

# **IGOV DOCTORAL PROGRAM BY SPECIAL ARRANGEMENT**

## **Policies and Procedures**

### **APPLICANTS**

#### **APPLYING**

Doctoral programs in Indigenous Governance are currently offered by Special Arrangement. Please review the step-by-step guidelines for Special Arrangement programs on the IGOV webpage: <http://web.uvic.ca/igov/index.php/guidelines-regulations>.

Students' acceptance in to the doctoral program is always contingent on their securing external funding for their program.

#### **AVAILABILITY OF SUPERVISORS FOR DOCTORAL PROGRAMS IN IGOV**

Indigenous Governance faculty are available to supervise only one pre-dissertation stage doctoral student at a time. Once a Supervisor's student has successfully completed their candidacy examinations, defended the research proposal, and progressed to "All But Dissertation" stage, a faculty member may take on the supervision of a second doctoral student.

#### **APPLYING TO THE DOCTORAL PROGRAM FROM MAIG**

MAIG students interested in pursuing a doctoral program with IGOV should first speak with their Supervisors before beginning the application process. In agreement with their Supervisor and after successful completion of all requirements of the MAIG program, students can begin the process of applying by submitting a Letter of Interest to their Supervisor that should include:

- a) A statement outlining the focus of the intended research and how it relates to the research being conducted by IGOV faculty members;
- b) An explanation of why the research program would be best carried out in the IGOV Doctoral Program by Special Arrangement;
- c) A list of funding that has been applied for, and will be applied for to carry out the doctoral research.
- d) Include a suggested PhD committee, which must include at least four members of the Faculty of Graduate Studies including the Academic Supervisor. One member must be from a department with an active regular PhD program. Two members must have successful PhD supervisory experience.

### **CANDIDATES**

#### **COURSEWORK**

Doctoral students are required to successfully complete all of the coursework agreed to on the Special Arrangement Program form before progressing to the candidacy examinations. The doctoral program of study normally includes a minimum of 12 units of coursework including 6 units of Indigenous Governance core courses (IGOV 520 (1.5 units), IGOV 530 (1.5 units), IGOV 540 (1.5 units), and IGOV 550 (1.5units)), and at least 6 additional units of coursework chosen in consultation with the student's Supervisory Committee. Students must also register in,

and successfully complete IGOV 693: Candidacy Exam (3.0 units) and IGOV 699: Dissertation (30 units).

A minimum residency of two academic years is required. During the residency, students are expected to be committed full time to their studies.

A student proceeding toward a doctoral degree will be required to complete all the requirements within seven years from the date of first registration in the program.

### **TEACHING REQUIREMENT**

Students are required to instruct at least one undergraduate level course prior to their dissertation defense and will also be required to participate in professional development activities as determined by the IGOV.

### **LANGUAGE REQUIREMENT**

All doctoral students are required to acquire a working knowledge of an Indigenous language related to their field of study. Students' satisfactory completion of this requirement will be determined by IGOV in consultation with appropriate Indigenous community representatives. This requirement must be met by the completion of their degree program.

### **CANDIDACY EXAMINATIONS**

Doctoral students advance to candidacy by completing written and oral examinations in their two areas of specialization and in research methodology within twenty-four months of starting the PhD program. Doctoral students are required to successfully complete all of the courses detailed in the Special Arrangement Program form before progressing to the candidacy examinations.

#### *Written Examination*

Students are required to complete the written candidacy examination within six months of completing their coursework. The written examination will consist of a take-home exam to be completed within 48 hours of the questions being received by the student. The exam is intended to gauge the student's grasp of the main issues and key concepts in relevant fields of study. Students will be provided with five or six questions by their Supervisory Committee and are required to answer three questions (two core field and one methodology), each answer in the form of a 10-page academic paper.

The Supervisory Committee will grade exams on a pass/fail basis. In the event of a failure (unsatisfactory performance in one of the three fields) students are allowed to repeat the exam once within two weeks of the committee's decision being communicated to the student. The result of the written exam can be:

- a) Pass;
- b) Fail, but allowed to re-take examination once within two weeks of notification of the exam results;
- c) Fail, and required to withdraw from Ph.D. program.

#### *Oral Examination*

The oral candidacy examination is a formal examination consisting normally of a brief (15-20 minute) presentation of the research proposal by the student, followed by questions and then a deliberation of the examination committee. The purpose of the oral examination is to further assess the student's familiarity with academic literature relevant to their area of study, determine

sufficient breadth and understanding of the key issues in the fields, and see that they have basic proficiency in the research methodology appropriate to the proposed area of study.

The oral candidacy examination normally takes place within two months of completing the written candidacy examination. The scheduling of the examination should be arranged at least four weeks prior to the proposed date. It is the student's responsibility to arrange a date for the oral examination with their Supervisory Committee.

The student should prepare a written research proposal as advance material to the examining committee at least two weeks prior to the examination date. The proposal should not exceed ten double spaced text pages plus supplemental figures and tables. The document must be read and approved by the supervisor prior to submission to the other committee members, and should typically contain the following elements:

- brief introduction with an overview of the area of knowledge, the specific research problem and the motivation for the proposed research;
- review of prior work in the field and an explanation of how the proposed research will contribute to the field;
- description of the proposed research methodology;
- timetable with major milestones;
- outline of plan to address language requirements;
- description of sources and initial bibliography.

The examining committee will consist of the Supervisory Committee and an external examiner from outside of the University appointed by the Dean of Graduate Studies on the supervisor's recommendation. The examining committee will be chaired by the supervisor or by another member of the examining committee appointed by the supervisor. The Indigenous community member may attend the exam in person as a voting member or participate *in absentia* as a non-voting member. This may be done via teleconference or phone call or by providing IGOV with a letter that includes an evaluation of the proposal that will be considered by the committee in its deliberation.

The examination will be open to members of the public.

#### *Conduct of the Examination*

The oral candidacy examination is a formal examination consisting normally of a brief (20 minute) presentation of the previously circulated research proposal by the student. The presentation will be followed by a question and answer period. The duration of the examination should not normally exceed two hours. Each member of the examining committee, starting with the external examiner, will be given an opportunity to question the candidate in two rounds of questions.

Immediately after the completion of the oral candidacy examination, the candidate is asked to leave the room. Assessment is performed in two steps. First, before a full discussion, each examiner briefly identifies her/his overall response and suggests a provisional recommendation

(pass/fail) in order to provide a framework for a full discussion. Following this, a full discussion takes place. Upon completion of the deliberations, a formal vote shall be taken. The result can be:

- a) Pass;
- b) Fail, but allowed to re-take examination once;
- c) Fail, and required to withdraw from Ph.D. program.

The chair of the examining committee will notify the candidate of the committee's decision immediately after the deliberation. The graduate adviser is responsible for sending a Memo of Confirmation indicating that the candidacy exam has been successfully completed – and signed by the candidate's supervisor and the chair of the department – to the Dean of Graduate Studies. In the case of a fail, a copy of the memo should be forwarded to the department chair and within seven days each examiner must submit a written assessment of the overall performance of the candidate to the Department Chair with a copy to the Associate Dean of Graduate Studies.

### **DISSERTATION DEFENCE**

A final oral examination in which the student defends her/his dissertation is required for all students. General regulations covering these examinations, examining committees and submission of theses are outlined in the calendar of the Faculty of Graduate Studies and in the Faculty of Graduate Studies Guidelines for Oral Exams. An application form for an oral exam must be completed **at least 4 weeks prior to the exam**.

Doctoral students are required to maintain communication and to provide periodic updates to their Supervisory Committee on an ongoing basis throughout their program. Failure to communicate may jeopardize a student's subsequent registration.

A degree will not be awarded in less than 24 consecutive months from the time of first registration. Students are required to register continuously in every term from the time of admission until the requirements of the degree have been met, or formally withdraw in accordance with regulations set out in the University of Victoria's calendar.

Students in the Indigenous Governance Programs are expected to adhere to the Faculty of Human and Social Development's *Guidelines for Professional Conduct*, detailed in the University Calendar. IGOV students are subject to this code of ethics and may be required to withdraw from their doctoral program for violating its provisions. Students may also be required to withdraw from their program when ethical, medical or other reasons interfere with their satisfactory practice of their studies.