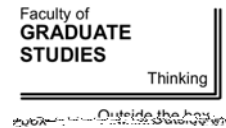




# Faculty of Graduate Studies New Degree Program Proposal Guidelines



## **When to Submit a New Program Proposal**

A new program is defined as:

- a master's or doctoral degree that has not been previously granted by UVic, or
- a master's or doctoral degree granted by UVic that is:
  - a new field of specialization; or
  - a revision of a program's major objectives resulting in significant changes; or,
  - a significant revision of a program that warrants credential renaming.

A new graduate program proposal must include an executive summary followed by a full program proposal and appendices. The executive summary and full program proposal will be posted for public review for 30 days on the Degree Granting Authorization web site of the BC Ministry of Advanced Education and Labour Market Development. The website will indicate the closing date for public comment and that comments from the public are to be directed to the submitting institution and copied to the Board secretariat.

## **Full Program Proposal format** (see page 2)

### **Executive summary submission format** (2 – 3 pages in length)

(You can write this after you have finished the full program proposal)

1. An overview of the organization's history, mission and academic goals
2. Credential to be awarded, including the level and category of the degree and the specific discipline or field of study
3. Location
4. Academic units (Faculties, departments, or schools) offering the new program (All graduate programs are offered by the Faculty of Graduate Studies.)
5. Anticipated program start date
6. Anticipated completion time in years or semesters
7. A description of the proposed program, including:
  - Aims, goals and/or objectives
  - Anticipated contribution to the mandate and strategic plan of UVic
  - Linkages between the learning outcomes and the curriculum design, including whether a practica, co-op or work term is required for degree completion, and if so, a description of the purpose and role of the work experience within the program
  - Areas of employment for graduates and opportunities for further study
  - Delivery methods
  - Program strengths
  - An overview of the level of support and recognition from other post-secondary institutions, and relevant regulatory or professional bodies, and plans for admissions and transfer within the BC post-secondary education system
  - Related programs in the institution or other British Columbia post-secondary institutions. Indicate rationale for duplication, if any.
7. Note Dr. Catherine Mateer, Associate Vice-President Academic Planning, 250-721-7012, [avmateer@uvic.ca](mailto:avmateer@uvic.ca), as the institutional contact person.

BC Ministry of Advanced Education degree program review criteria & guidelines

<http://www.aved.gov.bc.ca/degree-authorization/documents/degree-program-criteria.pdf>

**Full program proposal submission format** (approx. 5,000 words plus appendices)

1. Identification of new program
  - 1.1. Name
  - 1.2. Location
  - 1.3. Academic units (Faculties, departments, or schools) offering the new program  
(All graduate programs are offered by the Faculty of Graduate Studies.)
  - 1.4. Anticipated program start date
  - 1.5. Name, title, phone number and e-mail address of contact person(s)
2. History and context of the program (Use this section to describe the history of your own program and of others in similar areas. Show how the need for your program has arisen and is not being answered by existing offerings.)
3. Aims, goals and/or objectives
  - 3.1. Distinctive characteristics (Show that you are not duplicating what is being done elsewhere and/or that you are adding value to what already exists.)
  - 3.2. Anticipated contribution to the UVic, Faculty, and academic unit's strategic plans
  - 3.3. Target audience, student and labour market demand (Provide evidence for your assertions and citations to your sources.)
4. Admission requirements (Include plans for multiple entry points if applicable.)
5. Areas of specialization and evidence of adequate faculty complement. (Include a table showing anticipated faculty supervision & committee service. Remember to take into account that faculty members go on leaves and students still need supervision.) (Indicate anticipated effect on existing graduate and undergraduate programs.) (Include short faculty cv information in Appendix A.)
6. Curriculum design (Include calendar curriculum change forms in Appendix B.)
  - 6.1. Schedule of course delivery (Include proposed program design options)
  - 6.2. Delivery methods
  - 6.3. Linkages between the learning outcomes and the curriculum design
  - 6.4. Use and purpose of practica, Co-op, or work terms
  - 6.5. Residency requirements and anticipated times to completion
  - 6.6. Policies on student evaluation, candidacy exams, and oral examinations
7. Enrolment plan for the length of the program  
(Include a table showing ongoing students, anticipated annual intake, and graduates. Include those in any existing graduate programs. Show enrolments from start to steady state.) (Include a second copy of this section in Appendix C.)
8. Plans for on-going program assessment and for evaluation of graduate student supervision
9. Related programs in your own or other British Columbia post-secondary institutions
10. Evidence of support and recognition from other post-secondary institutions, and relevant regulatory or professional bodies, where applicable (Provide copies of letters of support in Appendix F)

**Appendices** (All appendices should be attached as separate documents. **Appendices will not be posted on the public web site.**)

- A. Short faculty cv's
- B. Calendar curriculum change forms
- C. Enrolment plan from section 7 above
- D. Recruitment & Marketing plan (Consult with Recruitment team & UVic Communications)
- E. Letters of support
- F. Business plan
  - a. Income generated
  - b. Faculty appointments required
  - c. Staff requirements
  - d. Student financial support plan (Include a table of anticipated annual funding amounts and sources for each student in the program in a sample year at steady state)
  - e. Space requirements
  - f. Library requirements (Include evidence of consultation with UVic Librarian)
  - g. Other instructional costs