



APPLICATION FOR GRADUATE PROGRAM BY SPECIAL ARRANGEMENT

Please refer to the appropriate program page on the graduate studies website for information and procedures for Special Arrangement programs, and the calendar for general requirements and regulations that apply to all graduate programs.

Student name: _____

Student ID: _____

Degree: MA MSc MASc MFA PhD

Field of Study: _____

Entry point: SEP JAN MAY Year: _____

Application and Program Requirements:

1) Attach a program proposal and course descriptions for directed studies and courses to be taken at another institution. Indicate the objectives or research area of the program, how the selected courses will support this, how the student's background has prepared them for this program, and why a regularly offered program is not appropriate.

2) Language requirement: Yes No If required, specify language: _____

3) Candidacy examination (doctoral programs only): Select from the options below

Format of Exam: Written Oral Both Deadline for Advancement to Candidacy: 36 months Other, include rationale below

4) Required courses: refer to the graduate academic calendar for regulations pertaining to course credit, transfer credit, registering in courses at another institution, and registering in courses at the undergraduate level.

Master's programs must consist of a minimum of 15 units (with at least 12 units at the graduate level).

Doctoral programs must consist of a minimum of 30 units for students who hold a master's degree and 45 units for students who do not yet hold a master's degree. No more than 3 units of work at the senior undergraduate level may be taken toward the doctoral program.

Courses in program:

Approval by email or memo must accompany this form if this proposed program includes courses outside the home academic unit. This approval should be granted by the course instructor, if known; or by the chair or director of the department offering the course.

Courses numbered at the 100 or 200 level may be included in the program as prerequisites but will be indicated on the student's record as FNC (for no credit) or AUD (audit) and must be identified as such below.

Table with 4 columns: Department & course number, Course title, Unit value, Institution (if not UVic). Includes example rows for PSYC 500 and Electives.

Total program units: _____

Supervisory Committee:

Master's programs - The committee shall consist of at least two members of the Faculty of Graduate Studies including the academic supervisor. At least one member must be from a department with a regular master's program and one member must have supervised successful candidates for graduate degrees.

Doctoral programs - The committee shall consist of at least three members of the Faculty of Graduate Studies including the academic supervisor. One member must be from a department with an active regular PhD program. At least one member must have supervised a successful PhD candidate.

Signatures indicate approval of the program described above and a commitment to serve on this committee upon admission of the aforementioned student.

_____ Supervisor	_____ Signature	_____ Department	_____ Date
_____ Co-Supervisor or Member	_____ Signature	_____ Department	_____ Date
_____ Member	_____ Signature	_____ Department	_____ Date
_____ Additional Member(s)	_____ Signature	_____ Department	_____ Date
_____ Additional Member(s)	_____ Signature	_____ Department	_____ Date

Acknowledgment:

I agree to the structure and composition of this program and understand that all other regulations and requirements laid out in the [calendar](#) apply to this program.

Student Signature

Date

The department will provide the student with access to services and facilities normally available to students enrolled in graduate programs in that department. On behalf of the department, the undersigned agrees to this arrangement.

_____ Graduate Adviser	_____ Signature	_____ Department	_____ Date
_____ Chair or Director	_____ Signature	_____ Department	_____ Date

A copy of this form must be submitted by the student as part of their application for admission to the program (www.uvic.ca/application).

Changes to this program after the student has been admitted must be made by submitting the [SPARR program change](#) form by email to the Graduate Admissions and Records Office.