

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. A unique and specifically designed INTD program proposal that is supported through a combination of domains of knowledge and/or disciplinary academic units at the university can be approved by the Faculty of Graduate Studies Interdisciplinary Admissions Committee. 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 at least two different 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.

Application Procedures for Individual Interdisciplinary Graduate Programs

When a student wishes to pursue research in an area that has not been formally approved as a graduate degree program by the University of Victoria Senate, it is possible to get a unique program approved for interdisciplinary study (INTD).

Applicants are required to contact the Interdisciplinary (INTD) Graduate Advisor at intdadv@uvic.ca before beginning the process of applying for an INTD graduate program. The INTD Graduate Advisor is the student's key contact in Graduate Studies for the duration of their program.

The application for the Individual INTD Program is submitted electronically in a fillable pdf document template that is obtained from the INTD Graduate Advisor. A sample of the fillable pdf is provided below. Please contact the INTD Graduate Advisor to obtain the pdf version of the application package.

Admission Requirements:

Applicants for the Individual INTD degree program 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-.

Applicants must be able to show that the program could not be undertaken in any established graduate program at the University of Victoria.

Individual Interdisciplinary Program Application:

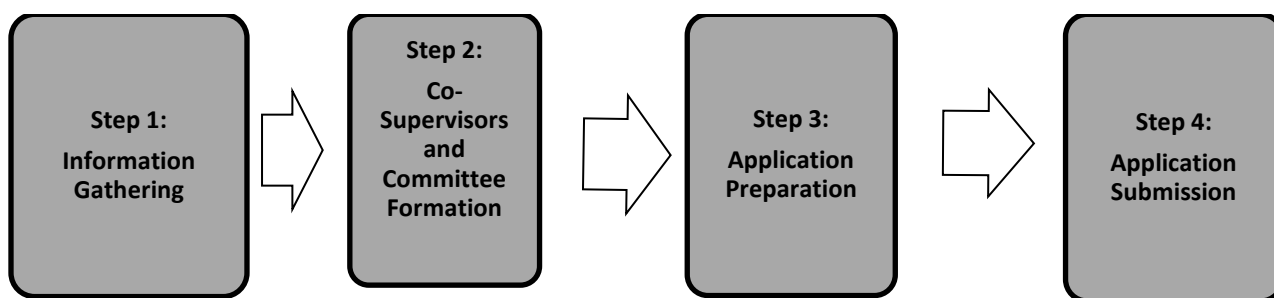
The INTD application has four parts:

1. The INTD Program Course form (see pdf sample below).
2. The Program Proposal Details (see instructions for the program detail outlined in pdf sample below).

3. The program approvals and permissions. These approvals include:
 - (a) letters of support from the co-supervisors (see instructions below),
 - (b) emails from the Chair of the academic units serving as the home department and the Chair of the co-supervising academic unit confirming their support (ensure one of these academic units confirms they have agreed to serve as the home administrative department).
 - (c) emails from the Chair or Graduate Advisor of academic units confirming student will be given access to specific graduate courses
4. The Faculty of Graduate Studies online general application found at <http://registrar.uvic.ca/grad/applyonline>.

***Please note that all four parts must be complete and submitted by the application deadline.**

a) Student Application Procedure:



Step 1: Information Gathering	
<input type="checkbox"/>	1) Read the information in the handbook for Individual INTD Programs on the Faculty of Graduate Studies website.
<input type="checkbox"/>	2) Determine that 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 that are 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 and receive the fillable pdf with the program proposal application package. For an appointment please contact 250-472-5209 . Prior to the appointment, please download the <u>Application</u> Procedures for Individual Interdisciplinary Graduate Programs. Take this information package and a copy of your transcripts to the appointment.

Step 2: Co-Supervisors and Committee Formation	
<input type="checkbox"/>	1) Prepare a 2-3 page written description of your graduate program and research interests to inform potential supervisors of your goals.
<input type="checkbox"/>	2) Identify potential supervisors using the faculty listings in the university calendar and departmental websites and/or in consultation with the INTD Graduate Advisor. Arrange meetings or contact suitable potential supervisors by phone or email.
<input type="checkbox"/>	3) Please note that individual INTD programs require two supervisors (co-supervisors) who are normally located in different disciplines or fields of study and in different academic units. Both co-supervisors must be members of the Faculty of Graduate Studies. Normally, 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. Within this co-supervision arrangement an important step is to ascertain the role each supervisor will take specifically. Normally, one of the co-supervisors takes the lead administratively, for example, guiding the student through the process, informing the student of Faculty of Graduate Studies policies and requirements, reviewing the student's progress and maintaining a file to record such information. The academic unit of this administrative co-supervisor normally serves as the administrative home for the student's program as well. This administrative home unit provides graduate secretarial support and may provide other potential resources to support the student and/or program of study. The nature of the specific support that will be offered by the administrative home unit to a particular student is determined and agreed upon during the application process.
<input type="checkbox"/>	4) In addition to the co-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 eligible for associate membership in the Faculty of Graduate Studies. Additional committee members may be added with rationale from the co-supervisors.
	5) Contact the potential committee members to discuss your proposed program.

Step 3: Application Preparation & Program Development	
<input type="checkbox"/>	1) Having identified your co-supervisors and committee member(s) the next step is to discuss and further develop your program of studies. The precise course list will vary depending on your background, including both education and experience. 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

<input type="checkbox"/>	institutions (perhaps under the terms of the Western Deans' Agreement). You and the committee will need to discuss and decide upon the required courses, candidacy plan, unit value of your proposed thesis, dissertation, or project as well as the total number of credits for your program.
<input type="checkbox"/>	2) Use your regular word processing program to create a document and draft the written description of the program details as outlined in the pdf application package you received from the INTD Graduate Advisor.
<input type="checkbox"/>	3) Compile the fillable pdf provided by the INTD Graduate Advisor. Fill in the INTD Program Course Form (part 1), cut and paste the program detail from your word processing document into the fillable pdf document (part 2), and insert the approvals documents into the fillable pdf (part 3).
<input type="checkbox"/>	4) Send the pdf application to your supervisory committee for their review and confirmation.
<input type="checkbox"/>	5) As you are developing your program plan with your committee you need to simultaneously complete the general application package for UVic Graduate Studies. This general application is found at http://registrar.uvic.ca/grad/applyonline . As part of this general application you will need to arrange for official transcripts and two references (in addition to those provided by your co-supervisors) to be sent directly to the Graduate Admissions and Records office.
<input type="checkbox"/>	6) Once the supervisory committee has approved the contents of the pdf application, the Co-supervisors write letters of support for your proposed program of study and academic ability indicating the significance of your program of study within the current scholarly context, their capacity to supervise your program given their expertise and/or the contributions they will make in supporting your academic program of study and research interests. <i>Committee members will indicate their approval to the co-supervisors and the co-supervisors will confirm committee approval of the proposed program in their letters of support.</i>
	7) Ensure that the pdf INTD program proposal package is complete (includes the program course form, proposal details and approvals).
	8) Submit the draft of your pdf application package to the INTD Graduate Advisor (<i>draft must be submitted to the INTD Graduate Advisor a minimum of one month prior to the application deadline</i>). The INTD Graduate Advisor will review the package and contact you if there are any required revisions. Once she/he deems the pdf application complete the pdf application will be forwarded on to the Director of Graduate Admissions and Records and the Associate Dean of Graduate Studies for review.

Step 4: Application Submission	
<input type="checkbox"/>	1) The INTD Graduate Advisor will contact you to give permission for you to submit your application package for the individual INTD graduate program to the INTD Graduate

<input type="checkbox"/>	<p>Admissions and Records assistant to graddocs@uvic.ca. The GARO assistant will attach your pdf program proposal to the general on-line application for UVic Graduate Studies that you completed in step 5 above.</p> <p>Application Deadlines:</p> <ul style="list-style-type: none"> ○ April 30 for September entry ○ September 30 for January entry ○ January 31 for May entry <p>*Please note that all of the above steps must be completed by the application deadline.</p>
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Step 5: Acceptance	
<input type="checkbox"/>	The INTD Committee meets approximately 3 weeks after the application deadline to make admission decisions.

The Role of the Co-supervisors

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 should ensure that the proposed committee meets the Faculty of Graduate Studies' requirements.

The co-supervisors will then work with the student and committee members to determine an appropriate program of study including a list of courses and course descriptions for the student's program. These courses will normally be from the departments of the committee members.

The co-supervisors play a key administrative as well as academic role in the student's program. The co-supervisors will be the persons contacted if the student runs afoul of the Faculty of Graduate Studies' regulations. 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 considered by the INTD Graduate Advisor and formally approved by the Associate Dean in the Faculty of Graduate Studies.

PROGRAM OUTLINE AND REQUIREMENTS

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. Therefore, any changes to a degree program or Supervisory Committee following admission must be formally approved by the Associate Dean of Graduate Studies.

a) Required and Elective Courses

The program may include a combination of required and elective courses. All required and elective courses must be specified on the program form. Courses may be listed as a choice or several options (e.g. 1 of PSYC 517, BIOL 550E or ANTH 500 -1.5 units).

The student's official record will indicate the program as Interdisciplinary (INTD) and any project, comprehensive examinations, thesis or dissertation will carry the prefix INTD.

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

INTD 580 Directed Studies

INTD 599 Master's Thesis

INTD 680 Directed Studies (PhD)

INTD 693 Candidacy Examination

INTD 699 PhD Dissertation

b) Directed Readings Courses (INTD 580 for Masters level and INTD 680 for Phd level)

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* for registration. A *Pro forma* required course shows both the course title and section title on the transcript. Any changes to directed readings courses following admission must be formally approved by the Associate Dean of Graduate Studies.

c) Western Dean's Agreement

Coursework in an INTD program may also be completed through the Western Dean's Agreement. An agreement was established in 1974 as an expression of cooperation 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 the terms of this agreement, 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.

Application form: http://registrar.uvic.ca/grad/documents/western_deans_form.pdf

For Application Procedures visit <http://registrar.uvic.ca/grad/documents/WDAInfoweb.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.

PH.D. 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. Theses 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) Supervisory Committee

Supervisory committee members from two departments must be designated as academic co-supervisors. In addition to the co-supervisors the supervisory committee must also include at least one other member from a relevant field of study. Any changes to a degree program or supervisory committee must be made in writing and approved by the Associate Dean of Graduate Studies.

b) 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 candidacy exam includes both a written and oral component. The format of the examination may vary based on the specific circumstances. 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. Alternative models for the written component of the exam, if deemed necessary, will normally be decided upon during the first semester of the student's registration. 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 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.

c) Dissertation

The doctoral dissertation must embody original work and constitute a significant contribution to knowledge in the candidate's field 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 which 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.

d) Time Allowed

An INTD Ph.D. is normally completed in three to five years and must be completed within seven years.

M.A. or M.Sc. 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.

a) Supervisory Committee

Supervisory committee members from two departments must be designated as academic co-supervisors. Normally, within a masters INTD committee in addition to the co-supervisors the supervisory committee must also include at least one other member from a relevant field of study. Any changes to a degree program or supervisory committee must be made in writing and approved by the Associate Dean of Graduate Studies.

b) 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 their 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. Thesis completion plan document:

<http://web.uvic.ca/gradstudies/pdf/Thesis%20Completion%20Plan.pdf>. Guidelines are also listed on the Faculty of Graduate Studies Web page for easy access and downloading. See guidelines for preparation of master's thesis: <http://registrar.uvic.ca/grad/documents/ThesisGuidelines.pdf>

Guidelines for Master's Thesis preparation and completion:

<http://registrar.uvic.ca/grad/documents/ThesisGuidelines.pdf>

c) Time Allowed

An INTD Masters degree is normally completed in two years and must be completed in five years.

Admissions Adjudication:

Applications and supporting documentation MUST BE completed and submitted to the Graduate Admissions and Records Office by the appropriate deadline in order to ensure that the application will be processed on time. The Faculty of Graduate Studies may limit the number of Individual INTD Graduate degrees.

The application will be reviewed by the INTD Admissions Committee. If approved, a letter of admission and a registration package will be sent to the student. The only official offer of admission is generated by the Graduate Admissions and Records Office. Students should not make plans to attend until such a letter has been received.

INTERDISCIPLINARY PROGRAM PROPOSAL (Sample)

*** You will be given a fillable PDF version of this document during your initial appointment with the INTD Graduate Advisor.**

PART ONE:

INTD PROGRAM COURSE FORM

Student Name: _____

Student Number: _____

Application for: ☐ Masters ☐ PhD

Names of co-supervising departments:

Home Department:

Co-Supervising Department:

Deadlines for receipt of completed Application Package by the Graduate Admissions and Records Office:

April 30 for September entry September 30 for January entry January 31 for May entry

THESE DEADLINES ARE FIRM

Entry Point: ☐ SEPT ☐ JAN ☐ MAY

COURSES:

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.

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. 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.

Any subsequent changes to this program must be made by submitting the INTD Program Change form to Graduate Admission and Records. The student will not be given registration until the program changes have been approved.

DEPT & COURSE NO. --COURSE TITLE -- INSTITUTION (*if not UVic*)--UNIT VALUE

e.g.	PSYC 500	Advanced Stats for the Social Sciences	U of Toronto	1.5
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Required courses (i.e. MUST be completed in order to graduate):

Elective courses (i.e. optional depending on availability/interest). These courses may be specified in groups. For instance: 3 of PSYC 501, BIOL 504, CHEM 512, ENGL 500; 4.5 units of graduate electives (****5****).

Maximum units in proposed program _____

PART TWO:

PROGRAM DETAIL: in a 5-7 page document (use your preferred word processor program), answer the questions below using the headings provided.

1. General Statement: What is the scholarly context of your research interests and how do you wish to build upon and/or contribute to existing knowledge? What are the domains of knowledge that your interdisciplinary graduate program includes? How will your proposed program of study enable you to develop the academic foundation and research expertise to address the research area of interest?
2. Interdisciplinary: Why does this area of interest require an interdisciplinary approach? Which domains of knowledge will you be drawing upon and integrating and how will this interdisciplinarity achieve your objectives?
3. Background: What past experience and education are you bringing to your graduate program? What are you missing and how do you propose to fill those gaps (i.e. through course work)?
4. Supervisory Committee: Who will be on your supervisory committee and how will their particular expertise support your studies? List names, departments, and areas of expertise for each co-supervisor and committee member, and provide a rationale explaining how their substantive and/or research expertise is related to your program of study.
5. Program Outline: What are the specific courses you will undertake? Provide calendar titles and descriptions, unit value, and a rationale explaining how each course will contribute to your program. For directed studies courses, provide a specific title and course description, plus permission from the instructor.
6. Funding: What financial support is available or is being sought?
7. Language requirements (if any): Will knowledge of another language be necessary to the success of this research? If so, explain how you will acquire this.

8. Candidacy (*doctoral students only*): Indicate the proposed candidacy exam format (must include both written and oral components):

9. Timeline: Provide a timeline to proposed completion of the degree (including courses, candidacy and thesis or dissertation).

Works Cited: Attach a list of scholarly references to which you refer in this application.

PART THREE:

APPROVALS AND PERMISSIONS

Three sets of approvals and/or permissions need to be included in the program package.

1. Letters from co-supervisors. These letters should include a brief description of:
 - How the student's program of study and research will potentially extend and/or contribute to the current scholarly context;
 - The knowledge and abilities the student brings to the program of study;
 - The relevance of the co-supervisor's scholarly work and/or expertise to the proposed program; and
 - Confirmation that the entire supervisory committee has approved this program of study

Please note that these letters of support are distinct from, and in addition to, the assessments provided as part of the general application form for Graduate Studies.

2. INTD students will also need to have the approval of participating academic units, indicated by emails from the chairs of those academic units. Typically one of the participating units will provide access to similar resources and services as is provided to graduate students within that department. This department will be considered as the student's 'home' administrative department. The student and supervisors should meet with the graduate advisor or department chair to obtain collaborative agreement for the student's specific participation in the academic unit. Please note that departments are under no obligation to approve interdisciplinary graduate program admissions.
3. If courses are listed that are in departments other than those of the supervisory committee, include written permission (for example, emails) from the department to enrol in these courses.

PART FOUR:

GENERAL APPLICATION FOR UVIC GRADUATE STUDIES

Complete and submit the general application package for UVic Graduate Studies. This general application is found at <http://registrar.uvic.ca/grad/applyonline>.

INDIVIDUAL INTD PROGRAM APPLICATION CHECKLIST

GPA:

- ☐ GPA above 7.0 OR
- ☐ Rationale attached

(If your GPA is below 7.0, you must submit a request for an exception to the minimum GPA requirement. This request must be supported by letters from the co-supervisors, stating that they are aware that your GPA falls below the requirement and GPA and giving reasons why they support your admission to graduate school despite it.)

Co-Supervisors:

☐ _____ is in a department with a regular graduate program at the level to which I am applying.

☐ _____ has supervised graduate students at the level to which I am applying.

Part One: Program Course Form completed

Part Two: INTD Program Detail

- ☐ **General Statement** outlining a program of study and its objectives
- ☐ **Statement on Interdisciplinarity**
- ☐ **Statement on Background:** What past experience and education am I bringing to the research?
- ☐ **Proposed Supervisory Committee:** The names, departments, and areas of research expertise of all proposed members of the supervisory committee.
- ☐ **A Rationale** indicating how each member's particular expertise will support my studies.
- ☐ **Program outline:** A list of courses to be undertaken, including Course numbers, Calendar titles and outlines.
- ☐ **A Rationale** indicating how each course will contribute to your program.
- ☐ **Funding:** What financial support is available and/or will be sought?

Part Three: Approvals and Permissions

- ☐ one letter of support from each co-supervisor
- ☐ Emails from chairs of the two participating academic units
- ☐ Email permissions for courses outside of the participating academic units indicating that they have granted permission to take the courses listed.

Part Four: General UVic Graduate Studies Application Completed

- ☐ UVic graduate studies application completed