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</table>
Introduction

Welcome to Grad Studies at UVIC!! Here are the people you are going to have to get to know in order to successfully complete your program:

Your Supervisor – course selection, mentor, must meet at least twice per term

Supervisory Committees – assists in supervision of project/thesis/dissertation, participation in final oral exam, should meet every 3rd term while in program

Graduate Advisor – signatures, money, advocate

Graduate (Department) Secretary – registration, paperwork, liaison with Graduate Records

Graduate Records Clerk – registration problems, paperwork controller, liaison with Graduate Studies

Who are they?

<table>
<thead>
<tr>
<th>Your Supervisor</th>
<th>Listed on your welcome email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisory Committee</td>
<td>Must be selected within first three terms of program Must inform graduate secretary</td>
</tr>
<tr>
<td>Graduate Advisor</td>
<td>Warwick Dobson, <a href="mailto:wdobson@uvic.ca">wdobson@uvic.ca</a> provides advice on procedures, and trouble-shoot any problems with TA appointments, scholarships, fellowships, etc.</td>
</tr>
<tr>
<td>Graduate Secretary</td>
<td>Connie te Kampe, <a href="mailto:theatre@uvic.ca">theatre@uvic.ca</a> Paper work, provides information on procedures</td>
</tr>
<tr>
<td>Graduate Records Clerk</td>
<td>Scott Baker, <a href="mailto:grad3@uvic.ca">grad3@uvic.ca</a>, University Centre</td>
</tr>
</tbody>
</table>

Responsibilities in the Supervisory Relationship

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

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

MFA in Directing – project based
MFA in Design/Production – project based

MA in Theatre (Theatre History) – thesis and project-based options
MA in Theatre (Applied Theatre) - thesis and project-based options

PhD in Theatre History – Thesis
PhD in Applied Theatre – Thesis (begins January 2019)

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 Master 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 in 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.

MFA in Directing – Project-based Option

3.0 units THEA 500 A/B

6.0 units Directing and Advanced Directing
    Chose from: 512, 515, 523

3.0 units Design and Production
    Chose from: 508, 509, 510, 520, 521, 522

6.0 units MFA Practicum: THEA 524

MFA Practicum is a production to be decided upon in consultation with the student’s supervisor and the department’s graduate faculty. There is an oral comprehensive exam to defend the production and is normally done within two months of the close of the production. Date of exam and title of project must be submitted to the graduate secretary at least 10 days prior to the exam.
### MFA in Design/Production – Project-based Option

<table>
<thead>
<tr>
<th>Units</th>
<th>Course Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.0</td>
<td>THEA 500 A/B</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Design and Production</td>
<td>Chose from: 508, 509, 510, 511, 520, 521, 522</td>
</tr>
<tr>
<td>6.0</td>
<td>Practicum: THEA 524</td>
<td></td>
</tr>
</tbody>
</table>

THEA 524 is a production to be decided upon in consultation with the student’s supervisor and the department’s graduate faculty. There is an oral comprehensive exam to defend the production and is normally done within two months of the close of the production. Date of exam and title of project must be submitted to graduate secretary at least 10 days prior to the exam.

### MA in Theatre (Theatre History) – Project-based Option

<table>
<thead>
<tr>
<th>Units</th>
<th>Course Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.0</td>
<td>THEA 500 A/B and 3.0 of other Theatre History courses</td>
<td></td>
</tr>
<tr>
<td>4.5</td>
<td>Courses chosen from a related discipline</td>
<td>(3 units may be 300-400 level)</td>
</tr>
<tr>
<td>4.5</td>
<td>THEA 598 MA Essay</td>
<td></td>
</tr>
</tbody>
</table>

For completion, this option requires the student 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, the candidate 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 – By Special Permission Only

<table>
<thead>
<tr>
<th>Units</th>
<th>Course Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.5</td>
<td>Theatre History (including THEA 500 A/B)</td>
<td></td>
</tr>
<tr>
<td>4.5</td>
<td>Courses chosen from a related discipline</td>
<td>(3 units may be 300-400 level)</td>
</tr>
</tbody>
</table>
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 the candidate 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**

3.0 units THEA 500 A/B

1.5 units THEA 535

4.5 units Courses chosen from a related discipline
(3 units may be 300-400 level)

1.5 units THEA 590

4.5 units THEA 598 – MA Essay

For completion, this option requires the student 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, the candidate 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 – By Special Permission Only**

3.0 units THEA 500 A/B

1.5 units THEA 535

4.5 units Courses chosen from a related discipline
(3 units may be 300-400 level)

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 the candidate 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 History**

- **3.0 units**  
  THEA 500 A/B

- **3.0 units**  
  Courses chosen within Theatre or a related Discipline (3 units may be 300-400 level)

- **3.0 units**  
  THEA 690

- **3.0 units**  
  THEA 693 Candidacy Exams

- **30.0 units**  
  THEA 699 – Dissertation

For completion, all candidate 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.

**Candidacy Exam Description:**

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

A Ph.D. 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 Ph.D. degree generally).

Preliminary to writing the dissertation, doctoral students become doctoral candidates by completing THEA 693, consisting of

1. a comprehensive exam  
2. a dissertation proposal  
3. a special field exam.

**1. Comprehensive Exam**

The Comprehensive Examination is normally administered as a four-hour paper written
on-site. In individual cases, and with the support of the supervisor and graduate coordinator, students may choose an alternative format, such as a series of take-home papers. In both cases the exam covers dramatic works as well as theoretical texts. Please see the reading list on the THEA 693 syllabus for the required exam material (Appendix H). The examination is administered by the graduate coordinator in consultation with the candidate’s supervisor, and marked by a committee of at least three Ph.D.-holding members of the Department including the supervisor. It is normally taken toward the end of the spring term of the second Ph.D. year, or when the student’s course requirements are complete, whichever comes first. Deferments of the exam will not be granted beyond spring of the third year.

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 Dissertation Proposal and Special Field Exam.

2. Dissertation Proposal

After the successful completion of the Comprehensive 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. Once approved, a copy will be submitted to the graduate coordinator, normally by December 30 of the third year.

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. (See the document “Department of Theatre Recommended Format for Proposals,” available from the Graduate Coordinator.)

3. Special Field Exam

The writing of the Special Field Exam will follow on the supervisor’s and committee members’ approval of the Dissertation Proposal.

The exam is administered either as a four-hour paper written on-site, or as a series of take-home papers. The format chosen in each individual case shall be jointly determined by the candidate and supervisor in consultation with the graduate coordinator. In both cases it is based on a reading list compiled by the student in consultation with the supervisory committee. The reading list will normally be compiled over the summer, after the completion of the Comprehensive Exam, and submitted to the student’s supervisor.
and other committee members following their approval of the Dissertation Proposal, usually in the late fall or early winter of the third year.

The list normally consists of approximately fifty titles, with a strong emphasis on primary sources. Rather than serving merely as a preliminary or summary bibliography for the dissertation, however, the reading list for the special field exam is intended to ensure an adequate coverage of the area into which the dissertation topic falls, be that area a historical period, a place, artist, theorist, movement, theme, or genre. If the topic is a historical period, for example, coverage should extend beyond the period discussed in the dissertation, and should include at least fifty years. Thus while the reading list will be slanted towards the student’s special interests, it should not be limited to them. If, to take another example, the student’s topic is the plays of Christopher Marlowe, the list should include works from the English theatre before and after him, from c. 1575 to c.1625, as well as some coverage of any additional relevant fields of study, such as the concept of Renaissance tragedy, or 16th-century English verse forms, or performance practices before 1600.

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.

When the Special Field Exam is awarded Complete, the student will receive a grade of COM for THEA 693, will be considered a candidate for the PhD, and may proceed to THEA 699: Dissertation.

**Ethics Approval – DO NOT ENGAGE IN ANY RESEARCH UNTIL THIS IS DONE**

Takes 4-6 weeks for consideration (approval or return for clarification). 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.

**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 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 Liz as soon as possible. Forms will not be initiated without your supervisor’s prior approval.

**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

(March 2018)

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. 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 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.

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. In the case of a SPARR student, the updated SPARR form is required with all new signatures.

Expected Turnaround Time of Thesis/Dissertation

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.

Formal Review of Student Progress
All students should expect a yearly review of their programs with their supervisors. This is done through the Curriculum Advising and Program Planning (CAPP) report. 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.

**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. There are no fees for students studying off-campus if registered in all off-campus sections of the course(s).

**Time Lines - Masters**

<table>
<thead>
<tr>
<th>Term</th>
<th>Month</th>
<th>Courses</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>Sept-Dec</td>
<td>Course work over 3.0 units</td>
<td>Full-Time Fee</td>
</tr>
<tr>
<td>2nd</td>
<td>Jan-Apr</td>
<td>Course work over 3.0 units</td>
<td>Full-Time Fee</td>
</tr>
<tr>
<td>3rd</td>
<td>May-Aug</td>
<td>THEA 524 or 598</td>
<td>Full-Time Fee</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Or other course work as recommended by supervisor.</td>
<td></td>
</tr>
<tr>
<td>4th</td>
<td>Sept-Dec</td>
<td>THEA 524 or 598</td>
<td>Full-Time Fee</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Course work should be finished. Research and writing term.</td>
<td></td>
</tr>
<tr>
<td>5th</td>
<td>Jan-Apr</td>
<td>THEA 524 or 598</td>
<td>Full-Time Fee</td>
</tr>
<tr>
<td>6th</td>
<td>May-Aug</td>
<td>THEA 524 or 598</td>
<td>Full-Time Fee</td>
</tr>
<tr>
<td></td>
<td>July 1</td>
<td>Present project within this term</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2 weeks</td>
<td>Apply for graduation</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Before presentation of project material (oral comprehensive exam) submit date or exam and title project to graduate secretary.</td>
<td></td>
</tr>
</tbody>
</table>

**Time Lines – PhD**

<table>
<thead>
<tr>
<th>Term</th>
<th>Month</th>
<th>Courses</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>Sept-Dec</td>
<td>Course work over 3.0 units</td>
<td>Full-Time Fee</td>
</tr>
<tr>
<td>2nd</td>
<td>Jan-Apr</td>
<td>Course work over 3.0 units</td>
<td>Full-Time Fee</td>
</tr>
<tr>
<td>3rd</td>
<td>May-Aug</td>
<td>Course work over 3.0 units</td>
<td>Full-Time Fee</td>
</tr>
<tr>
<td>4th</td>
<td>Sept-Dec</td>
<td>THEA 693</td>
<td>Full-Time Fee</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Course work should be completed. Research starts.</td>
<td></td>
</tr>
<tr>
<td>5th</td>
<td>Jan-Apr</td>
<td>THEA 693</td>
<td>Full-Time Fee</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Preparing for Candidacy Exams</td>
<td></td>
</tr>
<tr>
<td>Term</td>
<td>Dates</td>
<td>Course(s)</td>
<td>Fee</td>
</tr>
<tr>
<td>--------</td>
<td>-----------</td>
<td>------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>6th</td>
<td>May-Aug</td>
<td>THEA 693, THEA 699 Candidacy Exams and Proposal</td>
<td>Full-Time Fee</td>
</tr>
<tr>
<td>7th</td>
<td>Sept-Dec</td>
<td>THEA 699 Research and Writing</td>
<td>Full-Time Fee</td>
</tr>
<tr>
<td>8th</td>
<td>Jan-Apr</td>
<td>THEA 699</td>
<td>Full-Time Fee</td>
</tr>
<tr>
<td>9th</td>
<td>May-Aug</td>
<td>THEA 699</td>
<td>Full-Time Fee</td>
</tr>
<tr>
<td>10th</td>
<td>Sept-Dec</td>
<td>THEA 699</td>
<td>Reregistration Fee</td>
</tr>
<tr>
<td></td>
<td>Dec 1</td>
<td>Apply for graduation</td>
<td></td>
</tr>
<tr>
<td>11th</td>
<td>Jan-Apr</td>
<td>THEA 699</td>
<td>Reregistration Fee</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Final drafts to committee</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Submit Request for Oral Examination to Grad Studies.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Graduate secretary can assist with this process. No changes to dissertation can be done until after exam date. Email sent by Grad Studies with extra instructions and links for additional mandatory paperwork and submission of dissertation information – DO NOT IGNORE!!</td>
<td></td>
</tr>
</tbody>
</table>

**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 **June 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, statutory holidays or December university closure). See Calendar entry for exact details as to how you can use them. 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.
Theatre Information

Room Bookings
Done through Bert Timmermans 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.

Photocopying
Grad students that have TA assignments and need to do copying associated with their assignment have access to the computer/photocopier/fax/scanner in the general office area. See reception to obtain a 4-6 digit code. The copier is for use by all faculty and staff of the Theatre Department. Please ensure that you give yourself ample time to do copying to ensure that there is no disruption to general office operations.

Workspace
Space is available to Theatre Graduate students in the Fine Arts building, in Room 108. The room is accessible Monday, Thursday and Fridays 8:45-4:15 pm, Wednesdays 8:45-1:15 pm. Lockers are available for Theatre Graduate Students to use in the Fine Arts Building, adjacent to the Art History and Visual studies office, throughout the academic year. Please bring your own lock.

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 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/](http://finearts.uvic.ca/theatre/current/)

Graduate Student Supervisor Policy: [https://www.uvic.ca/graduatestudies/assets/docs/docs/policies/Graduate%20Supervision%20Policy.pdf](https://www.uvic.ca/graduatestudies/assets/docs/docs/policies/Graduate%20Supervision%20Policy.pdf)

Sign up for Phoenix eNewsletter BackstagePASS [https://finearts.uvic.ca/theatre/mainstage/tickets/connected/](https://finearts.uvic.ca/theatre/mainstage/tickets/connected/)

Helpful University Web Links

All Graduate forms are found at [http://www.uvic.ca/graduatestudies/home/home/forms/](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.
- **SPARR Program Change** – used to do any changes in a SPARR program. Must be done prior or at the same time as registration in a course that was not on the original SPARR Program form.
- **Travel Grant** – used to apply for funding before your travels.

Graduate Studies link for funding opportunities including travel funds [https://www.uvic.ca/graduatestudies/finances/financialaid/index.php](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](http://www.uvic.ca/graduatestudies/home/home/informationfor/newlyaccepted/index.php)