



**University
of Victoria**

History

Graduate Program Handbook

Department of History

2024-25

We acknowledge and respect the Ləkʷəŋən (Songhees and Esquimalt) Peoples on whose territory the university stands, and the Ləkʷəŋən and W̱SÁNEĆ Peoples whose historical relationships with the land continue to this day.

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1. ABOUT THE DEPARTMENT OF HISTORY

Why Study History?

History is crucial to understanding the paths that brought societies to where they are today. It gives us the tools to reflect on who we are, where we have come from and where we might go. Exploring the past is intellectual detective work—engaging, challenging and stimulating. Studying history helps us understand our world, how it came into being and how to make educated, informed decisions for the future. It can also be a wise career choice.

Students studying history at university have excellent chances in today's and tomorrow's economy of getting rewarding employment in hundreds of different jobs that draw on the skills acquired in their history classes. Their history degrees will not only lead most to careers with lifetime incomes comparable to other professionals, but also equip them to be among the most engaged citizens in our democracy. Whether you participate in field schools abroad, dig into archives, get involved in local and Indigenous community outreach or participate in digital mapping and public history projects, UVic History offers dynamic learning opportunities that will transform you.

About the Department of History

The Department of History at the University of Victoria is a vibrant, close-knit community comprised of dedicated faculty, staff, continuing sessional instructors, emeritus faculty, and adjunct faculty. Our unit has witnessed many changes since the founding of the University of Victoria in 1963. From an early focus on modern European, British, US, and Canadian history, the faculty complement has grown over the years to include now approximately 30 regular faculty members and 40 emeritus/adjunct professors with expertise in a wide range of thematic and geographic areas. UVic History has an exceptionally strong research and research culture, with faculty producing many award-winning books and major research grants.

About the History Graduate Program

The History Graduate Program is one of more than 160 graduate programs at the University of Victoria. Faculty in the department offer supervision in a broad range of areas. We are particularly strong in Indigenous history, digital history, public history, military history, history of gender and sexuality, political history, racism, immigration and ethnicity, religion, legal history, environmental history, Canadian history, BC and Pacific Northwest history, World history, and European and colonial history.

The Department offers four Master's degree options and two PhD degree options. At the Master's level, students may take the: 1) Thesis-Based stream (designed to be completed in 24 months); 2) Project-Based stream (designed to be completed in 12

months; 3) Public History stream (designed to be completed in 18 months); or 4) Thesis-Based with a concentration in Cultural, Social, and Political Thought (CSPT) stream (designed to be completed in 24 months). At the PhD level, students may take: 1) PhD Program stream (designed to be completed in 4 years); or 2) the PhD with a concentration in Cultural, Social, and Political Thought (CSPT) stream (designed to be completed in 4 years). For more information on History Graduate Program offerings, see the section on Program Specific Information.

History Main Office

The History Department office is located on the second floor of Clearihue (CLE) Building in A-wing (A203). Here, you will find mail bins for graduate students where you will can pick up general mail, graded assignments, and TA work. The Department of History Chair's office and the administrative assistants for the department are located in CLE A203. Their contact information is below:

History Contacts

Jason Colby, History Department Chair

histchr@uvic.ca

Christine O'Bonsawin, Graduate Advisor

histgradadv@uvic.ca

Heather Waterlander, Graduate Program Assistant

histgrad@uvic.ca

250-721-7384

Consuela Covrig, Administrative Officer

histao@uvic.ca

250-472-5661

Alison Hogan, Undergraduate Assistant and Assistant to the Chair

clio@uvic.ca

250-721-7383

Graduate Student Offices

You are encouraged to make use of the History MA and PhD offices. The MA and the PhD offices are located on the second floor of the Clearihue Building, D Wing, rooms D286 (MA) and D284 (PhD). Students need to contact the Graduate Program Assistant to access the graduate student offices.

The Graduate Student Union (GHSU)

The GHSU is an organization of graduate student volunteers in the Department of History at the University of Victoria. We are here to represent you inside and outside the Department and to help ensure you have the best possible experience as a History Grad Student at UVic! We encourage you to get involved, either as part of the GHSU or come out to events, presentations, and work sessions – let's support each other!

THE GHSU mandate includes:

- Promoting and representing graduate student interests within the Department of History
- Providing a forum for discussion of issues and concerns of graduate history students
- Promoting the work of graduate history students through lectures, workshops, and publications
- Promoting inter-student relationships and fostering a community spirit within the Department
- Publishing *The Graduate History Review*, our annual graduate history journal.

Executive positions within the GHSU include:

President
Vice President
Events Coordinator
Secretary
Treasurer
First Year Representative
GHR Co-Editors
GSS Representative
CUPE Representative

If you would like to be a part of the GHSU executive, please contact us! If you have any questions, you can reach us at graduatehistorystudentunion@gmail.com

2. GRADUATE PROGRAM SPECIFIC INFORMATION

The Department of History offers programs of graduate study leading to the degrees of Master of Arts with an optional stream in Public History and Doctor of Philosophy in a wide range of specialized areas. Programs require formal course work as set out in detail below. Course work is selected in consultation with the Graduate Adviser and the student's supervisor. Attention is paid to both the specific research interests of the student and the need for exposure to diverse subjects and methodologies. Students in the MA in History (Thesis-based) and in the PhD complete and defend a thesis or dissertation; students in the MA in History (Project-based) complete an extended research paper; students in the stream in Public History complete a practicum and a major project.

Below you will find information on the History Graduate Program offerings, including our four Master's degree options and four PhD options.

MASTER'S STREAMS

i. MA in History (Thesis-based)

The MA Thesis-based stream is designed to be completed in 24 months (of full-time study). It is expected that you remain registered full-time throughout the program, and it is required that you are registered for a minimum of five full academic semesters. During that time, you are required to complete four 1.5-unit History seminars or equivalents during your first year and complete a thesis during your second.

COURSE REQUIREMENTS (UNIT VALUES)

HSTR 500: Historiography	1.5
Geographical Field Course	1.5
Topical Field Course	1.5
Geographical or Topical Field Course	1.5
Thesis (HSTR 599: MA Thesis)	9.0
TOTAL	15 units

STREAM EXPECTATIONS

Be sure to meet with your thesis supervisor soon after you start your program, but your intensive work on the thesis normally begins after you finish your first eight months of coursework. At the end of the first month of their fourth term of registration, students must submit a short historiographical report on their thesis topic to their supervisor. This must include an explanation of how they plan to complete their research. If this report is not completed by the first month of the fifth term of registration, the student will be required to meet with his or her supervisor and the Graduate Adviser. If the report is not submitted within a week following this meeting, the student will normally be required to withdraw from the program by the end of the fifth term.

According to the Department's guidelines, a MA thesis is usually 70-120 pages. It is based on primary sources and has an introduction, a conclusion, and 2-3 body chapters. Your supervisor will be able to help you develop a thesis topic that is appropriate to your field of research.

ii. MA in History (Project-based)

The MA Project-based stream is designed to be completed in 12 months (of full-time study) and involves writing a Major Research Paper (MRP). Project-based students normally complete five 1.5-unit History courses during their first eight months in the program. It is recommended that students take HSTR 500 in a semester when only enrolled in one other History seminar. In the summer, after your first eight months in the program, students then complete HSTR 598 (MRP) and HSTR 550. Be sure to consult with your supervisor and/or the graduate adviser when choosing your courses.

COURSE REQUIREMENTS (UNIT VALUES)

HSTR 500: Historiography	1.5
Geographical or Topical Courses	6.0
HSTR 550: Research Methods for Master's Project	1.5
<u>HSTR 598: Major Research Paper</u>	<u>6.0</u>
TOTAL	15 units

STREAM EXPECTATIONS

Getting started on your MRP involves contacting your supervisor and filling out the Department of History [Masters Student-Supervisor Form](#) together. This form will help you develop a research plan and writing plan and establish the rules of engagement (e.g., how often you will meet with your supervisor, where you might find relevant sources, etc.). This form is due to the Graduate Program Assistant and the Graduate Advisor by May 31 after your first eight months in the program.

Students will register and remain enrolled in HSTR 598 until the final project is completed and assessed. MRP students are also required to register in HSTR 550. This course is a directed reading historiographical and research methods course. Register for HSTR 550 in the semester that you intend to complete the MRP and not before! (Do not enroll if you know you are part-time or have other coursework you need to complete, which will make it unrealistic to complete in that semester). Normally, an MRP student would register for HSTR 550 in the summer after their first eight months of study in the program. Registration in HSTR 550 is conditional on the submission of a five-page project proposal and its approval by the supervisor. To register in HSTR 550, contact the Graduate Program Assistant. They will then contact your supervisor for departmental permission and, if approved, will give you authorization to register and notify you by email.

The Major Research Project will normally be based on primary research and will emerge from a paper written for a graduate course. The major research paper must be 40-45

typed pages and will be written in the form of a journal article. The supervisor and an additional faculty member will grade the project. The second reader must be a member of the Faculty of Graduate Studies. This project will not be subject to oral defense. The supervisor and the second reader will offer a percentage grade to the Graduate Advisor, who will reconcile the two grades.

iii. MA in History (Public History stream)

The Public History stream is designed to be completed in 20 months (of full-time study) and to prepare students to work as public historians, producing historical materials for non-academic audiences. Public historians work for government, in museums and archives, on tourism boards, at historical re-enactment sites and anywhere where history is experienced by the public.

Throughout the program, Public History students are required to register for at least three full-time academic semesters and one full work experience semester. They are required to complete four 1.5-unit History seminars (HSTR 515A is mandatory and HSTR 500 is strongly recommended). In addition, students are required to complete two Cultural Heritage Management courses (AHVS 486A-489L) or equivalents. In addition to coursework, Public History students are required to complete two additional requirements: a public history work experience and a final project related to their research.

Use your time wisely! This is an intense program that requires sensible planning. Decide early whether your final project will likely be based on work you complete during your work experience semester. Plan with your supervisor from day one to ensure you fulfill all requirements within the required time frame.

COURSE REQUIREMENTS (UNIT VALUES)

HSTR 515A: Public History	1.5
Topical or Geographical HSTR courses	4.5
AHVS 480 series courses in Cultural Resource Management	3.0
<u>HSTR 597: Public History Research Project</u>	<u>6.0</u>
TOTAL	15 units

STREAM EXPECTATIONS

WORK EXPERIENCE:

Students are required to complete a semester of work experience, normally over the summer after their first year, with a museum, archive, historic site or other public history organization. This work experience could be a paid position obtained through the University of Victoria Co-op program (a minimum of 420 hours), a full-time paid position. Alternatively, students may do a part-time unpaid internship (a minimum of 210 hours). Students should expect to be flexible: work experiences may require relocation to another city or region, and opportunities must be actively sought. Students with professional public history work experience or have extensive volunteer experience should contact the Graduate Advisor about the possibility of waiving this requirement.

Work experience is a fantastic opportunity to learn skills specific to your field of interest or broaden your general understanding of public history.

The sooner you start thinking about and looking for work experience opportunities, the more likely you are to succeed in finding something of interest to you! To simplify this process, we encourage students to complete their work experience through [UVic Co-op](#). The [Humanities Co-op Coordinator](#) can assist in searching for paid public history work experience. The Graduate Advisor (or designate) must also vet any possible co-op employment regarding its applicability to public history. Students normally register in the co-op program in January of their first year and should expect to hear back from prospective employers by the end of April for summer employment. Students are also encouraged to find paid and unpaid internships independently and then contact co-op to formalize the relationship (again, be sure to keep the Graduate Advisor in the loop!) If you are having trouble pinning down a work experience, please do not hesitate to contact the Graduate Advisor.

*International students should contact their supervisor as well as the co-op coordinator early in the process, as there could be delays or extra steps to be taken to prepare for a work term placement. Some paid summer co-op work opportunities are only available to Canadian citizens or residents, so you need to be extra creative and proactive to find the right work experience for you!

Students undertaking a work experience will normally register in the semester for a co-op work term, which requires a lower fee payment.

FINAL PROJECT or MAJOR RESEARCH PAPER:

Students either complete a written major research paper (40-50 pages) on a public history topic or a final project (e.g., website, exhibit, film, or other public history project) and documentation paper (20 pages) normally based on primary research explaining the research and its public history implications.

Work on the final project begins approximately eight months into the program. Public History students are required to meet with their supervisors to discuss research plans and together complete the MA Student-Supervisor Form. This form is due to the Graduate Program Assistant and Graduate Advisor by May 31. Determining what form the project might take, how work experience might fit into the project, and identifying key skill sets needed to be developed to undertake the project are all important elements of the student-supervisor form.

In addition, in the first week of the semester that you intend to finish your project, public history students are required to submit a project proposal to their supervisor and one member of the Public History Sub-Committee for approval. Public history projects do not require the formation of a supervisory committee. Students normally enroll in HSTR 597: Public History Final Project once they begin working on the project full-time.

Normally, a student registers continuously in HSTR 597 during those semesters in which they work substantively on the final project. Students who are registered for co-op work experience terms are not required to concurrently register for HSTR 597, even if they are working on their final project during the work experience.

Public history projects will be evaluated by the supervisor and a second UVic faculty member (usually but not necessarily a member of the Department of History). Assessors are responsible for visiting or otherwise accessing nonwritten projects on or off-site. The assessment will be based on the major research paper (40-50 pages) on a public history topic or a final project (e.g., website, exhibit, film, or other public history project) and documentation paper (20 pages). The supervisor and the second UVic faculty member will offer a percentage grade to the Graduate Advisor, who will reconcile the two grades. Students must remain enrolled in HSTR 597 until the final project is completed and assessed.

Formatting the “paper” part of your public history project: please follow The Chicago Manual of Style (notes and bibliography) and the directions for formatting indicated on the Faculty of Graduate Studies for theses (but feel free to omit elements such as acknowledgements, etc. that do not apply to your project).

iv. MA in History with a concentration in Cultural, Social, & Political Thought (Thesis-based)

The Cultural, Social, and Political Thought (CSPT) concentration is an interdisciplinary graduate concentration open to selected MA and PhD students in Anthropology, English, Environmental Studies, History, Political Science, and Sociology and students must meet the admission requirements for the History MA or PhD program as well as specific requirements of the CSPT program.

Those students accepted into the CSPT program will engage with sophisticated theory that goes beyond disciplinary boundaries to address key issues in cultural, social, and political thought. The supervisor or co-supervisor of CSPT students must be a part of the CSPT program.

COURSE REQUIREMENTS (UNIT VALUES)

CSPT 501: Contemporary Cultural Social and Political Thought	1.5
HSTR 500: Historiography	1.5
HSTR 501-591	3.0
CSPT 500-level	1.5
HSTR 599 (MA Thesis)	9.0
TOTAL	16.5 units

STREAM EXPECTATIONS

For full information about the Cultural, Social, and Political Thought (CSPT) program see: <https://www.uvic.ca/interdisciplinary/cspt/>

PhD STREAMS

i. PhD Program stream

Students registered full-time in the PhD program are expected to complete all coursework and all candidacy examinations during the first two years of study and to complete the research and writing of their dissertation in the following two or three years. The Doctoral degree requires credit in 7.5 units of graduate courses, the successful completion of comprehensive exams, and the completion and defense of a dissertation.

COURSE REQUIREMENTS (UNIT VALUES)

Historiography (HSTR 500)	1.5
Geographical or Topical Field Courses (HSTR 601-691)	4.5
Historiography for Dissertation (HSTR 600)	1.5
Candidacy Exams (HSTR 693)	3.0
Dissertation Proposal (HSTR 695)	1.5
<u>Dissertation (HSTR 699)</u>	<u>25.5</u>
TOTAL	37.5 units

STREAM EXPECTATIONS

COURSE WORK:

Students are required to take HSTR 500 if they have not completed an equivalent course at the MA level, HSTR 600: Historiography for Dissertation with their supervisor and three other 600-level (HSTR 601-691) field courses.

CANDIDACY EXAMINATIONS:

Students write three candidacy examinations, one major field exam (linked with two courses) and two minor field exams (each linked with one course). The professors with whom the field courses are taken normally serve as examiners for the corresponding candidacy examination. Students are required to write each candidacy exam at the end of the semester in which the coursework for that field is completed. Exams are three hours in length in each.

The 600-level field courses are defined as geographical and topical. Students are strongly encouraged to develop a program, in consultation with their supervisor and the Graduate Adviser, that draws from both types. Geographical field courses are defined by territorial or regional boundaries. Topical field courses examine significant themes that cut across geographical and/or temporal boundaries, such as social, military, intellectual/cultural, family, women's, Indigenous, gender, religious, colonial, world or maritime history. Doctoral field courses are usually enhanced versions of 500-level graduate courses: they involve the same coursework as the 500-level version of the course plus additional assignments, including completing an expanded list of readings.

In order to constitute a major field, students will normally choose a course from the regular list of field courses (HSTR 601-691) and supplement it with HSTR 600. Alternately, students may combine two linked 600-level field courses (i.e., pre- and post-

1900 Canadian History, 603A and 603B) into a major field and use HSTR 600 as one of the minor fields. The two courses that compose the major field will be examined together, with a single exam following the completion of the second of the two courses. With the approval of the graduate adviser, students may also take one field course in another department or from another university.

Students will normally pass all three comprehensive examinations within 24 months of registration. In doing so, students will have satisfied the candidacy examination requirement (HSTR 693). A student who fails only one comprehensive exam will be allowed to rewrite that exam a single time within three months of the original exam date. A second failure of one comprehensive examination or the failure of more than one comprehensive examination will normally result in withdrawal from the PhD program. Students must satisfy the candidacy examination requirement before advancing to the dissertation proposal (HSTR 695).

DISSERTATION:

After completing the written candidacy exams, students are required to present their dissertation proposal to the supervisory committee at a meeting chaired by the graduate adviser. This process will normally occur during the spring term of a student's second year in the program. The proposal is graded on a pass/fail basis and entered as the student's grade for HSTR 695. Students are allowed a second attempt within three months should they fail the process on the first try. With permission of the Graduate Adviser, students who satisfy normal program requirements may be allowed to present their dissertation proposal before the spring of their second year.

The dissertation proposal, a document of between 20 and 30 pages, normally contains the following elements:

- Introduction which provides basic context/background
- Literature review/historiography
- Dissertation Question/Argument
- Significance of the project
- Methodology/Approach (this section can take various forms – declaring yourself a certain type of historian (social, cultural, intellectual, political), noting a style you are emulating, e.g., Foucauldian analysis, drawing on Bourdieu's notion of habitus, or offering particular themes and how they might translate into chapter topics)
- Research Agenda/Plan (include information about archives you will visit and documents you wish to see)
- Chapter breakdown
- Timetable with specific completion dates for research and writing of each chapter
- Bibliography

ii. PhD with a concentration in Cultural, Social, and Political Thought stream

Students applying to the Cultural, Social, and Political Thought (CSPT) concentration-an interdisciplinary graduate concentration open to selected PhD students in Anthropology, English, Environmental Studies, History, Political Science, and Sociology-must meet the admission requirements for the PhD program. Applicants must apply online, choosing the Concentration in Cultural, Social and Political Thought (CSPT) option for History. If approved by the department, the application will be reviewed by the CSPT Admissions Committee. For full information about the program, see the [CSPT website](#). Students must meet the core graduating requirements of the individual departments as well as the specific requirements of the CSPT program. The Graduate Adviser in History should be consulted for details.

COURSE REQUIREMENTS (UNIT VALUES)

HSTR 500 (Historiography)	1.5
HSTR 600 (Historiography for Dissertation)	1.5
HSTR 601-691 courses	4.5
CSPT 601 (Contemporary Cultural Social and Political Thought)	1.5
Other CSPT courses	1.5
HSTR 693 (PhD Candidacy Examinations)	3.0
HSTR 695 (Dissertation Proposal)	1.5
<u>HSTR 699 (PhD Thesis)</u>	<u>25.5</u>
TOTAL	40.5 units

STREAM EXPECTATIONS

For full information about the Cultural, Social, and Political Thought (CSPT) program see: <https://www.uvic.ca/interdisciplinary/cspt/>

3. GRADUATION REQUIREMENTS

Submitting Your MA Paper/Project and Requirements for Degree Competition

- Submit your paper/project to your supervisor and second reader for grading
 - [Apply to Graduate](#): Each candidate for a degree, diploma or certificate must complete a formal application for graduation. The deadlines to submit completed applications are as follows:
 - November 15 for students completing in December for spring graduation
 - February 15 for students completing in April for spring graduation
 - July 15 for students completing in August for fall graduation
 - The deadline for completing all requirements for the degree is 3:00 pm on the final business day in the term in which the Oral Examination, Final Project or Capstone Course are completed. Details are available on the website of the Faculty of Graduate Studies.
 - Letter of Recommendation (received from Department)
 - Additionally, students are required to submit 1 pdf copy of paper/project to the History Graduate Program Assistant (histgrad@uvic.ca)
-

Submitting Your MA Thesis or PhD Dissertation to Graduate Studies

Once your revisions are complete, you can submit your Request for Oral Examination form to Graduate Studies along with a copy of your thesis.

For this process:

- Your entire committee must clear the thesis as defensible.
- You and your supervisor decide on a date for your oral examination.
- The Graduate Program Assistant books a room and schedules the defense. If committee members or the external examiner need to video conference into the defense, ask the Graduate Program Assistant to book a video conference room with technical support.
- Save your thesis as a PDF file as follows:
LastName_FirstName_MAorPhD_Year.pdf
- Email your thesis to the Graduate Program Assistant for submission to Graduate Studies (FGS).
- The Graduate Program Assistant completes Request for Oral Examination (ROE) form. Your ROE must be completed and signed by you and each supervisory committee member.
- **Once completed, the form is submitted with your thesis copy to the Faculty of Graduate Studies a minimum of 20 working days before the examination for Master's students and 30 working days for Ph.D. candidates** (not including the day of defense). Once this form has been completed and submitted to the Faculty of Graduate Studies, no changes are to be made to the thesis prior to the oral defense. This delay means that, practically speaking, there will be a delay of

ONE MONTH for Master's students and SIX WEEKS for Ph.D. candidates between your submission to Grad Studies and your defense date.

- **After the defense, review and make any changes or corrections required by the defense committee before submitting your thesis to UVicSpace.**
 - Formatting guidelines:
<https://www.uvic.ca/students/graduate/thesis-dissertation/index.php>
 - Thesis and dissertation format requirements:
<https://www.uvic.ca/graduatestudies/forms-policies/data/sample-samplepages.pdf>
-

Thesis Withholding

If you plan on publishing any portion of your thesis, we recommend you withhold your thesis. The thesis will not be accessible to anyone, but a brief record of its existence will be available for a period of 12 months on UVicSpace.

Preparing For Your Defence

Students are usually asked to provide a 10–15-minute presentation on their thesis to start the defense. You can prepare a PowerPoint, but that isn't necessary. Everyone in the room (except the chair of the defense) will have read your thesis carefully. Instead, it's often more interesting to situate your thesis in a broader context. What brought you to the thesis? What did you feel you did a good job with? What would you do differently if you had more time or could start the project over again? What do you think some of the broader implications of your study might be? How might you edit the thesis for future publication? This makes for a lively presentation and often heads off questions about your research methods and approaches.

After your presentation, there will be two rounds of questions: starting with the external member, then the committee member who is normally from the department, and then your supervisor. Sometimes, the defense chair also asks questions. After all that is finished, you will be asked to leave the room while the committee deliberates.

Remember: defenses are public so feel free to attend the defenses of your fellow students and invite friends and family to your own. The committee can decide that your defense is not acceptable, and your thesis is not acceptable, but this rarely happens. More commonly, candidates are required to make changes to the thesis before it can be submitted in its final form. Minor changes generally only take a few days to make; if you are required to make major changes, your supervisor is required to sign off to make sure you have completed the changes.

Submitting to UVicSpace

UVicSpace, our learning and research repository, preserves and provides access to the digital scholarly works of UVic faculty, students, and staff.

Please visit the Library UVicSpace website at <https://libguides.uvic.ca/uvicspace/> for more information.

You will need to create a UVicSpace account:

Go to <https://dspace.library.uvic.ca/home>

Click **Log In --> New user? Click here to register.**

Type your **email address** --> click **Register.**

Verify your email address.

- After your oral defense, once all revisions have been made and your committee has approved your thesis, convert the final corrected document to PDF.
- Name the final PDF file using the following convention: **Last name_First name_Degree name_Year of Copyright.pdf** (e.g., Smith_John_PhD_2050.pdf)
- Email your Graduate Admissions and Records clerk at grad2@uvic.ca to request account activation and authorization to submit to UVicSpace.
- If you intend to withhold your thesis, withholding must be approved by the Dean's Office **before** you upload your thesis to UVicSpace.
- Submit your thesis to UVicSpace. Please note that normally the thesis **may not be submitted more than once**, even to correct editorial errors.
- You will receive an auto-generated email informing you that your thesis has been approved or rejected. If rejected, make the recommended changes and re-submit.

Submission Requirements for Completion

- [Apply to Graduate](#)
- 1 pdf copy of thesis submitted to UVicSpace
- Thesis Approval Form (received from the Department)
- Approved Withholding Form (if applicable)
- Letter of Recommendation (received from the Department)
- Chair's report (received from FGS Dean's Office)

4. IMPORTANT ACADEMIC INFORMATION

Completion Postponement Adjustment Fee (CPFA)

If you defended your project, thesis or dissertation within the first 15 calendar days of a term, you may be eligible for the [Completion Postponement Fee Adjustment \(CPFA\)](#). With the CPFA, you'll pay a fee (\$255) instead of a full tuition fee payment.

To be eligible, you must:

- be registered in the term in which the defense takes place
- have paid your minimum program fee instalments before that term
- ensure that Graduate Admissions and Records Office (GARO) receives your final documents by the final business day of the month

You won't be eligible to graduate in the same term as your defense if you complete under CPFA. If you complete under CPFA in September or January, you'll graduate in the spring. If you complete under CPFA in May, you'll graduate in the fall.

Maintaining Good Standing

In order to remain in good standing, students are expected to complete all their courses with an A- average while completing coursework. Continuing Master's students will be assessed each year by October 15 to evaluate their progress in the program and offer feedback. Ph.D. students will be assessed each April by their committee to evaluate their progress. If an annual assessment results in an unsatisfactory result, the student may be re-assessed eight weeks later to see if changes have been made. For more information about the review process, see <https://www.uvic.ca/graduatestudies/assets/docs/docs/policies/Graduate%20Supervision%20Policy.pdf>

If a roadblock to completion is identified by the supervisor and Graduate Advisor, and they recommend withdrawal from the program, the student has a right to submit a counterproposal. A final decision regarding continuation in the program will be made by the supervisor and the Graduate Advisor within eight weeks of the initial review.

If you wish to change supervisors because your program of research has altered or for any other reason, you may do so as long as you find another willing supervisor from within the department. Please contact the Graduate Advisor if you are thinking of changing supervisors! If your supervisor decides that they cannot continue supervising you, they must let you know in writing 30 days before they withdraw their mentorship. In this situation, the Graduate Advisor has a responsibility to help you find another suitable supervisor. If interpersonal or intellectual issues arise between a supervisor and their supervisee, they are to be brought to the attention of the Chair of History and the

Graduate Advisor, who will make decisions regarding the resolution of conflicts or termination of the supervisory relationship.

Language Requirement

MA students are not required to fulfill the second language requirement, though some research for your MA program or preparing for a PhD program might necessitate language study.

Ph.D. candidates in the Department of History must demonstrate competency in a language other than English before they defend their thesis. Students may fulfill the language requirement by passing the Department's written translation examination. Additionally, students can take certain language courses as approved by the History Department (normally 3.0 units of 200-level language or equivalent is considered acceptable). Many students may already have satisfied the second language requirement through courses they took as MA students. Students are encouraged to contact the Graduate Program Assistant for more information on the Department's language requirements.

Archived Theses

Theses written by past MA/PhD history students can be accessed through UVicSpace, which is part of the UVic library system.

- Here is the link for UVicSpace: <https://dspace.library.uvic.ca/home>
 - Once on the homepage click the 'Faculty of Humanities' link. From there, click the 'Department of History' link to access defended MA theses.
 - You can also access a list of previous history theses and projects (since 2010) on the History Department website at:
<https://www.uvic.ca/humanities/history/research/graduate-research/index.php>
-

Bibliographical Resources

UVic History Style Guide:

<https://www.uvic.ca/humanities/history/current-students/undergraduate/style-guide/index.php>

Chicago Manual of Style Guide (can be found online via the UVic Library system or in MacPherson Library):

<https://www.uvic.ca/library/help/citation/index.php>

The Graduate History Review (GHR)

The Graduate History Review offers an exciting publishing opportunity for graduate students working in all fields and periods of history. The GHR is a peer-reviewed, open-access journal published by graduate students at the University of Victoria. We welcome original and innovative submissions from emerging scholars in history and related disciplines. We accept submissions on an ongoing basis but have issued a formal Call for Papers in October. For more information, please go to <https://journals.uvic.ca/index.php/ghr>

We also host an event to launch our latest issue in early October. We encourage you to attend!

5. FUNDING

Funding for graduate students comes from a variety of sources, both internal and external, including fellowships and scholarships, donor awards, bursaries, Research Assistantships, and Teaching Assistantships.

Fellowships, Donor Awards and Scholarships

When students are admitted to their program of choice, their offer often includes some fellowship or scholarship funds, offered either by the Department of History or the Faculty of Graduate Studies or both. The value of these fellowships is highly variable (from \$0 to \$17 000). Students are usually made an offer for the first year of study. If the program is longer than one year, then a clause in the offer will indicate what will be offered in the second year (this sum will depend on whether students are registered in the 20-month public history stream or the 24-month thesis stream or whether they hold external funding for the second year). Students are required to remain in good standing and to maintain an A- average in their coursework to be able to renew their funding in the second year of the program.

Payment Schedules for Faculty of Graduate Studies (FGS) Funding

- \$1,000 – \$3,499 – Paid in one installment at the start of the term
 - \$3,500 – \$5,999 – Paid in two installments at the start of two consecutive terms
 - \$6,000 – \$10,499 – Paid in three installments at the start of each term
 - \$10,500 and over will be paid in monthly installments from September to August
- Federal research council awards and other externally funded awards will be paid in monthly installments.
-

Teaching Assistantships

Even if a teaching assistantship is a guaranteed element of a student's funding package, graduate students are required to apply for TA funding in the summer. The deadline is usually in July and final decisions about assignments are made in August before the start of classes. Students who were offered TAs in their funding packages but declined the TA position that is offered to them are not eligible for replacement funding.

Research Assistantships

In addition, individual faculty members who hold external research grants may have research funding to offer graduate students. Sometimes, a Research Assistantship is included in a student's funding package, but often, new funding is available during the term. Be sure to let your supervisor know if you are interested in being considered for

research work and highlight the special skills you might have (like knowledge of a research language or familiarity with digital records and software).

Links to Various Funding Opportunities

- [History Department Awards](#)
 - [Bursaries](#)
 - [Emergency Bursaries](#)
 - [UVic Awards and Fellowships](#)
 - [External Awards and Fellowships](#)
-

Student Awards and Financial Aid (SAFA)

The Student Awards and Financial Aid (SAFA) website is comprehensive and provides multiple ways for domestic and international students to access financial support. The SAFA website can be found here: <https://www.uvic.ca/registrar/safa/>

Students who find themselves in a position of financial hardship during their studies and require bursary support can find information on processes and eligibility here:

- <https://www.uvic.ca/registrar/safa/bursaries/index.php>
- <https://www.uvic.ca/registrar/safa/bursaries/other/index.php>

Please feel free to refer students to the above websites and be assured that our SAFA team has always been and continues to be available to respond with helpful advice and guidance for undergraduate and graduate students who are experiencing financial hardship and who are seeking options for support.

If you have further questions about this information, please contact the Student Awards and Financial Aid team at finaid@uvic.ca or by calling (250) 721-8423 (loc. 8423).

The Social Sciences and Humanities Research Council – Canada Graduate Scholarship – SSHRC-CGSM (MA) and SSHRC-CGSD (PhD)

The CGSM Program (\$27,000 for 12 months, non-renewable) and CGSD Program (\$40,000 per year, 36 months) provide financial support to high-calibre scholars engaged in eligible master's programs in Canada who are a Canadian citizen, a permanent resident of Canada or a Protected Person under subsection 54(2) of the Immigration and Refugee Protection Act (Canada). All eligible graduate students are strongly encouraged to apply. The application process is involved, and it is strongly recommended that students start the process as early as possible.

Doctoral applications are usually due October 1st and master's applications are usually due December 1st. Results are usually available by April 1.

The Faculty of Graduate Studies runs workshops in September (doctoral) and October (Master's) to support students in preparing their SSHRC applications. Sometimes, the Department also offers a workshop, particularly if the university meeting conflicts with classes. The Faculty of Humanities also usually appoints a designated faculty member to read through draft applications. This can be particularly helpful if the faculty member is another department as they can offer perspectives on how best to frame history projects to succeed before the interdisciplinary assessment committee. CGSM and CGSD awards are first ranked at the department level. Not all applications are necessarily forwarded to the university-wide competition.

Information is available here: <https://www.sshrc-crsh.gc.ca/funding-financement/index-eng.aspx>

Travel Grants

Small amounts of travel funds may be available for graduate students to present conference papers, attend conferences, and do research. Funds are allocated on a first-come, first-serve basis, so it is important to submit your application as soon as you have a plan.

The main source of funds is the Faculty of Graduate Studies. Further information and an application are available here: <https://www.uvic.ca/graduatestudies/finances/travel-and-conference-funding/index.php>

For those graduate students who are Component One members of CUPE, Local 4163 (i.e., Teaching Assistants, Lab Instructors, Help Desk workers, and Academic Assistants), you are eligible to apply for the CUPE 4163 Conference Award Fund. Information is available here: <https://4163.cupe.ca/resources/component-1/component-1-conference-award-fund/>

6. HELPFUL INFORMATION

Teaching Assistant Resources

For instructional support to both new and experienced TAs as they navigate through this exciting part of their academic journey, please visit Learning and Teaching Support and Innovation at <https://www.uvic.ca/learningandteaching/ta/>

International Student Information & Resources

[International Student Services \(ISS\)](#) offers pre-arrival, settlement, and ongoing support throughout your studies. The office is located in the Jamie Cassels Centre Room B202d (2nd floor).

ACADEMIC RESOURCES

If you are looking for strategies to improve your academic writing, you can easily find one-on-one help from [The Centre for Academic Communication \(CAC\)](#). All you need to do is register for an account, and then you can book an appointment, bring your list of questions, outline, draft, writing sample or anything academic-related.

[The English Language Centre](#) offers courses designed to improve the language skills of graduate students who do not speak English as a first language. You will be able to meet with other graduate students who are experiencing a similar situation and can work together to improve your English proficiency. Please note the teacher will not focus on an individual's specific thesis work, but will instead give general direction and help with presentation skills, grammar, etc.

ADDITIONAL RESOURCES

[The UVic Global Community](#) provides opportunities to meet friends from around the world. They also have a [Facebook group](#).

All students, faculty and staff on campus are welcome to join the Conversation Partners Program. This program provides opportunities for students with English as an additional language to practice, build confidence, and improve their conversational English skills.

Learn more here: <http://www.uvic.ca/international/home/global-community/conversation-partners/index.php>

Graduate Student Society (GSS)

The [Graduate Student Society \(GSS\)](#) provides plenty of opportunities for graduate students to socialize, but they're so much more than that! The GSS offers everything from travel grants (for presenting at conferences or conducting research) to childcare bursaries for those who need such support. They also provide room bookings (free for grad students), health & dental coverage, trivia nights, and host campus radio CFUV 101.9 FM. Have an issue with your supervisor? The GSS will advocate on your behalf. Plus, graduate students get discounted food at the Grad House restaurant. If you've offered to drive someone to the airport but realize you don't have a car, don't worry -- the GSS also has car co-ops. Find the GSS offices in the Halpern Centre for Graduate Students (GSC) near the bus loop.

Health & Dental Information

All graduate students are eligible to opt in/out of the University's health and dental plan. The Graduate Student Society (GSS) provides comprehensive information on the health and dental plan.

*The deadline to opt out of the health and dental plan is September 30 (January 31 for January start students).

For more information, please visit: <https://gss.uvic.ca/health-dental/>. For specific questions and concerns, please contact the GSS Health and Dental Coordinator at gssoffice@uvic.ca.

ONECard Information

The [ONECard](#) is your all-in-one- UVic ID. It acts as your student identification, library card, bus pass, recreation facilities pass, and can be used to purchase food on campus and much more. Information on how to obtain your ONECard and its uses is available here:

<https://www.uvic.ca/onecard/>

Don't forget to activate it!

Libraries at UVic

Your [ONECard](#) is your library card. Information on borrowing and material limits is here:

<http://www.uvic.ca/library/use/borrow/index.php>

There are two libraries at UVic:

[Mearns Centre for Learning – McPherson Library](#) is the main library on campus, which also houses the archives and the [BiblioCafé](#).

[Diana M. Priestly Law Library](#) is located in the Fraser Building.

The Libraries offer various supports for [Graduate Students](#), including [study room bookings](#), [lockers for graduate students](#), a [graduate student orientation summary](#), and various other supports.

Café Historique

Café Historique, organized by the History Department, is a public lecture and discussion series held monthly at Hermann's Jazz Club. For more information:

https://www.uvic.ca/humanities/history/home/news/archive/cafe_historique.php

Useful Contact Information

Ombudsperson

Annette Fraser

250-721-8357 ombuddy@uvic.ca

<http://uvicombudsperson.ca>

CUPE 4163

250-472-4778 or 250-853-3863

office4163@gmail.com/

<http://4163.cupe.ca>

Mearns Centre for Learning – Research Help Desk - McPherson Library

Phone: 250-721-8274

askref@uvic.ca, or by online form:

<http://www.uvic.ca/library/research/ask/askref.php>

Subject Librarians

Graduate students are also privy to subject-specific librarians, the History and Graduate Studies librarians:

Scott Johnston, Library Collections Management, Library References
Services

250-472-5479; scjo@uvic.ca

Michael Lines, History, Philosophy, & Newspapers
250-721-8252; mlines@uvic.ca

Centre for Academic Communication

Located on the main floor of McPherson Library in room 135J, the CAC offers writing support services and tips on improving academic communication.

Nancy Ami, CAC Manager: 250-853-3675; cacmgr@uvic.ca

Centre for Accessible Learning (CAL)

Voices and TTD: 250-472-4947

calfrontdesk@uvic.ca / <https://www.uvic.ca/accessible-learning/index.php>

Indigenous Academic & Community Engagement

Located in the First Peoples House

250-472-4913

iacereceptionist@uvic.ca / <http://www.uvic.ca/services/indigenous/index.php>

International Student Services

250-721-6361

icsinfo@uvic.ca / <https://www.uvic.ca/international/index.php>

UVic Bookstore

250-721-8311

bookstore@uvic.ca / <https://www.uvicbookstore.ca>

Student Wellness Centre / Health Services

Health and Wellness Building

<https://www.uvic.ca/student-wellness/> 250- 721-8563 / moa@uvic.ca

Multifaith Centre

Provides a space for prayer, meditation, and services for various denominations

<https://www.uvic.ca/search/maps-buildings/buildings/multifaith-centre.php>

250-721-8338 / multifaith@uvic.ca

Child Care Services

250-721-8500 / childcare@uvic.ca / <http://www.uvic.ca/services/childcare/>

Residence Services

250-721-8395 / housing@uvic.ca / <http://www.uvic.ca/residence/>

Family Centre

Provides activities and drop-ins for children and their families

250-472-4062; familyc@uvic.ca / Facebook: UVicFamilyCentre

<http://www.uvic.ca/familycentre/>

Co-operative Education Program and Career Services

250-721-7628

coopinfo@uvic.ca / <http://www.uvic.ca/coopandcareer/>

Learning and Teaching Support and Innovation

250-721-8571 / <http://www.uvic.ca/learningandteaching/>

Campus Security

SafeHaven is located in the [Campus Security Building](#) (near the Bookstore). Come into Campus Security Services if you ever need assistance. We are open 24 hours a day, 7 days a week. Our front foyer is a safehaven that has a [surveillance camera](#) and [intercom](#) that will put you in direct contact with the Dispatcher, who can immediately radio a Security Officer for assistance.

SafeWalk (250-721-7599) provides a safe walk service available to members of the University Community 24 hours a day, 7 days a week. The SafeWalk escort service is provided from building to building, building to vehicle, and vice versa within the boundaries of campus, including the Ian Stewart Complex.

When receiving a call for a SafeWalk escort, the Security Officers taking the request will make every possible attempt to have the safe walk service to your location as soon as possible. However, at times, situations, such as heavy call load or weather conditions, can delay the SafeWalk escort. A call back number will enable us to contact you in the event of a lengthy delay.

Safewalk can also be requested by calling from any of [Campus Security's 15 "Direct Dial to Campus Security"](#) public courtesy phones around the University campus.

Campus Alone is a UVic program initiated and provided by Campus Security Services and available to all members of the campus community who work or study on campus during the quiet hours of evenings, weekends, holidays, etc.

Individuals concerned for their personal safety while working/studying alone at night may telephone Campus Security Services at 250-721-7599 and provide the following information:

- Your name, an exact location and phone number in the building if you will be working in an office or a personal cell phone number.
- An estimated time of departure. If this changes, you must advise us.
- Your mode of travel and, if applicable, a vehicle description and location where you've parked your vehicle.
- Call us at 250-721-7599 just prior to your departure.

If we do not receive your call advising of your departure, a Security Officer will follow up and check on you. Note: We will make every effort to visit you while working alone. However, due to unforeseen demands, Security Officers may be involved in emergency situations and be unable to visit you.

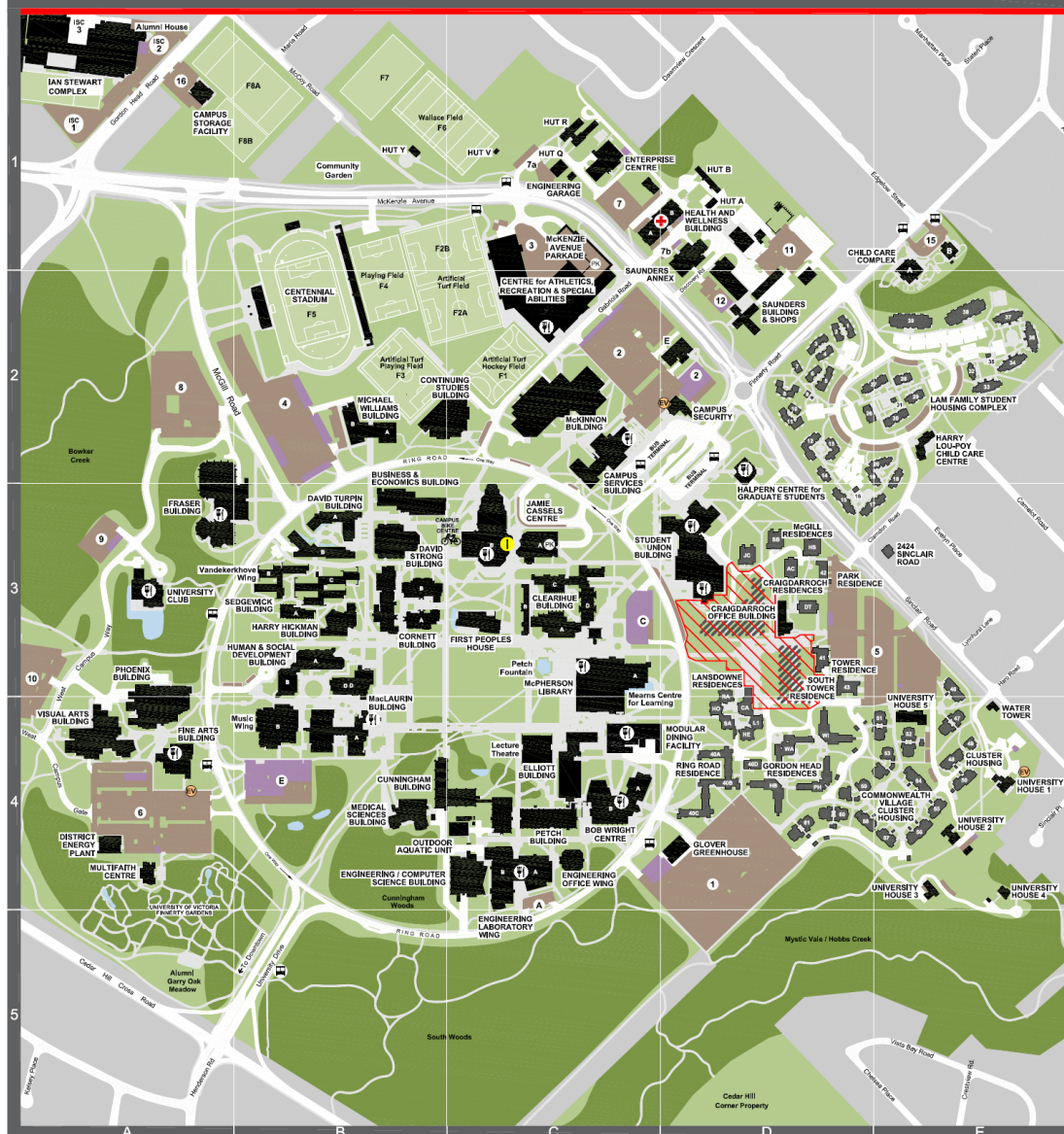
As a reminder, we encourage you to take advantage of the campus SafeWalk program as well (see above). This service is also available to all campus community members who request an escort anywhere within the campus, free of charge. Both Campus Alone and SafeWalk programs are available 7 days a week, 24 hours a day, and are provided free of charge.













In the event of an emergency first call 9-1-1 and then contact Campus Security Services at 250-721-7599.

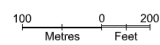
Be smart. Be safe. Trust your instincts.



Campus Map



- | | | | | | |
|---|------------------------------|---|---------------------|---|-------------------------|
|  | Buildings |  | General Pay Parking |  | Welcome Centre |
|  | Residences |  | Reserved Parking |  | Student Wellness Centre |
|  | Buildings Under Construction |  | Construction Zone |  | Food Service Outlet |
| | | | |  | Bus Stop |
| | | | |  | Parkade |
| | | | |  | EV Charging Station |



October 2020