



University  
of Victoria

## Faculty of Graduate Studies New Certificate or Diploma Program Proposal Guidelines

**Program proposal submission format** (approx. 5,000 words plus appendices)

1. Identification of new program
  - 1.1. Name
  - 1.2. Academic units (Faculties, departments, or schools) offering the new program  
(All graduate programs are offered by the Faculty of Graduate Studies.)
  - 1.3. Anticipated program start date
  - 1.4. Name, title, phone number and e-mail address of contact person(s)
2. History and context of the program (Use this section to describe the history of your own program and of others in similar areas. Show how the need for your program has arisen and is not being answered by existing offerings.)
3. Aims, goals and/or objectives
  - 3.1. Distinctive characteristics (Show that you are not duplicating what is being done elsewhere and/or that you are adding value to what already exists.)
  - 3.2. Anticipated contribution to the UVic, Faculty, and academic unit's strategic plans
  - 3.3. Target audience, student and labour market demand (Provide evidence for your assertions and citations to your sources.)
4. Admission requirements (Include plans for multiple entry points if applicable.)
5. Areas of specialization and evidence of adequate faculty complement. (Indicate anticipated effect on existing graduate and undergraduate programs.) (Include short faculty cv information in Appendix A.)
6. Curriculum design (Include calendar curriculum change forms in Appendix B.)
  - 6.1. Schedule of course delivery (Include proposed program design options.)
  - 6.2. Delivery methods
  - 6.3. Linkages between the learning outcomes and the curriculum design
  - 6.4. Use and purpose of practica, Co-op, or work terms
  - 6.5. Residency requirements and anticipated times to completion
  - 6.6. Policies on student evaluation
7. Enrolment plan for the length of the program (Include a table showing students in progress, anticipated annual intake, and graduates. Show enrolments from start to steady state.) (Include a second copy of this section in Appendix C.)
8. Plans for on-going assessment of program success
9. Related programs in your own or other British Columbia post-secondary institutions
10. Evidence of support from other academic units, relevant post-secondary institutions, and regulatory or professional bodies, where applicable (Provide copies of letters of support in Appendix F)

**Appendices** (All appendices should be attached as separate documents.)

- A. Short faculty cv's
- B. Draft calendar/curriculum change forms (approval is done separately through the curriculum process)
- C. Enrolment plan from section 7 above
- D. Recruitment & Marketing plan (Consult with recruitment team & UVic Communications)
- E. Letters of support
- F. Business plan
  - a. Income generated
  - b. Faculty appointments required
  - c. Staff requirements
  - d. Space requirements
  - e. Library requirements (Include evidence of consultation with UVic Librarian)
  - f. Other instructional costs