

INDIVIDUAL INTERDISCIPLINARY PROGRAM HANDBOOK

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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 at least 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-. Applicants must show that the proposed Individual INTD program could not be undertaken in any established graduate program at the University of Victoria. The application and approval process typically takes four to six months. Approval is not guaranteed. Courses should not be started without formal approval of the program by the Faculty of Graduate Studies.

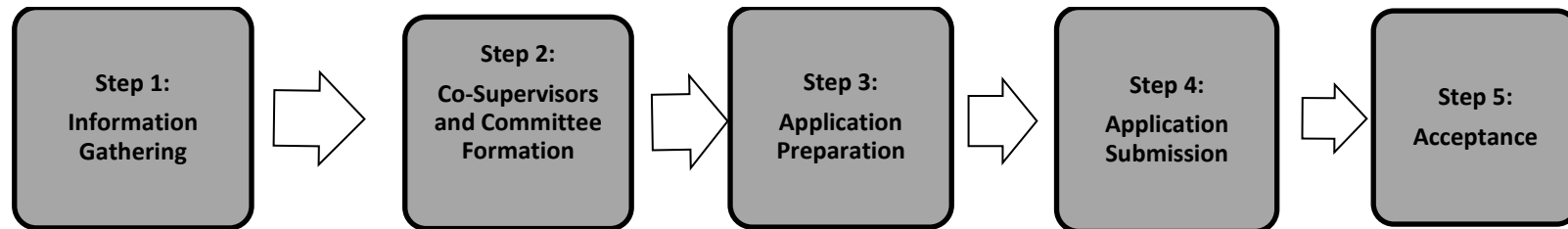
a) Application Package

The INTD application has four parts: (see sample of the Individual INTD Program Application <http://web.uvic.ca/gradstudies/pdf/INTD%20application%20process%202010.pdf>)

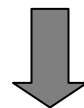
1. The INTD Program Course form
2. The Program Proposal Details
3. The program approvals and permissions. These approvals include:
 - (a) Letters of support from the co-supervisors (see instructions below),
 - (b) Emails from the Chair of the academic unit serving as the administrative home department and the Chair of the co-supervising academic unit confirming their support (ensure one of these academic units confirms it has agreed to serve as the home administrative department – see step 2).
 - (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 application package. This general application is found at <http://registrar.uvic.ca/grad/applyonline>.

***Please note that all four parts must be submitted by to the INTD Grad Advisor ONE MONTH prior to the application deadline.**

b) Application Procedure

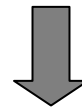


Step 1: Information Gathering	
<input type="checkbox"/>	1) Read the information for Individual INTD Programs on the Faculty of Graduate Studies website.
<input type="checkbox"/>	2) Determine that your program could not be undertaken in any established graduate program at the University of Victoria by reviewing the calendar and/or speaking with graduate advisors in the departments 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. Before the appointment, please download the Application for Individual Interdisciplinary Graduate Programs at http://web.uvic.ca/gradstudies/pdf/INTD%20application%20process%202010.pdf . Bring this information package and a copy of your transcripts to your appointment.



**Step 2:
Co-Supervisors and Committee Formation**

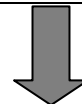
- 1) Write a 2- to 3-page description of your graduate program and research interests to inform potential supervisors of your goals. For example, describe the phenomenon or area of research interest, your relevant background, the domains of knowledge you wish to explore and the knowledge you wish to develop in your program and future goals.
- 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.
- 3) Please note that individual INTD programs require two supervisors (co-supervisors) who are normally located in different disciplines and 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). Alternatively you may seek particular co-supervisors because of their expertise in a specific field of study such as addictions, caregiving, climate change and so forth. 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. An important step is to ascertain the role each supervisor will take specifically, within this co-supervision arrangement. 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.
- 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.
- 5) Contact the potential committee members to discuss your proposed program.



Step 3:
Application Preparation & Program Development

- 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 institutions (perhaps under the terms of the Western Deans' Agreement). You and your committee will need to 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.
- 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.
- 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),
- 4) Send the pdf application to your supervisory committee for its review and confirmation.
- 5) As you develop your program plan with your committee, you also need to 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 to the Graduate Admissions and Records office.
- 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 and research interests. *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.*
- 7) Once the committee has approved the program content insert the approvals documents (supervisor letters of support, emails from Chairs of the supervisors' home departments, emails confirming access to courses) into the fillable pdf (part 3).
- 8) Ensure that the pdf INTD program proposal package is complete (includes the program course form, proposal details and approvals).

- | | |
|--------------------------|--|
| <input type="checkbox"/> | 9) Submit the draft of your pdf application package to the INTD Graduate Advisor <i>at least one month before the application deadline</i> . (See Step 4 below for application deadline dates.) The advisor will review the package and contact you if revisions are needed. Once she/he deems the pdf application is complete, the pdf will be forwarded to the Director of Graduate Admissions and Records and the Associate Dean of Graduate Studies for review. |
|--------------------------|--|



- | Step 4: Application Submission | |
|---------------------------------------|---|
| <input type="checkbox"/> | 10) Once the application has been reviewed by the Associate Dean of Graduate Studies the INTD Graduate Advisor will contact you to give permission for you to submit your application package to the INTD Graduate Admissions and Records (GARO) Assistant at graddocs@uvic.ca . The INTD GARO assistant will attach your pdf program proposal to the general on-line application for UVic Graduate Studies that you completed as part of Step 5 above. |
| <input type="checkbox"/> | <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 complete all of the above steps by the application deadline.</p> |



- | Step 5: Acceptance | |
|---------------------------|---|
| <input type="checkbox"/> | The INTD Committee meets approximately 3 weeks 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 the following information and policies are important to be aware of. 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 your Supervisory Committee and the Associate Dean of Graduate Studies 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 683 (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: <http://registrar.uvic.ca/grad/documents/WDAInfoweb.pdf>
- Application Form: http://registrar.uvic.ca/grad/documents/western_deans_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. 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

The Supervisory committee members from two departments must be designated as academic co-supervisors. In addition to the co-supervisors the PhD supervisory committee must also include at least one other member from a relevant field of study. Choosing a supervisory committee is a key decision in planning a graduate program. Factors to consider when forming a supervisory committee include ensuring there is substantive and methodological expertise to support you in the areas that are central to your research interests, a supervisory style that fits with your learning needs, mentoring opportunities to support your knowledge development and availability and commitment of the committee members given your timeline and goals.

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 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.*

c) 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.

d) 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 30 working days for PhD students before the anticipated date of the oral examination. In the case of a PhD oral, an updated CV from the external examiner for approval by the Dean, and two copies of the dissertation must accompany the “Request for Oral Examination” form. Graduate Studies will courier one copy to the external examiner and the other copy will be delivered to the chair when one has been found.

- Downloadable request for oral examination form: http://web.uvic.ca/igov/pdf/igov_599/oralreq.pdf

For PhD orals, an oral examination announcement must be prepared in the student's administrative home department and should be submitted to the Office of the Dean of Graduate Studies 10 working days before the examination date. This announcement will then be 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 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.

- See guidelines for preparation of doctoral dissertation: <http://registrar.uvic.ca/grad/documents/ThesisGuidelines.pdf>

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) Supervisory Committee

Supervisory committee members from two departments must be designated as academic co-supervisors. In addition to the co-supervisors the supervisory committee normally includes 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 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. 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) 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. In the case of a Master's oral, the "Request for Oral Examination" form should be accompanied by one copy of the thesis.

- Downloadable request for oral examination form: http://web.uvic.ca/igov/pdf/igov_599/oralreq.pdf

Graduate Studies will send this copy 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. 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. For Master's orals, 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 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.

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 written description of the proposed PhD program must be provided as per the instructions on the "Application Procedures for Individual Interdisciplinary Graduate Programs" form.

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 submits a letter to the Interdisciplinary Graduate Advisor requesting the transfer.

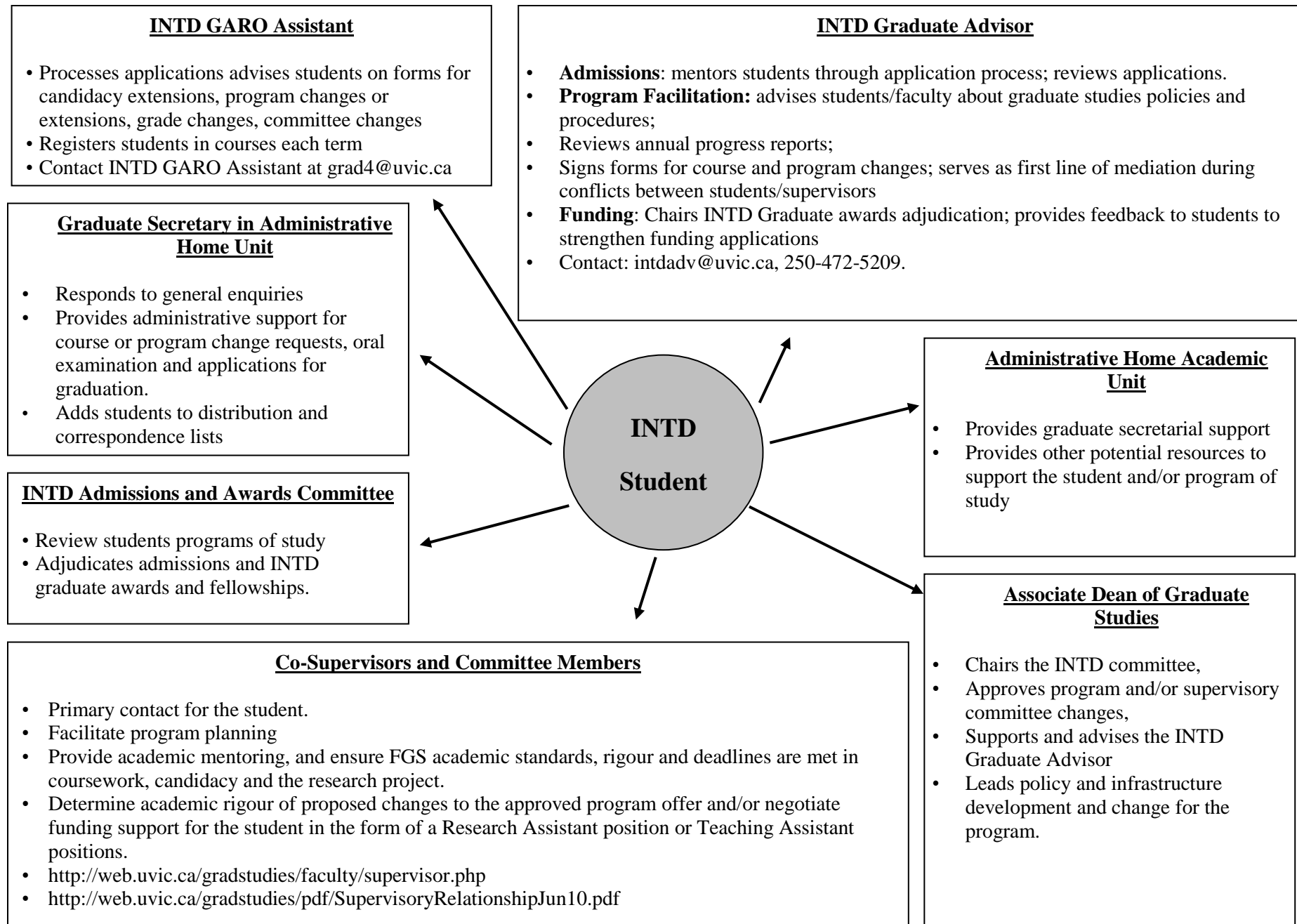
2. If not already submitted, the student submits the application materials as per the “Application Procedures for Individual Interdisciplinary Graduate Programs” form.
3. The Co-supervisors submit a letter to the INTD Graduate Advisor outlining the student’s academic progress including a description 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.
4. Complete Graduate Admissions and Records re-registration form at <http://registrar.uvic.ca/grad> to notify GARIO of 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 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 review of individual student's programs of study and adjudication of admissions and interdisciplinary graduate awards and fellowships.

b) Associate Dean of Graduate Studies

The Associate Dean of Graduate Studies has the primary leadership role in the Individual Interdisciplinary Program. The Associate Dean serves as Chair of 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, supports and advises the INTD Graduate Advisor and leads policy and infrastructure development and change for the program.

c) INTD Graduate Advisor

The INTD Graduate Advisor is the main contact for students in the Individual INTD program. The INTD Graduate Advisor plays a supportive role in three 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
- Reviews applications to ensure they meet the Faculty of Graduate Studies and INTD committee requirements
- Attends INTD admission adjudication meetings

Program Facilitation

- Advises students/faculty about graduate studies policies and procedures
- Addresses student/faculty questions and issues as they arise
- Reviews annual progress reports on student programs
- Signs forms for course and program changes
- Serves as first line of mediation during conflicts between students/supervisors (as per Supervisory Responsibilities document)
- Informs and consults with Associate Dean regarding the development of administrative processes

Funding

- Chairs INTD Graduate awards adjudication (UVic fellowships and SSHRC selections)
- Provides feedback to students as requested to strengthen funding applications

d) INTD Graduate Admissions and Records (GARO) Assistant

The INTD GARO Assistant 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 address problems regarding student records. The INTD GARO Assistant can be contacted at grad12@uvic.ca.

e) 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 Responsibilities in the Supervisory Relationship Policy* <http://web.uvic.ca/gradstudies/pdf/SupervisoryRelationshipJun10.pdf>). The student's academic progress is recorded at least once a year when the student and co-supervisors complete the annual progress report (report form available at <http://web.uvic.ca/gradstudies/pdf/INTDStudentAnnualProgressReport.pdf>) and submit it to the INTD Graduate Advisor. 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 considered by the INTD Graduate Advisor and formally approved by the Associate Dean in the Faculty of Graduate Studies. 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.

f) 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.

g) Graduate Secretary

The Graduate Secretary in the administrative home unit offers secretarial support to INTD students including responding to enquiries and providing administrative support for course or program change requests, oral examination procedures and applications for graduation. The

graduate secretary also ensures that the INTD students are added to the graduate student distribution lists and receive the regular correspondence sent to other graduate students within their department.

SECTION FOUR: PROGRESSING THROUGH THE PROGRAM

a) Registration

Given the unique and specific format of the Individual INTD program, registration is done for students by the INTD GARO Assistant to ensure accuracy between registration and program requirements. To register in courses, students submit an email with their registration requests indicating the course, course registration number and term (September – December) to grad4@uvic.ca. Note *pro forma* course registrations are to be submitted on a proposal for *pro forma* course offering form, <http://registrar.uvic.ca/grad/documents/ProFormaregform.pdf>. **These forms must be signed by the course instructor and one of the co-supervisors and submitted to the INTD Graduate Advisor for signature and approval by the Associate Dean of Graduate Studies.**

b) 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 Associate Dean of Graduate Studies. The co-supervisors have the responsibility of monitoring academic progress. Annual progress report forms must be completed by the student and co-supervisors and submitted to the INTD Graduate Advisor each year. Forms may be obtained at <http://web.uvic.ca/gradstudies/pdf/INTDStudentAnnualProgressReport.pdf>.

Students complete their section of the form and send it by email to the co-supervisors; co-supervisors complete their section and submit it to the INTD Graduate Advisor. 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.

c) 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 students progress 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 Associate Dean of

Graduate Studies. These requests are submitted using the Program and/or Course Change Forms found at http://registrar.uvic.ca/grad/documents/programchangeform_INTD.pdf

d) 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 Associate Dean of Graduate Studies. The INTD program change form to request supervisory committee changes is found at: http://registrar.uvic.ca/grad/documents/programchangeform_INTD.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 *The Responsibilities in the Supervisory Relationship Policy* <http://web.uvic.ca/gradstudies/pdf/SupervisoryRelationshipJun10.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 grad advisor for more information on how to complete the necessary forms.

LEAVES OF ABSENCE AND WITHDRAWALS

Students in degree programs who require a leave of absence or wish to withdraw must do so formally. Leaves of absence are available to students for a variety of reasons or circumstances. Tuition fees are not assessed during leaves. While students are on a leave, all supervisory processes are suspended. Students can neither undertake any academic or research work nor use any of the University's facilities during the period of the leave. Students granted parental or compassionate/ medical leave will retain the full value of a University of Victoria Graduate Fellowship or other award whose terms and conditions are established by the Faculty of Graduate Studies. Such awards will be suspended at the onset of the leave and reinstated when the student re-registers. Other awards will be paid according to the conditions established by the donor or granting agency. All leave arrangements must be discussed as early as possible with supervisors so that appropriate adjustments can be made before the beginning of the leave. Leaves of absence are normally granted in four-month blocks, to coincide with the usual registration terms. Short-term leaves of less than one term should be managed with the student's academic unit. For information on applying for a leave of absence for reasons associated with a disability, contact the co-ordinator of the Resource Centre for Students with a Disability at 250-472-4947 or <inforcsd@uvic.ca>.

a) Leaves of Absence

There are three types of leaves of absence:

1. Personal Leave
2. Parental Leave
3. Compassionate/Medical Leave

1. Personal Leave

Students may take leaves for personal reasons for a maximum of three terms within the five-year period allowed for Master's degrees and a maximum of six terms within the seven-year period allowed for Doctoral degrees. Students planning to take personal leave must consult with their supervisor in writing in advance of the planned absences, and make appropriate arrangements for care of ongoing research projects if necessary. The time taken for personal leave will be counted toward the maximum time allotted to degree completion. All program requirements, academic unit expectations and deadlines will remain the same.

2. Parental Leave

A graduate student who is bearing a child, and/or who has primary responsibility for the care of a child immediately before or after birth or an adoption is entitled to parental leave. Parental leaves may be granted for a minimum of one term (four months) renewable to a maximum period of three terms (12 months). Requests should be made in writing by the student to the Dean of Graduate Studies and include appropriate documentation. Written acknowledgement from the student's supervisor and the graduate adviser concerning the leave should accompany the leave request. This type of leave period is not included in the time period for completion of the degree, and completion deadlines will be adjusted accordingly. All other program requirements and academic unit expectations remain the same.

3. Compassionate/Medical Leave

Graduate students who have an illness, who have been the victim of an accident, or who have suffered grave events in their lives are entitled to medical or compassionate leave. Students should forward their requests and appropriate documentation (letter from student explaining the circumstances, a letter from physician or other qualified professional, and written acknowledgement from the student's supervisor and the graduate adviser) to the Dean of Graduate Studies. This type of leave period is not included in the time period for completion of the degree, and deadlines will be adjusted accordingly. All other program requirements and academic unit expectations remain the same.

b) Withdrawals

There are two types of withdrawals:

1. Withdrawal with Dean's Permission
2. Withdrawal Without Permission

1. Withdrawal with Dean's Permission

Students who wish to withdraw indefinitely from their program in the Faculty of Graduate Studies, and have their record indicate that they were in good standing when they withdrew, must apply in writing to the Dean. A supporting memo from their supervisor should accompany the application. The notation "Withdrawn with Dean's Permission" will be placed on their permanent record. Should a student return to the program, the time spent "Withdrawn with Permission" is not counted as part of the normal time allowed for completion of the degree program (see Time Limits).

Readmission is not guaranteed and requires the approval of both the academic unit concerned and the Faculty of Graduate Studies. Readmission does not guarantee that any courses or fee instalments from the terminated program will be transferred to the reactivated program. Upon readmission, any courses or fee instalments from the abandoned program will only be transferred to the new or reactivated program on the recommendation of the academic unit and approval from the Dean of Graduate Studies.

2. Withdrawal without Permission

Students who withdraw without permission prior to reaching the maximum time limit for their graduate degree program are considered to have abandoned their program. Students who wish to have their abandoned program reactivated must submit a letter of appeal to the Dean of Graduate Studies. Readmission requires the approval of both the academic unit concerned and the Faculty of Graduate Studies. If approval is given, a reinstatement fee must be paid to the Graduate Admissions and Records Office.

Upon readmission any courses or fee instalments from the abandoned program will only be transferred to the new or reactivated program on the recommendation of the Academic Unit and approval from the Dean of Graduate Studies.

In all cases the time spent "Withdrawn Without Permission" will be counted as part of the total allowable time to degree completion

TUITION FEES

a) Application Fee (subject to change without notice)

A non-refundable application fee is charged upon the submission of an INTD MA or PhD application. This application fee will not be counted towards tuition fees. Applications will not be processed until the application fee is received. This requirement cannot be waived or deferred. Payment must be made in Canadian funds drawn on a Canadian bank, or US funds drawn on a US bank. **DO NOT SUBMIT CASH!** You may also provide credit card information if you wish the fee charged to your Visa or MasterCard account.

a) Registration Deposit

Upon acceptance into the INTD MA or PhD program, students are required to pay an acceptance deposit. This deposit is non-refundable, but will be credited to the first term fees upon registration.

b) Tuition

i. 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 MA 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.

ii. Re-registration Fees

Students who have paid the entire program fee for their degree (6 fee units for M.A.; 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 an MA and seven years for a PhD) will be assessed a program extension fee at the regular tuition rate per term.

iii. Ancillary Student Fees

All students are required to pay some universal fees in addition to their tuition as part of being a student at the University of Victoria and in the Faculty of Graduate Studies. Such fees include: Athletics and Recreation, Graduate Student Society fee, Extended Health and Dental Plan, and U-Pass Bus Pass.

iv. Graduate Students' Society Extended Health Care and Dental Insurance Plans

The GSS provides a mandatory extended health plan and dental insurance plan for full-time graduate students. To opt out of the extended health or dental plans, proof of equivalent coverage must be provided to the GSS by September 30 (January 31 for students starting in January).

The University of Victoria provides students' personal information to the University of Victoria Graduate Students' Society and its health insurance provider. The information is used solely for adjudicating claims and is not used for any other purpose. Personal information is stored securely and used in accordance with regulations contained in the federal Personal Information Protection and

Electronic Documents Act. Students from Quebec can either opt out of their insurance plan or apply to BC MSP, or they can pay for services up-front and seek reimbursement from their Quebec Plan.

Complete information about the costs and coverage provided by the plans is available from the GSS office, or at: <gss.uvic.ca>.

v. UVic Students' Society Universal Bus Pass Plan (U-Pass)

The UVSS provides a mandatory bus pass plan for all graduate students. U-Pass was approved by student referendum in 1999. The U-Pass gives students unlimited access to all Greater Victoria BC Transit buses and HandyDart services at all times and on all days. The following students only are exempt from the U-Pass plan:

- students who are registered solely in distance education programs
- students with a BC Bus Pass
- students with mobility disabilities that prevent them from using BC Transit or HandyDart services
- students taking both Camosun College and UVic courses

New and returning graduate students can obtain their UVic ID cards and valid U-Pass stickers at the Graduate Students' Society Building. More information about the plan is available at the Student Union Building Info Booth, by calling 250-721-8355 or at www.uvss.uvic.ca.

vi. Fees for International Students

International students (those not holding Canadian citizenship or permanent residency at the beginning of the session) are required to pay international tuition fees for graduate programs and courses. Fees will be adjusted to regular rates for students who show a permanent residency card before the deadline for dropping courses for each session (October 31, February 28 and June 30).

FUNDING, AWARDS AND SCHOLARSHIPS

Students in an Individual INTD program may apply for funding assistance. Sources include:

- a) **The Ord and Linda Anderson Interdisciplinary Graduate Scholarship:** An annual scholarship of at least \$10,000 will be awarded to a highly qualified student registered in an Interdisciplinary PhD Program. Selection of the recipient will be made by the Graduate Admissions and Awards Committee upon nomination from the Faculty of Graduate Studies.
- b) **University of Victoria Fellowships:** In May of each year, INTD supervisors will be invited to nominate their students for University of Victoria fellowships. The minimum standard for these is a GPA of 7.0. Students will be asked to submit a research proposal and to indicate their progress in the program. The applications will be ranked by the INTD committee on the following basis:
 - Academic record of student;
 - Quality of research proposal; and
 - Letter of support from supervisor.

Strong preference will be given to doctoral students in the first three years and Master's students in the first two years of the program. The competition for University of Victoria Fellowships is very high. Meeting the minimum standard for consideration in no way guarantees that a student succeeds. Fellowship amount is determined by the INTD committee.

- c) **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.
- d) **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.
- e) **Research Assistantships and Laboratory Work:** Many professors hire students to assist with research. Apply for these positions with individual professors.
- f) **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.
- g) **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.
- h) **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.

- i) **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.

LIBRARY

a) Graduate Librarian

The Graduate Studies Librarian coordinates library services that support graduate students and faculty and implements services that respond to their research and teaching needs. This includes organizing workshops that address various research strategies, representing the library at Faculty of Graduate Studies events, providing training for Teaching Assistants, offering individual research consultations, and assisting graduate students with electronic thesis submission. Students working on interdisciplinary projects face unique challenges because of the way scholarly information tends to be organized by traditional subject categories. The graduate librarian is happy to work with you in developing research strategies.

Contact: Graduate Studies Librarian scjo@uvic.ca 250-472-5479

b) Working Space (library carrels with locks)

In addition to the open study spaces available throughout the McPherson Library, carrels are available to UVic graduate students. They are assigned annually, from September 1st to August 15th of the following year, by staff at the Main Loan Desk, McPherson Library. New applications are accepted throughout the year; renewals are accepted May 1st through August 15th. Carrels are limited in number so applicants may be placed on a wait list. A deposit of \$10 is required for the key and is refundable upon its return. Lost keys are subject to a \$10 replacement fee. Carrels are assigned on a first-come, first-served basis to UVic graduate students who do not have office space, according to the following priorities:

1. Graduate students who are in their thesis/dissertation year*
2. Graduate students who are not working on their theses or dissertations.

*graduate students working on theses or dissertations while temporarily withdrawn from UVic are considered currently registered for the purpose of carrel assignments.

More information of the graduate student study carrels can be found at <http://library.uvic.ca/site/dept/policies/carrels.html>

c) UVic Graduate Student Library Resources

- **Library Website:** <http://library.uvic.ca>
- **Subject Guides:** <http://webapp.library.uvic.ca/subsplus/subjects/index.php>
- **Subject Librarians:** <http://library.uvic.ca/site/lib/admin/subject.html>
- **Essential Graduate and Faculty Research Tips:** <http://library.uvic.ca/site/lib/instruction/research/gradfactips.html>
- **Dissertations and Theses – DSpace:** <http://library.uvic.ca/site/lib/dig/uvthesis/index.html>
The library's page for thesis information. This page includes information about DSpace, which is the UVic Institutional Repository (IR) for faculty research, graduate theses/dissertations, and other knowledge generated at/by the university.
- **Study Carrel Booking:** <http://library.uvic.ca/site/dept/policies/carrels.html>
Loaned out on a first-come, first-served basis, with a wait list being taken.
- **Interlibrary Loan:** http://library.uvic.ca/site/top/not_at_uvic.html
Interlibrary loan is free of charge, so don't hesitate to take advantage of it. Typically, books and articles arrive within a week, depending on the staff at the lending institution.
- **Workshops:** <http://library.uvic.ca/site/lib/instruction/workshops.html>
These are half-hour free workshops we offer on a variety of research topics, including general research skills and specific databases.
- **Citation Managers:** <http://library.uvic.ca/site/lib/instruction/refworks/index.htm>
RefWorks is an Internet-based citation manager that allows users to create their own database of citations. References can be imported from a variety of electronic services and databases

- **Loan Periods/Information**

Graduate students may borrow up to 200 regular items at once from the libraries. Five renewals are allowed. Overdue fines are \$1/day. Loan periods for graduates are from September to April and from May to August.

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 <http://web.uvic.ca/gradstudies/>

As a student in the Individual INTD program you will also be added to the Individual INTD program 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 <http://web.uvic.ca/gradstudies/professionaldevelopment/index.php> as well as the following resource centres.

Resource Centres

a) Learning and Teaching Centre

The Learning and Teaching Centre at the University of Victoria (LTC) 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 LTC provides a variety of programs and workshops to support TAs, enhance higher education teaching, graduate student professional development, and writing abilities to name a few. For a list of current initiatives please visit <http://www.ltc.uvic.ca/events/index.php>. The LTC 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.

b) The Writing Centre: TWC supports all UVic graduate and undergraduate students with writing in English. Tutors are experienced writers trained to assist students with all aspects of academic writing (pre-writing, revision, thesis construction, grant applications, and so on). In order to help students develop these skills, tutors do not edit or proofread papers. Instead, TWC focuses on the writer not the writing providing one-on-one tutorials, workshops, seminars and non-credit courses that address common issues in academic writing.

c) Student Transition Services

Student Transition Services' (STS) mandate is to facilitate connections and community building for all students as they go through the many transitions involved in studying at the University of Victoria. STS offers two initiatives specific to graduate students: Graduate Student Orientation and Graduate Student Professional Development Week. The Graduate Student Orientation, held at the beginning of September, is an introduction to graduate studies and the University of Victoria that provides new graduates students with information on how to connect and excel during their degree through a series of workshops, an information fair, and UVic's Front of the Line program in the afternoon. The Graduate Student Professional Development Week, held during the February reading break, is a collaboration among a number of departments (including Student Transition Services, Faculty of Graduate Studies, Co-operative Education & Career Services, Learning and Teaching Centre, Writing Centre, Counseling Services and the department of the Vice President Academic and Provost).

For more information please visit <http://transition.uvic.ca/>

d) 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.careerservices.uvic.ca

e) **Counseling Services**

Based on a commitment to student learning, as well as social, personal, and ethical development, Counseling Services' mission evolves from that of the University. We foster student success, engagement and well-being through the following:

- 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 <http://www.coun.uvic.ca/>

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 contacting the English Department's graduate representatives, 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 1 for Fall graduation and December 1 for Spring graduation. The Application for Graduation forms are available through the Graduate Admissions and Records Office. A graduation fee is assessed at the time of application, and is payable by the end of the month in which application is made.

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:** <http://web.uvic.ca/gradstudies/index.php>
- **University of Victoria Graduate Calendar (2010-2011):** <http://web.uvic.ca/calendar2009/GRAD/index.html>
- **Interdisciplinary Application form:** http://web.uvic.ca/gradstudies/pdf/INTD_ApplicationProcessOct%2020.10.pdf
- **Thesis or Dissertation Support Resources:** <http://web.uvic.ca/gradstudies/thesis/thesis.php>
- **D-Space - Electronic Thesis and Dissertations:** <https://dspace.library.uvic.ca:8443/dspace/>