

UNIVERSITY OF VICTORIA
Department of Curriculum and Instruction
Graduate Handbook
Last updated: October 2022

CONTACT INFORMATION.....2

REGISTRATION

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

WITHDRAWALS

There are three types of withdrawals:

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

1- Official Withdrawal

After completion of a minimum of 1 term, students who wish to withdraw indefinitely from their program in the Faculty of Graduate Studies must submit a written request to the Dean of Graduate Studies and send the request to the Graduate Admissions and Records Office (GARO). A supporting memo from their supervisor (or graduate advisor if there is no supervisor) should accompany the request. The notation "Officially Withdrawn" will be placed on their permanent record. Should a student return to the program, the time spent "Officially Withdrawn" is not counted as part of the normal time allowed for completion of their program. Students who

3- Withdrawal for Failing to Meet Academic Standards

A student whose dissertation, thesis or project is not progressing satisfactorily, or who otherwise fails to meet academic standards, will be withdrawn from the Faculty of Graduate Studies. Normally, such students will not be eligible for re-admission to any graduate program in the Faculty of Graduate Studies. Such withdrawals require approval by the Dean of Graduate Studies, and departments may consult with an Associate Dean of Graduate Studies where a withdrawal for failure to meet academic standards is being considered. Withdrawals may not be initiated by a department while a student is on an approved leave of absence.

PROGRAMS

The Department of Curriculum and Instruction offers three types of graduate degrees: MEd, MA, and PhD.

Master's Programs

The Department of Curriculum and Instruction offers two different Master's designations:

- Master of Education (MEd): a project-based degree
- Master of Arts (MA): a thesis-based degree

Teachers who wish to receive their Category 6 qualification should note:

The Teacher Qualification Services (TQS) will grant a Category 6 for a Master's program which includes a capstone project like a thesis or project. Both our MEd and MA fit this description.

Master of Education (MEd)

MEd programs require 15.0 units of course work, including a project. This is a professional degree, designed for educators who wish to further their education. A project in research and/or curriculum development is required, and a com0.000009u0 degree, designed for ry 6 qurS.u0 G[(d)4(eg)-9

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

- 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:
 - f* Provide feedback to the student regarding the problems identified in all aspects of the candidacy examination and guidelines as to the next steps (see above).
 - f* 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.
- 10. The entire candidacy exam (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 exam need to be successfully completed for candidacy to be finalized.

Candidacy exams 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 Exams 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(es)-6()

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	<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.		

Information about Scholarships and Bursaries can be found on the Faculty of Graduate Studies website at:

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RESEARCH PROPOSAL FORMAT GUIDELINES

Your research proposal should consist of the following

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

Significance of the Study

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

Timeline