

University of Victoria
 Department of Hispanic & Italian Studies
 Graduate Handbook

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RESPONSIBILITIES IN THE SUPERVISORY RELATIONSHIP

Faculty and students are bound by policies set by the University, Faculty of Graduate Studies, and this Department.

Faculty of Graduate Studies policies are given in the Graduate Calendar and in policy documents found on the Faculty of Graduate Studies website: [uvic.ca/graduatestudies](https://www.uvic.ca/graduatestudies). In particular, students and faculty members should read the [Graduate Supervision Policy](https://www.uvic.ca/graduatestudies/assets/docs/docs/policies/Graduate%20Supervision%20Policy.pdf) (<https://www.uvic.ca/graduatestudies/assets/docs/docs/policies/Graduate%20Supervision%20Policy.pdf>), which outlines the rights and responsibilities in the supervisory relationship.

CONTACT INFORMATION

The identities, contact information and roles of the primary resource personnel in the academic unit:

	Name	Office	Telephone	e-mail
Chair	Dr. Pablo Restrepo Gautier	CLE A409	250-721-7412	restrepo@uvic.ca
Graduate Advisor	Dr. Dan Russek	CLE B429	250-472-5455	drussek@uvic.ca
Graduate Secretary		CLE A405	250-721-7413	spanit@uvic.ca
Student representative	TBD			

COURSE REQUIREMENTS – MA HISPANIC STUDIES, OR MA HISPANIC & ITALIAN STUDIES

Masters students (thesis) – Program length: 1.5-2 years

9.0 units

SPAN 500 – Introduction to Bibliography and Methods of Research

SPAN 502 – Core Reading List Course I

SPAN or ITAL 503 – Core Reading List Course II

4.5 units graduate-level courses (1.5 units may be from outside of the department and 1.5 units at the undergraduate level) (with approval of department)

6.0 units

SPAN 599 – Master’s Thesis and Oral Examination

Masters students (project-based) – Program length: 1.5-2 years

12.0 units

SPAN 500 – Introduction to Bibliography and Methods of Research

SPAN 502 – Core Reading List Course I

SPAN or ITAL 503 – Core Reading List Course II

7.5 units graduate-level courses (1.5 units may be from outside of the department and 1.5 units at the undergraduate level) (with approval of department)

3.0 units

SPAN 598 – Master’s Essay and Oral Examination

PhD by Special Arrangement students

Doctoral programs by special arrangement are available based on student interest and faculty expertise. To apply, students should consult the section on programs by special arrangement (SPARR) of the Faculty of Graduate Studies:

<https://www.uvic.ca/graduatestudies/programs/home/programdescriptions/programs/special-arrangement.php>

SUPERVISOR

Determining your supervisor

The Graduate Advisor will act as supervisor for the initial term for all students, unless another supervisor has been identified in the application process. After the first term, the thesis student’s regular supervisor will be confirmed.

SUPERVISORY COMMITTEE

Nominating your supervisory committee

The supervisor will, in consultation with you, determine the supervisory committee members within the first two sessions (three terms) of registration (for thesis or project-based students).

For both Master's Thesis and Project-Based Master's degrees, the committee will consist of a supervisor from the department, and at least one other member.

EXPECTED MEETING FREQUENCY

With your Supervisor

You should meet with your supervisor to discuss your research (in person, electronically, or by correspondence) at least twice per term, unless you are on leave.

EXPECTED TURNAROUND TIME OF ANNOTATED THESIS, DISSERTATION OR PAPER

Drafts are normally returned to students within 20 business days or as agreed.

REQUIRED THESIS FORMATS

Thesis formats should follow the latest version of the guidelines published by the Faculty of Graduate Studies on their website: <http://www.uvic.ca/graduatestudies/resourcesfor/students/thesis/index.php> .

UNIT FUNDING POLICIES

You may receive funding from many different sources, including: fellowships, scholarships, teaching assistantships, and research assistantships. UVIC has policies and guidelines for each of these funding sources. You should ensure you are aware of the policies governing your funding, if applicable. (See Faculty of Graduate Studies website: <https://www.uvic.ca/graduatestudies/finances/financialaid/uvicawards/index.php>)

Each year students are eligible for University graduate funding of up to \$15,000 per year, tenable for two years. Qualified students may also be hired as teaching assistants with funds available for one course annually to be taught by a graduate student at a value of approximately \$6,000.

If you have questions or concerns about your funding you can seek advice and guidance from the Department's Graduate Advisor or the Faculty of Graduate Studies.

Scholarships

There are two departmental scholarships available to graduate students:

The Louise Fothergill-Payne Memorial Scholarship is awarded annually to a student who, in the opinion of the department, shows the most academic promise and submits a research project that, in its judgement, will lead to the publication of that student's work in a refereed context. The award must be used to support completion of such a project and may be awarded to the same student on more than one

occasion. In cases of candidates of equal merit, preference will be given to a project involving either "Celestina" or golden age theatre. Selection of the recipient will be made by the Graduate Awards committee upon recommendation of the Department of Hispanic and Italian Studies.

And

The Peter Fothergill-Payne Travelling Scholarship is awarded annually to a student who shows academic promise and submits a research project that, in the opinion of the department, requires travel for the presentation of the student's work at a conference or will lead to the publication of the student's work in a refereed context. The award must be used to this end and may be awarded to the same student on more than one occasion. In the case of candidates of equal merit, preference will be given to the project nearer completion. The award will be made by the Graduate Awards committee upon the recommendation of the Department of Hispanic and Italian Studies.

Notification of Award Competitions

For the Fothergill-Payne Scholarships, students will be notified annually of the deadline for submission of a proposal, normally in December. You would be required to submit a proposal of one to two pages detailing how the scholarship will assist you in your program.