



DEPARTMENT OF THEATRE

GRADUATE STUDENT
HANDBOOK

SEPTEMBER 2023

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PART I: INTRODUCTION

Welcome to the University of Victoria’s Department of Theatre Graduate Program. Congratulations on your acceptance into the program, and on starting this exciting journey.

We are delighted that you will be joining us for your studies. The University of Victoria’s Theatre Graduate Program is nationally and internationally recognized for offering students exceptional scholarly and practice-based opportunities for growth and learning. We look forward to having you contribute to the fabric of our vibrant and dynamic university life at the Phoenix Theatre.

This document will outline a number of key components that will inform your experience here as a graduate student. Please familiarize yourself with this document, and be sure to also [Read the Graduate Studies Graduate Supervision Policy](#).

ROLES & RESPONSIBILITIES

Faculty & Staff: There are several key people who will make up the compliment of faculty members and staff that are here to support your experience as a graduate student.

Who

Role

When to connect 12 (ne)G 3 >>BDC

Graduate Records Clerk:

Is available to you for further

Anne Humphrey
(grad17@uvic.ca)

University community may result in disagreement. It's important that you are aware of how to behave and what to expect in return from other members of the University community.

PART II: YOUR PROGRAM OF STUDY

Below is a chart that distinguishes the different Master's and PhD programs in the Department of Theatre, and their unique requirements for degree completion.

	Theatre Studies	Applied Theatre	Design/Production	Directing
Master's Level	MA (thesis or project-based)	MA (thesis or project-based)	MFA (project-based)	MFA (project-based)
Doctoral Level	PhD (dissertation)	PhD (dissertation)		

PROGRAM DETAILS

Each area requires specific courses to satisfy the degree requirements. You should become familiar with these requirements early on in your program in order to graduate on time. The Department advises consulting with your supervisor, in advance of your degree start, to create a timeline and plan for your degree program, that will satisfy requirements.

Most Master's programs in Theatre are two years in length and the PhD is normally four to five years length. The maximum amount of time you have to complete a Master's degree is five years while the maximum time you have to complete a PhD is seven years.

The only courses that are mandatory in all programs are THEA 500: Methods and Materials of Theatre Research and THEA 500B: Theory for Theatre Research. These are taken over two terms and are 1.5 units each term. To track your progress, you can access your CAPP report under your MyGrade. Student Services, then Grades & Records and finally to Degree Evaluation. For a full description of graduate courses offered at the Theatre program, visit:

<https://www.uvic.ca/calendar/future/grad/index.php#/courses>

	Choose from THEA 512, THEA 515, or THEA 523
3.0 units	Design & Production Choose from THEA 508, THEA 509, THEA 510, THEA 520, THEA 521, or THEA 522 (3 units may be 300-400 level courses)
6.0 units	MFA Practicum THEA 524

MFA Practicum is a production that you will direct. The play which this production is based upon will be decided in consultation with the Play Selection Committee, which is under the supervision of the department. In consultation with your supervisor, you will be asked to submit a proposal for one or two plays that may be considered by the Play Selection Committee. You will be expected to work in collaboration with other M.F.A. in Design students and other undergraduate students to put this performance together. You will be asked to show leadership, collegiality, respect, and openness to other students' ideas and creative processes.

There is also a written component to completion of your degree requirements. The guidelines for this component will be communicated with you by your supervisor. There is an oral comprehensive exam to defend the production and is normally done within two months of the close of the production. Your committee and supervisor will receive this written component as part of the material they will review in preparation for your oral defense. You must communicate to the graduate secretary the date of exam and title of project at least 10 days prior to the exam.

MFA IN DESIGN/PRODUCTION- PROJECT-BASED OPTION (21 UNITS)

3.0 units	THEA 500A + THEA 500B
12 units	Design & Production Choose from: THEA 508, 509, 510, 511, 520, 521, 522 (3 units may be 300-400 level courses) Normally all classes are full year, 3.0 units
6.0 units	Practicum: THEA 524

THEA 524 is a production whose design elements you will undertake (specifically related to your area of focus). This play is decided upon by the Play Selection Committee, which is under the supervision of the department. In consultation with your supervisor, you may submit a proposal outlining the genre of

Selection Committee. You may be expected to work in collaboration with other M.F.A. in Directing students and other undergraduate students throughout this creative process. You will be asked to show collegiality, respect, and openness to other students' ideas and collaborative processes.

There is an oral comprehensive exam to defend the production and is normally done within two months of the close of the production. You must communicate to the graduate secretary the date of exam and title of project at least 10 days prior to the exam.

MA IN THEATRE (THEATRE STUDIES) – PROJECT-BASED OPTION (15 UNITS)

6.0 units	Theatre History (courses including THEA 500A + THEA 500B)
4.5 units	Courses chosen from a related discipline (3 units may be 300-400 level courses)
4.5 units	THEA 598 MA Essay

For completion, this option requires you to notify the graduate secretary of the date of exam and title of project at least 10 days in advance. Under the direction of the supervisor, you will prepare and orally defend the submitted paper. The supervisor only needs to find a chair for the exam and no copy of the project is required in Graduate Studies. Normal fees for graduation.

MA IN THEATRE (THEATRE STUDIES) – THESIS OPTION, SPECIAL PERMISSION ONLY* (15 UNITS)

*Note that most students in our MA program are accepted into the MA Project Based option. Please see those requirements above if you have not specifically applied for a thesis option through special permission.

4.5 units	Theatre History (including THEA 500A + THEA 500B)
4.5 units	Courses chosen from a related discipline (3 units may be 300-400 level courses)
6.0 units	THEA 599 MA Thesis

For completion, this option requires the Request for Masters paperwork to be done at least 20 working days before the exam, the supervisor must find an external examiner (the student must not know the individual and are never to contact them) and you will submit the thesis and orally defend it as part of the requirements of the Faculty of Graduate Studies. There are extra fees for graduation.

MA IN THEATRE (APPLIED THEATRE) – PROJECT-BASED OPTION (15 UNITS)*

3.0 units	THEA 500A + THEA 500B
1.5 units	THEA 535
4.5 units	Courses chosen from a related discipline (3 units may be 300-400 level courses)
1.5 units	THEA 590 Practical Project
4.5 units	THEA 598 MA Essay

For completion, this option requires you to notify the graduate secretary of the date of exam and title of project at least 10 days in advance. Under the direction of the supervisor, you will prepare and orally defend the submitted paper. The supervisor only needs to find a chair for the exam and no copy of the project is required in Graduate Studies. Normal fees for graduation.

MA IN THEATRE (APPLIED THEATRE) – THESIS OPTION, SPECIAL PERMISSION ONLY (15 UNITS)*

*Note that most students in our MA program are accepted into the MA Project-Based option. Please see those requirements above if you have not specifically applied for a thesis option through special permission.

3.0 units	THEA 500A + THEA 500B
1.5 units	THEA 535 Applied Theatre Research Methods

4.5 units Courses chosen from related discipline (3 units may be 300-400 level courses)

3.0 units	THEA 500A + THEA 500B
1.5 units	Courses chosen within Theatre or a related discipline (3 units may be 300-400 level courses)
1.5 units	THEA 690 Directed Studies/Special Topics
3.0 units	THEA 693 Candidacy Exams, Special Fields Exam, & Dissertation Proposal
30 units	THEA 699 Dissertation

For completion, you will submit the thesis and orally defend it as part of the requirements of the Faculty of Graduate Studies. A Request for Oral Doctoral paperwork must be done at least 30 working days before the exam. The supervisor must find an external examiner (it must not know the individual and are never to contact them) and complete the Confirmation of Arms-Length Status Form. This form should be submitted along with the Request for Oral paperwork. There are extra fees for graduation.

PHD IN APPLIED THEATRE (39 UNITS)

3.0 units	THEA 500A + THEA 500B
1.5 units	THEA 535 Applied Theatre Research Methods
1.5 units	THEA 690 Special Topics
3.0 units	THEA 693 Candidacy Exams, Special Fields Exam, & Dissertation Proposal
30 units	THEA 699 Dissertation

For completion, you will submit the thesis and orally defend it as part of the requirements of the Faculty of Graduate Studies. A Request for Oral Doctoral paperwork must be done at least 30 working days before the exam. The supervisor must find an external examiner (it must not know the individual and are never to contact them) and complete the Confirmation of Arms-Length Status Form. This form should be submitted along with the Request for Oral paperwork. There are extra fees for graduation.

PART III:

		must be achieved by no later than the end of Term 9. The Department also recommends completing any ethics requirements by end of term 9 in order to make good progress.	
YEAR FOUR			

Terms 1012

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such time as you are registered in THEA693 (normally, in term 3 of your program or 1st year of a student's first year in their program)

This syllabus indicates the process for comprehensive/special fields examinations, and dissertation proposal requirements, according to each PhD area. Candidacy formats are adjusted according to best practices in the field in each year, and may differ between applied theatre and theatre studies PhD areas. All candidacy requirements (which may include a combination of comprehensive, special fields and dissertation proposal requirements) are to be completed, according to FGS policy, by term nine of your studies. If any exam is failed, the student may take it again, but a second failure will result in the termination of the student's candidacy. Under no circumstances (apart from a formal leave of absence granted by the Faculty of Graduate Studies) will the re-taking of a candidacy exam be allowed to extend beyond a one-year period from the candidate's first sitting.

COMMITTEE STRUCTURE AND CHANGES

As per the Graduate Calendar, members on a supervisory committee must be on the Membership List in the Faculty of Graduate Studies. The following is the minimal requirements for supervisory committees:

- x Master's program must have a supervisor and one committee member from inside or outside of [TJ]

for your annual committee meeting at which time to you update your committee on your progress through program requirements and set goals and objectives for the coming year. After the meeting, the committee will be invited to offer recommendations coming out of the discussion and will submit the report to the Graduate Secretary and Graduate Advisor. You will be provided with a copy of the report, and your response to any recommendations will be kept on file. The Graduate Advisor may schedule a one-on-one appointment with you to follow up. This form is supposed to be completed by end of April of each academic year so work with your supervisor to arrange for a committee meeting accordingly.

The second way for you to track your progress is through the Curriculum Advising and Program Planning report (CAPP). This form is filled out on your My Page online and is meant to be a summary of your trajectory, planned program, and research goals as determined by you and your supervisor, and approved (or discussed) by/with your supervisory committee. Any updates should be forwarded to the graduate secretary. When all program requirements are complete, students are expected to review and approve their final CAPP report before applying to graduate.

ETHICS APPROVAL DO NOT ENGAGE IN ANY RESEARCH UNTIL THIS IS DONE

Approval from the Human Research Ethics office is mandatory prior to you embarking on any research taking place with human subjects (for instance, if you're interviewing participants or working on a practicebased project involving volunteers or participants). This application would likely take you anywhere from 4hrs to 2-days to complete, depending on the scale and complexity of your project. You can expect to hear back from the HRE office within 2 weeks of your application, and you can almost always expect to make significant edits to your application, based on their recommendations. The entire process is likely to take 4-6 weeks for completion and approval by Human Research Ethics to proceed with your research. Go to [Research Services website](#) for the forms and submit to Human Research Ethics when completed.

PRACTICEBASED RESEARCH

This graduate program is heavily involved in practice-based research, such as designing or directing a show, facilitating a workshop, or devising a community-based performance. The Department considers these practice-based outputs as they would any other research or scholarly output (for example, a

PART IV: PAPERWORK

It is

2. All Graduate Award holders must maintain continuous registration (1.5 units) during the tenure of their award. You may interrupt your award only for the reasons of maternity, child-rearing, illness, or health related family responsibilities. Requests for interruptions must be approved by both your academic unit and Graduate Studies and require additional documentation. Contact the Faculty of Graduate Studies, Scholarship Officer as soon as possible before commencing your leave of absence.
3. Renewal of Graduate Awards is not automatic. Consideration for subsequent awards is at the discretion of the academic unit offering the award and is contingent upon the maintenance of a cumulative grade point average of at least 7.00.
4. Graduate Awards are not portable from one department to another.
5. Award payments will not continue in a subsequent term if fees from the previous term have not been paid in full.
6. Tuition fees are not deducted from Graduate Award payments. Students are responsible for paying their tuition fees through Accounting Services.
7. Award payments will cease at the end of the term the student takes the final oral and/or written examination. Only under exceptional circumstances will there be continuation of the award into the subsequent term and this must be approved by the Dean of Graduate Studies.
- 8.

COMPLETION POSTPONEMENT FEE ADJUSTMENT

The Completion Postponement Fee Adjustment (\$255.00) is available in lieu of a full tuition fee payment to allow graduate students one additional month in which to defend and correct their project, thesis or dissertation. Eligible students must have: defended their project, thesis or dissertation on or before the 15th calendar day of September, January or May; paid the minimum program fee as registered in THEA 524, 598 or 699 in the term the oral exam and corrections take place; submitted all documents/thesis/dissertation (not project) to Graduate Studies before last business day of that month. A full term of auxiliary fees will be charged in addition to the completion fee. Students completing in September or January will graduate in the spring and completing in May will graduate in the fall.

This fee is applied automatically if you meet all of the above deadlines.

APPLICATION FOR GRADUATION (DONE THROUGH YOUR MY PAGE)

There is a fee for \$44.00 and a late fee of \$10.00 if you apply after the deadline. If you wish to attend convocation in the spring (June), there are different deadlines for application. Complete all degree requirements by end of Fall term (Dec. 31), apply by November 15. Complete all degree requirements by end of Spring term (Apr. 30), apply by February 15. If you wish to attend convocation in the fall (November), the deadline is July 15 and you must complete all of your degree requirements by August 31.

LEAVES

You must discuss this with your supervisor first. Then apply to Graduate Studies with their Leave of Absence with Permission form. There are three types of leaves:

Personal master's student has 3 terms of this leave and PhD has 6 terms. No fees will be charged but the time will be counted as if you were registered in courses for the term.

Parental

acknowledgement). No fees and time does not count towards program. Any award monies received for this time will be held for your return.

WITHDRAWALS

Official withdrawal: must have completed a minimum of one term and wish to withdraw indefinitely from your program. Submit a written request to Graduate Studies and Graduate Admissions and Records Office. Letter from supervisor acknowledging withdrawal is also required. To return to program, apply to the University online. Unfortunately, there is no guarantee of readmission.

Withdrawal Without Permission considered when student has abandoned program. To return to program, must reapply to the University and pay a reinstatement fee. No guarantee for readmission.

HELPFUL UNIVERSITY WEB LINKS

All Graduate forms are found at <https://www.uvic.ca/graduatestudies/forms-policies/index.php>. These forms change often so do not save them to your computer but go to Forms every time.

Common forms are:

Pro Forma Proposal Form– used to create a directed studies course with a faculty member.

Direct Deposit Enrollment Form – Graduate Awards– used to have your grad awards payments directly deposited into your bank account.

PART V: PHOENIX THEATRE & UVIC CAMPUS

ROOM BOOKINGS

If you require a Department of Theatre room for your research project, this is done through the Operations and Production Manager's office on a weekly basis with the deadline for submission of requests every Thursday. Forms will be available in the back hallway and are to be submitted to the blue file folder in Tim O'Gorman's mailbox. If you require more support with room booking, contact Tim O'Gorman, the Department's Operations and Production manager, at tager@uvm.ca.

PHOTOCOPYING

Only grad students that have a TA assignment will be given access to the photocopier. Only grad students with a TA assignment will be given access to the photocopier.

ZAP Copy, located in the Student Union Building, offers superior copying/printing services at an affordable cost, outside of normal business hours.

FACULTY OF FINE ARTS

The UVIC Faculty of Fine Arts has a vital impact on culture both at home and abroad. The Faculty hosts over 200 events a year, both on- and off-campus. A highlight for graduate students includes the [Lecture Series](#). Read [our blog](#) for all the latest Fine Arts stories, follow [@uvic_finearts](#) for breaking news on Twitter or find us on [Facebook](#) or [Instagram](#).

Sign up for our weekly [Coming up in Fine Arts](#) email list to stay up to date on what's happening both on and off-campus.

KEYS

Please see the Operations and Production Manager, Tim O'Gorman, for permission and then visit Reception to get your actual keys.

UPDATING YOUR PERSONAL INFORMATION & HELPFUL WEB LINKS

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