

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.

3- 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.

4- 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

2- Withdrawal Without B

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:

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

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>

FORMAL ANNUAL REVIEW OF STUDENT PROGRESS

Procedure for the annual review

The following document needs to be completed by the student, supervisor and committee annually, normally by the end of May of each year the student/candidate is in the program. The supervisor initiates the process by requesting the student complete Section I of the following form and returning the form to the supervisor, who then, in consultation with the committee members (if determined) completes the form and submits it to the graduate secretary, and forwards a completed copy to the student.

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 aware of the

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 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.

HF5 BG: 9F': FCA '5 'A5 GH9F B'HC '8 C7 HCF5 @DFC; F5 A

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 link to the title):

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.

