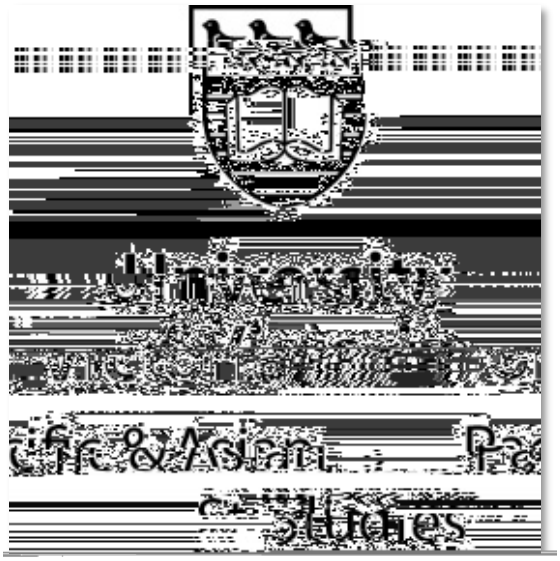

University of Victoria

Department of Pacific and Asian Studies

Graduate Student Handbook

Last revised: August 2024

We acknowledge and respect the lək̓ʷəŋən (Songhees and Esquimalt) Peoples on whose territory the university stands, and the W̱SÁNEĆ * Peoples whose historical relationships with the land continue to this day.

This handbook contains guidelines to assist graduate students and supervisors in the successful administration of the Department of Pacific and Asian Studies graduate programs. These guidelines are *additional* and *complementary* to the policies and regulations of the Faculty of Graduate Studies, which are described in the Calendar and the Faculty of Graduate Studies Graduate Supervision Policy. If there is a conflict between information in Faculty of Graduate Studies policies and this handbook, Faculty of Graduate Studies policies take precedence.

Faculty and students are bound by policies set by the University, Faculty of Graduate Studies, and the Department of Pacific and Asian Studies. We strongly encourage all graduate students and supervisors to read and become familiar with graduate policies and regulations.

If, at any point during your program, you have questions or would like advice, please contact our Graduate Secretary on paciasia@uvic.ca or 250-721-7477, or contact our Graduate Program Advisor on passgrad@uvic.ca.

Graduate Advisor and Chair of the Departmental Graduate Committee	Supports and provides guidance to students Liaison between students, the Department, and the Faculty of Graduate Studies Chair of the Graduate Committee	Dr. Andrew Marton paasgrad@uvic.ca
Chair of the Department	Advice and appeals	Dr. Richard Fox paaschair@uvic.ca
Administrative/ Departmental Secretary	Supports students, faculty, and staff with employment-related administration Organizes departmental events Supports Department with accounting forms and purchasing	Marta Wojnarowicz paasadmin@uvic.ca
Co-op Office	All enquiries related to co-op employment	hufacoop@uvic.ca
Graduate Student Representative	Represents graduate students in departmental meetings and on relevant departmental committees	Contact Helena Watling paciasia@uvic.ca for the current representative

1.3. Other Roles in Graduate Programs

Supervisor
Supervisors play a pivotal role in your graduate program. They advise and support students with the formulation of a thesis/dissertation project, its execution, and the process of writing and defending the thesis/dissertation.

The supervisor has a fundamental obligation to meet with the student in accordance with unit, program and FGS requirements, and for timely, complete and respectful communication with the student on all academic and scholarly matters. More information on the roles and responsibilities of a supervisor is detailed in the Faculty of Graduate Studies Graduate Supervision Policy

Second Committee Member or (Co-Supervisor)
A second member or co-supervisor will also be involved with your program of research and would normally be a regular full-time faculty member in Pacific and Asian Studies; occasionally, the second member could be an adjunct faculty member from another

2. GENERAL GRADUATE PROGRAM INFORMATION

2.1. Communication

Information about funding opportunities, employment opportunities, professional development opportunities, administrative details, and so on will be communicated to students by email. Students should ensure that the Graduate Program Assistant has their preferred email address.

2.2. Funding Your Studies: Income during Your Program

Different levels and types of financial support are available to many graduate students. These include UVic and departmental awards, faculty research grants, and external funding. Students and supervisors are expected to work together to find additional funding as needed.

General Departmental and Faculty Funding Eligibility Guidelines

Graduate students who have received significant UVic-administered funding (UVic Fellowships, UVic Graduate Fellowships, SSHRC/BCGS) in any year (September 1 to August 31) will not be considered for further department-administered funding if there are other eligible candidates. This policy is in place to encourage a more even distribution of funding.

Graduate students must recognize that the amount of graduate funding allocated to each department by the Faculty of Graduate Studies varies from year to year. All departmental and UVic funding nominations must receive final approval by the Faculty of Graduate Studies before being officially offered to students. More information is available on the Faculty of Graduate Studies Awards and Fellowships page.

Grade Point Average (GPA) Requirements
The UVic Faculty of Graduate Studies requires students to hold a minimum GPA (normally 7.0) to be eligible for Graduate Awards, Graduate Entrance Awards, Graduate Fellowships and President's Research Scholarships. Students must always meet minimum GPA requirements for UVic Graduate Entrance Awards and Presiawa (a)2.5 re At (d)06d Su Su Su Su 2l76 (l)-xJ 0.0021.6 (w)52.4 (r

3. STUDENT RESPONSIBILITIES AND REQUIREMENTS

The Faculty of Graduate Studies Graduate Supervision Policy outlines the responsibilities and roles of graduate students. This document also includes the official roles and responsibilities of supervisors and departmental staff during graduate programs at UVic, including policies about academic integrity, professionalism, accessibility, and cultural awareness, among other matters.

3.1. Program Orientation

A departmental orientation usually held in early September just before the beginning of classes,

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b. Recommending courses for the program of study, recommending appropriate supervisory committee members, and discussing potential research topics and preliminary reading material.
c. Returning comments on thesis or dissertation drafts within 20 business days maximum.
d. Working with the student to identify and apply for necessary funds and other resources for the research project.
e. Directing, encouraging, and assisting students to apply for funding/income sources to cover living expenses including external grants, scholarships, and work terms as well as departmental and university funding such as fellowships and awards.
f. In the event of conflict with the student, after discussions with the student and the supervisory committee, requesting the Graduate Advisor to reassign the student to another supervisor if this is deemed in the best interest of the student or supervisor.
g. Informing the student, co-supervisors, and Graduate Advisor of dates and duration, as soon as possible, if the supervisor is taking a study or other type of leave.
h. If the supervisor is to be away from the University for more than 1 month, and if this absence is likely to be detrimental to the student's program, assisting in choosing an interim supervisor according to FGS Supervision Policy.

4.2. Supervisory Committees

Supervisory committees must be formed within 6 months of starting the program for MA students and 1 year for PhD students. All members must be familiar with the area or method of study and be members of the Faculty of Graduate Studies. For further details and requirements for committees, see section 6 for Master's programs and section 7 for the PhD by Special Arrangement.

5. PROBLEMS, CONFLICTS, AND GRIEVANCES

5.1. Who to Talk to if You Have a Problem or Grievance

If you have a concern or other issue with coursework, thesis research, or your supervisory committee, please first consult with your supervisor. If you feel that the issue requires further discussion, then contact the Graduate Advisor. In rare cases, consulting the chair of the department is the next step. If your concern is not satisfactorily addressed within the department, the Dean of Graduate Studies can be consulted. In the case of an appeal, Appeal Procedures are available from the Faculty of Graduate Studies.

5.2. Neutral Support for Students with Problems or Grievances

The Office of the Ombudsperson is an independent, impartial, and confidential resource for undergraduate and graduate students and other members of the University of Victoria community. They help resolve student problems or disputes fairly. The ombudsperson can:

- help you understand your options, rights, and responsibilities
- coach you in constructive ways of raising an issue or complaint
- facilitate communication or problem-solving
- assist in the use of appeal procedures
- investigate and make recommendations

Contact: ombuddy@uvic.ca

6. MASTER'S PROGRAM

6.1. General Information

The Department of Pacific and Asian Studies (PAAS) offers graduate programs leading to a Master of Arts degree in one of two streams: Regional Studies or Literary and Textual Studies. The MA includes course work and the writing of a Long or Short Thesis, and normally completed in two years.

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6.2. Program Requirements

Students in the MA program must complete 15 units of coursework, including the thesis, to earn their degree. All students must take a minimum of 6 units from the core courses offered by our department as follows:

a) Students in the Regional Studies stream will normally complete the following 1.5 credit courses in the first year:
   1st term PAAS 500, 520
   2nd term PAAS 550, PAAS 590

b) Students in the Literary and Textual Studies stream will normally complete the following 1.5 credit courses in the first year:
   1st term PAAS 501, 521
   2nd term PAAS 550, PAAS 590

Students must take at least two 1.5 unit courses or 3 units of thesis writing per term to qualify as full-time and to maintain eligibility for funding in most cases.

Students can choose one of the following two thesis options:

1) Long thesis option: 6 units of coursework and a 9-unit thesis (120 pages – approximately 27,000 to 36,000 words not including references)
2) Short thesis option: 9 units of coursework and a 6-unit research paper (70-90 pages – approximately 21,000 to 27,000 words not including references)

PAAS 599 is the 6 or 9 credit MA thesis which is normally completed in the second year.

Students may also select from among the following electives: PAAS 580 or PAAS 590 (taught by a faculty member other than the supervisor).

Students may also take one undergraduate course numbered 300 or higher for graduate credit (subject to approval by the Graduate Advisor).

Language of Instruction
Gradedcoursework, including draft chapters of the thesis, must be submitted in English. The only exception will be if stated learning outcomes for the course explicitly include advanced language acquisition.

6.3. Program Duration

The MA degree generally takes two years to complete, including the thesis, and normally requires the first year of study on campus as a full-time student.

No later than January 31st of the first year of study, the student will have formed her/his supervisory committee in consultation with the student's supervisor.

The student may submit her/his thesis proposal to all members of the supervisory committee once the student has completed his/her mock proposal review in PAAS 550 no earlier than April 1st.

All members of the supervisory committee must be members of the Faculty of Graduate Studies prior to being formally approved as a member of a student's committee. Please contact paciasia@uvic.ca

submit their final thesis (with all revisions completed) and documents by the 20th day of the month to be eligible for this fee reduction. For more information, see the section on Completion Postponement Fee Adjustment in Regulations Concerning Tuition Fees for Graduate Programs.

Final Oral Examination Procedure

The final oral examination (defence) is chaired by a nominee named by the Dean of the Faculty of

7. DOCTORAL PROGRAM BY SPECIAL ARRANGEMENT

7.1. General Information

The PhD by Special Arrangement is a tailor-made program consisting of a minimum of 30 units in which the course and other requirements are established by the members of the supervisory committee in consultation with the student. The proposal consists of a completed special arrangement program proposal form and rationale for the program.

A PhD candidate generally takes 3 to 5 years to complete the program. The PhD program requires the planning and completion of independent and original research leading to an advancement of knowledge in the declared field of study. Within 18 months of entry to the PhD program, a comprehensive knowledge of the field must be demonstrated by satisfactory completion a PhD candidacy examination with both written and oral components. Following completion of these exams, students are required to present a research proposal.

Written results of independent research are presented in the form of a written dissertation. The work is also presented to the committee and the public in a final dissertation defence.

If you wish to pursue PhD research in one of the areas of specialization in the Department of Pacific and Asian Studies you are strongly encouraged to contact the Graduate Advisor at least 12 months before the application deadline.

The PhD by Special Arrangement program must conform to all regulations of the Faculty of Graduate Studies.

7.2. Program Requirements and Supervisory Committee

The normal program duration for a PhD degree is 3 to 5 years. The first 12 months (three terms) of the PhD program are generally completed full

The timelines shown below provide a guideline to complete a dissertation within three years. It is common for students to take 4 or 5 years to complete the program.

The Faculty of Graduate Studies has set a 7-year time limit for the completion of a PhD degree. Extensions may be granted under extenuating circumstances. The student and supervisor must submit a Request for Program Extension form to the Graduate Advisor, who will then forward the department's decision to the Dean of Graduate Studies.

Suggested Dissertation Timelines (for September entry)

Year 1

- Complete primary coursework and write scoping document.
- Prepare for candidacy exam in spring and summer.

Year 2

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b) The examination is adjourned and the student is required to complete additional requirements on the recommendation of the examination committee. These requirements may include (but are not limited to) additional written work and/or course work to improve their knowledge and proficiency. Timelines and deliverables for these requirements must be detailed in the post-examination report (see below). The oral examination may be rescheduled within 6 months.

c) The student fails the examinations and the program is terminated.

Note: The student may pass the examination with one dissenting vote as long as it is not the Supervisor.

A final post-examination report, documenting the outcome of the examination, including any recommended remedial requirements, timelines, and deliverables is then completed by ( )Tj</MCID9(p)1.7

Methodology

This section should clearly state how the objectives will be achieved. The first task is to indicate what type of method(s) and analysis you are proposing: survey, field research, interviews, qualitative and/or quantitative analysis, or other approaches. The type of study will influence the design and procedural issues that must be addressed. For example:

Possible Outcomes:

a) Acceptable as is – proceed with study
b) Revisions needed – revise the document, resubmit to the supervisory committee, but the oral is not repeated
c) Unacceptable—a student may be asked to repeat the entire process or withdraw from the program for failure to meet academic standards

8. DEPARTMENTAL RESOURCES

Desk Space and Keys

Desk space will be assigned to all graduate students in a shared office until the term of residency has expired (Normally 2 years for Masters students or 4 years for PhD students). Graduate students who are TAs (Teaching Assistants) beyond the term of residency will be given shared desk space in a TA office to consult with students during office hours.

Students with desks or authorized seating arrangements will be issued key(s) for their office and entrance to the building by the Graduate Program Assistant. Other keys will be issued on an individual basis. Students are not permitted to have departmental keys privately cut at their expense. No keys are to be passed to others without authorization.

Upon completion of the residency period, keys must be returned to the Graduate Program Assistant unless authorized by the student's supervisor. Key deposits will be refunded only after all department.0021.84 g.5 8

International Student Services

International Student Services provides supports to international students such as opportunities for connecting with other international and Canadian students, as well as advising about immigration, health, housing, finances, and employment in Canada.
Contact: issinfo@uvic.ca

Safety and Security

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