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| University of Victoria |
| [Proposed Undergraduate Certificate Title] |
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| Dean’s Name  | Signature Dean:  |
| Contact Name and Number:  |  |
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| Date approved by Department: | Chair/ Director: |
| Date approved by Faculty Curriculum Committee: | Dean or Committee Chair: |

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| **FULL PROPOSAL (up to 2,500 words plus appendices)** |
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| ***A. Identification of new Undergraduate Certificate*** |
| Name, Location, Academic units (Faculties, departments, or schools) offering the new Certificate |  |
| Anticipated Certificate start date |  |
| Name, title, phone number and e-mail address of contact person |  |
| ***B. History and context of the Undergraduate Certificate*** |
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| ***C. Aims, goals and/or objectives*** |
| Distinctive characteristicsAnticipated contribution to the UVic Strategic Framework, Faculty and academic unit’s strategic plansTarget audience and student demandPlans for student recruitment |

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| ***D. Admission requirements*** |
| Include plans for admissions and transfer within BC system where appropriate  |

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| ***E. Areas of research and teaching specialization of faculty complement who will teach program*** |
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| ***F. Curriculum design*** |
| Schedule of course delivery* Identify the prescribed set of core and prerequisite courses
* Identify courses that already exist at UVic and new courses that will be developed for the Certificate
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| Delivery methods (e.g., plans for distance education, or computer assisted delivery) as appropriate to targeted student segmentsLinkages between the learning outcomes and the curriculum design (refer either to program-specific learning outcomes or up to 3 UVic learning outcomes). See <https://web.uvic.ca/calendar2018-05/cal/uvic/learning-outcomes.html> Integration of opportunities for experiential learning, community-engaged or research-enriched learning* When applicable, describe: 1) the purpose of practica, Co-op work terms, 2) the unit’s plans to develop placement opportunities for students, 3) the level of support extended to students seeking placements, 4) the anticipated outcomes of the work term or field placement, and 5) students’ evaluation during their placements.
* Opportunities for community engaged and research-enriched learning

Residency requirements and anticipated times to completionPolicies on student evaluationIntegration of international or Indigenous content or perspectives in the curriculum |
| ***G. Enrolment plan for the length of the Certificate ( i.e., anticipated annual intake and graduates)*** |
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| ***H. Resources*** |
| Indicate any additional resources required from the Library and include evidence of consultation with the UVic Librarian (e.g., an email or letter) |
| ***I. Related Certificates within UVic or other British Columbia post-secondary institutions*** |
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| ***J. Evidence of consultation with at least one other PSE institution as well as with other UVic Departments participating in the delivery of the Certificate program. (Provide copies of emails or letters of support in an appendix)*** |

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Resource Plan for BOG (250 words maximum)

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| Strategic Relevance |
| Overview/nature of the Certificate  |
| Alignment with the university’s mission and strategic plan |
| Senate/academic considerations |
| Demand and availability |
| Resource implications (including resource plan, revenue and expenditure implications) |
| Other relevant factors (including impact and outcomes) |