



**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

## 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](mailto: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



## GRADUATE STUDENT FUNDING



### **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 FGS, the Senate and the Board of Governors. These policies explain the conditions upon which withdrawal of financial support would be appropriate.

### **Notification of Award Competitions**

Students are made aware of upcoming award competitions via the graduate listserv.

## **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-

## **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 normally be considered at any time after two terms in an MA program. Transfers require support of the student's supervisor as well as an assessment of the student's work to that point, and consultation with the Graduate Advisor. Additionally, all PhD requirements must be met. Once a transfer is granted, PhD completion is required within 7 years from the date of the first registration in the Master's program.

## **DEPARTMENT OF CURRICULUM AND INSTRUCTION POLICY FOR AFFILIATE APPOINTMENTS**

It is possible to request an appropriate academic committee member from outside of the University if the needed expertise cannot be found within UVic. If an academic







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, punctuati90.0001(:)28( )u4(e)14(s) 4