



Chair	Dr. Todd Milford	MacLaurin A 545	250-721-7886	
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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 University of Victoria Graduate Fellowship or other award whose terms and conditions are established by the Faculty of Graduate Studies. Such awards will be suspended at the onset of the leave and reinstated when the student reregisters. Other awards will be paid according to the conditions established by the donor or granting agency. The Graduate Academic Concession form required to request Parental, Medical or Compassionate leave is available online.

There are three types of withdrawals:

1. Official Withdrawal
2. Withdrawal Without Permission
3. Withdrawal for Failing to Meet Academic Standards



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 requirements, students in international cohorts take courses from Fall Year 1 to Winter Year 2 across 5 full-time terms. Students in an MEd cohort cannot undertake co-op work during their program due to the nature of scheduling within a cohort.

The MA in Educational Studies is a thesis-based program designed to accommodate individual student interests and is undertaken with the guidance and direction of an academic supervisor. This 15.0-unit program requires 3.0 units of core courses, 4.5 units of specialty and elective courses, and a 7.5-unit thesis. No more than 1.5 units of course work may be at the 300 and 400 level. A research-based thesis must be written and successfully defended in an oral exam.

#### Core Courses

Core Course: EDCI 514 (1.5) Educational Discourses  
Core Course: EDCI 581 (1.5) Research Methodologies in Education  
Electives (4.5) Approved by the Academic Supervisor  
EDCI 599 (7.5) Thesis

The Department of Curriculum and Instruction offers a Doctor of Philosophy (PhD) in Educational Studies. The PhD in Educational Studies is a research-oriented program designed for students who wish to develop a comprehensive understanding and an integrated perspective of current educational theory and practice. It prepares graduates for professional, research and teaching positions in colleges and universities, or for leadership roles in school districts, provincial ministries and other public and private organizations. There are 6 areas of specialization within this program: Art Education; Curriculum Studies; 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





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

Faculty and students are bound by policies set by the University, Faculty of Graduate Studies, and the Department of Curriculum and Instruction.

Faculty of Graduate Studies policies are given in the Graduate Calendar and in policy documents found on the Faculty of Graduate Studies website:

<https://www.uvic.ca/graduatestudies/>

In particular, students and faculty members should read the following information, which outlines the rights and responsibilities in the supervisory relationship:

<https://www.uvic.ca/graduatestudies/assets/docs/docs/policies/Graduate%20Supervision%20Policy.pdf>

There is an expected minimum frequency with which students and supervisors would normally meet, either by direct meeting, virtual meeting, or through detailed correspondence to discuss the student's research. For thesis and dissertation students, this interval should normally not exceed 40 business days. Supervisors and students should normally meet at least twice per term, unless a delay is required by field work, remote study, supervisor or student vacation, sick leave, etc.

There is an expected minimum frequency with which students would normally meet with their supervisory committee, either by direct meeting or virtual meeting to discuss the student's research. For \_\_\_\_\_ students, this interval normally must not exceed 1 year

The following timelines are normally followed for MA and PhD programs, as described by the Faculty of Graduate Studies. However, it is important to note that all graduate students, in consultation with their supervisors and supervisory committees, will determine the appropriate timelines for their research focus and individual circumstances.

MA students:

Terms 1, 2: course completion  
Term 3: constitution of committee  
Terms 3, 4: proposal development  
Term 4, 5: data collection, writing thesis  
Term 5, 6/until completion (up to 5 years): completion of thesis, oral defense

PhD students:

Terms 1, 2: course completion

Term 3: constitution of committee, candidacy exams (register in EDCI 693)

Term 3, 4: completion of candidacy examination; move to 'candidate' status

Term 4, 5: proposal completion and ethics approval (register in EDCI 699)

Term 5, 6, 7: data colleQq5 649.95 Tm0 g0 G[(T)8(er)-6(m)7( )-2(4)] TJETQq0.00000912 erm 4

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.

There are two potential formats for master's theses and doctoral dissertations:

- the research is organized in a coherent 'book' style format around a central research question. Typically, no part of the document has been published.
- the student's research is presented as two or more (determined by supervisory committee) related manuscripts that have been published or have been submitted for publication. The manuscripts are related and the final work is organized with an introduction and a conclusion that ties the two manuscripts together in a coherent fashion using a consistent style for the entire document.

Candidacy exams are a requirement of the Faculty of Graduate Studies for all PhD programs. A doctoral student must pass a candidacy examination after completing all the required coursework, normally within 3 years of registration.

Recommended length of each of the candidacy papers is approximately 5000 words (excluding references).

6. The first question is to be completed and submitted to the committee by the due date determined in the committee meeting with the student (within 14 days).
  - a. The committee then reads the first paper and determines if it is a 'pass' or 'fail'.
  - b. If the paper is deemed a 'pass', then the student moves forward to completing the second paper, in the timeframe determined at the committee meeting prior to beginning the candidacy process. If the paper is deemed a 'fail' the student will have one further opportunity to complete a successful first paper, with a new question created as described above. The student will get feedback regarding the first paper in order to enable their success on the second attempt. The second attempt will take place at least 8 weeks following the writing of the first attempt.
  - c. If the student is not successful with the second attempt on the first paper, the candidacy examination will result in a failure. The student does not move on to the second question/paper.
7. If the first paper has been deemed a 'pass' by the committee, the student moves on to completing the second question/paper. The same process will be followed for the second question/paper as detailed in point 4 above.
8. The oral component of candidacy will only take place if two papers have been successfully completed and submitted to the committee within the timeline agreed upon by the committee and the student.
  - a. The oral component should be a scheduled meeting with the student and the committee. The student is invited to present key elements of their papers and receive feedback from the committee.
9. Following the oral examination meeting, the supervisory committee will agree on a decision, which might be:
  - a. "Pass", in which case the student is advanced to 'candidate' and a memo is prepared and signed by the department graduate advisor, the student's supervisor, and the Department Chair. The student will then register in EDCI 699 and proceed to writing the dissertation proposal;
  - b. "Fail", in which case the committee shall:

Provide feedback to the student regarding the problems identified in all aspects of the candidacy examination and guidelines aBT/F7 1s5: e(ac)6



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.

Curriculum and Instruction (EDCI) Annual Formal Assessment of MEd/MA/PhD Student Progress		
Student Name:Click or tap here to enter text.	Program (select)	MEd <sup>a</sup> 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.		
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	<input type="checkbox"/> Progress is marginal	Progress is not acceptable
Further comments on student progress ( <u>required</u> 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.		

	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.

Due May 31<sup>st</sup>, 20\_\_

a)

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

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. Teaching Assistants and Sessional Teachers are included in UVic's Collective Agreement for CUPE 4163, more information can be found here: <http://4163.cupe.ca/about-us/>

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



supervisors be given time to write letters. Incoming students may find that a previous supervisor or employer is more appropriate as a reference than a new supervisor.





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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 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

[Project/Thesis/Dissertation Title]

by

[Your First Name] [Your Last Name]  
[Degree], [University], [Year]  
[Degree], [



than triangulation and validity as in quantitative studies). Outline all ethical and political considerations.

How is this study important to a particular field, to knowledge, to practice, to policy, for action? Speak to all that pertain.

Outline the proposed steps and timeframe regarding how you will work toward completion.

In APA format, cite all sources you have consulted to write this project.