University of Victoria,

Department of Curriculum and Instruction

Graduate Handbook

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CONTACT INFORMATION

Contact information and roles of the primary resource personnel in the academic unit:

	Name	Office	Telephone	e-mail
Chair/Director	Dr. Todd Milford	MacLaurin A 545	250-721	

LEAVES OF ABSENCE WITH PERMISSION

Leaves of absence are available to students for a variety of reasons or circumstances after completion of a minimum of one term. Normally, tuition fees are not assessed during leaves. While students are on a leave, all supervisory processes are suspended.

NOTE: Students cannot

facilities during the period of 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-

academic unit. Time taken on a Leave of Absence 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 remain the same.

There are four types of leaves of absence:

- 1. Personal Leave
- 2. Parental Leave
- 3. Medical Leave
- 4. Compassionate Leave
- 1. Personal Leave (apply online through

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 absences, 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 in 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

Documentation required: a letter from the student outlining the circumstances, a letter from a physician or other qualified professional and written ack

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.

organizations, with regard

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.

GRADUATE SUPERVISION

Determining a supervisory committee:

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

Committee requirements in Curriculum and Instruction are asfollows:

- MA normally MA committees are constituted as follows:
 - Supervisor (from home department)
 - Committee member (within home department)
 - upon preparing for oral defense, an external member will be appointed by supervisory committee, a member of Graduate Studies from outside of the home department

PhD normally PhD committees are constituted as follows:

- supervisor (from home department)
- committee member (within home department)
- committee member (outside home department)
- upon preparing for oral defense, an external member will be appointed by supervisory committee, a faculty member from outside UVic

RESPONSIBILITIES IN THE SUPERVISORY RELATIONSHIP

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

Faculty of Graduate Studies policies are given in the Graduate Calendar and in policy documents found on the Faculty of Graduate Studies website: <u>uvic.ca/graduatestudies</u>.

In particular, students and faculty members should read the https://www.uvic.ca/graduatestudies/assets/docs/docs/policies/Graduate%20Supervision%20 Policy.pdf, which outlines the rights and responsibilities in the supervisory relationship.

EXPECTED MEETING FREQUENCY

Expected minimum frequency with which students and supervisors would normally meet, either by direct meeting, by virtual meeting, or through detailed correspondence, to discuss the

EDITING POLICY FOR GRADUATE STUDENTS

Graduate students in the Department of Curriculum and Instruction are permitted the use of an editor, for the following purposes:

- 1. Proof Reading which includes: reviewing work for accuracy of inputting; adherence to a specified design; mechanical or typographical errors in text or formatting; identifying inconsistencies in elements (e.g., headings); and identifying errors in spelling, punctuation and visual elements
- 2. Copy editing which includes: editing work for grammar, spelling, punctuation, usage and other mechanics of style; reviewing work for consistency of mechanics and internal consistency of facts; indicating the hierarchy of headings and placement of art; identifying citation errors; editing captions and credit lines; and editing front matter.
- 3. Stylistic editing which includes: darifying meaning; polishing language; querying 78.r.

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 (researcher-participant or researcher).

Conceptual or Theoretical Framework

- 4. Topic-based: the research is organized according to major themes or topics, as opposed to a traditional IMRD structure. This format typically includes separate introductory and concluding sections or chapters, with the interior being comprised of a single or multiple chapters reporting on the research study.
- 5. Multimodal: All doctoral theses and dissertations must contain a written component; however, other elements may be included in addition to the written text. Some examples of other elements that may be included with the written text are films or videos, electronically interactive word/image-based texts, poems, novels or sections of a novel, play scripts, short stories, documentation of performances, or pieces of art. In

	Name	Sgnature	Date		
Student	Click or tap here to		Click or tap here to		
	enter text.		enter text.		
Committee (see (b) below)					
Supervisor	Click or tap here to		Click or tap here to		
	enter text.		enter text.		
Co-supervisor (if)	Click or tap here to		Click or tap here to		
	enter text.		enter text.		
Dept. member	Click or tap here to		Click or tap here to		
	enter text.		enter text.		
Outside member	Click or tap here to		Click or tap here to		
	enter text.		enter text.		
Additional member	Click or tap here to		Click or tap here to		
	enter text.		enter text.		
Graduate advisor ^d	Click or tap here to		Click or tap here to		
	enter text.		enter text.		

Due May 30th, 20___

a) Only for students outside of Cohorts or who have gone beyond the original Cohort timeline

b) If no committee has yet to be established then just the supervisor, co-supervisor (if one), and graduate advisor sign

C)

they will be referred to FGS

UNIT FUNDING001 AR 35 Q00301 88.5 27 ef 16.0 8559 70. (NIT) 95 Tm0 G()] TJETQ EMC /P AMCID 3881

APPENDIX

Example title page for Project, Thesis or Dissertation

[Project/Thesis/Dissertation Title]

by

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

A [Type Project, Thesis or Dissertation] Submitted in Partial Fulfillment of the Requirements for the Degree of

[Enter DEGREE all capital letters]

In the Area of [Type Area]

Department of Curriculum and Instruction

© [Your First Name] [Your Last Name], [Year] University of Victoria

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