

DEPARTMENT OF ECONOMICS GRADUATE STUDENT HANDBOOK 2023 – 2024

This booklet contains guidelines set by the Department of Economics which are intended to assist supervisors and students in the successful administration of the graduate program.

If you have any concerns with the policies outlined in this document, please raise them with the Graduate Advisor.

Note: Hyperlinks contained in this document will be checked annually for accuracy. If you notice a link that is no longer functioning, please email gradecon@uvic.ca.

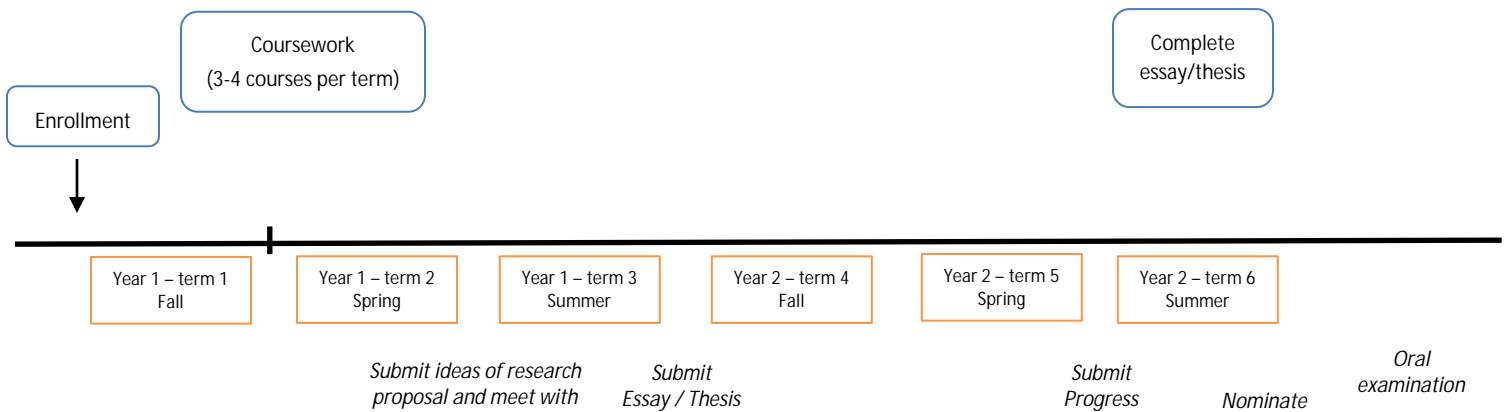
OVERVIEW OF PROGRAMS

MA Completion Timeline

The Department of Economics recommends a **28-month timeline** (7 terms) for completion, although it is possible to complete the program in one year. The Faculty of Graduate Studies (FGS) requires that MA students complete their program in 5 years. During the first year, students are encouraged to take 6 to 8 courses and they must pass (grade B or higher) at least 4 courses.

The MA program can be completed within the department's recommended timeline with or without two co-operative education terms:

EXPECTED TIMELINE FOR MA STUDENTS



EXPECTED TIMELINE FOR DOCTORAL STUDENTS

	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR
<i>PhD Program Approval Worksheet</i>					
<i>Comprehensive examinations</i>					
<i>Oral Examination of Dissertation Proposal (within 30 months of enrolment)</i>					
<i>Progress Review Form (due each year by April 15th)</i>					
<i>Dissertation oral examination</i>					

expected that students meet their supervisors on campus during regular working hours unless the student is doing field work or exceptional circumstances which should be reported to the supervisor and Graduate Advisor.

CO-OPERATIVE EDUCATION

Participation in the Co-operative Education program is optional for Master's and PhD students. Co-op placement is competitive and requires submission of applications and participation in interviews. Flexibility regarding job location and work setting increases a student's chance of placement. Students interested in applying for the co-op program should contact the [Economics Co-op Coordinator](#).

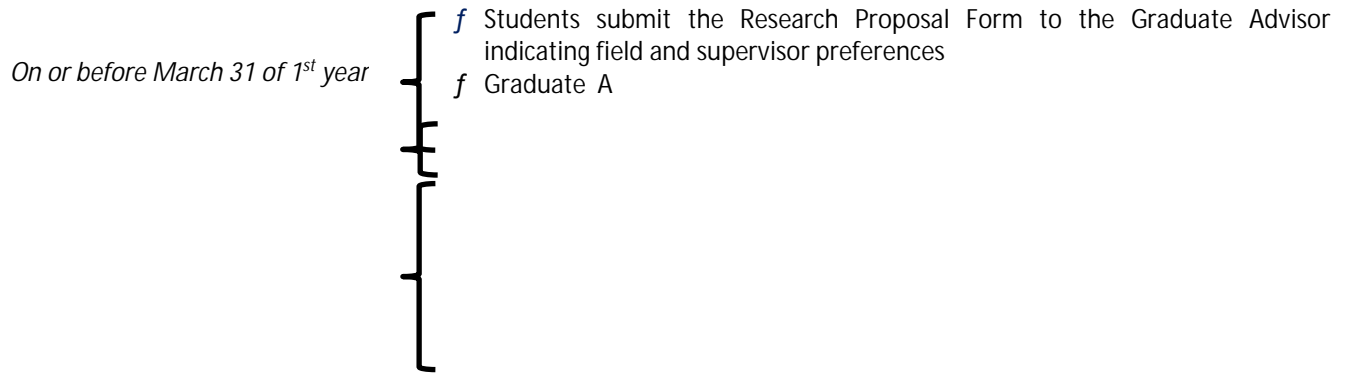
To earn co-op designation, master's students complete two work terms, each consisting of four months of full-time paid employment, and PhD students complete three terms. Students who complete less than the required co-op work terms are eligible for work experience designation.

To be eligible for a work term, students must maintain a B (5.0) average and receive permission from their supervisor and the Graduate Advisor. MA students are typically required to complete 9.0 units of graduate course work including ECON 516 prior to the commencement of their first work term. PhD students are typically required to complete ECON 693 Candidacy prior to the commencement of their first work term. Students are assessed co-op fees during work terms. Regular tuition installments are not assessed unless students are also registered in courses.

SUPERVISORY COMMITTEE

Each graduate student selects a supervisor who must be a faculty member from the department and on the FGS membership list. The supervisor is responsible for providing a letter of recommendation for the student's application to the Graduate School. The supervisor must also provide a letter of recommendation for the student's application to the Graduate School. The supervisor must also provide a letter of recommendation for the student's application to the Graduate School.

facilitates the matching of students and supervisors based upon a student's research interests and availability of faculty. The timeframe for selecting a supervisor is as follows:



Second, the supervisory committee is required to meet with the student at least once a year to review the students' work. This meeting can be held together with the completion of the progress review form or independently.

Dealing with Conflicts

Faculty members and students need to attempt to first resolve issues within the Department, involving, as deemed



The Department of Economics distributes most of its funding in the fall term but may reserve some funds for the spring and summer terms which are awarded on the basis of availability and academic performance in the program.

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APPENDIX: GRADUATE STUDENT ONLINE RESOURCES

Department of Economics

- x [Completed MA Extended Essays and Theses](#)
- x [Economics Co-op Program](#)
- x [Economics Faculty Listing](#)
- x [Economics Tuition and Fees](#)
- x [Economics TA/RA Employment Opportunities](#)
- x [Graduate Calendar: Economics Program](#)

Faculty of Graduate Studies

- x [Faculty of Graduate Studies Supervisor Selection](#)
- x [Fellowship and Graduate Award Regulations](#)
- x [Policy on Academic Integrity](#)
- x [Tuition and Fees](#)
- x [UVic Graduate Calendar](#)
- x [UVic Space Completed Theses and Dissertations](#)

University of Victoria

- x [Campus Security](#)
- x [Centre for Academic Communication](#)
- x [Centre for Accessible Learning](#)
- x [Counselling Services](#)
- x [CUPE 4163](#)
- x [Equity and Human Rights](#)
- x [Graduate Students Society](#)
- x [Health Services](#)
- x [Indigenous Student Services](#)
- x [International Student Services](#)
- x [Labour/Employee Relations](#)
- x [Occupational Health, Safety & Environment](#)
- x [Office of Student Life](#)
- x [Office of the Ombudsperson](#)