



Graduate Studies Handbook

Department of Germanic and Slavic Studies

Last Updated: Fall 2021



University
of Victoria

Department of Germanic and Slavic Studies

University of Victoria

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University Equity Statement

Consistent with UVic's values, we acknowledge with respect the Lkwungen-speaking peoples on whose traditional territory the university stands and the Songhees, Esquimalt and WSÁNEĆ peoples whose historical relationships with the land continue to this day.

UVic is committed to upholding the values of equity, diversity, and inclusion in our living, learning and work environments. We know that diversity underpins excellence, and that we all share responsibility for creating an equitable, diverse and inclusive community. In pursuit of our values, we seek members who will work respectfully and constructively with differences and across levels of power.

We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to,

- First Nations, Métis and Inuit peoples, and all other Indigenous peoples;
- members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin;
- persons with visible and/or invisible (physical and/or mental) disabilities;
- persons who identify as women; and
- persons of marginalized sexual orientations, gender identities, and gender expressions.

We recognize that many of these identities intersect and that therefore, equity, diversity and inclusion can be complex. We value the contributions that each person brings, and are committed to ensuring full and equal participation for all in our community.

University Territory acknowledgement

We acknowledge with respect the Lkwungen-speaking peoples on whose traditional territory the university stands and the Songhees, Esquimalt and WSÁNEĆ peoples whose historical relationships with the land continue to this day.

Welcome!

The Department of Germanic and Slavic Studies offers a high-quality graduate program with a range of interdisciplinary graduate streams. The department is recognized as a leader in teaching innovation, experiential learning, and community-engaged teaching, and our faculty members are committed to fostering a vibrant research culture. In addition to the MA streams in Germanic Studies and in Slavic Studies, we offer a world-leading MA stream in Holocaust Studies that is unique in Canada and only one of few in all of North America.

Students benefit from seminar-sized classes, a set of foundation courses that prepare them for their research, and a dual focus on academic and professional skills in our disciplines.

Faculty members supervise theses on Germanic or Slavic literature, cultural history, second-language acquisition and film. In the Holocaust Studies stream, students also complete a practicum or coop at a Museum or memorial site in Canada or abroad, and have the option of completing a creative project in lieu of a thesis.

Above all else, the aim of our program is to foster critical thinking and intellectual curiosity among our students. We are committed to maintaining a vibrant program that engages students to analyze, synthesize, and ultimately present their work in diverse professional settings. Students are also encouraged to build an interdisciplinary foundation around their research interests and are thus encouraged to take related courses outside the department.

Our MA program is designed to prepare learners for a wide range of career options. Not only does this advanced degree help build a solid foundation for further doctoral studies, but it can also lead to myriad career opportunities, including work in the arts, business, communications, education, film studies, government, international organizations, library science, archives, museums and memorial sites, science and technology, and translation studies, among others. Our program offers a supportive, yet challenging, academic environment built on collaboration and lively intellectual exchange that can help lead our program graduates down various exciting career paths.

Germanic and Slavic Studies Graduate Faculty

Peter Gölz, PhD (Queen's)

Literary theory; contemporary literature; computer-assisted language learning; film; vampires, Kafka, Adolf Muschg

Elena Pnevmonidou, PhD (McGill)

Literature, culture, and aesthetic theory of German Romanticism and the Age-of-Goethe period; modern poetry and poetics; literary theory and gender studies; Berthold Brecht; drama pedagogy

Charlotte Schallié, PhD (Brit Col)

Post-1945 German, Swiss and Austrian literature and culture; diasporic writing, transnational and transcultural literature and film; crime fiction; post-memory

Ulf Schuetze, PhD (Brit Col) (on leave January-June 2020)

Second language acquisition and pedagogy; intercultural communication; computer-assisted language learning; applied linguistics

Megan Swift, PhD (Toronto)

Russian modernism and postmodernism; St. Petersburg texts; narrative and genre theory; literature of emigration and exile

Helga Thorson, PhD (Minnesota) (on leave July 2019-June 2020)

Holocaust Studies; late 19th and early 20th century German and Austrian literature; literature and medicine; foreign language pedagogy

Serhy Yekelchuk, PhD (Alberta)

Culture and identities in Russia and Eastern Europe; Stalinism; 20th century Ukraine

Associate Members of Graduate Studies

John Dingley, PhD (UCLA)

Russian language; Finnish language; Slavic linguistics; Nordo-Slavic contacts

Matthew Pollard, PhD (McGill)

Heinrich von Kleist; cultural and film studies; expressionism; Leni Riefenstahl

Olga Pressitch, PhD (Shevchenko Inst. of Lit., Ukraine)

Eastern European cinema; foreign-language pedagogy; Ukrainian literature in postwar Canada

Julia Rochtchina, PhD (Moscow)

Language pedagogy; information technology; e-learning

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1 GENERAL INFORMATION

1.1 The Germanic and Slavic Studies Graduate Handbook

The Handbook you are reading, which is revised regularly, is intended to help faculty and graduate students in the efficient administration of graduate programs. The guidelines provided here describe normal practice; they may be changed or amended at any time, so students are advised to consult with the Germanic and Slavic Studies Graduate Secretary as to possible changes. These guidelines supplement the policies and regulations outlined in the [University of Victoria Graduate Studies Calendar](#) and the Germanic and Slavic Studies Department [website](#).

1.2 The Germanic and Slavic Studies Graduate Program

The Department of Germanic and Slavic Studies offers an MA program with specialization in Germanic, Slavic, and Holocaust Studies. The program offers a broad chronological and thematic coverage of Germanic and Slavic cultures with the areas of special strength in Holocaust, genocide and memory studies; applied linguistics, foreign language teaching and digital media in language teaching; film studies; Frankfurt School critical theory and cultural studies; film studies; Romanticism and Age of Goethe; modern Austrian, German and Swiss literature and culture; transnational literature; gender studies; media studies; Russian history, culture, and literature; Bakhtin; German and Slavic children's literature and fairy tales; Soviet culture; Stalinism; Ukrainian studies.

The Holocaust Studies stream offers courses on the history and legacy of the Holocaust examining how the Holocaust has been historicized, represented, taught, memorialized, and commemorated in contemporary society and culture. For more information, see Section 6.

Students should consult their Supervisor (consult the Germanic Studies Graduate Advisor if the Supervisor has not yet been determined) in designing their program of study, but the responsibility for meeting the program's requirements is their own. Given the nature of graduate studies, exceptions to normal procedures due to exceptional circumstances are possible, but all such instances require the approval of the Graduate Advisor, the Graduate Committee, and often that of the Dean of Graduate Studies. For more information, see Section 7.

1.3 The University Calendar

The University Calendar is available [online](#). The [General Information](#) section concerns all members of the University. For information about the Faculty of Graduate Studies and the MA Program in Germanic and Slavic Studies, consult the [Graduate Studies](#) and the [Degrees and Programs Offered](#) sections. Information about courses can be found under [Courses](#).

1.4 Application for Admission to Graduate Study

Applicants must apply online at <https://www.uvic.ca/graduatestudies/admissions/admissions/> and pay by credit card for the application. If you cannot pay the application fee, please contact:

Graduate Admissions and Records
University of Victoria

PO Box 3025 STN CSC
Victoria BC V8W 3P2
CANADA
Telephone: (250) 472-4657 Fax: (250) 472-5420

Information about the Faculty of Graduate Studies is available at <https://www.uvic.ca/graduatestudies/>. You can find more information about the Department of Germanic and Slavic Studies at <https://www.uvic.ca/humanities/germanicslavic/index.php>.

If you require further information on our graduate program, please contact Irina Gavrilova, the Graduate Secretary in the Department of Germanic and Slavic Studies at 250-721-7316 or email her at geru@uvic.ca.

1.5 Financial Support

Graduate students may receive fellowships and awards from the Faculty of Graduate Studies and also departmental scholarships, awards, prizes, research assistantships, or teaching assistantships. The department will consider for financial support all students whose applications are received by *January 15*. Successful applicants are usually notified in March, but funding offers may be made later as well. Funding is limited and, as a result, very competitive. For more details about funding, please see Section 8.

1.6 Student Visas / International Students

If you are an international applicant, it is your responsibility to obtain the correct immigration documents to study in Canada. If you are outside Canada, refer to Citizenship and Immigration Canada (CIC) for a list of [Canadian visa offices](#) around the world and visit the website of the visa office that is responsible for your country of citizenship or country of current residence. If you are within Canada, phone the CIC call centre toll free at 1-888-242-2100.

You must be admitted to UVic before you can obtain the correct immigration documents. Processing times for documents can take up to six months in some countries, so it is essential that you apply for admission to UVic well before the posted deadlines for your entry point. For further information about being an international student at UVic, contact the [International Office](#).

1.7 Housing

A limited amount of accommodation is available in the University residences for men and women registered full-time in the Faculty of Graduate Studies. The options include residence housing (single and double room accommodation), cluster housing (self-contained units consisting of four private bedrooms), and family housing (self-contained units for families). Information about on-campus accommodation, application procedures, and about off-campus housing can be obtained by accessing the [UVic Residence page](#). To find accommodation outside of UVic, consult the [Off-Campus Housing resource page](#). Vacancy rates in Victoria are very low, it can take a long time to find accommodation in town, and rents can be expensive, as is the cost of living in Victoria. It is vital to plan your move to Victoria well ahead of time and to ensure that you have adequate financial means.

1.8 Library Resources

The main research library for the Humanities at the University of Victoria is the [McPherson Library](#). It contains about 2.1 million volumes, more than 200,000 journal subscriptions, and many thousands of records, tapes, compact disks, scores, films and videos. In addition, the library has a new [Digital Scholarship Commons](#) and boasts extensive digital collections that are searchable. The Library holdings include an outstanding collection of traditional canonical texts in German, Russian, Ukrainian, and Slavic Studies and is continually building on its already excellent collections of film studies, Holocaust studies, post-unification literature, transnational literature, as well as Swiss and Austrian literature. The library also possesses a first-rate collection of German films. The library's online subscriptions include several of the most notable research indices, including the MLA, the Humanities and Social Sciences, and the Periodicals Contents Indexes.

The library offers an [interlibrary loan service](#) for items it does not hold. The library website has a specific page for [graduate students](#). Graduate students may apply for a [study carrel](#). The library organises many events, workshops, and lectures of interest to graduate students and offers information seminars, some of them specifically designed for graduate students, on how to use its resources. To find out more about these events, sign up for a [Library Orientation](#).

1.9 Other Resources

Graduate students can benefit from a number of facilities available on campus. For example, [Counselling Services](#) (250-721-8341), in addition to offering counselling for personal issues, provides a number of [workshops](#) on mental health as well as personal development and career workshops, including a Learning Skills Program and the [Thesis Completion Group](#). Other facilities available include the [Centre for Accessible Learning](#) (250-472-4947), [Athletics and Recreation](#), [Child Care Services](#) (250-721-8500), [Multifaith Services](#) (250-721-8338), [University Health Services](#) (250-721-8492), and [International Student Services](#) (250-721-6361). The [Learning and Teaching Support and Innovation Centre](#) (250-721-8571) provides many opportunities for professional development and teaching assistant training.

1.10 Orientation Events

In September, the Department offers an orientation session intended to familiarize new students with the program and to inform returning students of any changes in the established policies. Informational and social in nature, these events are organized and administered by the Graduate Advisor of the Department and by the Graduate Student Representative. It is expected that all new and returning graduate students attend this and any other informational meetings.

1.11 Graduate Student Offices

As a graduate student in the Department of Germanic and Slavic Studies, you have access to shared office space. All students are expected to treat the office, as well as their fellow students, with respect and to adhere to the guidelines regarding shared office space as established by the graduate students at the beginning of the academic year.

1.12 Email / Mailbox & Photocopier

All graduate students have an individual email address as well as a shared mailbox (located in the photocopying room beside the Germanic and Slavic Studies main office). You are expected to check your mailbox and UVic email on a regular basis so as not to miss important announcements and deadlines.

As a graduate student, you will obtain a copy code to the departmental photocopy machine upon entry into the program. The photocopier may be used for copies related to students' research and studies, in accordance with Canadian copyright laws.

2 ADMINISTRATION

2.1 The Graduate Advisor

The M.A. program is administered by the Graduate Advisor of the Germanic and Slavic Studies Program, the Graduate Committee, and the Chair of the Department. The Graduate Advisor's responsibilities include the following: recruiting and selecting applicants for admission and awards; reviewing all students' CAPP (Curriculum Advising and Program Planning) reports; nominating students for awards; mediating between faculty members and students; assisting with vetting SSHRC and other grant proposals; and liaising with the Office of the Dean of Graduate Studies. Much of the Graduate Advisor's work is carried out in consultation with the departmental Graduate Committee, which she or he chairs. You should feel free to approach the Graduate Advisor about any concerns you might have about your program. Indeed, as a new student, you are encouraged to contact the Graduate Advisor prior to moving to Victoria and make an appointment with her or him upon your arrival at UVic.

2.2 The Graduate Secretary

The Graduate Secretary responds to general enquiries regarding Faculty of Graduate Studies policies and procedures, coordinates graduate applications with Graduate Advisor; enters admission decisions in Banner, processes graduate oral examination documents, as well as awards and nominations; and tracks and processes funding for students (scholarships, fellowships, teaching assistants).

Graduate Secretary supports graduate students with their everyday activities at the Department providing keys, photocopying codes, solving registration problems, etc.

2.3 The Departmental Graduate Committee

The Graduate Committee consists of all graduate faculty members in the department. The Graduate Committee's tasks include, among other things, considering students for admission to the graduate program, recommending graduate course offerings, and ranking students' applications in grant, fellowship, or scholarship competitions. The Departmental Graduate Student Representative may be invited to Graduate Committee meetings (when there is no conflict of interest).

2.4 Membership in the Faculty of Graduate Studies

All members of the departmental Graduate Committee and of Supervisory and Examining Committees, as well as instructors of graduate courses, must be members of the Faculty of Graduate Studies. The Chair of the Department, in consultation with the Graduate Advisor, will recommend new tenure-track faculty holding a Ph.D. for Faculty of Graduate Studies membership. The conditions for membership in the Faculty of Graduate Studies are:

- an academic appointment at the University of Victoria;
- a demonstrated commitment to scholarship, professional achievement, or (where appropriate) artistic achievement;
- an expressed interest in, commitment to, and capabilities for the teaching and supervision of graduate students.

Please see the opening pages of this Handbook for an up-to-date list of graduate faculty in the department.

2.5 Graduate Student Representatives

The Germanic and Slavic Studies graduate student body annually elects two graduate student representatives: A Departmental Representative and a Graduate Student Society (GSS) Representative. Both representatives act as advocates for graduate students' issues and may also organize events of interest to the students. The Departmental Representative attends and votes in departmental meetings. The GSS Representative attends and votes in the monthly GSS meetings and may also participate in other GSS initiatives and subcommittees. Graduate students decide among themselves if they want to have one representative each for the entire year or if they prefer to change representatives each semester.

2.6 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 pub/lounge, "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 Germanic Studies Graduate Representative, or by visiting the [GSS website](#). The Graduate Student Society also provides modest amounts of conference support.

3 ADMISSION TO THE MA IN GERMANIC AND SLAVIC STUDIES

3.1 General Information

The Department of Germanic and Slavic Studies offers an MA program with specialization in Germanic, Slavic, and Holocaust Studies. Students apply for one of these three streams, which

share some required foundation courses. For further information or any updates please visit the [department website](#).

3.2 Admission Requirements

All candidates for the MA streams in Germanic Studies, Slavic Studies, and Holocaust Studies must meet all general requirements of the Faculty of Graduate Studies, as well as the specific requirements of the Department of Germanic and Slavic Studies.

Students may enter the program in September only. All application materials, including a Letter of Intent offering comment on the applicant's intended course of studies, must be submitted to the Graduate Admissions and Records Office.

Admission to the program normally requires a Bachelor's Degree (Major in Germanic or Slavic Studies) with a minimum overall average of B+ (6.0 GPA), or a Bachelor's Degree (Major in Germanic or Slavic Studies) with a minimum average of A- (7.0 GPA) in the final year's work.

Admission to the M.A. program in Holocaust Studies normally requires a Bachelor's Degree in a relevant academic discipline with a minimum overall average of B+ (6.00 GPA), or a Bachelor's Degree with a minimum average of A- (7.0 GPA) in the final year's work. Applicants without a baccalaureate degree or equivalent but who can demonstrate significant and appropriate community-based expertise (normally at least 15 years) in the field of Holocaust Studies may be considered in exceptional cases. For more information about this alternate admission, please see [Admission without a Baccalaureate \(Master's Only\)](#).

3.3 Application Process and Deadlines

Students who wish to be considered for funding must apply for September entry by **January 15**. Applications received after January 15 will be considered for admission, but will not usually be eligible for a University of Victoria fellowship or award.

Before applying, read carefully the information on the [Graduate Admissions page](#). After following all the information steps provided on the admissions page, you will be directed to the link [Apply for Admission](#) where you will set up a login for the application portal and be guided through the application process. If you have any questions or concerns at any time during the application process, please contact the Germanic and Slavic Studies Graduate Advisor.

3.4 Admission Documents

Complete applications are to be submitted to Graduate Admissions and must include:

- completed application form;
- a non-refundable application fee [The University reserves the right to increase fees at any time. Please consult the [Office of the Registrar](#) for the current fee schedules.];
- two official copies of transcripts from all post-secondary institutions the applicant has attended, in envelopes sealed and endorsed by the home University (signature, seal, or chop over closure);
- letter of intent [applicants should indicate their area of academic interest, why they feel UVic is suited to their ambitions, and what program of study they anticipate following

(e.g., courses, research, language study, etc.). All applicants should attempt to convey a personal dimension in addition to their academic record and research ambitions. Applicants are also advised to examine the list of graduate faculty for potential Supervisors whose areas of specialization may be suitable for supervision of their thesis or project.];

- two letters of reference.

For more information, see [Faculty Admissions](#).

As English is the primary language of instruction through which the University of Victoria will communicate with students, all applicants, regardless of country of origin, citizenship status, or program of study, will be required to demonstrate competence in the English language in the following ways:

- Have resided in Canada or any exempted country (listed below) for at least three consecutive years immediately prior to the beginning of the applied for academic session
- Hold a recognized degree from an accredited institution in an exempted country (see [Designated English-Speaking Country list](#) for more information)
- Complete a recognized degree program from an accredited institution in which the language of instruction is solely English
- Complete the University Admission Preparation Course offered by the University of Victoria English Language Centre with a minimum score of 80%
- Achieve a minimum score on the Test of English as a Foreign Language (TOEFL)* of 575 on the paper-based test or 90 on the Internet Based TOEFL (IBT), with the following minimum section requirements: Listening 20; Speaking 20; Reading 20; Writing 20
- Achieve an overall score on the International English Language Testing System (IELTS)* of at least Band 6.5 with no score of less than 6.0 on each academic component
- Achieve a score of 90 on the Michigan English Language Assessment (MELAB)*

**test taken more than two years prior to application will not be considered*

3.5 Transfer Credits

Applications for transfer of credits granted to courses at other accredited and recognized post-secondary institutions or at UVic must be approved by the Graduate Advisor. The final decision, however, rests with the Faculty of Graduate Studies. At least half of the graduate program units must be completed as part of the student's degree program at UVic.

In order to qualify for transfer, courses must meet all of the following conditions:

- must be a graduate or senior undergraduate level course;
- must be completed with a grade of at least 5.0 (B) or equivalent (Pass/Fail courses or equivalent are not acceptable);
- must not be used to meet the minimum admission standards of the Faculty of Graduate Studies;

- must not have been used to obtain any degree;
- must have been completed within the previous ten years.

For further information, please consult the Graduate Studies Calendar.

3.6 Mature Student Admission

Four years after completion of a B.A. degree, applicants whose grade point average is below 5.0 (B) may be admitted as mature students, provided they have four years relevant professional experience since completion of their degree and are recommended by the department. Such recommendations must be approved by the Dean of Graduate Studies. Applicants must submit a regular application, along with a complete resume.

3.7 Admission to Non-Degree Coursework

Students who wish to improve their academic background may be admitted as non-degree students. Applicants must meet the same entrance requirements and follow the same application procedures as degree-seeking applicants (see sections 3.4 and 3.5), and must specify on the application form the course(s) they wish to take.

4 REGISTRATION

4.1 Continuity of Registration

For every term (including the summer term), all students must either register for credit, register for personal leave of absence, formally request parental or compassionate/medical leave of absence, or formally withdraw from their program. Students who fail to do so are considered to have abandoned their program, and that program will be terminated and they will be “Withdrawn Without Permission” (see 4.2 for different Withdrawals).

Graduate students receiving funding in the form of UVic Fellowships or Awards must maintain full-time registration status.

4.2 Leave of Absence and Withdrawal from the Graduate Program

Students in degree programs who require a leave of absence or wish to withdraw must do so formally.

Leave of Absence: 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 the Supervisor so that appropriate adjustments can be made prior to the beginning of the leave. Leaves of absence are normally granted in 4-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 [Centre for Accessible Learning](#) at infocal@uvic.ca or 250-472-4947.

For the different types of leaves of absence, refer to the section on [Leaves of Absence and Withdrawal with Permission](#) in the Graduate Calendar.

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 department and the Faculty of Graduate Studies. If approval is granted, a reinstatement fee must be paid to the Graduate Admissions and Records Office.

4.3 Auditing Courses

Students may, with the permission of the instructor, audit a course by submitting a [Graduate Course Change form](#). Students must register concurrently in credit courses and/or thesis credits in order to maintain their full-time status.

4.4 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, including fees for the Graduate Student Society, Athletic and Recreation, Universal Bus Pass, Extended Healthcare Plan, and Dental Plan. In addition to tuition fees and other fees, newcomers should be aware of the generally high costs of living in Victoria.

For a detailed overview, consult the Faculty of Graduate Studies [Tuition and Fee information](#). You can also use the [Tuition Fee Estimator](#) for an up-to-date breakdown of tuition and fees.

5 THE GERMANIC AND SLAVIC STUDIES GRADUATE PROGRAM

5.1 MA in Germanic and Slavic Studies

The Department of Germanic and Slavic Studies offers an MA program with specialization in Germanic, Slavic, and Holocaust Studies. Students apply for one of these three streams, which share some required foundation courses.

5.2 Co-op Program and Work Experience Program

The University of Victoria offers a Humanities and Fine Arts (HUFA) co-op program available to graduate students in all three MA streams in Germanic and Slavic Studies. This is an optional co-op program to which students need to apply in order to participate. Admission to the HUFA co-op program will be determined after consultation with the Graduate Advisor and the Department.

In order to receive a co-op designation, which will appear on your parchment upon graduation, you must complete two co-op terms. A work term consists of four months of fulltime, paid employment, during which period students are required to pay the university a work term fee.

To be eligible for the co-op program, students must be enrolled fulltime and must have a minimum B average. A co-op program cannot be used to replace coursework required for the MA program

To participate in this program, students must submit an application to the Co-op Office early in the term in which they are applying (September or January). Applications and application deadlines are available at the Co-op Office in the Clearihue Building (Room D128). For detailed information, consult the [UVic Co-op page](#) and the information for [Graduate Co-op](#).

5.3 Interdisciplinary Program (INTD)

Applicants who wish to undertake interdisciplinary graduate work in areas that are not embedded in any existing formal graduate programs and that would require co-supervision of at least two faculty members in two different disciplines may propose an Interdisciplinary Program. An individual interdisciplinary (INTD) degree program allows students to create their own academic program by combining interests in different fields of study. Working with co-supervisors in at least two different academic units, students follow an individual program of graduate coursework and research tailored to their own interests and designed in consultation with their supervisory committee.

Applicants are responsible for finding co-supervisors and constructing their own interdisciplinary program of study. For more details about the INTD option, contact the INTD Advisor at intdadv@uvic.ca and consult the [INTD Handbook](#).

6 THE MA STREAMS IN GERMANIC STUDIES, SLAVIC STUDIES, HOLOCAUST STUDIES

6.1 Master's Streams in Germanic Studies and Slavic Studies

The MA streams in Germanic Studies and Slavic Studies are thesis-based and consist of a minimum of 15 units of graduate credit:

1. GMST 501 or SLST 501 (1.5 units)
2. GMST 502 or SLST 502 (1.5 units)
3. at least 6 units of course work, 3 of which may be drawn from courses respectively in Germanic Studies or Slavic Studies at the senior undergraduate level;
4. a thesis (minimum of 70 pages) worth 6 units of credit; there will be a final oral examination of the thesis.

In exceptional circumstances, a candidate may be allowed to take 3 units of course work, 1.5 of which may be drawn from courses in Germanic or Slavic Studies at the senior undergraduate level, and write a thesis (minimum of 100 pages) worth 9 units. For this, the permission of both the Graduate Adviser and the Chair is required.

All courses, except GMST 501/SLST 501 (Introduction to the Disciplines of Germanic and Slavic Studies), GMST 502/SLST 502 (Theory and Practice), and GMST 580 (Introduction to Holocaust Studies) are variable in content and may be taken more than once, with departmental permission. At the end of GMST 501/SLST 501, students are expected to submit a Thesis Proposal that will allow them to start work on their Thesis (GMST 599/SLST 599).

6.2 MA with a Concentration in Cultural, Social and Political Thought

The MA streams in Germanic Studies and Slavic Studies are thesis-based and consist of a minimum of 15 units of graduate credit:

Students wishing to pursue a Master's with a CSPT option must complete a minimum of 7.5 units of course work and a 7.5-unit thesis as follows:

1. GMST 501 or SLST 501 (1.5)
2. GMST 502 or SLST 502 (1.5);
3. One additional GMST or SLST course at the graduate level (1.5);
4. CSPT 501 (1.5);
5. Either CSPT 500 or 590 (1.5); and
6. A thesis worth 7.5 units (GMST 599 or SLST 599). The topic must be within the field of CSPT and written in English.

At least two members of the three MA supervisory committee members must be drawn from the faculty members affiliated with the CSPT program. At least one CSPT faculty member on the student's supervisory committee must be from outside the student's home department. The supervisor will be from the Department of Germanic and Slavic Studies, and may be affiliated with CSPT.

6.3 Master's Stream in Holocaust Studies

6.3.1 Thesis-Based MA Option

The thesis-based MA stream in Holocaust Studies consists of a minimum of 16.5 units of graduate credit:

1. GMST 501 or SLST 501 (1.5);
2. GMST 502 or SLST 502 (1.5);
3. GMST 580 (1.5);
4. 1.5 units in Holocaust Studies (one of GMST 581, GMST 582, GMST 583, GMST 584, GMST 585, GMST 589, SLST 581);
5. 3 units in GMST (1.5 units may be a Holocaust-related course in another department);
6. 1.5 units Summer Practicum/Internship Term: GMST 587;
7. Thesis (minimum of 70 pages) worth 6 units of credit;
8. Final oral examination of the thesis.

All courses, except GMST 501/SLST 501, GMST 502/SLST 502, and GMST 580 are variable in content and may be taken more than once, with departmental permission. At the end

of GMST 501/SLST 501, students are expected to submit a Thesis Proposal that will allow them to start work on their Thesis (GMST 599/SLST 599).

6.3.2 Non-Thesis MA Option

Students in the Holocaust Studies stream (non-thesis option) complete 10.5 units of course work, one summer practicum/internship (1.5 unit), and write a major research paper. Students in the Holocaust Studies stream (non-thesis option) complete 10.5 units of course work, one six-week summer practicum/internship (1.5 units), and complete either a major research project or a creative project, such as a visual arts project (photography, video or computer art), a performance-based production (musical or theatrical), or a creative writing project (fiction, drama or poetry) (4.5 units). Students opting for the research project submit a major research paper in the format of a journal article (30-35 pages). Students opting for a creative project must embed that creative project in arts-based research.

The objective is not to produce stand-alone complete artworks, but the art rather serves as the medium for research. Working in close consultation with the supervisory committee, students delimit the parameters and scope of the artistic product and must accompany the artistic production with a scholarly essay (15-20 pages).

Both project types require an oral exam. In the case of the artistic project, students have the option of adding a public exhibition as an informal component to the formal oral examination.

6.3.3 Practicum Requirement for MA students in Holocaust Studies

All students in the MA stream in Holocaust Studies are required to complete a practicum in a Holocaust Studies related field, which normally takes place in the summer term of the first year of the MA program. Apart from the co-op at the [Auschwitz-Birkenau State Museum](#), which is a formally established program, there is no pre-set practicum/internship. With the help of the Department, students explore practicum opportunities based on their individual interests and available options. The practicum can be in Canada or abroad at an organization, archive, memorial site, education centre, or museum that exhibits, archives, or works in Holocaust and human rights related fields. Some practicums are partly or fully funded, but there is no guarantee of funding. Depending on the availability of funding, students may be awarded a mobility grant to support travel and/or housing during the practicum period.

6.4 Expected Timelines for Program Completion

Students enrolled in a Master’s program must complete their program within a minimum of 12 months and a maximum of 60 months (5 years). The norm for program completion is 6 terms, which breaks down into the following recommended chronology:

Year 1

	MA Streams in GMST / SLST	MA Stream in Holocaust Studies
September	Register for 3.0 units of coursework: GMST/SLST 501 plus one more course	Register for 3.0 units of coursework: Normally GMST 501 and GMST 580

December	Submit Thesis proposal as final assignment in GMST/SLST 501	Submit Thesis/Project proposal as final assignment in GMST 501
January	Register for 3.0 units of coursework: GMST/SLST 502 plus one discipline-specific course	Register for 3.0 units of coursework: GMST 502 plus one more Holocaust Studies course
February*	<ul style="list-style-type: none"> • Submit revised Thesis Proposal to supervisor or supervisory committee • Supervisor/supervisory committee approves Thesis Proposal 	<ul style="list-style-type: none"> • Submit revised Thesis/Project Proposal to supervisor or supervisory committee • Supervisor/supervisory committee approves Thesis/Project Proposal
May	Register for 3.0 units in the summer term, normally GMST/SLST 599	Register for 3.0 units in the summer term, normally GMST 599/598 and GMST 587

**Consult the section on the formal review of students for next steps, should the approval of the thesis/project proposal not be completed by the end of February of the first academic year*

Year 2

	MA Streams in GMST / SLST	MA Stream in Holocaust Studies
September	Register for 3.0 units of coursework	Register for 3.0 units of coursework Option to study abroad (e.g. TU Berlin Exchange)
January	Register in Thesis Course GMST/SLST 599	Register in Thesis Course GMST 599 Non-thesis MA students register GMST 589 and 1.5 units of additional coursework
May –July	Thesis submission	Thesis / Project Submission
August	Oral Exam Final submission of thesis	Oral Exam Final submission of thesis

Students in all MA streams may take up to two upper-level undergraduate courses in GMST or SLST, and they may also take up to two graduate courses outside of the Department of Germanic and Slavic Studies. In order to enrol in an undergraduate course as a graduate student, it is necessary to submit a [Pro-Forma Course Form](#) in order to adjust the course requirement appropriate graduate level study. This is done in consultation with the supervisor and the course instructor.

6.5 Formal Review of Student Progress

6.5.1 Terms of Reference and Procedure for Review

According to the UVic Faculty of Graduate Studies [Graduate Supervision Policy \(Section 5.11\)](#), formal assessment of student progress must be carried out at least annually.

Under this policy, Germanic and Slavic Studies graduate students meet with the members of their supervisory committee (either individually or together) at least once per semester. If necessary, there may be follow-up meetings or written communication with the supervisory committee.

Students in the **Germanic Studies** and **Slavic Studies** streams also prepare the **Annual Student Progress Report** with their supervisors and submit the Progress Report to the Graduate Advisor no later than **April 30**.

Students in the **Holocaust Studies** stream also, in consultation with their supervisor, submit the Annual Student Progress Report on April 30. In addition, during the first year of their MA studies, after returning from their practicum, students meet again with their supervisory committee to re-evaluate their proposed thesis/project based on their internship experience. If the practicum experience should result in any deviations from the originally proposed thesis/project topic or should it have caused any delay, the students, in consultation with the supervisory committee, submit an update to the Annual Progress Report. As students are normally expected to complete their practicum in the summer term, this update is due at the end of the summer term. If a student completes the practicum during the fall or spring term, then the update is due at the end of that term.

6.5.2 Review of Thesis / Project Proposal

As part of their coursework in GMST 501 / SLST 501, all students are required to submit a Thesis / Project Proposal at the end of the fall term. This proposal is graded by the course instructor, who is always also the Graduate Advisor, and returned to the students in mid-December. Based on that feedback, the students revise their Thesis / Project Proposal and submit the revised version to their supervisory committee by **February 15**. If in the rare circumstance by that time a supervisory committee has not been formed yet, the supervisor approves the Proposal and notifies the Graduate Advisor.

6.5.3 Practicum Assessment

All Holocaust Studies stream students are required to complete a practicum. The Department will supply the practicum supervisors with an evaluation report consisting of a set of questions and ranking categories (below expectations – meets expectations – exceeds expectation) to assess the student's performance. Students are also expected to write a short report about their practicum. See the Appendix for a template of the practicum assessment.

6.5.4 Student Progress Report

The Progress Report is completed in two stages. First, the primary supervisor meets with the student and completes the Report. Then, the student collects the signatures of the other members of the supervisory committee and submits the completed report to the Graduate Advisor by **April 30** and also, in the case of Holocaust Studies stream students, at the end of the term in which the student completed the practicum, if the thesis/project has changed substantially as a result of the practicum experience.

Student Progress Report templates can be found in the Appendix of this Graduate Handbook.

6.5.5 Procedure for Unsatisfactory Progress Assessment

In the case of an *unsatisfactory* progress assessment, the student works closely with the supervisory committee and, if needed, the Graduate Advisor, to develop a plan for how to improve progress. The process begins with a written response by the student to the

unsatisfactory assessment (submitted no later than **two weeks** after the progress assessment). There are two possible scenarios for a response and subsequent procedure:

Scenario 1:

The student agrees with the assessment and provides explanation for the lack of progress. In that case, the student will meet with the supervisory committee to work out a plan for how to move forward. The plan should include a new timeline and clear benchmarks for how to provide evidence of progress over a period agreed upon by the supervisory committee and the student. The new progress plan and timeline should be developed **no later than six weeks after** the student's written response to the unsatisfactory assessment.

If within six weeks not all parties agree to the new progress plan, the unsatisfactory assessment stands, and the student has the Scenario 2 option for next steps.

Scenario 2:

The student disagrees with the unsatisfactory assessment. This triggers a review of the progress assessment. This process begins with a written statement by the student presenting a case for why the unsatisfactory assessment is wrong. This statement is submitted to the Graduate advisor **no later than two weeks after** the initial progress assessment.

Conflict resolution should normally follow the path outlined in the [Faculty of Graduate Studies Supervision Policy](#): *the student should normally seek resolution following the chain of authority: starting with their supervisor(s), supervisory committee member(s), Graduate Advisor, Head of the academic unit, Associate Dean of Graduate Studies, and the Dean of Graduate Studies, until the issue is resolved; however, students may seek confidential advice beginning with an Associate Dean of Graduate Studies (Graduate Supervision Policy, section 3.1).*

There are two possible resolutions to this process:

If it is determined that progress was unsatisfactory, **Scenario 1** applies, and the student, together with the supervisory committee develops a new progress plan and timeline.

If it is determined that the unsatisfactory progress assessment was wrong, the supervisory committee submits a new progress assessment and also outlines clear expectations and benchmarks for the next review period, including detailed parameters for communication with the members of the supervisory committee and a regular meeting schedule for the next review period. This new assessment is to be submitted to the Graduate Advisor **no later than six weeks after** completion of the resolution process.

6.6 Master's Thesis (All Streams)

6.6.1 Expected Turnaround Time for Thesis

According to the Faculty of Graduate Studies policies concerning timeliness of feedback and thesis submission for the oral exam, students should plan to have a clean first draft of the thesis completed roughly four months before the anticipated oral exam. Students

should expect feedback for any submitted work within 20 working days, that is, roughly a month if one considers weekends and possible holidays. A complete thesis draft may undergo at least two revisions, and the bigger the supervisory committee, the longer the turnaround time that students should anticipate.

It is therefore highly recommended that students consult with their supervisor and plan their thesis progress backwards, from the anticipated date of the oral exam, and build at least two or three review stages into the planning of the submission timeline.

When students begin writing the thesis, it is highly recommended that they consult the [Graduate Studies Librarian](#) to ensure that the thesis conforms to copyright regulations. Students are also urged to familiarize themselves with the [University Policy on Academic Integrity](#).

6.6.2 Thesis Format and Submission Guidelines

The MA thesis in all three streams is expected to be between 70-100 pages in length. Chapter breakdown and content layout is highly individualized and depends on the nature of the research and the consultations with the supervisory committee. The submission format, however, must conform to the Faculty of Graduate Studies guidelines. Please consult the Faculty of Graduate Studies [Final Submission](#) page for a detailed outline of the process and for a breakdown of what forms are submitted in what sequence. You can also [download a thesis/dissertation template](#). It is also highly recommended that students consult with the Graduate Advisor to ensure that all required documents are compiled for the final submission.

6.6.3 Oral Exam

Once you have completed the written portion of your thesis or dissertation and each supervisory committee member has read the thesis or dissertation and agreed that it is ready for examination, you must complete an oral examination.

Preparation for the oral examination begins with the selection of an external examiner. The supervisor or a committee member recommends the external examiner to the Dean of Graduate Studies. At least 20 working days prior to the oral exam (30 days for PhD dissertation), the student submits a *Request for Oral Examination* form. The student then logs in to Course Spaces and uploads a pdf file of the MA thesis or PhD dissertation to GS599/699.

Please follow carefully the [Guidelines for Oral Examinations](#) provided by the Faculty of Graduate Studies.

6.7 Non-Thesis Research / Creative Project (MA Stream in Holocaust Studies)

6.7.1 Project Requirements

Students in the **Holocaust Studies** stream have the option of completing a research-based project in lieu of a thesis. There are two options for the project:

Research Paper: Students can write a major research paper (30-35 pages) in the form of a journal article.

Research-Based Creative Project: Students can produce a research-based creative project (e.g. a painting, graphic novel, musical composition, etc.) that is accompanied by a scholarly essay (15-20 pages).

6.7.2 Assessment Method

Students who chose the non-thesis project are not required to take an oral examination. The supervisory committee reviews and assesses the final product.

6.8 Graduation

The University has several rules governing the degree completion and graduation process. If you are completing your degree this year, familiarize yourself with the [Degree Completion and Graduation](#) information in the Calendar as well as on the Faculty of Graduate Studies page on [Graduation Requirements and Deadlines](#). You can apply for graduation online through your My Page.

7 GRADUATE SUPERVISION

7.1 Responsibilities in the Supervisory Relationship

Faculty and students are bound by policies set by the University, Faculty of Graduate Studies, and the Department of Germanic and Slavic Studies. Faculty of Graduate Studies policies are stipulated in the Graduate Calendar and in policy documents found on the Faculty of Graduate Studies website: uvic.ca/graduatestudies. In particular, students and faculty members should read the [Graduate Supervision Policy](#), which outlines the rights and responsibilities in the supervisory relationship.

7.2 The Supervisor

According to the guidelines set out in the [Faculty of Graduate Studies Supervision Policy](#) (Section 2.1), the primary academic supervisor acts as a mentor and advisor who “assists the student in planning the program, and informs and directs students to source material and resources surrounding all program requirements, degree regulations, and general policies of the academic unit, the Faculty of Graduate Studies, the university, and external granting agencies. The academic supervisor provides counsel for all aspects of the program, and stays informed of the student’s scholarly activities and progress.”

Students are strongly advised to reach out to faculty in the Department early in their first semester and are expected to find a supervisor by mid-semester. This is vital as applications for external grants (e.g. DAAD, SSHRC, etc.) are due in mid-November to early December, and input from the supervisor will significantly affect the quality of such applications, as well as the quality of the Thesis/Project Proposal.

7.3 The Supervisory Committee

Normally, the supervisory committee for an MA thesis or project consists of the primary academic supervisor and a departmental member. If the thesis / project is very interdisciplinary and requires input from experts from different fields or departments, then the supervisory committee shall consist of the supervisor and an outside member.

7.4 Expected Meeting Frequency

Graduate students should interact regularly with their supervisory committee. Much communication can be done via email, but students should meet their supervisors (if not the entire committee) at least once every term.

7.5 Examination Committee

The examination committee consists of the supervisory committee, the external examiner, and examination committee chair. Selection of the external examiner is outlined in Section 6.5.3 of this Handbook and in the Faculty of Graduate Studies [Guidelines for Oral Examinations](#).

8 DEPARTMENTAL FUNDING POLICIES

8.1 General

Graduate students may receive fellowships and awards from the Faculty of Graduate Studies as well as departmental scholarships, awards, and prizes. In addition to these fellowships and awards, graduate students may also receive research assistantships or teaching assistantships. The department will consider for financial support all students whose applications are received by **January 15**. In addition, to be considered for funding, candidates must have a First-Class GPA in the last two years of the undergraduate program. Funding is limited and, as a result, very competitive.

To continue receiving funding, students must maintain a First-Class GPA (i.e. grades in the “A” range) throughout their graduate studies.

8.2 Awards, Fellowships, Scholarships, Bursaries

Graduate funding packages normally consist of Faculty of Graduate Studies fellowships and awards, as well as Department awards.

8.3 Eligible Years for Guaranteed Funding

The Department of Germanic and Slavic Studies normally provides funding in the first and second year of the MA Program. However, as all departmental funding commitments are subject to the availability of funding allocated to the Department of Germanic and Slavic Studies by the Faculty of Graduate Studies, the two-year funding commitment cannot be guaranteed.

8.4 Teaching Assistantships

In addition to graduate awards and fellowships, students may also receive a teaching assistantship. Most often the teaching assistantship will involve marking papers or assignments for different GMST or SLST courses, but graduate students may on some occasions also have an opportunity to assist in the teaching of some courses.

Each teaching assistantship position has an assigned supervisor who, in most cases, is the instructor of the course or the coordinator of a multi-section course. At the beginning of the semester, the course supervisor meets with the TA and completes the [CUPE 4163 TA Checklist](#), which lists the different TA duties, responsibilities, and all deadlines associated with those duties. The Checklist is signed by the TA, course supervisor, and Department Chair, and all signatories receive a copy of the Checklist. Around mid-term, the course supervisor and TA meet again to review the Checklist and to make any amendments if necessary. The Checklist is signed again and copies distributed to all concerned parties.

Poor performance of the TA duties or failure to meet the responsibilities outlined in the CUPE 4163 TA Checklist may result in reduced funding the following academic year.

8.5 Research Assistantships

In addition to graduate awards and fellowships, students may receive a research assistantship, which is funded by the research grants of individual faculty members. Such research assistantships may be awarded at any time throughout the academic year. The details of the work commitment are worked out between the faculty member and the student. Pay rates conform to CUPE standards. Faculty members and students are required to check with the Graduate Secretary to ensure that research assistants are paid at the proper hourly rate.

8.6 Mobility Awards

The Department of Germanic and Slavic Studies offers mobility awards to support programs that are part of the MA studies. As mobility awards are contingent on the availability of funding, the following order of priority applies: The primary use of the mobility awards is to support Holocaust Studies stream students whose required practicum / internship is overseas, abroad, or out of town. Geographic distance will partly determine the amount of the mobility award.

Depending on the availability of funding, these funds may also be applied as rental supplement for Holocaust Studies stream students who complete the practicum in Victoria at a time when they are not receiving other graduate funding.

Depending on the availability of funding, students may also receive mobility funding for other study-abroad programs.

8.7 External Awards

In the case that a student receives external funding, such as a SSHRC Graduate Scholarship or a BC Graduate Scholarship, the external funding **replaces** any award or fellowship the student receives from the Faculty of Graduate Studies or the Department of Germanic and Slavic Studies. The student will continue to receive any teaching assistantship or research assistantship that was part of the original funding package.

8.8 Condition of Awards

To be eligible for any funding, students must enter the program with a First-Class GPA in the last two years of their undergraduate program, and they must maintain a First-Class GPA throughout their graduate studies. Individual Faculty of Graduate Studies fellowships and awards may have additional conditions. The Graduate Advisor will inform students about any such additional conditions.

8.9 Notification of Awards

Candidates admitted to any of the graduate streams in the MA program in Germanic and Slavic Studies will receive a first notification of awards in mid-March. In most cases, this initial notification will state the amount of annual funding awarded to the student, but not yet the detailed breakdown of individual funding sources, any TA/RA positions, and dates for the payout of the funding.

During the Orientation in the first week of September, students will receive a detailed funding notification that maps out the individual fellowships/awards/scholarships and TA/RA positions, as well as the dates when one-time or recurring funding payouts will occur.

8.10 Termination of Awards

Graduate fellowships, awards, or scholarships may be suspended for a certain period of time if the student's academic performance drops below First-Class (grades in the "A" range) and may be terminated if the student's academic performance does not improve.

TA/RA positions may be terminated if the student does not fulfill the duties and responsibilities agreed upon and signed in the TA Checklist. Prior to any termination of a TA/RA position, the course supervisor must first follow a consultation process: The course supervisor must first address any work performance issues with the TA/RA. If performance continues to be unsatisfactory, the course supervisor must then consult with the Graduate Advisor and Department Chair to seek approval for the termination of a TA/RA position.

9 USEFUL RESOURCES

[Department of Germanic and Slavic Studies Graduate Program](#)

[Faculty of Graduate Studies](#)

[Graduate Student Society](#)

[Graduate Supervision Policy](#)

[Graduate Admissions and Records](#)

[UVic Graduate Awards and Fellowships](#)

[Thesis and Dissertation Information](#)

[Oral Examinations](#)

[UVic Student Awards and Financial Aid](#)

[International Student Services](#)

[Centre for Accessible Learning](#)

[Learning and Teaching Support and Innovation Centre](#)

10 APPENDIX

These downloadable forms are listed separately on the Handbook [web page](#).

- PDF form for the review of student progress in the first year of the MA program
- PDF form for the review of student progress in the second year of the MA program
- PDF form for the review of student progress in the third and any subsequent year of the MA program
- [TA checklist](#)
- Practicum assessment forms