



School of Indigenous Governance

Student Handbook

2026/2027

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All underlined blue text indicates hyperlinks. These links can be accessed in the digital version of this handbook, available at uvic.ca/igov in the SharePoint (students), or by request at igov@uvic.ca.

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GENERAL INFORMATION

ABOUT IGOV



Where We Are, Where We Learn

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.

Ləkʷəŋən means "place of the smoke herring."

W̱SÁNEĆ means "raised up" or "emerging place," as viewed from the water rather than from the other land, in the SENĆOŦEN language (Dave Elliott Sr.).

Our Vision

The School of Indigenous Governance is Canada's leading school for the advancement of Indigenous knowledges, creativity, and activism. Our graduate programs support the training and education of future Indigenous leaders through innovative models of governance and nationhood that draw inspiration from Indigenous ways of knowing and learning, community-based research practices, and intersectional, critical, and Indigenous feminist approaches.

Meet Our People

Faculty

Name	Position	Email Address	Phone	Office
Dr. Hōkūlani Aikau	Professor / Director	igovdir@uvic.ca	(250) 721-6438	HSD A260c
Dr. Gina Starblanket	Associate Professor/ Graduate Adviser	gns@uvic.ca	(250) 721-6297	HSD A260d
Dr. Heidi Kiiwetinepinesik Stark	Professor	starkh@uvic.ca	(250) 472-5451	HSD B246
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Dr. Michaela McGuire	Assistant Professor	michaelamcguire@uvic.ca	(250) 721-6151	HSD A260f



Staff

Name	Position	Email Address	Phone	Office
Akgozel Karyyeva	Graduate Secretary	igov@uvic.ca	(250) 721-6438	HSD A260e
Jack Pawlyna	Academic Administrative Officer	igovao@uvic.ca	(250) 721-6436	HSD A260a

Have questions? Who to ask:

Graduate Secretary

The Graduate Secretary answers questions about the programs and supports students and supervisors in administrative processes. Most forms should be submitted to the Graduate Secretary for further processing. The Graduate Secretary can address general questions about administrative procedures, deadlines, forms, and program requirements, including guidance on Faculty of Graduate Studies deadlines and paperwork. Students should seek substantive academic advice from their temporary or faculty supervisor.

Graduate Adviser

The Graduate Adviser (GA) is a faculty member who provides academic and programmatic guidance. The GA offers advice on substantive matters related to a student's studies, such as course selection and academic progress.

Temporary Supervisor

New students are assigned a temporary supervisor who supports them during the initial stages of the program. Temporary supervisors provide advice about courses, answer program-related questions, and offer guidance as students begin identifying research ideas. As students become more familiar with the faculty and begin to clarify their research interests, they will identify a faculty supervisor. Once a faculty member agrees to serve in this role, students must inform the Graduate Secretary of the change.

Faculty Supervisor

This faculty member serves as the student's primary adviser throughout their graduate program. The faculty supervisor is the first point of contact for information about courses and for academic or professional guidance, and they also serve as a member of the student's supervisory committee for the final project/thesis or dissertation.

Supervisory Committee

This committee supervises and assesses the student's community governance project (CGP), thesis, or dissertation. It includes the faculty supervisor and other faculty and/or community members who can serve as additional sources of information, guidance, and support. Students should review this handbook for more information about committee structure for PhD, thesis, and CGP programs.

Academic Administrative Officer (AO)

The Academic Administrative Officer (AO) supports students, faculty, and staff with employment-related administration, including hiring, onboarding, and payroll, and plays a key role in communications and academic administration.

GET STARTED

All Students

Set up accounts

When students apply to UVic, they receive a student V number. With this number, students can register for a [NetLink ID](#). The NetLink ID provides access to a range of UVic computer systems and services, including the [Online tools](#) portal. Online tools allow students to access their student record, update personal information, and register for courses.

[UVic email and calendar accounts](#) are automatically set up when a person begins studying at UVic. Students receive an @uvic.ca email address, an Exchange Online mailbox and calendar, and access to the Microsoft Outlook email app on web, desktop, and mobile devices.

Students may also [update or change their online name and preferred email address](#).

Please note: IGOV communicates with students through their [@uvic.ca](#) email address.

Faculty of Graduate Studies

UVic graduate students are part of the [Faculty of Graduate Studies \(FGS\)](#). FGS helps students navigate administrative and program requirements, explore funding opportunities, and connect with available supports and resources.

Orientation programs

UVic offers an [orientation program](#) specifically for new graduate students before the fall term begins. Students who start in January or May are invited to attend the January or May orientation programs available to all students.

UVic Events

[See all UVic events](#).

The [Graduate Students' Society](#) usually hosts informal social events for new and returning grad students.

Register for courses

Students will need their NetLink ID to [register for courses](#).

Registration is done through [Online tools](#). Students will be notified of their registration date and time by email. UVic sends these instructions in early June for September–April (fall and spring term) courses, and in March for May–August (summer session) courses. Students are encouraged to speak with their temporary supervisor or the Graduate Adviser when selecting courses.

Paying tuition fees

There are a few ways for students to [pay tuition fees](#). Graduate fees are paid in installments three times a year, with payments due by the end of the first month of the corresponding term (September 30, January 31, and May 31).

Get Student ID card

Students' university photo ID is called a [ONECard](#). It serves as the official identification card and campus debit card throughout the program. It also functions as the library card and athletics pass.

After a [photo is uploaded online](#), the [ONECard office](#) will print the card and have it ready for pickup. The ONECard office is located in the [Campus Services Building](#) breezeway between Career Services and the Bookstore.

ONECard is also available on mobile devices, [mobile ONECard](#) and can be added to the digital wallet on compatible Apple and Android devices. Students can tap a phone or smartwatch to buy food on campus, access CARSA, borrow materials from the library, shop at the Bookstore, and more.

A physical ONECard is still required as official identification for certain face-to-face exams and assessments.

Academic calendar

Consult the [graduate academic calendar](#) to learn about UVic policies, program guidelines and course options. Note the dates and deadlines important to the program, fees and funding or graduation. It's also helpful to know which holidays the university observes.

STATUS, REGISTRATION AND IMPORTANT DATES

Definition of Full-Time Status

Any student who is registered for a single term in Winter Session (September to December OR January to April) OR Summer Session (May to August) is defined as full-time if:

- enrolled in courses totaling a minimum of 3 units (two 1.5-unit courses), or
- enrolled in 1 course worth 3 units, such as:
 - Community Governance Project (IGOV 598)
 - Thesis (IGOV 599)
 - PhD Candidacy Examination (IGOV693)
 - Dissertation Proposal (IGOV695)
 - Dissertation (IGOV699)

Students registered with the [Centre for Accessible Learning \(CAL\)](#), may be considered full-time with fewer course units in a term. Graduate students should discuss this accommodation with their temporary or faculty supervisor and their CAL Accessibility Adviser.

Continuity of Registration

Registration

Graduate students must be continually registered with UVic. This means that every term one of the following must be completed:

- register in coursework or the CGP/Thesis option
- register for a personal leave of absence
- request a leave of absence for medical, parental, or compassionate reasons
- withdraw with permission

Students are responsible for registering in the course that corresponds to their current stage of study within their degree or certificate program. Registration in the relevant course must be maintained for as long as the student is actively working on that requirement, including during the summer term.

The appropriate courses per program are as follows:

MA Program:

- [IGOV598](#) – Community Governance Project (6.0 units)
OR
- [IGOV599](#) – Thesis (6.0 units)

PhD Program:

- [IGOV693](#) – PhD Candidacy Examination (3.0 units)
- [IGOV695](#) – Dissertation Proposal (3.0 units)
- [IGOV699](#) – Dissertation (28.5–30.0 units)

IN Program:

- [IN697](#) – Capstone Experience (1.5–6.0 units)

Leaves of absence

See: [Leave of Absence](#)

Students who require a leave of absence from their graduate program should begin by consulting with their faculty supervisor for guidance. After this discussion, the IGOV Graduate Secretary must be contacted at igov@uvic.ca, and the [required forms \(listed in Appendix A\)](#) must be completed as directed for approval.

Students who are not registered, on an approved leave, or withdrawn with permission will be removed from the program. In such cases, the official transcript will indicate withdrawal without permission, and [reregistration to the program](#) will require a formal application. For more information, please see: [Graduate Students Registration](#).

Program extensions

Students who reach the end of the completion time allowed for their program and require additional time must first consult with their faculty supervisor for guidance and direction. After this discussion, the IGOV Graduate Secretary must be contacted at igov@uvic.ca, and the [required forms \(listed in Appendix A\)](#) must be completed as directed for approval.

Registration cannot proceed until the extension request has been approved.

Important Dates

See: [UVic's calendar of important dates](#).

The School of Indigenous Governance follows the UVic Academic Calendar and observes all the statutory holidays and reading breaks stated. And in recognition of the diversity of our students, IGOV also responds to holiday requests in accordance with the [high holy holiday calendar](#) compiled by the Office of the Equity and Human Rights. See: [Accommodation of Religious Observance](#).

GRADUATE STUDENT FUNDING

Graduate studies can be funded through UVic [fellowships](#), [teaching or research assistantships](#), or a combination of these sources. Graduate students are also eligible for a range of scholarships and awards. [Co-operative education](#) can be added to a degree program. Co-op allows students to alternate academic terms with paid work experience, and UVic's graduate co-op program is the largest of its kind in Canada.

UVic scholarships & awards

The Faculty of Graduate Studies provides awards to graduate students of high academic standing who are registered in a graduate degree program. The distribution, value, and duration of these awards and fellowships are determined by IGOV, within FGS regulations, with final approval made by the Faculty of Graduate Studies. Donor-funded awards may include additional criteria beyond GPA. Not all scholarships require an application; for more information, see [graduate scholarships and awards](#) to search for specific funding. For scholarships and awards on the online graduate scholarship application that require a financial need assessment, please complete the budget within the online application.

Students need to ensure they meet all [FGS funding eligibility criteria and regulations](#) in order to retain their graduate funding.

Note: graduate funding is normally for the current academic year (September to August), unless otherwise stated in the FGS offer letter. Funding is not automatically renewed and is awarded at the discretion of IGOV.

Annual progress report

Students who hold a Social Sciences and Humanities Research Council (SSHRC), Natural Sciences and Engineering Research Council of Canada (NSERC) or Canada Graduate Research Scholarship (CGSD) award must complete an annual research progress report detailing the achievements of the previous year and the objectives for the next year. FGS will contact students each year with the required deadline to complete.

UVic graduate bursaries

Bursaries are non-repayable awards offered based on financial need and reasonable academic standing. Graduate bursaries are administered by Student Awards and Financial Aid.

Eligibility

- Receive maximum full-time government loans — students must be receiving the full amount of government student loans available to them.
- Meet the Faculty of Graduate Studies definition of full-time status — eligibility is based on the full-time registration requirements established by the Faculty of Graduate Studies.
- Be a Canadian citizen or permanent resident — only students who hold Canadian citizenship or permanent residency are eligible under this criterion.

There are two opportunities for graduate students to apply:

For the Summer session (May–August):

- Applications open: May 1
- Applications close: June 1
- Decisions made: By end of July

For the Winter session (September–April):

- Applications open: August 15
- Applications close: October 15
- Decisions made: By end of December

Only one application per session is required to be considered for all bursaries administered by Student Awards and Financial Aid. To be considered, the full application must be completed, and it can be accessed through the [Online tools account](#). Successful applicants will be notified by email.

If the general bursary application deadline has passed and a student is receiving government loans and/or grants for the current term, they should email awards@uvic.ca or call [250-472-5600](tel:250-472-5600) to inquire about a late application.

Bursaries with a separate application process have varying deadlines. Students can find full graduate bursary eligibility and application information from [Student Awards and Financial Aid](#).

Scholarships & bursaries for Indigenous students

Indigenous students can access [scholarships and bursaries](#) offered by UVic, including funding programs, tailored services, and community-specific resources designed to enhance their academic experience.

For Indigenous-specific awards, students will be required to demonstrate their eligibility by providing a [declaration of Indigenous Citizenship](#) and supporting information as per [UVic's Indigenous Citizenship Declaration Policy \(ICD\)](#).

[LE,NONET](#) bursaries are awarded annually. These bursaries act as top-up funding for qualifying students and don't displace existing funding.

The Faculty of Graduate Studies' [Dean's Award for Indigenous Graduate Students](#) is an award to recognize and support academic excellence. [The Office of Indigenous Academic and Community Engagement](#) and the Faculty of Graduate Studies have collaborated to develop these awards for Indigenous students:

- One fellowship award of \$15,000 for a master's level student
- One fellowship award of \$15,000 for a doctoral level student

Students may [apply via the online graduate scholarship application](#) between July 1st and September 15th.

Band Funding

See the Office of Indigenous Academic and Community Engagement (IACE) for information on [band funding](#).

Emergency Bursaries

Current Indigenous Students who need help accessing an Emergency Bursary, please email Izzy Ward (LE, NONET First Year STEM Coordinator): iward@uvic.ca

Current Students, for urgent student support, please email oslisscreferrals@uvic.ca

International student funding opportunities

There are many [grants, awards, and programs available to international students](#) coming to UVic. Bursaries are open to international graduate students who experience a financial crisis during the academic year. Students should email finaid@uvic.ca explaining their extenuating circumstances. If eligible to apply, an application will be sent by email.

Work Opportunities

Research assistantships

[Research Assistantships \(RAs\)](#) are a form of financial support for graduate students. The source of RA funding is normally a research grant held by a faculty member, who then provides an RA to the student. There are currently two types of RAs.

Academic Research Assistantship (ARA)

An Academic Research Assistantship (ARA) is the type of RA provided to a graduate student by their academic supervisor in support of the student's research activities that will comprise part of the student's academic degree requirements (i.e., embodied in their thesis or dissertation). ARA funds are provided as a stipend and are not employment income.

Employment-based Research Assistantship (ERA)

An Employment-based Research Assistantship (ERA) is the type of RA provided to a graduate student by a faculty member - who may or may not be their academic supervisor - to conduct work (research) for the supervisor. The research work done does not comprise part of the student's academic degree requirements. This is an employer - employee relationship. RA funds are provided as employment income and subject to statutory withholdings.

Work-Study Program

[The Work Study Program](#) provides part-time employment opportunities for students during the academic year (September to April) and is designed to support students with demonstrated financial need. Students must apply for eligibility beginning August 15 and meet full-time registration requirements throughout the study period. Participation is not guaranteed, and students may hold only one work study position at a time.

Eligible students are notified of their status and approved work hours by email and may then apply for positions posted in September. Students can only begin working once their eligibility has been confirmed and authorization has been received. All participants must maintain the required course registration and have a valid Social Insurance Number before starting work.

IGOV often posts one or two Work Study positions in September for students interested in gaining experience supporting academic, communications, and administrative activities.

Indigenous Citizenship Declaration Policy

The [Office of the VP Indigenous \(OVPI\)](#) has revised the eligibility process for Indigenous-specific opportunities that result in material gain. The [Indigenous Citizenship Declaration \(ICD\) Policy \(GV0810\)](#) establishes new criteria for accessing these opportunities. Applicants for Indigenous-specific opportunities administered by UVic will be required to demonstrate their eligibility for those material advantages by providing a [declaration of Indigenous Citizenship and supporting information](#). Applications for eligibility will be managed through a secure online portal connected with each student's NetLink account.

This process will ensure (1) opportunities of material gain that are designated for Indigenous Peoples are accessed by Indigenous Peoples, and (2) the eligibility requirements for these opportunities are consistent with the ways that Indigenous Nations, Peoples and communities determine their Citizenship.

IGOV PROGRAMS

To learn more about the graduate programs in the School of Indigenous Governance please visit the [UVic Calendar](#)

The following program-specific pages also have useful information:

[Indigenous Nationhood Certificate](#)

[Master of Arts in Indigenous Governance](#)

[Doctor of Philosophy in Indigenous Governance](#)

SUPERVISORS AND COMMITTEES

Temporary Faculty Supervisor

Upon entry, students are assigned a temporary faculty supervisor who provides guidance on coursework, program requirements, and early research or project development.

Faculty Supervisor (Permanent)

As research interests are refined, a permanent faculty supervisor must be secured whose expertise aligns with the student's work. Master's (MA) and PhD students must be supervised by an IGOV faculty member. See the [Indigenous Nationhood \(IN\)](#) section below for IN supervision details.

The faculty supervisor serves as a student's primary academic adviser and first point of contact for academic and professional guidance. For MA and PhD students, the faculty supervisor also serves on the supervisory committee.

As students refine their research interests, they are encouraged to work with the Graduate Adviser to identify a suitable supervisory match based on research alignment and supervision availability. Students then contact the faculty member to confirm willingness to supervise. Once a permanent faculty supervisor has agreed to take on this role, the Graduate Secretary must be notified at igov@uvic.ca.

After confirming a permanent faculty supervisor, students meet with the supervisor to discuss expectations, research direction, and supervisory committee formation.

Faculty Supervisor – Indigenous Nationhood Certificate (IN)

Students in the IN program are supervised by an IN faculty member. A list of eligible IN faculty supervisors is available upon request. The IN faculty supervisor must be on the Faculty of Graduate Studies membership list or be specifically approved by the Dean of Graduate Studies.

As students refine their research interests, they are encouraged to work with the Graduate Adviser to identify a suitable supervisory match based on research alignment and supervision availability. Students then contact the faculty member by email to confirm willingness to serve. Once an IN faculty supervisor has agreed to take on this role, the Graduate Secretary must be notified at igov@uvic.ca.

After confirming an IN faculty supervisor, students meet with the supervisor to discuss expectations and their project or examination.

Timeline: Faculty Supervisor Confirmation

The timeline to transition from a temporary faculty supervisor to a permanent faculty supervisor is **within two terms from program entry**.

Supervisory Committee – MA and PhD

MA and PhD students must form a supervisory committee. Supervisory committee formation begins after the permanent faculty supervisor has been confirmed and the student has begun to define the research or project direction.

Specifics on [Committee Formation for MA](#) and [Committee Formation for PhD](#) students are detailed below.

The faculty supervisor is a member of the committee and facilitates all committee activities. The supervisory committee supervises and assesses the student's dissertation, community governance project (CGP), or thesis. Committee members provide guidance, expertise, and advice.

Students work with their faculty supervisor to identify appropriate committee members. Selection should consider subject expertise, methodological alignment, and the ability to contribute complementary perspectives. Once identified, the proposed committee members must confirm their willingness to serve on the supervisory committee prior to formal establishment.

Once committee members have agreed to supervise, students must submit the names of committee members to the Graduate Secretary at igov@uvic.ca. The supervisory committee is formally established once approval has been granted by the Dean of Graduate Studies.

Appointment of Non-FGS Supervisory Committee Members

All members of the supervisory committee must be on the Faculty of Graduate Studies membership list or be specifically approved by the Dean of Graduate Studies. Where a proposed committee member is not an FGS member, they must be formally appointed by FGS before they can serve on the supervisory committee.

To support this process, students must submit the following information to the Graduate Secretary at igov@uvic.ca:

- A CV or resume and brief description of the proposed member's relevant expertise
- Full contact information (name, email, and phone number)

The Graduate Secretary will complete and submit the required forms to FGS for approval by the Dean.

Supervisor, Committee, and Student Responsibilities

See: [Graduate Studies Committees, Advisers, and Supervisors](#)

Supervisors

See: [Graduate Supervision Policy](#)

The faculty supervisor must be aware of Calendar and Faculty of Graduate Studies regulations. In consultation with the student, the faculty supervisor is responsible for ensuring the nomination of supervisory committee members. The supervisor provides guidance on the nature of the research, the standards expected, the adequacy of progress, and the quality of work.

The faculty supervisor should maintain contact with the student through mutually agreed-upon regular meetings and remain accessible to provide advice and constructive criticism. Faculty supervisors who expect to be absent from the University for an extended period are responsible for making suitable arrangements with the student and IGOV's Graduate Adviser for continued supervision, or for requesting that IGOV nominate another supervisor. Such absences and the resulting arrangements must be approved by the Dean of Graduate Studies.

Supervisory Committees

The duties of the committee include recommending a program of study chosen in conformity with the Faculty of Graduate Studies and IGOV regulations, supervision of the project, thesis, or dissertation, and participation in the final oral examination when applicable. The committee will recommend to the Faculty of Graduate Studies whether a degree be awarded to a candidate.

Students

Students must be familiar with and adhere to the [University Graduate Calendar](#) requirements and [FGS policies and regulations](#), as well as program-specific requirements. They are responsible for ensuring that they understand applicable policies, meet all deadlines, and follow established procedures throughout their program.

Graduate students are responsible for driving their own research forward and engaging actively in the supervision process. This includes preparing work for discussion, responding thoughtfully to feedback, and maintaining steady progress toward program milestones. Students are expected to take ownership of their learning and contribute meaningfully to academic discussions about their work.

Students must also uphold professional and ethical standards, including clear communication and academic integrity. While they receive guidance from their faculty supervisor, students are ultimately accountable for the direction, quality, and completion of their research.

INDIGENOUS NATIONHOOD CERTIFICATE (IN GCERT)

Program Length

The IN GCERT is designed to be completed in 1-2 years.

Program Requirements

- Complete all of the following
 - Complete all of:
 - [IN601](#)* - Foundations of Indigenous Nationhood (1.5)
- Complete all of the following
 - Complete 4.5 units from the following selection of courses in a minimum of two different departments (IGOV, LAW, POLI):
 - Select from:
 - [IGOV520](#) - Foundations of Indigenous Governance (1.5)
 - [IGOV530](#) - Indigenous Research Methods (1.5)
 - [IGOV550](#) - Indigenous Peoples and Self Determination in a Global Context (1.5)
 - [IGOV570](#) - Indigenous Feminism and Resistance (1.5)
 - [LAW340](#)* - Indigenous Lands, Rights and Governance (1.5)
 - [LAW343](#)* - Contemporary Issues in Law (0.5 - 7.5)
 - [LAW368](#)* - Indigenous Feminist Legal Studies (1.5)
 - [LAW395](#)* - Comparative Indigenous Rights (1.5)
 - [LAW397](#)* - Indigenous Legal Theories (1.5)
 - [POLI563](#) - Violence to Indigenous Lands and Bodies (1.5)
 - [POLI633](#) - Themes in Contemporary Politics (1.5)
 - OR 4.5 units from other departments or courses with permission from IGOV Graduate Adviser
- Complete 1.5 units from:
 - [IN697](#) - Capstone Experience (1.5 - 6)

The Capstone Experience offers two options: 1) a comprehensive exam (IN Candidacy Exam, available to PhD students from other programs) or 2) a project-based option, such as an internship, co-op placement, or community-based initiative.

* For students taking the IN GCERT during the 2026/2027 academic year, IN601 can be substituted for [IGOV600](#) - Indigenous Futurities (1.5).

* For registration in LAW courses, complete [Graduate registration form](#). Send it to instructor for signature and signed form email to igov@uvic.ca. The Graduate Secretary will collect signatures of faculty and director and send it to GARO.

IN Capstone Experience Project

Overview

The Capstone Experience Project is the culminating requirement for students in the Indigenous Nationhood (IN) program taking the project-track of [IN697](#) Capstone Experience. It is designed to support the integration and synthesis of the concepts, principles, and practices explored throughout the program, and to provide students with an opportunity to apply their learning in a meaningful and practical context.

All capstone projects must be approved by and carried out under the supervision of the [IN supervisor](#).

Indigenous Nationhood students do not need a supervisory committee. Students taking the project track of the [IN 697 – Capstone Experience](#) are not required to form either a supervisory committee or an examination committee.

Registration

The Capstone Project is completed under [IN697](#) (up to 6 units). Students are expected to begin their capstone after completing their coursework, ensuring they are adequately prepared to undertake independent and applied work.

Students must remain registered in IN697 until all capstone requirements have been completed.

Planning Capstone Project

The capstone process begins with a meeting between the student and the IN faculty supervisor to discuss potential project ideas. If a proposed project, community partner, or placement has already been identified, these details should be shared at this stage. In cases where a project has not yet been defined, the supervisor works with the student to identify an appropriate opportunity that aligns with the student's interests and learning goals.

Students are expected to work in close consultation with the IN supervisor throughout this stage and should not independently arrange a capstone placement or project without prior discussion and approval.

Capstone projects are flexible in format but must demonstrate meaningful engagement with the field of Indigenous Nationhood. Projects may take the form of community-based internships or placements, policy or research papers, academic or publishable articles, or creative and applied outputs such as toolkits, curriculum materials, or media projects. Community-engaged and service-based work is also encouraged.

Regardless of format, all capstone projects must demonstrate the application of knowledge gained throughout the program. Projects should be feasible within the agreed timeline and scope, and must reflect Indigenous governance values, practices, and relationships.

Capstone Agreement

Find the [Indigenous Nationhood Capstone Project Agreement \(see Appendix B for layout\)](#) on the "[SharePoint \(students\)](#)" link at uvic.ca/igov by October 2026, or it can be requested by emailing igov@uvic.ca. It is available as a fillable PDF or as a Microsoft Word document.

Before beginning any project work and in consultation with their supervisor, students must complete an IN Capstone Agreement. This agreement outlines the scope, expectations, and structure of the IN Capstone Project and ensures a shared understanding between the student and supervisor regarding the project's purpose, activities, workload, timeline, and deliverables.

As part of the agreement, students are required to identify their anticipated deliverable(s) and provide a clear plan for how their time will be allocated across the project. The total workload is expected to be approximately 115 hours. Any relevant ethical considerations must also be identified and addressed. See: [Principles and Protocols for Conducting Research in Indigenous Context](#)

The Capstone Agreement must be reviewed and approved by the supervisor before the project begins. Any significant changes to the scope, timeline, or deliverables must be discussed with and approved by the supervisor.

Role of the Supervisor

The faculty supervisor serves as the primary point of contact and is responsible for overseeing all aspects of the capstone. This includes approving the Capstone Agreement, providing guidance on project design and scope, supporting ethical and methodological considerations, and monitoring the student's progress throughout the project.

The supervisor also reviews all final deliverables and determines whether the student has successfully met the requirements of the capstone.

Capstone projects in the IN program do not involve a supervisory committee; responsibility for supervision and evaluation rests solely with the IN faculty supervisor.

See: [Graduate Supervision Policy](#)

Ethics and Community Responsibilities

Where applicable, students must ensure that their work meets university requirements for ethical research, including human research ethics approval when necessary. In addition, all projects involving Indigenous communities must be conducted in accordance with appropriate community protocols and Indigenous research principles.

Students are responsible for working with their supervisor to determine whether ethics approval is required and to address considerations such as data ownership, data use, and responsibilities to community partners.

See: [Principles and Protocols for Conducting Research in Indigenous Context](#)

Research involving First Nations, Inuit, Métis, or other Indigenous communities must follow specific considerations and protocols regarding the management of research data, as defined by those communities and in recognition of their sovereignty over their information.

See: [Indigenous Data Sovereignty](#), [First Nations Principles of OCAP](#)

Deliverables

There is no single required format for capstone deliverables. Instead, deliverables are determined collaboratively between the student and supervisor and are defined in the Capstone Agreement.

Deliverables should be appropriate to the nature of the project and, where applicable, to the needs of the community or organizational partner. These may include written reports or policy briefs, community-facing resources, academic papers, or creative and applied outputs.

Critical Reflection Component

A reflection component may be required at the discretion of the supervisor. The purpose of critical reflection papers is to support integration and demonstration of IN knowledge with the capstone experience. The reflection should describe the work completed, demonstrate how the project draws on concepts and learning from the IN program, and consider the personal, academic, and/or community impacts of the work.

Where a written reflection is required, it should be 10–15 pages in length, double-spaced. All written reflections must be prepared in Times New Roman, 12-point font, with standard margins. Students may use the citation style of their choosing, provided it is used consistently throughout the document and is appropriate to the project.

Please note that reflection papers are considered shared within the IN/IGOV program, as they may be distributed to future IN/IGOV students for learning purposes. However, they will not be shared outside of the program without the express permission of the author.

Approval Requirements

Once the final deliverable and the IN reflection paper, if required, are completed and approved by the IN supervisor, the student and supervisor will complete the IN Project Completion Form and submit all final materials to igov@uvic.ca for archiving.

The [IN Project Completion Form \(see Appendix C for layout\)](#) is available on the [SharePoint \(students\)](#) at uvic.ca/igov or can be requested by emailing igov@uvic.ca. The form is available as a fillable PDF or Microsoft Word document.

File Naming and Sharing

All documents must follow the naming conventions below:

Final Deliverable

LastName_FirstName_IN_Year.pdf

Example: Smith_Jane_IN_2015.pdf

Reflection Paper

LastName_FirstName_IN_Reflection_Year.pdf

Example: Smith_Jane_IN_Reflection_2015.pdf

IN Capstone Examination Procedures

IN Examination Committee

Students taking the examination track of [IN 697 – Capstone Experience](#) must form an examination committee. Examination committee formation begins after the faculty supervisor has been confirmed.

Students work with their IN faculty supervisor to identify appropriate committee members. Selection should consider subject expertise, methodological alignment, and the ability to contribute complementary perspectives.

The faculty supervisor is a member of the examination committee and facilitates all committee activities. The examination committee contributes to the reading list and assesses the student's final examination.

Once identified, the proposed committee members must confirm their willingness to serve on the Supervisory Committee. Students are encouraged to approach potential members via email, with guidance or introductions from the faculty supervisor where appropriate.

The Examination Committee must include a minimum of three examiners and a Chair:

- Chair: May be internal or external to the IN program
- Examiner #1–3: IN faculty members (minimum of three)

Once committee members have agreed to supervise, students must submit the names of committee members to the Graduate Secretary at igov@uvic.ca.

Central Elements of the Exam Format

Four weeks prior to the exam period, the student must notify the IGOV Graduate Adviser to declare their intended exam format. Students have two formats for completing the written exam:

- 5-hour on-site written exam to be held in the IGOV conference room. The exam will be written on electronic equipment that has been approved for this purpose.
 - Take home exam, in which students have 72 hours to complete the written exam.
1. If the student is taking the 5 hours sit down written exam at the University, no notes, reading lists, or other materials may be in the room with the students during the written exam, apart from a clean copy of the exam questions.
 2. During the oral exam, students may have a copy of their tailored reading list, a copy of their own answers, a copy of the exam questions, and notes for any preliminary remarks they may have to begin the exam. Students should bear in mind that these are meant to be supplementary tools, and that the primary purpose of the oral exam is to establish that the student can respond orally in a thoughtful but spontaneous way to oral questions on the written exam.
 3. The oral exam typically lasts one-and-a-half to two hours. The student has the option to make opening remarks to amplify on their answers and/or to clarify them. These opening remarks should be no more than 15 minutes.
 4. At least one round of questions, and potentially two rounds, will follow, with each member of the committee having the right to pose questions and receive answers in each round.
 5. After the committee is satisfied that they have heard what they need to make a decision, the candidate will be asked to leave the room, and the committee will deliberate on the candidate's performance. Assessment of the exam is based on both written and oral components together. Upon reaching a decision, they will invite the candidate back in and advise the student of the committee decision. The committee may also offer advice about the student's next stages, according to the level and quality of the student's performance.

6. If a student fails the IN Comprehensive/Candidacy Exam, a retake of the failing exam will be allowed within two to four weeks, or in the following term. The committee can judge whether the written and oral portions both need to be re-taken, or whether just one portion is required. If the student fails an exam and the retake, the student must leave the program. On the day of the oral exam, the Chair will sign a form stating the outcome of the exam and submit to the Graduate Secretary along with a printed copy of the exam questions and student answers. The form and exam questions and answers will be kept in the student's file to ensure proper record of the work is kept and sent to the Faculty of Graduate Studies.

Applying to Graduation:

See the [UVic Graduation](#) for more details.

Students are responsible for applying to graduate before they complete their final project.

MASTERS OF INDIGENOUS GOVERNANCE (MAIG)

Program Length

The master's degree is normally completed in 18–24 months.

Program Requirements

See Calendar: [Program requirements - Master's degrees](#)

As a candidate for the MA degree, students must complete all required coursework along with either a community governance project (CGP) or a thesis.

Required Courses

- Complete all of the following
 - Complete all of:
 - [IGOV510](#) - Indigenous Introduction to Local Lands, Waters and Languages (1.5)
 - [IGOV520](#) - Foundations in Indigenous Governance (1.5)
 - [IGOV530](#) - Indigenous Research Methods (1.5)
 - [IGOV550](#) - Indigenous Peoples and Self Determination in a Global Context (1.5)
 - [IGOV570](#) - Indigenous Feminism and Resistance (1.5)
 - [IGOV575](#) - Mentorship (1.5)
 - 1.5 units of an elective in a related field of study, with permission of the relevant course instructor, the faculty supervisor, and the Graduate Adviser.

Elective Courses

The approved elective list for the Indigenous Nationhood certificate highlights many courses on campus that primarily focus on Indigenous governance and nationhood. Students may also consider classes in related fields such as Indigenous education, linguistics, child and youth care, social work, psychology, and the social dimensions of health.

Students may also consider IGOV590 (Directed Readings), which involves individually structured reading or research seminars under the direction of a participating faculty member and may not be taken more than once for credit.

Students may also take IGOV595 (Special Topics in Indigenous Governance), which focuses on issues of particular interest and relevance and may be taken more than once for credit in different topics.

Community Governance Project/Thesis Project

Students must complete one of the following:

- [IGOV598](#) - Community Governance Project (6.0) OR
- [IGOV599](#) - Thesis (6.0)

Students may choose between a project-based or thesis-based program. Before beginning the CGP or thesis, all required courses (IGOV 510, 520, 530, 550, and 570), the Mentorship course, and the elective must be completed.

Students must remain registered in IGOV598 or IGOV599 continuously from the time the final project begins until the oral defense has been completed. Failure to maintain continuous registration will lead to withdrawal from the program in accordance with the Faculty of Graduate Studies policy.

MA Community Governance Project

Before beginning work on the community governance project, students must complete all required courses, the Mentorship course, and their elective.

Step 1: Project planning

Once students are ready to begin the community governance project, they meet with their faculty supervisor to identify a potential Indigenous community or collective and to discuss proposed project ideas. If a specific project has not yet been identified, the student works with the supervisor and other IGOV faculty members to determine a community that aligns with the student's qualifications and interests.

Step 2: Form a committee

In consultation with the faculty supervisor, the student identifies a suitable community supervisor to serve on the supervisory committee. Once identified, the proposed community supervisor must confirm willingness to serve on the supervisory committee prior to its formal establishment. Students are encouraged to approach potential community supervisors by email, with guidance or introductions from the faculty supervisor where appropriate.

The community supervisor plays a central role in the community governance project. They work closely with the student to design the project, identify and produce community-facing deliverables, and supervise the student's work while they are engaging with the community. They also serve on the supervisory committee alongside the faculty supervisor, evaluate the community deliverable, and participate in adjudicating the oral defense.

MA CGP Supervisory Committee Composition

See: [Supervisory Committee – MA and PhD](#)

Students should form a supervisory committee within three terms of entry into the program.

The Supervisory Committee must have at least two members one of whom is the primary supervisor:

- Member #1: The primary supervisor -- must be from the home academic unit (IGOV)
- Member #2: May be a co-supervisor or committee member from inside or outside the home academic unit

In practice, this consists of the faculty supervisor and the community supervisor. All members of a Master's supervisory committee must be on the Faculty of Graduate Studies (FGS) membership list

or be specifically approved by the Dean of Graduate Studies. Community supervisors for MA CGP committees are typically not FGS members and must therefore be formally appointed.

Students are responsible for initiating the appointment of the community supervisor with the Faculty of Graduate Studies. To do this, submit the following to the IGOV Graduate Secretary at igov@uvic.ca:

- The community supervisor's
 - name and contact information
 - current CV or résumé (or a one-page description for an Elder or Knowledge Keeper outlining their role and expertise)
 - the supervisor's date of birth
- a one-paragraph description of the CGP that includes
 - the title
 - a brief description of the focus
 - an explanation of why the supervisor is well suited to the project

See: [Appointment of Non-FGS Supervisory Committee Members](#)

The committee is formally established once it has been approved by the Dean of the Faculty of Graduate Studies, including the appointment of the community supervisor. Confirmation will be provided by the Graduate Secretary.

Step 3: Proposal Outline

Once the student, community supervisor, and faculty supervisor have reached agreement on the project (topic and a community/collective/organization identified), the student will write a proposal that must be approved by the supervisory committee. The proposal will detail the scope of the project and must include:

1. A descriptive title capturing the essence of the work.
2. A description of the Indigenous community or collective with which the student will be working. Include a summary or overview of the puzzle, problem, matter, or concern that the community partner would like to work on.
3. A succinct statement of the objective of the project. The objective should be stated clearly and specifically. For example, an appropriate objective could be "to analyze and recommend solutions to the problem of the housing crisis in Songhees".
4. A brief statement outlining the rationale for the project. Why is the question or problem important to the community partner? How will the answer and recommendations be used?
5. What are the community's stance on permissible use of the work? Does this work require ethics approval and/or a data management plan?
6. A brief description of how the student's subject position informs their responsibilities and relationships with the community.
7. A work plan or list of research tasks. This should outline the specific job responsibilities or research tasks that must be completed to meet the objectives of the project.
8. A timeline. This should indicate how much time will be spent in the community or working in the organization, with a schedule that includes milestones, a completion date for the deliverable, and a plan for the community defense. Projects often take longer than initially anticipated, so it is advisable to double or triple the estimated time for each task and then

assess whether the project is feasible as designed. Working backward from the intended program completion date can also be helpful.

9. A description of potential problems. This should identify uncertainties related to the project, including whether the project depends on an organization's schedule, potential obstacles to successful completion, and any special challenges that may arise. Where relevant, alternative methods, approaches, or roles should be outlined. If safety issues exist, a safety plan must be developed and filed with the faculty supervisor and the IGOV office.
10. Deliverable. This should describe what is expected to be produced for the community or organization and whether the identified tasks will provide a sufficient foundation for creating a report or other product that is useful to the community or organization.

Please note that IGOV is not responsible for printing or copying any materials related to the CGP, including the final report. It is the student's sole responsibility to provide copies of the report to IGOV and all committee members.

Step 4: Partnership Agreement

After the proposal has been approved by the faculty supervisor and community supervisor, a Community Governance Partnership Agreement must be created and signed by all three parties. This agreement outlines the parameters of the project, the allocation of time, and the deliverables to both IGOV and the research partner.

Students can find the [Community Governance Partnership Agreement \(see Appendix D for layout\)](#) in the [SharePoint \(students\)](#) site at uvic.ca/igov by October 2026, or it can be requested by emailing igov@uvic.ca. It is available as a fillable PDF or as a Microsoft Word document.

Step 5: The Community Governance Project

Community governance projects generally involve approximately 250–300 hours of work. This includes time spent working with the community partner and time spent producing deliverables. Once the project is underway, students must consult regularly with both the faculty supervisor and community supervisor, especially at key stages. Students should discuss aspects of the project such as design, research approach, ethics, and timelines with their supervisors. The project must meet the community's needs, be academically sound, and proceed on agreed timelines.

Ethics

Working closely with their faculty supervisor and community supervisor, students should undertake the necessary preparations and relationship-building to ensure accountability and ethical conduct throughout their project. Some projects may require review by [UVic's Human Research Ethics Board \(HREB\)](#), particularly if project activities involve human participants or human biological materials. This requirement applies to all UVic faculty, staff, and students.

Students must obtain ethics approval before beginning any project activities that require ethics review. Students should apply well in advance, as it can take 4–6 weeks to receive the results of an ethics review. Students must work with their faculty supervisor to gain access to an identified ethics application. Students and department staff will not be able to access the identified ethics application unless access is granted by the faculty supervisor.

UVic HREB requires all UVic researchers to complete the [TCPS 2 CORE tutorial](#) before applying for ethics approval. This requirement applies to all UVic graduate students whose project activities require HREB review.

Applications are submitted through the [UVic Research Administration Information System \(UVic-RAIS\)](#). Once the UVic Human Research Ethics Board has reviewed and approved the application, students may proceed with the approved project activities.

See: [Principles and Protocols for Conducting Research in Indigenous Context](#)

Step 6: The Critical Reflection Paper

All community governance projects must include a critical reflection paper (CRP). The CRP is an individual piece of work that describes the work completed for the CGP, explains how the work contributes to or extends conversations in Indigenous governance, and critically reflects on how the work has impacted the student on a personal, academic, and/or political level.

The CRP is normally completed as a written paper of 20–25 pages, double-spaced, using Times New Roman 12-point font with standard margins. Students may use a citation style of their choosing, provided it is consistent and appropriate to the discipline or project. In some cases, an alternative format may be submitted if it is appropriate to the project and approved in advance by the supervisory committee.

Students prepare the CRP under the guidance of the academic and community supervisors. The academic supervisor supports academic rigor and theoretical framing, while the community supervisor provides guidance on community relevance and relational aspects of the work. Both supervisors review drafts, provide feedback, and approve the final version before the student proceeds to the oral defense. The approved CRP will be submitted alongside the defense copy of the CGP. See [Oral Defense](#) for submission details.

Please note that reflection papers are considered shared within the IN/IGOV program, as they may be distributed to future IN/IGOV students for learning purposes. However, they will not be shared outside of the program without the express permission of the author.

Step 7: Oral Defense

After consultation with the faculty supervisor and community supervisor, and once there is agreement that the drafted work is ready for review, the student proceeds to the CGP oral defense.

The oral defense committee consists of the faculty supervisor, the community supervisor, and a chair. The supervisor(s) recommend a chair for the defense committee and advise the Graduate Secretary of their selection.

The student works with the supervisory committee to determine an appropriate date, time, and location for the oral defense. Once these arrangements have been finalized, the faculty supervisor informs the Graduate Secretary.

The student must submit all completed CGP deliverables, including the CRP, to the defense committee at least 10 business days before the oral defense.

Approval and Submission

Following the oral defense, the committee determines whether the CGP has met the requirements for approval and identifies any revisions that may be required.

On the day of the defense, the supervisor receives the [Checklist for Non-Thesis Oral Defense \(see Appendix H for layout\)](#). Once the CGP has been approved, all committee members sign the Checklist. After all required signatures have been obtained, the Graduate Secretary submits the complete Checklist and a Letter of Recommendation (LOR) to the Graduate Admissions & Records Office (GARO).

These documents serve as the official confirmation that the student has successfully completed the CGP oral defense requirements.

File Naming

All documents must follow the naming convention:

CRP (Critical Reflection Paper)

LastName_FirstName_MA_CRP_Year.pdf

Example: Smith_Jane_MA_CRP_2015.pdf

CGP (Community Governance Project)

LastName_FirstName_MA_CGP_Year.pdf

Example: Smith_Jane_MA_CGP_2015.pdf

MA Thesis

It is important for students to review [Checklist for Master's & PhD Students \(featured in Appendix E\)](#)

Step 1: Project Planning

IGOV's thesis option provides students with the opportunity to undertake a research project of intellectual or scholarly significance directed toward an academic audience. Students should meet with their faculty supervisor in their 1st year to discuss their proposed thesis ideas.

Step 2: Form a Committee

The Graduate Calendar outlines [Graduate Studies Committees, Advisers, and Supervisors](#) information.

In consultation with the faculty supervisor, students will identify a suitable committee member to serve on student's supervisory committee. The proposed member must confirm their willingness to serve on the supervisory committee prior to its formal establishment. Students are encouraged to approach potential supervisors by email, with guidance or introductions from the faculty supervisor where appropriate. The academic supervisor will facilitate all activities of the supervisory committee.

MA Thesis Supervisory Committee Composition

See: [Supervisory Committee – MA and PhD](#)

Students should form a supervisory committee within three terms of entry into the program.

The supervisory committee must have at least two members, one of whom is the primary supervisor:

- Member #1: The primary supervisor -- must be from the home academic unit (IGOV)
- Member #2: May be a co-supervisor or committee member from inside or outside the home academic unit

All members of the supervisory committee must be on the Faculty of Graduate Studies membership list or be specifically approved by the Dean of Graduate Studies. Where a proposed committee member is not an FGS member, they must be formally appointed by FGS before they can serve on the Supervisory Committee. To do so, See: [Appointment of Non-FGS Supervisory Committee Members](#)

The committee is formally established once it has been approved by the Dean of the Faculty of Graduate Studies. Confirmation will be provided by the Graduate Secretary.

Step 3: Thesis Proposal

By the end of Year 1, students choosing to complete thesis-based program must submit a 5-page thesis proposal. Thesis proposals should specify what the student wishes to study, the significance of the topic in relation to existing literature, and how their research will unfold, laying out the project methods and timeline. Specifically, proposals should include the following elements:

- Clearly defined research topic (1 paragraph)
- Primary research question
- Review of relevant literature
- Overview of methodology
- Expected significance of research
- Chapter breakdown
- Timeline for completion of each phase of the thesis
- References

Step 4: Research Preparation and Ethics

Working closely with their supervisor, students should undertake necessary measures and forms of relationship-building to ensure accountability and ethical conduct in research. All research activity that involves human participants and human biological materials needs to undergo a review by [UVic's Human Research Ethics Board \(HREB\)](#), which ensures that these research activities meet the required ethical standards. This applies to all UVic faculty, staff and students.

Students must have approval before starting their research. Student should apply with plenty of time because it can take up to 4-6 weeks to receive the results of their ethics review.

Students must work with their faculty supervisors to gain access to an identified ethics application specifically for them. Students (and department staff) will not be able to access the identified ethics application unless granted access by their supervisor.

UVic HREB requires that all UVic researchers complete the [TCPS 2 CORE tutorial](#) before applying for research ethics approval. This is a requirement for all UVic graduate students conducting research with human participants for their UVic thesis. Applications for new projects are submitted through the [UVic Research Administration Information System \(UVic-RAIS\)](#). Once the UVic Human Research

Ethics Board (HREB) has reviewed and approved the student's study, recruitment and data collection may begin.

See: [Principles and Protocols for Conducting Research in Indigenous Context](#)

Step 5: Research and Write the Thesis

Most students begin their research and writing by the start of the second year of the program. A thesis is a significant and original research undertaking that requires many hours of reading and independent work. Students are encouraged to establish a dedicated writing schedule early in the process and maintain it in regular communication with their supervisor. Most theses are between 80–100 pages long (excluding references), and this limit should not be exceeded. Focused and intentional writing and editing are necessary, and not all information related to the topic can be included. The library keeps [electronic copies](#) of all master's theses are housed in UVicSpace, the university's institutional repository, which includes many publicly available examples of IGOV theses. The preparation of the final thesis must follow guidelines found here: [Thesis/Dissertation Guidelines from the website of the Faculty of Graduate Studies](#).

Step 6: Oral defense

See: [FGS Oral Exam Guidelines](#)

After consultation with the faculty supervisor and agreement that the work is ready, the student proceeds to the thesis defense. The candidate's supervisory committee, an external examiner, and a chair appointed by the Faculty of Graduate Studies will attend the examination. The external examiner must be chosen by the candidate's supervisor or committee member.

The student is responsible for scheduling the oral examination and completing all required paperwork. All committee members must confirm that the work is ready for examination. **The [FGS Master's Request for Oral Examination \(ROE\)](#) (see Appendix F for layout) form must be submitted at least 20 working days before the defense.** This deadline is strict. At the time of ROE submission to the Graduate Secretary, the student must also submit the thesis. The submitted thesis serves as the official defense copy, and no further revisions may be made prior to the examination.

Oral defenses may be held in person (on or off campus) or by videoconference. The Graduate Secretary will arrange a room for on-campus defenses. For off-campus defenses, the student will determine an appropriate location in consultation with the supervisory committee. A videoconference option should be provided for participants unable to attend in person.

Step 7: Approval and submission

Following the defense, the student must complete any required revisions for committee approval. Approval must be documented using the [Thesis/Dissertation Approval Form](#) (see Appendix I for layout). Once revisions are approved, the student must submit the final approved thesis and Approval Form by the final business day of the term to the Graduate Secretary at igov@uvic.ca.

The student should consult the IGOV Graduate Secretary to ensure all program and Faculty of Graduate Studies requirements are met. All materials are submitted through the Graduate Secretary, who will forward them to the Faculty of Graduate Studies. The MA degree will not be recommended until the final approved thesis has been received.

Submission to Graduate Admissions & Records Office (GARO)

The final copy of the thesis must be submitted to the Graduate Admissions & Records Office (GARO) through [digital submission to UVicSpace](#), in accordance with the deadlines set by the Registrar for convocation. Students must register for UVicSpace and upload the final, approved thesis following the provided guidelines. The [Thesis/Dissertation Approval Form](#) must also be submitted as part of the final documentation required for degree completion.

Withholding Form

The Faculty of Graduate Studies (FGS) offers students the option to submit a [withholding form](#). This may be appropriate for students who have publishers interested in their work, whose thesis contains sensitive or patent-related information, or who have signed a contract to write a book.

Once the form is completed, signed, and submitted to the IGOV Graduate Secretary at igov@uvic.ca, and approved by FGS, the student's work will be withheld from the UVicSpace online collection for up to 12 months.

File Naming

A thesis must follow the naming convention:

LastName_FirstName_Degree_Year.pdf

Example: Smith_Jane_MA_2015.pdf

Path to Graduation (MA)

To be considered a full-time student, students must be registered in a minimum of 3.0 units per term. Students [registered with the Centre for Accessible Learning \(CAL\)](#) are eligible to lower the number of course units students need to be a full-time student.

Year 1 (2026-2027)

- Complete student's mandatory courses
- Take one elective during any of the three terms
- Begin identifying student's final project topic during Summer 2027

Fall Term (September – December 2026)

- [IGOV510](#) - Indigenous Introduction to Local Lands, Waters and Languages (1.5)
- [IGOV520](#) - Foundations in Indigenous Governance (1.5)
- [IGOV530](#) - Indigenous Research Methods (1.5)

Spring Term (January – April 2027)

- [IGOV550](#) - Indigenous Peoples and Self Determination in a Global Context (1.5)
- [IGOV570](#) - Indigenous Feminism and Resistance (1.5)
- [Elective](#)

Summer Term (May – August 2027)

- [IGOV575](#) - Mentorship (1.5)

Year 2 (2027-2028)

- Work on completing CGP or Thesis
- **February 15, 2028:** Apply to graduate
- **March/April 2028:** Schedule the oral defense
- **April 2028:** Graduate!

Fall Term (September – December 2027)

- [IGOV598](#) - Community Governance Project (6.0) OR [IGOV599](#) - Thesis (6.0)

Spring Term (January – April 2028)

- [IGOV598](#) - Community Governance Project (6.0) OR [IGOV599](#) - Thesis (6.0)

Applying to Graduation:

See the [UVic Graduation](#) for more details

See the [Graduate Calendar's Degree completion and graduation](#)

See also [Graduation \(MA and PhD\)](#)

Students are responsible for applying to graduate before they complete their final project/thesis.

DOCTOR OF PHILOSOPHY IN INDIGENOUS GOVERNANCE (PHD)

It is important for students to review [Checklist for Master's & PhD Students \(featured in Appendix E\)](#)

The PhD in Indigenous Governance is inherently interdisciplinary, as governance is embedded in all aspects of Indigenous social, cultural, economic, political, and health practices and institutions. This PhD is designed to deepen students' understanding of the complexity of Indigenous governance practices. IGOV PhD projects advance the field of Indigenous governance and nationhood through demonstrated abilities in comprehending, creating, and applying theories, conducting original community-engaged research, and communicating their work effectively in multiple modalities appropriate to their intended audience. The PhD offers students the opportunity to map a specialised course of study that provides a breadth of expertise.

Program Requirements

See Calendar: [Program requirements - Doctoral degrees](#)

To be considered a full-time student, student must be registered in 3.0 units per term. Students [registered with the Centre for Accessible Learning \(CAL\)](#) are eligible to reduce the number of course units required to maintain full-time status.

Students are expected to be in residency for two years during which PhD students will take six (6) 1.5 unit courses, three (3) of which will be based on the student's field of study; complete the language requirement (see language requirement options) and complete the requirements for candidacy (exam and proposal). Students without a master's in Indigenous Governance are strongly advised to enroll in the MA IGOV courses as their 4.5 units of electives.

1. Complete all of the following
 - [IGOV600](#) - Indigenous Futurities (1.5)
 - [IGOV675](#) - Professional Practice & Preparation (1.5)
 - [IN601](#) - Foundations of Indigenous Nationhood (1.5)
 - Complete 4.5 units of electives
 - Complete 1 of the following
 - Complete 3 units of: introductory undergraduate Indigenous language courses
 - Complete 1.5 units of: upper-level undergraduate Indigenous language course
 - Complete 1 of:
 - [IGOV671](#) - Indigenous Language Translation (1.5)
 - [IGOV673](#) - Indigenous Language Exposure (1.5)
 - Complete all of:
 - [IGOV693](#) - PhD Candidacy Examination (3.0)
 - [IGOV695](#) - Dissertation Proposal (3.0)
 - [IGOV699](#) - Dissertation (28.5 - 30)

Field of Study Elective

Students must complete 4.5 units related to their field of study. Students will enroll in 3 or more 1.5 credit courses from another academic department. IGOV recommends that one of these courses to be an advanced research methods course. Consult your supervisor to choose courses.

Professional Practice & Preparation Seminar

This course attends to and recognizes that students will face a highly competitive academic and private sector job market. Focus is placed on research ethics and practices, professional development, successful navigation through PhD, and creating a teaching portfolio.

Language Requirements

All students will be exposed to an Indigenous language of the community with which they plan to work. Students do not need to demonstrate fluency or mastery of the language to meet this requirement. Rather, the requirement is intended to provide students with exposure to an Indigenous language so that they can articulate the relationship between Indigenous knowledges, Indigenous languages, and Indigenous governance practices.

PhD students must choose one of the three options below to complete the language requirement:

- Coursework: The successful completion of courses in an Indigenous language (two introductory undergraduate courses or one upper-level undergraduate course); or
- [IGOV671](#): Indigenous Language Translation exam (1.5): Indigenous language proficiency is demonstrated through a language translation exam administered by the relevant department or language expert; or
- [IGOV673](#): Indigenous Language Exposure (1.5): 72 hours of exposure to an Indigenous language by sitting with a fluent speaker attending a language immersion camp.

Students must have their language requirement plan approved by their supervisor and the language requirement must be completed prior to sitting the Candidacy Exam. A student may petition IGOV to have this requirement waived if they can demonstrate they meet or exceed this requirement prior to being admitted to the PhD Program.

Candidacy Requirements

After fulfilling all course requirements and the language requirement, PhD students enroll in [IGOV693](#) (PhD Candidacy Examinations). Students enrolled in IGOV 693 will:

1. Assemble their committee: Students will assemble their dissertation committee who will serve as their examination committee.
2. Organize a meeting to review and clarify the entire process of the exam and answer any questions. At this meeting each member of the committee will be assigned to oversee one of the three themes that organize the exams (see below).
3. Prepare a reading list under the supervision of the designated committee member and familiarize themselves with the assigned material.
4. Complete the written and oral components of the exam.

PhD Supervisory Committee Composition

See: [Supervisory Committee – MA and PhD](#)

The supervisory committee must have at least three members, one of whom is the primary supervisor, one may be a co-supervisor. At least two of the members must be from the home academic unit. One of the members must be from outside the home academic unit:

- Member #1: The primary supervisor must be from the home academic unit (IGOV)
- Member #2: May be a co-supervisor or a committee member from inside or outside the home academic unit
- Member #3: A committee member from inside or outside the home academic unit

In consultation with the faculty supervisor, the student identifies suitable committee members to serve on the supervisory committee. It is recommended that students take a course taught by potential committee members to help determine appropriate matches. Once identified, the proposed member must confirm their willingness to serve on the supervisory committee before it is formally established. Students are encouraged to approach potential supervisors by email, with guidance or introductions from the faculty supervisor when appropriate.

All members of the supervisory committee must be on the Faculty of Graduate Studies (FGS) membership list or be specifically approved by the Dean of Graduate Studies. When a proposed committee member is not an FGS member, they must be formally appointed by FGS before they can serve on the supervisory committee. To do so, see [Appointment of Non-FGS Supervisory Committee Members](#).

The committee is formally established once it has been approved by the Dean of the Faculty of Graduate Studies. Confirmation is provided by the Graduate Secretary.

The Comprehensive Examinations

PhD students enrolled in [IGOV693](#) must successfully complete candidacy examinations that include a written and oral component. The candidacy exam is offered three times a year (April, August, and December). IGOV encourages students to sit for their candidacy exams in April of their second year. The other dates accommodate unusual circumstances and alternative timelines. Students must successfully pass both components to proceed to the dissertation proposal stage of the candidacy process. The Indigenous Governance candidacy exams prepare students to:

- Accurately and appropriately situate their scholarly and community-based work within the specific historical and political contexts for present and futures planning/visioning/policy/practice applicable to the community and sub-disciplines within which they work;
- Demonstrate mastery of current and emerging frameworks in Indigenous Governance;
- Articulate how their project engages with Indigenous ontologies, cosmologies, and epistemologies, in processes of producing knowledge, and in ethical practices associated with doing research with Indigenous Nations and communities;

The student's reading list will consist of 55 texts in total, which students will be expected to read. The student, in close consultation with their committee members, will curate three reading lists based on the above preparation and themes described below. The final reading lists will be approved by the committee.

Theme I: Indigenous Ways of Knowing & Indigenous Research Methods

Students will choose 15 texts that focus on Indigenous research methods. Students should ensure that the list covers a wide range of thinkers and perspectives in the field of Indigenous Governance and reflects the research methods they will use to produce the dissertation.

Theme II: Key Ideas, Debates, Theory, & Practice in Indigenous Governance

Students will choose 20 texts that cover the field of Indigenous Governance, focusing on key ideas, debates, theories and practice. Students should ensure that the list covers a wide range of thinkers and perspectives in the field of Indigenous Governance.

Theme III: Field of Specialization

This section will consist of 20 texts and reflect the student's area of specialization. Works in this area of specialization list must not overlap with works and themes already chosen for sections I & II.

While many items could justifiably be listed under multiple sections, each section will consist of a discrete list with no overlapping readings from one section to another.

The Written Exam

Prior to the written and oral candidacy examinations, the supervisory committee recommends a chair for both examinations and notifies the Graduate Secretary of its selection.

Four weeks prior to the exam period, the student must notify the IGOV Graduate Adviser to declare their intended exam format. Students have two formats for completing the written exam:

- 5-hour on-site written exam to be held in the IGOV conference room. The exam will be written on electronic equipment that has been approved for this purpose.
- Take home exam, in which students have 72 hours to complete the written exam.

One week prior to the examination, each committee member will send two examination questions related to their reading list to the chair of the committee. The chair of the committee will compile all six questions.

On the morning of the exam, the committee chair will send all six questions to the student. Once the questions are received, the exam period will begin. The student will choose one of the two questions for each theme to answer. The student will write three distinct answers, one question from each section.

At the conclusion of the time allotted for the exam, the student will submit their exam to the IGOV graduate adviser at igov@uvic.ca who will circulate it to the entire committee. All members of the committee will assess the quality of the exam and evaluate it based on a pass/fail basis. Committee members have one week to assess the exam and submit their evaluation to the IGOV Graduate Adviser. The committee will strive for consensus, but in the case of a split decision, the majority will rule. If the student passes the written exam, they will move forward with the tentatively scheduled oral exam. If the student fails one or two of the three exam questions, the student will be allowed to re-sit the exam during the next exam period. The committee will determine the format of the rewritten exam question(s) which can include: (a) rewriting the failed question(s); (b) answering the second question in that section; or (c) drafting a new question(s). If the student fails the second

round of exams, they will exit the program. If the student fails all three exams, they will exit the program.

The Oral Exam

See: [FGS Oral Exam Guidelines](#)

The oral exam will take place within two weeks of completing the written exam and usually lasts 1.5 to 2 hours. It is strongly recommended that a tentative oral exam be scheduled, and a hold placed on the committee's calendar, in advance of the written exam. The oral exam will cover all the material on the reading lists as well as a discussion of the answers to their written exam.

During the oral exam, students may have a copy of their reading list, a copy of the exam questions, their written exam, and notes for any preliminary remarks they may have to begin the oral exam. Students should bear in mind that these are meant to be supplementary tools and that the primary purpose of the oral exam is to establish that the student can respond orally in a thoughtful but spontaneous way to questions related to the exam reading list and written exam.

The oral candidacy exam will be comprised of the student, their committee and a chair that will facilitate the oral exam. The student has the option to make opening remarks to amplify their answers and/or to clarify them. These opening remarks should be no more than 15 minutes. Oral questions will proceed following the order of the candidacy exam essays. Approximately 30 minutes will be allocated for each exam. Questions will follow in rounds with each committee member asking one question followed by the student's answer. Subsequent rounds of questions followed by answers will proceed as time allows. This process will be repeated for each of the three exams.

After the committee is satisfied that they have heard what they need to make a decision, the candidate will be asked to leave the room, and the committee will deliberate on the candidate's performance. During deliberation, the examination committee will assess the student's performance at the oral exam. The committee is asked to determine at what level the exam should be assessed: Pass or Fail. Upon reaching a decision, they will invite the candidate back into the room and notify the student of the committee's decision. The committee may also offer advice about the student's next stages, according to the level and quality of the student's performance.

If the student fails the oral exam, the student will be allowed to re-sit the exam within 30 days of the original oral exam date. If the student fails the second oral exam, they will exit the program.

At the conclusion of the oral exam, the Chair will sign a form stating the outcome of the Candidacy Exam process and submit it to the IGOV graduate adviser, along with a digital copy of the exam questions and student's answers. The form and exam questions and answers will be kept in the student's file to ensure proper record of the work is kept and sent to the Faculty of Graduate Studies.

The Dissertation Proposal

Upon successful completion of the Candidacy Exams, students will enroll in IGOV 695: Dissertation proposal (3.0) where they will prepare and defend a dissertation research proposal before their supervisory committee. Dissertation proposals should be 20 – 30 pages in length and should specify what the student wishes to study, the significance of the topic in relation to existing literature, and

how their research will unfold, laying out the project methods and timeline. Specifically, proposals should include the following elements:

- Clearly defined research topic
- Primary research question
- Review of relevant literature
- Overview of methodology and ethical considerations
- Expected significance of research
- Chapter breakdown
- Timeline for completion of each phase of the thesis
- References

Once the written proposal has been approved, the student will proceed to an oral defense of the proposal. At the oral defense, the student will give a 20-minute presentation on their proposed dissertation topic and answer questions posed by the dissertation committee. The proposal and oral defense will also be evaluated on a pass/fail basis.

Once these requirements have been fulfilled (normally by the end of the second year of full-time study), the student will have completed all requirements but the dissertation and will enroll in [IGOV699](#) Dissertation and begin their dissertation research.

The Dissertation

The dissertation is expected to be of the highest caliber and must reflect original research that makes a unique and significant intervention to a scholarly conversation or field. The dissertation must meet academic and community ethical standards.

The general form and style of dissertations may differ from individual to individual, but all dissertations shall be presented in a form that constitutes an integrated submission.

Step 1: Research Planning

At the outset of the dissertation research, students should meet with their faculty supervisor to discuss their general areas of interest and their proposed dissertation question and ideas. Once there is general agreement on a research topic, students must submit a detailed project proposal to their supervisor.

Step 2: Research Preparation and Ethics

Working closely with their supervisor, students should undertake necessary preparations and relationship-building to ensure accountability and ethical conduct in research. All research activity that involves human participants and human biological materials needs to undergo a review by [UVic's Human Research Ethics Board \(HREB\)](#), which ensures that these research activities meet the required ethical standards. This applies to all UVic faculty, staff and students.

Students must have ethics approval before starting their research. Students should apply with plenty of time because it can take up to 4-6 weeks to receive the results of their ethics review. Students must work with their faculty supervisors to gain access to an identified ethics application specifically for them. Students (and department staff) will not be able to access the identified ethics application unless granted access by their supervisor.

UVic HREB requires that all UVic researchers complete the [TCPS 2 CORE tutorial](#) before applying for research ethics approval. This is a requirement for all UVic graduate students conducting research with human participants for their UVic project, thesis or dissertation.

Applications for new projects are submitted through the [UVic Research Administration Information System \(UVic-RAIS\)](#). Once the UVic Human Research Ethics Board (HREB) has reviewed and approved the study, students can begin recruitment and data collection.

See: [Principles and Protocols for Conducting Research in Indigenous Context](#)

Step 3: Conduct Research and Write the Dissertation

Most students commence the composition of their dissertation by conducting their research and writing the literature review chapter of their dissertation. A dissertation is a major research project that will require many hours of research, reading and independent writing. Aim to establish a dedicated writing schedule early in the dissertation process while staying in regular communication with the supervisor.

Most dissertations are between 250–300 pages long (references included), and this limit should not be exceeded. Focused and intentional writing and editing are essential, and not all information related to the topic can be included. Students should plan for multiple rounds of writing, editing, and rewriting for each chapter.

Step 4: Formatting and Copyright

The preparation of the final dissertation must follow guidelines found here: [Thesis/Dissertation Guidelines from the website of the Faculty of Graduate Studies](#). This document specifies academic and technical requirements to ensure acceptability of the document to the University and the National Library. Within these guidelines, students can find information on thesis and dissertation basics, ethical issues and copyright considerations, scope, structure and formatting, checking a thesis or dissertation, oral examinations, final submission procedures, and options for withholding a thesis or dissertation.

The library keeps [electronic copies](#) of all dissertations in UVicSpace, its institutional repository, which houses many publicly available examples of IGOV dissertations.

The doctoral candidate is responsible for the entire content of the dissertation, including copyrighted and previously published materials. Please see the [Faculty of Graduate Studies' Policy on inclusion of copyrighted material](#).

Copyright is often confused with plagiarism, but the two are distinct. Plagiarism involves taking the ideas, words, or depictions of another person and presenting them as one's own. To avoid plagiarism, the original source must be acknowledged and proper credit given. However, providing acknowledgment does not prevent a breach of copyright, which occurs when a copyrighted work is reproduced without the permission of the copyright holder—whether or not the source is cited.

A copyright violation occurs when anyone other than the copyright owner infringes on the owner's rights over the work. Graduate students most commonly encounter this issue when reproducing an entire work or a substantial portion of a work in a thesis or dissertation. The term “substantial” is subjective, so it is advisable to err on the side of caution.

As a practical guideline, the Faculty of Graduate Studies recommends that:

- Students should seek permission to use a work if they intend to reproduce more than 10% of it in a thesis or dissertation, whether by quotation or other means. This typically requires obtaining copyright permission or consent from the copyright owner.
- Students should be aware that reproducing less than one full page or less than 10% of a work does not guarantee that a copyright violation has been avoided, as copyright assessment is highly subjective.

Step 5: Committee Approval

Once the committee has signed off on a completed final draft, they will approve it to go to oral defense.

The Oral Defense

See: [FGS Oral Exam Guidelines](#)

After consultation with the supervisory committee and agreement that the dissertation is ready for examination, the student proceeds to the oral defense. The oral examination committee consists of the supervisory committee, an external examiner, and an examination chair. The supervisor member must recommend an appropriate external examiner to the Dean and confirm their availability.

The student is responsible for scheduling the oral examination and completing all required paperwork. All supervisory committee members must confirm that the dissertation is ready for examination by signing the [FGS Doctoral Request for Oral Examination \(ROE\)](#) (see [Appendix G for layout](#)) form. The completed ROE form, together with a copy of the dissertation, must be submitted to the Graduate Secretary at least **30 working days before the defense**, and will be forwarded to the Faculty of Graduate Studies. This deadline is strict and must be met for the defense to proceed.

At the time of submission, the dissertation serves as the official defense copy. Once it has been submitted and sent to the external examiner, no further revisions may be made prior to the oral examination.

Oral defenses may be held in person or by videoconference. The academic unit is responsible for booking a suitable room for in-person defenses. A videoconference option should be provided for participants who are unable to attend in person.

Approval and Submission

Following the defense, the student must complete any revisions required by the examining committee. Approval must be documented using [Thesis/Dissertation Approval Form](#) (see [Appendix I for layout](#)). Once revisions are approved, the student must submit the final approved dissertation and Approval Form to the Graduate Secretary by the final business day of the term, who will forward materials to the Faculty of Graduate Studies. The degree will not be recommended until the final approved dissertation has been received.

Submission to Graduate Admissions & Records Office (GARO)

The final copy of the dissertation must be submitted to the Graduate Admissions & Records Office (GARO) through [digital submission to UVicSpace](#), in accordance with the deadlines set by the Registrar for convocation. Students must register for UVicSpace and upload the final, approved dissertation following the provided guidelines. The [Thesis/Dissertation Approval Form](#) must also be submitted as part of the final documentation required for degree completion.

Withholding Form

The Faculty of Graduate Studies (FGS) offers students the option to submit a [withholding form](#). This may be appropriate for students who have publishers interested in their work, whose dissertation contains sensitive or patent-related information, or who have signed a contract to write a book.

Once the form is completed, signed, and submitted to the IGOV Graduate Secretary at igov@uvic.ca, and approved by FGS, the student's work will be withheld from the UVicSpace online collection for up to 12 months.

File Naming

All dissertations must follow the naming convention:

LastName_FirstName_Degree_Year.pdf

Example: Smith_Jane_PhD_2015.pdf

Graduation (MA and PhD)

See the [Graduate Calendar's Degree completion and graduation](#)

Applying to Graduate

Students can apply to graduate during their final year of study. Once all program requirements have been confirmed, the application is forwarded to the UVic Senate for approval. Students should ensure they are familiar with UVic's graduation [deadlines and key dates](#). Applications submitted after the deadline may still be accepted but will incur additional fees.

Fall Graduation

Apply if final coursework is completed or the thesis/CGP is defended in the Summer term (May–August).

- Application deadline: July 15
- Senate approval: October 21
- Convocation: November

Spring Graduation

Apply if final coursework is completed or the thesis/CGP is defended in the Fall (September–December) or Spring (January–April) term.

- If finishing in **Fall**: Application deadline: November 15
- If finishing in **Spring**: Application deadline: February 15
- Senate approval: May 21
- Convocation: June

Review eligibility to graduate

The [Curriculum, Advising and Program Planning \(CAPP\) report](#) will show students the graduation requirements for their program. Students should review these requirements with their supervisor and establish a timeline to ensure all components are completed in time for graduation.

The Graduate Secretary will prepare the Letter of Recommendation and any additional required forms, which are then sent to the Graduate Admissions and Records office for review. Students should contact their Graduate Secretary if they have questions about their department's process.

Students must then submit their application to graduate.

Review the [graduation timeline](#) and [application fees](#). Students should then submit the application by the deadline.

- The application will display the student's currently declared program(s).
- A separate application must be submitted for each credential a student plans to graduate from.
- If any part of the declared program is missing or incorrect, this must be indicated on the application.

Register for convocation

After a student applies to graduate, an email invitation will be sent with details about attending a convocation ceremony and having the parchment presented on stage.

- Invitations for spring convocation are typically sent in late March.
- Invitations for fall convocation are typically sent in late September.

Students must register in order to attend a convocation ceremony.

Parchment and other graduation documents

A parchment is the official document that confirms a student has successfully completed an academic program. Parchments are issued after graduation has been approved by the UVic Senate. In addition to the parchment, graduates may also request:

- Degree completion letters
- Invitation letters for international convocation guests

Students may also request replacement parchments if needed.

POLICIES AND PROCEDURES

PROGRAM REQUIREMENTS AND POLICIES

Course Outlines

A course outline provides students with a clear overview of what to expect in a course and includes important information that supports both learning and wellbeing. At the beginning of each course, the instructor provides a written course outline that includes details such as course content, learning outcomes, teaching methods, and the ways in which student work will be assessed. Course outlines are developed using inclusive and accessible teaching practices.

Course outlines are not required for the [MA Thesis](#) or [MA CGP](#), [PhD Candidacy](#) and [PhD Dissertations](#), or [IN Capstone Project](#) or [IN examination](#). This student handbook outlines the requirements for those program elements.

Attendance

As with all graduate-level courses, students are expected to demonstrate a high degree of self-direction. Preparation, attendance, and active participation in all aspects of the course are essential to both individual success and the collective learning environment. Students are expected to complete assigned readings in advance and engage thoughtfully and substantively with course materials.

Grading

See: [Grading; Evaluation of student course work](#)
[APPENDIX J: UVic Graduate Grading Scheme](#)

A primary purpose of evaluation and grading is to further effective teaching and learning. Any practices which assign a predetermined percentage of students a specific grade, that is, a certain percentage get A, another percentage get B and so on, without regard to individual achievement, are prohibited. Grades must reflect individual performance.

The Faculty of Graduate Studies uses a percentage grading scale that translates to a 9-point GPA and letter grade system. The 9-point GPA system is the sole basis for the calculation of grade point averages and academic standing. A sessional grade point average is calculated using all courses with a unit value by multiplying each grade point value by the number of units and dividing by the total number of units. Courses with COM, FNC, or transfer credit are not included. Percentage grades and class averages may appear on transcripts to provide detailed assessment information.

Any student wishing clarification about, or who is dissatisfied with, an assigned grade should first discuss the matter with the instructor within 10 business days. If concerns remain, students may appeal to the Director or request a formal review. The grade determined through a review will be recorded as the final official grade, whether it is the same, higher, or lower.

Academic Performance

Students in the IGOV must achieve a grade point average of at least 5.0 (B) for every session in which they are registered. Students with a sessional or cumulative average below 5.0 will not be

allowed to register in the next session until their academic performance has been reviewed by their supervisory committee and continuation in the Faculty is approved by the Dean of Graduate Studies.

Grades for courses designated FNC (for no credit) or used for Transfer Credit will not be used in the calculation of sessional or cumulative grade point averages.

Every grade of 4.0 (B-) or lower in a course taken for credit in the Faculty of Graduate Studies must be reviewed by the supervisory committee of the student and the academic unit Graduate Adviser and a recommendation made to the Dean of Graduate Studies. Such students will not be allowed to register in the next session until approved to do so by the Dean.

Conditions may be imposed by the Faculty (upon the advice of the supervisory committee) for continuation in the program; if not met within the specified time limit, the student will be withdrawn.

A student whose dissertation, thesis or project is not progressing satisfactorily, or who otherwise fails to meet academic standards, will be with-drawn from the Faculty of Graduate Studies. Normally, such students will not be eligible for re-admission to the Faculty of Graduate Studies.

ACADEMIC INTEGRITY

Academic integrity is built on honesty, respect and fairness. Students, faculty and staff at UVic are members of an intellectual community. As such, they are expected to adhere to ethical values in all learning, teaching and research.

There are lots of resources on academic integrity. One of the best ways to get information is for students to talk to their course instructors and TAs. They can help students understand and follow the complex rules of academic integrity.

Additional support is available through The [Academic Skills Centre \(ASC\)](#) and the [UVic library \(citation help\)](#), particularly for citation assistance and understanding academic expectations.

Why this matters?

Students need to know that their work is being fairly evaluated. This includes knowing that other students do not have an unfair advantage through cheating.

Students are responsible for academic work that they submit or work on with others. They are expected to adhere to the ethical values of honesty, trust, fairness, respect and responsibility. This means not cheating, plagiarizing, falsifying materials, using an unauthorized editor or acting in other academically dishonest ways.

The core values of academic integrity are also useful beyond university. The skills students learn will be integral to their success in their communities and workplaces.

What is academic dishonesty?

Academic dishonesty includes, but is not limited to:

- Using an editor, whether paid or unpaid, unless the instructor grants explicit written permission.

- Fraudulently manipulating laboratory processes, electronic data or research data in order to achieve desired results.
- Using work prepared in whole or in part by someone else (e.g., commercially prepared essays) and submitting it as one's own.
- Citing a source from which material was not obtained.
- Using a quoted reference from a non-original source while implying reference to the original source.
- Submitting false records, information or data in writing or orally.
- Copying the answers or other work of another person.
- Sharing information or answers when doing take-home assignments, tests or examinations except where the instructor has authorized collaborative work.
- Having any materials or equipment in an exam or test other than those authorized by the examiners.
- Accessing unauthorized information when doing take-home assignments, tests or examinations.
- Impersonating a student on an exam or test, or being assigned the results of such an impersonation.
- Accessing or attempting to access examinations or tests before it is permitted to do so.
- Helping or attempting to help others to engage in any of the conduct described above.

Students should read UVic's [policy on academic integrity](#) for full details.

UVic policies & consequences

UVic has a [policy on academic integrity](#). The policy includes definitions and academic integrity violation examples. It details the process followed when there are allegations of violations of academic integrity and describes possible penalties. The policy applies in all academic environments, including face-to-face and online learning.

Student's rights and responsibilities

Students are responsible for the entire content and form of their work. They are also responsible for adhering to the academic integrity policy in all academic activities. If they are unsure, they should talk to their instructor.

It is important that students read the entire [academic integrity policy](#) themselves so that they are aware of their rights, responsibilities and regulations for how violations are handled. The policy in the academic calendar will be used as the basis for implementing the academic integrity policy.

Students have a right to be heard and the right to a fair process. The university takes allegations of violations of academic integrity seriously. If an instructor is concerned that a student has violated the policy, the instructor must document it and inform their chair.

If a student is alleged to have violated the policy, the academic department must notify the student in writing. If the student refuses to participate in the process, the chair may proceed to make a determination on whether a violation occurred.

For more information on student rights and responsibilities, students should see [the ombudsperson's tips on plagiarism and academic integrity](#).

Dealing with an allegation of violating the policy

If students are contacted about a concern that they may have violated the [academic integrity policy](#) by committing plagiarism or other forms of violations, they should visit the [ombudsperson's website](#) for advice. They can also contact the office directly at 250-721-8357 or ombuddy@uvic.ca.

Consequences

If a student is found guilty of violating the academic integrity policy, the penalties may be:

- a grade of zero for the assignment
- a failing grade for the whole course
- a notation on the student's transcript
- disciplinary probation
- suspension
- rejection of parts or all of the student's thesis

The penalty assigned varies by circumstance, but is particularly serious when a student has already committed one violation. Along with these penalties, the student will also receive a letter of reprimand. This letter will stay on the student's file for five years.

Resources

The UVic library has [citation help](#), a variety of style guides online and [tips about plagiarism](#).

[Watch a short video on academic integrity](#).

Visit [UVic Learn](#) for student resources and to learn more about academic integrity.

IGOV Generative AI Policy

The School of Indigenous Governance follows [UVic's guidelines on the use of generative AI \(GenAI\)](#) in teaching and learning. While UVic does not ban these tools, students must use them in ways that uphold academic integrity and respect intellectual property and privacy. Improper or uncited use of GenAI may violate the Academic Integrity policy.

Instructors have full authority to determine if and how GenAI may be used in their courses, and they will outline these expectations in their course outlines. Requirements may differ across courses, and students are responsible for following each instructor's rules, including expectations for acknowledging AI use. GenAI may be prohibited, allowed only with citation, or permitted more broadly with transparency. In all cases, students remain responsible for the accuracy and integrity of their work.

UVic does not require the use of external AI tools and provides alternatives. Because GenAI outputs can be inaccurate, biased, or misleading, students should use these tools with caution.

PRINCIPLES AND PROTOCOLS FOR CONDUCTING RESEARCH IN INDIGENOUS CONTEXT

Each project within the program will be governed by different ethical considerations. As this program will require students to work within the Indigenous communities, IGOV expects all of our students to consider the following resources for guidelines and principles in conducting research in Indigenous context.

- [Indigenous Data Sovereignty](#): Research involving First Nations, Inuit, Métis or other Indigenous communities must follow specific considerations and protocols about how research data are managed, which are defined by those communities and respect their sovereignty over their information.
- [First Nations Principles of OCAP](#): The OCAP® Principles of data governance outline how to interact with First Nations data. OCAP® stands for: Ownership – First Nations communities or groups own their data collectively; Control – First Nations communities can control all aspects of the research cycle that impact them directly.; Access – First Nations retain access to the data, regardless of where it is held.; Possession – First Nations retain physical control of the data.
- [SSHRC Research Involving the First Nations, Inuit and Métis Peoples of Canada](#): This resource material covers the guidelines in establishing ethical space for conducting research involving Indigenous People. Further, it outlines key concepts on interpreting ethics framework on Indigenous context, the nature and extent of community engagement, and how to respect: 1) governing authorities in the community, 2) the diverse interest in the community and the 3) customs and practices in the community.
- See also: [CARE Principles](#)
[Principles of Ethical Métis Research](#)
[Inuit Qaujimajatuqangit \(IQ\)](#)

Faculty of Graduate Studies Policies

It is the student's responsibility to update themselves on admissions, policies and procedures of the University.

The [Faculty of Graduate Studies](#) outlines and implements admission, policies and all other University procedures related to graduate students. Their website contains this comprehensive information. Be sure to check and review them;

- To download required forms and read all policies please see their [Forms and policies](#) section.
- To learn about graduate supervision policies, please see their [Supervision and advising](#) section

Professional Conduct

Professionalism is an important component of the IGOV graduate program for faculty, instructors, and students. 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 Advisers, supervisors, supervisory committee members, and the Dean and Associate Deans of Graduate Studies in the FGS Graduate Supervision Policy.

All Indigenous Governance (IGOV) faculty and students are expected to conduct themselves in congruence with this FGS policy, where general and specific responsibilities for all FGS faculty and students related to academic integrity, professionalism, and familiarity with University, FGS, unit, and agency policies are outlined.

The purpose of these guidelines is to clarify the expectations for students' professional conduct in class or outside of class during university-related activities that are not part of MA students' CGP work or PhD students' dissertation work. A university-related activity is any type of activity that is directly related to or rises out of the operations of the university at any location.

In accordance with FGS policy expectations that students "conform to program requirements" (FGS Graduate Supervision Policy, 9.4, p.16), the following points of reference guide IGOV faculty and student professionalism. These are:

- Faculty of Graduate Studies Graduate Supervision Policy: Section 1 of the [Graduate Supervision Policy](#) states that "Every student and faculty member in the Faculty of Graduate Studies (FGS) has the fundamental responsibilities:
 - 1.7 To maintain professional and respectful relationships with students, staff, members of the unit, the university community, and the general public.
 - 1.8 To deal directly with individuals whenever possible to resolve disagreements, dissatisfactions, issues, and conflicts. If for any reason the situation cannot be resolved directly, individuals may consult the appropriate University authority as per Section 3: Accessibility and Assistance."
- Awareness of and Adherence to Relevant UVic Policies, including:
 - [Academic Appeals and Appeals to the Senate](#)
 - [Resolution of Non-Academic Misconduct Allegations](#)
 - [Discrimination and Harassment](#)
 - [Human Rights, Equity and Fairness](#)
 - [Sexual Violence Prevention and Response Policy](#)
 - [Acceptable Use of Electronic Information Resources](#)

PROCEDURES FOR ADDRESSING STUDENT CONDUCT ISSUES

Any professional conduct issue within or outside of the classroom during any university-related activity or program-related activity will be addressed with the assistance of the IGOV Graduate Adviser or IGOV Director where indicated. Either a faculty member, a student, or both parties may request the involvement of the Graduate Adviser or Director where assistance is desired.

For Academic Matters

If a student professional conduct issue arises as an academic matter that is outlined in the program/related course syllabi [for example, demonstrating respect for Traditional Lands and First

Peoples as outlined in course materials and faculty guidance], the matter will be addressed in accordance with the:

- [Policy on Graduate Supervision](#),
- [Policy on Academic Appeals, and the Student Appeals to Senate](#).

For Non–Academic Matters

If a student professional conduct issue arises as a non-academic matter, it will be addressed in accordance with the:

- UVic Policy on [Resolution of Non-Academic Misconduct Allegations](#)

Examples of such conduct issues, which apply equally to faculty, students, and staff, as well as expectations for appropriate conduct, are outlined in the following UVic Policies on:

1. [Discrimination and Harassment](#)
2. [Human Rights, Equity and Fairness](#)
3. [Sexual Violence Prevention and Response Policy](#)
4. [Acceptable Use of Electronic Information Resources](#)

The [Office of Student Life](#) at the University of Victoria is dedicated to promoting a safe and inclusive campus community in support of fairness, responsibility and respect for all. To reach this goal, the OSL investigates and responds to student non-academic conduct matters and collaborates with a number of university offices and student groups to offer preventative and educational programming intended to support the well-being and development of UVic students.

APPENDIXES

Appendix A: FGS Forms

FGS forms are frequently updated. [Please find them here](https://www.uvic.ca/graduatestudies/forms-policies/index.php), as needed:

<https://www.uvic.ca/graduatestudies/forms-policies/index.php>

Oral Examinations

[Arranging an oral examination](#)

Guidelines for preparing for and arranging oral exams.

[Oral exam guidelines](#)

Important information to prepare for the oral examination.

[Request for oral examination for Master's program](#)

[Request for oral examination for Doctoral program](#)

Students and their supervisory committee select an oral examination date far enough in advance to allow the Request for Oral Examination (ROE) to be submitted to the dean's office **at least 20 working days before a master's exam** or **at least 30 working days before a PhD exam**. The ROE must be completed and signed by every member of the supervisory committee. Committee members who are away may provide approval by fax or by email, confirming that the thesis or dissertation is examinable and that they are available on the scheduled date and time.

The ROE must also include the name, address, telephone number, and email address of the proposed external examiner. Once the form has been submitted to the Faculty of Graduate Studies, **no further changes may be made to the thesis or dissertation before the oral defense**. After completion, the form is submitted to the Office of the Dean of Graduate Studies.

[Non-thesis oral examination checklist](#)

Once the non-thesis examination date is chosen, the first page of the attached checklist is completed by the department. After the oral examination is complete, page 2 of the checklist is completed and the entire form is submitted to the Graduate Admissions and Records Office within 5 working days of the examination.

Checklists and Requirements

[Checklist for completing master's and PhD degree requirements](#)

A general guide to assist Master's and PhD students.

[Master's program requirements](#)

The graduate academic calendar contains information on minimum degree requirements, oral exams and theses for masters degrees.

Doctoral program requirements

The graduate academic calendar contains information on minimum degree requirements, oral exams and dissertations for doctoral degrees.

Degree completion and graduation

Each candidate for a degree, diploma or certificate must complete a formal application for graduation.

Thesis completion plan

A checklist to help student plan out the major steps in completing their thesis.

Thesis format checklist and sample pages

Thesis and dissertation format requirements for final submission to the Faculty of Graduate Studies via UVicSpace

Withholding form

Some students will have publishers interested in publishing their work, or have sensitive patent information in their thesis or dissertation, or even have a signed contract to write a book. This form, once completed and signed, and if approved by the Faculty of Graduate Studies, will withhold the student's work from the UVicSpace online collection for a period of up to 12 months.

Other Forms

Program and Registration Changes

Graduate Program Update Form: For course substitutions, stream changes, or transfer credits

Graduate Registration Form: To late add/drop, audit courses, or change sections

Re-Registration Form: For returning students after withdrawal or long absence

Course Retention Request: To retain course credit after a break in studies

Courses and Special Studies

Pro Forma Proposal (Directed Studies): To propose a directed studies or special topics course

Academic Concessions and Leaves

Graduate Academic Concession Form: For medical, compassionate, or retroactive course changes

Continuity of Registration Form: To maintain active status or request a leave

Verification and Personal Records

Personal Information Change Form: To update name, contact details, or authorize record access

Enrolment Verification Letter Request: Official proof of enrolment for work, travel, or visa

Appendix B: Indigenous Nationhood Capstone Project Agreement

Available in the [SharePoint \(students\)](#) link by October 2026 at uvic.ca/igov or by request to igov@uvic.ca, in Word and fillable PDF format



School of Indigenous Governance
Faculty of Social Sciences
University of Victoria
HSD A260 PO Box 1700 STN CSC Victoria BC V8W 2Y2 Canada
250-721-6438 | uvic.ca/igov | igov@uvic.ca



Indigenous Nationhood Project Agreement

Project Title	
Student Name	
Student Email	
Student Phone Number	
Faculty Supervisor	
Faculty Supervisor Email	
Project Description	<i>Please provide a one paragraph description of the research project.</i>
Deliverable(s) to IGOV	<i>Please list the deliverables to IGOV (i.e. 80hrs working with community, 35hrs producing deliverables).</i>

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

1/2

Page 2: Indigenous Nationhood Capstone Project Agreement



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250-721-6438 | uvic.ca/igov | igov@uvic.ca



Deliverable(s) to Research Partner	<i>Please list the deliverables to the Indigenous person/community you are working with.</i>
Allocation of Time (approx. 250-300hrs)	<i>Please indicate how your time will be allocated (i.e. 200hrs working with community, 100hrs producing deliverables).</i>
Where Deliverables Are Stored	<i>Please list where the deliverables will be kept including IGOV and community if applicable.</i>

Student Signature	Date
Faculty Supervisor Signature	Date

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

Appendix C: IN Project Completion Form

Available in the [SharePoint \(students\)](#) link by October 2026 at uvic.ca/igov or by request to igov@uvic.ca, in Word and fillable PDF format



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250-721-6438 | uvic.ca/igov | igov@uvic.ca



Indigenous Nationhood Capstone Project Approval

Project Title	
Student Name	
Student V Number	
Faculty Supervisor	
Faculty Supervisor Email	
Faculty Supervisor Department	

I certify that I have reviewed the student's Indigenous Nationhood Capstone Project reflection and final deliverable(s) and approve them as satisfying the requirements for the Indigenous Nationhood Certificate under the Faculty of Graduate Studies at the University of Victoria.

Faculty Supervisor Signature	Date
------------------------------	------

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

Appendix D: Community Governance Partnership Agreement

Available in the [SharePoint \(students\)](#) link by October 2026 at uvic.ca/igov or by request to igov@uvic.ca, in Word and fillable PDF format



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Faculty of Social Sciences
University of Victoria
HSD A260, PO Box 1700 STN CSC Victoria BC V8W 2Y2 Canada
250-721-6438 | uvic.ca/igov | igov@uvic.ca



Community Governance Partnership Agreement

Project Title	
Student Name	
Student Email	
Student Phone Number	

Faculty Supervisor	
Faculty Supervisor Email	
Community Supervisor	
Community Supervisor Email	
Community Supervisor Phone Number	

Project Description	<i>Please provide a one paragraph description of the research project.</i>
Deliverable(s) to IGOV	<i>Please list the deliverables to IGOV (i.e. 200hrs working with community, 100hrs producing deliverables)</i>

1

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

Page 2: Community Governance Partnership Agreement



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University of Victoria
HSD A260 PO Box 1700 STN CSC Victoria BC V8W 2Y2 Canada
250-721-6438 | uvic.ca/igov | igov@uvic.ca



Deliverable(s) to Research Partner	<i>Please list the deliverables to the Indigenous person/community you are working with</i>
Allocation of Time (approx. 250-300hrs)	<i>Please indicate how your time will be allocated (i.e. 200hrs working with community, 100hrs producing deliverables)</i>
Where Deliverables Are Stored	<i>Please list where the deliverables will be kept including IGOV and community if applicable.</i>

Student Signature	Date
Community Supervisor Signature	Date
Faculty Supervisor Signature	Date

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

Appendix E: Checklist for Thesis and Dissertation

Available at FGS website.



University
of Victoria

Graduate Studies

Checklist for Master's & PhD Students:¹

Completing your Degree Requirements

Master's	PhD	Resources
Course Work Begin your course work. Individualize your program with assistance from your academic supervisor. Set yourself a realistic timeline to complete your coursework and begin your thesis.	Course Work Begin your course work. Individualize your program with assistance from your academic supervisor. Set yourself a realistic timeline to complete your coursework and begin your dissertation.	
Set Supervisory Committee Includes at minimum 2 members. Check the Composition of the Supervisory Committee section of the current graduate calendar for clarification on your committee depending on the type of masters program you are registered in. Inform Grad Secretary of committee members. <i>(committee may be formed after registering in 2 sessions)</i>	Set Supervisory Committee Includes at minimum 3 members. Check the Composition of the Supervisory Committee section of the current graduate calendar for clarification on your committee depending on the type of doctoral program you are registered in. Inform Grad Secretary of committee members. <i>(committee formed prior to candidacy exams)</i>	Composition of the Supervisory Committee: https://www.uvic.ca/calendar/grad/index.php#policy/BIZ9esMOV
-----	Candidacy Exams Normally done within first three years of program (some programs have shorter timelines – check with your individual academic unit); registration blocked if not completed by the deadline. Please check with your academic unit for specific guidelines. Supervisor informs Grad Secretary who prepares official memo for Faculty of Graduate Studies.	
Complete coursework and begin thesis Student should discuss aspects of their thesis (design, research, ethics, etc.) and timelines with their supervisor. Thesis proposal must be approved by supervisory committee.	Complete coursework and begin dissertation Student should discuss aspects of their dissertation (design, research, ethics etc.) and timelines with their supervisor. Proposal approval may take place in conjunction with candidacy exams.	Thesis Completion Plan: https://www.uvic.ca/graduatestudies/fo-rms-policies/data/thesis-completion-plan.pdf
Ethics Approval (if required) If required, go to Research Services website for forms. Takes at least 4-6 weeks once submitted to Human Research Ethics.	Ethics Approval (if required) If required, go to Research Services website for forms. Takes at least 4-6 weeks once submitted to Human Research Ethics.	Research Services: https://www.uvic.ca/research-services/home/regapproval/index.php
Application for Graduation Complete the application for graduation, available in the Graduation tab of Mypage before the deadline. The deadline is February 15 if completing in the spring term, July 15 if completing in the summer, and November 15 if completing in the fall. NOTE: The deadline for submission of all requirements for the degree is the final business day in the term in which you are completing your program.	Application for Graduation Complete the application for graduation, available in the Graduation tab of Mypage before the deadline. The deadline is February 15 if completing in the spring term, July 15 if completing in the summer, and November 15 if completing in the fall. NOTE: The deadline for submission of all requirements for the degree is the final business day in the term in which you are completing your program	Graduation Information: http://www.uvic.ca/current-students/home/graduating/

¹ This checklist is intended as a general guide to assist Master's and PhD students. *Always check with your own academic unit for variations in process or procedure.*

Complete written work First draft to supervisor: Return time arranged with supervisor. Second draft and final draft to committee: Return time arranged with committee. Once each committee member has read and agrees the thesis is examinable, date for oral is set. Student should read the Guidelines for Oral Exams.	Complete written work First draft to supervisor: Return time arranged with supervisor. Second draft and final draft to committee: Return time arranged with committee. Once each committee member has read and agrees the dissertation is examinable, date for oral is set. Student should read the Guidelines for Oral Exams.	Guidelines for Oral Exams: https://www.uvic.ca/graduatestudies/oral-exams/oral-exam-guidelines/index.php
Request for Oral Form Submitted to Faculty of Graduate Studies a minimum of 20 working days prior to oral exam date. Full instructions available on Request for Oral form. Completed forms must be submitted to departmental Graduate Secretary for final check.	Request for Oral Form Submit to the Faculty of Graduate Studies a minimum of 30 working days (PhD) prior to oral exam date. Full instructions available on the appropriate Request for Oral Form. Completed forms must be submitted to departmental Graduate Secretary for final check.	Request for Oral Exam Form: https://www.uvic.ca/graduatestudies/oral-exams/oral-exam-guidelines/index.php#ipn-request-for-oral-examination-forms
Final Oral Exam Student should follow the Guidelines for Oral Exams. Student is responsible for providing examining committee with Thesis/Dissertation Approval Form.	Final Oral Exam Student should follow the Guidelines for Oral Exams. Student is responsible for providing examining committee with Thesis/Dissertation Approval Form.	Guidelines for Oral Exams: https://www.uvic.ca/graduatestudies/oral-exams/oral-exam-guidelines/index.php Thesis/Dissertation Approval Form : https://www.uvic.ca/graduatestudies/fo rms-policies/data/thesisapproval.pdf
Final copy of thesis to Graduate Admissions & Records Office (GARO) Must be received in GARO via digital submission to UVicSpace in accordance with deadlines set by the Registrar for Fall and Spring convocation. Check deadlines on the registrar's website. Digitally submit your thesis to UVicSpace Register for UVicSpace and digitally submit your final thesis. See website for details and guidelines. Other documents required: ▪ Thesis/Dissertation Approval Form	Final copy of dissertation to Graduate Admissions & Records Office (GARO) Must be received in GARO via digital submission to UVicSpace in accordance with deadlines set by the Registrar for Fall and Spring convocation. Check deadlines on the registrar's website. Digitally submit your dissertation to UVic Space Register for UVicSpace and digitally submit your final dissertation. See website for details and guidelines. Other documents required: ▪ Thesis/Dissertation Approval Form	Thesis/Dissertation Submission Requirements: https://www.uvic.ca/graduatestudies/fo rms-policies/data/etds submissionsteps.pdf Graduation Information: http://www.uvic.ca/current-students/home/graduating/ UVicSpace: https://dspace.library.uvic.ca

Revised August 2022

Appendix F: Request for Oral Examination for Master's Program

[Available at FGS website.](#)



Graduate Studies

Request for Oral Examination for Master's Program

This form must be completed in full and submitted to the Faculty of Graduate Studies (JCC A207) at least **20 working days** prior to defence date, not including the day of defence.

STUDENT NAME:				UVIC STUDENT #:	
STUDENT SIGNATURE:	The signature of the student indicates that the submitted thesis is an original work of authorship and that all sources are properly and properly acknowledged. The signature also indicates that the submitted thesis is a complete and final copy for the purpose of examination and that it is understood that the Faculty of Graduate Studies will forward a copy to the External Examiner and to the Chair of the examination.				
ACADEMIC UNIT & DEGREE:			EMAIL:		
WEEKDAY, DATE & TIME:			BLDG & ROOM #:		
THESIS TITLE:					
SUPERVISORY COMMITTEE	TITLE (e.g. Dr. / Prof.), NAME, and DEPT	SIGNATURE		EMAIL	
(CO-) SUPERVISOR:					
(CO-) SUPERVISOR:					
ACADEMIC UNIT MEMBER:					
ACADEMIC UNIT MEMBER:					
NON-UNIT MEMBER:					
NON-UNIT MEMBER:					
The above signatures indicate that all committee members have examined the thesis and are satisfied that it represents an examinable document for the degree requirements. No revisions may be made prior to the oral examination. Members who agree that they are available for the oral exam at the specified date, time and location. If you are unable to attend, please contact the FGS office for instructions (250-721-7970). Once the external has been selected, no further contact should occur between the external and the supervisory committee or the student. Email approvals in lieu of signatures must acknowledge the above stipulations.					
REQUIRED Checklist must be completed by Graduate Secretary / Administrative Support					
☐ Confirm all committee members except the external examiner are listed on the FGS Faculty Membership List (check restrictions and term end date) ☐ Confirm that the student has applied to graduate					
☐ Confirm committee structure meets calendar regulations ☐ Submit thesis PDF (consult with FGS for oversized files)					
☐ Confirm all committee members are listed in SHACOM ☐ Submit Human Research Ethics Approval / Waiver Form to FGS (or ☐ N/A)					
☐ Confirm that the student is currently registered ☐ Submit Thesis Withholding Form (or ☐ N/A) ☐ Submit videoconference connection details (or ☐ N/A)					
GRADUATE ADVISER:	Name	Signature		Email	
Note to Graduate Advisor: By signing this form you are indicating that you have confirmed all required administrative procedures have been correctly completed within the academic unit, and that correct thesis/dissertation preparation procedures have been followed. An email approval in lieu of signature will be accepted providing it specifies these acknowledgements.					
NOMINATION OF EXTERNAL EXAMINER					
EXTERNAL'S NAME:			UNIVERSITY / INSTITUTION:		
DEPARTMENT:					
EMAIL:			EMERGENCY PHONE NUMBER: (FOR DEFENCE)		
WILL ATTEND:	☐ IN PERSON ☐ VIDEOCONFERENCING - Attach full connection details				
FOR FGS OFFICE USE ONLY					
CHAIR:			DEPT:	EMAIL:	

SEP 2025

Appendix G: Request for Oral Examination for Doctoral Program

[Available at FGS website.](#)



Graduate Studies

Request for Oral Examination for Doctoral Program

This form must be completed in full and submitted to the Faculty of Graduate Studies (JCC A207) at least **30 working days** prior to defence date, not including the day of defence.

STUDENT NAME:	UVIC STUDENT #:				
STUDENT SIGNATURE:	The signature of the student indicates that the submitted dissertation is an original work of scholarship and that all sources are completely and properly acknowledged. The signature also indicates that the submitted dissertation is a complete and final copy for the purpose of examination and that it is understood that the Faculty of Graduate Studies will forward a copy to both the External Examiner and to the Chair of the examination.				
ACADEMIC UNIT:	EMAIL:				
WEEKDAY, DATE & TIME:	BLDG & ROOM #:				
DISSERTATION TITLE:					
SUPERVISORY COMMITTEE	TITLE (e.g. Dr. / Prof.), NAME, and DEPT	SIGNATURE	EMAIL		
(CO-) SUPERVISOR:					
(CO-) SUPERVISOR:					
ACADEMIC UNIT MEMBER:					
ACADEMIC UNIT MEMBER:					
NON-UNIT MEMBER:					
NON-UNIT MEMBER:					
The above signatures indicate that all committee members have examined the dissertation and are satisfied that it represents an examinable document for the degree requirements. No revisions may be made prior to the oral examination. Members also agree that they are available for the oral exam at the specified date, time and location. If you are unable to attend, please contact the FGS Office for instructions (250-721-7370). Once the external has been selected, no further contact should occur between the external and the supervisory committee or the student. Email approvals in lieu of signatures must acknowledge the above stipulations.					
REQUIRED Checklist must be completed by Graduate Secretary / Administrative Support <table border="0"> <tr> <td> ☐ Confirm all committee members except the external examiner are listed on the FGS Faculty Membership List (check restrictions and term end date) ☐ Confirm committee structure meets calendar regulations ☐ Confirm all committee members are listed in SHACOMI ☐ Confirm that the student is currently registered ☐ Confirm that the student has applied to graduate </td> <td> ☐ Submit dissertation PDF (consult with FGS for oversized files) ☐ Submit External Examiner's complete and current CV to FGS ☐ Submit Confirmation of Ann's Length Status form(s) ☐ Submit Human Research Ethics Approval / Waiver Form to FGS (or ☐ N/A) ☐ Submit Dissertation Withholding Form (or ☐ N/A) ☐ Submit complete videoconference connection details (or ☐ N/A) </td> </tr> </table>				☐ Confirm all committee members except the external examiner are listed on the FGS Faculty Membership List (check restrictions and term end date) ☐ Confirm committee structure meets calendar regulations ☐ Confirm all committee members are listed in SHACOMI ☐ Confirm that the student is currently registered ☐ Confirm that the student has applied to graduate	☐ Submit dissertation PDF (consult with FGS for oversized files) ☐ Submit External Examiner's complete and current CV to FGS ☐ Submit Confirmation of Ann's Length Status form(s) ☐ Submit Human Research Ethics Approval / Waiver Form to FGS (or ☐ N/A) ☐ Submit Dissertation Withholding Form (or ☐ N/A) ☐ Submit complete videoconference connection details (or ☐ N/A)
☐ Confirm all committee members except the external examiner are listed on the FGS Faculty Membership List (check restrictions and term end date) ☐ Confirm committee structure meets calendar regulations ☐ Confirm all committee members are listed in SHACOMI ☐ Confirm that the student is currently registered ☐ Confirm that the student has applied to graduate	☐ Submit dissertation PDF (consult with FGS for oversized files) ☐ Submit External Examiner's complete and current CV to FGS ☐ Submit Confirmation of Ann's Length Status form(s) ☐ Submit Human Research Ethics Approval / Waiver Form to FGS (or ☐ N/A) ☐ Submit Dissertation Withholding Form (or ☐ N/A) ☐ Submit complete videoconference connection details (or ☐ N/A)				
GRADUATE ADVISER:	Name	Signature	Email		
Note to Graduate Advisor: By signing this form you are indicating that you have confirmed all required administrative procedures have been correctly completed within the academic unit, and that correct thesis/dissertation preparation procedures have been followed. An email approval in lieu of signature will be accepted providing it specifies these acknowledgements.					
NOMINATION OF EXTERNAL EXAMINER – Please refer to the Guidelines for the Appointment of External Examiners					
EXTERNAL'S NAME:	UNIVERSITY / INSTITUTION:				
DEPARTMENT:					
EMAIL:	EMERGENCY PHONE NUMBER: (FOR DEFENCE)				
WILL ATTEND:	☐ IN PERSON ☐ VIDEOCONFERENCING • Attach full connection details				
FOR FGS OFFICE USE ONLY					
CHAIR:	DEPT:	EMAIL:			

SEP 2025

Appendix H: Checklist for Non-Thesis Oral Examinations

[Available at FGS website.](#)

University of Victoria Graduate Studies	Checklist for Non-Thesis Oral Examinations
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Please send both pages of the completed checklist to Graduate Admissions and Records within five working days after the examination. Page 1 is to be completed prior to the examination. In the case of group projects, please list all students below.

Academic unit: _____ Date of oral examination: _____

Location of oral examination: _____

Student name: _____	V00
Student name: _____	V00
Student name: _____	V00
Student name: _____	V00
Student name: _____	V00
Student name: _____	V00

The signatures below indicate that the following statements are true:

- The supervisory committee has at least two members and all committee members hold membership in the Faculty of Graduate Studies.
- All supervisory committee members are listed in SHACOMI.
- Human Ethics Research Approval has been secured, or acknowledgment that it is not required.
- The unit has announced the oral examination (open to the public) to all faculty members involved and to each academic unit involved at least 5 working days prior to the date of the examination.
- If the work is found acceptable and the student holds awards administered by the University, the Graduate Secretary has alerted the FGS Scholarships Officer (scholoff@uvic.ca). (Please include the date of the examination.)
- The Chair of the defence is at arm's length to the candidate and the examining committee.
- The committee members agree that the student's independent research work is ready to be examined:

(Co-) Supervisor: _____

print name
signature
date

(Co-) Supervisor: _____

print name
signature
date

member: _____

print name
signature
date

member: _____

print name
signature
date

member: _____

print name
signature
date

Page 2: Checklist for Non-Thesis Oral Examinations

- The Chair agrees to follow the Guidelines for Chairs of Oral Examinations.
<http://www.uvic.ca/graduatestudies/assets/docs/docs/thesis/ChairsGuidelinesNonthesis.pdf>

Results of the examination:

_____	The independent research work is acceptable and the oral defense is acceptable.
_____	The independent research work is acceptable subject to minor revision and the oral defense is acceptable.
_____	The independent research work is acceptable subject to major revision and the oral defense is acceptable.
_____	The examination is adjourned.
_____	The examination is failed.

Examination Chair: _____
print name signature date

Chair's comments if the examination is "adjourned" or "failed" (to be submitted within three working days of the oral examination):

Appendix I: FGS Thesis/Dissertation Approval Form

[Available at FGS website.](#)



University
of Victoria

Graduate Admissions
& Records

Thesis/Dissertation Approval Form

Supervisor: Ensure all examining committee members sign this form

NAME: _____ **STUDENT NUMBER:** V0 _____

DEPARTMENT: _____ **DEGREE:** _____
(M.A., M.Sc., M.A.Sc. M.Eng., LL.M., Ph.D., etc.)

PROGRAM/OPTION (if applicable): _____

EXACT TITLE OF DISSERTATION OR THESIS: _____

EXAMINING COMMITTEE

We, the members of the Examining Committee, certify that we have examined this Thesis/Dissertation and approve it as satisfying this requirement for the above noted degree from the Faculty of Graduate Studies at the University of Victoria.

Supervisor's Signature date (to be entered by Signatory)

Supervisor's name department

Co-Supervisor or Departmental Member's signature date (to be entered by Signatory)

Co-Supervisor or Departmental Member's name department

Departmental Member's signature date (to be entered by Signatory)

Departmental Member's name department

Outside Member's signature date (to be entered by Signatory)

Outside Member's name department

Outside Member's signature date (to be entered by Signatory)

Outside Member's name department

Departmental or Outside Member's signature date (to be entered by Signatory)

Departmental or Outside Member's name department

External Examiner's signature date (to be entered by Signatory)

External Examiner's name department

UPDATED NOV 2021 /JB

APPENDIX J: UVic Graduate Grading Scheme

[Available in the Graduate Student Calendar.](#)

PASSING GRADES

Grade	Grade Point Value	Percentage*	Description	Achievement of Assignment Objectives
A+	9	90 - 100	Exceptional Work	Technically flawless and original work demonstrating insight, understanding and independent application or extension of course expectations; often publishable.
A	8	85 - 89	Outstanding Work	Demonstrates a very high level of integration of material demonstrating insight, understanding and independent application or extension of course expectations.
A-	7	80 - 84	Excellent Work	Represents a high level of integration, comprehensiveness and complexity, as well as mastery of relevant techniques/concepts.
B+	6	77 - 79	Very good work	Represents a satisfactory level of integration, comprehensiveness, and complexity; demonstrates a sound level of analysis with no major weaknesses.
B	5	73 - 76	Acceptable work that fulfills the expectations of the course	Represents a satisfactory level of integration of key concepts/procedures. However, comprehensiveness or technical skills may be lacking.
B-	4	70 - 72	Unacceptable work revealing some deficiencies in knowledge, understanding or techniques	Represents an unacceptable level of integration, comprehensiveness and complexity. Mastery of some relevant techniques or concepts lacking. Every grade of 4.0 (B-) or lower in a course taken for credit in the Faculty of Graduate Studies must be reviewed by the supervisory committee of the student and a recommendation made to the Dean of Graduate Studies. Such students will not be allowed to register in the next session until approved to do so by the Dean.
C+	3	65 - 69		
C	2	60-64		
D	1	50-59		

COM	N/A	N/A	Complete (Pass)	Used only for 0 unit courses and other graduate courses designated by the Senate. Such courses are identified in the course listings.
CTN	Excluded Grade	N/A	Continuing	Denotes the first half of a full-year course.
FNC	Excluded Grade	0-100 †	For No Credit	Denotes a 100-299 level undergraduate course for no credit in the Faculty of Graduate Studies.

† FNC will produce a grade on the transcript

FAILING GRADES

Grade	Grade Point Value	Percentage*	Description
F	0	0 - 49	Failing grade. Unsatisfactory performance. Wrote final examination and completed course requirements.
N	0	0 - 49	Did not write examination or otherwise complete course requirements by the end of term or session. This grade is intended to be final.
F/X	Excluded Grade	N/A	Unsatisfactory performance. Completed course requirements; no supplemental. Used only for Co-op work terms and for courses designated by Senate. Such courses are identified in the course listings. The grade is EXCLUDED from the calculation of all grade point averages.
N/X	Excluded Grade	N/A	Did not complete course requirements by the end of the term; no supplemental. Used only for Co-op work terms and for courses designated by Senate. Such courses are identified in the course listings. The grade is EXCLUDED from the calculation of all grade point averages.

TEMPORARY GRADES

Grade	Grade Point Value	Percentage*	Description
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INC	N/A	N/A	Incomplete (requires “Request for Extension of Grade” form). Used for those graduate credit courses designated by the Senate and identified in the course listings; also used, with Dean’s permission, for those graduate credit courses with regular grading (A to F, including N) which are not complete by the end of the term or session due to exceptional circumstances beyond the control of the instructor or student. INC must be replaced by a final grade not later than the end of the next term.
------------	-----	-----	---

INP	N/A	N/A	In Progress. Used only for work terms; dissertations; theses; projects; comprehensive examinations and seminars offered on the same basis as dissertations or theses and designated by Senate (identified in the course listings). In the case of work terms, a final grade must replace INP within two months of the end of term. For dissertations, theses, designated seminars, projects and comprehensives, a final grade must replace INP by the end of the program. If the student does not complete the degree requirements within the time limit for the degree, the final grades will be N.
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CIC	N/A	N/A	Co-op Interrupted Course. Temporary grade. See General Regulations: Graduate Co-op .
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GRADE NOTES

Grade note	Grade Point Value	Percentage*	Description
WE	N/A	N/A	Withdrawal under extenuating circumstances. The WE registration status will replace a course registration or grade when approved by the Dean following a request for academic concession from a student. This registration status is excluded from the calculation of all grade point averages; it will appear on the official transcript.