

CONTACT INFORMATION

	Name	Office	Telephone	e-mail
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POLICY FOR DEFERRAL REQUESTS FOR GRADUATE APPLICANTS

1) Deferral Requests for MEd Cohort Applicants

As MEd cohorts are created based on student interest and need and offered on a rotational basis, there is no program for applicants to be deferred into. Therefore, no requests for deferral will be considered. Applicants who have been accepted into a cohort and then cannot accept the offer will have to reapply for the next iteration of the cohort.

2) Deferral Requests for MA/PhD Applicants

Applicants who have been admitted into an MA or PhD program and are not able to immediately take up that offer can defer their program start for one year. Beyond that, they will have to reapply. Course offerings are dependent on enrollment, so is critical that we know how many students are entering MA/PhD programs in a given year.

LEAVES OF ABSENCE WITH PERMISSION

After completion of a minimum of one term, leaves of absence are available to students for a variety of circumstances. Normally, tuition fees are not assessed during leaves. While students are on a leave, all supervisory processes are suspended.

NOTE: Students cannot undertake any academic or research work or use any University facilities during the leave. All leave arrangements must be discussed as early as possible with supervisors so that appropriate adjustments can be made prior to the beginning of the leave. Leaves of absence are normally granted in 4- month blocks, to coincide with the usual registration terms. Short-term leaves of less than one term should be managed within the student's academic unit.

There are five types of leaves of absence:

1. Personal Leave
2. Parental Leave
3. Medical Leave

2) Parental Leave

A graduate student who is bearing a child, and/or who has primary responsibility for the care of a child immediately prior to or following birth or adoption is entitled to request parental leave. Parental leaves may be granted for a minimum of 1 term (4 months) renewable to a maximum of 3 terms (12 months). Requests should be made in writing by the student to the Dean of Graduate Studies and include appropriate documentation. This type of leave is not included in the time period for completion of the degree, and deadlines will be adjusted accordingly. All other program requirements and academic unit expectations will remain the same.

Documentation required: a letter from the student outlining the circumstances, a letter from a physician or other qualified professional, and written acknowledgement from the student's supervisor and the graduate advisor.

3) Medical Leave

Graduate students are entitled to request medical leave. Students should forward their requests and appropriate documentation (see below) to the Dean of Graduate Studies. This type of leave period is not included in the time period for completion of the degree, and deadlines will be adjusted accordingly. All other program requirements and academic unit expectations will remain the same. For information on applying for a leave of absence for reasons associated with a disability, contact the coordinator of the Resource Centre for Students with a Disability at 250-472-4947 or <inforcsd@uvic.ca>.

Documentation required: a letter from the student explaining the circumstances, a letter from a physician or other qualified professional confirming the student's inability to engage in studies during the requested period of leave, and written acknowledgement from the student's supervisor and the graduate advisor. Students are advised that clinical documents supporting their circumstances should not be included.

4) Compassionate Leave

Leaves of absence for compassionate reasons normally have a 3-term limit. Such leaves may be consecutive or cumulative (not to exceed 3 terms in *nBTBT/F1 12 Tfc9e.38 2aT/FJETQq0.05a.0

2- Withdrawal Without B

- upon preparing for oral defense, an external examiner (a member of the Faculty of Graduate Studies from outside of the home department) will be appointed by the supervisory committee

PhD: normally constituted as follows:

- supervisor (from home department)
- committee member (within home department)
- committee member (outside home department)
- upon preparing for oral defense, an external examiner (a faculty member from outside of UVic) will be appointed by the supervisory committee

Terms 3, 4: proposal development
Term 4, 5: data collection, writing thesis
Term 5, 6/to completion (up to 5 years): completion of thesis, oral defense

PhD students:

Terms 1, 2: course completion
Term 3: constitution of committee (with full consultation/input from student) candidacy papers can begin (register in EDCI 693)
Term 3, 4: completion of candidacy papers; move to 'candidate' status
Term 4, 5: proposal completion and ethics approval (register in EDCI 699)
Term 5, 6, 7: data collection and analysis
Term 7, 8, 9: dissertation writing
Term 8, 9, 10/until completion (up to 7 years); completion of dissertation, oral defense

Candidates will register in EDCI 699 until program completion.

A Graduate Student Annual Progress Report will be completed by the student, supervisor and committee as required by the Faculty of Graduate Studies.

EXPECTED RESPONSE TIME FOR ANNOTATED PAPER, THESIS, OR DISSERTATION

Expected maximum length of time required for supervisors and members of the supervisory committee to return comments on a paper, thesis, or dissertation to a student will normally not exceed 20 business days from time of receipt, unless a delay is required by field work, remote study, supervisor or student vacation, sick leave, etc.

While it is expected that supervisors should respond in a timely manner, students are

question. Use of an editor is not permitted except in the case of grammatical edits, and the student must receive written permission from the supervisor first.

5. There should be a 1-week break between the writing of each question. If students need accommodations, those will be determined by the supervisory committee as appropriate to the student's needs and situation.
6. The scheduling of dates for writing the papers and holding the oral component is to be determined by the supervisory committee in consultation with the student.

Recommended length of each of the candidacy papers is approximately 5000 words (excluding references)

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If this is the second attempt at the candidacies and it is still deemed 'fail', the committee will meet with the graduate advisor to determine next steps, i.e., recommendation that the student be withdrawn; other courses of action.

11. The entire candidacy process (both written parts and the oral) is to be completed within 60 days of receiving the first question. Both written and oral components of the candidacy process need to be successfully completed for candidacy to be finalized.

Candidacy papers are intended to provide support to the graduate student to move forward to the next stage in their program: writing their proposal. Consistent with the policies and procedures outlined in the Graduate Studies Calendar, a student may appeal the decision in relation to procedural matters. The initial appeal must be made in writing to the Department Graduate Advisor. Further appeals will be directed to the Dean, Faculty of Graduate Studies.

In addition to the information and procedures provided here, students should also familiarize themselves with the Faculty of Graduate Studies regulations governing Doctoral Candidacy Papers that are included in the Faculty of Graduate Studies Calendar:

<https://www.uvic.ca/graduatestudies/forms-policies/>

REQUEST FOR ORAL EXAM (ROE) FOR MA AND PhD STUDENTS

The ROE form is completed by the supervisor on behalf of MA and PhD students.

The ROE form can be found at:

<https://www.uvic.ca/graduatestudies/forms-policies/index.php>

along with guidelines and other required documents for the exam. The ROE form must be completed and submitted at least 20 working days prior to an MA exam, and 30 working days prior to a PhD defense.

This form should be submitted to the Department graduate secretary when completed and signed by the student and committee members.

The ROE is not required for MEd oral presentations. Notification of MEd oral presentations must be sent to the Department graduate secretary by the cohort coordinators 30 working days prior to the presentation date.

EXAMINING COMMITTEE

For MEd students, the examining committee is comprised of the cohort coordinators along with a Chair (as identified by the cohort coordinators).

For MA and PhD students, the examining committee includes the supervisory committee plus:

MA - Exam Chair (appointed by Faculty of Graduate Studies)

PHD - Exam Chair (appointed by Faculty of Graduate Studies) and External Examiner (selected by supervisory committee and approved by Faculty of Graduate Studies – must be arms-length from candidate and supervisor)

For PhD and MA programs, the role of the examining committee is to assess the dissertation or thesis and to conduct an oral examination based on that dissertation or thesis. For master's without thesis (MEd), the role of the examining committee is to assess the independent work via the MEd student's oral presentation (EDCI 597) based on that work.

GRADUATION

All graduate students must apply for graduation upon completion of their program. The Application for Graduation can be downloaded from:

<https://www.uvic.ca/students/graduate/graduation-convocation/index.php#ipn-apply-to-graduate>

Dates and deadlines for applying for graduation: <https://www.uvic.ca/students/graduate/graduation-convocation/index.php#ipn-graduation-timeline>

Conditions of Awards

Conditions of awards are specified by the policies of FGS, the Senate and the Board of Governors upon which student funding is contingent, such as academic standing, academic progress, time in program, etc.

Termination of Awards

Conditions that could result in the termination of an award are specified by the policies of

DEPARTMENT TRAVEL GRANTS

The Department of Curriculum and Instruction offers a small number of travel grants to support conference travel. This grant is not available for assistance with course-required travel. The fund is distributed on a first-come, first-served basis to eligible graduate students who are presenting at a conference. Priority is given to first-time applicants. All students must submit their application early—at least two (2) months prior to the month of travel but no more than four (4) months prior to the date of travel.

Eligibility

- registered full time in the term in which student plans to travel
- no outstanding fees owed to the university
- confirmation of acceptance to present at a conference and confirmation of registration for the conference (photocopies of acceptance confirmation and registration receipts to be submitted)

Award amount

A maximum of \$500 to present at a conference.

Application

Complete the Curriculum and Instruction Travel Grant Application ([available here](#)) and include confirmation of travel (i.e., conference acceptance and registration) and submit the application to the graduate secretary within the 2 to 4 month time frame specified above. Applications will be reviewed by the department Graduate Advisory Council and applicants will be notified as soon as a decision has been reached.

Students who receive Travel Grants will be reimbursed for expenses upon return from travel up to the assigned maximum. Advances are not available.

When submitting a travel claim, original receipts are required, as well as boarding passes for any flights. Travel claims must be original signed documents. Scanned and photocopied claims and receipts will not be accepted by UVic Accounting. A single claim should be prepared even if there are multiple sources of funding.

Please note: All funds from the Travel Grant program are paid directly to the student who applied for the grant.

Travel claims and supporting documents (original receipts) must be submitted to the graduate secretary within 30 days of the conclusion of travel to be eligible for funding.

Additional travel funds may be available here:

FGS:

<https://www.uvic.ca/graduatestudies/finances/travel-and-conference-funding/index.php#ipn-travel-awards>

PLACEMENTS, CO-OP TERMS AND INTERNSHIPS

The Department of Curriculum and Instruction does not have any required co-op terms or internships in any graduate programs. On occasion, individual students make the choice to be involved in co-op work but timelines and the impact this will have on student completion must be discussed with the supervisor. Because co-op is outside of the program, students cannot assume that taking time out of their program for co-op work is practical. Students in an MEd cohort cannot undertake co-op work during their program due to the nature of scheduling within a cohort.

Transfer from an MA to a PhD program may be recommended to the Dean of Graduate Studies. Requests for transfer from an MA program to a PhD program will

APPENDIX SEXUALIZED VIOLENCE PREVENTION AND RESPONSE

The University of Victoria recognizes that Sexualized Violence is a significant and systemic social and campus issue that can affect anyone at the university, including students. Examples of Sexualized Violence, taken from the UVic Policy on Sexualized Violence Prevention and Response (see link below) include: salacious comments, sexual assault, sexual exploitation, sexual harassment.

If you or someone you know has experienced Sexualized Violence and there is an immediate health or safety concern, call 9-1-1. If the immediate health or safety concern happened on campus, you should also call Campus Security at 250-721-7599; they are available 24/7 for information and options for support.

UVic provides a variety of different information and support options for those impacted by Sexualized Violence. It is recommended that if you are impacted, contact the Sexualized Violence Resource Office in Equity and Human Rights (EQHR). Their supportive and confidential services are for all student, staff and faculty members at UVic: Sedgewick C119, located in the Equity and Human Rights Office; 250-

why chosen, and outline the criteria for selection. Provide a clear description of what you will actually do to collect your data (interviews, journal writing, observation, etc.). Discuss how you will analyze the data. Speak again to your position and the potentials or possible challenges. If you are conducting a qualitative study, refer to respect, responsibility and reciprocity (rather than triangulation and validity as in quantitative studies). Outline all ethical and political considerations.

Significance of the Study

How is this study important to a particular field, to knowledge, to practice, to policy, for action? Speak to all that pertain.

Timeline

Outline the proposed steps and timeframe regarding how you will work toward completion.

Bibliography

In APA format, cite all sources you have consulted to write this project.

DEPARTMENT OF CURRICULUM & INSTRUCTION POLICY ON USE OF AN EDITOR

We are pleased to allow you to use the following forms of assistance by an editor:

- a. **Proofreading** which includes: reviewing work for accuracy of inputting; adherence to a specified design; mechanical or typographic errors in text or formatting; identifying inconsistencies in elements (e.g., headings in APA format); and identifying errors in spelling, punctuation and visual elements

AND

- b. **Copy editing** which includes: editing work for grammar, spelling, punctuation, usage and other mechanics of style; reviewing work for consistency of mechanics and internal consistency of facts; indication the hierarchy of heading and placement of art; identifying