



# Procedures for Internal PhD Applications

This sheet is meant to provide direction to those currently in the LLM program:

- (a) seeking to apply to the PhD program **after completing** their LLM.  
or  
(b) seeking to apply to the PhD program **without completing** their LLM, after completing four terms of the LLM.

## PhD Application Deadlines

All applications will be treated as new and, therefore, you are only eligible to apply for September entry. The application deadline for September of any given year is January 31st (the domestic deadline) of that year.

## If you are seeking to take up the PhD after completing your LLM:

Please note: All LLM submission requirements must be met by August 31<sup>st</sup>.

1. Complete the Graduate Admissions and Records online application form and pay the application fee: [www.uvic.ca/application](http://www.uvic.ca/application).

As part of your application, you must:

- Attach a PhD proposal of no more than five double-spaced pages.
- Enter the names and email addresses of your two LLM supervisors. The application system will send assessment form information directly to your referees by email upon submission of your application. Assessment information will be collected electronically from your referees; paper/hard-copy documents are not required. They should speak about the quality of your work to date in the LLM program, whether they feel you could successfully study at the PhD level, and supporting your application for transfer into that program.
- Attach electronic, unofficial copies for all post-secondary institutions at which you have been registered, including UVic.
- Attach a recent curriculum vitae (CV).
- Attach a writing sample, which could include work done on or in preparation for your LLM thesis or other deliberative writing.

Note:

- Any additional coursework required for your PhD program is at the discretion of the Graduate Program Director. You would not need to re-take LAW501 and 502.
- A maximum of three terms of tuition fees paid towards your LLM program will be automatically transferred to your PhD program (towards the seven and a half fee installations required for lower re-registration tuition).
- Time spent in your LLM program will not be transferred to your PhD program (towards minimum time required in the program).

**If you are seeking to take up the PhD without completing your LLM:**

1. Complete the Graduate Admissions and Records online application form: [www.uvic.ca/application](http://www.uvic.ca/application).
  - a. When answering the Starting Questions, select the following choices:
    - What level of study are you applying for?  
*Graduate Studies: courses and programs leading to a Master's or Doctoral degree or a graduate diploma or certificate*
    - Have you previously taken courses for credit at the graduate level at UVic?  
*Yes*
    - Are you applying to a degree, diploma or certificate program at UVic?  
*Yes*
    - Are you applying...  
*As a current student transferring to a different program*
  - b. As part of your application, you must attach:
    - A PhD proposal of no more than five double-spaced pages.
    - Electronic, unofficial copies for all post-secondary institutions at which you have been registered, including UVic.
    - A recent curriculum vitae (CV).
    - A writing sample, which could include work done on or in preparation for your LLM thesis or other deliberative writing.
  - c. You will not be charged an application fee.
2. Submit letters from both of your LLM supervisors to the Graduate Program Assistant. Your referees should speak about the quality of your work to date in the LLM program, whether they feel you could successfully study at the PhD level, and supporting your application for transfer into that program. Letters should be provided in sealed, signed envelopes.

Note:

- You must complete a minimum of four terms in the LLM before applying to the PhD program.
- A maximum of three terms of tuition fees paid towards your LLM program will be automatically transferred to your PhD program (towards the seven and a half fee installations required for lower re-registration tuition).
- Time spent in your LLM program will be transferred to your PhD program (towards minimum time required in the program).