

**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.

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

### **1) Personal Leave** (apply online through "My Page")

Students who are not on approved program extensions may take leaves for personal reasons. Students planning to take personal leave must inform their supervisor in writing in advance of the planned absence, and make appropriate arrangements for care of ongoing research projects if necessary, before initiating personal leaves through the UVic portal. The deadline for students to register a personal leave is the 100% fee reduction date for registration each term. The time taken for personal leave will be counted toward the maximum time allotted to degree completion. All program requirements, academic unit expectations and deadlines will remain the same.

Students in PhD programs may take a maximum of 6 personal leave terms within the maximum 7-year period allowed.

Students in MA programs may take a maximum of 3 personal leave terms within the maximum 5-year period allowed.

## 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













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





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>

## **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 their funding can seek advice and guidance from the Faculty of Graduate Studies.

### **Eligible years for potential funding**

Eligible students are considered for graduate funding (normally up to \$5000/year) in the first two years of their graduate study. This is considered to be a reasonable period for course work to be complete. All funding decisions are made on the basis of GPA as determined by the Faculty of Graduate Studies

### **Research Assistantships**

Research assistantships are dependent upon grant money held by individual faculty members and are not guaranteed for graduate students.

### **Teaching Assistantships and Sessional Teaching Opportunities**

Curriculum and Instruction rarely has teaching assistantships available. TA positions occur only in extenuating circumstances.

The Department tries to make Sessional Teaching opportunities available for PhD students who are qualified to teach in the areas in which there are needs. PhD students are encouraged to watch for position postings on the Curriculum and Instruction website. These postings are also sent to the graduate student listserv by the department graduate secretary. Postings for potential sessional positions for PhD students interested in teaching become available:

- in early March for the summer session
- mid-May for the fall or spring sessions

### **Awards, Fellowships, Scholarships and Bursaries**

Graduate fellowships are allotted to MA and PhD students in the first two years of study. Eligibility is based entirely upon GPA. In the first year, this is the student's incoming GPA and in the subsequent year, it is based on the earned GPA in the first year of study.

Information about Scholarships and Bursaries is normally emailed to all graduate students. The graduate secretary sends out information as soon as it is available and it is contingent upon students to pursue these options. Normally, application information is associated with a tight timeline and it is the responsibility of individual students to be responsive to this



### **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**



**PLACEMENTS, CO-**

## **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 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.

why chosen, and outline the criteria for selection. Provide a clear description of what