

INDIVIDUAL INTERDISCIPLINARY PROGRAM HANDBOOK

INDIVIDUAL INTERDISCIPLINARY PROGRAMS	3
SECTION ONE: APPLICATION AND ADMISSION PROCEDURE	4
a) Application	4
b) Application Process	4
SECTION TWO: PLANNING YOUR PROGRAM	7
a) Required and Elective Courses	7
b) Directed Readings Courses	7
c) Western Deans' Agreement	7
d) Transfer Credit	7
PhD INTD Individual Program	8
a) Candidacy Exam	8
b) Dissertation	8
c) Oral Exam	9
MA or MSc INTD INDIVIDUAL PROGRAM	9
a) Thesis	9
b) Oral Exam	9
PhD Fast-Track Option (Transfer from INTD MA or MSc to INTD PhD program)	10
SECTION THREE: ADMINISTRATION OF THE PROGRAM	12
a) INTD Admissions and Awards Committee	1
b) INTD Graduate Advisor	1
c) INTD Graduate Admissions and Records (GARO) Advisor	1
d) Co-Supervisors and Committee Members	1
e) Administrative Home Academic Unit	2
SECTION FOUR: PROGRESSING THROUGH THE PROGRAM	3
a) Registration	3
b) Program and/or Course Changes	3
c) Academic Progress and Standing	3
d) Expected Meeting Frequency	4
1) With your Supervisors	4
2) With your Supervisory Committee	4
3) Expected turnaround time of annotated thesis, dissertation or paper	4
e) Supervisory Committee Change	4
Research Ethics	4
Tuition Fees	5
a) Application Fee (subject to change without notice)	5
b) Tuition	5
1) Program Fees	5

2)	Re-registration Fees	5
a)	Funding Policies	5
b)	Sources of Funding	6
1)	The Ord and Linda Anderson Interdisciplinary Graduate Scholarship	6
2)	Tri-Council Fellowships	6
3)	Teaching Assistantships	6
4)	Research Assistantships and Laboratory Work	7
5)	Bursaries	7
6)	Travel Grants	7
7)	Student Loans	7
8)	Work Study Programs	8
	Joining the Graduate Community	8
	Professional Development Opportunities	8
a)	Learning and Teaching Support and Innovation	8
b)	The Centre for Academic Communication.....	9
c)	Student Transition.....	9
d)	Student Life	9
e)	Co-op and Career Services	9
f)	Counselling Services	10
	GRADUATE STUDENT SOCIETY	10
	GRADUATION	11
	ADDITIONAL RESOURCES.....	11

INDIVIDUAL INTERDISCIPLINARY PROGRAMS

Students may undertake an **Individual Interdisciplinary (INTD) graduate program** to pursue an area of study that is not available in an existing graduate degree program at the University of Victoria. Students who undertake Individual INTD programs come from a wide variety of fields and backgrounds. What they have in common is the desire to enlist and develop a unique blend of knowledge(s), methodology and expertise in their program. The Faculty of Graduate Studies Interdisciplinary Admissions Committee can approve a specifically designed INTD program proposal that is supported through a combination of domains of knowledge and/or disciplinary academic units at the university. The Individual INTD Program provides the opportunity to integrate knowledge, skills, data, ideas and insights from different domains of knowledge to examine a phenomenon that lies beyond the purview of a single area of knowledge and/or specific discipline. Each student works with co-supervisors in two academic units and follows an individual graduate program specifically designed in consultation with the supervisory committee. INTD programs are tailored to individual students, but are subject to all Faculty of Graduate Studies regulations and must have the academic rigour of regular graduate programs. The student's official record will indicate the program as "Interdisciplinary". One of the disciplinary academic units participating in a specific Individual INTD program must have established graduate degree programs.

A RESOURCE HANDBOOK

The Individual INTD program is specific and unique. It is intended to provide the opportunity for graduate students to work across domains of knowledge and existing academic structures—to not only cross-disciplinary boundaries but to create a unique interdisciplinary space for knowledge development and learning. At the same time, working in-between existing structures and domains of knowledge can be challenging. Students who have undertaken an Individual INTD program have highlighted the importance of being a self-starter, of creating a network of support and finding innovative ways to participate in the graduate community. The information in this handbook is intended to support you in that process. We have outlined procedure and described existing resources that are available to you and the structures and policies to guide you as you progress through the program. We have also highlighted the people who are available to support you and whom you can feel free to call upon as you undertake this exciting learning opportunity.

SECTION ONE: APPLICATION AND ADMISSION PROCEDURE

Applicants for Individual INTD degree programs must follow the admission procedures and meet the minimum entrance criteria set out in the Faculty of Graduate Studies Regulations in the University of Victoria Graduate Calendar. Students will normally be required to have a minimum Grade Point Average of 7.00/A- or equivalent. Applicants must show that the proposed Individual INTD program could not be undertaken in any established graduate program at the University of Victoria. Approval is not guaranteed. Courses should not be started without formal approval of the program by the Faculty of Graduate Studies.

a) Application

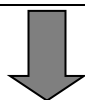
INTD application instructions are available at

uvic.ca/graduatestudies/assets/docs/docs/INTD_application_instructions-final1.pdf

b) Application Process

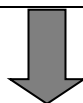


Step 1: Information Gathering	
<input type="checkbox"/>	1) Read the information for Individual INTD Programs on the Faculty of Graduate Studies website.
<input type="checkbox"/>	2) Determine whether your program could not be undertaken in any established graduate program at the University of Victoria by reviewing the calendar and/or speaking with graduate advisors in the departments relevant to your proposed areas of study.
<input type="checkbox"/>	3) Make an appointment and meet with the INTD Graduate Advisor to discuss the INTD application process. For an appointment please email intdsec@uvic.ca or phone 250-721-7970.



Step 2: Co-Supervisors and Committee Formation	
<input type="checkbox"/>	1) Write a short description of your research interests to inform potential supervisors of your goals. For example, describe the phenomenon or area of research interest, your relevant background, the domains of knowledge you wish to explore and the knowledge you wish to develop in your program and future goals.
<input type="checkbox"/>	2) Identify potential supervisors by searching through the online UVic expertise database, faculty listings in the university calendar, and departmental websites. Contact suitable potential supervisors by phone or email in order to arrange meetings.

- 3) Individual INTD programs require two supervisors (the main supervisor and the co-supervisor) who are experts in different disciplines and are located in different academic units. For example, you may choose co-supervisors to bring two disciplinary knowledge domains together (Computer Science and Music; Psychology and Biology; Environmental Studies and Philosophy and so forth). Both co-supervisors must be members of the Faculty of Graduate Studies. At least one of the supervisors must be in a department or school that has an established graduate program at the master's level, for those applying for an MA or MSc, and at the PhD level for those applying for a doctoral program. The academic unit corresponding to the main supervisor is considered to be the home department of the INTD student, while the academic unit corresponding to the co-supervisor is considered the co-supervising department. The home department is responsible for providing the INTD student with administrative assistance (through the graduate secretary), and to offer the INTD student the same rights and privileges as for regular graduate students (for instance, access to teaching assistantships, office space, etc.)
- 4) In addition to the two supervisors, doctoral students must have at least one other member from a relevant field of knowledge on their supervisory committee. Therefore, the next step is to work with the co-supervisors to identify potential committee members. All committee members must be eligible for membership in the Faculty of Graduate Studies. If you have identified a potential member who is from another university, supervisors will have to ensure that these members are affiliate members of the Faculty of Graduate Studies.
- 5) Contact the potential committee members to discuss your proposed program.
- 6) Students and faculty members should read the *Graduate Supervision Policy*, which outlines the rights and responsibilities in the supervisory relationship.



Step 3: Application Preparation & Program Development	
<input type="checkbox"/>	1) The next step is to develop your program of studies under the guidance of your supervisory committee. The precise course list will vary depending on your background, including both education and experience. The courses that you choose must reflect the interdisciplinary nature of your program, and provide a foundation for your proposed research. You may require preparatory courses in research methods, statistics, languages, etc. You may be able to select your courses from the regular offerings, or may need to arrange directed studies courses to cover the relevant topics. You may be required to participate in a departmental seminar course. You may wish to consider courses offered at other institutions (perhaps under the terms of the Western Deans' Agreement). You and your committee will discuss and decide upon the required courses, candidacy plan, and unit value of your proposed thesis, dissertation, or project as well as the total number of credits for your program. The complete course list must be uploaded as the first module of your on-line application.

- | | |
|--------------------------|---|
| <input type="checkbox"/> | 2) Complete your INTD Research Proposal according to instructions available at uvic.ca/graduatestudies/assets/docs/docs/INTD_application_instructions-final1.pdf . Seek the feedback of your committee members regarding the quality and feasibility of the proposed research. |
| <input type="checkbox"/> | 3) Once the supervisory committee has approved the contents of the INTD Research Proposal, the co-supervisors will complete letters of support for your proposed program of study and academic ability. The letters of support need to contain specific information, as required in the instructions available at the link in previous step. <i>The chairs of the home department and the co-supervising department will also need to sign the letters of support.</i> These letters of support must be submitted as part of your online application. |
| <input type="checkbox"/> | 4) Complete the online package for UVic Graduate Studies at uvic.ca/application . You will be required to submit unofficial transcripts and two graduate assessment reports in addition to the INTD specific requirements. Proof of English proficiency may be required if your primary language is not English. |



Step 4: Application Submission	
<input type="checkbox"/>	Application Deadlines: <ul style="list-style-type: none"> • September entry: March 31 • January or May entry: September 30



Step 5: Admission	
<input type="checkbox"/>	The INTD Committee meets approximately 1 month after the application deadline to make admission decisions. Students are notified within one week of the adjudication meeting.

SECTION TWO: PLANNING YOUR PROGRAM

When putting your program application together, be aware of the following information and policies. Please ensure that your proposed program including courses, candidacy, dissertation and timeline meet the requirements outlined below.

Program Requirements and Options

The coursework, candidacy and thesis or dissertation as outlined in the Individual INTD program proposal and approved by the INTD Admissions Committee serves as the contractual agreement between the student and the university designating the degree requirements. *Please note that your Supervisory Committee and the INTD Graduate Advisor must formally approve any changes to a degree program following admission.*

a) Required and Elective Courses

The program may include a combination of required and elective courses.

The degree program can consist of appropriate INTD courses as listed below as well as regular courses from other departments.

- INTD 580¹ (1.5-3.0): Master's level Directed Studies
- INTD 599 (4.5-12.0): Master's Thesis
- INTD 680¹ (1.5-3.0): PhD level Directed Studies
- INTD 693 (3.0): Candidacy
- INTD 699 (15.0-30.0): PhD Dissertation

1. May be taken more than once for credit provided courses content differs.

b) Directed Readings Courses

On application Directed Readings or Individual Study courses must be outlined with a course title and course description (as would be found in the calendar for regular courses). Directed readings require a *pro forma* form for registration. A *pro forma* required course shows both the course title and section title on the transcript. The Associate Dean of Graduate Studies must formally approve any changes to directed readings courses following admission.

c) Western Deans' Agreement

Coursework in an INTD program may also be completed through the Western Deans' Agreement. An agreement was established in 1974 as an expression of co-operation and mutual support among universities offering graduate programs in Western Canada. Its primary purpose is the reciprocal enrichment of graduate programs throughout Western Canada. Under its terms, graduate students of the member universities may take courses at another member institution, which are not available at their home institution for credit in their graduate programs for no additional fees.

Application Procedures and Form: uvic.ca/graduatestudies/assets/docs/pdfs/forms/western-deans-agreement-form.pdf

d) Transfer Credit

On the recommendation of the supervisory committee and the INTD Admissions committee the Faculty of Graduate Studies may accept courses for which credit has been granted at other accredited and recognized post-secondary institutions. However, at least half of the program units must be completed as a degree candidate in the Faculty of Graduate Studies at UVic. Eligible

transfer credit will normally be assigned as part of the admission process. There is no reduction in the minimum program fee or number of fee instalments required for students who are granted transfer fee credit.

PHD INTD INDIVIDUAL PROGRAM

Doctoral programs must consist of a minimum of 30 units for students who have a Master's degree, 45 units for students without a Master's degree. No more than 3.0 units of work at the senior baccalaureate level may be taken for credit in a doctoral program. These credits include credit unit values of coursework, candidacy and dissertation combined. The Ph.D. thesis (INTD 699) must count for between 15.0-30.0 units. Doctoral programs must include INTD 693 (Candidacy Preparation): 3.0 units. A doctoral program will normally be completed in three to five years and must be completed within seven years.

a) Candidacy Exam

The candidacy exam is intended to demonstrate a student's knowledge of his or her field of study and the student's ability to undertake the research. All students registered in the Interdisciplinary PhD program are required to successfully complete a candidacy examination within the first three years of their registration. The format of the candidacy exam may vary, but will always include both a written and oral component. The written component is intended to provide a foundation for the future research project. To that end, the format of the written component will normally include two or more papers outlining the scholarly context and relevant research methodology or a plan outlining the proposed research for the PhD dissertation that includes a summary of relevant existing research and literature, and a bibliography. The written component is distributed to the supervisory committee for approval prior to the oral exam. Usually the oral examination will begin with a presentation to the committee of the research topic, including its relevance to the current scholarly context. Students will then be asked questions related to the written submission and planned research. *A description of the specific candidacy plan for the proposed program must be included in the program proposal.*

Students who fail either component of the examination may retake it no earlier than an interval of 4 weeks and no later than the end of the following term. Students who fail a retake will be required to leave the program. The supervisory committee may make a request to the Associate Dean that the PhD program be redesigned to allow the student leaving it to complete the degree requirements for a Master's degree. In this case the student will be granted credit for coursework that has been completed and a research proposal for a thesis is submitted.

b) Dissertation

The doctoral dissertation must embody original work and constitute a significant contribution to knowledge in the candidate's fields of study. It should contain evidence of broad knowledge of the relevant literature, and should demonstrate a critical understanding of the works of scholars closely related to the subject of the dissertation. Material embodied in the dissertation should, in the opinion of scholars in the field, merit publication. The general form and style of the dissertations may vary but all dissertations shall be presented in a form that constitutes an integrated submission. The dissertation may include materials already published by the candidate, whether alone or in conjunction with others. Previously published materials must be integrated into the dissertation, while at the same time distinguishing the student's own work from the work of other researchers.

- Guidelines for preparation of doctoral dissertations: uvic.ca/students/graduate/thesis-dissertation/scope-structure-and-formatting

c) Oral Exam

Students may proceed to an oral examination when the supervisory committee is satisfied that the dissertation represents an examinable document for the degree requirements. The supervisory committee confirms this by signing the Request for Oral Examination form. This form must be submitted to the Office of the Dean of Graduate Studies at least 30 working days before the anticipated date of the oral examination. In the case of a PhD oral, the Request for Oral Examination form must be accompanied by a current CV from the external examiner, as well as a signed arm's-length form from each supervisor. The student must upload their dissertation to CourseSpaces prior to submitting the Request for Oral Examination.

- Request for Oral Examination form (Doctoral):
uvic.ca/graduatestudies/assets/docs/pdfs/forms/request-for-oral-examination---doctoral.pdf

Procedures for setting up an oral exam by video or audio conferencing are available under separate guidelines, available at the Office of the Dean of Faculty of Graduate Studies or the School/Department Graduate Secretary. Guidelines are also listed on the Faculty of Graduate Studies Web page for easy access and downloading.

MA OR MSC INTD INDIVIDUAL PROGRAM

Master's degrees must consist of a minimum of 15 units, 12 of which must be at graduate level. Courses numbered at the 100 and 200 level may be included in the program as prerequisites but will be indicated on the student's record as FNC (For No Credit on a graduate program); any senior undergraduate courses (courses numbered 300-499) included in a graduate program must be pertinent to the program and must be in addition to the minimum 12 units of graduate credits required in all master's degree programs. The Master's thesis (INTD 599) must count for between 4.5-12.0 units. An INTD Masters degree is normally completed in two years and must be completed in five years.

a) Thesis

A Master's thesis is an original piece of work that demonstrates a student's understanding of, and capacity to, employ research methods appropriate to her or his field of study. It should normally include a general overview of relevant literature in the field of study, be well organized and academically written. The work may be based on a body of original data produced by the student or it may be an original research exercise conducted using scholarly literature or data produced and made available by others. A thesis writing starter kit document is available at: uvic.ca/students/graduate/thesis-dissertation/basics/index.php#ipn-thesis-writing-starter-kit, while the guidelines for scope, structure, and formatting of a Master's thesis are available at uvic.ca/students/graduate/thesis-dissertation/scope-structure-and-formatting

b) Oral Exam

Students may proceed to an oral examination when the supervisory committee is satisfied that the thesis represents an examinable document for the degree requirements. The supervisory committee confirms this by signing the Request for Oral Examination form. For Master's students this form must be submitted to the Office of the Dean of Graduate Studies 20 working days before the anticipated date of the oral examination. Committee members who are away may fax a signature or send an email stating they agree the thesis/dissertation is examinable and they are available for the specified date and time. The form must include the name, address, telephone number and email address for the proposed external examiner. The student must upload their thesis to CourseSpaces prior to submitting the Request for Oral Examination.

- Request for Oral Examination form (Master's):
uvic.ca/graduatestudies/assets/docs/pdfs/forms/request-for-oral-examination---masters.pdf

Graduate Studies will send a copy of the thesis/dissertation to the Chair of the examination when one is located. The supervisor or a committee member must recommend to the Dean an appropriate external examiner and confirm with the individual his/her availability to attend the oral examination on the specified date and time. In the case of a PhD defence, Graduate Studies will deliver a copy of the thesis to the external examiner. In case of a Master's oral defence, it is the responsibility of the student or home administrative unit to deliver a copy of the thesis to the external examiner as soon as possible once the date of the examination has been confirmed. Graduate Studies does not cover any expenses incurred for sending thesis/dissertations to out-of-town external examiners or committee members. A formal announcement of the examination will be produced in the Office of the Dean of Graduate Studies and distributed to the examining committee and all University departments. Procedures for setting up an oral exam by video or audio conferencing are available under separate guidelines, available at the Office of the Dean of the Faculty of Graduate Studies or the School/Department Graduate Secretary. Guidelines are also listed on the Faculty of Graduate Studies Web page for easy access and downloading.

Please note that although the Faculty of Graduate Studies offers a room with Zoom/BlueJeans access, this room does not come with any technical support. If you would prefer to have onsite technical support provided with your Zoom BlueJeans room, please book one of the videoconference rooms in the David Turpin Building.

For more information, please visit: uvic.ca/systems/support/avmultimedia/unified-form.php

PHD FAST-TRACK OPTION (TRANSFER FROM INTD MA OR MSC TO INTD PHD PROGRAM)

Students may apply for admittance into a fast-track Interdisciplinary program in their initial application or apply to transfer from a Master's to PhD program after completing a minimum of two terms (6 units) of graduate coursework. In both instances a completed INTD program proposal and other application materials must be submitted as part of the online application (uvic.ca/application). Approval of a transfer is made by the INTD committee.

Acceptance into the fast-track PhD option is dependent upon the student having (a) demonstrated ability in research and writing (such as peer-reviewed publications or a course paper for which the instructor recommends publication), (b) demonstrated excellence in at least 6 units of graduate-level coursework, (c) a submitted research project proposal in a form similar to a tri-council grant application and (d) support of the supervisory committee.

To apply for a transfer from an INTD Masters program into an INTD PhD program:

1. The student prepares a letter to the Interdisciplinary Graduate Advisor requesting the transfer.
2. The student prepares the application materials as per the regular application procedure for an INTD program.
3. The Co-supervisors prepare a letter to the INTD Graduate Advisor outlining the student's academic progress including a description of the demonstrated ability in research and

writing, excellence in completed coursework and rationale as to why the committee supports the fast track into a PhD program. The student will submit this as part of the online application for transfer.

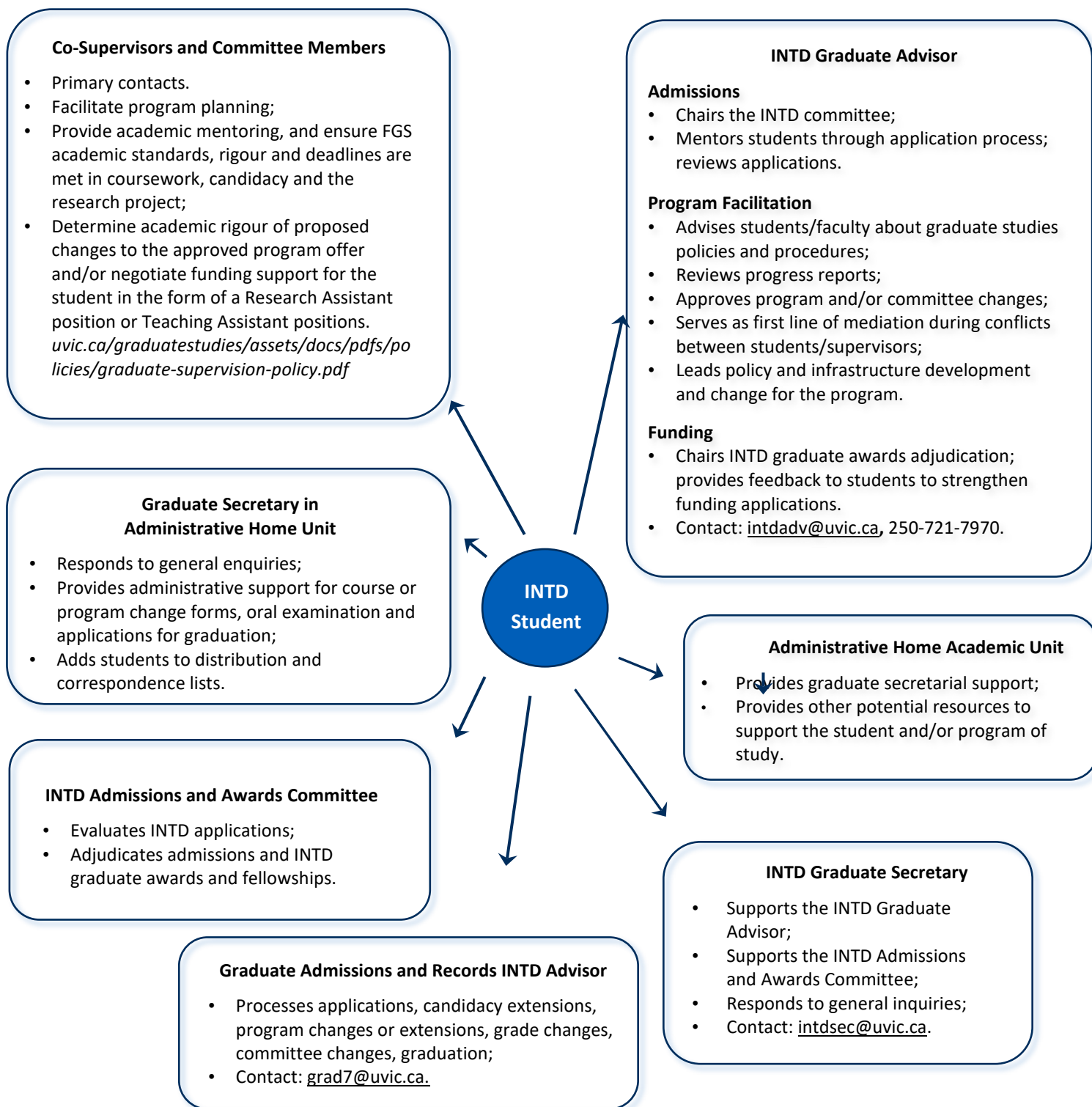
4. Complete Graduate Admissions and Records application for program transfer at uvic.ca/application to notify GARO of your wish to transfer.

If the transfer from an INTD Master's program into an INTD PhD program is approved, all courses taken prior to the transfer are credited toward the PhD for a total requirement of at least 45 units. Candidacy would have to be completed within 36 months of starting the original Master's degree.

If once in the PhD program the student does not progress academically as outlined in the application program proposal and/or if the transfer application is unsuccessful, the supervisory committee may make a request to the Associate Dean that the PhD program be redesigned to allow the student to complete the degree requirements for a Master's degree. In this case the student will be granted credit for coursework that has been completed and a research proposal for a thesis is submitted.

SECTION THREE: ADMINISTRATION OF THE PROGRAM

The Individual Interdisciplinary program is administered in partnership by the Faculty of Graduate Studies, Graduate Admissions and Records, and an administrative home academic unit. The following diagram outlines the responsibilities of specific people and/or units and identifies to whom to direct your questions and who will be able to offer specific support.



a) INTD Admissions and Awards Committee

The INTD Admissions and Awards Committee advises and assists the Dean and Associate Dean in the policy and decision-making processes related to the Individual Interdisciplinary Graduate program. Other specific duties include the evaluation of INTD applications, and the adjudication of admissions and interdisciplinary graduate awards and fellowships.

b) INTD Graduate Advisor

The INTD Graduate Advisor, an Associate Dean of Graduate Studies, has the primary leadership role in the Individual Interdisciplinary Program. The INTD Graduate Advisor chairs the INTD committee, ensures that Individual INTD academic programs meet the Faculty of Graduate Studies standards for quality and rigor, approves any program and/or supervisory committee changes, and leads policy and infrastructure development and change for the program. The INTD Graduate Advisor reviews progress reports and is the main contact for students in the Individual INTD program. The INTD Graduate Advisor has advisory responsibilities in three main areas: admissions, program facilitation and funding.

Admissions:

- Responds to student inquiries regarding individual interdisciplinary graduate programs
- Meets with potential INTD students to provide information and guidance in preparation of INTD application
- Liaises with students, faculty and disciplinary departments during application process
- Chairs INTD admission adjudication meetings

Program Facilitation

- Advises students/faculty about graduate studies policies and procedures
- Addresses student/faculty questions and issues as they arise
- Approves course and program changes
- Serves as first line of mediation during conflicts between students/supervisors (as per FGS Graduate Supervision Policy)

Funding

- Provides feedback to students as requested to strengthen funding applications

c) INTD Graduate Admissions and Records (GARO) Advisor

The INTD GARO Advisor supports students by processing applications for admission to Graduate Studies; evaluating the academic qualifications of an applicant to determine if minimum eligibility requirements are met; advising students of decisions and responding to inquiries from students regarding application process; processing student records (e.g. candidacy extensions and completions, program extensions, grading, registration materials, registration fee discrepancies); ensuring students' files are in order for convocation; and acting as an administrative contact person for students and staff to addresses problems regarding student records. The INTD GARO Advisor can be contacted at *grad7@uvic.ca*.

d) Co-Supervisors and Committee Members

The co-supervisors of an INTD program are the primary faculty contact for the student. The first responsibility of the co-supervisors is to assist the student in selecting other appropriate members for the committee. The co-supervisors then work with the student and committee members to determine an appropriate program of study, including a list of courses and course descriptions and candidacy plan for the student's program. Once the student is admitted, the co-supervisors play a

key academic and administrative role in the student's program and graduate experience. The co-supervisors provide intellectual and professional mentoring and guidance and ensure that FGS academic standards, rigour and deadlines are met in coursework, candidacy and the research project. They monitor academic progress and the quality of the student's work and offer support and direction as needed (See the FGS Graduate Supervision Policy uvic.ca/graduatestudies/assets/docs/pdfs/policies/graduate-supervision-policy.pdf). The student's academic progress is recorded by August 31 each year when the student and co-supervisors complete the annual progress report (report form available at uvic.ca/graduatestudies/assets/docs/pdfs/forms/intd-student-annual-progress-report.pdf).

Administratively it is the co-supervisors' responsibility to ensure that the Graduate Admissions and Records office is notified by memo of any proposed changes to the approved program so that the changes may be approved by the INTD Graduate Advisor. It is possible that one or both of the co-supervisors may offer and/or negotiate funding support for the student in the form of a Research Assistant position or Teaching Assistant positions. The type and nature of this funding support is negotiated among the supervisor, student and/or home administrative unit at the time of application.

e) Administrative Home Academic Unit

The home department of the co-supervisor who is taking the lead on providing administrative support to the student normally serves as the administrative home for the student's program. This administrative home unit provides graduate secretarial support and may provide other potential resources to support the student and/or program of study (for example a mailbox, teaching assistantships, research assistantships and so forth). The nature of the specific support that will be offered by the administrative home unit to a particular student is negotiated and agreed upon during the application process.

SECTION FOUR: PROGRESSING THROUGH THE PROGRAM

a) Registration

Given the unique and specific format of the Individual INTD program, students are responsible for ensuring that they are registering in courses which have been approved in their INTD program proposal. Changes to the program must be proposed and approved through submission of an INTD program change form, available at

uvic.ca/graduatestudies/assets/docs/pdfs/forms/intdsparrprogramchange.pdf. Note *pro forma* course registrations are to be submitted on a proposal for *pro forma* course offering form, *uvic.ca/graduatestudies/assets/docs/pdfs/forms/proformaregform.pdf* **These forms must be signed by the course instructor and one of the co-supervisors and submitted to GARO for signature and approval by the INTD Graduate Advisor.**

b) Program and/or Course Changes

The coursework, candidacy and thesis or dissertation as outlined in the Individual INTD program proposal and approved by the INTD Admissions Committee serves as the contractual agreement between the student and the university designating the degree requirements. However, as the student progresses through their program it may become evident that new and/or alternate coursework is required to provide the necessary knowledge to conduct the planned research. Program and course changes can be made on the recommendation of the supervisory committee. However, any changes to a degree program following admission must be formally approved by the INTD Graduate Advisor.

c) Academic Progress and Standing

Students in the Faculty of Graduate Studies must achieve a grade point average of at least 5.0 (B) for every session in which they are registered. Students with a sessional or cumulative average below 5.0 will not be allowed to register in the next session until their academic performance has been reviewed by their supervisory committee and continuation in the Faculty is approved by the INTD Graduate Advisor. The co-supervisors have the responsibility of monitoring academic progress. Formal assessments of progress shall be carried out by the supervisory committee following a meeting with the student and recorded by August 31 each year in an annual progress report (report form available at

uvic.ca/graduatestudies/assets/docs/pdfs/forms/intd-student-annual-progress-report.pdf.

The INTD Graduate Advisor may initiate additional assessments upon the advice of the supervisor or supervisory committee.

When there are concerns regarding academic progress, the supervisory committee must inform the student, clearly outline the specific areas needing improvement and work with the student to develop a plan to address the academic concerns. This plan should outline specific goals, tasks and criteria and timeline for monitoring progress and achieving academic goals. When the co-supervisors, in consultation with the committee members and the INTD Graduate Advisor, have grounds to believe academic progress is not being made and continued supervision will not lead to the satisfactory completion of degree requirements by the student, they are required to recommend that the Dean of the Faculty of Graduate Studies withdraw a student.

d) Expected Meeting Frequency

1) With your Supervisors

While registered in a thesis or dissertation students should meet with one or both of their supervisors either by direct meeting, or through detailed correspondence, to discuss the student's research at intervals which should normally not exceed 40 business days – i.e. supervisors and students should normally meet at least twice per term – unless a delay is required by field work, remote study, supervisor or student vacation, sick leave, etc.

2) With your Supervisory Committee

Students shall meet with their supervisors at least once a year as part of the annual assessment of progress described above (section 4c).

3) Expected turnaround time of annotated thesis, dissertation or paper

Supervisors and members of the supervisory committee will return comments on a thesis, dissertation or paper to a student within 20 business days from time of receipt, unless a delay is required by field work, remote study, supervisor or student vacation, sick leave, etc.

e) Supervisory Committee Change

As students progress, it may become evident that a change to the supervisory committee is required. This may be due to a change in research focus, availability of faculty members, substantive or research expertise requirements and so forth. Any change to the original committee must be formally approved by the INTD Graduate Advisor. The INTD program change form to request supervisory committee changes is found at: uvic.ca/graduatestudies/assets/docs/pdfs/forms/intdsparrprogramchange.pdf.

At times difficulties may arise between students and supervisors or committee members. In such situations students are encouraged to deal directly with the supervisor and supervisory committee so that dissatisfactions, issues, and conflicts can be resolved. If for any reason the situation cannot be resolved, you may consult the INTD Graduate Advisor or take counsel from the Office of the Faculty of Graduate Studies on how to proceed. See *Graduate Supervisory Relationship Policy*: uvic.ca/graduatestudies/assets/docs/pdfs/policies/graduate-supervision-policy.pdf

RESEARCH ETHICS

Students are responsible for assuring that, before undertaking research during their program they receive the appropriate review and approvals from the office of Research Administration. Where applicable, research should be approved by the appropriate committee(s): The Human Research Ethics Committee, the Animal Care Committee and the Biosafety Committee. Check with a co-supervisor or the INTD Graduate Advisor for more information on how to complete the necessary forms.

TUITION FEES

a) Application Fee (subject to change without notice)

A non-refundable application fee is charged upon the submission of an INTD Master's or PhD application. This application fee will not be counted towards tuition fees. Applications will not be processed until the application fee is received. Payment must be made by credit card as part of the online application for admission.

b) Tuition

1) Program Fees

Tuition fees for graduate programs are program fees. Program fees consist of regular program fee instalments and graduate re-registration fees. Students are charged a fee for every term they are registered in a degree program. The minimum regular program fee for an INTD Master's degree is 5.0 fee instalments which can consist of a combination of regular full and regular half fee instalments totalling 5.0 full regular fee instalments. One (1.0) additional regular fee instalment will be assessed if a student remains registered after having paid 5.0 regular full fee instalments (for a total of 6.0).

The minimum regular program fee for an INTD PhD degree is 7.5 fee instalments which can consist of a combination of regular full and regular half fee instalments totalling 7.5 full fee instalments. Up to 1.5 additional regular fee instalments will be assessed if a student remains registered after having paid 7.5 regular fee instalments (for a total of 9.0 regular fee instalments).

An instalment and ancillary fees are assessed for each of the three terms of the academic year (September to December, January to April, May to August). Payment each term is either a full (1.0) or half (.50) instalment depending on your registration, whether full or part-time.

2) Re-registration Fees

Students who have paid the entire program fee for their degree (6 fee units for Master's; 9 fee units for PhD) but have not completed their program requirements will be charged re-registration fees. Students who remain registered after exceeding the time limit for their degree (five years for a Master's degree and seven years for a PhD) will be assessed a program extension fee at the regular tuition rate per term.

FUNDING, AWARDS AND SCHOLARSHIPS

a) Funding Policies

The graduate student support funds allocated to the Individual Interdisciplinary Program by the Faculty of Graduate Studies are assigned to program students by voting members of the INTD Committee in accordance with the following general FGS policy:

uvic.ca/graduatestudies/finances/uvic-scholarships/retaining-uvic-funding/index.php

Funds are assigned competitively on the basis of academic progress report(s), grade point average, and academic transcript, where available, and on the basis of application documents for students who have been admitted, but have yet to begin their program or receive an annual progress review. All students are automatically considered eligible for consideration for funding without need for nomination, **but students will not normally be funded beyond two full years registered in a Master's program and four full years in a PhD program.** Exceptions to these limits of eligibility may be made in exceptional circumstances, for example in the case of students registered with CAL and who intend to proceed through their program at a slower pace.

The INTD Committee meets to determine the assignment of funding immediately after the Admissions meeting held to adjudicate applications submitted by the March 31 deadline, normally in the first week of May.

Students are considered anew for INTD fellowship and graduate award funding for each year that they are eligible for it, and may not simultaneously hold Tri-Council scholarships and fellowships or awards from the INTD program.

Students may be employed as research assistants by faculty members, or as teaching assistants or instructors by academic units. The INTD Program Committee does not offer or administer such opportunities.

b) Sources of Funding

1) The Ord and Linda *Anderson Interdisciplinary Graduate Scholarship*

This scholarship is awarded to a highly qualified student registered in an *Interdisciplinary* PhD Program by the INTD committee on the same criteria by which it assigns the funding allocated by the Faculty of Graduate Studies (as described above).

2) Tri-Council Fellowships

External funding is available for graduate students from the Canadian Institutes of Health Research (CIHR), the Natural Sciences and Engineering Research Council (NSERC), and the Social Sciences and Humanities Research Council (SSHRC). Current and prospective students are encouraged to apply for these awards. Please contact your supervisor and/or the INTD Advisor for further information. Deadlines are in the fall (October /November) for the following September. If you choose to apply for one of these awards you may request assistance and mentorship from your co-supervisors. A Grant Facilitator in the Faculty of Graduate Studies will provide feedback and suggestions to strengthen your application.

3) Teaching Assistantships

INTD students may apply for teaching assistantships in their administrative home academic unit; the departments in question will judge whether the student has sufficient academic background to teach in a given field.

4) **Research Assistantships and Laboratory Work**

Many professors hire students to assist with research. Apply for these positions with individual professors.

5) **Bursaries**

Bursaries are non-repayable awards based on financial need and reasonable academic standing. Only one application is necessary to be considered for all bursaries that are administered by Student Awards and Financial Aid. Generally, a student who has completed a General Bursary Application form will be considered for all applicable awards. Application deadlines are June 1st for the Summer Session (May - August) and October 15th for Winter Session (September - April). Visit the Student awards and financial aid web page to check on your eligibility. Academic units advertise awards, bursaries, and scholarships which are specific to its student population. These are often externally funded merit-based or needs-based awards. Each award usually has an individual application process. View an alphabetical list of all graduate awards and bursaries.

6) **Travel Grants**

All full-time grad students are eligible to apply for a travel grant once a year (April 1—March 31). The Faculty of Graduate Studies (FGS), the Graduate Students' Society (GSS), and the Vice President Research established the Graduate Student Travel Grant Fund to support travel to conferences, meetings, workshops, or research activities. Students are reimbursed for expenses upon return from travel. The FGS administers this fund, which is distributed on a first-come, first-served basis to eligible graduate students.

7) **Student Loans**

The federal and provincial/territorial governments provide student loan and grant assistance for Canadian citizens and permanent residents studying at the post-secondary level. The funding is offered in the form of repayable loans and non-repayable grants and is issued to students if they have demonstrated financial need. These loans are interest-free while you are a full-time student. Part-time students may also be eligible for Student Loan and Grant funding. Information and application forms are available online from the BC Ministry of Advanced Education. Students must apply to their province/territory of residency and only one application is required to access both the federal and provincial funding. Student loan applications are usually available in May/June of each year and students should apply early to ensure that their loans will be processed before the school year commences. The majority of provinces/territories prefer students to apply on-line or access a printable version of the application from their websites. CanLearn is a one stop online source for information on post-secondary education in Canada. This website includes student loan information, budgeting tools and a financial need calculator. If you do not qualify for a government student loan, you may consider applying for a personal student loan or student line of credit from a bank. These loans are not interest-free while you are enrolled as a full-time student and are not based on financial need. You will

probably require a co-signer (usually your parents) in order to qualify for these loans. Application forms for these loans are available from most Canadian banks.

8) **Work Study Programs**

The Work Study program is funded by UVic and is designed to provide on-campus work experience for students requiring demonstrating financial need. UVic students who demonstrate financial need will be eligible to participate in the Work Study Program. The number of positions available is limited and so there is no guarantee of job placement for any student who qualifies to participate in the program. Students may be hired and work in only one position at a time. Jobs under the program are administered according to internal policies and procedures established by the University of Victoria. For more information see the Registrar's website.

JOINING THE GRADUATE COMMUNITY

The University of Victoria scholarly community offers a range of ongoing events and learning opportunities, including presentations and research seminars with faculty members and other graduate students, visiting scholars and guest lecturers who are investigating some of the most important questions of today, professional development workshops and so forth. Visit the university website and/or the Faculty of Graduate Studies website for upcoming events and speakers. In addition, all oral exams are open to graduate students. Notices of upcoming oral exams are posted on the Faculty of Graduate Studies website *uvic.ca/graduatestudies/*

As a student in the Individual INTD program you will also be added to the Individual INTD program email listserv to receive notices of funding opportunities, workshops, speakers and so forth. Gatherings between the INTD students and the INTD Graduate Advisor are also organized at times throughout the year. You will be notified of these and other events or opportunities through the INTD listserv.

PROFESSIONAL DEVELOPMENT OPPORTUNITIES

Professional development opportunities for graduate students at UVic are ongoing. Check the Faculty of Graduate Studies website for upcoming events *uvic.ca/students/graduate/professional-development* as well as the following resource centres.

a) Learning and Teaching Support and Innovation

Learning and Teaching Support and Innovation at the University of Victoria (LTSI) supports and enhances the teaching improvement efforts of those who instruct at UVic through increased awareness of current research and teaching strategies in higher education. The LTSI provides a variety of programs and workshops to support Teaching Assistants (TAs), enhance higher education teaching, graduate student professional development, and writing abilities to name a few.

The LTSI hosts two graduate student professional development conferences:

The Fall Conference: This four-day event provides new and experienced TAs with workshops run by UVic TAs and faculty to help them improve their teaching skills. Workshops

include: TA Basics, Grading, Labs in the Physical Sciences, Student Motivation, Mentoring, and Facilitating Discussion. The conference is divided into two streams.

The Spring Conference: This two-day conference is split into workshops and microteaching and exposes TAs to more advanced skills and explores critical issues. Workshops cover topics such as: student engagement, communication skills, learning styles, teaching across cultures, getting feedback from students, critical incidents, and classroom management. In the microteaching stream, participants will teach a five-minute lesson to a group of five peers, allowing participants to improve their teaching skills through peer feedback. Topics covered in the microteaching stream include the essentials of lesson planning and the effective execution of a lesson plan.

For more information, please visit www.uvic.ca/learningandteaching/ta/pro-d/index.php

b) The Centre for Academic Communication

The CAC supports all UVic graduate and undergraduate students with reading, writing and speaking in English. It offers one-on-one tutorials, workshops and more: www.uvic.ca/learningandteaching/cac

c) Student Transition

Student Transitions' mission is to facilitate the successful transition of new students to UVic. Orientation offers a variety of programs, resources and activities to help you have a successful beginning. Graduate Student Orientation, held at the beginning of September, is the main orientation program for all new UVic graduate students and will help you gain the skills and knowledge you need to succeed in your degree. Attend workshops on research ethics, scholarship applications, career opportunities and student success while connecting with staff, faculty and students.

- Discuss topics critical to graduate student success
- Network with new and current graduate students
- Learn about key campus locations and resources

For more information please visit uvic.ca/orientation/

d) Student Life

The Office of Student Life is dedicated to promoting a safe and inclusive campus community in support of fairness, responsibility and respect for all.

For more information please visit uvic.ca/current-students/home/student-life/

e) Co-op and Career Services

Career Services' mission is to support students' success through career development expertise and to promote connections among students, alumni, employers and other community members. Services include:

- individual coaching and group sessions on exploring career options, connecting with career and work opportunities and managing career transitions
- tips on resume, CV and cover-letter preparation; interviews and work search
- online postings for part-time, summer, career and on-campus opportunities

- career resource library
- career fairs, career forums and employer information sessions
- assistance to recent graduates through our Applied Career Transitions Program and other services
- registration in the casual job registries
- use of computers for work search purposes

For more information please visit www.uvic.ca/coopandcareer/career/grad-students/index.php

f) Counselling Services

Based on a commitment to student learning, as well as social, personal, and ethical development, Counselling Services fosters student success, engagement and well-being through private and group sessions and programs, including.

- Programs, focused on students' developmental needs, which maximize students' potential to benefit from the UVic academic experience.
- Individual and group counselling that attends to student challenges, transitions and opportunities.
- Consultative services to members of the University community that foster the intellectual, social and emotional development of students.
- Training mentorship for staff, student leaders, practicum counsellors, peer helpers and others in the University community.
- Crisis intervention and emergency response through co-operative arrangements with other community resources.
- Research and evaluation to improve the effectiveness of student success programs and initiatives.
- Access to Advanced Educational Testing services.

For more information please visit uvic.ca/services/counselling/

GRADUATE STUDENT SOCIETY

The elected body of graduate student representatives, the Graduate Students' Society (GSS), concerns itself with all matters pertaining to the welfare of its individual members. In addition to its primary mandate to lobby on academic and other issues of concern to graduate students, the GSS provides grants for travel to academic conferences as well as financial assistance for graduate students' departmental activities. It also holds an orientation session to welcome new graduate students and introduce them to the UVic facilities. The Graduate Student Centre has meeting rooms for courses and other academic and social events, a reading room, and a casual bistro-style eatery, Grad House. Graduate student representatives attend GSS meetings.

Students can find out about GSS academic, political and social activities by attending the GSS general meetings, by reading its newsletter, *The Unacknowledged Source*, and by visiting its website at gss.uvic.ca.

GRADUATION

The University Senate grants degrees in fall and spring each year. The formal conferral of degrees takes place at a convocation ceremony in the fall and spring each year. Graduates become members of the Convocation of the University as soon as their degrees are granted by the Senate, which generally occurs several weeks before the convocation ceremony. Students who require proof of degree completion prior to convocation can obtain a letter from the Graduate Admissions and Records Office.

Each candidate for a degree must complete a formal application for graduation. The deadlines to submit completed applications are July 15 for fall convocation and February 15 for spring graduation. The Application for Graduation is available through MyPage. A graduation fee is payable by credit card upon submission of the application.

The deadlines for completing all requirements for the degree are the final business day in August for fall graduation, and the final business day in April for spring graduation. Details are available on the web site of the Faculty of Graduate Studies.

Students can be considered for awarding of a degree only when all of the following requirements have been satisfied:

1. For doctoral and master's with thesis candidates, submission of the final copies of the dissertation or thesis. Regulations governing the proper submission are set out in *Instructions for the Preparation of Doctoral Dissertations and Master's Theses*. Only the latest version of these instructions is valid. A copy of all approved dissertations and theses will be published and held in the University's collection.
2. Submission of the Letter of Recommendation for degree from the department/school to the Graduate Admissions and Records Office. This letter states that all academic requirements have been completed.
3. Payment of all outstanding fees. Those who have outstanding accounts will not receive a diploma or be issued any transcripts. Students should especially be aware of the minimum program fee for graduate degrees. All students should check their fee status at the Graduate Admissions and Records Office.

ADDITIONAL RESOURCES

- **Faculty of Graduate Studies Website:** uvic.ca/graduatestudies/
- **Faculty of Graduate Studies forms:** uvic.ca/graduatestudies/forms-policies/index.php
- **University of Victoria Graduate Calendar:** uvic.ca/calendar
- **Instructions for INTD Application:**
uvic.ca/graduatestudies/assets/docs/docs/INTD_application_instructions-final1.pdf
- **Thesis or Dissertation Support Resources:** www.uvic.ca/students/graduate/thesis-dissertation/index.php
- **UVicSpace- Electronic Thesis and Dissertations:**
www.uvic.ca/library/featured/uvicspace/index.php