

UVic Template for Master's / Ph.D Program Proposal requiring Ministry Approval

5000 words or 12 pages maximum including Executive Summary see VPAC Guidelines)

1. Executive Summary (2 pages maximum)

- a) Institution's history, mission and academic goals***
- b) Proposed credential***
- c) Location where the new degree program will be offered***
- d) Faculty or school offering the proposed degree program***
- e) The anticipated start date for the program is***
- f) Anticipated completion time in years or terms is***
- g) A summary of the proposed program, including:***

Aims, goals and/or objectives of the proposed program

***Anticipated contribution of the program to the mandate and strategic plan of the institution
(refer to the 2018/19 Mandate Letter at:***

<https://www.uvic.ca/universitysecretary/governors/govtletterofexpectations/index.php>

***Linkages between the learning outcomes and the curriculum design; specify if work experience
or work place term is required; provide a statement about the purpose and role of the work
experience in the program***

Potential areas / sectors of employment for graduates and further areas of study

Delivery methods

Program strengths

***An overview of the level of support and recognition from other PSE institutions, regulatory and
professional bodies See letters of support included in Appendix 1.***

Opportunities for admission and transfer within the BC system

Related programs in the institution or BC PSE

- h) Name, title, phone number and email address of institutional contact person (Dean of
Faculty)***

2. Degree level standard: Master's / Ph.D Degree (no further information required)

3. Credential Recognition and Nomenclature

4. **Curriculum / Program Content:** The Senate and the Board of Governors of the University of Victoria approved the proposed degree program on _____, 2018 and _____, 2018 respectively.

Curriculum and content

Learning outcomes, curriculum design and course content:

Experiential learning

Residency requirements and anticipated times to completion

Policies on student evaluation, candidacy exams, and oral examinations (include links to Academic Calendar regulations where relevant and link to UVic Policy on academic integrity. A copy of the university's policy on Academic Integrity is included in Appendix 3).

5. **Learning Methodologies / Program Delivery**

6. **Admission and Transfer Requirements**

Admission process

Transfer opportunities

7. **Faculty** See Appendix 4 for the expertise of faculty who will teach in the proposed degree program.

The budget for the proposed program includes provision for: specify, if relevant, additional faculty and staff.

The chart below indicates the enrolment plan from 201_/201_:

See Appendix 5 for policies pertaining to faculty and instructors, including: protection of academic freedom and review of faculty performance.

8. **Program Resources**

Description of resources

Student recruitment

Student retention

Student financial support

Student post-graduation success

9. **Program consultation** Describe consultation process and groups consulted

Employment destinations

10. **Program Review and Assessment:** Include one of the statements below.

The proposed program will be reviewed in accordance with University of Victoria's Senate Policy AC1145 as part of its quality assurance processes. Policy AC1145 complies with all

criteria specified in Section 10 of the “Degree Program Review Criteria and Guidelines” February 2017 document. A copy of Senate Policy AC 1145 is included in Appendix 6.

Please note: If the proposed program will be accredited please specify the accrediting body in the following statement. In accordance with the University of Victoria’s quality assessment processes, review and assessment of the proposed program will be fulfilled through cyclical re-accreditation by _____. Appendix 6 includes a statement by _____ about the re-accreditation process.

