



University
of Victoria

GRADUATE STUDIES HANDBOOK

Faculty of Humanities
School of Languages, Linguistics
and Cultures (SLLC)



2026-2027

1. University Territory Acknowledgement

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

2. University Equity Statement

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

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

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

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

3. Introduction

This Handbook is intended to help faculty and graduate students in the efficient administration of graduate programs. The guidelines provided here describe normal practice; they may be changed or amended at any time, so students are advised to consult with the SLLC Undergraduate and Graduate Assistant ([Emmanuelle Guenette](#)) as to possible changes. These guidelines supplement the policies and regulations outlined in the [University of Victoria Graduate Studies Calendar](#) and the [SLLC website](#).

In the event of any discrepancy between this handbook and the policies of the Faculty of Graduate Studies, Faculty of Graduate Studies policies shall prevail.

FGS Graduate Supervision Policy: <https://www.uvic.ca/graduatestudies/forms-policies/data/graduate-supervision-policy.pdf>

4. Office

4.1 General Inquiries

For general inquiries, please email sllcstudentsupport@uvic.ca, call [250-721-7363](tel:250-721-7363) or visit the [SLLC office in room C247 in the Clearihue Building](#).

4.2 Staff

Name	Role	Email
Silvia Colàs Cardona	Chair	sllcchair@uvic.ca
Geneviève Arsenault	Administrative Officer	genevievearsenault@uvic.ca
Kathy Bryan	Assistant to the Chair	kathyw@uvic.ca
Emmanuelle Guenette	Undergraduate and Graduate Assistant	sllcstudentsupport@uvic.ca
TBA	Administrative and Communications Assistant	TBA

4.3 Address

Courier or in-person address:	Mailing address:
SLLC - School of Languages, Linguistics and Cultures University of Victoria Clearihue C247 3800 Finnerty Rd. Victoria BC V8P 5C2	SLLC - School of Languages, Linguistics and Cultures University of Victoria PO Box 1700 STN CSC Victoria BC V8W 2Y2 Canada

4.4 Website and Social Media

Digital platforms	Username/handle
Website	uvic.ca/sllc
Instagram	uvicsllc
Facebook	uvicsllc
LinkedIn	linkedin.com/company/uvicsllc
Reddit	reddit.com/u/uvicsllc
YouTube	youtube.com/@uvicsllc
Linktree	linktr.ee/uvicsllc

5. General

5.1 New Students

5.1.1 First Steps as You Join the Program

- i. Get your [Netlink ID and V-number](#)
- ii. Access the [Online Tools](#) portal
- iii. Ensure you are fully admitted
- iv. [Get your OneCard](#) at the Jamie Cassel Centre
- v. [Get your Social Insurance Number \(SIN\) and add your SIN to your student profile](#)
- vi. For international students, consult the [International Centre for Students](#) for resources and [Pre-Arrival and Arrival](#) Checklists before arriving in Canada
- vii. Complete the [Direct Deposit Information to your profile](#)
- viii. Consult your [Graduate Support/UVic Awards](#) options
- ix. Register for Graduate courses ([FRAN](#), [GMST](#), [LING](#), [SLST](#))
- x. Meet your [Graduate Advisor \(Dr. John Archibald\)](#)

5.1.2 Orientation Events

In September, the School offers an orientation session intended to familiarize new students with the program and to inform returning students of any changes in the established policies. Informational and social in nature, these events are organized and administered by the [Graduate Advisor](#) and by the [Undergraduate and Graduate Assistant](#) of the SLLC. It is expected that all new and returning graduate students attend this orientation session.

5.1.3 Graduate Student Offices

As a graduate student in the School of Languages, Linguistics and Cultures, you have access to shared office space. All students are expected to treat the office, as well as their fellow students, with respect.

5.1.4 Email and Mailbox

All graduate students have an individual email address as well as a shared mailbox (located in CLE C241). You are expected to check your mailbox and UVic email on a regular basis so as not to miss important announcements and deadlines. Please use your UVic email address/account for all correspondence related to UVic business.

5.2 Admissions

When an application dossier is complete, or nearly complete, GARO checks that the applicant meets the [university-wide admission requirements](#). If so, they forward the

dossier to the School for review. The faculty members of the School's Graduate Committee consider each file and determine a) whether an applicant has suitable background training and meets the School's academic standards (see below), and b) whether the interests of a potential supervisor match those of the applicant. In making recommendations for admissions, the School is guided by considerations related to supervisory capacity and available funding. Recommendations from the School are forwarded to the Faculty of Graduate Studies, which officially issues offers of admission. All applications must be complete by **15 January** for admission the following September. Applications submitted by these deadlines are considered for the Graduate Fellowships that the University awards to incoming students each year.

Students are strongly encouraged not to complete all of their degrees at the University of Victoria because they should be exposed to a greater variety of influences and approaches in their educational careers than is available at a single university. Those students wishing to begin a PhD program in the School after they have completed their Master's degree, or wishing to transfer from the Masters' program to the PhD program, must reapply for admission in the same way that other applicants do.

For more information about admissions, visit the [University of Victoria's Graduate Admissions page](#).

5.2.1 English Proficiency

Applicants whose first language is not English should consult the [Faculty of Graduate Studies' Language proficiency](#) requirements.

5.3 Financial Assistance

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

5.4 Supervisor Assignment

On the application form issued by the Faculty of Graduate Studies, applicants are asked to identify their proposed area(s) of specialization and to give the name of a faculty member with whom they would like to study. On the basis of this statement, an interim supervisor is assigned to each incoming student. Incoming students meet with their supervisors early in the academic year to discuss plans and approaches to their graduate work. Although in most cases, the interim supervisor remains the supervisor, this is not always the case. If a

student wishes to switch supervisors, this should be discussed as soon as possible in the student's program.

The supervisor, in consultation with the student and the supervisory committee members, determines the program requirements for each student. The School has developed some program forms that students and supervisors should use to record their decisions, available on the [SLLC website's Graduate studies forms](#) page.

Any aspect of the student's program may be amended at any time. This may be necessary, for example, if a required course becomes unavailable, or if a change in the supervisory committee is necessary. In making amendments, the Graduate Advisor notifies the change(s) and requests that the Office of Graduate Records alter the student's program to reflect the change. Approval is usually automatic. Please note that graduate courses are seldom offered in the Summer Session.

5.5 Degree Completion

1. Contact the UG and Grad Assistant (Emmanuelle Guenette) at sllcstudentsupport@uvic.ca to ensure all coursework is completed.
2. [Apply for Graduation.](#)
3. The Supervisory Committee agrees that the thesis is acceptable.
4. Submit project or thesis pdf to the [UG and Grad Assistant](#) and the [Graduate Advisor](#).
5. Supervisor searches for external examiner.
6. Agree on a defence date and time.
7. Submit to the [UG and Grad Assistant](#) the Request for Oral Examination no later than 20 working days prior to a Master's defence and 30 working days prior to a doctoral defence. The Faculty of Graduate Studies will liaise with the external examiner.

6. Graduate Supervision

6.1 Who's Who in SLLC Graduate Studies?

6.1.1 The Graduate Advisor

The Graduate Advisor, [Dr. Li-Shih Huang \(sllcgradadv@uvic.ca\)](#), is the faculty member responsible to the Chair of the SLLC for the administration of graduate studies within the School. The Graduate Advisor acts as a liaison between the students and faculty members of the School and the Faculty of Graduate Studies.

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

6.1.2 The Graduate Committee

The Graduate Committee of the School is composed of four faculty members (representing [FRAN](#), [GMST](#), [HISP](#) and [LING](#) programs). They determine the policies and procedures for graduate studies in the School within the limitations imposed by the Faculty of Graduate Studies.

6.1.3 The Associate Dean of Humanities

The Associate Dean of Humanities (Research and Graduate), Dr. Adrienne Boyarin (humsadr@uvic.ca) provides support to graduate students in the Faculty of Humanities.

6.1.4 The Dean and Associate Dean of the Faculty of Graduate Studies

The Dean of the Faculty of Graduate Studies (FGS), Dr. Robin Hicks, and the Associate Dean, Dr. Jennifer White (gsadean4@uvic.ca), are the final arbiters on all matters pertaining to graduate studies in the Humanities. The Dean admits students to the University's graduate programs, approves students' supervisory committees and programs, sets examining committees, and recommends to the Senate that a degree be conferred. The Dean is also responsible for allocating University Fellowships and other awards on the recommendation of the Graduate Advisor.

6.1.5 Graduate Admissions and Records Office (GARO) Administrative Staff

Administrative staff members in the Graduate Admissions and Records Office (GARO) assist the Deans in their duties. Tebu Makalima is the GARO adviser for the SLLC (tmak@uvic.ca). GARO handles all administrative details of admissions and records (including updating student CAPP reports as they fulfil academic requirements); FGS handles all other matters related to graduate studies: graduate programs (including thesis and dissertation defenses), academic concessions, requests for extensions, etc.

6.2 Responsibilities in the Supervisory Relationship

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

6.3 The Supervisor

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

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

6.4 The Supervisory Committee

MA Supervisory Committee

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

PhD Supervisory Committee

For the PhD degree, the committee is composed of the supervisor (in the SLLC department) plus at least two members approved by the Faculty of Graduate Studies, one from within and one from outside of the department.

6.4.1 Expected Meeting Frequency

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

6.5 Examination Committee

The examination committee consists of the supervisory committee, the external examiner, and examination committee chair.

6.5.1 The External Examiner

The most important member of the committee examining the thesis or dissertation is someone who has not been involved in the supervision of the work, the external examiner. The role of the external examiner is to provide independent evaluation of a student's thesis or dissertation. For a project-based oral defense, there is no oral examiner.

For a Master's thesis, the external examiner is typically someone from within the University but outside the student's department, who has an interest or expertise in the area of the thesis research. They are chosen by the supervisor and student, and are normally contacted by the supervisor directly before submitting the ROE, to ensure that they are available to read the thesis and attend (virtually or in person) the defense. Once the date of the oral exam has been confirmed, no further communication regarding the student or the thesis should take place between the external examiner and the supervisor, committee members or student before the oral defense.

For a doctoral dissertation, the external examiner must be someone from outside the University who is an authority in the field of research being examined. The student's supervisor provides the Faculty of Graduate Studies with the names of up to two potential external examiners. The name(s) must be provided on the 'Request for Oral Examination' form, but normally the supervisor will obtain the potential examiner's consent to fulfill this role ahead of time. The supervisor must also complete an External Examiner's Confirmation of Arm's-Length Status form, for approval by the Dean of Graduate Studies. The Dean of Graduate Studies requires a copy of the *curriculum vitae* of a proposed external examiner from outside the University in order to review that scholar's suitability. Once the date of the oral exam has been confirmed, no further communication regarding the student or the thesis should take place between the external examiner and the supervisor, committee members or student before the oral defense. Graduate Studies will provide the external examiner and examination chair with a copy of the dissertation.

The external examiner takes the largest part in questioning during the thesis or dissertation defense. In addition, external examiners for PhD candidates must provide a written assessment of the dissertation, which is to reach the Dean of Graduate Studies no later than one week prior to the date of the examination. A copy of this report is made available to the supervisor and the Chair of the examining committee. External examiners are instructed by the Faculty of Graduate Studies that if they have serious doubts about the acceptability of a thesis or dissertation after reading it, these doubts should be discussed

with the supervisor well in advance of the examination. The Faculty of Graduate Studies suggests that in such a case it may be appropriate to delay the examination until some of the examiner's doubts can be resolved.

The Dean of Graduate Studies has no funds available for bringing external examiners to the University of Victoria: If a supervisor feels that it is necessary for the external examiner to be present in person, the supervisor is responsible for obtaining adequate funding to cover the external examiner's expenses. Video-conferencing expenses are covered by the Faculty of Graduate Studies.

Since the external examiner for a PhD defense usually will not be present on campus, he or she will not be able to sign the necessary forms immediately following the defense. It is the supervisor's responsibility to ensure that the appropriate documents reach the external examiner and are returned signed after the defense. Faxed or scanned and emailed signatures are acceptable.

7. French and Francophone Studies

7.1 Faculty

[Hélène Cazes](#)

[Mylène Dorcé](#)

[Moustapha Fall](#)

[Émile Fromet de Rosnay](#)

[Sara Harvey](#)

[Pierre-Luc Landry](#)

[Catherine Léger](#)

7.2 MA Program Details

7.2.1 Overview

The School of Languages, Linguistics and Cultures offers a degree program leading to a Master of Arts in French and Francophone Studies. It comes in two formats:

- a thesis option;
- a project-based option.

The graduate program provides opportunities for study in the areas of French, Franco-Canadian, Quebec, Indigenous, African and Caribbean literatures and culture; cinema;

theatre; research creation; queer theory; theoretical and applied linguistics. It places special focus on digital humanities and literacies, and innovative teaching methods.

7.2.2 Dates and Deadlines

We recommend that you complete your degree within two years. More information is provided on the [website of the Faculty of Graduate Studies](#).

7.2.3 Program Requirements

Project-Based Option

Students must complete 15 units of course. Each course is worth 1.5 units

- FRAN 500A: Introduction to Theory and Research Methods (1.5)
- FRAN 500B: Application of Research Methods (1.5)

7.5 units of course work, of which a minimum of 6 units must be at the graduate level, including up to 1.5 units taken outside the department. Up to 1.5 units may be taken at the senior undergraduate level within the School of Languages, Linguistics and Cultures.

- FRAN598 - Major Research Project (4.5)

Thesis Option

Students must complete 15 units:

- FRAN 500A: Introduction to Theory and Research Methods (1.5)
- FRAN 500B: Application of Research Methods (1.5)

4.5 units of course work, of which a minimum of 3 units must be at the graduate level, including up to 1.5 units taken outside the department. Up to 1.5 units may be taken at the senior undergraduate level within the School of Languages, Linguistics and Cultures.

- FRAN 599: Thesis (7.5)

For more information, please refer to our [Guide de la présentation de proposition de projet ou thèse](#).

7.3 Concentration in Cultural, Social and Political Thought (CSPT)

7.3.1 Admission Requirements

Students must meet the core graduating requirements of the individual departments as well as specific requirements of the [CSPT program](#), and need to apply to the CSPT concentration at the same time as they apply for the MA program.

7.3.2 Program Requirements

The thesis topic must be within the field of CSPT and the thesis must be written in French. At least two members of the three MA supervisory committee members must be faculty members affiliated with the CSPT program. At least one CSPT faculty member on the student's supervisory committee must be from outside the student's home department. The supervisor will be from the School of Languages, Linguistics and Cultures, and may be affiliated with CSPT.

Students wishing to pursue a Master's with a CSPT concentration have the possibility of doing a thesis or project, as follows;

Thesis Option

- FRAN 500A: Introduction to Theory and Research Methods (1.5)
- CSPT 501: Contemporary Cultural Social and Political Thought (1.5)

Complete 1.5 units from:

- CSPT 500: Topics in Cultural, Social and Political Thought (1.5)
- CSPT 590: Directed Readings (1.5-3)

Complete 3 units of additional FRAN courses at the graduate level.

- FRAN 599: Thesis (7.5)

Project Option

- FRAN 500A: Introduction to Theory and Research Methods (1.5)
- CSPT 501: Contemporary Cultural Social and Political Thought (1.5)

Complete 1.5 units from:

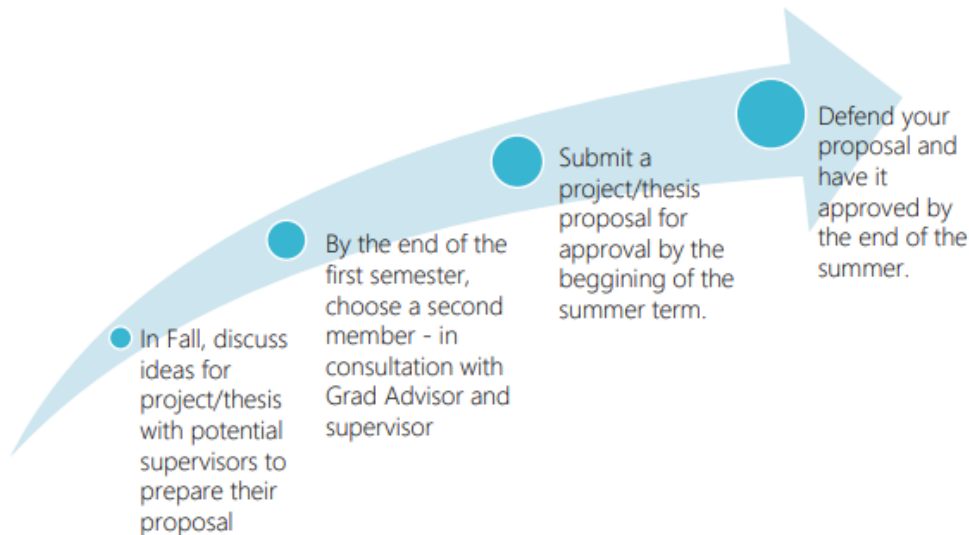
- CSPT 500: Topics in Cultural, Social and Political Thought (1.5)
- CSPT 590: Directed Readings (1.5-3)

Complete 6 units of additional FRAN courses at the graduate level.

- FRAN 598: Major Research Project (4.5)

7.4 Thesis/Project Development

7.4.1 First Year Timeline



It is always possible to change subjects, stream or supervisor(s); in such a situation, consult with the Graduate Advisor as soon as possible to establish the best way to move forward.

7.4.2 Your Proposal

Please consult the [Guide de présentation](#) available on the [SLLC's French and Francophone Programs](#) and [Graduate forms](#) pages.

Students are expected to familiarize themselves with the Faculty of Graduate Studies [Graduate Supervision Policy](#). This document governs academic relationships between Academic Supervisors, members of supervisory committees, and graduate students.

7.5 Courses

Normally, the School of Languages, Linguistics and Cultures offers 4 to 6 French and Francophone Studies graduate courses in the Winter Session (September-April). One or more of these courses might be taught concurrently with a 4th-year course. FRAN 500A is offered every year, but in the fall term only. FRAN 500B runs over two semesters. Other courses correspond to the areas on which MA students may write their research paper and are designed by individual faculty members in consultation with the Chair of the School. Normally, Graduate faculty members teach their respective area courses on a rotation basis.

7.5.1 Attendance

The School expects students to attend graduate courses. Unjustified absences will be sanctioned.

7.5.2 Registration

Students will register to all graduate courses offered by the SLLC through Online Tools. However, for senior undergraduate courses offered by the SLLC and graduate courses offered by other departments, you will need to complete a [Graduate Registration Form](#). Once completed, the registration form should be sent to GARO by the Undergrad and Graduate Assistant ([Emmanuelle Guenette](#)).

Directed Studies Courses

Directed Studies are the exception in the School of Languages, Linguistics and Cultures. However, it is possible for a student to take a Directed Studies course (1.5 units) in an area of study not covered in the course listing of a particular year and deemed essential for the student's research. Normally, a student may take no more than one Directed Studies. A Directed Studies may be in the general area of the thesis (should the student be writing one), but in no circumstances will the material covered in a Directed Studies course duplicate constitute the research required for the writing of a Master's thesis or a Master's research paper. Should a reading course be approved by the Department, a [Pro Forma Registration Form](#) must be completed and sent to GARO by the UG and Grad Assistant before the start of the course.

Courses Taken Elsewhere

a) Western Deans' Agreement (WDA)

Under this agreement, graduate students of member universities may take courses at another member institution for credit in their graduate programs. If you are a UVic student wishing to take advantage of this agreement, review UVic's requirements and application process for outgoing students under the [Western Deans' Agreement](#). Note that a [graduate program update](#) form must also be submitted to establish which (if any) of your program requirements the transfer courses will meet. Please send a copy of this form to the Graduate Assistant.

b) Courses From Other Universities not covered by the Western Deans Agreement

With the support of your supervisor, you may enroll at another university under a "[Letter of Permission](#)". Your supervisor must submit this letter to the Graduate Admissions and Records Office recommending that you take the course. The letter should provide course details and whether or not the course should be included in your program. There will be no tuition waiver. UVic students must maintain

registered or temporarily withdrawn status at UVic while attending elsewhere on a Letter of Permission.

7.5.3 Progress Reports and Academic Requirements

The Faculty of Graduate Studies (FGS) [Graduate Supervision Policy](#) defines the expectations and responsibilities in the supervisory relationship for graduate students, members of the Faculty of Graduate Studies, academic units, Graduate Advisors, supervisors, supervisory committee members, and the Dean and Associate Deans of Graduate Studies. It also outlines important information about student progress.

- a) The student has a fundamental obligation to remain in contact with the academic unit and the supervisor, to meet with the supervisor in accordance with FGS, unit and program requirements, and to respond in a timely, complete and respectful manner to reasonable and appropriate requests from the supervisor for information and progress reports on academic and scholarly matters.
- b) Student progress is assessed annually through a written annual progress report signed by the supervisor. The Graduate Advisor will initiate the process between April and May; students need to meet with their supervisory committee to communicate their progress and to discuss their research with the committee. Committee members with concerns about student progress must raise these concerns at this meeting to allow the student an opportunity to address them directly. Expectations, goals and milestones for the upcoming review period will be determined during the meeting. Supervisors will then be offered the opportunity to discuss student progress in the absence of the student through the comments they write on the report before they sign it and return it to the [Graduate Advisor](#). Not producing an annual report is considered a failure to meet the departmental requirements.
- c) At any time, the Graduate Advisor or the Supervisor may request a meeting with a student and their supervisory committee to assess progress. A formal plan to reach a satisfactory level of progress must be devised during the meeting; this new plan will trump the plan previously included in the annual progress report.
- d) In the case of two or more determinations of 'unsatisfactory' progress on formal assessments not less than 8 weeks apart, including the annual progress report and any meeting requested by the Graduate Advisor or the Supervisor, the Graduate Studies Committee may submit a written application to the Dean of Graduate Studies to withdraw the student for 'failure to meet academic standards.'
- e) A rating of 'unsatisfactory' progress (or the equivalent) may be established on the basis of factors which include but are not limited to:

- i) Repeated disregard of ethical or safety protocols.
- ii) Repeated failure to appear at scheduled meetings or to reply to communication from the Supervisor, Graduate Advisor, Graduate Secretary or Chair.
- iii) Repeated failure to complete assigned tasks.
- iv) Failure to produce the required annual progress report.
- v) Failure to submit a thesis/project proposal by the second year of enrollment in the program.
- vi) Failure to consider the Supervisor's comments or comments by any member of the supervision committee.
- vii) Lack of knowledge, preparation, or ability consistent with the unit's expectations for the program.
- viii) Failure to respect the timeline for completion of all stages of the degree program established with the Supervisor, and to adhere to a schedule to meet appropriate deadlines

7.6 Funding

7.6.1 University Fellowships and Awards

These may be awarded by the Faculty of Graduate Studies to new M.A. students registered full-time. Students must have an outstanding academic record to be considered for these fellowships. The amount of these fellowships may vary from year to year. M.A. fellowships usually range from \$6,000 to \$15,000 for one year.

Fellowship holders must maintain continuous full-time registration during the tenure of the award. In addition, students are not allowed to hold another major award (e.g., SSHRC) in conjunction with a University Fellowship. Should students be offered such an award after acceptance of the University Fellowship, the Fellowship must be forfeited.

7.6.2 Departmental Funding

The School offers each full-time French and Francophone Studies M.A. student a minimum of \$6000 in funding for their first 12 months of studies. Full-time registration is a condition for holding this award.

The School also awards French and Francophone graduate students a total of \$4,000 as a graduate scholarship for their second year of study, depending on their progress. Students must submit their project or thesis proposal by the end of their first year to receive this award, which will be paid over in two instalments of \$2000 per semester for a maximum of two semesters, granted they are still registered in the program and in good standing. This award is contingent to approval by the Graduate Studies Committee and won't be available

for students who delay the submission of their thesis/project proposal without being on an approved leave of absence.

Research Assistantships

Individual faculty members may hire M.A. students to work as Research Assistants (RAs). Students are encouraged to contact individual faculty members to enquire about these opportunities.

Teaching Assistantships

Every year, the SLLC hires a limited number of Teaching Assistants (TA). Teaching Assistant positions become available and are advertised on the SLLC website's [Job opportunities](#) page and are allocated in accordance with CUPE 4163 appointment priority policy. An orientation session is offered to all TAs in the beginning of the school year. In addition, the [Learning and Teaching Support and Innovation \(LTSI\)](#) frequently offers training sessions to Teaching Assistants. These are widely advertised on the humanities mailing list and free to attend.

7.6.3 Other Awards and Prizes

Full information on other awards and prizes available to French Graduate Students may be obtained on the [Faculty of Graduate Studies website](#).

SSHRC Awards — MA

The Social Sciences and Humanities Research Council of Canada (SSHRC) offers 12-month, non-renewable Masters Canada Graduate Scholarships (CGS).

Awards Requiring Nomination by the School

Each September, the Graduate Advisor submits to the Dean of Graduate Studies nominations for which students do not have to apply. The Graduate Advisor nominates individuals based on their records and on the criteria outlined below. Please note that award values may vary from year to year.

President's Research Scholarships: Scholarships are awarded to holders of SSHRC awards, or to students who have been successful in other Canadian national competitions where awards are of a value between \$15,000 and \$25,000. Students who have received a Canadian national award other than a SSHRC should notify the [Graduate Advisor](#) by the beginning of August.

Award Requiring Student Application

Sheila and John Hackett Research Travel Award: One award for travel to the European Union for research purposes is available per academic year. Students are invited to submit

their application to the Office of the Dean of Humanities (Clearihue C305) by September 30.

Graduate Student Travel Grants

The Faculty of Graduate Studies offers financial assistance for travel to academic conferences. Please consult the Faculty of Graduate Studies' [Travel & conference funding](#) page for more information, eligibility and submission process.

In addition, the School of Languages, Linguistics and Cultures offers up to \$600 if the FGS and GSS funds are not sufficient to cover all expenses. Please contact the Graduate Advisor for more details regarding these awards.

8. Germanic and Slavic Studies – Holocaust Studies

8.1 Faculty

[Elena Pnevmonidou](#)

[Matthew Pollard](#)

[Olga Pressitch](#)

[Julia Rochtchina](#)

[Chalotte Schallié](#)

[Ulf Schuetze](#)

[Megan Swift](#)

[Helga Thorson](#)

[Serhy Yekelchuk](#)

8.2 MA in Holocaust Studies Program Details

8.2.1 Overview

The School of Languages, Linguistics and Cultures (SLLC) offers a degree program leading to a Master of Arts (MA) in Holocaust Studies. It comes in two formats:

- a thesis option;
- non-thesis option.

Thesis-based Option

The thesis-based MA stream in Holocaust Studies consists of a minimum of 15.0 units of graduate credit:

1. GMST 501 or SLST 501 (1.5);
2. GMST 580 (1.5);
3. 6.0 units in Holocaust Studies (chosen from GMST 581, GMST 582, GMST 583, GMST 584, GMST 585, GMST 587, GMST 588, GMST 589, SLST 581); (1.5 units may be an appropriate course in another department);
4. Thesis (minimum of 70 pages) worth 6.0 units of credit;
5. Final oral examination of the thesis.

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

Non-Thesis Option

Students in the Holocaust Studies stream (non-thesis option) complete 10.5 units of course work (GMST 501, 580, plus 7.5 units chosen from: GMST 581, GMST 582, GMST 583, GMST 584, GMST 585, GMST 587, GMST 588, GMST 589, SLST 581 (1.5 units may be an appropriate course in another department), and write a major research project or a creative project (4.5 units)., such as a visual arts project (photography, video or computer art), a performance-based production (musical or theatrical), or a creative writing project (fiction, drama or poetry).

As per our graduate calendar, students opting for the research project submit a major research paper in the format of a journal article (40-45 pages). Students opting for a creative project must embed that creative project in arts-based research.

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

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

8.3 Concentration in Cultural, Social and Political Thought (CSPT)

The MA streams in Germanic Studies and Slavic Studies are thesis-based and consist of a minimum of 15 units of graduate credit. Due to the cohort structure of the HLST program (which must be completed in two years), the CSPT option is not available to HLST students.

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

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

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

8.4 Thesis/Project Development

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

Year 1:

	MA Stream in Holocaust Studies
September	Register for 3.0 units of coursework: Normally GMST 501 and GMST 580
January	Register for 3.0 units of coursework.
April*	• Submit revised Thesis/Project Proposal to supervisor or supervisory committee • Supervisor/supervisory committee approves Thesis/Project Proposal
May	Register for 3.0 units in the summer term, normally GMST 599/598

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

Year 2:

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

August	Oral Exam (for thesis option) Final submission of thesis/non-thesis project
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Students in all MA streams may take up to two upper-level undergraduate courses in GMST or SLST, and they may also take up to two graduate courses outside of the SLLC's Germanic and Slavic Studies. In order to enroll in an undergraduate course as a graduate student, it is necessary to submit a [Pro-Forma Course Form](#) and a [Program Update Form](#) in order to adjust the course requirement appropriate graduate level study. This is done in consultation with the supervisor and the course instructor.

8.4.1 Review of Thesis/Project Proposal

All students are required to submit a Thesis/Project proposal to their supervisor or supervisory committee at the end of the spring term (April).

8.4.2 Practicum Assessment

The School will supply the practicum supervisors with an evaluation report consisting of a set of questions and ranking categories (below expectations – meets expectations – exceeds expectation) to assess the student's performance. Students are also expected to write a short report about their practicum.

8.4.3 Student Progress Report

The Progress Report is completed in two stages. First, the primary supervisor meets with the student and completes the Report. Then, the student collects the signatures of the other members of the supervisory committee and submits the completed report to the Graduate Advisor by **April 30**.

Student Progress Report templates can be found on the SLLC Graduate forms page.

8.4.4 Procedure for Unsatisfactory Progress Assessment

In the case of an *unsatisfactory* progress assessment, the student works closely with the supervisory committee and, if needed, the Graduate Advisor, to develop a plan for how to improve progress. The process begins with a written response by the student to the unsatisfactory assessment (submitted no later than **two weeks** after the progress assessment). There are two possible scenarios for a response and subsequent procedure:

Scenario 1:

The student agrees with the assessment and provides explanation for the lack of progress. In that case, the student will meet with the supervisory committee to work out a plan for how to move forward. The plan should include a new timeline and clear benchmarks for how to provide evidence of progress over a period agreed upon by the supervisory

committee and the student. The new progress plan and timeline should be developed **no later than six weeks** after the student's written response to the unsatisfactory assessment.

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

Scenario 2:

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

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

There are two possible resolutions to this process:

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

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

8.4.5 Master's Thesis

Expected Turnaround Time for Thesis

According to the Faculty of Graduate Studies policies concerning timeliness of feedback and thesis submission for the oral exam, students should plan to have a clean first draft of the thesis completed roughly four months before the anticipated oral exam. Students should expect feedback for any submitted work within 20 working days, that is, roughly a month if one considers weekends and possible holidays. A complete thesis draft may

undergo at least two revisions, and the bigger the supervisory committee, the longer the turnaround time that students should anticipate.

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

Students are also urged to familiarize themselves with the [University Policy on Academic Integrity](#).

Thesis Format and Submission Guidelines

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

Oral Exam

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

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

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

8.4.6 Non-Thesis Research / Creative Project

Project Requirements

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

Research Paper: Students can write a major research paper (40-45 pages) in the form of a journal article.

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

Assessment Method

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

8.5 Graduation

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

9. Linguistics and Applied Linguistics

9.1 Faculty

[John Archibald](#)

[Sonya Bird](#)

[Alexandra D'Arcy](#)

[Li-Shih Huang](#)

[Sandra Kirkham](#)

[Hua Lin](#)

[Martha McGinnis](#)

[Hossein Nassaji](#)

[Suzanne Urbanczyk](#)

9.2 General Program Requirements

The programs of all graduate students in Linguistics include course requirements, a language requirement, a requirement to present an aspect of their work at a conference or colloquium, the completion of a major research project (MRP), thesis, or dissertation, and a final oral examination. In addition, all programs require that students write a

MRP/thesis/dissertation proposal and submit it to the supervisory committee, and in the case of a thesis or dissertation, present the full thesis or dissertation to the University in its final form.

[Click here for the program and degree checklists.](#)

9.3 MA in Linguistics Program Details

9.3.1 Overview

The SLLC offers a thesis-based Master's degree in Linguistics, which typically takes two years to complete. The program comprises a minimum of 15 units of credit, including 7.5 units of coursework (= 5 courses) plus thesis (7.5 units).

9.3.2 Courses

All students must complete two courses in core areas of linguistic study, selected from LING 503 or LING 508 (Syntax), LING 504 (Morphology) and LING 505 or LING 510 (Phonology)*. All students must also complete at least three elective courses.

*503 and 505 are taken by students without a previous undergraduate course in these areas; 508 and 510 are taken by students who have completed an undergraduate course in these areas.

All Master's students must satisfy the language requirement and an oral presentation requirement (see section 9.7).

9.3.5 Thesis

The thesis is awarded 7.5 units of credit; it is defended orally, in a formal meeting open to the public, and must be filed through UVicSpace (dspace.library.uvic.ca/). This defence follows FGS procedures on oral examinations and revisions.

9.4 MA in Applied Linguistics

9.4.1 Overview

The School offers thesis-based and project-based Master's degrees in Applied Linguistics. The thesis-based program comprises a minimum of 15 units of credit, including 7.5 units of coursework (= 5 courses), plus a thesis (7.5 units). The project-based program also requires a minimum of 15 units of credit, including 10.5 units of coursework (= 7 courses) plus a MRP (4.5 units).

9.4.2 Courses

Both programs require LING 573 (1.5 units), LING 574 (1.5 units), LING 575 (1.5 units), and two of LING 503 or 508 (Syntax), Ling 504 (Morphology), and LING 505 or 510 (Phonology)

units*. The remaining 3.0 units of the project-based program are drawn from the following: LING 500, LING 504, LING 509, LING 531, LING 573, LING 576, LING 577, LING 586, LING 595, and LING 596 and/or from the following not already selected: LING 503, LING 504, LING 505. Project-based students may include 1.5 units from relevant courses in other Departments determined in consultation with the student's supervisor.

9.4.3 Major Research Paper or Thesis

Project-based Option

Project-based students write their MRP in LING 598, which is awarded 4.5 units. The MRP is defended orally, in a formal meeting open to the public. This defence follows FGS procedures on oral examinations and revisions.

Thesis-based Option

Thesis-based students complete their thesis in LING 599. The thesis is awarded 7.5 units of credit; it is defended orally, in a formal meeting open to the public, and must be filed through UVicSpace (dspace.library.uvic.ca/). This defence follows FGS procedures on oral examinations and revisions.

9.5 Doctor of Philosophy (Linguistics)

9.5.1 Overview

The Doctoral program requires a minimum of 30 units of credit beyond the MA degree. Students should plan on a minimum of four years to complete the degree.

9.5.2 Courses

Students must include in their programs at least 7.5 units of coursework at the 500- and 600-level (= 5 courses). All doctoral students must take LING 601 (Current Directions in Syntactic Theory) and LING 602 (Current Directions in Phonological Theory). Other courses are determined jointly by a student and the supervisor. Students without the equivalents of LING 503 or LING 505 in their previous program will have these courses added to their requirements.

All PhD students must satisfy the language requirement and an oral presentation requirement (see sections 9.7 and 9.8).

9.5.3 Candidacy

To show a breadth of knowledge in the field of Linguistics and to demonstrate talent as researchers, doctoral students are required to satisfy a comprehensive requirement (also referred to in the Calendar as 'the candidacy examination'). This examination consists of either (a) an original research paper, or (b) two candidacy exams. This requirement is

normally completed in the second year of the Doctoral program. While doing the candidacy requirement, the student registers in LING 693. Information on the details of candidacy process can also be found on the SLLC website's [Candidacy requirement page](#).

9.5.3.1 Procedures

When a student registers for LING 693, or beforehand, their supervisory committee is struck. The committee and the student decide collaboratively on one of the two options for the completion of the candidacy requirement (one candidacy paper, or two candidacy exams). This choice is recorded on the Program Form, which the student completes and returns to the department office.

9.5.3.2 Option A: Candidacy paper

One option for satisfying the doctoral candidacy requirement in Linguistics is to write an original research paper, suitable for presentation at a conference.

Supervision

The student's doctoral supervisor, in consultation with the student, determines the supervisor of the candidacy paper. The candidacy supervisor, in consultation with the student, then determines the other two committee members, including an internal member (holding an appointment in the department), who is the second reader of the candidacy paper, and a third reader. In the usual case, the candidacy supervisor is the doctoral supervisor, and the second reader is the internal member of the student's doctoral committee. The candidacy supervisor and the second reader provide feedback on the student's candidacy research. The third reader reads and evaluates only the defense draft of the paper.

Proposal

The topic of the candidacy paper is determined collaboratively by the student and the candidacy supervisor. Broadly speaking, the candidacy paper is designed to set the student on the path to developing a dissertation proposal. For example, it could serve as a pilot study for the dissertation research.

Before beginning work on the candidacy paper, and normally by the beginning of the second year of the doctoral program, students must submit a proposal to the candidacy supervisor and the second reader. This proposal can be up to 5 double-spaced pages (no

more than 1,500 words), plus a bibliography, outline, and timeline. The proposal must include:

1. The goal of the paper, including how it addresses the topic decided by the candidacy supervisor and the student
2. A brief outline of the research needed to complete the project, including the research questions to be investigated, the theoretical framework and methodology to be adopted, and an overview of relevant existing literature
3. A preliminary bibliography of relevant research on the topic
4. A preliminary outline of the paper, and a timeline of when the research and writing will be completed

Submission of drafts

The candidacy paper is normally completed within two academic terms, including the proposal and the research ethics approval process, if any. While researching the candidacy paper, the student is expected to meet regularly with the candidacy supervisor and may meet occasionally with the second reader. Suggested length of the paper is 35 double-spaced pages (roughly 10,000-11,000 words), including any examples, tables and diagrams, and excluding references.

Once a complete draft of the paper is ready, its formal evaluation begins. The student can submit no more than three complete drafts before participating in an oral defense:

- The candidacy supervisor reads and comments on a complete initial draft of the paper before the student passes a revised draft to the supervisor and second reader.
- The second reader and the supervisor then read and comment on a complete second draft of the paper before the student submits the examination draft to the entire committee, including the third reader.
- The committee then reads the examination draft of the paper.

To expedite the review process, the student is expected to track or highlight changes when submitting more than one draft of the paper to the same reader.

Assessment criteria

The quality of the candidacy paper is assessed by the supervisory committee according to the following criteria. The candidacy paper must demonstrate:

- original research, worthy of publication or presentation at a conference;
- knowledge of the literature and major issues in the field of study; and
- ability to respond to, and think critically about, the relevant literature and major issues in the field of study

Oral candidacy examination

Once the candidacy committee has read the examination draft of the candidacy paper, the student meets with the committee for an oral candidacy examination. At the examination, the student gives a brief presentation, approximately 10 minutes long, to summarize the most important points of the candidacy paper. The members of the candidacy committee then ask the student questions, focusing on the paper and related research areas.

After the question period, the student is excused, and the candidacy committee discusses the paper to determine whether it is acceptable. The candidacy paper, as presented at the oral examination, is assessed as follows:

1. *The candidacy paper is acceptable.*
 - No further work on the paper is required.
2. *The candidacy paper is acceptable subject to minor revisions.*
 - The student has two weeks to complete the minor revisions, which are then approved by the candidacy supervisor.
3. *The candidacy paper must be revised and resubmitted.*
 - The student revises the paper (based on written comments from the committee), and resubmits it to the committee.
 - The paper can be revised only once, and the revised paper must be defended within three months of the initial defense.
4. *The candidacy paper fails.*
 - If the revised paper does not meet department standards, the student is required to withdraw from the PhD program.

Immediately after the meeting of the committee, the supervisor communicates the committee's decision to the student and to the Graduate Advisor. Once a candidacy paper has been judged as meeting the required standard, the student passes the candidacy requirement.

9.5.3.3 Option B: Two candidacy exams

Supervision

The student's doctoral supervisor, in consultation with the student, determines the membership of the candidacy committee. In the usual case, the candidacy committee members are appointed as the student's doctoral committee.

Setting the exams

The supervisory committee is responsible for setting two candidacy exams in distinct research domains. The candidacy exam process is normally completed within two academic terms. The timing of the two exams (in parallel or in sequence) and the content of the exams is determined by the committee in consultation with the student; for example, one exam could be based on findings from the literature relevant to the topic, and the other on relevant methodological approaches. For each exam, the student is expected to collaborate with the committee in generating a reading list. Based on these readings, the committee sets two exam questions. The student then has one week to write an exam paper responding to one of these questions. This paper must be entirely their own work, written without assistance from the supervisory committee. Suggested length is 20 double-spaced pages (5,500-6,500 words). The committee then reads the exam paper, and the student meets with the committee for an oral examination. The same procedure is followed for the second exam. For exams conducted in parallel, the second exam is normally scheduled within two weeks after the successful completion of the first exam. For exams conducted in sequence, the second exam is normally scheduled within one term after the successful completion of the first exam.

Assessment criteria

The quality of each candidacy exam paper, as presented at the oral examination, is assessed by the supervisory committee according to the following criteria. Each exam paper must demonstrate:

- Knowledge of the literature and major issues relating to the chosen exam question
- Ability to respond to, and think critically about, the literature and major issues relating to the chosen exam question.

First exam paper

The first exam paper is read by the entire committee in parallel. The committee has two weeks to read the paper, then the student meets with the committee for an oral candidacy examination. At the examination, the student gives a brief presentation, approximately 5 minutes long, summarizing the most important points of the candidacy exam paper. The members of the candidacy committee then ask the student questions, focusing on the chosen exam question and related research areas.

After the question period, the student is excused, and the candidacy committee discusses the exam paper and determines whether it is acceptable. The paper, as presented at the oral examination, is assessed as follows:

1. The candidacy exam passes.
 - No further work on this exam is required.
2. The candidacy exam fails.
 - The student has one week to retake this exam on a similar or new question, based on the same reading list as the initial exam.
 - Each exam can be retaken **only once**. If a retaken exam paper does not meet department standards, the student is required to withdraw from the PhD program.

Immediately after the oral examination, the supervisor communicates the committee's decision to the student and to the Graduate Advisor.

Second exam paper

The student must pass the first exam before proceeding to the second. The second exam is scheduled by the committee in collaboration with the student, normally to begin within two weeks of the successful completion of the first exam. The procedures for the second exam are the same as for the first.

When both candidacy exams have been passed, the student passes the candidacy requirement.

9.5.3.4 Passing the candidacy requirement

Once a student has passed the candidacy requirement under either Option A or Option B, the candidacy supervisor communicates this to the student and to the Graduate Advisor. The Graduate Advisor then issues a memo of confirmation to the Graduate Admissions and Records Office (GARO), signed by the student's doctoral supervisor and the Chair of the Department of Linguistics.

9.5.4 Dissertation

The dissertation (LING 699) is worth 19.5 units; it is defended orally, in a formal meeting open to the public, and must be filed through UVicSpace (dspace.library.uvic.ca/). This defence follows FGS procedures on oral examinations and revisions.

9.6 Pro Forma Courses – All Linguistics Programs

Some graduate courses listed in the Calendar without specification (LING 590, 690) require completion of a [Pro Forma application](#) available on the FGS website's [Forms & policies](#) page.

This application details the work to be done in the course, major bibliographic references, and the particulars of course requirements. The student, in consultation with the faculty member offering the course, completes the form. A section title describing the subject matter of the course must be provided on the form. As there may be several sections of each course, a student should check with the Faculty of Graduate Studies office to determine the appropriate section number (A01, A02, etc). The student's supervisor must approve Pro Forma courses. In addition, the Graduate Advisor approves all Pro Forma course offerings.

9.7 Language Requirement – All Linguistics Programs

9.7.1 PhD

The School's language requirement is intended to ensure that PhD students have the ability to read linguistic literature in, or have a sound knowledge of, two languages other than English in preparation for their research programs. Ideally, students should choose languages relevant for their research, in consultation with their supervisors, to satisfy this requirement.

The requirement for each language is considered satisfied when the student:

1. demonstrates reading proficiency in the language (assessed by a 2-page translation);
2. speaks the language natively;
3. has been educated in the language;
4. has an undergraduate degree with a major in the language;

5. has successfully completed a minimum of the equivalent of 4.5 units of university-level courses in the language, with at least a second-class (B-) average; or
6. has passed the equivalent of a 3-unit, upper-division reading course in the language.

Other mechanisms for assessing the language requirements for special cases may be established. In such cases, however, the student is responsible for putting a proposal together in consultation with their supervisor and submitting it to the Graduate Advisor prior to fulfilling the requirement. The Graduate Committee is then responsible for accepting or refusing the proposal, by considering the relevance of the language chosen to the student's research and the pertinence (and practicality) of the evaluation process suggested.

9.7.2 MA

MA students must satisfy the language requirement for the PhD students (described above), for *one* language. For master's students continuing on to the PhD at the University of Victoria, the Master's requirement will satisfy one language for the PhD requirement.

9.8 Oral Presentation Requirement – All Linguistics Programs

All students except those in the project-based MA in Applied Linguistics are required to make a public presentation of their research, either at a conference or a departmental colloquium, and either in the form of a talk or a poster. This requirement is intended to prepare students for oral presentations of their work in broader contexts after their graduate studies at the University of Victoria are complete. (Guest lectures in graduate or undergraduate courses, although they provide excellent experience in public speaking, do not serve to satisfy this requirement.)

Students fulfilling this requirement notify the [Graduate Advisor](#) of the conference or lecture venue and submit a copy of the conference program or lecture announcement, together with a copy of the handout or other audio-visual material used at the venue.

9.9 Academic Standards – All Linguistics Programs

The School requires graduate students to obtain grades of B or better on all courses that form part of the students' program and to maintain a B+ average across their courses (note that the School of Languages, Linguistics and Cultures demands a higher standard than the University does).

The university requires that all students achieve a grade point average of at least 5.0 (B) for every session in which they are registered. In addition, every grade of 4.0 (B-) or lower in a course taken for credit must be reviewed by the supervisory committee of the student and a recommendation made to the dean of graduate studies.

If these minimum standards are not met, the student's supervisor or supervisory committee is required to evaluate the student's academic performance. This evaluation includes consultation with the student. A recommendation is then made to the Graduate Advisor (SLLC standards) or to the Dean of Graduate Studies (UVic-wide standards) concerning action to be taken to remedy the situation. In the School of Languages, Linguistics and Cultures, students in this situation are usually placed on departmental probation and have their performance re-evaluated at the end of the following semester. If the student's grades have not improved to the necessary level, the student is required to withdraw from further studies in Linguistics unless there are strong mitigating circumstances.

10. Resources

10.1 Library Resources

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

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

10.2 Health and Wellness Resources

Graduate students can benefit from a number of facilities available on campus. For example, [Counselling Services](#) (250-721-8341), in addition to offering counselling for personal issues, provides a number of [workshops](#) on mental health as well as personal development and career workshops, including a Learning Skills Program and the Thesis Completion Group. Other facilities available include the [Centre for Accessible Learning](#)

(250-472-4947), [Athletics and Recreation](#), [Child Care Services](#) (250-721-8500), [Multifaith Services](#) (250-721-8338), [University Health Services](#) (250-721-8492), and [International Student Services](#) (250-721-6361). The [Learning and Teaching Support and Innovation Centre](#) (250-721-8571) provides many opportunities for professional development and teaching assistant training.

10.3 The University Calendar

This publication, which is available online (uvic.ca/calendar/), defines terms and lays out University regulations. The section entitled 'General Information' at the beginning of the Calendar contains information pertinent to all members of the University. The section of the Calendar under the heading 'Faculty of Graduate Studies' contains the regulations and requirements for all aspects of graduate study, including information on admissions, registration, academic standards, appeal procedures, work permits, and so on. There are separate sections in the Calendar concerning graduate programs in specific departments, including Linguistics, which detail their respective regulations and policies, the specializations of graduate faculty members, and graduate course offerings.