UNIVERSITY OF VICTORIA

Department of Curriculum and Instruction

Graduate Handbook

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CONTACT INFORMATION

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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.

1- 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, to the best of our ability.

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
4. Compassionate Leave
5. Leave with Permission of the Dean

2- Personal Leave

maximum 5-year period allowed.

Early Childhood Education; Language and Literacy; Mathematics, Science, Technology, and Environmental Education; Social, Cultural and Foundational Studies.

The PhD program consists of 39.0 units, of which there is a 30-unit dissertation, 6.0 units of coursework, and a 3.0-unit candidacy examination. The coursework is made up of 3.0 units of core courses, required to be taken in the first year of the program, and 3.0 units of specialty and elective courses. No more than 1.5 units of course work may be at the 300 or 400 level.

Course Requirements: Total = 39 units

       Core Course: EDCI 614 (1.5) Discourses in Educational studies
       Core Course: EDCI 681 (1.5) Advanced Research Design
               Electives (3.0) Approved by the Academic Supervisor
               EDCI 693 (3.0) Candidacy Exam
               EDCI 699 (up to 30-units) PhD Dissertation

NOTE: Additional courses may be taken at the direction of the supervisor or request of the student. All PhD degree requirements in Curriculum and Instruction are detailed in the Calendar at: https://www.uvic.ca/calendar/grad/index.php#/programs

PRIOR TO ADMISSION: Identifying a Supervisor

All MA and PhD students are required to have a supervisor assigned prior to being admitted to their respective programs. Students are encouraged to examine the research interests of our faculty and contact faculty whose research areas are congruent with student interests. Faculty information can be found at:

https://www.uvic.ca/education/curriculum/faculty-staff/faculty/index.php

Once appointed, the supervisor works with the student and provides feedback as well as assistance with planning. The supervisor also consults with the student to plan the supervisory committee and to nominate committee members.

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:   pr reW*nBT3 sdepr4ea]/2EE0I]2[6pf4(uey]2LB](6e]i)64 1(d)132 6)a0(eM*2BT)84(8c)Tf44

paperwork to the cohort coordinators prior to the oral examinations. Signed paperwork should be returned to the graduate secretary as soon after the oral presentations as possible; this paperwork will be forwarded to FGS by the graduate secretary.
Cohort coordinators will decide if cohort students are to upload their project on UVICSpace, and let the graduate secretary know. The graduate secretary will send out an email to all cohort students regarding how to upload their project.

REQUIRED THESIS AND DISSERTATION FORMATS
There are two potential formats for master's theses and doctoral dissertations:
Traditional –

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.

If

5. There should be a 1-week break between the writing of each question. If

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

Annual Report Form

Curriculum and Instruction (EDCI) Annual Formal Assessment of MEd/MA/PhD Student Progress

I. STUDENT SECTION	
Student Name: Click or tap here to enter text.	Program (select) MEd[a] MA PhD
V#:Click or tap here to enter text.	Program Start Date: Click or tap here to enter text.
	Current Date: Click or tap here to enter text.

Description of course work, research, project/thesis/dissertation, or other progress in the past 12 months: Click or tap here to enter text.
Goals and timeline for the next 12 months: Click or tap here to enter text.

II. COMMITTEE SECTION
Dates of most recent committee meeting: Click or tap here to enter text.
Judgement/Assessment of overall progress in the last 12 months (select from below):

Progress is acceptable	[ ] Progress is marginal	Progress is not acceptable

Further comments on student progress (required if a marginal or unsatisfactory rating is indicated): Click or tap here to enter text.
Date of next formal assessment of student progress: Click or tap here to enter text.

ONCE SECTIONS I AND II HAVE BEEN COMPLETED, DOCUMENT IS SIGNED BY STUDENT AND COMMITTEE.

SIGNATURES			
	Name	Signature	Date
Student	Click or tap here to enter text.		Click or tap here to enter text.
Committee (see (b) below)			
Supervisor	Click or tap here to enter text.		Click or tap here to enter text.
Co-supervisor (if)	Click or tap here to enter text.		Click or tap here to enter text.
Dept. member	Click or tap here to enter text.		Click or tap here to enter text.
Outside member	Click or tap here to enter text.		Click or tap here to enter text.
Additional member	Click or tap here to enter text.		Click or tap here to enter text.
Graduate Advisor	Click or tap here to enter text.		Click or tap here to enter text.

UNIT FUNDING POLICIES

Graduate students receive funding from many different sources, including: fellowships, scholarships, teaching assistantships, and research assistantships. UVic has policies and guidelines for each of these funding sources, and academic units may also have distinct policies for graduate funding. Graduate students should ensure they are aware of the policies governing their funding. Graduate students who have questions or concerns about their funding can seek advice and guidance from the Faculty of Graduate Studies.

Eligible years for potential funding

Eligible students are considered

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

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

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 A MASTERS TO DOCTORAL PROGRAM

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; 250-721-8021

https://www.uvic.ca/universitysecretary/assets/docs/policies/GV0245.pdf

RESEARCH PROPOSAL FORMAT GUIDELINES

Your research proposal should consist of the following information and should be approximately 25-30 pages (exclusive of bibliography). If you are applying for ethical approval for your research, you should review the ethics application as you complete your proposal, particularly the methodology and methods sections. Be sure to include the following components in your proposal.

Title (can be a Ïk cf_]b[Đtitle):

Introduction
Provides background about how you came to this study and why it is important or needs attention – to you personally and to a broader audience; it is important to contextualize your study.

Research question, purpose and objectives of your study
What is the primary question that guides this study? What are the sub-questions? What is the overall purpose and objectives of this study? This can also include how you are positioned in this study (e.g., researcher-participant or researcher).

Context of the Study
What is the context of this study? This is critical if you are doing a case study or are situated in a program, etc. The context of the study can be a school, a program, a geographical context (e.g., South Africa), etc.

Conceptual or Theoretical Framework
Define and discuss your overarching theoretical framework and how/why that forms the framework for your study. Alternatively, outline the conceptual framework (the different discourses from which it draws) and why/how they pertain.