



**DEPARTMENT OF THEATRE
GRADUATE HANDBOOK**

SEPTEMBER 2025

WELCOME!

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



We are delighted that you will be joining us for your studies, and we look forward to having you contribute to the fabric of our vibrant and dynamic university community within the Phoenix Theatre.

This document has been created to guide you through the planning of your degree and provide a general list of the various resources and facilities available to you. Additionally, it highlights crucial policies and procedures that must be followed by all Graduate Students. Please review all information and reach out with any questions that may come up.

Territory acknowledgement

We acknowledge and respect the Ləkʷəŋən (Songhees and Xʷsepsəm/Esquimalt) Peoples on whose territory the university stands, and the Ləkʷəŋən and WSÁNEĆ Peoples whose historical relationships with the land continue to this day.



Throughout your time as a student in the Department of Theatre, you will hear this statement made at public events, meetings, and other on-campus activities. The acknowledgement was prepared in consultation with local Indigenous communities, and it is the recommended and preferred statement to read at the commencement of UVic events on campus.

This acknowledgement was updated in spring 2025, developed through continued dialogue and relationships with the local Nations, in recognition of their presence and governance structure in these territories. The territory

acknowledgement is not a static statement — it is a living expression of respect, responsibility and reciprocity. The statement may change with your time here as a student.

Before embarking on your graduate studies in these territories, we encourage you to listen and learn from the elders of this place. The UVic Office of the Vice-President Indigenous (OVPI) website provides a variety of resources such as [UVic Indigenous Plan](#), [First People's House](#), and upcoming [Events](#).

2023 Staging Equality/Phoenix Production of SETYA
(L) Student Performers, (R) Artist Krystal Cook



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PART I: ENTERING GRADUATE STUDIES

TRANSITIONING FROM UNDERGRADUATE TO GRADUATE STUDIES

The shift from undergraduate to graduate learning often involves a big leap. You will be expected to work independently, maintain professionalism and collegiality through your degree program, balance a heavy workload, and seek out the resources and support you need to succeed.



Graduate students (L to R): Barbara Clerihue (PhD Candidate Theatre Studies), Stephen Markwei (MA Theatre Studies Candidate), and Narges Montakhabi (PhD Candidate Theatre Studies).

RESPONSIBILITIES AND POLICIES

Graduate Student responsibilities, policies, and further information can be found on the [Graduate Studies Academic Calendar](#). Please review and be mindful of these policies throughout your degree.

In addition, please take note of the information below specific to the Department of Theatre. This is to enable you to thrive in your program of study:

Professional Communication and Receiving Feedback

The Department of Theatre faculty and staff expect student communication (both written and verbal) to model a respectful and professional manner, both in the classroom, rehearsal hall, and through email/verbal exchange.

Throughout your program, you will receive feedback on your research and/or creative work from your supervisor and/or committee members. If you are doing creative work for a public audience, you might also expect some scrutiny from reviewers or audiences. Learning how to listen and respond to critical feedback is a critical skill for academic and creative success. If you need support considering how to apply feedback, contact your supervisor or the graduate advisor.

Maintaining a Work/Life Balance

Completing a graduate degree can be stressful; at times, you may feel overwhelmed with your academic work. If you are feeling overwhelmed in your personal life, or need support with maintaining wellness, please access the various resources on campus, which can be found on the [Student Wellness](#) website should you find yourself struggling with any of these components. Though your supervisor can play a supportive and mentoring role in your professional development, it is not the role of a supervisor, the Graduate Advisor, or staff to counsel you through personal struggles.

Academic Reading and Writing

We recognize that the leap from undergraduate studies or even from professional practice to graduate work is significant. At times, a student may feel overwhelmed with the level of academic standards required of them. Please reach out to the various resources on campus for writing and academic support. For example, [The Academic and Technical Writing Program](#), [Academic Skills Centre](#) and the [Learning Commons](#) at the MacPherson Library are all valuable resources. In addition, it is incumbent upon students to understand and uphold UVIC's commitment to academic integrity, as noted in the [Graduate](#) and Undergraduate Calendars. Please familiarize yourself with this policy before you begin your studies.

Academic Integrity

Students are required to abide by all academic regulations set as set out in the University calendar, including standards of academic integrity. Violations of academic integrity (e.g. cheating and plagiarism) are considered serious and may result in significant penalties. It is your responsibility to understand the [University's policy on academic integrity](#). It is the student's responsibility to make themselves familiar with this policy before embarking upon their academic work. *Ignorance of this policy is not an accepted defense against an academic integrity violation.* The UVIC policy on Academic Integrity also specifies information concerning the use of Artificial Intelligence. It is up to the student to be aware of these policies and responsibilities therein. If you have questions or concerns regarding academic integrity, the first step is enrolling in and completing the [UVIC Integrity in Practice Course](#).

Equity and Human Rights

The UVIC EQHR (Equity and Human Rights) office is a resource for education, policy, and advocacy on campus for human right matters. Please visit the website for more information on the UVIC policies related to sexualized violence, discrimination and harassment, and workplace bullying.

Pace and Deadlines

You should work with your supervisor to set deadlines for submission of written work to ensure you do not fall behind. It is up to you, as a graduate student, to set a realistic pace and deadlines for your work, and to take responsibility for late work and repercussions. Please ensure frequent and open communication with your supervisor and committee members to agree upon suitable submission dates that allow for timely response to student submissions. Note that Supervisors are expected to provide feedback on thesis/dissertation work within 20 business days under normal circumstances.

Practice-Based Research

This graduate program is heavily involved in practice-based research, such as designing or directing a show, facilitating a workshop, or devising a community-based performance. The Department considers these practice-based outputs as they would any other research or scholarly output (conference presentation, journal article, book chapter, etc). You have the privilege of noting such work on your C.V. as Creative Research, and this is considered part of your academic and scholarly output.

This privilege comes with the responsibility of treating these events/projects with the seriousness that you would for other scholarly outputs. Note that when you invite an outside audience to view or engage with your practice-based work, that you are sharing the work as you would at a conference or a publication. The event is treated as a public or semi-public event, unless you specifically make it clear to your audience that this is a private event. In such cases, clear communication with your invited audience/guests is important, and having it in writing is recommended (for example, having your audience sign a Non-Disclosure Agreement).

KEY STAFF AND FACULTY

Throughout your time at UVic, you will have the opportunity to meet, learn from, and work with a variety of Instructors, Staff Members, and Students. The following will play a crucial role in your studies. Please read through each role and save the “Who to Contact Guide” for use throughout the year.

THEATRE GRADUATE ADVISOR

The **Theatre Graduate Advisor** is the formal liaison officer between the academic unit and the Faculty of Graduate Studies. They provide guidance on program requirements, funding opportunities, and degree progression.

PRIMARY ACADEMIC SUPERVISOR AND SUPERVISORY COMMITTEE

As a Graduate Student, you are assigned to a **Primary Academic Supervisor** who is your academic mentor throughout your degree. Your Supervisor would have been identified in your Welcome Letter, and you are encouraged to contact as soon as possible to start planning your degree.

Your **Supervisory Committee** is picked in consultation with your Supervisor and is there to provide further supervision during your studies. Your committee will participate in your annual reviews and participate and final oral exam.

Please trust and respect your supervisors’ leadership in guiding you towards appropriate courses and program plans.

The [FGS Graduate Supervision Policy](#) document outlines what students should expect from their supervisor. Also, throughout your degree, you must have an assigned Supervisor and Committee outlined in this policy.

ADMINISTRATIVE STAFF

Graduate Secretary - Your first point of contact for administrative processing will be the Graduate Secretary. The Graduate Secretary is responsible for processing all forms and available to answer any questions,

Graduate Administration and Records Office (GARO) Clerk – As you progress within your degree you can also contact Administrative Staff at the Faculty of Graduate Studies. Can confirm records, documents submitted and Degree Completion information.

WHO TO CONTACT GUIDE

WHO	WHEN TO CONTACT	CONTACT INFO (2025/26)
Supervisor	<p>You can reach out to your supervisor at the email provided in your Welcome Letter and schedule an introductory meeting to begin course planning.</p> <p>Should meet at least twice per term to track progress</p>	<p>Name:</p> <p>Phone:</p> <p>Email:</p> <p>Office:</p>
Supervisory Committee	<p>Once selected and confirmed, inform the Graduate Secretary and Graduate Advisor of this selection so an initial meeting can be set.</p> <p>Should meet at least every 3rd term of your program studies.</p>	<p>Name:</p> <p>Email:</p> <p>Name:</p> <p>Email:</p>
Graduate Advisor	<p>Connect at any point after reviewing your Welcome Letter</p> <p>Provides support including:</p> <ul style="list-style-type: none"> - Funding/Scholarship - Teaching Assistantship/Work Studies - Issues that cannot be addressed by your Supervisor 	<p>Name: Sasha Kovacs</p> <p>Phone: 250-721-8008</p> <p>Email: theatregradadvisor@uvic.ca</p> <p>Office: PNX</p>
Graduate Secretary	<p>Connect at any point after your acceptance into the program with any questions or concerns. Will regularly be contacting you with information as needed.</p>	<p>Name: Mahisha Canagasuriam</p> <p>Phone: 250 721 7991</p> <p>Email: theatre@uvic.ca</p> <p>Office: PNX 155</p>
Graduate Records Clerk	<p>Provides confirmation on registration, paperwork, and procedures as pertaining to the Faculty of Graduate Studies</p> <p>Connect if you have queries about extensions, deferrals, or degree completion.</p>	<p>Name: Anne Humphrey</p> <p>Email: ahumphre@uvic.ca</p> <p>Office: 250.721.7957</p>



PART II: PROGRAMS OF STUDY & REQUIREMENTS

The Theatre Department offers four Master's programs (thesis and/or project based) and two Doctoral programs.

Below you will find specific requirements, important notes, and expected timelines for each of the Departments Programs

THEATRE DEPARTMENT: GRADUATE PROGRAMS

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

PROGRAM CREDIT REQUIREMENTS

Each Program offered in the Theatre Department requires specific courses to satisfy the degree requirements. These requirements are listed in the [Graduate Calendar](#) and should be reviewed carefully as failure to follow the requirements as directed may lengthen the time of your studies.

Notes:

- Ordinarily, students at the graduate level complete graduate level (500-600) courses in their home department. However, certain programs allow students to take non-Theatre courses and/or undergraduate level courses.

THEATRE STUDIES

The Department currently offers a Master's (Project-Based) and Doctoral Program in Theatre Studies.

Note: Most students in our MA program are accepted into the MA Project-Based option. Please see those requirements above if you have not specifically applied for a thesis option through special permission.

M.A. IN THEATRE (THST) – PROJECT-BASED OPTION (15 UNITS)

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

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

DEGREE COMPLETION REQUIREMENTS

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.

M.A. IN THEATRE (THST) – 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

DEGREE COMPLETION REQUIREMENTS

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 (39 UNITS)

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

DEGREE COMPLETION REQUIREMENTS

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.

APPLIED THEATRE

The Department currently offers a Master's (Project-Based) and Doctoral Program in Applied Theatre

Note: Most students in our MA program are accepted into the MA Project-Based option. Please see those requirements above if you have not specifically applied for a thesis option through special permission.

M.A. IN THEATRE (APTH)– 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

DEGREE COMPLETION REQUIREMENTS

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.

M.A. IN THEATRE (APTH) – THESIS OPTION, SPECIAL PERMISSION ONLY (15 UNITS)*

*Note that most students in our MA program are accepted into the MA Project-Based option. Please see those requirements above if you have not specifically applied for a thesis option through special permission.

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 598 MA Thesis

DEGREE COMPLETION REQUIREMENTS

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 APPLIED THEATRE (39 UNITS)

3.0 units	THEA 500A + THEA 500B
1.5 units	THEA 535 Applied Theatre Research Methods
1.5 units	THEA 690 Special Topics
3.0 units	THEA 693 Candidacy Exams & Dissertation Proposal
30 units	THEA 699 Dissertation

DEGREE COMPLETION REQUIREMENTS

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.

DESIGN AND PRODUCTION

M.F.A IN DESIGN AND PRODUCTION- PROJECT - BASED OPTION (21 UNITS)

Theatre Research: THEA 500A + THEA 500B	3.0 units
Design & Production: Choose from:	12.0 units

THEA 508, 509, 510, 511, 520, 521, 522 (Normally all classes are full-year, 3.0 units) (3.0 units may be 300-400 level courses)	
MFA Practicum: THEA 524	6.0 units

DEGREE COMPLETION REQUIREMENTS

For completion, an Oral Defence of the practicum production is part of the requirements of the Faculty of Graduate Studies. Normally this defence must occur within two months of the close of the production. Under the direction of the supervisor, you will prepare and orally defend the submitted paper.

The Graduate Secretary must be notified at least 10 business days prior to your oral exam date, and your Supervisor must find a Chair for your exam.

DIRECTING

M.F.A IN DIRECTING – PROJECT-BASED OPTION (18 UNITS)

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

DEGREE COMPLETION REQUIREMENTS

For completion, an Oral Defence of the practicum production is part of the requirements of the Faculty of Graduate Studies. Normally this defence must occur within two months of the close of the production. Under the direction of the supervisor, you will prepare and orally defend the submitted paper.

The Graduate Secretary must be notified at least 10 business days prior to your oral exam date, and your Supervisor must find a Chair for your exam.

PROGRAM PLANNING AND TIMELINES

PROGRAM PLANNING

Graduate Studies adhere to strict policies regarding timelines, including deadlines to complete certain requirements and to complete your degree.

You should reach out to your supervisor in June, to build and agree upon your program's plan. Please trust and respect your supervisor's leadership in guiding you towards appropriate courses and program plans.

Once this program plan is finalized, it should be emailed to the graduate secretary (theatre@uvic.ca) by July 1st, so that you can have support with course registration, and track your progress.

Creating a plan for your entire program at the beginning of your studies ensures all requirements are met and allows time for the Department to plan course offerings. However, students need to be flexible as course offerings may change due to changes in Department resources. Any changes to your plan should be communicated to the graduate secretary as they occur.

TIMELINES

The section below outlines the timelines expected for the completion of your program within the **normally funded years of a program** (see [Part IV](#)).

MA: THEATRE STUDIES AND APPLIED THEATRE

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 sends the Graduate Secretary: the title of project and date of exam	

MFA: DIRECTNG

YEAR ONE			
Term 1	September-December	Coursework over 1.5-3.0 units (500A or B/required design courses) THEA512 3.0 units Studio Project	Full-time fee
PLAY SELECTION: decision on mainstage production finalized by December of your first program year. You should work with your supervisor over the fall term, above, to negotiate options to put forward to the Department's play selection committee.			
Term 2	January-April	Coursework over 1.5-3 units (required design courses)	Full-time fee

		THEA 512 or 523 1.5 unit Studio Project	
Casting process for mainstage productions occurs late March/early April (during undergraduate examination period); Design assignments for productions made by April.			
Term 3	May-August	Enroll in *THEA 524: MFA Practicum and prepare for your thesis production (this term may also include coursework as recommended by your supervisor)	Full-time fee
YEAR TWO			
Term 4	September-December	Any Remaining Coursework THEA512: Advanced Directing (MFA Director Studio Project) You will continue enrollment in THEA524 in this term, recognizing your preparatory work for your MFA thesis show	Full-time fee
Term 5	January-April	THEA 524: The MFA director's show is normally scheduled in the February slot of the Phoenix Theatre mainstage season.	Full-time fee
Term 6	May-August	THEA 524 You will prepare your final written report of your project (guidance from your supervisor on format/requirements/length) and conduct an oral examination of your work.	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.	

*MFA Practicum is a production that you will direct. The choice of play for production is decided in consultation with the Mainstage Selection Committee, which is under the supervision of the department Chair. In consultation with your supervisor, you will be asked to submit a proposal for one or two plays that may be considered by the Committee. The schedule for this is noted above. You will be expected to work in collaboration with other M.F.A. Design/Production students, and other undergraduate students, to effectively stage your project. 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 complete your practicum. The guidelines for this component will be communicated to you by your supervisor. There is an oral 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. **More information regarding the end of degree procedures is outlined later in this document.**

MFA: DESIGN AND PRODUCTION

YEAR ONE			
Term I	September-December	Coursework over 1.5-3.0 units (500A or B/required design courses) 1.5 units coursework, 1.5 units design component	Full-time fee

PLAY SELECTION: decision on mainstage production finalized by December of your first program year. You may ask your supervisor, or the graduate advisor, to communicate any interests in specific design areas that you have to the mainstage committee/Chair. This will then be taken into consideration in programming process.

Term 2	January-April	Coursework over 1.5-3 units (required design courses Design element or assist	Full-time fee
Casting process for mainstage productions occurs late March/early April (during undergraduate examination period); Design assignments for productions made by April/May.			
Term 3	May-August	Enroll in *THEA 524: MFA Practicum and prepare for your thesis production (this term may also include coursework as recommended by your supervisor)	Full-time fee
YEAR TWO			
Term 4	September-December	Any Remaining Coursework Design component on mainstage THEA521/520 (1.5-3.0 units, decided with your supervisor)	Full-time fee
Term 5	January-April	THEA521/520 (1.5-3.0 units, decided with your supervisor) THEA 524	Full-time fee
Term 6	May-August	THEA 524 You will prepare your final written report of your project (guidance from your supervisor on format/requirements/length) and conduct an oral examination of your work.	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.	

***THEA 524** is a production whose design elements you will undertake (specifically related to your area of focus). This production(s) are decided upon by the Mainstage Selection Committee, which is under the supervision of the department, and includes representation from the department's design focus area. In consultation with your supervisor, you may submit a proposal outlining the genre of theatre/approach that you'd like to explore through design. This may be taken into consideration by the Mainstage 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 also a written component to complete your practicum. The guidelines for this component will be communicated to you by your supervisor. There is an oral 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.

PHD: THEATRE STUDIES AND APPLIED THEATRE

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	Remaining Course work; *THEA 693 Begin preparation for Candidacy Exams	Full-time fee

Doctoral students become doctoral **candidates** by completing THEA 693: Dissertation Proposal/Candidacy Exam requirements. A syllabus, outlining the specific candidacy requirements in each PhD area (applied theatre/theatre studies) should be provided to you by the Graduate Advisor upon such time as you are registered in THEA693 (normally, in term 3 of your program or May 1st of a student's first year in their program).

This syllabus indicates the process for comprehensive/special fields examinations, and dissertation proposal requirements, according to each PhD area. Candidacy formats are adjusted according to best practices in the field in each year and may differ between applied theatre and theatre studies PhD areas.

All candidacy requirements (which may include a combination of comprehensive, special fields and dissertation proposal requirements) are to be completed, according to FGS policy, by term nine of your studies. If any 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 a candidacy exam be allowed to extend beyond a one-year period from the candidate's first sitting.

YEAR TWO

Term 4	September- December	Remaining Coursework, as required THEA 693 Candidacy Requirements	Full-time fee
Term 5	January- April	Remaining coursework, as required THEA 693 Candidacy Requirements	Full-time fee
Term 6	May- August	THEA 693 Candidacy Requirements	Full-time fee

YEAR THREE

Term 7-9	September-August	THEA 699 Approval of Dissertation Proposal, along with other candidacy requirements (candidacy exams) must be achieved by no later than the end of Term 9. The Department also recommends completing any ethics requirements by end of term 9 at the latest in order to make good progress.	Full-time fee for each term
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YEAR FOUR

Terms 10-12	September-April	THEA 699 (research & writing)	Registration fee for each term
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YEAR FIVE

Term 13	September-December	THEA 699 (research and writing)	Registration fee
	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 for Oral Examination has been submitted, no changes to dissertation can be made 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.	

PROGRESS AND EVALUATION

STUDENT PROGRESS REPORT (SPR)

At the end of each Academic Year (May) you must have an Annual Committee meeting with your entire supervisory committee. At this meeting, you will update your committee on your progress through program requirements and set goals and objectives for the coming year

In preparation for this meeting, you will complete the Student Progress Report (SPR) with your Supervisor. This form outlines your progress and once reviewed and agreed on, will be submitted to the Graduate Advisor and Secretary. You will be provided with a copy of the report, and your response to any recommendations will be kept on file. The Graduate Advisor may schedule a one-on-one appointment with you to follow up.

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 (for instance, if you're interviewing participants or working on a practice-based project

involving volunteers or participants). This application would likely take you anywhere from 10hrs to a week to complete, depending on the scale and 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](#) for the forms and submit to Human Research Ethics when completed.

PART IV: DEGREE COMPLETION

As noted above, there are particular requirements to complete your degree, including the presentation of a final project or Oral Examination of your Thesis. When you are near the completion of your degree, you will be contacted by the Graduate Secretary for the next steps, however below is general information, including Fees and Timelines. Refer to the [Graduating from UVic](#) page for further information.

APPLICATION FOR GRADUATION

There is a fee of \$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 the end of Fall term (Dec. 31), apply by **November 15**. Complete all degree requirements by the 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.

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 deadlines above.

PART III: FINANCES

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 must pay for, and it will be cheaper!

WINTER 2025/26 SESSION GRADUATE STUDIES FEES

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, AWARDS, AND WORKSTUDIES

FACULTY OF GRADUATE STUDIES: FELLOWSHIPS, SCHOLARSHIPS AND AWARDS

The Faculty of Graduate Studies provides **Fellowships and Scholarships** to graduate students of high academic standing who are registered in a graduate degree program. The Department of Theatre nominates students for these awards. Students who [meet the FGS funding criteria](#) are normally offered as follows:

- MA Students: \$5000 in annual awards for each year of their two-year program.
- MFA Students: \$10,000 in annual awards for each year of their two-year program.
- PhD Students: \$15,000 in annual awards for each year of their four-year program.

Our ability to meet these funding goals is entirely dependent on the Faculty of Graduate Studies budget, sent to the Department annually. Once the Department nominates a student, the money is normally distributed in equal amounts in September and January. Any questions about this funding should be directed to the Graduate Advisor.

DONOR AWARDS

The Department nominates students, normally in the fall term, for a slate of **donor awards**. These awards are funded through contributions from private donors. Some of these awards do not require an application—the graduate committee nominates students based on academic ranking (GPA) and leadership, or according to the criteria indicated by the donor award. Other donor awards do require an application from the student directly.

Find out more about available awards and donors [here](#).

EXTERNAL SCHOLARSHIP OPPORTUNITIES

A standard condition of our funding package is that you apply for **all awards for which you are eligible** throughout your degree. Therefore, if eligible, all students are required to apply to the **Canada Graduate Research Scholarship** competitions to retain their funding

Additional financial support from large external awards may reduce your UVic internal FGS funding package (and thus assist other graduate students in an equitable way), but your funding level will not decrease and will almost certainly increase significantly in such scenarios.

The process of applying teaches important academic skills in external funding competitions, and also supports students in refining their research focus and objectives.

FGS provides a list of [External Awards](#) including deadlines and amounts

WORKSTUDIES

TEACHING ASSISTANTSHIPS

The Department actively works to provide all graduate students with meaningful Teaching Assistantship (TA) opportunities. TA positions are created based on the number of students in a particular class and the resource needs of the Department.

TA positions fall under the collective agreement between the [Canadian Union of Public Employees \(CUPE\) 4163 \(Comp I&2\)](#) and the University. [View the Collective Agreement Here](#)

Appointments, hours, and expectations are all governed by this agreement; therefore, students who receive a TA should review the agreement prior to starting their term. 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.

TA applications are posted on the [TA opportunities page](#) on the Theatre website and all graduate students are sent an email once the postings have been set.

RESEARCH ASSISTANTSHIPS

Several faculty members in the Department of Theatre are also active practitioner-researchers, who hold their own funding to support large-scale grants and projects. If you are interested in research assistantship opportunities, reach out to members of the department faculty to inquire about employment possibilities.

SESSIONAL OPPORTUNITIES

Our department encourages PhD students that have completed their candidacy requirements to obtain post-secondary teaching experience through sessional opportunities. This positions students well to be competitive in the academic job market.

Sessional Opportunities are posted on the Theatre website and students are notified when positions are open to apply for.

PART IV: ADMINISTRATION AND PAPERWORK

As a Graduate Student, there are a variety of important Timelines and Procedures that are to be followed. The Graduate Advisor and Secretary are here to guide you through this aspect of your studies, however, you are expected to be familiar with these policies and reach out to the Advisor and Secretary as needed.

All Graduate studies forms and policies are accessible on the [Faculty of Graduate Studies website](#)

These forms are subject to change without notice, please ensure you are always using the most up to date version from the website.

REGISTRATION

Registration opens in the Summer Term and enrollment can be completed by yourself, or by emailing the Secretary. Email alerts will be sent from the University and Department.

For general information on Registration processes, please visit the [UVic Graduate Student – Registration site](#).

As a Graduate Student, you must be **concurrently registered, on an approved leave, or formally withdrawn** from the time you begin your program until you have finished your program requirements.

Students who fail to do so will be considered to have abandoned your program.

Certain courses require additional paperwork which must go through a variety of UVic Departments. The Department Secretary will advise of all required forms, and it is expected that you follow up as needed.

All paperwork **takes 4-6 weeks to complete so start the forms as soon as possible.**

LEAVES

As explained above, Graduate Students who require a leave from their studies **MUST** apply prior to commencing their leave. Please see below for a brief review of the types of leave, and review the [UVic guidelines on Leaves of Absence](#).

Leaves must be discussed this with your supervisor first, and then an application/request can be made.

Personal

Master's students have 3 Terms of Personal leave, and PhD has 6 terms. Students can register for this leave themselves through their UVic "Online tools".

No fees will be charged, **but the time spent on a personal leave counts toward the overall completion time of your program.**

Parental

Granted immediately prior to or following the birth or adoption of a child. You apply one term at a time to a maximum of three terms (12 months).

Must have documentation to support your application. No fees are charged, and the time taken while on this leave 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 the 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 the program, the student must reapply to the University and pay a reinstatement fee. No guarantee for readmission

PART V: GENERAL INFORMATION

FACILITIES AND RESOURCES



2022 Phoenix production of *Spring Awakening*, directed by MFA Directing student Frances Matheu

PHOENIX THEATRE KEYS

As a member of the Theatre Department, you will be given keys to various Phoenix Theatre rooms. Required keys will be determined by the courses being taken and at the discretion of the Instructor and Theatre Operations Manager.

Key administration is done by the Secretary and require a deposit.

Lost keys are to be reported immediately to ensure the security of the building.

ROOM BOOKINGS

Phoenix Theatre:

For research purposes, specific spaces can be booked through Operations and Production Manager's by completing the "Phoenix Room Booking Form". This form can be found in the back hallway and are to be submitted to the blue file folder in Tim O'Gorman's mailbox.

If you require more support with room booking, contact Tim O'Gorman, the Department's Operations and Production manager: theatreopm@uvic.ca. If you encounter any challenges with your room booking requests, please contact the graduate advisor.

UVic Campus:

Students can book a variety of spaces on campus, by visiting the room booking webpage.

PRINTING SERVICES

Students can use the Fine Arts Sim Labs for printing, as well as the various printing locations across campus.

Printing in the Phoenix Theatre is reserved for students who have accepted Teaching Assistantships and for printing course work related to the TA only.

WORKSPACE

Lockers: Located in the Fine Arts Building on the mail floor, these lockers are first-come, first-serve and require your own lock.

Reading/Writing Space: Gwen Pharis Ringwood Reading Room (PNX141) is available to graduate students when not in use for classes and meetings (schedule posted outside room).

Teaching Assistants also have access to Phoenix Room 105B to meet with students. Keys to this room are available through the [Department Secretary](#). You can pencil in a booking for the room on the weekly calendar that will be posted outside the door. We expect students who use this room to keep it tidy and clean. Faculty and staff are not responsible for the upkeep of this room.

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, printing and copying account, and can be used for food! To get your ONECard, visit the Office (located inside the University Centre). To learn more, add fund, or set up your digital card, [visit the website](#).

OTHER CAMPUS SERVICES

[Student Union Building](#) – includes a variety of amenities (printing, stationary, bookstore, movie theatre), food options, and medical services.

[UVIC Libraries](#)- The University of Victoria library has an immense collection of resources that can support your research and practice. In addition to databases such as drama online (bloomsbury), which provide you with access to thousands of playtexts and production videos for free, the archives and special collections, as well as main library collection, are fantastic.

The Department of Theatre librarian is Christine Walde, and you can make an appointment and be in touch with her to get acquainted with library resources: <https://www.uvic.ca/library/help/librarians/cwalde/index.php>.

You can also book rooms and use study space in the McPherson or Law Library as you move forward with your studies, use carrels/lockers for graduate students in the library and/or attend workshops that will support your professional development: <https://libcal.uvic.ca>.

[Graduate Student Society \(GSS\)](#): The GSS represents the roughly 3,000 graduate students enrolled at UVic. The organization is a democratic, non-profit society, led by a dedicated team of elected graduate student board members, volunteers, and staff, committed to serving the interests of graduate students here at UVic. The GSS building houses the offices for the organization, as well as the Grad House restaurant. You can also book meeting rooms in the GSS building for your own collaborative activities and works



