University of Victoria

Department of Pacific and Asian Studies

Graduate Student Handbook

Last revised: September 2021

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

University of Victoria | Pacific & Asian Studies

*This booklet contains guidelines to assist graduate students and supervisors in the successful administration of the Department of Pacific and Asian Studies graduate programs. These guidelines are **additional** and **complementary** to the policies and regulations of the Faculty of Graduate Studies, which are described in the Calendar and the Faculty of Graduate Studies Graduate Supervision Policy . If there is a conflict between information in Faculty of Graduate Studies policies and this handbook, Faculty of Graduate Studies policies take precedence.*

Faculty and students are bound by policies set by the University, Faculty of Graduate Studies, and this Department. We strongly encourage all graduate students and supervisors to read and become familiar with graduate policies and regulations.

If, at any point during your program, you have questions or would like advice, please contact our Graduate Program Assistant at paciasia@uvic.ca or 250-721-7477, or contact our Graduate Advisor.

This handbook will continue to undergo review over the 2020-21 academic year.

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1. GETTING STARTED

1.1. Program Overview

The Department of Pacific and Asian Studies (PAAS) offers graduate programs leading to a Master of Arts degree in one of two streams: Regional Studies or Literary and Textual Studies. The MA includes course work and the writing of a Long or Short Thesis. Pacific and Asian Studies also accepts PhD students by Special Arrangement.

The department is multidisciplinary and covers China, Japan, Oceania, Southeast and South Asia, and a range of transnational themes and issues pertaining to Asia and the Pacific. Particular research strengths include gender, national and ethnic identities; modern and contemporary fiction, cinema, popular culture; Chinese and Japanese linguistics; contemporary theatre (Indonesia, Japan); religion, history and politics; local societies, trade, regional development and globalization; Asian-Canadian studies; Oceania studies.

Students may define their program of study on the Masters degree by choosing to concentrate on (1) the Regional Studies Stream (social, cultural, historical, political or economic themes); or (2) the Literary and Textual Studies Stream (literary, textual, artistic and cultural themes). Both streams emphasize the contemporary period and take a multidisciplinary approach to learning and research.

The PhD by Special Arrangement is a tailor-made program in which the course and other requirements are established by the members of the supervisory committee in consultation with the student.

For further information, see the Pacific and Asian Studies departmental website: https://www.uvic.ca/humanities/pacificasia/graduate/maprogram/index.php

1.2. Principal Contacts

If you are in doubt about who to contact, please ask the Graduate Program Assistant (paciasia@uvic.ca).

Role	Basic Responsibilities	Contact Information
Graduate Program Assistant	▪ Answers questions about graduate programs ▪ Supports graduate students and supervisors in administrative processes ▪ Keeps administrative records	Helena Watling paciasia@uvic.ca 250-721-7477
Graduate Advisor and Chair of the Departmental Graduate Committee	▪ Supports and provides guidance to students ▪ Liaison between students, the Department, and the Faculty of Graduate Studies ▪ Chair of the Graduate Committee	Dr. Andrew Marton amarton@uvic.ca

Chair of the Department	▪ Advice and appeals	Dr. Richard Fox paaschair@uvic.ca
Administrative/ Departmental Secretary	▪ Supports students, faculty, and staff with employment-related administration ▪ Organizes departmental events ▪ Supports Department with accounting forms and purchasing	Jennifer Santos paasadmin@uvic.ca
Co-op Office	▪ All enquiries related to co-op employment	hufacoop@uvic.ca
Graduate Student Representative	▪ Represents graduate students in departmental meetings and on relevant departmental committees	Contact Helena Watling paciasia@uvic.ca for the current representative

1.3. Other Roles in Graduate Programs

- *Supervisor*
  Supervisors play a pivotal role in your graduate program. They advise and support students with the formulation of a thesis/dissertation project, its execution, and the process of writing and defending the thesis/dissertation.

  The supervisor has a fundamental obligation to meet with the student in accordance with unit, program and FGS requirements, and for timely, complete and respectful communication with the student on all academic and scholarly matters. More information on the roles and responsibilities of a supervisor is detailed in the Faculty of Graduate Studies Graduate Supervision Policy.

- *Second Committee Member (or Co-Supervisor)*
  A second member or co-supervisor will also be involved with your program of research and would normally be a regular full-time faculty member in Pacific and Asian Studies; occasionally, the second member could be an adjunct faculty member from another department at UVic.

- *Supervisory Committee*
  Your supervisor and second committee member comprise your supervisory committee and must be members of the Faculty of Graduate Studies prior to being formally approved as a member of a student's committee. Please contact paciasia@uvic.ca if you would like to check a member's status or add someone to your supervisory committee. For further details and requirements for committees, see section 6 for Master's programs and section 7 for the PhD by Special Arrangement.

- *Departmental Graduate Committee*
  The Graduate Committee includes the Graduate Advisor (chair), other regular departmental faculty members (voting members), and the Graduate Program Assistant (non-voting member). The Graduate Student Representative may be asked to serve on this committee from time to time as a non-voting member. The committee reviews applications for graduate admission, makes recommendations for awards and scholarships, and proposes curricular and policy recommendations regarding the graduate programs.

- *Graduate Admissions and Records Office*
  The Graduate Admissions and Records Office works with departments and the Faculty of Graduate Studies in the administration of admissions, registration, and records.

- *Faculty of Graduate Studies*
  The Faculty of Graduate Studies is responsible for university-wide graduate policy, administration of scholarships, final approval of candidacy or program extensions and leave requests, and final oral exams. Issues or concerns that cannot be resolved within the Department are generally referred to the Faculty of Graduate Studies.

1.4. Master's Programs: Important Dates

If you have questions about any of the deadlines or activities below, please email paciasia@uvic.ca or call 250-721-7477.

Master's: Before starting - For new students		
Date	**Category**	**Activity**
Early July	*Employment*	Initial offers for Teaching Assistant (TA) employment
Late August	*Registration*	Register for classes

Master's: Fall term		
Date	**Category**	**Activity**
Early September	*Funding*	Apply for Department of PAAS Donor Awards
Early September	*Program Requirement*	Department of Pacific and Asian Studies Graduate Student Orientation (all new graduate students must attend)
Early September	*Employment*	TA Conference 1 (new Teaching Assistants are encouraged to attend)
Early September	*Employment*	Consider co-operative education program employment
September 15	*Graduation*	To be eligible for September CPFA fee reduction, last day for final oral examination
Mid-September	*Registration*	Deadline to register in courses for the Fall term
Mid-September	*Registration*	Deadline to register for personal leave
September 20	*Employment*	Deadline 1 to apply for co-operative education program employment
Late September	*Funding*	Start preparation for Canada Graduate Scholarship – Master's application, if eligible
September 30	*Tuition and Fees*	Last day for paying Fall term fees without penalty
September 30	*Graduation*	To be eligible for September CPFA fee reduction, last day to submit final thesis and graduation documents
October 31	*Registration*	Last day to withdraw from courses in the Fall term
Early-November	*Graduation*	If completing in Fall term, deadline to submit your Request for Oral Examination form and the version of your dissertation that you will defend
November 15	*Graduation*	Deadline to apply to graduate for students completing in the Fall term
November	*Presentation Opportunity*	Register for the Three Minute Thesis (3MT) competition

December 1	*Funding*	Last day to submit Canada Graduate Scholarship – Master's application, if eligible
Early December	*Graduation*	To be eligible to defend between January 1-15 and get a CPFA fee reduction, deadline to submit your Request for Oral Examination form and the version of your dissertation that you will defend
Mid-December	*Graduation*	Last days to do final oral examination in Fall term
First working day in January	*Graduation*	If completing in Fall term, deadline to submit final thesis and graduation documents

Master's: Spring term		
Date	**Category**	**Activity**
Early January	*Employment*	Consider co-operative education program employment
Early January	*Employment*	TA Conference 2
January 15	*Graduation*	To be eligible for January CPFA fee reduction, last day for final oral examination
Mid-January	*Registration*	Deadline to register in courses for the Spring term
Mid-January	*Registration*	Deadline to register for personal leave
January 20	*Employment*	Deadline 2 to apply for co-operative education program employment
January 30	*Graduation*	To be eligible for January CPFA fee reduction, last day to submit final thesis and graduation documents
January 31	*Tuition and Fees*	Last day for paying Spring term fees without penalty
February	*Presentation Opportunity*	3MT Competition Preliminary Heats
February 15	*Graduation*	Deadline to apply to graduate for students completing in the Spring term
February 28	*Registration*	Last day to withdraw from courses in the Spring term
Early March	*Presentation Opportunity*	3MT Competition Finals
Mid-March	*Graduation*	If completing in Spring term, deadline to submit your Request for Oral Examination form and the version of your dissertation that you will defend
Early April	*Funding*	Canada Graduate Scholarship – Master's results available
Mid-April	*Graduation*	To be eligible to defend between May 1-15 and get a CPFA fee reduction, deadline to submit your Request for Oral Examination form and the version of your dissertation that you will defend
Mid-April	*Graduation*	Last days to do final oral examination in Spring term
April 30	*Graduation*	If completing in Spring term, deadline to submit final thesis and graduation documents

Master's: Summer term		
Date	**Category**	**Activity**
Early May	*Employment*	Experienced TAs – consider applying for TA Consultant position
May 15	*Graduation*	To be eligible for May CPFA fee reduction, last day for final oral examination
May 30	*Graduation*	To be eligible for September CPFA fee reduction, last day to submit final thesis and graduation documents
May 31	*Employment*	Application deadline for TA Consultant position
May 31	*Tuition and Fees*	Last day for paying Summer term fees without penalty
June 28	*Registration*	Last day to withdraw from courses in the Summer term
Early June	*Employment*	Notification of continuing TA employment
Mid-July	*Graduation*	If completing in Summer term, deadline to submit your Request for Oral Examination form and the version of your dissertation that you will defend
July 15	*Graduation*	Deadline to apply to graduate for students completing in the Summer term
Mid-August	*Graduation*	To be eligible to defend between September 1-15 and get a CPFA fee reduction, deadline to submit your Request for Oral Examination form and the version of your dissertation that you will defend
Mid-August	*Graduation*	Last days to do final oral examination in Summer term
Late August	*Registration*	Register for classes
August 31	*Graduation*	If completing in Summer term, deadline to submit final thesis and graduation documents

2. GENERAL GRADUATE PROGRAM INFORMATION

2.1. Communication

Information about funding opportunities, employment opportunities, professional development opportunities, administrative details, and so on will be communicated to students by email. Students should ensure that the Graduate Program Assistant has their preferred email address.

2.2. Funding Your Studies: Income during Your Program

Different levels and types of financial support are available to many graduate students. These include UVic and departmental awards, faculty research grants, and external funding. Students and supervisors are expected to work together to find additional funding as needed.

General Departmental and Faculty Funding Eligibility Guidelines

Graduate students who have received significant UVic-administered funding (UVic Fellowships, UVic Graduate Awards, SSHRC/BCGS) in any year (September 1 to August 31) will not be considered for further department-administered funding if there are other eligible candidates. This policy is in place to encourage a more even distribution of funding.

Graduate students must recognize that the amount of graduate funding allocated to each department by the Faculty of Graduate Studies varies from year to year. All departmental and UVic funding nominations must receive final approval by the Faculty of Graduate Studies before being officially offered to students. More information is available on the Faculty of Graduate Studies Awards and Fellowships page.

Grade Point Average (GPA) Requirements
The UVic Faculty of Graduate Studies requires students to hold a minimum GPA (normally 7.0) to be eligible for Graduate Awards, Graduate Entrance Awards, Graduate Fellowships and President's Research Scholarships. Students must always meet minimum GPA requirements for UVic Graduate Entrance Awards and President's Research Scholarships. Exceptions to GPA requirements for other awards will be considered only under one or more of the following circumstances:

- Student has made previous outstanding contributions to their field (peer-reviewed paper, patent, etc.)
- Student or a close family member has experienced a significant health or personal crisis which negatively affected the student's grades for the related period of time.

The decision whether an exception should be granted is made by the Faculty of Graduate Studies.

Graduate Awards

Graduate awards of between $1,000-$10,000 per year are awarded to eligible students who meet the general departmental eligibility guidelines.

The total funds available vary from year to year as determined by the Faculty of Graduate Studies. These awards are distributed in the Fall term of each academic year. See link for more information https://www.uvic.ca/graduatestudies/finances/financialaid

Other UVic or Departmental Awards

Department of Pacific and Asian Studies Donor Awards: A number of donor-funded scholarships, some only open to Pacific and Asian Studies students, are awarded annually. These scholarships are awarded based on high academic standing (usually a minimum GPA of 7.0) and qualifications specific to each award. Students are notified of the competition in late August or early September. Nominations are considered by the PAAS, which then forwards their recommendations to the Faculty of Graduate Studies for final decisions.

President's Research Scholarships ($4000 or $8000 per year in 2019-20; $5000 per year thereafter; must hold Social Sciences and Humanities Research Council (SSHRC) funding: Available only to students who simultaneously hold federal research council (SSHRC) funding at the master's or doctoral level.

External Funding

Academically outstanding eligible students are also encouraged to apply to the Social Sciences and Humanities Research Council (SSHRC), and other external sources of funding. Many of these opportunities are only open to Canadian citizens and permanent residents; however, international PhD students can explore the Vanier Graduate Scholarship and the Trudeau Foundation scholarships, both of which are open to international applicants.

External funding can usually be applied for in the year preceding the start of the graduate program or in the first year. Students can apply for some funding opportunities after their first year of studies. Information on these grant opportunities is circulated to all graduate students well in advance of deadlines.

2.3. Employment Opportunities

Departmental Teaching Assistants and the Teaching Assistant Consultant (TAC)

Teaching Assistant (TA) Employment

Teaching Assistant employment is available for qualified graduate students in the Fall, Spring, and sometimes Summer terms. All new, incoming students are notified in their letter of offer if they are guaranteed TA employment. The Department's Administrative Officer and other relevant teaching staff make final decisions on appointments. **All new Teaching Assistants are strongly encouraged to attend professional development workshops through UVic Learning and Teaching Support and Innovation in order to gain and improve instructional knowledge and skills.**

Teaching Assistant Consultant (TAC)

The TAC program positions an experienced teaching assistant (TA) within PAAS to provide long-term mentorship and guidance specifically for new TAs, but available to all TAs and graduate students. The primary role of the TAC is to facilitate TAs' professional development, assisting them to be effective teachers by offering discipline-specific TA programming, observing the teaching of all new TAs, observing experienced TAs upon request, offering one-on-one consultations, and providing advice and referral to appropriate campus resources. The TAC holds a significant position within the department through interactions with faculty and other departmental members, and through attendance at department events, such as graduate orientations and department meetings.

The TAC program is structured to provide TAs with a collegial academic community that models good practice and demonstrates the invigorating role that academics play. The departmental TAC enhances the graduate student experience by providing support and a community in which to interact. A community of practice approach (a community of people who share a similar interest) endeavours to socialize TAs to the department and to UVic, and provides understanding on how a shared approach to problem-solving mirrors scholarly practice through inquiry, collaboration, and dissemination. More on the TAC program can be found here.

Research Assistant Employment
Students may also receive funding in the form of research assistant employment from the department or their supervisor's research grants or through contracts. Grant-funded research assistant employment is offered in accordance with grant terms and Canadian employment laws. As such, income is subject to taxes. Consult your supervisor as to availability of these opportunities. If a graduate student receives any offers of contracts or research support from a faculty member other than their supervisor, their supervisor should be consulted to ensure that the student's research program is not adversely affected.

Co-op Employment Placement
The Department participates in the University's Graduate Co-operative Education Program, which offers opportunities for graduate students to work in government or industry as part of their degree studies. Students who wish to participate must receive permission from their supervisor.

Sessional Instructor Employment (PhD students only)
At times, the Department of Pacific and Asian Studies may require additional course instructors. UVic gives preference to instructors who already hold a PhD; however, qualified PhD students may also apply.

2.4. Registration in PAAS 590 Directed Studies

To take a directed studies course (PAAS590), *Pro Forma* paperwork must be completed in consultation with the faculty member offering the course and signed by the student's supervisor. A course title and course description must be provided. This form will be submitted to the Graduate Program Assistant for approval by the Graduate Advisor prior to submission to Graduate Records, who will register the student and assign a section number. Students cannot register online for a directed studies course.

2.5. Formal Review of Student Progress

Every student will undergo an annual formal review of progress with their supervisory committee. The intention of this review process is to reflect on the past year and plan for the upcoming year, with a particular focus on achievements and areas to improve.

Terms of Reference for Review

Supervisory committees will review the following indicators of student progress as applicable:

a. Courses taken and grades achieved
b. Progress towards writing targets
c. Degree milestones completed (proposal defence/review; PhD candidacy exams, etc.)

d. Other indicators as required by the student's individual program, such as fieldwork completed or data gathered

Procedure for Review

1. The student and their supervisory committee will meet to review and discuss the student's progress in the past year and to set goals and expectations for the upcoming year.
2. The supervisory committee will discuss the student's progress and any recommendations for addressing identified deficiencies in progress. The supervisory committee will decide whether the student's progress is satisfactory or unsatisfactory.
3. The supervisory committee will meet with the student to discuss their decision and any recommendations.
4. The supervisory committee and student will complete the Formal Review of Student Progress form (Contact the Graduate Program Assistant: paciasia@uvic.ca). The completed form will be given to the Graduate Program Assistant.
5. The Graduate Program Assistant will send a copy of the completed form to the student, their supervisory committee, and the Graduate Advisor. The hard copy form will remain in the student's file.

Possible Outcomes

Satisfactory
The student will continue with the program of study and fulfill any recommendations made by the committee.

Unsatisfactory – progress needs improvement
The supervisory committee will recommend mechanisms for addressing the lack of progress, including deficiencies in skills, knowledge, or expertise, such as additional courses and/or readings, and/or may require the student to seek appropriate support for their writing.

If the student's progress is determined to be unsatisfactory, a further review will normally be scheduled after a minimum of 8 weeks to monitor progress towards improvement.

If a student receives two or more determinations of unsatisfactory progress not less than 8 weeks apart, the Graduate Advisor will have the option to make an application to the Faculty of Graduate Studies to withdraw the student from the program for failure to meet academic standards.

3. STUDENT RESPONSIBILITIES AND REQUIREMENTS

The Faculty of Graduate Studies Graduate Supervision Policy outlines the responsibilities and roles of graduate students. This document also includes the official roles and responsibilities of supervisors and departmental staff during graduate programs at UVic, including policies about academic integrity, professionalism, accessibility, and cultural awareness, among other matters.

3.1. Program Orientation

A departmental orientation usually held in early September just before the beginning of classes, and all incoming graduate students are required to attend.

3.2. Colloquium Series Attendance

All graduate students are strongly encouraged to attend the department's colloquium series presentations on a regular basis. Students are encouraged to attend so that they are informed about the breadth and diversity of current Pacific and Asian Studies research, knowledge of which will assist in a student's own research.

3.3. Academic Achievement Requirements

The Faculty of Graduate Studies requires that students obtain a B grade or higher in all courses. Should a student fail to maintain this standard, the supervisory committee will examine the circumstances and provide recommendations to the Dean of Graduate Studies. For more information, see the Academic Performance section of the UVic Graduate Calendar.

3.4. Academic Integrity

Graduate students are expected to uphold the UVic standards of academic integrity. It is expected that students, faculty members, and staff at the University of Victoria, as members of an intellectual community, will adhere to these ethical values in all activities related to learning, teaching, research, and service. Graduate students should consult the University's Policy on Academic Integrity in the University Calendar.

3.5. Research Ethics and Regulatory Approval

You will require prior regulatory approval if your research involves human participants. Students should be aware that it can take up to several months to gain the necessary approvals. For more information, see UVic's Regulatory Approval page.

3.6. Academic and Research Responsibilities

The responsibilities of the student (further to those outlined in the relevant sections of the Faculty of Graduate Studies Graduate Supervision Policy) include:

a. Recognizing that responsibility for timeliness and quality of the course and research work lies with the student.
b. Choosing a topic of research in conjunction with, and acceptable to, the supervisor.
c. Bringing research progress and problems to the attention of the supervisor in a timely manner.
d. Meeting with the supervisory committee for formal requirements such as thesis proposal review, candidacy oral exam, and thesis/dissertation defence, as well as any other meetings deemed to be necessary.
e. Producing a thesis/dissertation which is the student's own work and conforms to the required standards.
f. Actively seeking out available funding sources for research and living expenses if required in consultation with the supervisor.

4. SUPERVISOR, SUPERVISORY COMMITTEE, AND DEPARTMENT ROLES AND RESPONSIBILITIES

The Faculty of Graduate Studies Graduate Supervision Policy outlines the basic responsibilities and roles of supervisors, the supervisory committee, the department, and staff. Responsibilities and requirements outlined in this handbook are complementary to the policies of the Graduate Supervision Policy.

4.1. Supervisors

In most cases, you will contact and identify a provisional supervisor prior to the application process. The supervisor is responsible for guiding and supporting the student's academic progress. The supervisor will be a full-time, regular faculty member of the Department of Pacific and Asian Studies and will be a member of the Faculty of Graduate Studies.

In the rare event that a serious disagreement or incompatibility exists between student and supervisor, either party has the right to ask for a change in supervision. The student and/or the supervisor should notify the Graduate Advisor or the Department Chair. Every effort will be made to resolve the difficulty without major detriment to the student.

Responsibilities

See the relevant sections of the Faculty of Graduate Studies Graduate Supervision Policy for basic supervisor expectations and responsibilities.

Further responsibilities of the supervisor include:

a. Meeting with the student in person, virtually, or by email a minimum of once every 40 business days.

b. Recommending courses for the program of study, recommending appropriate supervisory committee members, and discussing potential research topics and preliminary reading material.
c. Returning comments on thesis or dissertation drafts within 20 business days maximum.
d. Working with the student to identify and apply for necessary funds and other resources for the research project.
e. Directing, encouraging, and assisting students to apply for funding/income sources to cover living expenses including external grants, scholarships, and work terms as well as departmental and university funding such as fellowships and awards.
f. In the event of conflict with the student, after discussions with the student and the supervisory committee, requesting the Graduate Advisor to reassign the student to another supervisor if this is deemed in the best interest of the student or supervisor.
g. Informing the student, co-supervisors, and Graduate Advisor of dates and duration, as soon as possible, if the supervisor is taking a study or other type of leave.
h. If the supervisor is to be away from the University for more than 1 month, and if this absence is likely to be detrimental to the student's program, assisting in choosing an interim supervisor according to FGS Supervision Policy.

4.2. Supervisory Committees

Supervisory committees must be formed within 6 months of starting the program for MA students and 1 year for PhD students. All members must be familiar with the area or method of study and be members of the Faculty of Graduate Studies. For further details and requirements for committees, see section 6 for Master's programs and section 7 for the PhD by Special Arrangement.

Responsibilities

See the relevant sections of the Faculty of Graduate Studies Graduate Supervision Policy for basic supervisory committee expectations and responsibilities.

Further responsibilities of the supervisory committee include:
a. Meeting at least once a year with the student.
b. Returning comments on thesis or dissertation drafts within 20 business days maximum.
c. If a member of the supervisory committee who is not the supervisor is away for more than 3 months, an interim member may to be appointed subject to approval of the Department and the Faculty of Graduate Studies.

4.3. Department

The Department of Pacific and Asian Studies is responsible for the administration of a student's program. Departmental staff members involved in graduate program administration include the Graduate Program Assistant, the Graduate Advisor, and the department chair.

Responsibilities

See the relevant sections of the Faculty of Graduate Studies Graduate Supervision Policy for basic Departmental expectations and responsibilities.

5. PROBLEMS, CONFLICTS, AND GRIEVANCES

5.1. Who to Talk to if You Have a Problem or Grievance

If you have a concern or other issue with coursework, thesis research, or your supervisory committee, please first consult with your supervisor. If you feel that the issue requires further discussion, then contact the Graduate Advisor. In rare cases, consulting the chair of the department is the next step. If your concern is not satisfactorily addressed within the department, the Dean of Graduate Studies can be consulted. In the case of an appeal, Appeal Procedures are available from the Faculty of Graduate Studies.

5.2. Neutral Support for Students with Problems or Grievances

The Office of the Ombudsperson is an independent, impartial, and confidential resource for undergraduate and graduate students and other members of the University of Victoria community. They help resolve student problems or disputes fairly. The ombudsperson can:

- help you understand your options, rights, and responsibilities
- coach you in constructive ways of raising an issue or complaint
- facilitate communication or problem-solving
- assist in the use of appeal procedures
- investigate and make recommendations

Contact: ombuddy@uvic.ca

6. MASTER'S PROGRAM

6.1. General Information

The Department of Pacific and Asian Studies (PAAS) offers graduate programs leading to a Master of Arts degree in one of two streams: Regional Studies or Literary and Textual Studies. The MA includes course work and the writing of a Long or Short Thesis, and is normally completed in two years.

The department is multidisciplinary and covers China, Japan, Oceania, Southeast and South Asia, and a range of transnational themes and issues pertaining to Asia and the Pacific. Particular research strengths include gender, national and ethnic identities; modern and contemporary fiction, cinema, popular culture; Chinese and Japanese linguistics; contemporary theatre (Indonesia, Japan); religion, history and politics; local societies, trade, regional development and globalization; Asian-Canadian studies; Oceania studies.

Students may define their program of study on the Master's degree by choosing to concentrate on (1) the Regional Studies Stream (social, cultural, historical, political and economic themes); or (2) the Literary and Textual Studies Stream (literary, textual, artistic and cultural themes). Both streams emphasize the contemporary period and take a multidisciplinary approach to learning and research.

6.2. Program Requirements

Students in the MA program must complete 15 units of coursework, including the thesis, to earn their degree. All students must take a minimum of 6 units from the core courses offered by our department as follows:

a) Students in the Regional Studies stream will normally complete the following 1.5 credit courses in the first year:
   1st term PAAS 500, 520
   2nd term PAAS 550, PAAS 590

b) Students in the Literary and Textual Studies stream will normally complete the following 1.5 credit courses in the first year:
   1st term PAAS 501, 521
   2nd term PAAS 550, PAAS 590

Students must take at least two 1.5 unit courses or 3 units of thesis writing per term to qualify as full-time and to maintain eligibility for funding in most cases.

Students can choose one of the following two thesis options:

1) Long thesis option: 6 units of coursework and a 9-unit thesis (90-120 pages–approximately 27,000 to 36,000 words not including references)
2) Short thesis option: 9 units of coursework and a 6-unit research paper (70-90 pages–approximately 21,000 to 27,000 words not including references)

PAAS 599 is the 6 or 9 credit MA thesis which is normally completed in the second year.

Students may also select from among the following electives: PAAS 580 or PAAS 590 (taught by a faculty member other than the supervisor).

Students may also take one undergraduate course numbered 300 or higher for graduate credit (subject to approval by the Graduate Advisor).

Additional courses may be recommended on advice of the Supervisory Committee. Consult with your interim supervisor or the Graduate Advisor if you feel it would be to your best advantage to take a different set of courses, or to add courses to your program.

See the UVic Calendar for current offerings.

Course Substitutions
Students may request substitution of a course from another department to fulfill their coursework requirements if the proposed course is judged beneficial to their program by their supervisor. Master's students are permitted to take up to 1.5 credits of 300-level or 400-level undergraduate courses to fulfill coursework requirements. Please contact the Graduate Program Assistant paciasia@uvic.ca to request a course substitution.

Language of Instruction
Graded coursework, including draft chapters of the thesis, must be submitted in English. The only exception will be if stated learning outcomes for the course explicitly include advanced language acquisition.

6.3. Program Duration

The MA degree generally takes two years to complete, including the thesis, and normally requires the first year of study on campus as a full-time student.

No later than January 31st of the first year of study, the student will have formed her/his supervisory committee in consultation with the student's supervisor.

The student may submit her/his thesis proposal to all members of the supervisory committee once the student has completed his/her mock proposal review in PAAS 550 no earlier than April 1st and no later than May 31st of the first year of study.

6.4. Timeline and Time Limits

The timelines shown below provide a guideline to complete a thesis within two years.

The Faculty of Graduate Studies has set a time limit of 5 years from the date of first registration in the program for completion of a Master's program. Extensions may be granted under extenuating circumstances. The Supervisor must submit an Extension Request form to the Graduate Advisor, who will then forward a decision to the Dean of Graduate Studies through the Graduate Program Assistant.

Suggested Program Timelines (for September entry)

Year 1

- Complete primary coursework.
- Defend thesis proposal late in spring term and begin data collection in summer.

Year 2

- Finish data collection and begin analysis in fall term.
- Write thesis during fall and spring terms and defend thesis in late spring or summer.

6.5. Supervisory Committee

For the MA degree, the supervisory committee must consist of at least two members.

1. The first member is your supervisor, who must be a regular, full-time faculty member in the Department of Pacific and Asian Studies and a member of the Faculty of Graduate Studies.
2. The second member can be a co-supervisor or a committee member. Co-supervisors must be a faculty member or an adjunct faculty member. Committee members are generally from within the Department (faculty or adjunct faculty); however, members from other UVic departments or outside of the university will also be considered if it will benefit the student's program.

As long as the aforementioned minimum conditions are met, additional committee members can be added. Supervisory committee members are selected jointly by the student and the supervisor.

All members of the supervisory committee must be members of the Faculty of Graduate Studies prior to being formally approved as a member of a student's committee. Please contact paciasia@uvic.ca if you would like to check a member's status or add someone to your supervisory committee.

Prior to the final oral examination (final defence), an external examiner will be nominated. The external examiner cannot have worked closely with the student and must be from outside of the Department of Pacific and Asia Studies.

6.6. Thesis Proposal

A written thesis proposal must be submitted to the supervisory committee prior to undertaking any major research. The proposal should define the research topic, the goals of the research, and the methodology to be used. The proposal is evaluated by the supervisory committee. For MA students, the proposal is to be presented to, and approved by, the supervisory committee usually within 9 months of joining the program.

Thesis Proposal Outline

The proposal normally has a maximum length of 20 double-spaced typed pages (approximately 6,000 words – not including references or footnotes). The following is a useful guide to the proposal:

Introduction
This section should contain a clear statement of the scope and objectives of the research. The questions posed by the researcher should be related to the theoretical context from which they arose. A statement about significance of the research should also be included.

Literature Review
The literature review must clearly explain the theoretical or conceptual context of the problem under investigation. Relevant literature should be cited in the process of presenting the underlying theoretical and methodological rationale for the research. This means citing key studies and emphasizing major findings.

Methodology
This section should clearly state how the objectives will be achieved. The first task is to indicate what type of method and analysis you are proposing: textual analysis, survey, field research, interview, analysis of primary or secondary sources, or other approaches. The type of study will influence the design and procedural issues that must be addressed.

Timetable
An outline of the research agenda. It is to your benefit to be as realistic as possible.

Preliminary Table of Contents
A provisional table of contents that lists the anticipated outline of chapters that will be included in the thesis.

References
This is not intended to be an exhaustive list. As your research progresses, you will no doubt acquire other references.

Oral Proposal Review
Students will orally present their proposal to their supervisory committee within 9 months of starting their degree program. The proposal review normally involves the student giving a 15 to 20 minute presentation followed by questions and discussion. The objective is to ensure that the student will be able to successfully complete the proposed research. Once completed, the supervisor will inform the graduate secretary who will add a note to the student's file.

6.7. Final Oral Examination (Final Defence)

Final Oral Examination Preparation

Keep in mind that deadlines for graduation and end of term deadlines are popular times to defend a thesis or dissertation. Students must plan well in advance of these deadlines to allow sufficient time for their supervisory committee to review and comment on the thesis and for students to make any necessary revisions. The final draft of the thesis must be approved by all members of the supervisory committee. For more information, see the Faculty of Graduate Studies Oral Examinations webpage.

In order to schedule a final oral examination, students will need to complete a few steps. Most of the items below must be completed a minimum of **20 business days** before the examination date.

1. Students complete as much of the Request for Oral Examination for Master's Program form as they can and send it to the Graduate Program Assistant and their (co-)supervisor(s) so that they can fill out the rest.
2. Students confirm with the Graduate Program Assistant who is on their committee and indicate whether each member will be attending the defence in person or by video conference.
3. Students upload the version of their thesis that they will defend on CourseSpaces GS 599/699 at least 20 business days before their examination date. Students should contact the Graduate Program Assistant if they have any issues.
4. If a student's external examiner is from outside UVic, their CV must be sent to the Graduate Program Assistant.
5. Students email the version of their thesis that they will defend to the Graduate Program Assistant.
6. Students apply to graduate using UVic MyPage.
7. Students make sure that they are registered for the term in which they will defend their thesis.
8. If students have a Human Research Ethics Approval or Waiver Form, this must be submitted to the Graduate Program Assistant.
9. If students want to withhold their thesis from being published on UVicSpace for 1 year, they must complete the Thesis/Dissertation Withholding Form and send or bring it to the Graduate Program Assistant.

If students have any questions during this process, they should contact the Graduate Program Assistant at paciasia@uvic.ca.

Defending in the First 15 Days of a Semester

If students defend within 15 days of the start of a semester (before September 15th, before January 15th, or before May 15th), they are eligible for a tuition fee reduction. They will need to pay a $250 fee and ancillary fees as outlined in the calendar instead of full tuition fees. Students will need to submit their final thesis (with all revisions completed) and documents by the 30th day of the month to be eligible for this fee reduction. For more information, see the section on Completion Postponement Fee Adjustment in Regulations Concerning Tuition Fees for Graduate Programs.

Final Oral Examination Procedure

The final oral examination (defence) is chaired by a nominee named by the Dean of the Faculty of Graduate studies and is open to the public. The candidate will normally give a brief presentation (approximately 15-20 minutes) summarizing the most important features of the research. The external examiner starts the questioning, after which each member of the committee is asked to question the student. A second round of questioning may be called for. Questions usually focus on the thesis and areas directly related to it. Following questioning by the examining committee, members of the Faculty of Graduate Studies who are in the audience may be given the opportunity to question the candidate. Time permitting, the Chair may then open the question period to the audience. At the completion of questioning, the student and audience are asked to leave the room, and the examining committee reviews the performance of the student and the thesis. Outcome options range from unqualified pass to fail.

After a Final Oral Examination

When final revisions are completed (if needed), a digital submission to UVicSpace is required. Students will receive an email from a Graduate Admissions and Records clerk that outlines the process for submitting the final thesis to UVicSpace. If students have any issues submitting to UVicSpace, they should contact the clerk who sent the email or the Graduate Program Assistant. After the final submission, students must confirm with the Graduate Program Assistant that they have submitted so that the Graduate Program Assistant can send the student's final documents to Graduate Records. These final documents are a Thesis/Dissertation Approval Form and a Letter of Recommendation, which are prepared by the Graduate Program Assistant, signed by the supervisor and the department chair, and sent to Graduate Records after the final thesis submission.

7. DOCTORAL PROGRAM BY SPECIAL ARRANGEMENT

7.1. General Information

The PhD by Special Arrangement is a tailor-made program consisting of a minimum of 30 units in which the course and other requirements are established by the members of the supervisory committee in consultation with the student. The proposal consists of a completed special arrangement program proposal form and rationale for the program.

A PhD candidate generally takes 3 to 5 years to complete the program. The PhD program requires the planning and completion of independent and original research leading to an advancement of knowledge in the declared field of study. Within 18 months of entry to the PhD program, a comprehensive knowledge of the field must be demonstrated by satisfactory completion a PhD candidacy examination with both written and oral components. Following completion of these exams, students are required to present a research proposal.

Written results of independent research are presented in the form of a written dissertation. The work is also presented to the committee and the public in a final dissertation defence.

If you wish to pursue PhD research in one of the areas of specialization in the Department of Pacific and Asian Studies you are strongly encouraged to contact the Graduate Advisor at least 12 months before the application deadline.

The PhD by Special Arrangement program must conform to all regulations of the Faculty of Graduate Studies.

7.2. Program Requirements and Supervisory Committee

The normal program duration for a PhD degree is 3 to 5 years. The first 12 months (three terms) of the PhD program are generally completed full-time, on-campus, in Victoria.

Detailed program requirements comprised of a minimum of 30 units of coursework and the dissertation will be determined on a case-by-case basis as approved by the Department of Pacific and Asian Studies and the Faculty of Graduate studies. The precise details for each PhD student may vary, but would normally include a minimum of 9 units of coursework and a 21 unit dissertation.

The supervisory committee for a student taking the PhD by Special Arrangement is subject to regulations of, and approval by, the Faculty of Graduate Studies. The committee shall consist of at least four members of the Faculty of Graduate Studies, including the Academic Supervisor in the Department of Pacific and Asian Studies. At least one member must be from another department with an active PhD program. Two members must have had successful experience in PhD supervision.

For more information about program requirements and the supervisory committee please contact the Graduate Advisor at least 12 months before the application deadline.

7.3. Timeline and Time Limits

The timelines shown below provide a guideline to complete a dissertation within three years. It is common for students to take 4 or 5 years to complete the program.

The Faculty of Graduate Studies has set a 7-year time limit for the completion of a PhD degree. Extensions may be granted under extenuating circumstances. The student and supervisor must submit a Request for Program Extension form to the Graduate Advisor, who will then forward the department's decision to the Dean of Graduate Studies.

Suggested Dissertation Timelines (for September entry)

Year 1

- Complete primary coursework and write scoping document.
- Prepare for candidacy exam in spring and summer.

Year 2

- Write and defend candidacy exam in fall term.
- Write and defend dissertation proposal in spring term.
- Begin data collection in spring term or in summer.

Year 3

- Finish collecting and analyzing data in fall term and begin writing dissertation.
- Defend dissertation in late spring or summer.

7.4. Candidacy Examination

The candidacy examination (PAAS 693), also known as 'qualifying' or 'comprehensive' exam, is a required component of the PhD by Special Arrangement in Pacific and Asian Studies at the University of Victoria. The candidacy exam consist of two take home essays (max. 30 pages each) and an oral exam (2 hours max.) as indicated below. A PhD student should normally initiate the examination within 18 months following their start date and be registered for PAAS 693 (Candidacy Examination) for the semester(s) during which they will complete the exam.

In advance of, and in preparation for, the exam it is strongly recommended that there should be at least one meeting of the Supervisory Committee with the student resulting in a research scoping document defining the topics, scope, and relevant readings for the candidacy exam as agreed upon by all parties. This scoping document will be signed by the student and members of the examining (supervisory) committee, and it will be placed in the student's file for record. To ensure consistency in preparations, this pre-examination scoping document must accompany copies of the proposed examination questions.

Questions will be submitted to the Graduate Program Assistant who will compile the questions and distribute them to the student on the start date agreed upon by the examining committee.

Objectives and format of the written exam:

Two exam essays will be prepared by the candidate over a period of 30 business days, each with a different focus as described below. The objective of these written essays is to allow the candidate to demonstrate competent and critical understanding of both broader scholarship (as it relates to their research areas) and focused research literature pertinent to their research for the dissertation.

Each essay must not exceed 30 pages (exclusive of references) with double line spacing, 1" margins, and 12 pt. font (up to approximately 9,000 words each). Submissions that do not meet these requirements will be returned to the student for reformatting.

Each essay will be structured around a question(s) developed by the examining committee, the scope of which will be discussed in the pre-examination committee meeting as documented in the pre-examination scoping document. Details of final questions will not be revealed to the student until they commence the 30-day examination period. Final questions will be distributed to the student by the Pacific and Asian Studies Graduate Program Assistant on the start date.

Essay 1: This paper will focus on aspects that pertain to the development of thought in the candidate's area of Pacific and Asian Studies (e.g., regional; cultural; literary) with an emphasis on linkages to the broader discipline. The Supervisory Committee will define the scope of thematic focus (e.g., language, literature, history, theatre, film, religion, philosophy, politics, culture and society, etc.) within these areas, but the general goal of this paper is to allow the candidate to demonstrate how and why their research focus is situated in the broader realm of Pacific and Asian Studies.

Essay 2: This paper will focus on specific aspects of the candidate's research area as structured by a question(s) that will critically explore major advances, key theories and paradigms, essential models, and/or fundamental methods and broader methodologies used. The goal of this paper is to allow the student to express advanced, critical knowledge in their research area sufficient to demonstrate developing expertise.

Both questions will be released to the student at the start of the examination period. The candidate will have 30 business days to complete and submit their written essays to the Pacific and Asian Studies Graduate Program Assistant as two separate word-processed documents. The oral exam (described below) will be set for a date within 2 to 3 weeks of final submission of the two papers.

Objectives and format of the oral exam:

A 2 hour (max.) oral examination will occur within 2 to 3 weeks of submitting the written essays. The examination will involve a question period wherein the examining committee asks the student to elaborate, expand, and defend points made in their written submissions as well as any other related areas not addressed in their written work. The goal of the examination is for the student to defend their written work, demonstrate proficiency in an oral examination setting, and satisfy for the committee that the thoughts and arguments put forth in the written material reflect the original work and abilities of the student.

The oral examination date/time will be scheduled by the academic Supervisor in consultation with the Supervisory Committee and the candidate, allowing at least 2 weeks for the Pacific and Asian Studies Graduate Program Assistant to book a room and identify a chairperson for the examination.

Decision process and outcomes:

Following the oral examination, the committee will assess the student's performance toward successful completion of the candidacy examination as one of three possible outcomes:

a) The student passes the examination and may proceed on to full candidacy.

b) The examination is adjourned and the student is required to complete additional requirements on the recommendation of the examination committee. These requirements may include (but are not limited to) additional written work and/or course work to improve their knowledge and proficiency. Timelines and deliverables for these requirements must be detailed in the post-examination report (see below). The oral examination may be rescheduled within 6 months.

c) The student fails the examinations and the program is terminated.

Note: The student may pass the examination with one dissenting vote as long as it is not the Supervisor.

A final post-examination report, documenting the outcome of the examination, including any recommended remedial requirements, timelines, and deliverables is then completed by the academic Supervisor and signed by examining committee members, the student, and the Chair of the Graduate Committee. The report is submitted to the Graduate Program Assistant and kept as part of the record in the student's file.

7.5. Dissertation Proposal

For doctoral candidates, there are two parts in the dissertation proposal process: a written proposal and an oral proposal defence lasting no more than 2 hours.

The proposal should define the research topic, the goals of the research, and the methodology to be used. The proposal must be submitted to the supervisory committee prior to undertaking any major research. The proposal will only be submitted after the completion of the candidacy examination, and normally this must occur within 6 months of completing the candidacy exams and within 2 years of initial registration.

Written Dissertation Proposal

A written dissertation proposal must be submitted to the supervisory committee for evaluation before the oral defence. The proposal normally has a maximum length of 25 double-spaced typed pages (approximately 7,500 words). The following is a useful guide to the proposal:

Introduction

This section should contain a clear statement of the scope and objectives of the research. The questions posed by the researcher should be related to the theoretical and empirical context from which they arise. A statement on the theoretical and, where appropriate, practical significance of the research should also be included.

Literature Review

The literature review must clearly explain the theoretical context of the problem under investigation and how it has been studied by others. Relevant literature should be cited in the process of presenting the underlying theoretical and methodological rationale for the research. This means citing key studies and emphasizing major findings rather than trying to report every study available on the problem.

Methodology

This section should clearly state how the objectives will be achieved. The first task is to indicate what type of method(s) and analysis you are proposing: survey, field research, interviews, qualitative and/or quantitative analysis, or other approaches. The type of study will influence the design and procedural issues that must be addressed. For example:

- Narrative and/or textual analysis – what literary strategies are examined or compared
- Analysis of visual and/or performing arts – criteria for selecting materials and cultural output and the specific aspects to be investigated
- Surveys – the type of survey instrument, its length, and the sampling design
- Field research – the nature of the setting, type of information to be collected
- Interviews – types of questions, identifying and selecting respondents
- Other qualitative and/or quantitative forms of analysis – types and sources of information and their completeness

Timetable

An outline of the research agenda. It is to your benefit to be as realistic as possible.

Preliminary Table of Contents

A provisional table of contents that lists the anticipated outline of chapters that will be included in the dissertation.

References

This is not intended to be an exhaustive list. As your research progresses, you will no doubt acquire other references.

Oral Proposal Defence

The candidate will meet with their supervisory committee for a dissertation proposal defence. There is normally no Chair for the oral defence. The candidate will present a short overview of their proposal (15 minutes maximum) and then answer questions from the supervisory committee. The meeting will allow for the supervisory committee to communicate with each other and the candidate about specific expectations regarding the timing and strategy of dissertation research and writing, and possible amendments to the research plan.

The objective is for the candidate to demonstrate to the satisfaction of the committee that she/he is sufficiently prepared, both academically and in practical terms for the research, including any research ethics considerations if needed. Approval of the PhD proposal will be determined according to such criteria as the originality and value of the project, quality of research, and care of preparation.

The Graduate Program Assistant must have 2 weeks notice of an impending proposal defence to book a room. The written proposal must be sent to the Graduate Program Assistant at least 1 week prior to the oral.

The supervisory committee will consider both the written proposal and the performance in the oral defence. Upon completion of the oral defence the supervisory committee will sign a memo to the Graduate Advisor indicating the outcome.

Possible Outcomes:

a) Acceptable as is — proceed with study
b) Revisions needed — revise the document, resubmit to the supervisory committee, but the oral is not repeated
c) Unacceptable — a student may be asked to repeat the entire process or withdraw from the program for failure to meet academic standards

8. DEPARTMENTAL RESOURCES

Desk Space and Keys

Desk space will be assigned to all graduate students in a shared office until the term of residency has expired (Normally 2 years for Masters students or 4 years for PhD students). Graduate students who are TAs (Teaching Assistants) beyond the term of residency will be given shared desk space in a TA office to consult with students during office hours.

Students with desks or authorized seating arrangements will be issued key(s) for their office and entrance to the building by the Graduate Program Assistant. Other keys will be issued on an individual basis. Students are not permitted to have departmental keys privately cut at their expense. No keys are to be passed to others without authorization.

Upon completion of the residency period, keys must be returned to the Graduate Program Assistant unless authorized by the student's supervisor. Key deposits will be refunded only after *all* department keys have been returned.

Printing, Photocopying, and Scanning

Students can use general UVic printing and copying facilities for printing and copying related to their own graduate research. TAs will have access to departmental printing and copying equipment if necessary for their employment duties.

Technical Services

Computer Help
Questions regarding computers, e-mail accounts, and access to the computer/research labs should be directed to the UVic Computer Help Desk.

Mail

Students can drop off and pick up mail at the main office in Pacific and Asian Studies (Clearihue Building C205). The university mail service for both incoming and outgoing mail is for professional use only. No personal mail is allowed.

9. UNIVERSITY KEY RESOURCES

Health and Mental Health Services

- UVic Health Services
    - Booked or walk-in doctor appointments
    - Referred and booked psychiatrist appointments (free)
- Student Mental Health
    - A collection of information and resources to assist graduate students
- Counselling Services
    - Scheduled appointments (3-4 sessions)
    - Group counselling in:
        - Career exploration
        - Connection & support
        - Cognitive behavioral therapy
        - Grief
        - Anxiety
        - Mindfulness
        - Thesis completion
- Clinical Psychology Clinic (Department of Psychology)
- GSS Extended Health Plan

English Language and Academic Communication Assistance

The Centre for Academic Communication assists students with reading, writing, speaking, and academic expectations. They offer one-on-one appointments, workshops, and more. Contact: thecac@uvic.ca.

Research Help

The UVic Library provides many resources to help with research, including citation help, workshops, subject guides, and a subject librarian who can provide in-depth research assistance, such as how to search for articles and information sources. Pacific and Asian Studies Subject Librarian: Ms. Ying Liu
Contact: yingliu@uvic.ca

Centre for Accessible Learning

The Centre for Accessible Learning works with faculty and students to promote educational equity and accessibility for students with disabilities. Students with a learning disability, ADHD, mental health issue, chronic health issues, or long-term physical or sensory disabilities can register with the CAL to address barriers to your education through academic accommodations or other adjustments.
Contact: infocal@uvic.caor 250-472-4947

Services for Indigenous Students

There are many sources of support on campus for Indigenous UVic students, such as Indigenous counselling services and the Elders in Residence.
Contact: iaceiss@uvic.ca

International Student Services

International Student Services provides supports to international students such as opportunities for connecting with other international and Canadian students, as well as advising about immigration, health, housing, finances, and employment in Canada.
Contact: issinfo@uvic.ca

Safety and Security

Campus Security provides security services, emergency planning, and parking and transportation services. If at any point you are at UVic and you feel unsafe, if there is an emergency, or if you see a crime, contact Campus Security immediately. Contact:

- Non-emergency phone: 250-721-6683
- 24 hour emergency phone: 250-721-7599