We are here to help you succeed.

We care deeply about the entire student experience, supporting you from your first point of contact with recruitment through to graduation and beyond.

UVIC STUDENT AFFAIRS

Student Services
250-721-8022 | stsvadmin@uvic.ca
- Accessible Learning
- Student Life Programming
- Student Housing
- International Student Support
- Student Wellness Centre
  - Health
  - Counselling
  - Multifaith

Office of the Registrar
250-721-8121 | studentsupport@uvic.ca
- New Graduate Student Guide
- Course Registration & Academic Calendar
- Student Awards & Financial Aid
- Graduation Services

Campus Services
250-721-6421 | casvadmin@uvic.ca
- Bookstore
- Computer Store
- Child Care
- ONECard
- Printing
- Food on campus

Athletics & Recreation
250-721-8409 | vikesdir@uvic.ca
- Vikes Athletics
- Vikes Recreation

uvic.ca/studentaffairs
Welcome to UVic & Your Graduate Students’ Society

We are your GSS Executive! We are humbled by the opportunity to serve you and to advocate on your behalf. The GSS Executive Board is responsible for developing the society’s annual plan, advocating on behalf of graduate students, representing the GSS to the university and other bodies, coordinating graduate student representation on committees, and negotiating contracts for the society.

Meet our GSS Board team for 2021-2022

Chair
David Foster
Pronouns: He/him
Academic Unit: Public Administration
Degree and year of study: Master of Public Administration, 3rd year
Email: gsschair@uvic.ca

The Chair acts as the official spokesperson of the Society, and is the primary liaison between the Society and UVic administration and external political bodies. Internally, the Chair leads the Executive Board and the Graduate Representative Council.

A bit about him: I am a Masters student in Public Administration with a long-standing interest in university governance, disability advocacy and public policy. I received my BA in History from UVic and a law degree from the University of Alberta. I have worked in policy and legislation at the BC Ministry of Health and completed co-op work terms at the BC Ombudsperson's Office and the Representative for Children and Youth. My prior involvement in the UVic community includes four terms as a student senator; one year as an elected director of the UVic Students' Society; participation in numerous university committees; three years as treasurer of The History Undergraduate Society; and serving as a new student orientation leader and member of the 2014 Grad Class executive. In 2019/20, I served as a GSS councilor on the Graduate Representative Council, and am looking forward to contributing further to the GSS as Chair. I have also been elected to the UVic Board of Governors and Senate for 2021/22.

Director of Student Affairs
Nahid Pourdolat Safari
Pronouns: She/her
Academic Unit: Curriculum and Instruction
Degree and year of study: PhD Education, 1st year
Email: gssaff@uvic.ca

The Director of Student Affairs acts as primary liaison between the Society and other student unions and student organizations. The director represents international and distance students on campus, helps organize special events, sits on the Ombudsperson’s Advisory Council, and advocates for graduate students.

A bit about her: I started my job as a lecturer in Education in 2007. Simultaneously, I have been an educational advisor for more than a decade and have worked in several higher education institutes and with thousands of students and hundreds of professors, lecturers and teachers. I have received several awards for excellence in teaching, conducting events, workshops and support system including free lawyers and consultants for my endangered students. I have also worked voluntarily in two non-profit organizations working with misbehaved children and endangered women as an educational expert.
**Director of Communications**
Nicole Kent
Pronouns: She/her
Academic Unit: Curriculum and Instruction
Degree and year of study: PhD Education
Email: gssdcomm@uvic.ca

The Director of Communications publicizes and promotes GSS activities, strategizes stylish and effective internal and external communications, and acts as Editor-in-Chief for all GSS publications.

A bit about her: Nicole is an international student from Trinidad and Tobago. She is the current Director of Communications on the GSS Executive. She is an effective communicator and enjoys serving on the GSS, and other sub-committees. Overall, she hopes that through her efforts that graduate students at the university, can have a more remarkable experience, among other things!

**Director of Services**
Adair Ng
Pronouns: She/her
Academic Unit: Curriculum and Instruction
Degree and year of study: Master of Arts, 1st year
Email: gssserv@uvic.ca

The Director of Services is responsible for planning GSS-sponsored activities and acts as a liaison with student groups. The Director of Services chairs the GSS Health and Dental Appeals and Events committees as well as sitting on the Orientation Committee and the Clubs’ Council.

A bit about her: Prior to stepping into the role of Director of Services, I served on the Events Committee as a GRC Rep. I’m excited to collaborate with my peers and groups on campus to meet the needs of UVic’s grad student population!

**Director of Finance**
Ryan Khan
Pronouns: He/him
Academic Unit: Gustavson School of Business
Degree and year of study: Master of Business Administration, 2nd year
Email: gssfinan@uvic.ca

The Director of Finance works with the Executive Director to prepare the annual budget for the Society and to ensure the financial health of the GSS. They assist in day-to-day operations, review all Society contracts, and sign the cheques.

A bit about him: I am a Masters student in Business Administration with a strong interest in fiscal responsibility and project management, and am strengthening my skills in accounting, finance and governance. I received by HBSc in Political Science and Public Policy from the University of Toronto and a Masters in Science in International Relations from the London School of Economics & Political Science. Over the past few years, I’ve held numerous roles across the BC Public Service at the Ministry of Citizens’ Services, Ministry of Public Safety & Solicitor General and the Ministry of Health. After arriving in Victoria in May 2014, with not many places to go, I stayed at the UVic campus for approximately two weeks and fell in love with the campus. I also attended a few Spanish courses on campus, prior to eventually enrolling into this program. With our school’s guiding mantra towards sustainable innovation, I certainly look forward to working with all graduate students to facilitate an environment that we can all be proud of.
What Does Your Graduate Student’s Society (GSS) Do?

The Purposes of the Society are:

- to represent the interests of the membership in a democratic manner in matters pertaining to education and the welfare of graduate students,
- to promote the principle and practice of graduate student representation at all levels of decision making at the University of Victoria and on all agencies or other bodies which deliberate on the affairs of graduate students,
- to promote cultural, intellectual and recreational activities among the members, and
- to promote the academic and social welfare of its members through the provision of services.

The GSS is the organization that:

- provides your extended health and dental insurance,
- administers your UPASS and Car Modo services
- organises interdepartmental social activities for graduate students,
- provides free meeting and gathering space for graduate students,
- created and helps fund the grad student travel grant, and funds the distance student travel grant,
- publishes this handbook and the GSS website - gss.uvic.ca.

Representation and Advocacy:

The GSS represents the interests of UVic’s almost 3000 graduate students to the university and all levels of government.

Elected departmental reps on the GSS Graduate Representative Council (GRC) guide the direction of GSS campaigns and ensure the views of their department members are heard at the GSS. Through representation on university committees, meetings with senior administration and elected officials, and by working with other graduate student unions in BC, the GSS works to improve the experience of graduate school for UVic students.

The GSS has successfully advocated to:

- create the new BC graduate student scholarship,
- ensure access to personal leave in one year programs,
- increase graduate student representation on UVIC Senate & Board of Governors,
- improve graduate student representation in departments,
- improve services for international and distance students, and
- improve childcare access.
The bi-weekly **E-Bulletin** provides regular updates about events, services, university committee vacancies, and curated news tailored to grad students.

Interested in receiving our e-bulletin? Please send your name and email to gsscomm@uvic.ca or sign up here.

**Modo** is your locally owned member car co-op. Modo provides convenient, reliable and affordable access to shared vehicles across Victoria, Kelowna and the Lower Mainland. The GSS has limited spots so students may be waitlisted until space becomes available. Interested grad students should contact the GSS General Office about joining. For more information, visit our website: [https://gss.uvic.ca/about-gss/services/modo-car-sharing-co-op/](https://gss.uvic.ca/about-gss/services/modo-car-sharing-co-op/)

**Special Note: Because of COVID-19, Modo registration may look different throughout the 2021-22 Academic Year. Contact the GSS to find out Modo services today!**

**Universal Bus Pass (U-Pass)** provides all GSS members with access to BC Transit in Victoria. Since all UVic students who are registered in on-campus classes pay a basic fee with their tuition, public transit is affordable to everyone. Be sure to validate your student card at a One Card kiosk **EVERY TERM** to activate your transit pass.

**U-Pass Opt-In** for distance students occurs during the first month of each term. Members can opt in to the UPass by contacting the GSS. Please email gssoffice@uvic.ca to see if in-person opt-ins are being offered. Alternatively, all members can opt in by email using the following process:

To opt in to the UPass, please fill out an **opt-in form** (available on our website) and email it to the main office email address (gssoffice@uvic.ca). Once we receive your complete form, (with all sections filled out and including digital or scanned signature) we will send you payment instructions for an e-transfer or credit card payment. You can expect a response during our regular business hours, Mon-Thurs 10 am – 4 pm and Fridays 11-2 pm.

When you receive notice that your payment has been received by the GSS, you can activate your UPass at one of the kiosks in the Jamie Cassel Centre (formerly the University Centre) or Student Union Building (SUB).

**U-Pass Opt-Out** is possible (**during the first month of each term only!**) if a student:

- Lives outside the Victoria Regional Transit service area (including students living outside BC);
- Is assessed for the pass twice (through concurrent registration at UVIC and Camosun, for example);
- Is in receipt of the annual BC Bus Pass issued by the BC Ministry of Finance;
- Is in a distance program, and enrolled in an intensive course that has a short on campus component lasting less than three consecutive weeks; or
- Has a disability that prevents the use of transit (opt-out available at UVic’s Centre for Accessible Learning).

The opt-out form is available on our [website](https://gss.uvic.ca/) and it should be emailed to the main office (gssoffice@uvic.ca).
The 2021-22 GSS Department Grant is now available! As with last year, following the direction from the Graduate Representative Council that the GSS prioritize development and support of independent graduate student associations in every academic unit, there are two funding streams to support association development and social/academic activities. The GSS 2021-22 Department Grant is available to eligible academic units who wish to organize a COVID-safe event/project that can be completed before March 31, 2022, OR, start-up funds for an academic unit that wishes to begin development of a formal academic unit association.

Graduate students from each academic unit/department can apply for up to 1 (one) grant per fiscal year. (The GSS financial/fiscal year is April 1 – March 31.) There are now two types of GSS Department Grants with different funding levels that an academic unit can chose from:

- $300 for a COVID-modified social/academic activity grant (must have a COVID safety plan for any in-person activities), OR,
- $350 for academic unit association development grants.

Full details of eligibility criteria and conditions of funding are on the 2021-22 Application Form.

Applications are to be submitted to the GSS General Office by emailing gssgov@uvic.ca.

Example activities and projects eligible for academic unit association development grants:

- Developing an interactive academic unit association website
- Covering expenses of a consultant to help the association draft a constitution and bylaws
- Hosting association meetings

Example activities eligible for the academic/social COVID-modified grant are:

- expenses for a guest speaker
- hosting colloquia, conference, or exhibit where students present their work
- social gatherings or writing retreats
- publishing a journal

Our goal is to help your academic unit obtain these funds. Please ask for assistance and advice on your grant application, by contacting the GSS Governance Coordinator at gssgov@uvic.ca.

Please follow the GSS on Twitter, Facebook, and Instagram and sign up for the e-bulletin to hear more about our in-person services as we update our service plan during COVID-19 recovery. In-person services that were cancelled during the pandemic include:

- Room bookings within Halpern Centre for studying, meetings, etc.
- Advocacy support for members dealing with UVic policy concerns
Health coverage in Canada is divided into two types: basic and extended health. Basic coverage is provided through Canadian provinces/territories and is determined by residency status. In British Columbia, the basic health coverage is administered by the BC Medical Services Plan (MSP). This provides basic coverage for physician visits and diagnostic services, such as x-rays and laboratory testing. MSP does not cover prescription drugs, dental services, or paramedical services. All residents of BC must have basic coverage or equivalent. If your residence is in a different province or territory, please contact your health service about maintaining your cover as an out-of-province student.

For international students the first four months of study in Canada are covered by Mandatory Temporary Medical Insurance (MTMI) found on your UVic Tuition Account. This provides basic coverage until you are eligible for MSP based on residency status. Contact International Student Services (issinfo@uvic.ca) for details and assistance.

GSS Extended Health & Dental Insurance are charges automatically with tuition for full-time graduate students enrolled in at least 3.0 units in September (or January for January start students). It provides coverage not offered by MSP for many services, including a substantial portion of prescription drug costs, travel insurance, paramedical services, and basic preventive and restorative dental care.

Students with families may opt their partner and/or children in during their first month of registration as a full-time student. Part-time students may also opt in to the plan during their first month of registration. Premiums for part-time and family opt-ins are paid directly to the GSS.

### September 2020 Opt-In Fees (effective Sept 2021 – Aug 2022)

<table>
<thead>
<tr>
<th></th>
<th>Full-time Student (charged with tuition)</th>
<th>Family Opt-in</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extended Health</td>
<td>$409</td>
<td>$414</td>
</tr>
<tr>
<td>Extended Dental</td>
<td>$284.55</td>
<td>$289.55</td>
</tr>
</tbody>
</table>

### January 2021 Opt-In Fees (effective Jan 2022 – Aug 2022)

<table>
<thead>
<tr>
<th></th>
<th>Full-time Student (charged with tuition)</th>
<th>Family Opt-in</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extended Health</td>
<td>$272.67</td>
<td>$276</td>
</tr>
<tr>
<td>Extended Dental</td>
<td>$189.70</td>
<td>$193.03</td>
</tr>
</tbody>
</table>

Opt-ins in September are for a full year of coverage (12 months) and expire on August 31.
Opt-ins in January are for eight (8) months of coverage and expire on August 31.

Opt-outs must be renewed each academic year in the first month of your program of studies. Graduate students already covered by a comparable extended health or dental insurance may opt out of the GSS plan during their first month of registration. In order to opt out you must provide proof of coverage under a comparable plan by the opt-out deadline.

**Note:** MSP or other provincial health coverage is not comparable alternative coverage.
An online form for opt out with comparable alternative coverage is available from September 1 – 30.

Find out more at: [www.gss.uvic.ca/health-dental/opt-out/](http://www.gss.uvic.ca/health-dental/opt-out/)

For other opt-outs, please complete the opt-out form our website at: [www.gss.uvic.ca/forms/health-dental/](http://www.gss.uvic.ca/forms/health-dental/) and email it to [gsoc@uvic.ca](mailto:gsoc@uvic.ca) as an attachment.

If you wish to opt in or out of the plan, you must do so by September 30, unless you start in January, in which case the deadline is January 31.

**If your registration, life event, or coverage situation changes during the coverage year, you have 30 days to opt in or out after the change happens.**

For more information on the GSS Extended Health and Dental insurance, visit: [gss.uvic.ca/health-dental](http://gss.uvic.ca/health-dental).

For assistance, contact the Health Plan Coordinator at [gsoc@uvic.ca](mailto:gsoc@uvic.ca) or 250-721-8816.
## DATES & ACTIVITIES

<table>
<thead>
<tr>
<th>DATES</th>
<th>ACTIVITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>August &amp; September</td>
<td>Graduate students in each department should hold an election for a GSS Graduate Representative Council (GRC) designate. Contact <a href="mailto:gssgov@uvic.ca">gssgov@uvic.ca</a> for information. GRC is separate from course unions and FGS Council.</td>
</tr>
<tr>
<td>September 28, 5 pm</td>
<td>Graduate Representative Council Meeting. GRC meetings take place online via Zoom. As the year progresses, we may return to hosting GRC in person at Halpern Centre, Room 108.</td>
</tr>
<tr>
<td>September &amp; October</td>
<td>Your GSS needs you! Get involved by volunteering for the Appeals, Bylaw &amp; Policy, Communications, Events, Finance, Stipend Review or Student Affairs Committees. Email: <a href="mailto:gssgov@uvic.ca">gssgov@uvic.ca</a>.</td>
</tr>
<tr>
<td>October 26, 5 pm</td>
<td>GSS Annual General Meeting (Audit presentation). All GSS members welcome! Venue TBA.</td>
</tr>
<tr>
<td>November 23, 5 pm</td>
<td>Graduate Representative Council Meeting</td>
</tr>
<tr>
<td>December 14, 5pm</td>
<td>Graduate Representative Council Meeting</td>
</tr>
<tr>
<td>January 25, 2022, 5 pm</td>
<td>Graduate Representative Council Meeting</td>
</tr>
<tr>
<td>Late January</td>
<td>Your GSS needs you! Consider running for the GSS Executive Board or nominate a great candidate from your department! Contact <a href="mailto:gssgov@uvic.ca">gssgov@uvic.ca</a> for details.</td>
</tr>
<tr>
<td>February 22, 5 pm</td>
<td>Graduate Representative Council Meeting</td>
</tr>
<tr>
<td>March 22, 5 pm</td>
<td>GSS Semi-Annual General Meeting (Budget presentation &amp; election report). All GSS members welcome!</td>
</tr>
<tr>
<td>April 1, 2022</td>
<td>New funding cycle for GSS Department Grants begins. Be sure your department has an active GRC rep in good standing to apply!</td>
</tr>
<tr>
<td>April 19, 5 pm</td>
<td>Graduate Representative Council Meeting</td>
</tr>
<tr>
<td>May, June, or July</td>
<td>Summer Graduate Representative Council meeting. Watch the GSS website and/or ebulletin for meeting date and information.</td>
</tr>
</tbody>
</table>

Please refer to the Health and Dental and UPASS pages of this handbook or our website for opt-in and -out deadlines for GSS Services.

All of our Society meetings for the coming year are also posted on our webpage (https://gss.uvic.ca/about-gss/governance/meetings/). This page will also include agendas and minutes for each meeting as they become available.

For those interested in a broader range of governance documents (including our Audited Statements), please see this page: https://gss.uvic.ca/about-gss/forms/governance-documents/.
The GSS operates democratically, led by a dedicated team of graduate student volunteers and GSS staff. We are committed to strengthening and diversifying the graduate experience at UVic through the keen involvement and participation of graduate students from all departments on campus.

The GSS offers an invaluable means of connecting with others, and the opportunity to campaign on advocacy projects that you are passionate about – not to mention that your work with the GSS can contribute valuable skills to your professional development portfolio. Here are some ways to get involved at the GSS:

**The Graduate Representative Council (GRC)** is comprised of one representative (“Grad Rep”) from each academic unit with a graduate program at UVic, the five member GSS Executive Board, and a representative of CUPE 4163 (representing sessionals and teaching and research assistants). The Grad Council meets monthly on Tuesdays at 5pm.

Representatives to the GRC are elected by students within their respective department each September.

Each Grad Rep serves on a subcommittee of the GRC. GSS committees help to carry out the goals and directives of the GRC. Committees have seats for members at large, and participation in a GRC committee is a key way to influence decisions made by your student society.

**The GSS committees** do most of the work of the society, and as such are the primary way a student can have influence on the key decisions the society makes. Each Grad Rep serves on at least one committee, but the committees accept new members from the wider graduate community. A full list of GSS committees and contact information for the committee chairs can be found on our website for those who wish to get involved.

**The GSS Executive Board** is responsible for the governance and management of the Graduate Students’ Society (GSS) and is the official representative of GSS members to the University of Victoria and other bodies who make policies that affect graduate students.

The five member Executive Board is elected from the membership in late February or early March of each year. If you are passionate about issues facing graduate students at UVic, please consider running!

**Graduate Students also have representation at every level of decision making at UVIC.**

- **Representation in your Department Meetings**
  - The GSS also campaigned for and secured a standard of practice for graduate student involvement in department meetings.

- **Representation on University Committees**
  - In addition, every year there are vacancies on standing senate committees, hiring committees, award committees, and ad hoc committees dealing with issues of concern to graduate students and the university in general.
  - Representatives to faculty or campus wide committees are elected by the Graduate Students’ Society. A list of committees that are currently seeking graduate student representatives can be found on our website.

- **Representation within the Faculty of Graduate Studies**
  - The GSS works closely with the Dean of Graduate Studies. The GSS Chair sits on the Faculty of Graduate Studies Committee and the Faculty of Graduate Studies Executive Committee. These bodies discuss key program and policy developments as they relate to graduate students. Agendas and minutes for these meetings are found [here](#).
Main Office Contact
Phone: 250-472-4543
Email: gssoffice@uvic.ca

Contact the Main Office for general information on society services as well as room bookings. As we are currently operating remotely, please email to ensure that your question is answered promptly. The GSS office email is monitored from 10am - 4pm, Monday - Thursday, and 11am - 2pm on Fridays.

Executive Director
Phone: 250-472-5163
Email: gssmgrp@uvic.ca

The Executive Director is responsible for day-to-day management of the GSS. They work closely with the Executive Board to support its democratic governance, and to develop the long-term vision of the Society.

Governance Coordinator
Phone: 250-472-4543
Email: gssgov@uvic.ca

The Governance Coordinator provides administrative support to the management of the society. They are also the primary point of contact for department grants and coordinates calls for committee candidates (both internal and external).

Outreach and Communications Coordinator
Phone: 250-472-4543
Email: gsscomm@uvic.ca

The Outreach and Communications Coordinator manages the Society’s social media, website, and other publications. If there is a message that you want to reach grad students or an event that you wish promoted, this is your best point of contact.

Events Coordinator
Phone: 250-472-4543
Email: gss3@uvic.ca

The Event Coordinator organizes social and academic events for graduate students and their families.

Health Plan Coordinator
Phone: 250-721-8816
Email: gsoc@uvic.ca

The Health Plan Coordinator administers the Society’s Extended Health & Dental Insurance, assist members and can act as liaison between members and our plan provider, if needed.
Many internal and external funding programs exist to assist graduate students. For a full list of funding opportunities Bursaries, Awards & Fellowships visit: uvic.ca/graduatestudies/finances/financialaid/

Student Awards & Financial Aid (SAFA)

Email: finaid@uvic.ca  
Web: http://www.uvic.ca/registrar/safa/index.php  
Location: University Centre, Room A202  
Phone: 250-721-8423  
Fax: 250-721-8757

SAFA is responsible for:

- emergency funding,  
- bursary programs, including the GSS Childcare Bursary,  
- administration of the work study program, and  
- general information and referrals regarding Canadian and provincial student loan programs.

Grad Student Tuition Income Offset Plan

This plan allows graduate students to pay tuition fees in 4 equal instalments over each four month term. This is intended to better align the payment of tuition to the receipt of fellowship and employment income received by many graduate students.

The cost to enroll in this program is $25.

Program Opt In Deadline: September 15 for September to August

Details and forms here.

Note: If you are enrolling in the Tuition Income Offset Plan and also opting out of the GSS Extended Health and Dental Plan, make sure you opt-out by September 15 to ensure that the opt-out is reflected in your monthly installments.

The Travel Grant Program supports graduate student travel to conferences, meetings, workshops, or research activities. The Faculty of Graduate Studies administers this fund, which is distributed on a first-come, first-served basis to eligible graduate students. However, priority will be given to first time recipients.

This grant is not available for assistance with course required travel. However, if you are travelling internationally for exchange, co-op placements or field schools, you may also be eligible for the Student international activities fund.

Please note that you must submit the completed grant form to the Office of the Dean, Faculty of Graduate Studies, Room A207, University Centre.

If you are working as a Teaching Assistant you may also be eligible for CUPE 4163 Component 1’s Conference Fund (see below).

Please note: during the 2021-22 Academic Year, the GSS and UVic will be assessing criteria for funding international travel to comply with public health orders and travel restrictions. Please contact FGS to find out more about the Travel Grant eligibility and availability this year.

The Childcare Bursary supports members with childcare costs while they are attending UVic. This needs-based bursary can be used to pay for childcare through private or non-profit childcare, babysitting, or the UVIC Childcare Centre.

Please apply through the Student Awards and Financial Aid office (2nd floor, University Centre A202 or online) between August 15 – October 15.

The deadline to apply is October 15.
UVic Funding

**Bursaries** are non-repayable monetary awards based on financial need and reasonable academic standing, as determined by the Senate Committee on Awards.

- Deadlines: October 15th (Winter Session; September-April), June 1st (Summer session; May-August).

- For more information about eligibility, regulations, how to apply, and the types of bursaries available at UVic, please visit: [https://www.uvic.ca/registrar/safa/bursaries/index.php](https://www.uvic.ca/registrar/safa/bursaries/index.php)

Most **UVic Awards and Fellowships** do not require an application; students are nominated by faculty within their department. Contact your graduate advisor to inquire about being nominated.

More information about Uvic awards and fellowships is available [here](#).

The **Conference Award Fund** is available to CUPE Component 1 members and can provide additional funding for travel to academic or research conferences and workshops. The form and more information can be found on [CUPE’s website](#).

External Funding

**Tri-council funding (CIHR, NSERC, SSHRC)**

- Tri-council agencies offer masters and doctoral fellowships to domestic Canadian graduate students

- Doctoral applications are typically submitted internally in early October, while Master’s applications are often due early December, and

- Grant-crafting seminars for Tri-council applications are held by the Faculty of Graduate Studies Scholarship Officers in early Fall.

For details on grant-crafting workshops or information on other external funding sources visit: [https://www.uvic.ca/research/conduct/home/funding/externalgrants/index.php](https://www.uvic.ca/research/conduct/home/funding/externalgrants/index.php)
ATTENTION all TEACHING ASSISTANTS & SESSIONAL INSTRUCTORS

YOU ARE A MEMBER OF THE CANADIAN UNION OF PUBLIC EMPLOYEES (CUPE), LOCAL 4163

There are approximately 1500 members in our local, and together we perform two-thirds of the instruction at UVIC. The local is made up of three components with separate Collective Agreement language:

Component One: Teaching Assistants, Lab Instructors, Computer Lab assistants, and Academic Assistants:

Component Two: Second Language Instructors in the English Language Centre and French Language Programs, Cultural Assistants, and Residence Life Workers:

Component Three: Continuing Sessional Lecturers, Term Sessional Lecturers, Practicum Supervisors and Music Performance Instructors.

A copy of the collective agreement, governing your rights and responsibilities as a worker, including pay scales, can be found online at 4163.cupe.ca. This agreement covers important information related to your employment including appointment priorities, funding for conferences, discrimination and harassment, representation at times of grievance or discipline, and many other fundamental workers’ rights.

A union representative will visit your department in September to provide information regarding your contract. Attendance at the 30 minute session is mandatory, and you will be paid for your time. If you are unable to attend your orientation, please contact us to schedule an alternate time.

You can get involved by attending meetings, joining a committee, volunteering as a steward or executive member, or by simply providing feedback. CUPE will gladly pay for you to take workshops to gain or develop skills if you lack experience.

Please contact the CUPE 4163 office with any questions, concerns, or ideas. We have resources and a group of people committed to the union that will be happy to work with you.

office4163@gmail.com
4163.cupe.ca
250-472-4778, 250-883-3863
Advocacy and Support

The GSS is here to support graduate students. The GSS staff can provide referrals to on- and off-campus services, peer advocacy, or help you understand university policies.

If you have questions or need assistance, please contact us at gssoffice@uvic.ca. Alternatively, one of the services below may be able to help.

Ombudsperson

As a GSS member, you help fund the Ombudsperson. The ombuds office is an independent, impartial, and confidential resource for undergraduate and graduate students and other members of the University of Victoria community. The ombudsperson helps resolve student problems or disputes fairly. A consultation with the ombudsperson is confidential.

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-solve
• assist in the use of appeal procedures
• investigate and make recommendations

Contact Information:

Ombudsperson: Annette Fraser
Email: ombuddy@uvic.ca
Web: https://uvicombudsperson.ca/

Equity and Human Rights Office

Equity and Human Rights Office is a resource for all UVic community members, providing education, information, assistance and advice in aid of building and supporting an inclusive campus. They offer workshops on equity and inclusion. When issues and concerns arise, EQHR can assist community members and help guide them through the range of available resolution options. If you experience an equity or human rights issue at UVic, such as bullying, harassment, or discrimination, you can report to EQHR for support in finding a resolution.

Email: eqhr@uvic.ca
Website: https://www.uvic.ca/equity/

EQHR services:

Anti-Racism Education. Equity and Human Rights (EQHR) collaborates with the entire UVic community to combat racism. UVic’s Anti-Racism Education Program addresses the intersectional societal and systemic attitudes and behaviours that perpetuate racism. https://www.uvic.ca/equity/education/anti-racism/index.php

Community Building Fund. Equity and Human Rights (EQHR) coordinates the Community Building Fund to support selected new projects or events that focus on enhancing equity, diversity and inclusion at the University of Victoria. Find out more to see if your project or ideas are eligible. https://www.uvic.ca/equity/education/bldg-fund/index.php

Discrimination and harassment policy. Equity and Human Rights (EQHR) supports all members of the UVic community who have experienced discrimination and harassment or have questions or concerns. Under the discrimination and harassment policy, UVic recognizes that education about human rights and the development of work and learning cultures that value diversity and inclusion and foster
Respect are key to preventing discrimination and harassment.

**Employment Equity.** Equity and Human Rights (EQHR) supports equity, diversity and inclusion in employment. There are many ways that each of you can get involved.

- Check if there’s an equity committee in your department or unit. You can attend events, join as a member, or help get one started. [https://www.uvic.ca/equity/employment-equity/committees/index.php](https://www.uvic.ca/equity/employment-equity/committees/index.php)
- Take the confidential Employment Equity Survey (for some categories of employees) and self-identify whether or not you are a member of an underrepresented group. These data help UVic track how well we’re advancing equity across the campus. [https://www.uvic.ca/equity/employment-equity/equitysurvey/index.php](https://www.uvic.ca/equity/employment-equity/equitysurvey/index.php)
- Learn about Shared Practices that help embed equity in the workplace. Work with your colleagues and supervisors to create a more inclusive and welcoming work environment in your lab, teaching group or other position. [https://www.uvic.ca/equity/employment-equity/index.php](https://www.uvic.ca/equity/employment-equity/index.php)
- If you’re helping to hire or train employees, learn about reducing the impact of unconscious biases [https://www.uvic.ca/equity/employment-equity/bias/index.php](https://www.uvic.ca/equity/employment-equity/bias/index.php) and review our Hiring Resources to help you contribute to a fair, equitable and effective search. [https://www.uvic.ca/equity/employment-equity/resources/index.php](https://www.uvic.ca/equity/employment-equity/resources/index.php)
- Watch UVic’s equity video to hear employees talk about equity at UVic in their own words: [https://www.uvic.ca/equity/employment-equity/video/index.php](https://www.uvic.ca/equity/employment-equity/video/index.php)

**Religious Observances.** Equity and Human Rights (EQHR) has information about accommodations for religious observances and maintains a list of religious observances in consultation with Multifaith Services as well as other information about accommodations for religion on campus. Please reach out to us if you have a question or celebrate a holy day that is not included in this list. [https://www.uvic.ca/equity/education/religious/index.php](https://www.uvic.ca/equity/education/religious/index.php)

**Trans Inclusion.** UVic’s page on trans, Two-Spirit and non-binary resources provide information and links on many topics including being an ally; classroom inclusion; health and advocacy resources; and services for students. Your feedback on these resources is welcomed. [https://www.uvic.ca/equity/education/transinclusion/index.php](https://www.uvic.ca/equity/education/transinclusion/index.php)


**Sexualized Violence Resource Office located in Equity and Human Rights**

The Sexualized Violence Resource Office provides UVic students, staff, and faculty impacted by sexualized violence with information, support, policy options and educational resources. Specifically, the office:

- provides information about support options on- and off- campus including direct referrals
- provides information and advice about options under the Sexualized Violence Prevention and Response Policy (GV0245)
- receives disclosures of sexualized violence
- plays a coordination role in regards to cases of sexualized violence that involve multiple offices and policies on campus
- is the place on campus to file a formal report that could lead to an investigation under the Sexualized Violence Prevention and Response Policy (GV0245)
- coordinates education and prevention efforts on campus for students, faculty and staff
- creates and delivers prevention workshops and presentations

There are other options for support on campus, including the Anti-Violence Project, as well as the Sexualized Violence Support Group offered through UVic Counselling Services.
We recommend that if you have been impacted by sexualized violence you reach out to the Sexualized Violence Resource Office located in the office of Equity and Human Rights (EQHR).

Location: Sedgewick C119, Equity and Human Rights office
Telephone: 250-721-8021
Email: svpcoordinator@uvic.ca

Call or email to book a phone or virtual meeting.

**Student Wellness Centre**

The Student Wellness Centre (SWC) is made up of Counselling, Health and Multifaith. The SWC aims to provide UVic students the best possible care: emotionally, physically and spiritually. The SWC has two locations: Counselling and Health are located primarily in the Health and Wellness Building, Multifaith is located primarily in the Multifaith Centre.

**Counselling**

The Student Wellness Centre offers individual counselling and groups and workshops to currently registered UVic students. Due to COVID-19, counselling appointments are currently offering by phone/video chat. Check their website to learn more about the availability of in-person appointments.

They offer same-day and pre-booked appointments:

- Appointments can be made by phone: 250-721-8563
- Same-day appointments are first-come, first-served and there are a limited number of sessions available each day, therefore they recommend booking early
- If you have already met with a counsellor and would like to continue working with them, you may contact them directly to schedule a session

24/7 support

- **SupportConnect** – free, confidential mental health support available 24/7 for UVic students. Toll-free (calls from North America): 1-844-773-1427
- HealthLinkBC provides 24/7 medical advice, call 8-1-1.
- Emergencies: 9-1-1

**Health**

The Student Wellness Centre provides primary health care to registered UVic students. Health appointments may be with a doctor or a nurse. Due to COVID-19, they are currently offering appointments primarily by phone or video. In-person appointments are available when necessary.

They offer same-day and pre-booked appointments:

- Appointments can be made by phone: 250-721-8563
- Same-day appointments are first-come, first-served and there are a limited number of sessions available each day, therefore they recommend booking early. Same-day appointments are intended for urgent and unexpected issues.

**UVic Multifaith**

Multifaith provides opportunities to connect around religious traditions, spiritual interests and community activities. The diverse team of spiritual care providers (SCPs) offer prayer and pastoral counselling; meditation and yoga; and retreats and workshops on a variety of topics.

Due to COVID-19, Multifaith is currently offering programming virtually, including meditation sessions.

You can also connect with an SPC by appointment; email multifaith@uvic.ca or call 250-721-8338 to inquire about scheduling time to talk with an SPC. Check their website to learn more about Multifaith programming this fall.
Truth, Reconciliation and Intergenerational Trauma Survivors Supports

Since May 2021, when a mass grave was uncovered at the Kamloops Indian Residential School, the remains of hundreds of children have been found on the grounds of Canada’s Residential Schools. We know that more mass graves will be found in the coming months and years. We call on the federal and provincial government to uphold the Calls to Action from the Truth and Reconciliation Commission of Canada, especially Calls to Action 71-76 on Missing Children and Burial Information.

As more information comes out about the ongoing genocide of Indigenous peoples across what is now called Canada, we know survivors of intergenerational trauma will require support in their healing. Whether survivors have been impacted by Residential Schools, the Sixties and Millennial Scoops, Murdered and Missing Indigenous Women and Girls, forced sterilization, lack of clean water, housing and medical care, youth suicides, or other aspects of colonial violence, support is available.

- The Indian Residential Schools Crisis Line (1-866-925-4419) is available 24 hours a day for anyone experiencing pain or distress as a result of their residential school experience.
- The Indian Residential School Survivors Society offers services including grief, loss, trauma and crisis counselling. Their website is https://www.irsss.ca/
- The Kuu-us Crisis Line Society offers 24 hour crisis services through education, prevention and intervention. Their website is https://www.kuu-uscrisisline.com/
  - Kuu-us Adult Crisis Line: 250-723-4050 or 1-800-588-8717
  - Kuu-us Youth Crisis Line: 250-723-2040 or 1-800-588-8717
- Hope for Wellness Help Line offers immediate mental health counselling and crisis intervention by phone or online chat. Call toll-free 1-855-242-3310 or start a confidential chat with a counsellor at hopeforwellness.ca
- Métis Crisis Line is a 24 hour service of Métis Nation British Columbia. Call 1-833-MétisBC (1-833-638-4722)
- Tsow-Tun Le Lum Society provides confidential outreach services such as counselling, cultural supports and personal wellness programs. Call toll-free 1-888-403-3123 or visit www.tsowntunlelum.org
- Missing and Murdered Indigenous Women and Girls Health Support Services is a national program administered in BC by First Nations Health Benefits. Services are available to survivors, family members and others who have been affected. Call Health Benefits toll-free 1-855-550-5454 for more information
- Wellbriety is a sustainable grassroots addictions recovery and support movement that provides culturally based healing for the next seven generations of Indigenous people.
  - Find a Wellbriety meeting here: http://www.wellbriety.com/map.html

Healing can only happen when the entire community takes part in reconciliation. An essential step towards reconciliation is for settlers to gain a greater understanding of Indigenous history that includes not only the impacts of colonialism but the strengths of the diverse Indigenous nations. If you would like to learn more about:

Residential Schools:

- You can hear and read Residential School Survivors stories at:
  - Legacy of Hope, Where are the Children
  - We Were So Far Away: The Inuit Experience of Residential Schools
  - The Survivors Speak: A Report of the Truth and Reconciliation Commission of Canada
- You can see fictionalized movies about Residential School like:
  - We Were Children
  - Indian Horse
- You can find a list of books about Residential School here: https://irshdc.ubc.ca/2019/06/26/must-reads/

The Sixties Scoop:

- In Our Own Words is an interactive map that hosts survivors’ stories of being removed from their home communities and families
• The Sixties Scoop Explained by CBC includes testimony of survivors of the Scoop
• The Canadian Encyclopedia The Sixties Scoop page explains the fundamentals of the Sixties Scoop

Murdered and Missing Indigenous Women and Girls (MMIWG):

• Reclaiming Power and Place: The Final Report for the National Inquiry into MMIWG: The National Inquiry’s Final Report reveals that persistent and deliberate human and Indigenous rights violations and abuses are the root cause behind Canada’s staggering rates of violence against Indigenous women, girls and 2SLGBTQQIA people. The two volume report calls for transformative legal and social changes to resolve the crisis that has devastated Indigenous communities across the country.
• The Truth Sharing Podcasts: This series of podcasts visited five Canadian communities to seek out and give voice to those who have experienced loss, examine the ways in which those affected are trying to heal, and shine a light on those trying to bring about positive change.

Reconciliation and Indigenous Cultural Knowledge Sharing:

• U Vic’s Office of Indigenous Academic and Community Engagement offers services such as Indigenous Cultural Acumen Training, Elder in Residence programs, events and ceremonies.

• The National Aboriginal History Organization or NAHO is an internationally recognized research, publishing, and collection organization. We aim at promoting understanding of Aboriginal cultures, languages, stories, and traditions. Our website aims to connect with Aboriginal people and raise awareness about them. We have a priceless collection inclusive of audios, videos, films, and photographs of resource materials regarding Aboriginal studies.

• Indigenous Canada is a Massively Open Online Course offered by the University of Alberta that covers Indigenous history across what is now called Canada. The course is free to audit.

• Reconciliation Through Indigenous Education is a Massively Open Online Course offered by UBC. Their website includes information about the next available session and a short preview of the course materials. Students will be introduced to examples of reconciliation and Indigenous education in Canada, the U.S. and Australia. The course is free to audit.

• UBC’s Learning Circle, hosted by their Faculty of Medicine, offers webinars on a wide range of health and wellness topics from Orange Shirt Day to traditional foods and medicines.

• IndigenEYEZ has both podcasts and videos of their youth programing where you can learn more about how education and relationship building can be decolonized and Indigenized.

• Native Science: What is Traditional Knowledge? discusses traditional ways of knowing and being in the Arctic. Please note: Native Science is an American organization based in Alaska and uses terminology that may be seen as problematic or racist such as “Native” and “Eskimo.”
International Student Services (ISS) is a centralized resource providing international services, information and programs for students. ISS services support students from pre-arrival and throughout their time at UVic. These include immigration and settlement advising, socio-cultural programs, emergency medical insurance coverage for international students who are new to UVic, and student exchange opportunities. ISS works with the campus community to celebrate diversity and cultivate an inclusive and globally-minded campus.

- Email: issinfo@uvic.ca
- Website: https://www.uvic.ca/international/home/contact/iss/index.php

Global Community

The UVic Global Community is an initiative that provides opportunities and creates space for international and domestic students, staff, and faculty to share perspectives, celebrate diversity, foster intercultural connections, and cultivate an inclusive and globally minded campus! Join our Conversation Partners and Mentorship Programs that will help you explore intercultural connections, make new friends, improve conversational English skills, and receive support as you navigate your social and academic transition to UVic.

The GC Conversation Partners Program provides students, who have English as an additional language, with opportunities to practice, build confidence, and improve their conversational English skills all while building global relationships. One or two students, who have English as an additional language, are matched with a conversation partner. Conversation partners are students and staff members who are proficient in speaking English. The Conversation partner makes arrangements with the student(s) to meet virtually for a minimum of 1 hour every week throughout the term.

The GC Mentorship Program is an opportunity for students to explore intercultural connections, make new friends, and receive support as they navigate their social and academic transition to UVic and to Canada. Mentors are undergraduate and graduate students, staff, and faculty. Mentors make arrangements with the student(s) to meet virtually for a minimum of 1 hour every week throughout the term.

The Global Community also offers many fun and engaging opportunities to connect. Our events are open to all international and domestic students, staff, and faculty! These events aim to share perspectives, celebrate diversity, foster intercultural connections, and cultivate an inclusive and globally minded campus. Check out our Events & Activities webpage and share the events with your friends; the more the merrier!

Stay connected with the UVic Global Community (GC) initiative by joining our Facebook group for daily information about student life, online events, funding opportunities, and more!
Dear Graduate Students,

Welcome to the University of Victoria for the 2021-22 academic year! It is great to be back together, and we are thrilled you have chosen UVic to pursue your studies.

The University of Victoria is both a research intensive and student-centred university. As a graduate student at UVic, you will be part of a world of research, scholarship and hands-on learning unlike any other. There will be opportunities to develop expertise in your chosen field, to work alongside world-class scholars and to conduct ground-breaking research.

The university experience is not just about academics, and I encourage you to take full advantage of the remarkable range of social, cultural and athletic opportunities on campus and in the broader community. So get involved, make the most of opportunities, challenge yourself, move out of your comfort zone occasionally and have some fun along the way.

It is our university’s vision to contribute to a better future for people and the planet. As the leaders of tomorrow, our talented graduate students are essential in helping us to realize that vision. Your contributions will drive critical social, economic and environmental change, and help to build a strong and healthy future for our local and global communities.

On behalf of the university, it is a pleasure to welcome you to our UVic community. We value your talents, energy, and new ways of thinking - you will be a big part of what makes the University of Victoria a truly great place to research, learn and work.

All the best for the coming year.

Kevin Hall, PhD
President and Vice-Chancellor
It’s my great pleasure to welcome you to the University of Victoria as you either continue, or embark on, your postgraduate studies here!

As graduate students, you are at the core of our academic mission in teaching, learning, and research. You bring a track record of demonstrated high achievement and creativity and the potential to have a big impact in your chosen field. All of this makes for a truly dynamic and engaging atmosphere in which to study, create, perform, discover, teach, communicate, design, and innovate!

The Faculty of Graduate Studies (FGS) works in concert with Departments, Faculties, and the University to support you. We are particularly delighted to partner with the Graduate Students’ Society to enhance your UVic graduate experience! We’re all committed to doing everything we can for you, to ensure you have a successful and rewarding experience while at UVic, and that your time here sets you up well for whatever you decide to pursue afterwards. Simply stated, we measure the success of our programs by the success of our graduates.

To find out more about what the FGS does for you, visit our website (https://www.uvic.ca/graduate-studies/index.php) or follow us on Twitter (@uvicgradstudies).

I welcome your feedback - please contact my office at any time if you have questions or comments. We can be found in the Jamie Cassels Centre A207 or reached by email at fgs@uvic.ca.

Robin G. Hicks, Ph.D.
Professor of Chemistry
Dean, Faculty of Graduate Studies
graddean@uvic.ca
The University of Victoria is governed by two bodies: the Board of Governors (BOG) and the Senate.

The Board of Governors is responsible for the management, administration and control of the property, revenue, business and affairs of the university.

The Senate is responsible for the academic governance of the university, including matters related to libraries, faculties, departments, courses of instruction, fellowships, scholarships, exhibitions, bursaries, prizes, admissions, student appeals and the granting of degrees (including honorary degrees, diplomas and certificates).

Both of these bodies have elected positions for graduate students. If you want to get involved, please contact gssgov@uvic.ca for information. The GSS does not directly control BOG or Senate Elections, but we are happy to support student candidates with the process of running for these bodies.

For more general information: https://www.uvic.ca/universitysecretary/home/governance/index.php

Faculty of Graduate Studies (FGS)

The Faculty of Graduate Studies oversees all graduate work at UVic. As a grad student, you are a member of the Faculty of Graduate Studies. The Office of the Dean of the Faculty of Graduate Studies is responsible for:

- approval of all new graduate programs and changes to programs,
- requests for permanent withdrawals and program extensions,
- regulations regarding the oral examination defence process,
- regulations regarding the supervisory relationship
- arbitration of graduate student appeals in accordance with the FGS appeal process,
- administration of the Graduate Student Travel Grant program, and
- administration of UVic Fellowships and other graduate scholarships and award

FGS Council

FGS has their own governance and advisory body: FGS Council. FGS Council makes recommendations to the Senate and facilitates communication among academic units with graduate programs. FGS Council are run by FGS and the GSS does not directly control these elections. However, we are happy to support candidates in seeking a position on FGS Council. Please contact gssgov@uvic.ca for more information from the GSS Governance Coordinator or fgsadmin@uvic.ca to speak to someone at FGS.
The 2021-22 Contacts for the FGS are:

Dean of Graduate Studies: Dr. Robin Hicks: graddean@uvic.ca

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Carolyn Swayze (Office Manager): fgscirc@uvic.ca
General inquires: fgs@uvic.ca
Web: www.uvic.ca/graduatestudies
Location: University Centre, room A207
Phone: 250-721-7970

Graduate Admissions and Records (GARO)

- Email: garo@uvic.ca
- Web: www.uvic.ca/graduatestudies/admissions/index.php
- Location: University Centre, Room A206
- Phone: 250-472-4657
- Fax: 250-472-5420

GARO is responsible for:

- admission and registration,
- personal leaves, compassionate/medical leaves and withdrawals,
- fee assessments and fee appeals,
- student records (transcripts, grades, status, etc),
- thesis/dissertation preparation guidelines,
- graduation/degree completion (other than oral exam) requirements, and
- applications for graduation.
**Campus A-Z**

**Anti-Violence Project** strives to provide anti-oppressive and sex-positive services, advocacy and action on- and off-campus to people of all genders, in partnership and collaboration, in order to address and resist gender-based and all forms of violence.

- Email: info@antiviolenceproject.org
- Phone: 250-472-4388
- Website: www.antiviolenceproject.org/

**Audio Visual Services** rents equipment such as projectors, PA systems, dongles, transcription machines and video equipment.

- Phone: 250-721-8292
- Website: https://www.uvic.ca/systems/services/avmultimedia/
- Location: Clearihue C067

**Bus (BC Public Transit)**

- Bus routes and times are available by phone (250-382-6161) or online (bctransit.com/victoria)
- The bus schedule is seasonal. Expect route changes in early January, April and September.
- If you are travelling to Vancouver, there is a special bus (the 76) that runs directly from UVic to Swartz Bay twice daily on Fridays and Sundays. This bus, however, is seasonal and will not run during the summer (April to August, inclusive).

**Campus Alone** is an UVic program initiated and provided by Campus Security Services and is available to all members of the campus community who work or study on campus during the quiet hours of evenings, weekends, holidays, etc.

Individuals concerned for their personal safety while working/studying alone at night may telephone Campus Security Services at 250-721-7599 and provide the following information:

- Your name, an exact location and phone number in the building if you will be working in an office or a personal cell phone number.
- An estimated time of departure. If this changes, you must advise them.
- Your mode of travel and, if applicable, a vehicle description and location where you’ve parked your vehicle.
- Call us at 250-721-7599 just prior to your departure.

If they do not receive your call advising of your departure, a Security Officer will follow up and check on you.

**Campus Bike Centre** is the hub for all things cycling on campus. Here are just some of the programs that they run:

- Bike storage lockers, which can be rented for $40 per semester. Please visit campus security or contact aosmond@uvic.ca.
- SPOKES bicycle loan program
- For more information on all the awesome stuff they do, please visit their website: https://www.uvic.ca/campusplanning/completed-projects/bike-centre/index.php

**Campus Security Services** is open 24/7 and provides a safe haven at any time, coordinates personal safety and crime and sexual assault prevention programs such as SafeWalk and Campus Alone. Security also handles on-campus parking permits and ride share programs.

- Phone: 250-721-7599

Campus Security Services also maintains 15 Direct Dial phones around campus that connect directly to their Dispatcher. The locations of these phones is available here: https://www.uvic.ca/security/home/direct/index.php.
**Centre for Academic Communication (CAC)** provides support in the areas of academic writing, reading, and speaking, as well as understanding academic expectations, including academic integrity standards at UVic.

- Website: [https://www.uvic.ca/library/locations/home/learning/cac.php](https://www.uvic.ca/library/locations/home/learning/cac.php)

**Centre for Accessible Learning (CAL)** provides support for students with learning disabilities, ADHD, mental health issues and long-term recurring physical or sensory disabilities.

- Website: [https://www.uvic.ca/services/cal/](https://www.uvic.ca/services/cal/)
- Email: infocal@uvic.ca
- Phone: 250-472-4947

**CFUV 101.9FM** is your campus and community radio station. They are always looking for volunteers so if you have an interest in radio, we heartily encourage you to contact them.

- Contact information can be found [here](https://www.cinecenta.com/)
- Listen online: [cfuv.uvic.ca](https://cfuv.uvic.ca)

**Child Care** is available through UVic Child Care Services for UVic community members. Space is limited, but they maintain a waitlist.

- Email: childc@uvic.ca
- Website: [https://www.uvic.ca/services/childcare/](https://www.uvic.ca/services/childcare/)

**Child Care Bursary** was created by the GSS to help students with children cover their childcare costs.

- Application forms are available at Student Awards and Financial Aid between August 15 to October 15
- The deadline to apply is October 15

**Cinecenta** is the student-run on campus movie theatre.

- Show times: [https://www.cinecenta.com/](https://www.cinecenta.com/)

**Clubs**, there are over 150 different athletic, cultural/international, general interest, religious, and political clubs active on campus. These clubs are funded in part by the GSS and graduate students are able to participate freely.

**Website:** [https://uvss.ca/clubs/](https://uvss.ca/clubs/)

**Computer Help Desk** provides information and advice to members of the university for most campus computing resources. They can also help with computing equipment repairs and network problems.

- Phone: 250-721-7687
- Email: helpdesk@uvic.ca
- Website: [https://www.uvic.ca/systems/services/helpsupport/computerhelpdesk/](https://www.uvic.ca/systems/services/helpsupport/computerhelpdesk/)

**Computer Labs** are available around campus.

Locations and hours may be found at [https://www.uvic.ca/systems/facilities/](https://www.uvic.ca/systems/facilities/)

**Co-op and Career Services** can support you to build a career you love. From career exploration guidance to work search support, plus workshops and networking events, we've got you covered. We can also help you decide if co-op (paid, hands-on work experience related to your degree) is right for you.

- Website: [uvic.ca/coopandcareer](https://uvic.ca/coopandcareer)
- Co-op Program: coopinfo@uvic.ca
- Career Services: careers@uvic.ca

**Counselling Services** offers free professional, confidential, inclusive mental health support to currently registered UVic students. The offer one-on-one counselling, group counselling, and workshops related to mental wellness.

They offer same-day and pre-booked appointments:

- Appointments can be made by phone: 250-721-8563
- Same-day appointments are first-come, first-served and there are a limited number of sessions available each day, therefore they recommend booking early
- If you have already met with a counsellor and would like to continue working with them, you may contact them directly to schedule a session
24/7 support

- **SupportConnect** – free, confidential mental health support available 24/7 for UVic students. Toll-free (calls from North America): 1-844-773-1427
- The Vancouver Island Crisis Line: 1-888-494-3888
- **Here2Talk**
- Emergencies: 9-1-1

**CUPE 4163** represents TAs, sessional lecturers, second language instructors, residence life workers, and cultural assistance at UVic. As a graduate student at UVic, this is your union.

- Website: [https://4163.cupe.ca/](https://4163.cupe.ca/)

**Equity and Human Rights Office** is a resource for all UVic community members, providing education, information, assistance and advice in aid of building and supporting an inclusive campus. They offer workshops on equity and inclusion and, when issues and concerns arise, assist community members and help guide them through the range of available resolution options. If you are facing an equity or human rights issue (e.g. discrimination, harassment, bullying), you can report this to EQHR.

- Email: eqhr@uvic.ca
- Website: [https://www.uvic.ca/equity/](https://www.uvic.ca/equity/)

**Family Centre** provides a variety of programs for all kinds of families, living both on and off campus, including: resources, toys, and video libraries; parent and child groups; and play groups.

- Email: familyc@uvic.ca
- Website: [https://www.uvic.ca/familycentre/](https://www.uvic.ca/familycentre/)

**Financial Aid**, the Student Awards and Financial Aid (SAFA) office can provide you with information including: federal and provincial student loan programs, bursaries, scholarships, budgeting, emergency funds and debt counselling.

For more information and hours, please see the SAFA website: [https://www.uvic.ca/registrar/safa/index.php](https://www.uvic.ca/registrar/safa/index.php)

**Food Bank & Free Store** offer all UVic students the opportunity to get emergency grocery staples and free household items. All of their service are confidential.

For drop-in hours, please see their website: [https://uvss.ca/foodbank/](https://uvss.ca/foodbank/)

**Gender Empowerment Centre** is a collectively run drop-in centre open to all self-identified women, non-binary, and gender non-conforming students and community members. The GEM Centre provides a space to organize, network, access resources, study, and relax. The GEM Centre is committed to anti-oppressive education and activism and provides workshops and events on topics from sexual health to harm reduction. The Centre houses a resource library for public use and provides free menstrual, safer sex, and harm reduction supplies, as well as free pregnancy tests and access to emergency contraceptives.

- Email: gemcentre@uvss.ca
- Website: [https://genderempowermentcentre.ca/](https://genderempowermentcentre.ca/)

**Health and Medical Services** available on campus. The Student Wellness Centre provides primary health care to registered UVic students. Health appointments may be with a doctor or a nurse.

They offer same-day and pre-booked appointments:

- Appointments can be made by phone: 250-721-8563
- Same-day appointments are first-come, first-served and there are a limited number of sessions available each day, therefore they recommend booking early. Same-day appointments are intended for urgent and unexpected issues.

24/7 support

- **SupportConnect** – free, confidential mental health support available 24/7 for UVic students. Toll-free (calls from North America): 1-844-773-1427
- HealthLinkBC provides 24/7 medical advice, call 8-1-1.
- Emergencies: 9-1-1
**Human Research Ethics Board (HREB)** ensures that research conducted at UVic involving human participants or human biological materials meets the ethical standards required by Canadian universities and national regulatory bodies. Their staff can provide research ethics advice, education, and up-to-date regulatory information.

- Website: [https://www.uvic.ca/research/conduct/home/regapproval/humanethics/index.php](https://www.uvic.ca/research/conduct/home/regapproval/humanethics/index.php)

**Indigenous Academic and Community Engagement (Office of)** offers leadership and coordination in support of UVic’s numerous Indigenous services for students, staff, and faculty. If you are looking for support and information related to Truth and Reconciliation and the on-going harms of colonialism on Indigenous peoples and communities across Turtle Island, please reach out to the Office of Indigenous Academic and Community Engagement. We know that the 2021-22 Academic Year will be especially trying for intergenerational trauma survivors as details about deaths at Residential Schools continue to be made public. We encourage all members of the UVic community to learn more about Canada’s history of genocide and the ways in which cultural genocide continue to this day.

- Email: inafadm@uvic.ca
- Phone: 250-472-4913
- Website: [https://www.uvic.ca/studentaffairs/departments/indigenous/index.php](https://www.uvic.ca/studentaffairs/departments/indigenous/index.php)
- Students may also wish to participate in the Native Students Union (see below)
- The Indian Residential Schools Crisis Line (1-866-925-4419) is available 24 hours a day for anyone experiencing pain or distress as a result of their residential school experience.

**International Student Services (ISS)** is a centralized resource providing international services, information, programs, and supports for students. ISS services support students from pre-arrival and throughout their time at UVic. These include immigration and settlement advising, socio-cultural programs, and student exchange opportunities. ISS works with the campus community to celebrate diversity and cultivate an inclusive and globally-minded campus.

- Email: issinfo@uvic.ca
- Website: [https://www.uvic.ca/iss](https://www.uvic.ca/iss)
- Facebook: UVic Global Community

**Learning and Teaching Centre** offers training and support for lab assistants, markers, and research and teaching assistants.

- Website: [https://www.uvic.ca/learningandteaching/index.php](https://www.uvic.ca/learningandteaching/index.php)

**Law Centre** provides advice, assistance and representation to clients who cannot afford a lawyer.

- For more information, please see their website: [https://www.uvic.ca/law/about/centre/index.php](https://www.uvic.ca/law/about/centre/index.php)
- BC also maintains a Lawyer Referral Service that can be reached at 1-800-663-1919

**Lost and Found** at UVic is run through Campus Security. Found property may be viewed at their office between 8:00am and 5:00pm, Monday through Thursday, and 8:00am and 4:30pm Friday.

**Multifaith Services** provides opportunities to connect around religious traditions, spiritual interests and community activities. The diverse team of spiritual care providers (SCPs) offer prayer and pastoral counselling; meditation and yoga; and retreats and workshops on a variety of topics.

Due to COVID-19, Multifaith is currently offering programming virtually, including meditation sessions.

You can also connect with an SPC by appointment; email multifaith@uvic.ca or call 250-721-8338 to inquire about scheduling time to talk with an SPC. Check their website to learn more about Multifaith programming this fall.

**Native Student Union** is a student-run collective dedicated to supporting the Indigenous student community at the University of Victoria.

- For more information, please see their website: [https://www.uvicnsu.ca/home](https://www.uvicnsu.ca/home)
Parking at UVic is administered through Campus Security Services.

For rates and information, please see their website: https://www.uvic.ca/security/parking/index.php

SAFEWALK is a service provided by Campus Security Services, which is available to members of the University Community 24 hours a day, 7 days a week. Security will escort you from building to building, building to vehicle, and vice versa within the boundaries of the campus, including Ian Stewart Complex.

To request SAFEWALK call 250-721-7599 or use one of the 15 Direct Dial Phones located around campus.

Showers, whether you ride your bike to campus or just get nervous before big exams, it is always helpful to know that there are showers and change rooms available. They can be found in the following locations:

- Centre for Athletics, Recreation, and Special Abilities (CARSA)
- McKinnon Gym (MCK)
- Craigdarroch Office Building (CRA)
- Continuing Studies Building (CST)
- David Turpin Building (DTB)
- Engineering/Computer Science Building (ECS)
- First Peoples House (FPH)
- Medical Sciences Building (MSB)
- Technology Enterprise Facility (TEF)

Student ID Cards (OneCard) is the official UVic identification card and allows access to many campus services.

- For a full list of all things that the OneCard allows you to access, please see this website: https://www.uvic.ca/onecard/
- To obtain your first OneCard (or a replacement), visit the OneCard Office on the main floor of the University Centre.
- Your OneCard is also your bus pass, which you can validate at kiosks in the SUB and University Centre.

Students of Colour Collective advocates on behalf of all students of colour by initiating a progressive, anti-racist mandate.

- Website: https://soccollective.com/

Student Union Building (SUB) is home to a variety of student services including CFUV, the Martlet newspaper, and Cinecenta.

Supervision Policy, is set by the Faculty of Graduate Studies and outlines the responsibilities of each member of the supervisory relationship.

This policy is available online at https://www.uvic.ca/students/_assets/docs/graduate-supervision-policy.pdf

SupportConnect is a free, confidential mental health support service for UVic students. Get connected with qualified counsellors, consultants, and life coaches anytime, anywhere.

Available 24/7 by phone and online. Video and in-person options are also available. You can reach out for any reason - big or small!

- Toll-free (calls from North America): 1-844-773-1427
- International collect calls: 1-250-999-7621
- Website: https://www.advantageengagement.com/1545/login_company_vip.php
- Login ID: UVic
- Password: Student

University of Victoria Students’ Society (UVSS) represents undergraduate students on campus and operates the SUB.

- Website: https://uvss.ca/

UVic Pride is the advocacy group supporting sexual and gender diversity.

Website: https://sites.google.com/prideuvic.com/uvic-pride
Vancouver Island Crisis Line offers 24-hour crisis line service and provides short-term nonjudgmental emotional, support, crisis intervention, information, and resources.

Phone: **1-888-494-3888**
24-hour, 7 day a week support for those experiencing suicidal thoughts is available at **1-800-784-2433**.