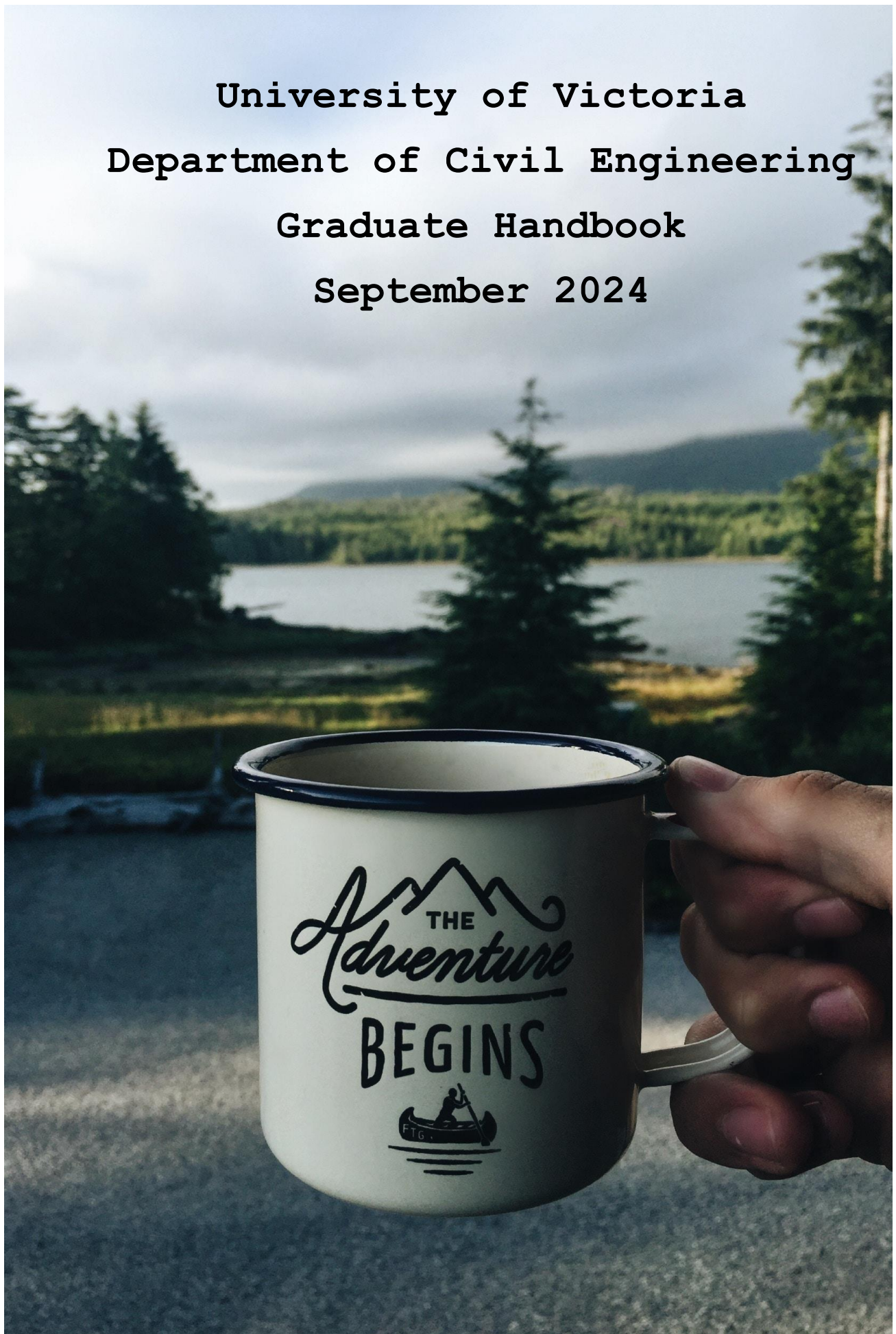


University of Victoria
Department of Civil Engineering
Graduate Handbook
September 2024



Why do we have a graduate program? And why have a handbook about it?

We have a graduate program to conduct world-leading research in green civil engineering and to train the next generation of engineers and scientists focused on pressing societal and environmental problems and solutions. Our overall vision has three tenets around which we designed and implemented our program: **research-intensive, sustainability focused, and interdisciplinary**.

We want you to have a successful, inspiring graduate experience where you learn new skills, gain new connections and build your confidence to move forward with your professional life.

We have a handbook as a roadmap and playbook for how to be successful in our graduate program. Please actually read it – we made it so that it is useful for you. If you don't find the answer you are looking for once you have read it, please contact your supervisor or one of us.

If you are a new student: welcome! Check out appendix A for practical first steps on starting our program.

Warmly,

Ralph Evins and Lorrie Barth

Graduate Director and Graduate Secretary

Most frequently asked question:

Why Can't I Register Online?

See if there's a hold on your account (My page, registration status).

Students can't register online for the courses below - for these, use the forms listed and return them to the Civil Engineering Office.

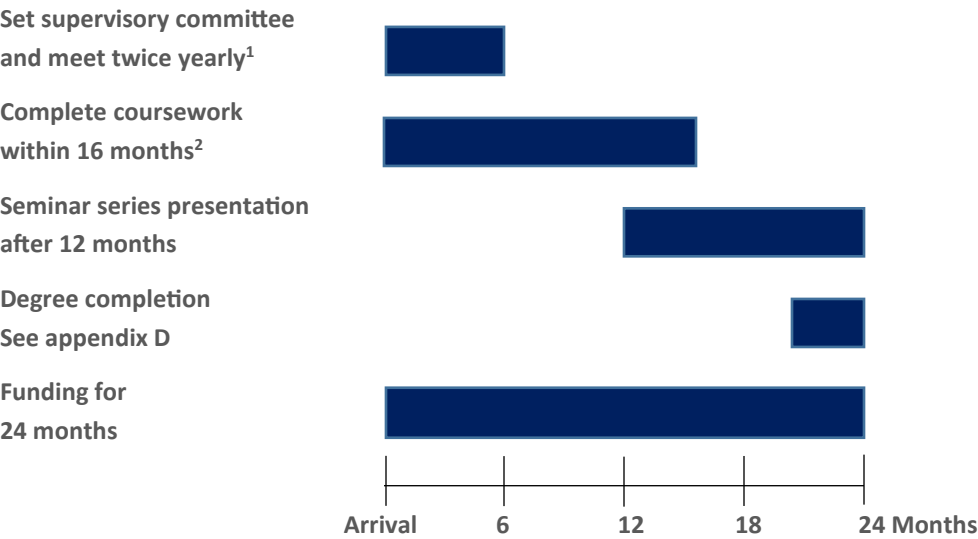
- [Pro Forma form](#): CIVE 590 (Directed Studies)
- [Graduate Registration form](#): courses outside of CIVE, undergraduate courses, section changes, courses for audit, missed registration deadline

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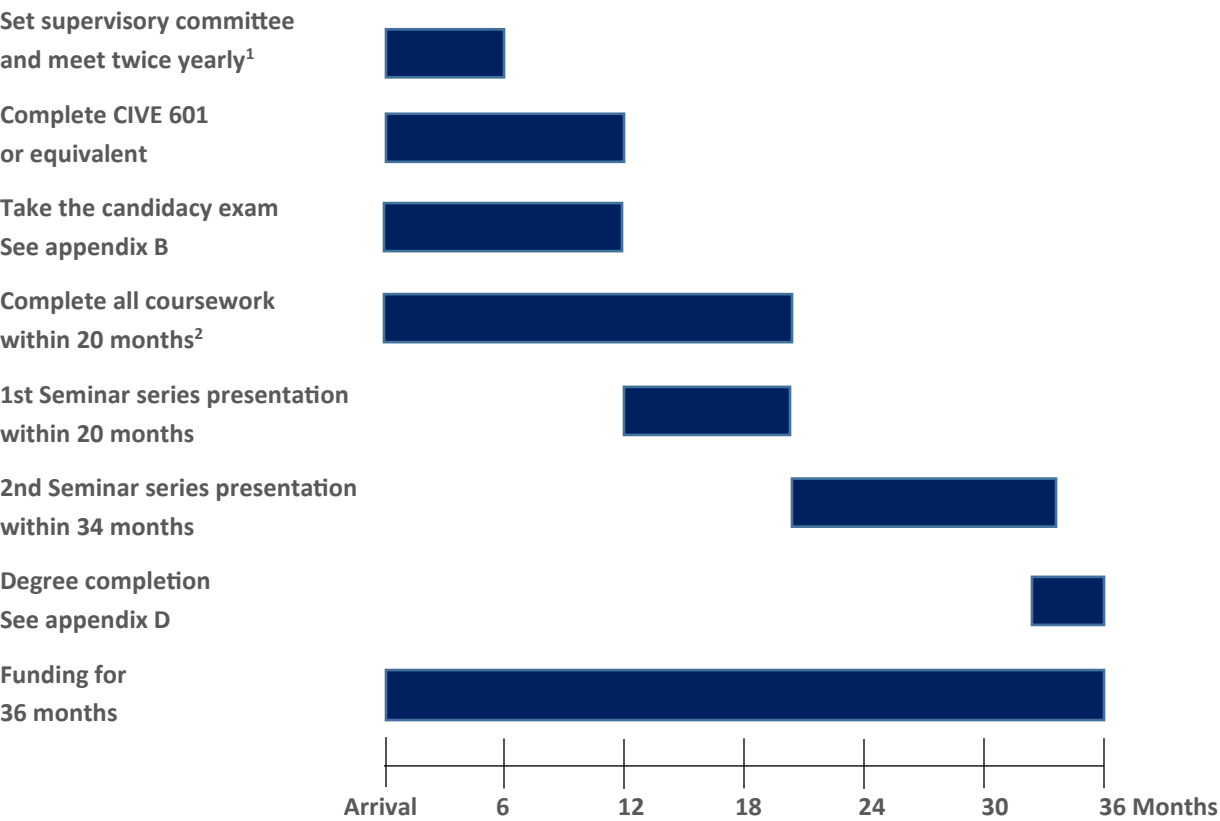
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How to Complete a Timely...

MASc Degree



PhD Degree



1. Dept. recommendations. FGS policy is to set the committee within a year and to meet at least once yearly.
2. Dept. recommendations, not policy.

Contact Information

Questions	Name	Role	E-mail	Telephone
Research and Courses		Supervisor(s)		
Administrative Tasks	Lorrie Barth	Graduate Secretary	civegrad@uvic.ca	250-472-4640
TA Appointments	Cheryl Lawrence	Administrative Officer	civeadmin@uvic.ca	250-472-5840
Office Assignments	Christine Doszecki	Department Secretary	civesec@uvic.ca	250-472-5842
Lab Safety	Armando Tura	Laboratory Supervisor	atura@uvic.ca	250-721-8687
Outstanding Issues	Ralph Evins	Graduate Director	civegraddir@uvic.ca	250-472-5845

Department contacts are listed on our [website](#).

Overview and Expectations of our Graduate Programs

The Department of Civil Engineering offers graduate programs leading to the degrees Master of Applied Science (MASC) and Doctor of Philosophy (PhD). The four research themes are: Green Structures & Materials; Industrial Ecology; Smart Buildings, Infrastructure & Cities; and Sustainable Water. Further information can be found on the department's web page at www.uvic.ca/engineering/civil/.

Student responsibilities are listed on the Faculty of Graduate Studies (FGS) [website](#) and the policy on academic integrity is listed [here](#). Our expectations include:

- Maintaining full-time, normal working hours to your graduate program
- Meeting with your supervisor on a regular basis
- Actively participating in your research group
- Demonstrating continued initiative in conducting work on your research project by meeting deadlines and milestones and reporting progress regularly
- Meeting the FGS requirement of maintaining a cumulative GPA of at least 5.0 (B) for all required courses. Individual course grades of B- or below are considered unsatisfactory and trigger a notification of FGS grade requirements, with a subsequent review and recommendation for action by the supervisory committee.
- On an annual basis, a successful progress report will be completed, or discussion will take place with your supervisor in relation to satisfactory graduate student performance.

Master of Applied Science (MASC) Degree

Program Requirements

The Department requires a minimum of 16.5 units in order to obtain a Master's degree in the area of Civil Engineering.

- 9.0 units: Master's Thesis (CIVE 599)
- 1.5 units: Sustainability Seminar Series (CIVE 595)
- 6.0 units: Approved course work (4 courses)

The program of study is determined by the supervisory committee in consultation with the student. The supervisory committee may decide that additional course work is required.

CIVE 599 – Master’s Thesis

Students are required to register in CIVE 599 (Master’s Thesis) every term.

CIVE 595 – Sustainability Seminar Series

Students are required to register in CIVE 595 (Sustainability Seminar Series) every term since the 1.5 units are accrued over the entire degree. The Seminar Series is only offered in the fall and spring terms; however, students must also register for the summer term. All MASc students are required to give **one** seminar on their research during the second year of the program. Students must attend a minimum of **four** of the seminar series talks per term. Attendance is recorded by completing the feedback forms on [Brightspace](#). The feedback forms will only be open for one week after the presentation date.

CIVE 590 – Directed Studies

Students can take a maximum of two directed studies courses (CIVE 590), of which only one may be directly related to the thesis topic. To register students must fill out a [Pro Forma Proposal Form](#) and associated Course Outline with the intended instructor, and send the completed documents to the Graduate Secretary for processing.

400-level CIVE Course

Students can take a maximum of one 400-level course (in any Department, must be related to research) and have it count towards their degree. To register students must fill out a [Graduate Registration Form](#) and send the completed form to the Graduate Secretary for processing.

Graduate-Level Course Outside of the Civil Engineering Department

Students can take a maximum of three graduate-level courses outside of the Civil Engineering Department and have them count towards their degree. The courses must be related to their thesis topic. To register students must fill out a [Graduate Registration Form](#) and send the completed form to the Graduate Secretary for processing.

Expected Timeline for Completion & Residency Requirements

Civil Engineering MASc students are expected to complete program requirements within 24 months. Normally, financial support will not be continued beyond this.

A minimum 8-month residency is required. A minimum of half of the courses required for the program must be taken at UVic. Residency means being based full-time in Victoria and being an active contributor to research and events in the department.

Doctor of Philosophy (PhD)

Program Requirements

For students with a master’s degree, the Department requires a minimum of 37.5 units in order to obtain a PhD in the area of Civil Engineering.

- 3.0 units: Candidacy Examination (CIVE 693)
- 30.0 units: PhD Dissertation (CIVE 699)
- 1.5 units: Sustainability Seminar Series (CIVE 695)
- 1.5 units: CIVE 601 (or an equivalent course approved by the department) and must be taken before the candidacy exam
- 1.5 units: Approved course work (1 course)

The program of study is determined by the supervisory committee in consultation with the student. The supervisory committee may decide that additional course work is required.

See Appendix C for separate requirements for students without a master's degree who are interested in transferring to a PhD degree.

CIVE 693 – Candidacy Examination

Students are required to take their candidacy exam within 13 months. They register in CIVE 693 (Candidacy Examination) from the beginning of the PhD program until the candidacy examination is successfully completed, then a [Program update form](#) will need to be submitted to upgrade to CIVE 699.

See **Appendix B** for the steps to complete your candidacy exam.

CIVE 699 – PhD Dissertation

Once the Candidacy Examination is complete, the following semester students must register in CIVE 699 (PhD Dissertation) until the completion of their degree.

CIVE 695 – Sustainability Seminar Series

Students are required to register in CIVE 695 (Sustainability Seminar Series) every term since the 1.5 units are accrued over the entire degree. The Seminar Series is only offered in the fall and spring terms; however, students must also register for the summer term. All PhD students are required to give **two seminars** on their research within 20 months and within 34 months of registration. Students must attend a minimum of **four** of the seminar series talks per term. Students who are completing research off campus can attend remotely. Attendance is recorded by completing the feedback forms on [Brightspace](#). The feedback forms will only be open for one week after the presentation date.

CIVE 590 – Directed Studies

Students can take a maximum of one Directed Studies course (CIVE 590). To register students must fill out a [Pro Forma Proposal](#) Form and associated Course Outline with the intended instructor, and bring the completed form to the Graduate Secretary for processing.

400-level CIVE Course

400-level undergraduate courses will not count towards the PhD degree requirements but may be audited or taken for credit that is not counted towards the degree. To register students must fill out a [Graduate Registration Form](#) and bring the completed form to the Graduate Secretary for processing.

Graduate-Level Course Outside of the Civil Engineering Department

There are no restrictions on taking graduate-level courses outside of the Civil Engineering Department, so long as they are related to the field of research. To register students must fill out a [Graduate Registration Form](#) and bring the completed form to the Graduate Secretary for processing.

Expected Timeline for Completion & Residency Requirements

The target is for Civil Engineering PhD students to complete program requirements within 36 months. Normally financial support will not be continued beyond this.

A minimum 2-year residency is required. A minimum of half of the courses required for the program must be taken at UVic.

Supervisor(s) and the Supervisory Committee

Expectations and Responsibilities in Supervisory Relationships

The [Graduate Supervision Policy](#) outlines the rights and responsibilities in supervisory relationships.

The supervisor is a mentor and advisor who develops a professional relationship with the student that is conducive to scholarly activities, intellectual enhancement, and professional development. The supervisor is determined before a student starts their program of study (i.e., before student acceptance). Co-supervisors may be added during program of study (maximum of one co-supervisor). It is recommended that students meet with their supervisor(s) to discuss their research on a weekly basis. Meetings can be in person, via Zoom or online conference, or through detailed correspondence. Students and supervisors are required to complete an annual progress student report every January. The graduate secretary will email the standardized template at the beginning of January.

The role of the supervisory committee is to support the scholarly activities, intellectual enhancement, and professional development of the student, which can include mentoring. Committee members participate in committee meetings, the candidacy exam and the oral defense. Students are required to meet with their supervisory committee every 12 months, or sooner, from the time of entry point. The program recommends that the committee meets twice yearly.

The expected maximum length of time required for supervisors and members of the supervisory committee to return comments on a thesis, dissertation or paper should 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.

Nominating Supervisory Committees

FGS requires that the supervisory committee be formed within twelve months of entry, however the department recommends that the committee is formed within 6 months. All committee members must be members of FGS and be on the Faculty Membership List. All of the CIVE faculty and most faculty from other departments are on the list. As a department, we can request that individuals (either academics or relevant and experienced practitioners) from outside UVic be added to the list.

To be a committee member, the Graduate Secretary forwards a [Membership Recommendation Form](#) and CV for affiliate member status to FGS.

To be a co-supervisor, an adjunct appointment from our department is required which involves a nomination, council vote and application to dean's office. Then the Graduate Secretary forwards a [Membership Recommendation Form](#), CV and appointment form for associate member status to FGS.

MASc Supervisory Committee (2 members required)
<ul style="list-style-type: none">• Member 1: CIVE Supervisor• Member 2: Co-supervisor or committee member from CIVE or another department or from outside of UVic pending approval from FGS• Note: there can only be one co-supervisor on the committee

PhD Supervisory Committee (3 members required)
<ul style="list-style-type: none"> • Member 1: CIVE Supervisor • Member 2: Co-supervisor or committee member from CIVE • Member 3: Co-supervisor or committee member from another department or from outside of UVIC pending approval from FGS • Note: there can only be one co-supervisor on the committee

Thesis and Dissertation Expectations

A manuscript-based thesis is recommended which helps students in communication and leads to more published manuscripts. Students can use the [optional templates](#) provided by FGS. FGS requires that the thesis conform to the [Thesis check list](#). See [here](#) for an example of a manuscript-based thesis, and [here](#) for some guidelines from another university.

A manuscript-based Master thesis consists of at least one manuscript for peer-reviewed publication while a manuscript-based PhD dissertation consists of at least three manuscripts for peer-reviewed publication. The manuscripts become chapters within a manuscript-based thesis. In addition to the manuscripts, generally an introduction and conclusion is written to connect and synthesize the articles.

The dissertation may include materials already published by the candidate, whether alone or in conjunction with others. Previously published materials must be integrated into the dissertation while at the same time distinguishing the student's own work from the work of other researchers. The manuscripts can be published, submitted or ready for submission when the thesis is submitted. For publications with multiple authors, a description of the student's contribution to the research and the student's role in each publication must be provided in an 'Authors Contributions' section as well as the contribution the other authors, including the supervisor(s). See this [thesis](#) for an example 'Author Contributions' section. Permission of the copyright holder must be obtained and documented in order for published material to be included in the thesis. At the final oral examination (see Appendix D), the doctoral candidate is responsible for the entire content of the thesis. This includes those portions of co-authored papers which comprise part of the thesis.

Co-operative Education

The program offers optional participation in the Co-operative Education program, which enables students to acquire knowledge, practical skills and workplace experience. Graduation with a co-operative education designation requires master's students to complete two work terms and PhD students to complete three terms. Fewer work terms are possible but will not get the designation. A work term consists of four months of full time, paid employment. Interested students should contact their supervisors to discuss pursuing co-op and the impact on research, funding and completion date. Following discussion and approval from supervisors, interested students should contact the [Engineering and Computer Science Co-op](#) office during their first year.

Students who complete a co-op work term do not register in CIVE 599/595 (MASC) and CIVE 693/699 and CIVE 695 (PhD). The Co-op Office registers students in the appropriate co-op course. Co-op courses do not count towards the units needed to obtain a Master's or PhD Degree in Civil Engineering.

Unit Funding Policies

PhD or MASc students who do not bring scholarships or outside funding with them are supported by a mix of faculty research grants, teaching assistantships and University of Victoria Fellowships/Graduate Awards. All Civil Engineering graduate students are guaranteed a minimum of \$17,500 per annum for 2 years (MASc) or 3 years (PhD), provided they maintain an acceptable level of academic performance. Note that tuition fees are payable from this amount. You will receive a funding summary from the department each term.

Teaching Assistantships

It is the understanding of the supervisor and expectation of the student to hold two TA positions each year. Part of this expectation is consistently and diligently applying for TA positions in our department and/or other departments where appropriate. If after these efforts, two TA positions each year are not offered, the department guaranteed minimum will be met. The average amount paid for a TA position per term is \$2,000. These funds are **included** as part of the departmental minimum graduate support outlined above. Students who want to hold more than two TA positions each year must discuss with supervisors about how this could impact their research and funding.

University of Victoria Fellowship/Graduate Awards

The department nominates students for UVic Graduate Awards/Fellowships. FGS emails students with the funding details (amount, payment schedule, method of payment, eligibility). Eligibility requirements can also be viewed [here](#). These funds are included as part of the departmental minimum funding outlined above.

Travel Grants

FGS [administers funding to support travel](#) to conferences, meetings, workshops, or research activities; see link for details and eligibility requirements.

Departmental and Campus-Wide Awards/Scholarships

Graduate students may be eligible for a number of awards/scholarships. Students will be notified of these opportunities by email.

Employment Outside of the Department or University

All Civil Engineering graduate students are full-time students and are expected to devote normal working hours to research. Students who are considering employment outside of the Department or University that could impact this expectation of being a full-time student **must** consult with their supervisor. Additionally, international students must verify that their study permit allows off-campus employment.

Appendix A - Welcome Notes for New Students

Checklist: see below for details on each item

- Check your admissions status
- Create your [NetLink](#) ID and UVic email address
- MASc Students: Register in CIVE 595 (Seminar Series) and CIVE 599 (MASc Thesis)
- PhD Students: Register in CIVE 695 (Seminar Series) and CIVE 693 (Candidacy Examination)
- Get your UVic [ONECard](#)
- Pay tuition
- Obtain a Social Insurance Number (SIN)
- Upload your Study Permit and/or PR Card and SIN documents to the [Portal](#)
- If you need one, set up a Canadian Bank account
- Enter your local address on your MyPage
- Complete the direct deposit set up online

Admissions status

- Re-read your admissions email from the Graduate Admissions & Records Office. If it indicates that you have provisional status, please resolve outstanding requirements before arriving. Students can only register for courses once they have a full offer of admission.

NetLink ID/Email Address

- Register for a [UVic NetLink account](#) online using your student V-number (V00XXXXXX).
- Your [NetLink](#) ID will give you access to [My page](#) where you will be able to access your student records, change your personal information, set your preferred email address and register for classes.
- When registering for your [NetLink](#) ID, create a UVic email account.

Register for Courses

- Online registration is available through [My page](#).
- Contact your supervisor to discuss which courses you should take.
- In addition to the courses you may select, you are required to register in the courses listed on the checklist. See the MASc and PhD program requirements sections for more details.
- Register before the deadline in order to avoid a late fee.

UVic ONECard

- [UVic ONECard](#) is the University Photo ID and campus debit card.

Tuition

- Visit the Accounting Services [website](#) for information on tuition fees, how to pay tuition, and other resources.

Social Insurance Number (SIN)

- A SIN is a number that you need in order to work in Canada (teaching assistant) or to access government programs and benefits. A SIN is issued to one person and the number must be [protected](#).
- Apply in person at the Service Canada Centre (1401 Douglas Street, Victoria) or apply [online](#).

Canadian Bank account

- If you don't already have one, please be sure to obtain a Canadian bank account so that you can receive your various funding

Local Address

- Be sure to enter your local address to your MyPage, without this you will not receive your funding.

Sign Up for Direct Deposit

- Please refer to online instructions to set up your direct deposit so that you can receive funding directly

Additional Information

- [Graduate Calendar](#) and [important dates.](#)
- Check out Appendix E to discover resources offered at UVic.

• **Appendix B – PhD Candidacy Exam**

- The purpose of the oral candidacy examination is to determine whether the student has the appropriate background knowledge and skills to undertake the proposed dissertation project, and whether the project is likely to lead to results suitable for a PhD thesis. PhD students must take their candidacy exam after successful completion of CIVE 601 or an equivalent course and within 13 months of registration.
- **Candidacy Exam Rules:**
- Any material submitted as part of the exam, including the proposal and written responses to questions, must be the student's own work.
- Supervisors may give guidance on the proposal but not write or edit it. Examples of acceptable guidance are as follows:
 - Discuss the overall format of the proposal, the scope of what is proposed, or the ideas and approaches. This acknowledges that a Ph.D. dissertation is a result of conversations and exchanges of ideas between a student, their supervisor, and colleagues; and
 - Comment on if a section of the proposal is unclear.
- During the exam period, defined as the time from when a student receives the written questions until the end of the oral exam, a student may not discuss any aspect of the exam with anyone else.
- If students are unclear about what constitutes an academic integrity violation, they should discuss this with their research supervisor prior to the exam period.
- UVic's standards of academic integrity apply to the exam, and if the committee determines academic integrity has been violated, they are obligated to report it to the department chair. These standards are described at <https://www.uvic.ca/students/academics/academic-integrity/index.php>. These include, but are not limited to, the following:
 - A student may not use writing from another course in any part of the candidacy exam. The ideas developed in another course can inform answers or the proposal, as this is how we grow as scholars. Self-plagiarism of writing, such as lifting paragraphs directly from your own work, is not permitted.
 - The previous point applies if the student has published their research; self-plagiarism is not permitted.
 - If any language – from a paragraph down to a specific phrase – is taken directly from another source, it must be in quotation marks with an accompanying reference.
 - If any idea is taken from another source and put in the student's own words, it must have an accompanying reference.

Step 1 (by student and supervisory committee):

- At least 3 months prior to the candidacy exam, the supervisory committee will set a date for the exam and provide the student with guidelines on the material that will be covered. The material examined will be the necessary background for the student to successfully complete a PhD in his/her subject area (see Step 3 for further details).

Step 2 (by student):

- The student will prepare a written PhD dissertation proposal for circulation to the supervisory committee, at least one month before the oral exam. The following format should be used:
- Introduction: background and motivation of research
- Objectives and contributions: clear statements of objectives and expected contribution to the sub-discipline and discipline
- Methodologies: theoretical, laboratory, analytical or computational tools with their limitations and implications

- Results to date (if any)
- Management: work plan and schedule as well as required support
- Appendix A: a detailed two-page outline of the first academic paper from dissertation work or a draft or copy of the first academic paper.
- The maximum length of the proposal is 10 pages with regular margin and single-spacing, including figures; the appendices can be beyond this page limit. The candidate is not required to have produced new findings/results at this point – this is a research proposal. The length and format of the proposal is meant to demonstrate and help the candidate practice concise academic writing.

Step 3 (by supervisory committee):

- Two weeks before the exam, each member of the supervisory committee will submit take-home exam questions (normally totaling three days of work) to the graduate secretary. The length and due date will be set by the primary supervisor. The questions are at the discretion of the supervisory committee and could include:
- Quantitative or qualitative analysis to test analytical skills
- Peer-review of assigned unpublished articles(s) to test critical thinking
- Question(s) that critically explore major advances, key theories and paradigms, essential models, and/or fundamental methods and broader methodologies used to allow the student to express advanced, critical knowledge in their research area sufficient to demonstrate developing expertise.

Step 4 (by graduate secretary):

- Once all questions have been submitted to the graduate secretary, they will be compiled into one document and sent to the student.

Step 5 (by student):

- The student will submit the answers to the graduate secretary by the agreed due date for distribution to the supervisory committee.

Step 6 (by student and supervisory committee):

- Exam Day. Students begin their candidacy exam with a short presentation (approximately 20 minutes) on their proposal. Subsequently the supervisory committee will question the student on their broad knowledge of the subject matter and on the specifics of the proposal. The oral exam can be open or closed to the public depending on the preference of the candidate and supervisor.

Step 7 (by supervisory committee and graduate secretary):

- The supervisory committee completes a Committee Meeting & Candidacy Exam form and submits it to the graduate secretary who creates a memo for Graduate Admissions and Records.

The outcome of the exam can be:

Pass.

Conditional pass with specific recommendations from the supervisory committee.

Fail with recommendation to re-take exam; or

Fail with recommendation to withdraw from program.

- In the case of a conditional pass, the supervisory committee will provide recommendations to address the identified weaknesses. These recommendations will be specific and contain a deadline for completion by the student. If the student does not meet these recommendations by the deadline to the satisfaction of the

committee, the committee may invoke the process laid out in the Faculty of Graduate Studies' Graduate Supervision Policy for unsatisfactory student progress. This may lead to a finding that the student would have to withdraw from the program for failure to meet academic standards.

- In the case of a fail, a copy of the Candidacy Exam form should be forwarded to the department chair, and within seven days of the exam each examiner must submit a written assessment of the overall performance of the candidate to the chair, with a copy to the Associate Dean of Graduate Studies. FGS permits a maximum of two attempts. Upon failure to pass the candidacy exam, students may be permitted to complete a master's degree.
- **The following semester, students who have successfully completed the candidacy exam register for CIVE 699 (PhD Dissertation) instead of CIVE 693 (Candidacy Examination).**

Appendix C – Transferring Programs

Fast Track – MASc to PhD – with Bachelor's degree

Exceptional students who enter the department with 1st class standing (7.0 GPA) and who do not have a MASc degree are required to complete a minimum of 45.0 units to obtain a PhD in Civil Engineering. This fast track option involves starting with a MASc and then transferring to a PhD.

- 3.0 units: Candidacy Examination (CIVE 693)
- 30.0 units: PhD Dissertation (CIVE 699)
- 1.5 units: Sustainability Seminar Series (CIVE 595/695)
- 10.5 units: Approved course work. The approved course work must include CIVE 601 (or an equivalent course approved by the department when CIVE 601 is not available) and must be taken before the candidacy exam.

The timing of PhD degree in relation to commitment to funding start at enrollment in MASc. Candidacy is recommended within 12 months and required within 16 months from the start of the MASc degree.

Step 1 (by student)

The student requests the transfer after successfully completing 2 terms and a minimum of 3 courses. The student must maintain a GPA that meets the [FGS funding requirements](#). Additionally, the student must produce a publication, report or presentation that demonstrates independent academic skill.

Step 2 (by student and supervisory committee)

The student completes the Transfer Request form and submits their evidence of work (publication, report or presentation) to their supervisory committee. The supervisory committee meets with the student to decide whether they approve the request. The supervisor signs the Transfer Request form and forwards it to the graduate secretary.

Step 3 (by graduate secretary and graduate advisor)

The graduate secretary verifies the GPA and gathers the graduate advisor's signature on the Transfer Request form for full departmental approval. Once the request is fully approved, the graduate secretary emails the graduate office to request that they add an application override that allows the student to submit an application.

Step 5 (by student)

The student officially applies online at www.uvic.ca/application. In the starting questions under "Type of Study", select "as a current student" transferring to a different degree". And must complete a [Course Retention Form](#)

Step 6 (by graduate secretary)

The graduate secretary approves the request on banner and drafts a letter for the student that notes the change in program.

Slow Track – MASc to PhD – with previous MASc degree

Program requirements and timing

See the above section for PhD program requirements with the modification that the department requires that students on the slow track complete a minimum of 4.5 units of approved course work (3 courses). The timing of PhD degree in relation to commitment to funding start at enrollment in MASc Candidacy is recommended within 12 months and required within 16 months from the start of the MASc degree.

Step 1 (by student)

The student requests the transfer after successfully completing 2 terms and a minimum of 3 courses. If CIVE 601 is not one of these courses, the CIVE 601 PhD requirement will have to be met later. The student must maintain a GPA that meets the [FGS funding requirements](#). Additionally, the student must produce a publication, report or presentation that demonstrates independent academic skill.

Step 2 (by student and supervisory committee)

The student completes the Transfer Request form and submits their evidence of work (publication, report or presentation) to their supervisory committee. The supervisory committee meets with the student to decide whether they approve the request. The supervisor signs the Transfer Request form and forwards it to the graduate secretary.

Step 3 (by graduate secretary and graduate advisor)

The graduate secretary verifies the GPA and gathers the graduate advisor's signature on the Transfer Request form for full departmental approval. Once the request is fully approved, the graduate secretary emails the graduate office to request that they add an application override that allows the student to submit an application.

Step 5 (by student)

The student officially applies online at www.uvic.ca/application.

Step 6 (by graduate secretary)

The graduate secretary approves the request on banner and prepares the Course Retention form for the graduate office. The graduate secretary drafts a letter for the student that notes the change in program.

PhD to MASc

Program requirements

See the handbook for MASc program requirements.

Step 1 (by student and supervisory committee)

The student completes the Transfer Request form and submits it to their supervisory committee. The supervisory committee meets with the student to decide whether they approve the request. The supervisor signs the Transfer Request form and writes a memo for FGS providing the rationale for the change in program and sends both documents to the graduate secretary.

Step 2 (by the student)

The student contacts the graduate advisor to discuss the change in program.

Step 3 (by graduate secretary and graduate advisor)

The graduate secretary gathers the graduate advisor's signature on the Transfer Request form for full departmental approval. Once the request is fully approved, the graduate secretary emails the graduate office the memo noted above and it will be reviewed by an Associate Dean in Graduate Studies. The memo is required because the student is moving from a higher degree to a lower degree. The graduate secretary requests that the graduate office add an application override that allows the student to submit an application.

Step 4 (by student)

The student officially applies online at www.uvic.ca/application.

Step 5 (by graduate secretary)

The graduate secretary approves the request on banner and prepares the Course Retention form for the graduate office. The graduate secretary drafts a letter for the student that notes the change in program.

Appendix D – Degree Completion

Please read the oral exams guidelines on the FGS [website](#) for additional details.

Step 1 (by student):

The student contacts the graduate secretary to ensure that the required coursework is complete (CAPP report).

Step 2 (by supervisory committee and student):

The supervisory committee agrees that the thesis/dissertation is acceptable. The supervisor coordinates with the student and committee members to set a date and time for the oral exam. All committee members must be available.

Step 3 (by supervisor):

The supervisor nominates an external examiner who is available to attend in person or by video conference or through skype. The external examiner must not be involved with the research and is approved by the Dean of Graduate Studies.

PhD: The FGS office recommends that we submit the name of the proposed external examiner, their CV and the [Arm's Length](#) form (one per supervisor) early so they can be approved in advance. External examiners must be from outside UVic.

MASc: Advanced approval, the Arm's Length form and CV are not required. The Arm's Length form can however serve as a guide to determine who to nominate with the exception of question 7. External examiners can be from UVic.

Once the external examiner has been nominated, there should be no contact between the external examiner, the supervisory committee or the student.

Step 4 (by supervisor):

The supervisor will set up the Zoom appointment and supply the details to the Grad Secretary to pass on to FGS.

Step 5 (by student):

The student applies to graduate. Details and deadlines available [here](#).

Step 6 (by student):

PhD student: Submits the [Request for Oral Exam \(PhD\)](#), and the [Thesis/Dissertation Withholding](#) form (if applicable) to the graduate secretary along with a copy of the thesis or dissertation, a **minimum of 30 working days before the oral exam**. If advance approval for the external examiner wasn't secured, the student also submits the [Arm's Length](#) form (one per supervisor) and the external's CV.

MASc student: Submits the [Request for Oral Exam \(MASc\)](#), and the [Thesis/Dissertation Withholding](#) form (if applicable) and thesis to the graduate secretary a **minimum of 20 working days before the oral exam**.

Step 7 (by graduate secretary):

The graduate secretary completes the checklist on the Request for Oral Exam form, and submits the documents to the FGS office including thesis.

Step 8 (by the FGS office):

The FGS office nominates an examination chair, provides them with the defense date and time and sends the [Chair's Guidelines](#), Chair's Report form and the thesis/dissertation. The FGS office also contacts the external examiner and sends them the External's Guidelines and the dissertation (PhD students).

Step 9 (by graduate secretary):

The graduate secretary emails an announcement to the Faculty of Engineering (eng-announce list) two weeks before the defense as well as the day before.

Step 10 (by student, supervisory committee, external examiner, examination chair):

The student defends their thesis/dissertation following the process outlined in the [Chair's Guidelines](#). The supervisor brings the [Thesis/Dissertation Approval](#) form to the defense. Depending on the various outcomes outlined in the Chair's Guidelines, different attendees sign the form.

The chair sends the Chair's Report to the FGS office within 5 business days of the defense.

Step 11 (by student and supervisor):

The student completes the required revisions. Once approved, the supervisor signs the Thesis/Dissertation approval form (and solicits the signatures of the supervisory committee and external examiner if major revisions were required) and gives it to the graduate secretary.

The student uploads their final thesis/dissertation to UVicSpace by following these [guidelines](#). The student also gives the graduate secretary a copy of their final thesis/dissertation.

Step 12 (by graduate secretary):

The graduate secretary drafts the Letter of Recommendation for the degree and it's by signed by the supervisor(s) and the department chair. The graduate secretary sends the Letter of Recommendation and the Thesis/Dissertation Approval form to the Graduate Admissions and Records office.

Step 13 (by student):

Upon completion, the student returns their department books and keys. A departing checklist is required in order to receive key refunds from experimental labs. Students should keep their email and address up to date on My Page as convocation information is sent here.

Notes on selecting a defense date:

At the beginning of each term, the FGS office sends an Oral Exam Planning memo that the Graduate Secretary forwards to the faculty members. Among other information, it states the last day that the final thesis/dissertation can be uploaded/final documentation sent in order to complete by the end of a term and not pay additional fees.

Students who defend within the first 15 days of a term may be eligible for completion postponement fee adjustment, see [here](#).

Notes for co-op students:

Co-op students must complete all co-op work terms in order to graduate with the co-op designation. Graduate students who are completing a co-op work term and planning their oral exam in the same term are required to pay for the co-op work term and tuition. Tuition is incurred since students need to be registered in CIVE 599 (Master's Thesis) or in CIVE 699 (PhD Dissertation) to defend.

Appendix E – Resources at UVic

Office Name	Contact	Services Provided
Campus Security	24 Hour Emergency / Safewalk: 250-721-7599 Non-Emergency Phone: 250-721-6683	<ul style="list-style-type: none"> • Security services • First responders
Centre for Academic Communication (CAC)	cdrcac@uvic.ca 250-853-3675	<ul style="list-style-type: none"> • Reading • Writing • Speaking • Academic expectations
Centre for Accessible Learning (CAL)	calfrontdesk@uvic.ca 250-472-4947	<ul style="list-style-type: none"> • Academic accommodations • Alternate text formats • Assistive technology to support educational goals • Invigilation of accommodated university exams • Visual language interpreting • Consultation and referral to federal and provincial funding sources
Counselling Services	counsell@uvic.ca 250-721-8341	<ul style="list-style-type: none"> • Individual counselling • Group counselling • Career Counselling • Counselling for Indigenous and International students
Faculty of Graduate Studies (FGS)	fgs@uvic.ca 250-721-7970	Support for: <ul style="list-style-type: none"> • Prospective students • Newly accepted students • Current students • Students preparing to graduate • Career professionals • Indigenous students • International students • Students with a disability • Students with families
Graduate Students Society (GSS)	gssoffice@uvic.ca 250-472-4543	<ul style="list-style-type: none"> • Grad student Health and Dental Plan • Student events and advocacy groups
Indigenous Academic & Community Engagement (IACE)	iaceadm@uvic.ca 250-472-4913	<ul style="list-style-type: none"> • Support the success of Indigenous students • Educational, financial and cultural resources on campus and in local communities • Elders in Residence • Indigenous Counselling • Talking Circles • Academic Advising • Financial Aid
International Student Services (ISS)	issinfo@uvic.ca 250-721-6361	<ul style="list-style-type: none"> • Support for international students studying at UVic • Coordinates programs for all UVic students interested in studying abroad. • Support the success of international students studying at UVic • Advising for Immigration, Settlement, Work Authorization and Health Insurance

		<ul style="list-style-type: none"> Promotion of a diverse, welcoming and inclusive campus community Sociocultural and academic support, programs and resources for international students Coordination of a Student Exchange program for domestic and international UVic students Volunteer and leadership opportunities for all UVic students
Multifaith Services		<ul style="list-style-type: none"> Provide religious support and spiritual care Pastoral counselling Prayer and meditation groups Learning circles Religious education Retreats and workshops
Office of Equity and Human Rights (EQHR)	eqhr@uvic.ca 250-721-8488	<ul style="list-style-type: none"> Support for sexualized violence Discrimination Harassment or workplace bullying Access help implementing equity and inclusion work and education across campus
Office of the Ombudsperson	ombuddy@uvic.ca 250-721-8357	<ul style="list-style-type: none"> Help understand options, rights and responsibilities Coach students in constructive ways of raising an issue or complaint Facilitate communication or problem-solve Assist in the use of appeal procedures Investigate and make recommendations
Office of Student Life (OSL)		<ul style="list-style-type: none"> Promoting a safe and inclusive campus community in support of fairness, responsibility and respect Investigates and responds to student non-academic conduct matters and collaborates with a number of university offices and student groups Offers preventative and educational programming
Sexualized violence resource (office in EQHR)	sypcoordinator@uvic.ca 250-721-8021	<ul style="list-style-type: none"> Detailed information about the support options available on and off campus as well as direct referrals Information and advice about options under the Sexualized Violence Prevention and Response Policy (GV0245) Receives disclosures and formal reports of sexualized violence Coordinates education and prevention efforts on campus for students, staff, and faculty Creates and delivers prevention workshops and presentations
Student Awards and Financial Aid		<ul style="list-style-type: none"> Scholarships Bursaries Work study opportunities Provides information about other funding sources, expected costs and strategies for balancing your budget
Student Policies and Regulations		<ul style="list-style-type: none"> Academic policies Student responsibilities Appeals and Concessions

		<ul style="list-style-type: none"> • Student access to records
UVic Health Services	moa@uvic.ca 250-721-8492 (9am – 12 pm and 1-3pm)	<ul style="list-style-type: none"> • Rapid-access appointments – for patients needing a quick appointment for one issue, • Walk-in and wait for first available appointment • Regular booked appointments • Doctor on call - for urgent concerns during evenings, weekends and holidays, call our main clinic line to be put in touch with a doctor

Adapted from the Office of the Vice-President Academic and Provost, UVic