

Department of Sociology

A Guide to Graduate Studies



2020-2021



University
of Victoria

Department of Sociology

Dear Graduate Student,

On behalf of the Graduate Committee, I wish to welcome you to the Department of Sociology at the University of Victoria.

The information in this Guide to Graduate Studies in Sociology is intended to assist you in your graduate program planning. I urge you to read this Guide carefully since it is your responsibility to be familiar with the rules, regulations, and expectations relating to your program.

If you require any assistance or advice, please feel free to contact myself, or our Graduate Secretary, Aileen Chong (socigradsec@uvic.ca).

I wish you the best in your forthcoming year.

Sincerely,

*Min Zhou, PhD
Chair, Graduate Committee
minzhou@uvic.ca*

**GRADUATE COMMITTEE MEMBERSHIP
2020-2021**

Dr. Min Zhou (Chair)
Dr. William Carroll
Dr. Tamara Humphrey

INTRODUCTION

The purpose of this guide is to introduce incoming graduate students to current procedures and policies regarding graduate studies in sociology. It is divided into the following sections:

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PART I The MA Program in Sociology

The department offers three options leading to the MA degree: Major Research Paper (MRP); Thesis; or CSPT (with Thesis). All three options require students to attain a basic graduate-level of competency in quantitative methods, qualitative methods, and social theory. Students are expected to have an undergraduate background in these areas through having completed courses in sociology or a related discipline. Students who are concerned that they may not have an appropriate background should contact the Graduate Advisor for advice.

All MA students should have selected which program option they wish to pursue by the end of their third term (i.e., by the end of the summer term for most students). By this time, all students are required to submit either the Thesis Registration form or the MRP Registration form. Students wishing to do the Thesis or CSPT options in their second year should have completed at least a draft of their thesis proposal by the end of their third term, and the student's supervisor must sign off on the form to confirm registration in the Thesis option. Note that all students must register for either SOCI 598 (MRP) or SOCI 599 (Thesis) in their third term and must remain registered until completion of their degree (excepting any periods of approved leave from the program).

1. Program of Studies

A. Major Research Paper Option

This program requires 10.5 units of course work (i.e. seven courses) and a 4.5-unit Major Research Paper, with at least 12 of the 15 units drawn from sociology graduate course listings in the calendar. 3 units (i.e., two courses) may be selected from graduate courses outside of sociology. In this program, students write a Major Research Paper (SOCI 598) for which they receive 4.5 units of credit. The MRP is typically approximately 40 pages in length and is a piece of independent research work involving substantial analytical engagement with a defined area of sociology, guided by one or more research questions.

Students taking this option are required to demonstrate competence in both sociological method (SOCI 507 and 515) and theory (SOCI 503 or 504). Although only one theory course is required, students are recommended to consider taking both theory courses. Within their seven courses, students must also complete at least two of the following courses: SOCI 520, 525, 535, 545, 551, 608, 616. CSPT 500 or 501 may be substituted for these courses if taught by a member of the sociology department. Please refer to the UVic Graduate Calendar for further details and the full regulations governing the MRP option. The MRP option can normally be completed in five terms of study.

B. Thesis Option

This program requires 7.5 units of course work (i.e., five courses) and a 7.5-unit thesis, with at least 13.5 of the 15 units drawn from sociology graduate course listings in the calendar. 1.5 units (i.e., one course) may be selected from graduate courses outside of sociology. In this program, students write a thesis (SOCI 599) for which they receive 7.5 units of credit. The Thesis is typically between 80 and 120 pages in length and is a substantial independent research project requiring the use of appropriate theory and/or methods.

Students taking this option are required to demonstrate competence in both sociological method (SOCI 507 and 515) and theory (SOCI 503 or 504). Although only one theory course is required, students are recommended to consider taking both theory courses. Within their five courses, students must also complete at least one of the following: SOCI 520, 525, 535, 545, 551, 608, 616. CSPT 500 or 501 may be

substituted for these courses if taught by a member of the sociology department. Please refer to the UVic Graduate Calendar for further details and the full regulations governing the Thesis option. Students are encouraged to consider taking an additional sociology course to increase their exposure to different areas of sociology. Additional courses may be taken either for credit or as an auditor. The thesis option normally requires at least six terms of study to complete.

C. CSPT Option

Students wishing to pursue the CSPT option must receive permission from the Cultural, Social, and Political Thought program. Normally this is done by applying for entry to the program prior to a student beginning their MA studies. This program requires 7.5 units of course work (i.e., five courses) and a 7.5unit thesis (SOC 599) whose topic must be within the field of CSPT. CSPT Master's students are required to demonstrate competence in both sociological theory (SOC 503 or 504) and method (SOC 507 and SOC 515). Students must also complete two CSPT graduate courses (3.0 units). CSPT students are encouraged to consider taking an additional sociology course in their main area of interest. Additional courses may be taken either for credit or as an auditor.

CSPT students receive an M.A. in sociology with a notation that they have completed the Interdisciplinary Program in Cultural, Social and Political Thought. The student's supervisor must be a member of the CSPT program and the thesis must be on an approved topic within the field of CSPT. For more information, see <http://www.uvic.ca/interdisciplinary/cspt/>

2. Courses

SOCI 503 Units: 1.5

Foundations of Sociological Explanations

In-depth examination of selected key themes in sociological theory. Traces the development of sociological theorizing from the work of classical 19th-century thinkers up until recent decades. Provides expert understanding of the historical and theoretical concerns that have shaped sociology through conceptual engagement with the literature.

SOCI 504 Units: 1.5

Current Issues in Social Theory

Examines major perspectives, themes, and debates in contemporary social theory. Emphasis is on developing students' abilities to use contemporary theoretical concepts in relation to their own research interests.

SOCI 507 Units: 1.5

Intermediate Social Statistics

Statistical methods appropriate for quantitative sociological research, with an emphasis on regression models and their extensions and computer applications for these models.

Prerequisites: SOCI 271 (or equivalent, with permission of the department)

SOCI 515 Units: 1.5

Qualitative Research

Key issues and methods in the systematic study of the social world through qualitative sociological research. Examination of the relationship between analytical perspective and methodological decisions, methods of gathering data and analysis. Includes issues of language, representation, politics, social organization and participation.

Prerequisites: SOCI 374 (or equivalent, with permission of the department).

SOCI 520 Units: 1.5

Issues in Contemporary Sociology

A seminar exploring a topic of contemporary interest in sociology. Content is informed by faculty members' current research and varies from year to year.

SOCI 525 Units: 1.5

Current Issues in the Sociology of Gender, Racialization and Ethnicity

A seminar exploring a range of contemporary issues pertaining to gender, racialization and ethnicity. Content is informed by faculty members' current research and varies from year to year.

SOCI 535 Units: 1.5

Current Issues in Ecology, Global Sociology and Social Movements

A seminar exploring a range of contemporary issues pertaining to ecology, global sociology and social movements. Content is informed by faculty members' current research and varies from year to year.

SOCI 545 Units: 1.5

Current Issues in Health, Aging and Society

A seminar exploring a range of contemporary issues pertaining to health, aging and society. Content is informed by faculty members' current research and varies from year to year.

SOCI 551 Units: 1.5

Current Issues in the Sociology of Crime and Law

A seminar exploring a range of contemporary issues pertaining to the sociology of crime and law. Content is informed by faculty members' current research and varies from year to year.

SOCI 608 Units: 1.5

Advanced Statistical Analysis

Advanced statistical models with applications to sociological research, which may include such topics as logistic models, count models, multilevel models, structural equation models, and models for longitudinal data. Also includes the use of computer statistical software for the analysis of data.

Notes: Normally offered in alternate years.

Prerequisites: SOCI 507 (or equivalent, with permission of the department).

SOCI 616 Units: 1.5

Advanced Strategies in Qualitative Research

Explores applied techniques for coding and systematically analyzing qualitative data with the assistance of computer-aided qualitative data analysis software (CAQDAS). Examines different strategies for communicating qualitative research findings to other researchers and the general public.

Notes: Normally offered in alternate years.

Prerequisites: SOCI 515 (or equivalent, with permission of the department).

SOCI 590 Units: 1.5

Directed Studies

The study of a special topic under the supervision of a Department member. *Directed studies courses must be approved by the Graduate Advisor and are not normally approved for MA students unless there are exceptional circumstances that mean a student is unable to take one of the regularly scheduled courses.*

SOCI 598 Units: 4.5

Major Research Paper

A piece of independent research work involving substantial analytical engagement with a defined area of sociology guided by one or more research questions.

SOCI 599 Units: 7.5

Thesis

3. Supervisory Committees

A. Major Research Paper Option

Students in the MRP option will be supervised by a committee consisting of their academic supervisor and one other member from the sociology department.

B. Thesis Option

Students in the thesis option will be supervised by a committee consisting of a minimum of two members: their academic supervisor plus at least one other member from the sociology department. Additional members can be (but are not required to be) from outside the department.

C. CSPT Option

Students in the CSPT option will be supervised by a committee consisting of their academic supervisor and at least one other CSPT faculty member from a different academic unit. Additional committee members may or may not be from the sociology department.

4. Major Research Paper/Thesis Proposals

Students in all three options of the MA program must prepare a research proposal that outlines: the question(s) that will guide the research; the theoretical and methodological approaches that will be adopted in the research; and a literature review that situates the research question(s). MRP proposals are normally 5 – 10 pages long; thesis proposals are normally 15 – 20 pages long. All proposals must be reviewed and approved at a meeting of the student's supervisory committee. All completed and approved proposals are kept on file by the Graduate Secretary.

5. Length of Program

The Department normally expects full-time students to spend two years completing the M.A. degree. Upon entry into the program, *all students should formulate a two-year plan in conjunction with their supervisor* that maps out a schedule for completing all degree requirements within a two-year period.

The Faculty of Graduate Studies allows a maximum of five years to complete the MA program.

Students enrolled in a co-operative education program will have an additional 4-12 months (depending upon the number of work terms completed) added on to the normal time limit for their degrees. Note that if students are granted Parental Leave, Medical Leave, or Compassionate Leave during their studies, then these periods of time do not count towards the five-year maximum time limit. However, any periods of Personal Leave are counted towards the maximum time allotted to degree completion.

6. Courses Offered and Program Planning

A model program of study for students beginning in the 2020-21 academic year will conform to the following structure:

1st Term (Fall):

Students are strongly encouraged to take only two courses in the Fall term. Most students find that adjusting to graduate-level study, as well as undertaking teaching assistant work for the first time, is demanding and a two-course load allows for that period of adjustment to be navigated most successfully. Sociology courses offered this term are: SOCI 503; SOCI 507; & SOCI 545. For students interested in taking three courses, it is possible to do so in one term, although the third course can also be taken in Year 2 of the student's program.

By the end of the first term, students should have begun to formulate ideas about a research topic and possible committee members.

2nd Term (Spring):

Most students should be able to take three courses in the Spring term, although some students intending to take the thesis option may wish to defer one course until their second year. Similarly, some students taking the MRP option may wish to spread their seven courses more evenly over two years. Sociology courses offered this term are: SOCI 504; SOCI 515; & SOCI 525. Note that SOCI 608 will not be offered this year.

Students who wish to include SOCI 616 in their program of study should note that this course alternates with SOCI 608 and will not be offered in 2020-21. Accordingly, they should plan to take it in 2021-22. Similarly, elective courses normally alternate, so students who wish to include SOCI 535 or SOCI 551 in their program of study should expect that these courses will be offered in 2021-22.

3rd Term (Summer):

There will be a special topic (SOCI 520), intensive course offered in May in conjunction with the Corporate Mapping Project Summer Institute.

Early in the term, and in consultation with the student's supervisor, a decision should be made about whether to pursue the MRP or thesis option and all students should begin writing up their MRP proposal or thesis proposal. The next step, again in consultation with the student's supervisor, is to form an appropriate supervisory committee. All students must submit either a *MRP Registration form* or a *Thesis Registration form* to the Graduate Secretary by the end of August. These forms provide a record of the supervisory committee and, if selecting the thesis option, the supervisor is required to sign off on the student's draft proposal if it has not already been formally approved by the supervisory committee.

Note: approval of the Human Research Ethics Board is required for any studies involving people (except for secondary data analyses). This includes pretests.

Note: All students are required to register for the summer term in SOCI 598 or SOCI 599 unless they wish to take Personal Leave from the program. Note that when students are on personal leave all supervisory

processes are suspended and students are not allowed, or to use any of the University's facilities. Also, although students do not pay tuition fees while on leave, they are still subject to the five-term minimum tuition fees before being allowed to graduate. For further details on types of leave and rules governing leaves, please refer to the University's Graduate Calendar.

4th, 5th, & 6th Terms (Fall/Spring/Summer):

Students taking the Major Research Paper option will normally need to take two or three more courses to complete their coursework requirements. If students have begun to work on their major research paper during the summer term, they may be able to complete all degree requirements in four terms (although all students are still required to pay for a fifth term). Students taking the Thesis option will normally be able to complete all degree requirements by the summer term of their second year.

*Be aware that major research papers and theses can require more than one round of revisions and that committee members can require 2-3 weeks to return comments. Students should also be aware of the Faculty of Graduate Studies' deadlines for scheduling defences and submitting theses. Please refer to the University's Graduate Calendar for further details.

PART II. The Ph.D. Program in Sociology

The department offers two options leading to the PhD degree. Students entering the PhD program are expected to have completed basic 500-level graduate courses in social theory, qualitative methods, and quantitative methods. Students who have not already completed these courses (or equivalent courses) are required to complete these courses as a part of their doctoral program. The PhD program is designed to build on this foundation and offers students the opportunity to receive advanced training in qualitative methods and/or quantitative methods. There is also the option for students who wish to specialize in social theory to participate in the Cultural, Social, and Political Thought (CSPT) program.

1. Program of Studies

A. Regular PhD Program

The PhD program requires a minimum of 7.5 credits of coursework (i.e., five courses) beyond the Master's degree and successful completion of a three-part Candidacy Examination as well as a dissertation. Total number of units for graduation is 31.5 units (7.5 for coursework, 3 for candidacy exams, and 21.0 for the dissertation). Unless equivalent courses have been taken as part of a previous graduate program in sociology, students will, by the end of their doctoral program, be required to complete two graduate-level social theory courses (SOC 503 and SOC 504) as well as graduate-level courses in qualitative (SOC 515) and quantitative (SOC 507) methods. To ensure mastery of theory and method, students with grades below B+ in any of the four designated courses must pass a written supplementary examination before the theory and method requirements will be deemed to have been met. In addition to meeting the basic requirements above, all regular PhD students are required to take one advanced course in social methods (SOC 608 or SOC 616) and one substantive area course (chosen from SOC 520, SOC 525, SOC 535, SOC 545, SOC 551). Doctoral students are encouraged to consider taking an additional sociology course to increase their exposure to different areas of sociology. Additional courses may be taken either for credit or as an auditor. For courses offered and course planning, please see the information provided above on page 9.

B. CSPT Option

CSPT doctoral students must complete a minimum of 7.5 units of coursework (i.e., five courses), subject to the same basic requirements that apply to other sociology doctoral students (i.e., SOCI 503, SOCI 504, SOCI 507, SOCI 515) unless equivalent courses have been taken as part of a previous graduate program. CSPT doctoral students must also meet the requirements of the CSPT program, which means they must complete CSPT 601 plus either CSPT 600 or CSPT 690. In addition, the first component of the candidacy exam is replaced by a CSPT exam. Students taking the CSPT doctoral option must have as their supervisor a CSPT faculty member who is also a member of the sociology department. The student's dissertation topic must be within the broad field of cultural, social and political thought and must meet the requirements of both the CSPT Program and the Department of Sociology. CSPT doctoral students are encouraged to consider taking an additional sociology course to increase their exposure to different areas of sociology. Additional courses may be taken either for credit or as an auditor.

Students wishing to pursue the CSPT option must receive permission from the Cultural, Social, and Political Thought program. Normally this is done by applying for entry to the program prior to a student beginning their PhD studies. CSPT students receive a PhD in sociology, with a notation that they have completed the Interdisciplinary Program in Cultural, Social and Political Thought. The student's supervisor must be a member of the CSPT program, and the dissertation must be on an approved topic within the field of CSPT. For more information see <http://www.uvic.ca/interdisciplinary/cspt/>

2. Courses

SOCI 503 Units: 1.5

Foundations of Sociological Explanations

In-depth examination of selected key themes in sociological theory. Traces the development of sociological theorizing from the work of classical 19th-century thinkers up until recent decades. Provides expert understanding of the historical and theoretical concerns that have shaped sociology through conceptual engagement with the literature.

SOCI 504 Units: 1.5

Current Issues in Social Theory

Examines major perspectives, themes, and debates in contemporary social theory. Emphasis is on developing students' abilities to use contemporary theoretical concepts in relation to their own research interests.

SOCI 507 Units: 1.5

Intermediate Social Statistics

Statistical methods appropriate for quantitative sociological research, with an emphasis on regression models and their extensions and computer applications for these models.

Prerequisites: SOCI 271 (or equivalent, with permission of the department)

SOCI 515 Units: 1.5

Qualitative Research

Key issues and methods in the systematic study of the social world through qualitative sociological research. Examination of the relationship between analytical perspective and methodological decisions, methods of gathering data and analysis. Includes issues of language, representation, politics, social organization and participation.

Prerequisites: SOCI 374 (or equivalent, with permission of the department).

SOCI 520 Units: 1.5

Issues in Contemporary Sociology

A seminar exploring a topic of contemporary interest in sociology. Content is informed by faculty members' current research and varies from year to year.

SOCI 525 Units: 1.5

Current Issues in the Sociology of Gender, Racialization and Ethnicity

A seminar exploring a range of contemporary issues pertaining to gender, racialization and ethnicity. Content is informed by faculty members' current research and varies from year to year.

SOCI 535 Units: 1.5

Current Issues in Ecology, Global Sociology and Social Movements

A seminar exploring a range of contemporary issues pertaining to ecology, global sociology, and social movements. Content is informed by faculty members' current research and varies from year to year.

SOCI 545 Units: 1.5

Current Issues in Health, Aging and Society

A seminar exploring a range of contemporary issues pertaining to health, aging and society. Content is informed by faculty members' current research and varies from year to year.

SOCI 551 Units: 1.5

Current Issues in the Sociology of Crime and Law

A seminar exploring a range of contemporary issues pertaining to the sociology of crime and law. Content is informed by faculty members' current research and varies from year to year.

SOCI 608 Units: 1.5

Advanced Statistical Analysis

Advanced statistical models with applications to sociological research, which may include such topics as logistic models, count models, multilevel models, structural equation models, and models for longitudinal data. Also includes the use of computer statistical software for the analysis of data.

Notes: Normally offered in alternate years.

Prerequisites: SOCI 507 (or equivalent, with permission of the department).

SOCI 616 Units: 1.5

Advanced Strategies in Qualitative Research

Explores applied techniques for coding and systematically analyzing qualitative data with the assistance of computer-aided qualitative data analysis software (CAQDAS). Examines different strategies for communicating qualitative research findings to other researchers and the general public.

Notes: Normally offered in alternate years.

Prerequisites: SOCI 515 (or equivalent, with permission of the department).

SOCI 690 Units: 1.5

Directed Studies

NOTE: *May be repeated once for a total of 3 units.*

The study of a special topic under the supervision of a department member.

SOCI 693 Units: **3.0**

Ph.D. Candidacy Examinations

Students enroll in SOCI 693 for the duration of their preparation for their candidacy examinations. This begins at the time a student first enrolls in the PhD program and continues until candidacy requirements have been completed. Students are normally expected to complete all required course work and comprehensive exams within 25 months after entering the PhD program.

SOCI 699 Units: **21.0**

Ph.D. Dissertation

Prerequisites: SOCI 693

Note: Sociology PhD students are also encouraged to take advantage of opportunities to prepare themselves for sessional teaching opportunities. Students are encouraged to consider registering for the Certificate in Learning and Teaching in Higher Education (LATHE) program, which is jointly offered by Educational Psychology and Leadership Studies, Learning and Teaching Support and Innovation (LTSI), and the Faculty of Graduate Studies. For further details, students can contact Learning and Teaching Support and Innovation.

3. Candidacy Examination

There are two main purposes of the candidacy examination process: first, to ensure that students have both a solid basis of knowledge in the broad area of sociology in which they will pursue their dissertation research, as well as the theoretical, methodological and more specific knowledge necessary to embark upon the dissertation project; and, second, to assess a student's ability to read, interpret, synthesize, and critically engage with relevant literatures at a level necessary in order to successfully complete a piece of independent, original research.

Structure of the Exam: There are three parts to the candidacy examination. Students first write a broad-based paper that addresses a central topic in sociology (e.g., political sociology, health, gender, or sexuality), followed by a more narrowly-focused written paper that addresses the student's proposed area of dissertation research (including theoretical and methodological approaches relevant to that area of study), and finally an oral examination on both written components completes the process.

Timing: Students are expected to complete the exam process within twelve months of submitting their Candidacy Examination form, which initiates the process. The examination should normally be undertaken during a student's second year of study, with the Candidacy Examination form being submitted by the beginning of the fourth term of study (normally September). Expected dates for the completion of each stage must be identified and agreed upon by students and committee members. All three parts of the exam should normally be completed by the start of the student's third year in the program. At the latest, it must be completed within 36 months of first registration in the doctoral program, as per Faculty of Graduate Studies regulations.

Composition of the Examining Committee: Examining committees are comprised of three members, who oversee all components of the examination. Students and their supervisors are jointly responsible for assembling the examining committee. In addition to the student's supervisor, who serves as chair of the committee, examining committees require two other members, at least one of whom must be a member of the sociology department.

Reading Lists: Prior to submitting the Candidacy Examination form, reading lists must be compiled for each of the two written components of the exam. The process of compiling reading lists is a collaborative one between the student and the examining committee. The reading list for the second, more focused component of the written exam will be considered as provisional and may be revised by the committee in response to the first written portion of the exam. The maximum size of each reading list is 90 units (where a journal article or chapter = one unit and a book = four units).

The Examination Process: Once the examining committee has been formed and the reading lists compiled, the student submits the Candidacy Examination form, which lists the two areas to be examined (i.e., one broad area of sociology and one narrower topic directly related to the dissertation project), as well as the composition of the examining committee and the proposed timelines for the whole process. The two reading lists must be attached to the form (and are kept on file for reference for future students and committees). The Graduate Advisor then signs off on the form to initiate the candidacy examination process.

Students are first expected to complete the broad-based component of the written exam, which will be a comprehensive analytical review of the literature and may take the form of an answer to a question (or questions) that is intended to provide focus and which has been mutually agreed upon by the student and the examining committee. Once submitted, the examining committee provides feedback to the student on this first component of the written exam within one month. Normally this will take place at a meeting of the supervisory committee and student. Feedback may include the request for minor revisions and is intended to assist the student in preparing for the oral portion of the exam. If the supervisory committee determines that major revisions to the first written component are necessary, this may require changes to the overall timeline for the completion of the examination process. Feedback on the broad-based paper can also include changes to the reading list for the second written component of the examination.

The student then begins part two of the exam, which takes the form of an analytic review paper that focuses more narrowly on the area of the student's proposed dissertation research, and which addresses both the theoretical and methodological approaches that are relevant to the literature being surveyed. Both papers should be approximately 25 pages in length.

Finally, the oral exam (2 hours) takes place within one month of the submission of the second written component. The oral exam covers the contents of both papers completed in the first two parts of the examination.

Assessment: At the conclusion of the examination process, each component of the exam is assessed on a pass/fail basis according to the majority decision of the examining committee. A successful written examination for the first, broad-based component will demonstrate the ability to understand, critically assess, and synthesize a broad field of knowledge, and to construct a coherent argument in response to the question(s) that have been set. A successful written examination for the second, narrower component will demonstrate the ability to synthesize relevant theoretical and methodological literatures and to critically assess literature related to a more specific topic linked to the student's proposed dissertation research. A successful oral exam will be one in which the student is able to demonstrate mastery of the areas covered and of connections between the material covered in both written portions of the examination.

The student is required to pass all three stages of the exam before candidacy requirements are satisfied. If either of the written components is deemed unsatisfactory, the committee will agree on a timeline for the submission of a revised paper. If the oral exam is deemed unsatisfactory, the student will be allowed to retake that portion of the examination within one month. Students have one opportunity to retake each

component of the examination, after which the student will be deemed to have failed and will be required to withdraw from the PhD program.

Students taking the CSPT option: The only exception to the process outlined above is for students taking the CSPT option. CSPT students have one candidacy exam administered by the CSPT program, which substitutes for the first, broad-based component in the candidacy examination process. Depending on the composition of the CSPT examining committee (i.e., whether or not it has two members from the sociology department) students may then need to constitute a different committee for the second stage of their candidacy exam process, which finishes with an oral exam on that second written component. As there is also an oral component of the CSPT candidacy exam, CSPT doctoral students must therefore complete two oral exams as part of their candidacy process.

4. Supervisory Committees

A. Regular PhD Program

Regular doctoral students will be supervised by a committee consisting of their academic supervisor and at least two other members. One of the other members must be from the sociology department and the other member must be from outside of the department. A student's supervisory committee may be the same as the Candidacy exam committee, or it may be different.

B. CSPT Option

Students in the CSPT option will be supervised by a committee consisting of their academic supervisor, who must be affiliated with the CSPT program, and at least two other members. One of the other members must be from the sociology department and the other member must be a CSPT faculty member from a different academic unit. A student's supervisory committee may be the same as the Candidacy exam committee, or it may be different.

5. Dissertation

The successful completion and defense of a 21-unit dissertation is a requirement of the PhD program. Students are first required to complete and defend a dissertation proposal before their supervisory committee, normally within six months of passing the candidacy exam. Students must prepare a research proposal that outlines: the question(s) that guide the research; the theoretical and methodological approaches that will be adopted in the research; and a literature review that situates the research question(s). Dissertation proposals are normally approximately 20-25 pages long. All proposals must be reviewed and approved at a meeting of the student's supervisory committee.

The Faculty of Graduate Studies sets the requirements for doctoral dissertations. Dissertations must embody original work and constitute a significant contribution to knowledge in the candidate's field of study. The format of dissertations may vary, but all dissertations must be presented in a form that constitutes an integrated submission. For further details, please see the UVic Graduate Calendar.

6. Residency requirements and anticipated time to completion

Normally, PhD students are expected to be present on campus for at least the first year of their studies. Upon entry into the program, *all students should formulate a two-year plan in conjunction with their supervisor* that maps out a schedule for completing all coursework requirements and the candidacy examination process within a two-year period. At the latest, candidacy examinations must be completed

by 36 months. Except in cases where students require make-up work (additional coursework), the program plans for PhD. student completions in 4-5 years.

PART III. Funding

Funding for UVic Master's and PhD students is generally provided by fellowships, teaching assistantships, research assistantships, and co-op work term placements. Not all students can expect to be funded. *Students are required to make adequate progress in their first year (normally a GPA of 7 is expected, or 6 for smaller awards – i.e., \$5,000 or less) in order to ensure continued funding.* All departmental funding is contingent on maintaining satisfactory standing. MA students cannot expect continued funding after their first two years. Office space is also not guaranteed. If resources are available after the needs of faculty, doctoral students and first and second year Master's students are met, priority will be given to students who have made visible progress toward completion of their program requirements during the initial two years.

1. University of Victoria Fellowships

University of Victoria Fellowships are awarded to full-time students by the Faculty of Graduate Studies primarily on the basis of grade point average. These are usually awarded by July 1. All new applicants who meet the January 15th admission deadline are considered for these Fellowships. The minimum standard required for consideration is a GPA equivalent to 6 on the UVic scale. Normally, awards are available for those entering in September only.

2. Teaching Assistantships

Teaching assistantships are awarded annually for work from September through April. Doctoral students in their first four years of study and MA students in their first two years of study are usually guaranteed TA positions as part of their funding packages. There are also normally some TA positions available in the summer term, which most students apply for separately, although some students may be offered guaranteed summer TA positions as part of their funding package. Other students may also apply for TA positions, which may be available after positions have been assigned to all those students who are guaranteed funding.

3. Research Assistantships

Sometimes faculty members are able to offer research assistant positions to students upon entry into the program. Other positions are advertised as they become available.

4. Co-operative Education Option

The Department of Sociology is a participant in the Social Sciences Co-operative Education Program. This program provides full-time students with an opportunity to alternate between study terms and work terms. In addition to providing income, the co-op program is intended to provide valuable experience and to foster contacts helpful for obtaining subsequent employment. A co-op work term placement may also sometimes generate access to research materials that will be suitable for the student's thesis or dissertation. Each work term is of four months duration and typically pays in excess of \$10,000 for the four month period (though rates of pay may vary for different placements and depending upon the student's status).

Students who work a minimum of two co-op work terms will have their transcript indicate that they participated in the co-op program. Students who accept a co-op work term placement may not defer any commitment of a teaching assistantship to a subsequent term. Nevertheless, students who worked only one

year as a teaching assistant and then worked one or more co-op work terms will be eligible for teaching assistantships in their third year if positions are available.

Please note that there is no guarantee that co-op work terms will be available to all students who want such placements, or that such placements will be available to students for the specific terms during which they wish a placement.

For further information, see the UVic Graduate Calendar entry under Co-operative Education, visit the Social Sciences Co-op office in the David Turpin Building, Room A204, or check the UVic Co-op & Career Services website for additional information about the program:

<https://www.uvic.ca/coopandcareer/co-op/index.php>

5. Other Sources of Support

External Funding: All eligible graduate students are expected to apply for Social Sciences and Humanities Research Council of Canada (SSHRC) scholarships and fellowships, available at both the Master's and Doctoral level, in each year that they are eligible. (NB: eligibility is restricted to Canadian citizens and permanent residents). If conducting thesis research in the area of health or aging, they should apply for either a Michael Smith Foundation for Health Research (MSFHR) Research Trainee Award or a Canadian Institutes of Health Research (CIHR) Graduate Master's or Doctoral Award. Please check with the Faculty of Graduate Studies for details on all three competitions as well as other external funding opportunities: <http://www.uvic.ca/graduatestudies/finances/financialaid/externalawards/index.php>

*NB: Any students who are eligible to apply for SSHRC or CIHR funding and fail to do so may have their department funding withdrawn.

Sessional Teaching: PhD students are sometimes hired as sessional lecturers in the Department of Sociology *after* they complete their course work and candidacy exams.

Conference Travel Support: Graduate students who present a research paper at a scholarly conference are eligible to apply for some financial assistance from the Faculty of Graduate Studies. The Sociology Department also provides some financial assistance for these purposes to doctoral students. An announcement about available funding is normally made at the beginning of each year. Students who present a paper at the annual meetings of the Canadian Sociology Association can apply for a travel grant from that association, if they are student members. Other conferences also often offer a limited amount of student travel support.

Students are urged to pay close attention to emails received from the Graduate Secretary as these often contain details of funding opportunities. Some of the scholarships, awards, and bursaries for which graduate students in sociology are eligible include:

***VANIER CANADA GRADUATE SCHOLARSHIP** – Available to students pursuing their first doctoral degree. These scholarships are worth \$50,000 a year for up to three years. Normally UVic has a quota of five scholarships per year. For full details, please see:

<http://www.vanier.gc.ca/en/home-accueil.html>

***THE PIERRE ELLIOTT TRUDEAU FOUNDATION DOCTORAL SCHOLARSHIP** –

Available to first or second year doctoral students in the social sciences or humanities who are Canadian citizens or permanent residents. Scholarships are \$40,000 per year plus \$20,000 research and travel

allowance per year for up to three years. UVic can nominate up to 8 students per year for the 15 scholarships that are awarded annually. For full details, please see:

<http://www.trudeaufoundation.ca/en/programs/doctoral-scholarships>

***MACKENZIE-KING MEMORIAL OPEN SCHOLARSHIP** – Available to graduates of Canadian universities to pursue graduate study in any discipline. The scholarship is generally worth between \$8,000 and \$10,000. For full details, please see: <http://www.mkingscholarships.ca/index-e.html>

***THE BOB AND KAY LANE SCHOLARSHIP** – An award is made annually to one or more Sociology graduate students who conduct Master's thesis research in demography. The Award is currently valued at \$2,925. Selection will be made by the Graduate Admissions and Awards Committee on the recommendation of the Department of Sociology.

***GRADUATE STUDENTS SOCIETY BURSARIES** – Awards of \$300, the gift of the Graduate Students Society, are to be made annually to three full time graduate students in Humanities and/or Social Sciences. The Bursaries will be based firstly on the financial need of those eligible and secondly on their academic standing. Selection of the recipients will be made by Student Awards and Financial Aid in consultation with the executive of the Graduate Students' Society.

***CASSELS SHAW GRADUATE FELLOWSHIP** – One or more fellowships awarded each year to outstanding graduate students selected on basis of high academic achievement and demonstrated financial need. Amounts vary. Selection will be made by the Graduate Admissions and Awards Committee on the recommendation of departments.

***HOWARD E. PETCH & DAVID F. STRONG RESEARCH SCHOLARSHIPS** – Seven Petch scholarships and one Strong scholarship of \$7,500 each are available to graduate students who have been successful in receiving UVic Fellowships valued from \$15,000 - \$20,000 or major Canadian national awards valued from \$17,500 - \$35,000. Selection will be made by the Graduate Admissions and Awards Committee on the recommendation of departments.

***THE MARTLET CHAPTER IODE GRADUATE SCHOLARSHIP FOR WOMEN** – A Scholarship to the value of \$375 will be awarded to a woman student with high standing who is entering the second year of a Master's program.

***SENIOR WOMEN ACADEMIC ADMINISTRATORS OF CANADA AWARDS** – At least three awards of \$3,000 each are given out every four years to female graduate students who have demonstrated outstanding leadership in the university or general community while maintaining an exemplary academic record. Each department may nominate one student.

***THE MRS ANNIE GRESKIW GRADUATE AWARD** – An award is made annually to a highly qualified Master's or Doctoral student doing thesis research on a health related subject. The Award is currently valued at \$2,175 and may be held concurrently with a major award such as a Social Sciences and Humanities Research Council Scholarship or Fellowship, or a University of Victoria Fellowship. Selection of the recipients will be made by the Graduate Faculty Awards Committee on the recommendation of the Dean of the relevant Faculty.

***ROBERT HAGEDORN GRADUATE SCHOLARSHIP** – An award will be given to a Sociology student who has completed at least the first year of the graduate program, including a concentration on quantitative skills, and who has an approved thesis proposal involving a quantitative examination of sociological

relevance. Evaluation will focus on the student's entire program of study. More specifically, students should be able to demonstrate that they can employ a quantitative approach in sociological research that can be replicated. Selection of the recipient will be made by the Graduate Admissions and Awards Committee upon the recommendation of the Department of Sociology.

***VICTORIA CANADA-CHINA FRIENDSHIP ASSOCIATION BURSARIES** – A number of awards, which may vary annually, valued at \$350 each, are available to students from the People's Republic of China who are either already attending graduate school at the University of Victoria or who have been offered admission. These awards are intended to defray costs of special language courses required by students. They may also be used for other necessary courses or materials recommended for the students' programs by their supervisory committee. Selection of recipients will be made by Student Awards and Financial Aid on the recommendation of departments.

***ROY E. L. WATSON GRADUATE SCHOLARSHIP** – A Scholarship of \$4,000.00 will be awarded to an outstanding student in the graduate program in Sociology. Selection will be made by the Graduate Admissions and Awards Committee upon the recommendation of the Department of Sociology. In the event the scholarship is not awarded in one year, an additional scholarship will be awarded in a subsequent year.

***THE SARA SPENCER FOUNDATION RESEARCH AWARDS IN APPLIED SOCIAL SCIENCE** – These awards are intended to encourage social scientists in cultural, environmental, and social studies, with particular reference to the Capital Regional District. The proceeds of a fund established by the Sara Spencer Foundation and administered by the University of Victoria Foundation provides individual awards in amounts up to \$1,000 to assist with the costs of research in the applied areas of the Social Sciences. The award will normally only be given to support research which is directly related to the student's thesis or dissertation and has been approved by the student's supervisory committee. Awards will be made by the Awards Committee of the Faculty of Graduate Studies on the recommendation of the Sara Spencer Committee which is composed of members from the Social Sciences Departments.

***WOMEN IN DEVELOPMENT GRADUATE BURSARY** – Graduate tuition bursaries in the amount of full graduate tuition fees to deserving women from developing countries (preference is given to women from sub-Saharan Africa and South Asia). Bursaries are granted in any field of study leading to the Master's degree. The maximum value of a bursary is five full fee installments. Application forms may be obtained from the Office of the Dean of Graduate Studies and must be submitted by September 15 of the year of application. Selection of recipients will be made by the Graduate Admissions and Awards Committee on the recommendation of the WID Graduate Bursary Committee.

***UVIC TUITION ASSISTANCE BURSARIES** – are awarded to students with exceptional financial need. They are intended to assist students completing their programs, not those commencing a UVic program. The recipient must be in good standing with UVic. A minimum sessional GPA of 5.0 is required for graduate students. First preference will be given to those students facing exceptional circumstances beyond their control.

***UVIC GRADUATE STUDENTS' SOCIETY CHILD CARE BURSARY** - One or more bursaries are given to graduate students who demonstrate financial need based on British Columbia Student Assistance Program standards and local child care costs. The bursaries will be used solely to fund actual child care costs which are not paid from other sources such as the Ministry of Social Services or the Ministry of Skills, Training and Labour. Child care funds will be made payable directly to the caregiver. Eligible services may include: private daycare, UVic childcare and babysitting services. Application may be made through Student Awards and Financial Aid between August 15 and October 15.

***SCHOLARSHIPS FOR INDIGENOUS STUDENTS** – There are a number of different funding opportunities that indigenous students may be eligible for. For further details see:

<http://www.uvic.ca/services/indigenous/students/financial/index.php>

***SCHOLARSHIPS FOR STUDENTS WITH DISABILITIES** – There are a number of different funding opportunities that students with disabilities may be eligible for. For further details see:

<https://www.uvic.ca/registrar/safa/entrance-scholarships/dept/permanent-disability.php>

***CHAIR IN TRANSGENDER STUDIES MASTER'S DEGREE RESEARCH SCHOLARSHIP**

Two or more \$1,000 scholarships will be awarded to current or entering academically outstanding master's degree students pursuing trans-related research in any field, including creative or performative activity. Priority will be given to students who self-identify as trans or non-binary, and further preference will be given to students who demonstrate financial need.

***CHAIR IN TRANSGENDER STUDIES DOCTORAL DEGREE RESEARCH SCHOLARSHIP**

One or more \$5,000 scholarships will be awarded to current or entering academically outstanding doctoral degree students pursuing trans-related research in any field, including creative or performative activity. Priority will be given to students who self-identify as trans or non-binary, and further preference will be given to students who demonstrate financial need.

***CHAIR IN TRANSGENDER STUDIES MASTER'S DEGREE RESEARCH SCHOLARSHIP FOR TRANS AND NON-BINARY STUDENTS** – Two or more \$1,000 scholarships will be awarded to current or entering academically outstanding master's degree students who self-identify as trans or non-binary and who are pursuing research in any field, including creative or performative activity. Preference will be given to students who demonstrate financial need.

***CHAIR IN TRANSGENDER STUDIES DOCTORAL DEGREE RESEARCH SCHOLARSHIP FOR TRANS AND NON-BINARY STUDENTS** – One or more \$5,000 scholarships will be awarded to current or entering academically outstanding doctoral degree students who self-identify as trans or non-binary and who are pursuing research in any field, including creative or performative activity. Preference will be given to students who demonstrate financial need.

For more information on other donor awards available, please go to the Faculty of Graduate Studies website: <http://www.uvic.ca/graduatestudies/finances/financialaid/uvicawards/index.php> Please note that for some awards students apply on their own as per the award description, and for others students must be nominated by their academic unit.

It is Departmental policy that students awarded a UVic fellowship or similar award may not accept any additional major award without permission from the Department. Generally, a condition of such permission will be the reassignment of the earlier award for reallocation to an otherwise under-funded student. Such a condition normally will be waived in the case of small additional awards. A student receiving any additional award will always receive more income than would have been the case had the additional award not been received.

Ideally, financial assistance for research, supplies, equipment, etc. would be available to all students. Unfortunately, however, Departmental resources are limited. Generally speaking, students can expect no financial assistance from the Department other than what has been specified above.

PART IV. Roles and Procedural Guidelines

The following instructions reflect formal requirements of the University, the Faculty, and the Department. Requirements of the program are stated under the department's heading in the Faculty of Graduate Studies Calendar. Occasionally, special conditions may be required at the time of admission. The responsibility for designing individual students' programs and for recommending deviations from the program as outlined rests with the student's supervisory committee.

1. Registration, Curriculum Advising and Program Planning

The Faculty of Graduate Studies requires students to register in every term (including summer terms) from the time of admission until the requirements of the degree have been met. If you need to apply for leave, please consult the Office of the Faculty of Graduate Studies for details on how to do so. There are a variety of types of leave available to students: personal; medical, compassionate; and parental.

The CAPP (Curriculum Advising and Program Planning) form is computer generated and lists the courses required for the degree and matches these against those that the student has completed. Students can access this information under 'Grades and Records' via 'My Page' on the UVic website. Any details that are not decided upon application, such as thesis/non-thesis or concentrations must be communicated during the program. Students are required to inform the Graduate Secretary of any changes or updates to their program or supervisors/committee members. Similarly, students who receive special permission to take certain courses or to have certain courses substitute for program requirements must submit written documentation of this to the Graduate Secretary so that their CAPP forms can be updated.

CAPP forms are sent out to all students and their supervisors each May in order to document students' progress and to verify that all information is correct. This information is used as part of an annual review of students' progress, which is mandated by the Faculty of Graduate Studies (see below).

2. Supervisors, Supervisory Committees, and the Graduate Advisor

The Supervisor:

Upon acceptance for graduate work, each student is assigned a supervisor. This sociology faculty member is your main contact person, and will be helpful to you in getting oriented and planning your course of study. *Students should make contact with their supervisor as soon as possible to discuss their course selection and to formulate a two-year plan that will either take students to the end of their degree (for MA students) or to the completion of the candidacy exam (for PhD students).* Thereafter, students and supervisors should meet on a regular basis to discuss the student's progress.

The Graduate Committee tries to match incoming students with academic supervisors sharing similar research interests and most of the time students remain with their initial supervisor for the duration of their program. Occasionally, however, some pairings turn out to be less than ideal. In such instances, the student should consult with the provisional supervisor, any potential new supervisor, and the Graduate Advisor before requesting a change. *Any change must be communicated to the Graduate Secretary so that it can be formally registered with the Faculty of Graduate Studies.*

The Supervisor should encourage and be available for frequent consultation with the student. Material submitted by the student should be evaluated promptly (usually within three weeks) and returned to the student. If the Supervisor is to be away for an extended period, and if this absence

is likely to be detrimental to the student's program, an interim supervisor should be chosen, and the Faculty of Graduate Studies notified (via the Graduate Secretary).

Expectations for both supervisors and students are outlined in further detail in the Faculty of Graduate Studies' *Graduate Supervision Policy*. All students are encouraged to become familiar with this policy, which can be found at:

<https://www.uvic.ca/graduatestudies/assets/docs/docs/policies/Graduate%20Supervision%20Policy.pdf>

The Supervisory Committee:

In consultation with your supervisor, MA students (except those in the CSPT option) should form a supervisory committee by adding at least one other faculty member from the Sociology Department. Additional members can be (but are not required to be) from outside the Department. *This process should be completed by the end of the third term in the program* (i.e., usually summer), by which time students are required to either request permission to register for the thesis option or confirm their ongoing participation in the Major Research Paper option by registering for their Year 2 courses.

PhD supervisory committees consist of a minimum of three members: the academic supervisor and one other member from the Department of Sociology plus at least one member from outside the home academic unit. A student's PhD supervisory committee may or may not be the same committee for their candidacy examination process. As soon as possible after completing the candidacy examination, *and no later than the second term after registration in SOCI 699 PhD Dissertation*, students are required to communicate the structure of their Supervisory Committee to the Faculty of Graduate Studies. In order to do this, *the student should complete the Doctoral Supervisory Committee form and submit it to the Graduate Secretary*. The composition of the committee may be changed at any time upon request to the Faculty of Graduate Studies by the student or a committee member (please contact the Graduate Secretary for details of this process).

The responsibilities of the Supervisory Committee include the following:

- a. to advise on an appropriate program of study that will allow the student to complete in a timely fashion;
- b. to recommend to the Faculty of Graduate Studies the thesis or research project;
- c. to provide general guidance about normal expectations concerning the volume, quality, style, and standard presentation of the major research paper, thesis, or dissertation;
- d. to evaluate the student's research proposal;
- e. to guide the student in the conduct of research, and to evaluate the progress of the student's work;
- f. to evaluate the penultimate and final drafts of the major research paper, thesis, or dissertation, and to return them without unreasonable delay;
- g. to recommend to the Faculty of Graduate Studies corrective steps or withdrawal if progress is unsatisfactory;
- h. to serve as the core of the examining committee.
- i. to be available to meet with the student in a timely manner.

Unless other arrangements are made with the Faculty of Graduate Studies, the supervisory committee should meet formally with the student at least once a year. Although the Supervisor serves as the student's major advisor, the entire Committee, including the non-departmental member(s), should be involved in

these functions. The Supervisor shall coordinate the involvement of the Committee in these functions, and shall serve as the liaison with the Faculty of Graduate Studies and the Graduate Advisor.

The Graduate Advisor

The Departmental Graduate Advisor is the faculty member responsible to the Department Chair for the direction and administration of graduate studies in the department. S/he is normally appointed for a three to five year period by the Department Chair. Responsibilities of the Graduate Advisor include the following:

- a. to act as a liaison between the department and the Faculty of Graduate Studies;
- b. to submit to the department and, when approved, to the Faculty of Graduate Studies any new programs or courses;
- c. to act as interim supervisor for any student who is temporarily without a supervisor;
- d. to recommend, on behalf of the department, the admission of students to the Faculty of Graduate Studies.
- e. to recommend, in consultation with the Department Chair, students for fellowships and other graduate awards;
- f. to monitor, in consultation with the supervisor, the progress of the graduate student;
- g. to be available to meet in confidence or consult with graduate students on any matters of concern;
- h. to act as a liaison between the graduate students and the department; and
- i. to Chair the Departmental Graduate Committee.

3. Evaluation of Progress

Full-time Master's students are normally expected to take two years to complete their degree. Full-time PhD students are expected to take 4-5 years to complete their degree. At the end of the first year, if a student's progress is unsatisfactory, i.e. a GPA below 5.0, that student will normally be asked to withdraw from the program. A grade of B- or less received on any course is not normally accepted by the department for credit towards a graduate degree. If a grade of B- or less is obtained on any course, it is required that the student's supervisor, in consultation with the Graduate Advisor, make a recommendation to the Dean of Graduate Studies as to whether the student should be allowed to continue in the program.

The Faculty of Graduate Studies requires a formal annual review of students' progress. Normally this takes place in May each year. Students meet with their supervisor or supervisory committee to discuss their progress. If a student's progress is deemed to be unsatisfactory, then a plan must be formulated to get the student back on track before the time of the next review. The Graduate Committee also monitors students' progress. Students whose progress seems to be blocked may be asked to meet with the Graduate Advisor to draw up a plan for degree completion.

4. Students' Responsibilities

The department expects that students will conduct themselves in a professional manner at all times. This includes:

- a. to maintain their registration throughout the program;
- b. to be aware of, and to confirm to all program requirements;
- c. to show dedicated efforts to gain the knowledge and skills needed to successfully complete their program;
- d. to develop, in conjunction with their supervisor, a timeline for completion of all stages of the degree program, and to adhere to a schedule to meet appropriate deadlines;

- e. to maintain regular contact with the supervisor and with the department;
- f. to monitor their official University of Victoria email account for important messages from their supervisor, academic units, the Faculty of Graduate Studies, or the University, and to respond to messages in a timely manner, as appropriate;
- g. to accept objectively and to respond professionally to the advice and criticisms received from the supervisor and other members of the supervisory committee; and
- h. to apply, if eligible, for external awards and scholarships, such as the Tri-Council Graduate Scholarships (e.g., SSHRC).

In addition to the above, students should ensure that they are familiar with the contents of the Faculty of Graduate Studies' *Graduate Supervision Policy*, which provides more details and governs all aspects of supervisory relationships.

5. **Major Research Paper, Thesis, and Dissertation Preparation and Examination**

The University has strict regulations concerning research involving human subjects (except for secondary data analyses). Any such research must be approved in advance by the Human Research Ethics Board. This includes pretests and pilot studies. For further information, students should contact the Human Research Ethics Assistant at the Office of Research Services (472-4545, <http://www.uvic.ca/research/conduct/home/regapproval/humanethics/index.php>)

A. *Major Research Paper*: Students writing the major research paper must prepare a proposal (approx. 5-10 pages) outlining the research question(s) and relevant literature. This proposal must be approved at a meeting of the student's supervisory committee. Normally this should occur during a student's third term in the program (i.e., normally summer). The major research paper itself should be approximately 40 pages long. Once the supervisory committee is agreed that the paper is satisfactory, the final stage is an oral examination based on the paper. NB: the Faculty of Graduate Studies does not require an external examiner or prior notification of oral examinations for Major Research Papers, so they can often be scheduled much more quickly than is the case with theses.

B. *Master's Thesis*: For any student who wishes to do the thesis option, a thesis proposal (approx. 15-20 pages) outlining the research problem (from a theoretical and methodological perspective) must be approved at a meeting of their supervisory committee. When preparing the proposal, the student should keep in mind that multiple revisions are often necessary. After the proposal defense, a copy of the proposal along with the recommendation of the supervisory committee will be placed in the student's file. Please note that the Graduate Secretary maintains a file of past thesis proposals. These are available on 24-hour loan to provide guidance to students in understanding departmental expectations regarding the thesis proposal.

Normally, by the end of the Spring term of the second year, a first draft of the thesis should be submitted, initially to the supervisor, and then to the rest of the supervisory committee. The committee should return the draft with written comments to the student within 2-3 weeks of its submission. At least one further draft is usually required before the thesis will be ready for defense.

Once the final draft of the thesis has been approved by the supervisory committee, the supervisor is responsible for nominating an external examiner and contacting the Faculty of Graduate Studies to request a defense date. The external examiner will normally be a member of the University who is not a member of the Sociology Department. The Faculty of Graduate Studies is responsible for arranging for an external Chair for the examination and they require 20 working days' notice to set up an oral examination.

It is the student's responsibility to submit a copy of their thesis to the Faculty of Graduate Studies and one copy to the external member of the oral examination committee. These copies must be exactly the same and should be presented at least four weeks before the oral examination.

Students should also check with the Faculty of Graduate Studies to ensure that they know the deadlines for submission of the final thesis in order to graduate in any particular term. It is also possible to defend and submit a thesis up to 15 days into the following term and to avoid paying full fees for that term by applying for a completion postponement fee adjustment.

C. Doctoral Dissertation: Once the candidacy examination has been completed, PhD students prepare a dissertation proposal (approx. 20 – 25 pages), which is approved at a meeting of the supervisory committee. A copy of the proposal and the recommendations of the supervisory committee will be placed in the student's file.

Typically, the dissertation itself takes shape in close dialogue with the supervisor and other members of the supervisory committee. This may involve a succession of drafts in which the argument and analysis are sharpened. At a minimum, the committee should provide written comments on a full draft of the dissertation before it is put forward for defense.

Once all members of the supervisory committee are satisfied that the dissertation is ready to be defended, the supervisor is responsible for nominating an external examiner and contacting the Faculty of Graduate Studies to request a defense date. The external examiner is required to be a professor at another university. The Faculty of Graduate Studies appoints an external Chair for the examination and requires at least 30 working days between the request and the date of the defense.

It is the student's responsibility to submit a copy of their dissertation to the Faculty of Graduate Studies and one copy to the external member of the oral examination committee. These copies must be exactly the same and should be presented at least four weeks before the oral examination.

Students should also check with the Faculty of Graduate Studies to ensure that they know the deadlines for submission of the final dissertation in order to graduate in any particular term. It is also possible to defend and submit a dissertation up to 15 days into the following term and to avoid paying full fees for that term by applying for a completion postponement fee adjustment.

D. Major Research Paper/Thesis/Dissertation Style:

The student should use a style currently in use in a major sociological journal for all notes and references, e.g., *Canadian Review of Sociology* or *Canadian Journal of Sociology*. If the student has any questions about appropriate style, the supervisory committee should be consulted to obtain the approval of the format in advance of its final submission.

E. Major Research Paper/Thesis/Dissertation Examination:

The student will normally be asked to give a brief presentation (15 - 20 minutes), summarizing the most important features of the research. Usually two rounds of questions then follow from all members of the examining committee.

Assuming the student passes this final oral examination, there remains a strong probability that the student will be required to make a number of minor revisions to the manuscript before it is finally deposited with the department (in the case of major research papers) or the library (in the case of theses and dissertations).

6. Completion of Program Requirements

After completion of the final examination, the student must complete all revisions required by the examining committee. The student will then obtain the Department Chair's signature as the final signature on a letter recommending the student for the degree sought. This letter will state that the student has successfully completed all the requirements of the program, including the oral examination.

At the time of requesting the Department Chair's signature as the last signature on the letter recommending the student for the degree, the student must present the Department with a final corrected electronic copy of the major research paper, thesis, or dissertation in PDF format.

Theses and dissertations must also be submitted to UVic's online repository. Please see the *Checklist for Submission of Master's Theses and Doctoral Dissertations to UVicSpace* for further details: <https://www.uvic.ca/graduatestudies/assets/docs/docs/ETDSubmissionStepsRevJul14.pdf>

7. Academic Concessions

A student who is affected by illness, accident or family affliction should immediately consult with Counselling Services, University Health Services or another health professional. In such cases, the student may apply for a deferral of a course grade, withdrawal from a course due to extenuating circumstances, a drop of course(s) without academic and/or fee penalty after the published withdrawal deadline, or a leave of absence from the program due to illness, accident or family affliction. Students may request, directly from the course instructor, deferral or substitution of work which is due during the term. Arrangements to complete such missed or late work must be made between the student and the instructor.

PART V. Statement on Harassment

The Department of Sociology strongly supports the University's policies on sexual harassment, harassment and chilly climate, and is committed to ensuring that all students, staff, and faculty are able to exercise fully their rights to participate in activities at the University without fear of harassment.

The Department of Sociology is committed to inclusiveness and to a welcoming, friendly learning and working environment where members of all genders, races, ethnicities, religions, abilities, and structurally disadvantaged groups are treated fairly. We will not tolerate sexism, racism, classism, ageism, ethnocentrism, homophobia, transphobia, ableism, and discrimination based on religious beliefs or any form of prejudice which undermines people's rights to fairness.

If any person perceives herself or himself as being harassed in any way, the person is encouraged to discuss the matter directly with the offending party or parties. If the aggrieved party continues to feel harassed, then the harassed person is encouraged to raise the matter with the Graduate Advisor and/or with the Chair of the Department. There also exist additional appellate avenues through the Office of Equity and Human Rights.

In response to substantiated cases of harassment, the offender may lose access to Departmental facilities (including office space), may have various types of financial assistance terminated, and in extreme cases will be required to withdraw from the University of Victoria.

All students should ensure that they are familiar with the University's *Discrimination and Harassment Policy*, which can be found at:

https://www.uvic.ca/universitysecretary/assets/docs/policies/GV0205_1150_.pdf

Please note that harassment can take place in online environments. All students are recommended to exercise caution with regard to any postings they may make on social media sites.

PART VI. Statement on Mental Health

The Department of Sociology recognizes that many graduate students deal with mental health issues. The University provides many resources to assist students in this regard. These include:

1. Counselling Services <https://www.uvic.ca/services/counselling/>
 - a. Scheduled appointments (3-4 sessions)
 - b. Group counselling in:
 - Career exploration
 - Connection & support
 - Cognitive behavioural therapy
 - Grief
 - Anxiety
 - Mindfulness
 - Thesis completion
2. Health Services <http://www.uvic.ca/services/health/>
 - a. Booked or walk-in doctor appointments
 - b. Referred and booked psychiatrist appointments (free)
3. Clinical Psychology Clinic (Department of Psychology)

<http://www.uvic.ca/socialsciences/psychology/research/clinic/index.php>
4. GSS Extended Health Plan <https://service.pac.bluecross.ca/>
 - a. \$250 coverage for visits with a psychologist or clinical counsellor
 - b. 3 x 1 hour phone calls with a professional (e.g. lawyer, counsellor, dietician) on a variety of topics including mental health, addictions, nutrition, sleep, and legal matters.
5. Centre for Accessible Learning <https://www.uvic.ca/services/cal/>

PART VII. Miscellaneous

Every year the Department runs a series of **Colloquia and Professional Development events**. Colloquia events sometimes feature graduate students presenting their research as well as visiting professors. Professional development events are largely targeted at first-year graduate students.

Announcements will be made early in both the Fall and Spring terms with regard to events for that term. *These events are an important part of your experience and education as graduate students and students are expected to attend all events.*

Facilities available exclusively for sociology graduate student usage include printer and two computer terminals located in COR A339.

Students should subscribe to the Computing Users Services Newsletter to keep them informed about computing access and facilities available to them. They should also familiarize themselves with the Microcomputer Facilities in the Business and Economics Building, the Human and Social Development Building, and the Clearihue Building.

Graduate students are also able to access devoted study space and lockers in the library:
<https://www.uvic.ca/library/use/policies/carrels.php>

Graduate students are represented on both the Departmental Committee and the Graduate Committee by a PhD student representative and a MA student representative. Student representatives have one vote on each committee, which is normally exercised by the PhD representative. The PhD student representative also serves as a non-voting member of the ARPT Committee when that committee is engaging in hiring new faculty members. Graduate student representative elections are normally held in April each year.

Communication All information deemed by the Chair or Graduate Advisor to be of relevance to graduate students will be sent to students by email via the listserve, as well students are invited to visit the departmental website to keep informed about ongoing Departmental matters. It is crucial that all students pay close attention to emails received from the Graduate Advisor or the Graduate Secretary. The Graduate Student Representatives will also communicate relevant information that is discussed in Graduate Committee and Departmental meetings.

The Sociology Department is situated on the traditional territory of the Coast and Straits Salish people. **Indigenous students** should take advantage of the supports offered to them by UVic's Office of Indigenous Affairs. For more information, please see: <http://www.uvic.ca/services/indigenous/>

The university regularly offers courses to assist **international students** in improving their English-language skills. International students should take advantage of this opportunity and of other services offered to them through the University's International Students Services Office. For more information, please see: <http://www.uvic.ca/international/students/>

Students with a **disability** or **long-term health issue** should register with the University's *Centre for Accessible Learning*, and should take advantage of the supports offered to them there.
<https://www.uvic.ca/services/cal/>

Any students with a disability who require accommodations to assist with their studies should make themselves known to the Graduate Advisor and the Graduate Secretary.

PART VIII. Timeline/Checklist

22 June 2020 – Registration for 2020-21 courses opens. All students should register this month for the courses that they wish to take in *both* the Fall and Spring terms.

October 2020 – SSHRC and CIHR Doctoral Scholarship applications are due this month (exact dates tbd). All eligible students are required to apply. SSHRC applications are submitted to the Graduate Secretary. CIHR applications are submitted directly to the funding agency online.

December 2020 – SSHRC and CIHR Masters Scholarship applications are due at the beginning of the month (exact date tbd). All eligible students are required to apply. Applications are submitted directly to SSHRC/CIHR via the Research Portal online.

1 May 2021 – All MA students should register for either SOCI 598 Major Research Paper or SOCI 599 Thesis for this term. Students should meet with their supervisors to draw up a plan for the summer term and should then begin work on their MRP or Thesis proposal. PhD students should begin working on the reading lists for their candidacy exams.

June 2021 – All students should register this month for the courses that they wish to take in their second year (for *both* the Fall and Spring terms).

31 August 2021 – By this date, MA students should have formed their supervisory committee, completed at least a draft of their research proposal, and submitted their *MRP Registration* or *Thesis Registration* form to the Graduate Secretary. PhD students should have submitted the form to initiate their candidacy examination process by this date.

May 2022 – MA students in the Thesis option should have completed the first draft of their thesis, which should allow for a defense in the Summer term and completion of the degree within two years.

31 August 2022 – PhD students should have completed all coursework and their candidacy exam by this date. They should now register in SOCI 599 Dissertation and, in consultation with their supervisor, constitute their doctoral supervisory committee and submit the *Doctoral Supervisory Committee* form to the Graduate Secretary.

28 February 2023 - PhD students should have completed their dissertation proposal and had it approved by their committee by this date.

This document is meant only to be a guide and is not intended to be a legally binding document. It should be noted that rules and practices often change. The rules and regulations governing a student's degree are published in the University of Victoria's Graduate Calendar, which students should make themselves familiar with. In the first instance, students are always governed by the policies in place when they first enter the program. When changes are made, however, students may request to complete their degrees under any new rules and regulations that come into effect.