



DEPARTMENT OF THEATRE

GRADUATE STUDENT
HANDBOOK

SEPTEMBER 2020

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PART I: INTRODUCTION

Welcome to the University of Victoria's Theatre Department's Graduate Program! Congratulations on your acceptance into the program, and on starting this exciting journey of your academic life.

We are delighted that you will be joining us for your studies. The University of Victoria's Graduate Theatre Program is nationally and internationally recognized for offering students exceptional scholarly and practice-based opportunities for growth and learning. We look forward to having you contribute to the fabric of our vibrant and dynamic university life at the Phoenix Theatre (Theatre Department).

This document will outline a number of key components that will inform your experience here as a graduate student. Please familiarize yourself with this document, and be sure to also read the [Faculty of Graduate Studies Graduate Supervision Policy](#).

ROLES & RESPONSIBILITIES

There are a number of key people who will make up the compliment of faculty members and support persons in your experience here as a graduate student.

Who	Role	When to connect with them
Your Supervisor	Works closely with you to select your courses; is your mentor throughout your journey; meets with you at least twice per term to go over your progress; assists you in selecting your Supervisory Committee.	Your supervisor would have been identified to you in your welcome letter. You will have a chance to meet with your supervisor at the Graduate Student Orientation in September. Following the Orientation, you and your supervisor will begin to set regular meetings.
Supervisory Committee	Assists in supervision of project/thesis/dissertation; participate in final oral exam; should meet with you every 3 rd term of your program studies.	Must be selected, in consultation with your supervisor, within the first three terms of your program; once selected, and confirmation has been received from each member, you must inform the Graduate Secretary and Graduate Advisor of this selection.
Graduate Advisor:	Is available to you for support, confirmation of funding, issues	You can connect with your Grad Advisor any time after you receive

<p>Dr. Yasmine Kandil (theatregradadvisor@uvic.ca)</p>	<p>pertaining to your progress (if you are unable to address them with your supervisor), and any signatures needed to process paperwork. Offers consultation and advice on issues with your Teaching Assistantships, scholarships, and/or fellowships/awards.</p>	<p>your Welcome Letter, and throughout your program of study.</p>
<p>Graduate Secretary: Connie te Kampe (theatre@uvic.ca)</p>	<p>Does your registration, paperwork, and provides information on procedures in relation to the Theatre Department and the Faculty of Graduate Studies.</p>	<p>Connect with the Graduate Secretary at any point after your acceptance into the program.</p>
<p>Graduate Records Clerk: Sarah Burrough (grad6@uvic.ca)</p>	<p>Is available to you for further confirmation on registration, paperwork, and procedures as pertaining to the Faculty of Graduate Studies</p>	<p>Connect with the Graduate Records Clerk if you have queries about degree completion requirements or confirmation, or any issues pertaining to extensions and deferrals.</p>

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.

PART II: YOUR PROGRAM OF STUDY

Here, we have laid out the different Master's and PhD programs, and their requirements for degree completion.

	Theatre Studies	Applied Theatre	Design/Production	Directing
Master's Level	MA (thesis or project-based)	MA (thesis or project-based)	MFA (project-based)	MFA (project-based)
Doctoral Level	PhD (dissertation)	PhD (dissertation)		

PROGRAM DETAILS

Each area requires specific courses to satisfy the degree requirements. You must become familiar with this in order to graduate on time. Most Masters programs in Theatre are two years in length and the PhD is normally four years. The maximum amount of time you have to complete a Master's is five years and seven years for the PhD.

The only courses that are mandatory in all programs are THEA 500A and 500B: Methods and Materials of Theatre Research. These are taken over two consecutive terms and are 1.5 units each term. To track your progress, you can access your CAPP report under your My Page. Go to Student Services, then Grades & Records and finally to Degree Evaluation. For a full description of graduate courses offered at the Theatre program, visit: <https://www.uvic.ca/calendar/grad/index.php#/courses>

MFA IN DIRECTING – PROJECT-BASED OPTION (18 UNITS)

3.0 units	THEA 500A+ THEA 500B
6.0 units	Directing and Advanced Directing Choose from THEA 512, THEA 515, or THEA 523
3.0 units	Design & Production Choose from THEA 508, THEA 509, THEA 510, THEA 520, THEA 521, or THEA 522 (3 units may be 300-400 level courses)
6.0 units	MFA Practicum THEA 524

MFA Practicum is a production that you will direct. The play which this production is based upon will be decided by the Play Selection Committee, which is under the supervision of the department. In consultation with your supervisor, you will be asked to submit a proposal for one or two plays that may be considered by the Play Selection Committee. You will be expected to work in collaboration with

other M.F.A. in Design students and other undergraduate students to put this performance together. You will be asked to show leadership, collegiality, respect, and openness to other students' ideas and creative processes.

There is also a written component to completion of your degree requirements. The guidelines for this component will be communicated with you by your supervisor. There is an oral comprehensive exam to defend the production and is normally done within two months of the close of the production. Your committee and supervisor will receive this written component as part of the material they will review in preparation for your oral defense. You must communicate to the graduate secretary the date of exam and title of project at least 10 days prior to the exam.

MFA IN DESIGN/PRODUCTION-PROJECT-BASED OPTION (21 UNITS)

3.0 units	THEA 500A + THEA 500B
12 units	Design & Production Choose from: THEA 508, 509, 510, 511, 520, 521, 522 (3 units may be 300-400 level courses) Normally all classes are full-year, 3.0 units
6.0 units	Practicum: THEA 524

THEA 524 is a production whose design elements you will undertake (specifically related to your area of focus). This play is decided upon by the Play Selection Committee, which is under the supervision of the department. In consultation with your supervisor, you may submit a proposal outlining the genre of theatre that you'd like to explore through design. This may be taken into consideration by the Play Selection Committee. You may be expected to work in collaboration with other M.F.A. in Directing students and other undergraduate students throughout this creative process. You will be asked to show collegiality, respect, and openness to other students' ideas and collaborative processes.

There is an oral comprehensive exam to defend the production and is normally done within two months of the close of the production. You must communicate to the graduate secretary the date of exam and title of project at least 10 days prior to the exam.

MA IN THEATRE (THEATRE HISTORY) – PROJECT-BASED OPTION (15 UNITS)

6.0 units	Theatre History (courses including THEA 500A + THEA 500B)
4.5 units	Courses chosen from a related discipline

	(3 units may be 300-400 level courses)
4.5 units	THEA 598 MA Essay

For completion, this option requires you to notify the graduate secretary of the date of exam and title of project at least 10 days in advance. Under the direction of the supervisor, you will prepare and orally defend the submitted paper. The supervisor only needs to find a chair for the exam and no copy of the project is required in Graduate Studies. Normal fees for graduation.

MA IN THEATRE (THEATRE HISTORY) – THESIS OPTION, SPECIAL PERMISSION ONLY (15 UNITS)

4.5 units	Theatre History (including THEA 500A + THEA 500B)
4.5 units	Courses chosen from a related discipline (3 units may be 300-400 level courses)
6.0 units	THEA 599 MA Thesis

For completion, this option requires the Request for Oral Masters paperwork to be done at least 20 working days before the exam, the supervisor must find an external examiner (**student must not know the individual and are never to contact them**) and you will submit the thesis and orally defend it as part of the requirements of the Faculty of Graduate Studies. There are extra fees for graduation.

MA IN THEATRE (APPLIED THEATRE) – PROJECT-BASED OPTION (15 UNITS)

3.0 units	THEA 500A + THEA 500B
1.5 units	THEA 535
4.5 units	Courses chosen from a related discipline (3 units may be 300-400 level courses)
1.5 units	THEA 590 Practical Project
4.5 units	THEA 598 MA Essay

For completion, this option requires you to notify the graduate secretary of the date of exam and title of project at least 10 days in advance. Under the direction of the supervisor, you will prepare and orally

defend the submitted paper. The supervisor only needs to find a chair for the exam and no copy of the project is required in Graduate Studies. Normal fees for graduation.

MA IN THEATRE (APPLIED THEATRE) – THESIS OPTION, SPECIAL PERMISSION ONLY (15 UNITS)

3.0 units	THEA 500A + THEA 500B
1.5 units	THEA 535 Applied Theatre Research Methods
4.5 units	Courses chosen from a related discipline (3 units may be 300-400 level courses)
6.0 units	THEA 599 MA Thesis

For completion, this option requires the Request for Oral Masters paperwork to be done at least 20 working days before the exam, the supervisor must find an external examiner (**student must not know the individual and are never to contact them**) and you will submit the thesis and orally defend it as part of the requirements of the Faculty of Graduate Studies. There are extra fees for graduation.

PHD IN THEATRE STUDIES (42 UNITS)

3.0 units	THEA 500A + THEA 500B
3.0 units	Courses chosen within Theatre or a related discipline (3 units may be 300-400 level courses)
3.0 units	THEA 690 Directed Studies/Special Topics
3.0 units	THEA 693 Candidacy Exams, Special Fields Exam, & Dissertation Proposal
30 units	THEA 699 Dissertation

For completion, you will submit the thesis and orally defend it as part of the requirements of the Faculty of Graduate Studies. A Request for Oral Doctoral paperwork must be done at least 30 working days before the exam. The supervisor must find an external examiner (**student must not know the individual and are never to contact them**) and complete the Confirmation of Arms-Length Status

Form. This form should be submitted along with the Request for Oral paperwork. There are extra fees for graduation.

PHD IN APPLIED THEATRE (42 UNITS)

3.0 units	THEA 500A + THEA 500B
1.5 units	THEA 535 Applied Theatre Research Methods
1.5 units	Course chosen within Theatre or a related discipline (1.5 units may be 300-400 level courses)
3.0 units	THEA 690 Special Topics
3.0 units	THEA 693 Candidacy Exams, Special Fields Exam, & Dissertation Proposal
30 units	THEA 699 Dissertation

For completion, you will submit the thesis and orally defend it as part of the requirements of the Faculty of Graduate Studies. A Request for Oral Doctoral paperwork must be done at least 30 working days before the exam. The supervisor must find an external examiner (**student must not know the individual and are never to contact them**) and complete the Confirmation of Arms-Length Status Form. This form should be submitted along with the Request for Oral paperwork. There are extra fees for graduation.

PART III: ACADEMICS & TIMELINES

This section outlines how your program of study will span out over the time expected for completion of your degree. It also covers key areas in relation to your degree completion requirements, and aspects pertaining to your supervisory committee.

Master's Degree

YEAR ONE			
Term 1	September-December	Coursework over 3.0 units	Full-time fee
Term 2	January-April	Coursework over 3.0 units	Full-time fee

Term 3	May-August	THEA 524 or 598 (or other coursework as recommended by your supervisor)	Full-time fee
YEAR TWO			
Term 4	September-December	THEA 524 or 598 (coursework should be completed. Research & writing term)	Full-time fee
Term 5	January-April	THEA 524 or 598	Full-time fee
Term 6	May-August	THEA 524 or 598 (applied theatre MA students present project within this term)	Full-time fee
	July 1 st	Apply for graduation	
	2 weeks	Student must send to the Graduate Secretary the title of project, date of exam, all before the Oral Exam.	

Doctor of Philosophy Degree (PhD)

YEAR ONE			
Term 1	September- December	Course work over 3.0 units	Full-time fee
Term 2	January- April	Course work over 3.0 units	Full-time fee
Term 3	May- August	Course work over 3.0 units (In tandem with course work, students should begin to prepare for their Comprehensive Exam)	Full-time fee
YEAR TWO			

Term 4	September- December	THEA 693 (Preparation for Candidacy Comprehensive Exam)	Full-time fee
Term 5	January- April	THEA 693 (Preparation for Candidacy Special Fields Exam)	Full-time fee
Term 6	May- August	THEA 693 (Preparation and approval of dissertation proposal)	Full-time fee
YEAR THREE			
Terms 7, 8, & 9	September- August	THEA 693 Completion of Candidacy Exams (Comprehensive & Special Fields) and Dissertation approval no later than the end of Term 9 THEA 699 (research & writing)	Full-time fee
YEAR FOUR			
Terms 10 & 11	September- April	THEA 699 (research & writing)	Registration fee
Term 12	May-August	THEA 699 (work with supervisor and committee on edits and revision)	
YEAR FIVE			
Term 13	September-December	THEA 699 (work with supervisor and committee on edits and revision)	

	December 1 st	Student & supervisor to connect with Graduate Secretary with information on Oral Exam: title of dissertation; date and time of defense; name of external examiner provided by supervisor. Student to apply for graduation (My Page)	
Term 14	January- April	THEA 699 (final draft to committee)	Registration fee
	30 working days (6 weeks) before Oral Exam date	Graduate Secretary to submit Request for Oral Examination and pdf version of the dissertation to Graduate Studies. Once Request or Oral Examination has been submitted, no changes to dissertation can be done until after exam date. Graduate Studies will email student extra instructions and links for additional mandatory paperwork and submission of dissertation information-PLEASE DO NOT IGNORE THIS EMAIL.	

Expected maximum length of time required for supervisors and members of the supervisory committee to return comments on a thesis/dissertation to a student is no more than 20 business days from time of receipt. This may be extended due to field work, remote study, supervisor or student vacations, sick leaves, etc.

CANDIDACY EXAMS

The syllabus of THEA 693, “PhD Comprehensive Exam, Dissertation Proposal, and Special Field Exam,” outlines the Department’s policies in candidacy exams as follows:

A PhD dissertation at this University is intended to be “an original investigation which shall be judged to constitute a significant contribution to knowledge in the field” (see the Calendar of the Faculty of

Graduate Studies for a detailed description of the expectations for the dissertation and for the PhD degree generally).

Preliminary to writing the dissertation, doctoral students become doctoral candidates by completing THEA 693, consisting of a) comprehensive exam; b) special field exam; and c) dissertation proposal.

a) The Comprehensive Exam

Each student should begin to discuss the Comprehensive Exams with the program Graduate Advisor and their supervisor before their last semester of coursework. Following their completion of required course work (THEA500A/THEA500B (3.0 units), THEA690 Directed Studies (3.0 units), Other Courses (3.0 units)), you will then begin studying and preparing for your Comprehensive Examination. You have until the end of your third year (Term 9 of your studies) to complete your Comprehensive Examination & Special Field Exam.

The Comprehensive Examination is normally administered as a series of take-home papers, followed by an oral examination. The reading list assigned for this exam will be reviewed and revised by April 30 each year for use during the following academic year. As you prepare for the Examination, please reach out to the Graduate Advisor to ensure you have the most up-to-date list. The examination is administered by the Graduate Advisor in consultation with the candidate's supervisor, and marked by a committee of at least three PhD-holding members of the Department including the supervisor.

The exam is awarded a mark in one of two categories: Complete (Pass) or Fail. If the exam is failed, the student may take it again, but a second failure will result in the termination of the student's candidacy. Under no circumstances (apart from a formal leave of absence granted by the Faculty of Graduate Studies) will the re-taking of this exam be allowed to extend beyond a one-year period from the candidate's first sitting. When the exam is awarded Complete, the student may proceed to the Special Field Exam, followed by the Dissertation Proposal.

b) The Special Field Exam

The writing of the Special Field Exam follows the comprehensive examination. The exam is normally administered as a series of take-home papers. The format chosen in each individual case shall be jointly determined by the candidate and supervisor, and shared with the Graduate Advisor. In both cases it is based on the reading list compiled by the student in consultation with the supervisory committee.

The Special Field Exam is administered by a committee of three, normally chaired by the candidate's supervisor; the other two members are normally members of the student's supervisory committee.

Like the Comprehensive Exam, the Special Field Exam will be awarded a mark in one of two categories: Complete (Pass) or Fail. If the exam is failed, the student must re-sit the exam. A second failure will result in the termination of the student's candidacy. Under no circumstances (apart from a formally approved leave of absence granted by the Faculty of Graduate Studies) will the re-taking of the Special Field Exam be allowed to extend beyond a one-year period from the student's first sitting.

c) Dissertation Proposal

After the successful completion of the Special Fields Exam, students will write a 15- to 25-page proposal describing the research project they plan to undertake for the dissertation. The proposal will be read, critiqued, improved if necessary, and eventually, after sufficient revisions and when deemed to be satisfactory, accepted as “Approved” by the supervisor and all members of the supervisory committee.

The bibliography for the Dissertation Proposal will to some degree overlap with the reading list for the Special Field Exam (see below); but whereas the reading list for the Special Field Exam will normally include around 50 titles, the proposal will be accompanied by a minimal bibliography of only those works used or referred to within the proposal itself. Your supervisor will be able to provide you with a document to assist you with this process, titled “Recommended Format for Proposals.”

COMMITTEE STRUCTURE AND CHANGES

As per the Graduate Calendar, members on a supervisory committee must be on the Membership List in the Faculty of Graduate Studies. The following is the minimal requirements for supervisory committees.

Master’s program must have a supervisor and one committee member from inside or outside of the home academic unit. PhD students must have a supervisor, committee member from within the home academic unit and a third member from inside or outside of the home academic unit.

Should you wish to change any of these committee members, an email must be sent to the graduate secretary.

FORMAL REVIEW OF STUDENT PROGRESS

There are two ways that you and your supervisor can track your progress in your program of study. The first is through the Student Progress Report (SPR), which is a form that you and your supervisor fill out individually, and discuss together upon its completion. This form is supposed to be completed by end of April of each academic year. Upon reviewing your progress with your supervisor, a copy will be sent to the Graduate Advisor, who may schedule a one-on-one appointment with you to follow up. If you encounter any challenges with your progress, you are encouraged to discuss this with your supervisor and/or with the Graduate Advisor.

The second way for you to track your progress is through the Curriculum Advising and Program Planning report (CAPP). This form is filled out on your My Page online, and is meant to be a summary of your trajectory, planned program, and research goals as determined by you and your supervisor, and approved (or discussed) by/with your supervisory committee. Any updates should be forwarded to the graduate secretary. When all program requirements are complete, students are expected to review and approve their final CAPP report before applying to graduate.

ETHICS APPROVAL – DO NOT ENGAGE IN ANY RESEARCH UNTIL THIS IS DONE

Approval from the Human Research Ethics office is **mandatory** prior to you embarking on any research taking place with human subjects (if you're interviewing participants, or working on a practice-based project involving volunteers or participants). This application would likely take you anywhere from 4hrs to 2-days to complete, depending on the complexity of your project. You can expect to hear back from the HRE office within 2-3 weeks of your application, and you can almost always expect to make significant edits to your application, based on their recommendations. The entire process is likely to take 4-6 weeks for completion and approval by Human Research Ethics to proceed with your research. Go to Research Services website (<https://www.uvic.ca/research/conduct/home/regapproval/humanethics/index.php>) for the forms and submit to Human Research Ethics when completed.

PART IV: PAPERWORK

It is important that you stay on top of all your paperwork throughout your program of study, so as to stay on track with your various milestones. Please inquire with the Graduate Secretary about any of the below forms and steps.

REGISTRATION

You must be concurrently registered from the time you begin your program until you have finished your program requirements. Either register on-line, complete a Pro Forma form for any directed study courses, or fill in a Course Change form for all Undergraduate courses or for courses outside of the department. All paperwork **takes 4-6 weeks to complete so start the forms as soon as possible**. If there are any changes to your required courses, notify the graduate secretary as soon as possible.

FEES

There are two types of fees, full-time and part-time. Full-time is defined as having 3.0 units or more of coursework per term and part-time is having less than 3.0 units. You must pay the equivalent of 6.0 (5 minimum) full fees for a master's program and 9 (minimum 7.5) for a PhD. If you need to register after the maximum fees are paid, you will be assessed a reregistration fee for each term you need until you finish. So, finish within the terms that you have to pay for, and it will be cheaper!

Added to the tuition costs are auxiliary fees for Athletics/Recreation, Grad Student's Society (GSS), GSS Extended Health Care, Dental Care, and U-Pass Bus Pass. The only auxiliary fee for students studying off-campus, if registered in all off-campus sections of the course(s), is the reduced GSS fee. You can opt out of the health and dental fees by September 30, see GSS website for more information, <https://gss.uvic.ca/>.

FUNDING

Graduate Awards are given based on grade point average (GPA) and year in program. Normally, funding is only provided for one year but may continue for the first two years of a master's program and the first three years of a PhD. The amount of funding is dependent upon monies received from the Faculty of Graduate Studies and may not be consistent from year to year. The money is normally distributed in equal amounts in September and January. Any questions about this funding should be directed to the Graduate Advisor.

Within the Department, we have separate funding from the Faculty of Graduate Studies for fellowships and graduate awards. These awards are given based on GPA and are normally between \$1,000 and \$10,000. They follow the regulations as set by Graduate Studies:

1. No duties are attached to these Graduate Awards.
2. All Graduate Award holders must maintain continuous registration (1.5 units) during the tenure of their award. You may interrupt your award only for the reasons of maternity, child-rearing, illness, or health related family responsibilities. Requests for interruptions must be approved by both your academic unit and Graduate Studies, and may require additional documentation. Contact the Faculty of Graduate Studies, Scholarship Officer as soon as possible before commencing your leave of absence.
3. Renewal of Graduate Awards is not automatic. Consideration for subsequent awards is at the discretion of the academic unit offering the award and is contingent upon the maintenance of a cumulative grade point average of at least 7.00.
4. Graduate Awards are not portable from one department to another.
5. Award payments will not continue in a subsequent term if fees from the previous term have not been paid in full.
6. Tuition fees are not deducted from Graduate Award payments. Students are responsible for paying their tuition fees through Accounting Services.
7. Award payments will cease at the end of the term the student takes the final oral and/or written examination. Only under exceptional circumstances will there be continuation of the award into the subsequent term and this must be approved by the Dean of Graduate Studies.
8. Any payment made for a period during which you are not eligible to hold the graduate award must be reimbursed to the University.

(July 2020)

In-House Scholarships are given based on donor instructions and student GPAs. Please read the letter you receive from Graduate Studies carefully for information about how the money will be distributed to you.

Other potential funding available: SSHRC Doctoral grants, SSHRC Masters grants, Graduate Studies travel grants, external awards & scholarships - all details can be found at:

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

TEACHING ASSISTANTSHIPS

Teaching Assistantship (TA) are under the collective agreement between the Canadian Union of Public Employees (CUPE) 4163 (Comp 1&2) and the University. The collective agreement can be found under the Human Resources website under Staff resources, Collective agreements. Theatre creates our TA positions based on the number of students in a particular class and the resource needs of the Department. Students are appointed as per 13.02 and Appendix A of the 2014-2019 collective agreement. The TA Appendix is especially helpful to explain the appointment process. Hours will vary from year-to-year and are based on the number of TA positions available and monies received from the Faculty of Graduate Studies. This is considered a salaried position and money is divided into equal payments over the term that the course runs and paid on the 15th and last day of the month.

COMPLETION POSTPONEMENT FEE ADJUSTMENT

The Completion Postponement Fee Adjustment (\$255.00) is available in lieu of a full tuition fee payment to allow graduate students one additional month in which to defend and correct their project, thesis or dissertation. Eligible students must have: defended their project, thesis or dissertation on or before the 15th calendar day of September, January or May; paid the minimum program fee; registered in THEA 524, 598 or 699 in the term the oral exam and corrections take place; submitted all documents/thesis/dissertation (not project) to Graduate Studies before last business day of that month. A full term of auxiliary fees will be charged in addition to the completion fee. Students completing in September or January will graduate in the spring and completing in May will graduate in the fall.

This fee is applied automatically if you meet all of the above deadlines.

APPLICATION FOR GRADUATION (DONE THROUGH YOUR MY PAGE)

There is a fee for \$44.00 and a late fee of \$10.00 if you apply after the deadline. If you wish to attend convocation in the spring (June), there are two different deadlines for application. Complete all degree requirements by end of Fall term (Dec. 31), apply by **November 15**. Complete all degree requirements by end of Spring term (Apr. 30), apply by **February 15**. If you wish to attend convocation in the fall (November), the deadline is **July 15** and you must complete all of your degree requirements by August 31.

LEAVES

You must discuss this with your supervisor first. Then apply to Graduate Studies with their Leave of Absence with Permission form. There are three types of leaves:

Personal: master's student has 3 terms of this leave and PhD has 6 terms. No fees will be charged but the time will be counted as if you were registered in courses for the term.

Parental: granted immediately prior to or following the birth or adoption of a child. You apply for one term at a time to a maximum of three terms (12 months). Must have documentation to support your application. No fees and time does not count towards program. Any award monies received for this time will be held for your return.

Medical: time not included in the time period allowed for completion of degrees. You apply to the Faculty of Graduate Studies and must provide a letter explaining the circumstances, a letter from a physician or other qualified professional confirming your inability to engage in studies during the requested period of leave, and a written acknowledgement you're your supervisor and graduate adviser. Do not include clinical documents. Any award monies received for this time will be held for your return.

Compassionate: normally a 3-term limit. May be consecutive or cumulative and must be accompanied with documentation (letter outlining circumstances, supervisor's and graduate advisor's written acknowledgement). No fees and time does not count towards program. Any award monies received for this time will be held for your return.

WITHDRAWALS

Official withdrawal: must have completed a minimum of one term and wish to withdraw indefinitely from your program. Submit a written request to Graduate Studies and Graduate Admissions and Records Office. Letter from supervisor acknowledging withdrawal is also required. To return to program, apply to the University online. Unfortunately, there is no guarantee of readmission.

Withdrawal Without Permission: considered when student has abandoned program. To return to program, must reapply to University and pay a reinstatement fee. No guarantee for readmission.

VACATION FOR GRADUATE STUDENTS

You are entitled to a minimum of 10 working days of vacation per year (do not include weekends or statutory holidays or December university closure). See Calendar entry for exact details on how you can use these vacation days. You must consult with your supervisor in writing in advance of your vacation and make appropriate arrangements for ongoing research projects/classes. The time taken will be counted towards the maximum time allotted to the degree completion. All program requirements, academic expectations and deadlines will remain the same.

HELPFUL UNIVERSITY WEB LINKS

All Graduate forms are found at <http://www.uvic.ca/graduatestudies/home/home/forms/>. These forms change often so do not save them to your computer but go to Forms every time.

Common forms are:

Pro Forma Proposal Form – used to create a directed studies course with a faculty member.

Direct Deposit Enrollment Form – Graduate Awards – used to have your grad awards payments directly deposited into your bank account.

Graduate Course Change Form – used to add/drop courses.

INC Grades – used to extend time to complete a course into the next term.

Travel Grant – used to apply for funding before your travels.

Graduate Student Supervisor Policy:

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

Graduate Studies link for funding opportunities including travel funds

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

Graduate Studies support for new students with links to the Graduate Student Society (GSS) and

Housing <http://www.uvic.ca/graduatestudies/home/home/informationfor/newlyaccepted/index.php>

PART V: PHOENIX THEATRE & UVIC CAMPUS

ROOM BOOKINGS

Done through the Operations and Production Manager's office on a weekly basis with the deadline for submission of requests every Thursday. Forms will be available in the back hallway by the glass room schedule and are to be submitted to the blue file folder in Bert Timmermans' mailbox.

PHOTOCOPYING

Only grad students that have a TA assignment will be given access to the computer/photocopier/fax/scanner in the general office area. All copying should be associated with the class assignment. The Receptionist will assist you to set up a 4-6 digit access code. As the copier is for use by all faculty and staff, you need to ensure that you give yourself ample time to do copying as, during busy times, you may need to wait for the machine.

WORKSPACE

We do not have any office space for graduate students but lockers are available in the Fine Arts Building (beside the Art History and Visual studies office). It is first-come, first-served and you simply put your own lock on a locker to claim it.

ONECARD

ONECard is just that – one card for everything! It is the official identification card for the University, your library card, your bus pass, UVic Health Services card and can be used to pay for photocopying

and food! Simply go to this link <https://www.uvic.ca/onecard/use-card/faq/index.php> for the Frequently Asked Questions (FAQ).

PRINTING AND COPYING

Services are available in Rooms 236 or 215 (Computer Labs) in the Fine Arts Building during regular business hours. These hours may vary if classes are scheduled.

CAMPUS SERVICES

ZAP Copy, located in the Student Union Building, offers superior copying/printing services at an affordable cost, outside of normal business hours.

KEYS

Please see the Operations and Production Manager, Bert Timmermans, for permission and then visit Reception to get your actual keys.

UPDATING YOUR PERSONAL INFORMATION

Go to My Page and click on Student Services to update your address/phone/email. The information on this page is what the University will use for tax purposes and other related communications.

Helpful Department Web Links:

Department home page for current students with Welcome Events <http://finearts.uvic.ca/theatre/current/>

Sign up for Phoenix eNewsletter

BackstagePASS <https://finearts.uvic.ca/theatre/mainstage/tickets/connected/>