

Finding Help

Graduate programs are not easy and can be stressful. Remember that you are not alone and that there are a number of resources and people at UVic who can help you manage this document as a guide for accessing these resources.

Managing Your Program

Documents

Supervisory Policy is an important document which describes the rights and obligations of graduate students, their supervisor(s), their supervisory committee, and the graduate program advisor, among others.

Your Supervisor

Your supervisor is your mentor and advisor during your graduate program. He or she should help you plan your program and should inform you of and direct you to resources surrounding program requirements, degree regulations, and policies. Your supervisor should counsel you on all aspects of your program and has an obligation to meet with you and communicate with you in a timely, complete, and respectful manner. You should keep your supervisor up to date on your academic progress and activities so that he or she may counsel you effectively. Your supervisor is the first person you should turn to when an issue or conflict arises.

Your Supervisory Committee

Members of your supervisory committee are expected to be involved in your program and to be available for timely, complete, and respectful consultation. Your committee is here to provide you with extra support beyond your supervisor. You may ask for a meeting with your

Your Graduate Secretary

If you can't find the documents you need or don't know where to find certain resources, you can ask your graduate secretary. Remember that your graduate secretary supports many students and should be consulted once you have tried and failed to find the required resources on your own. You can find contact information for your graduate secretary on the department's staff listing: <https://www.uvic.ca/engineering/ece/facultyandstaff/home/staff/index.php>

Dealing with Issues or Conflicts

When trying to resolve an issue or conflict, you should consult with the following people in this order:

1. Your supervisor
2. Your supervisory committee
3. The Graduate Advisor
4. The department Chair
5. An Associate Dean of Graduate Studies
6. The Dean of Graduate Studies

You may however short-circuit this chain and directly seek confidential advice from an Associate Dean of Graduate Studies.

Conducting Your Research

Subject Librarian

<https://www.uvic.ca/library/research/librarians/index.php>

Accessing journal articles is straight forward as long as the UVic library has a current

Working as a TA or Sessional Instructor

Learning and Teaching Support and Innovation

<https://www.uvic.ca/learningandteaching/index.php>

The LTSI offers many excellent resources, including workshops and certificate programs, to help you become a confident and effective instructor. The LTSI also organizes a mentorship program called Teaching Assistant Consultants (TAC) in which graduate students with considerable teaching experience provide seminars and one-on-one support to TAs in their home departments. You can contact the ECE TAC through ecetac@uvic.ca

Teaching Assistants and Sessional Lecturers Union

<https://4163.cupe.ca/>

If you work as a TA or sessional lecturer you will be automatically enrolled into the CUPE 4163 union. The union bar3 (f). TACand certertUr(n)-4 (d)-pan)dee

violence is any nonconsensual, unwanted, actual, attempted, or threatened act or behavior that is carried out through sexual means or by targeting a person's sex, sexual identity, or gender identity or expression. You may find this page address to international students helpful: <https://www.uvic.ca/sexualizedviolence/getsupport/international/index.php>

International Student Services

<https://www.uvic.ca/international/home/contact/iss/index.php>

International Student Services (ISS) is a centralized resource providing international services, information and programs for undergraduate and graduate students from arrival to degree completion.

Maintaining Your Wellness

Student Wellness Centre

<https://www.uvic.ca/studentshealth-wellness/studentwellnesscentre/index.php>

The Student Wellness Centre (SWC) is made up of Counselling, Health and Multifaith. The SWC aims to provide holistic care to support UVic students' wellbeing emotionally, physically and spiritually. The SWC team includes counsellors, doctors, nurses, administrative staff, chaplains and other practitioners.

Physical Fitness at UVic

<https://vikesrec.ca/>

UVic has a number of sports facilities available. Some, such as the arena, are free to use, while others, such as the CARSA weight centre, have additional costs. There is also a network of walking/jogging trails which wind through the woods around.

SPOKES: Bike Loan Program

<https://www.uvic.ca/sustainability/involved/spokes/index.php>

diversity, foster intercultural connections, and cultivate an inclusive and globally minded campus.