork involved is available and easily completed without additional staff work.

EXPECTED MEETING FREQUENCY

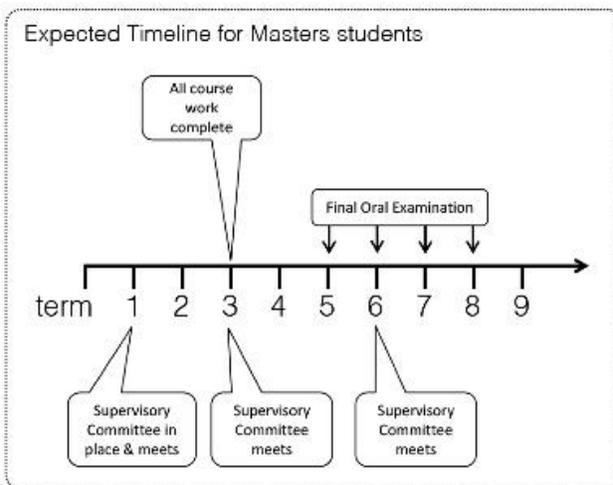
With your Supervisor

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.).

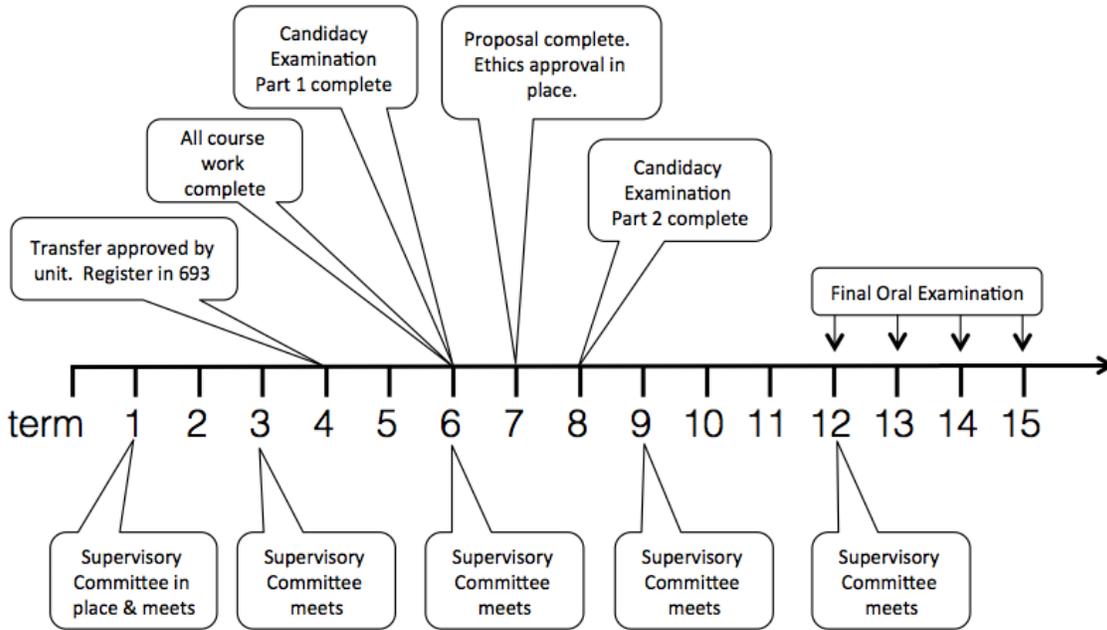
With your Supervisory Committee

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).

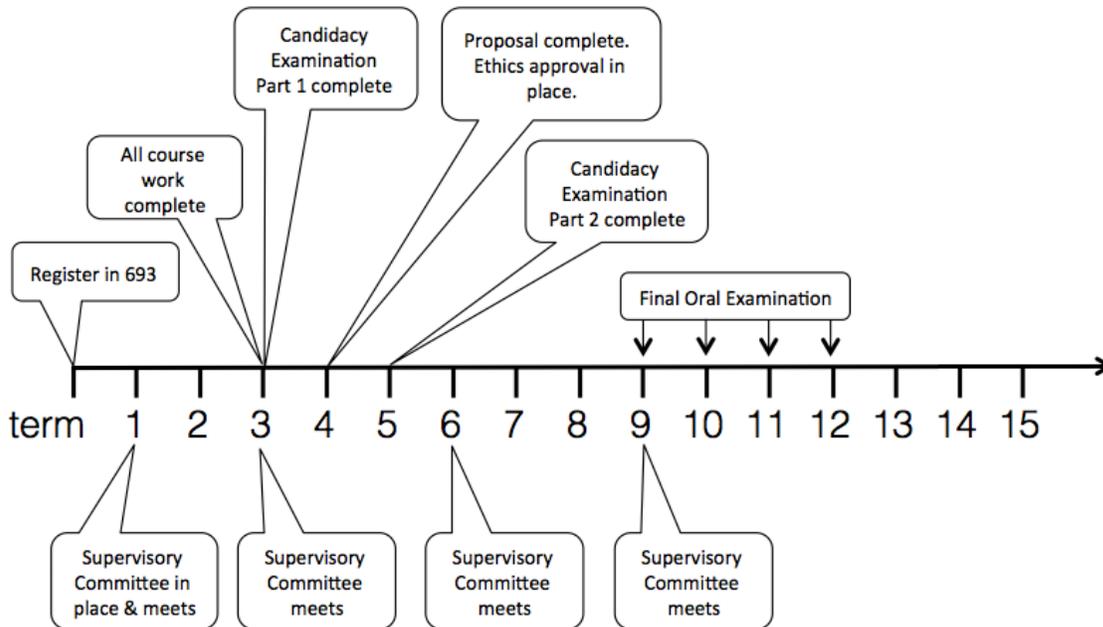
EXPECTED TIMELINES FOR COMPLETION



Expected Timeline for Doctoral students who transfer from the Masters program



Expected Timeline for Doctoral students who enter with a Masters degree



EXPECTED TURNAROUND 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 (normally not to 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.

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.

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 AND DISSERTATION FORMATS

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

- 1) **Traditional** – the research is organized in a coherent 'book' style format around a central problem. Typically, no part of the document has been published.
- 2) **Manuscript** – the student's research is presented as two or more 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 Master's 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.

OTHER REQUIRED POLICIES

Other information may be accessed at

TRANSFER FROM THE MASTERS TO THE DOCTORAL PROGRAM

Infrequently, students choose 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. 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.

CANDIDACY EXAMINATION PROTOCOLS

Department Policy and Procedures for PhD candidacy Examinations:

Candidacy exams are 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. The purpose of the candidacy examination is to affirm the student's preparedness and competence to do research that will culminate in the PhD dissertation.

Candidacy examination procedures:

- The candidacy exam will consist of two parts: an examination of the student's core areas, and an examination of contemporary research issues and designs in the area of specialization.
- The topics or questions for the exam are set by the candidate's supervisory committee. At the discretion of the supervisor, the candidate may be part of the discussion to set questions.
- For each part of the candidacy exam the student will be presented with two writing prompts, (such as questions or statements to react to) and the student will choose to respond to one of the two prompts

OR, if the student is involved in the question setting process

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 methods and designs in the area of the student's specialization

- The response is to be completed independently by the student without consulting peers, faculty or others over a period of up to 7 days, i.e. up to 7 days for Part 1 and up to 7 days for Part 2.
- Each part of the exam is read by all members of the supervisory committee and evaluated as "pass" or "fail".
- Following the completion of the second written submission, there will be an oral component where the committee will invite the student to elaborate or clarify material in the written papers.
- The entire candidacy exam (both written parts and the oral) is to be completed within 45 days of receiving the first question.
- The scheduling of dates is to be determined by the supervisory committee in consultation with the student.
- Following the oral examination, the supervisory committee will confer in private at a decision. The decision may be:

* "complete", in which case the student is advanced to candidacy and a memo is prepared and signed by the Department Graduate Advisor, the student's supervisor, and the Department Chair.

* "incomplete" in which case the committee shall determine whether:

the student may undertake further preparation and repeat one or both parts of the examination within one year,

OR

recommend to the Dean of Graduate Studies to be required to withdraw.

Candidacy exams are intended to provide support to the graduate student/candidate to move forward in their program. In the event of an unacceptable candidacy paper, the student will be given one further opportunity to rewrite the candidacy paper deemed unacceptable. Only in extenuating circumstances will any further opportunities be offered to the student.

Consistent with the policies and procedures outlined in the Graduate Studies Calendar, a student may appeal the decision and any aspects of this procedure. The initial appeal must be made in writing to the Department Graduate Advisor. Further appeals should 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.

Accepted at Department of Curriculum and Instruction department meeting on Friday, October 3, 2014.

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 up to \$5,000 in graduate funding 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

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

The Department does try 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 grad students. The Graduate Secretary sends out information as soon as it is available and it is contingent upon students to follow up. Normally, application information is associated with a tight timeline and it is the responsibility of individual students to be on top of 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: <https://www.uvic.ca/graduatestudies/finances/financialaid/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.

FORMAL 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.

Terms of reference for review

A list of such information and metrics that the student will be required to collect and submit for any instance of formal review, as in Section 5 of the Graduate Supervision Policy.

Procedure for the annual review

The following document needs to be completed by the student and committee annually.

Curriculum and Instruction (EDCI) Formal Assessment of MEd/MA/PhD Student Progress ^a			
Student Name:	V#	Program (select)	<input type="checkbox"/> MEd ^b <input type="checkbox"/> MA <input type="checkbox"/>
		PhD	
		Program Start Date:	
		Current Date:	
Dates of most recent committee meeting:			
Course work, research, project/thesis/dissertation, or other progress in the past 12 months:			
Overall progress in the last 12 months (select from below):			
<input type="checkbox"/> Satisfactory		<input type="checkbox"/> Unsatisfactory	
Further comments on student progress (<u>required</u> if an unsatisfactory rating is indicated):			
Goals and timeline for the next 12 months:			
Date of next formal assessment of student progress:			
	Name	Signature	Date
Student			
Committee			
Supervisor			
Co-supervisor (if)			
Dept. member			
Outside member			

Additional member			
Graduate advisor			

Other information of interest

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

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

Leave. You may not work on your project/thesis /dissertation during the Personal Leave. * Further information regarding withdrawals and registration expectations is available at: <http://web.uvic.ca/calendar2013/GRAD/Regi/LoAbwPaWfGP.html>

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

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

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

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

Examining Committee:

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

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

MED MA - Exam Chair

PHD - Exam Chair and External Examiner

Example title page for Project, Thesis or Dissertation

[Project, Thesis or 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

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in
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