

UNIVERSITY OF VICTORIA
Department of Curriculum and Instruction
Graduate Handbook

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CONTACT

A graduate student who is bearing a

other circumstance. This type of leave period is not included in the time period for the completion of the degree and deadlines will be adjusted accordingly. All other program requirements and academic unit requirements will remain the same. Documentation may be required by the Dean of Graduate Studies depending on the attendant circumstances. Students granted parental, medical or compassionate leave, or leave with permission of the Dean will retain the full value of a

Re-admission does not guarantee that any courses or fee installments from the terminated program will be transferred to the re-activated program. Upon re-admission, any courses from the abandoned program will be reviewed and may be transferred to the new or re-activated program on recommendation of the academic unit and approval of the Dean of Graduate Studies.

The first step in re-establishing a program of study is to examine the work that has been done previously in order to determine whether it still provides a foundation for the research in the field at the time of re-admission and to establish what is needed to ensure current 510[(t)4slou1(e)] TJE

Early Childhood Education
Educational Technology
Curriculum Leadership
International (Curriculum Studies)
Language and Literacy
Math/Science

Cohorts begin in July of the first year, and the degree is completed in the spring of the second year. The degree is comprised of 7 courses, usually offered Summer Year 1 (2 courses), Fall Year 1 (1 course), Winter Year 1 (1 course), Summer Year 2 (2 courses), Fall Year 2 (EDCI 598A: Literature Review and 1 other course), and Winter Year 2 (EDCI 598B: Culminating Project and EDCI 597: Final Presentation). This basic design varies for international cohorts. Because of visa

and elective courses.

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.

In MEd programs, students are assigned supervision when they reach the project stage of their program (EDCI 598A/B). At that time, students are also assigned a second reader, who acts as a committee member for the student. Normally, the role of supervisor and second reader are filled by the two cohort coordinators.

GRADUATE SUPERVISION

MA and PhD students consult with their supervisor to determine appropriate committee membership, and the supervisor approaches appropriate faculty members about committee membership.

Supervisory committee requirements in Curriculum and Instruction are as follows:

MA: normally constituted as follows:

- supervisor (from home department)
- committee member (within home department)
- 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)

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 – the research is organized in a coherent 'book' style format around a central research question. Typically, no part of the document has been 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/assets/docs/docs/policies/Graduate%20Supervision%20Policy.pdf>).

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

<http://www.uvic.ca/graduatestudies/resourcesfor/students/gradreq/index.php>

Dates and deadlines for applying for graduation:

<https://www.uvic.ca/graduatestudies/resourcesfor/students/gradreq/index.php>

Annual Report Form

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

DEPARTMENT TRAVEL GRANTS

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](tel:250-721-7599); they are available 24/7 for information and options for support.

UVic

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.

Literature Review (can be included with conceptual/theoretical framework section)

Outline the types of studies that will inform the background of your study (or from which your research question arose).

Meth

