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| *[insert title of proposed new certificate or diploma]*  Indicate the type of change being proposed:  Double or dual degree programs involving existing degrees  Programs involving partnerships or agreements with other institutions  Changes to a program degree or title  Significant changes to program focus, content, structure, new stream within existing program or  requirements (e.g. moving from a project-based to a course-based masters)  Other, please specify |
| |  | | --- | |  | | |  |  |  | | --- | --- | --- | | **Submitted by:** | **Name and title** | **Email** | | Contact person |  |  | | Dean or designate |  |  | | | ***Please provide dates of all approvals***   |  |  | | --- | --- | | **Required approvals** | **Date** | | Pre-consultation with AVPAP (by contact person and Dean/designate) |  | | Departmental approval |  | | Faculty Curriculum Committee approval |  | | \*Faculty Council approval (or indicate equivalent Faculty voting body) |  | | Faculty of Graduate Studies Council approval |  | | | ***Please complete all rows with date or N/A*** |  |  |  |  | | --- | --- | --- | | **Consultations** (as applicable; see notes below)  ***\*supporting documentation required for all consultations*** | **Date (or N/A)** | **Supporting Documentation**  **Attached (Y/N)** | | Libraries – Jonathan Bengtson, University Librarian  [bengtson@uvic.ca](mailto:bengtson@uvic.ca) |  |  | | Executive Director, Co-operative Education and Career Services – Andrea Giles, [agiles@uvic.ca](mailto:agiles@uvic.ca) |  |  | | Office of the Registrar – please submit consult request to [OREGSCPConsultation@uvic.ca](mailto:OREGSCPConsultation@uvic.ca) |  |  | | Indigenous Academic and Community Engagement –  Rob Hancock, Associate Director Academic,  [iaceadac@uvic.ca](mailto:iaceadac@uvic.ca) |  |  | |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | |  |  |  | | --- | --- | --- | | **Non-standard Tuition** | **Yes\* or N/A** | **Non-standard form attached (Y/N)** | | Proposed program change involves non-standard tuition  \*If you answered Yes, complete the [UVic Non-standard Tuition Template](https://www.uvic.ca/vpacademic/resources/howto/plan-academic/) |  |  | | |



Proposal for a New Graduate Certificate or Diploma

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| **SUMMARY of NEW GRADUATE CERTIFICATE OR DIPLOMA** | |
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| Name, Location, Academic units (Faculties, departments, or schools) offering the new Graduate Certificate or Diploma |  |
| Anticipated stream start date  ***\*Note – the program must not be advertised/offered until all approves are finalized.*** |  |
| Name, title, phone number and e-mail address of contact person |  |
| ***A. Provide a summary of the proposed certificate or diploma, and clearly articulate how the program aligns with current institutional plans and priorities. (maximum 1 page)*** | |
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| ***B. What are the current labour market indicators to support the proposed certificate or diploma?*** | |
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| ***D. How is the proposed certificate or diploma aligned with, or is distinct from related graduate programs in other BC post-secondary institutions?*** | |
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| ***E. What are the admission requirements for the proposed certificate or diploma?*** |
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| ***F. Areas of specialization and evidence of adequate faculty complement (Include a table showing anticipated faculty supervision and committee service taking into account faculty leaves). (Include short faculty CVs in an appendix)*** |
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| ***G. Curriculum design (Include draft curriculum program and course change forms in an appendix)*** |
| **Indicate the program requirements and design, including core and prerequisite courses. Identify which courses already exist at UVic and any new courses to be implemented as a result of the proposed certificate or diploma.** |
| * **Does the proposal involve changes to the curriculum design? If yes, clearly identify the existing curriculum and proposed changes.** * **Does the proposed certificate or diploma include opportunities for experiential learning or other forms of community engagement or research-enriched learning?** * Describe use and anticipated outcomes of practica, Co-op, work terms, or other forms of experiential learning and the unit’s plans and support to develop placement opportunities. Obtain line authority signature for any resource commitments. * Opportunities for community engaged and research-enriched learning * **Does the program design include plans for distance education delivery? If yes, provide details.** |
| ***H. Provide the policies on student evaluation, candidacy exams, and oral examinations.*** |
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| ***I. Describe the learning outcomes of the proposed program.*** |
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| ***J. Does the proposed certificate or diploma provide opportunities to include Indigenous perspectives and decolonization of the curriculum/program? If yes, please provide details.*** |
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| ***K. Does the proposed certificate or diploma promote justice, equity, diversity and inclusion? If yes, please provide details.*** |
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| ***L. Does the proposed stream or change provide opportunities for global engagement or perspectives? If yes, please provide details.*** |
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| ***M. Does the proposed stream or change involve places for integration of teaching and research? If yes, please provide details.*** |
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| ***N. Enrolment plan for the new stream (Include a table of ongoing students, anticipated annual intake and graduates from start to steady state)*** |
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| ***O. How do you plan to evaluate graduate student supervision?*** |
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| ***P. Resources requirements (include a table of program revenue and expenditures)*** |
| **Indicate resources required for new and existing faculty and staff appointments, space and library.** |
| ***Q. Student financial support plan (include a table of anticipated annual funding amounts and sources for each student in the certificate in a sample year at steady state)*** |
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| ***R. Evidence of support and recognition from other post-secondary institutions, and relevant regulatory or professional bodies, where applicable (Provide copies of letters of support in Appendix)*** |