

SFU

**GRADUATE AND
POSTDOCTORAL STUDIES**



SFU's Burnaby Mountain campus

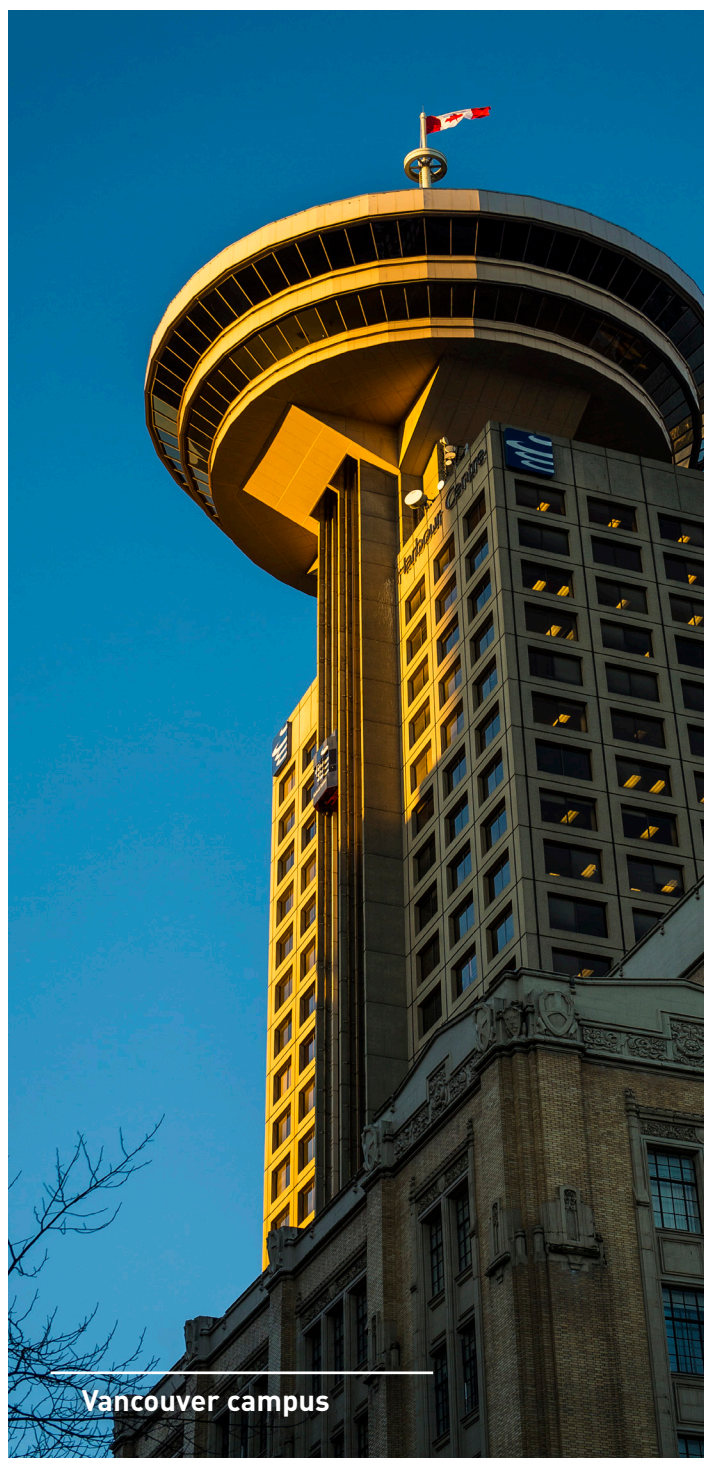
Simon Fraser University Graduate Student Admission Handbook

September 2019–August 2020

www.sfu.ca/grad

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Vancouver campus

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Part I: Introduction

Welcome from the Dean and Associate Provost

Welcome to Simon Fraser University!

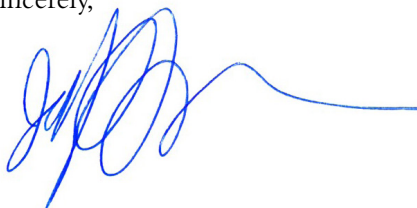
In choosing to attend Simon Fraser University — a university which opened in 1965 with a campus that is now recognized as architecturally significant, and which grew to have campuses in downtown Vancouver and in Surrey — you are coming to a welcoming University noted for being student-centred, research-driven and community engaged.

As a graduate student at Simon Fraser University you will join a community of 5,000 graduate students and postdoctoral fellows from over 100 countries, a global fabric that reflects SFU's diversity. You will have the opportunity to further your intellectual development and career opportunities at a university that has a strong academic and community history and is internationally recognized and ranked as one of the top institutions in the world.

Despite this scale, every student is valued, and encouraged to excel in their chosen discipline, both on and off the campus. You will be supported academically and challenged intellectually and given every opportunity to develop and circulate your research. At the same time, we hope the SFU ethos of engaging with the world, and thinking through local contexts and knowledges inspires you. Within this global context, it is significant that SFU is located on unceded, traditional and ancestral Musqueam, Squamish, and Tsleil-Waututh territories: we are honoured to live and work on these Coast Salish lands.

Welcome to SFU. I trust you will make the most of your graduate education and make the university itself a better place.

Sincerely,



Dr. Jeff Derksen, PhD
Dean and Associate Provost
Graduate and Postdoctoral Studies
Professor of English
Simon Fraser University



Contact Information

Your graduate program assistant is usually your first point of contact for most questions related to your program.

If you need additional assistance, please contact the staff in Graduate and Postdoctoral Studies (GPS), Maggie Benston Student Services Centre 1100, Simon Fraser University, Burnaby campus.

Helpdesk: <https://supportpal.is.sfu.ca/en>

Email: gradstdy@sfu.ca

Website: www.sfu.ca/grad

Please include your student number in all correspondence.

Office Hours: Monday–Friday, 9 am–12:30 pm and 1:30–4:30 pm (Pacific time)

■ Purpose of This Document

This handbook is updated annually and by accepting your admission offer you are acknowledging that you understand and comply with your funding offer (if applicable), the policies in this publication, academic integrity, and the university's policies on Freedom of Information and Protection of Privacy (FOI/POP).

There may also be terms and conditions applicable to your offer of admission that are specified by your faculty, department, or program and it is your responsibility to comply with those. If you have any questions or require clarification about your admission offer or funding, please contact the graduate program assistant for your program.

The policies and regulations set out in the SFU Calendar are updated every term. The current Calendar is available at <http://students.sfu.ca/calendar.html> and every graduate student should become familiar with the relevant sections, particularly the Graduate General Regulations. These regulations may change during the course of your program and it is your responsibility to review and follow the current applicable policies.

Should the academic program requirements change during your degree, please contact your graduate program chair as you may select to use the program requirements which are most beneficial to you.

Part II: Terms and Conditions of Admission

■ Offer of Admission

Your Offer of Admission and Funding (if applicable) is valid for 21 days from the date of the offer, unless otherwise specified in your admission letter. If you have applied to several different programs at Simon Fraser University, you may only accept one offer of admission. Should you be unable to comply with the specified timeline, please contact the academic unit offering admission to discuss your options.

To accept or decline your offer, please Log in to the application system at <https://go.sfu.ca/> using your 'GA' ID or your existing SFU computing ID. You may accept the offer and pay your admission deposit online. The admission deposit will hold your place in the program, will be applied toward your tuition in the first term, and is non-refundable. If you are unable to pay your admission deposit online, please refer to other payment options at <http://students.sfu.ca/fees/howtopay.html>.

Your admission is valid only for the academic term stated on your offer of admission letter. If you require a deferral of your admission to a later term, you must submit the request directly to the program to which you have been admitted. Deferrals are not guaranteed. If your admission is contingent upon providing SFU with additional documentation, any required documentation (e.g. final transcript showing degree conferred) must be submitted to Graduate and Postdoctoral Studies prior to the beginning of the term you have been admitted unless specified.

Verification of Documents

By accepting our offer of admission, you agree to allow Simon Fraser University to submit the documents that you included with your application for verification by an external agency such as the World Education Service or the International Credential Evaluation Service at our discretion. In the event that any document, including a reference letter or CV, is found to be fraudulent in any way, the offer of admission will be revoked regardless of length of time in the program.

Welcome to Simon Fraser University

Canada's most community-engaged research university,
with three thriving urban campuses.

Revoking and/or Rescinding Admission Offers

Students receiving offers of admission to most programs will have their offer of admission revoked and their eligibility to register cancelled if any of the following, or other factors deemed appropriate apply:

- failure to accept the offer by the specified date or register by the deadline;
- submission of fraudulent documents;
- are in violation of our student code of conduct or laws of Canada;
- were part of an admission decision mistake.

The decision to revoke an offer is never taken lightly.

■ Types of Admission (Regular, Conditional, and Qualifying)

Regular Admission

Regular admission applies to students who have meet university minimum requirements completed all of the requirements for direct admission to the graduate program, and have submitted all supporting documentation, such as transcripts and test scores.

Conditional Admission

Conditional admission applies to students who may not have submitted all supporting documentation or who have been given specific requirements within their first two terms. Requirements may be, but, are not limited to, taking specific graduate courses and achieving a defined grade or grade point average. Note the following:

- Once your condition(s) are satisfied, your admission will be deemed a regular admission. If you complete your conditions prior to the start of the term and require a new admission letter please contact your Graduate Program Assistant.
- Any required documents are specified in your admission letter and should be sent to Graduate and Postdoctoral Studies directly from the institution or testing agency.
- If you have been granted conditional admission, it is important that you read and understand the conditions, because meeting these conditions is mandatory for continuance in your graduate program.

Qualifying Admission

Applicants who are admitted as qualifying students are required to take specific undergraduate courses and obtain a defined grade or grade point average within a certain period, typically within one year of studies. Note the following:

- If the qualifications are not met by the date set, the student must apply again to the program to be considered for admission.
- Undergraduate courses must be taken at Simon Fraser University.
- Undergraduate courses taken as a qualifying student cannot be used for graduate degree credit.
- Qualifying students cannot enroll in graduate courses.

■ Following Admission Acceptance (What to Expect)

Enrolling in Courses

Approximately two months before the start of your first term, you will receive an email that contains your SFU computing ID and instructions on how to activate it. Your computing ID is used as your login to the SFU email system, the student information management system (used for enrolling in classes, ordering transcripts, etc.), and as the access login to various other campus systems. Note the following:

- Your computing ID is not your 9-digit student number, nor is it the 'GA' account that you may have created when you applied for admission.
- You will not be able to enroll in courses if you have been granted conditional admission with requirements due prior to the start of the term. Once your conditions have been met you will be able to register online.

- Graduate students may self-enroll from the start date of enrollment up to the second week of the term. We advise students to enroll prior to the start of the term to ensure best selection of courses, access to any online content and to receive any award disbursements.

With permission of their supervisor or graduate department students may enroll in courses outside their department. Please contact your department in advance to discuss the relevancy towards your program and the procedure. Students may also take courses from other western Canadian universities including UBC, UVic and UNBC through the Western Canadian Deans Agreement. These must be arranged no less than 6 weeks prior to the start of the term. For more information, see <http://wcdgs.ca/>

Failure to Enroll

If you are not enrolled or not on an approved for a leave of absence by the end of the 6th week of classes within a term, you will be discontinued from your program. If you have been discontinued from your program, you may apply for reactivation in that same term. Once reactivated, students must maintain continuous enrollment for the length of their program.

If you fail to apply for reactivation you will not be able to enroll in subsequent term(s). When this occurs, you will need to apply for readmission.

Tuition and Fee Structure

There are two tuition fee structures at the university, as outlined below:

1. Term fees: students pay a flat amount each term.
2. Credit fees: students pay an amount per unit for each course in which they have enrolled.

Certain rules and policies differ, depending on the type of program in which you are enrolled. The student system calculates tuition and fees each term after you have enrolled. Detailed information on tuition and ancillary fees is available at: <https://www.sfu.ca/students/calendar/fees-and-regulations/tuition-fees/graduate.html>

Note the following:

- If you wish to take one or more courses outside your program of study, additional tuition will apply.
- Student Accounts is responsible for receiving payment of fees and any payment plan must be arranged directly with student accounts.
- If you have any questions with your assessed tuition fees contact Graduate and Postdoctoral Studies

■ SFU Calendar & the Graduate General Regulations

The SFU Calendar outlines the faculties, academic programs, courses, fees and campus services. It also contains all the policies and regulations for SFU grading systems, student rights and responsibilities. The Calendar is available online only, and is updated every term. The University reserves the right without liability or penalty, and without notice, to make changes in the services and programs it offers, and to cancel particular courses due to low enrollment.

The SFU Calendar contains the **Graduate General Regulations**, which provide a consistent and equitable framework for the pursuit of graduate education at SFU. These regulations are in effect 'the rules' for graduate study at SFU. The Graduate General Regulations are provided in full here (<http://www.sfu.ca/students/calendar/fees-and-regulations/grad-regulation.html>). It is your responsibility to review and familiarize yourself with the Graduate General Regulations.

These regulations provide important information for new and continuing students including:

- Enrollment
- Grading Systems and Policies
- Supervision
- Program Requirements
- Progress, Withdrawal, and Leave
- Examinations
- Publication of Thesis



- Time limit for Program Completion
- Class Interruption
- Appeals

Time Limits for Completion (Graduate General Regulations 1.12)

Time limits are:

- set by the university for the completion of all graduate programs;
- intended to encourage you to complete your program and not unnecessarily protract your graduate education;
- intended to ensure that your program and research are current and not out-of-date;
- not intended to be the normal times for completion; they are intended to take into account a wide variety of extenuating circumstances and events that may delay completion.

The time limit for students in a graduate certificate, diploma, or master's program is nine terms from the start of the program. The time limit for students in a doctoral program is 18 terms from the start of the program, or in the case of a student who has transferred from a master's into the doctoral program, without completing the master's, 18 terms from the start of the master's program.

Individual programs may specify their expectations of normal degree completion times as a guide to determining whether your progress is satisfactory.

Progress, Withdrawals and Leaves (Graduate General Regulations 1.8)

Graduate students are required to maintain continuous enrollment. When students find it necessary to interrupt their studies, they must apply for a leave of absence. During a leave of absence, graduate students are not enrolled and normally should not use any of the University's facilities or resources, or undertake academic or research work related to the program from which they have taken a leave of absence. There are four types of leave:

1. Personal Leave
2. Parental Leave
3. Medical/Compassionate Leave
4. Academic Break

Leave of absences must be formally requested and approved. Parental, medical or compassionate leaves require documentation. Before applying for a leave, international graduate students **who hold a study permit**, should consult with SFU International Services for Students.

Withdrawing: if you enroll for a course and subsequently need to withdraw from that course or all courses that term, or you decide to withdraw from your program, it is essential that you understand the applicable deadlines, transcript notations and refund policies. We recommend discussing options with your graduate program about the implications of any withdraw.

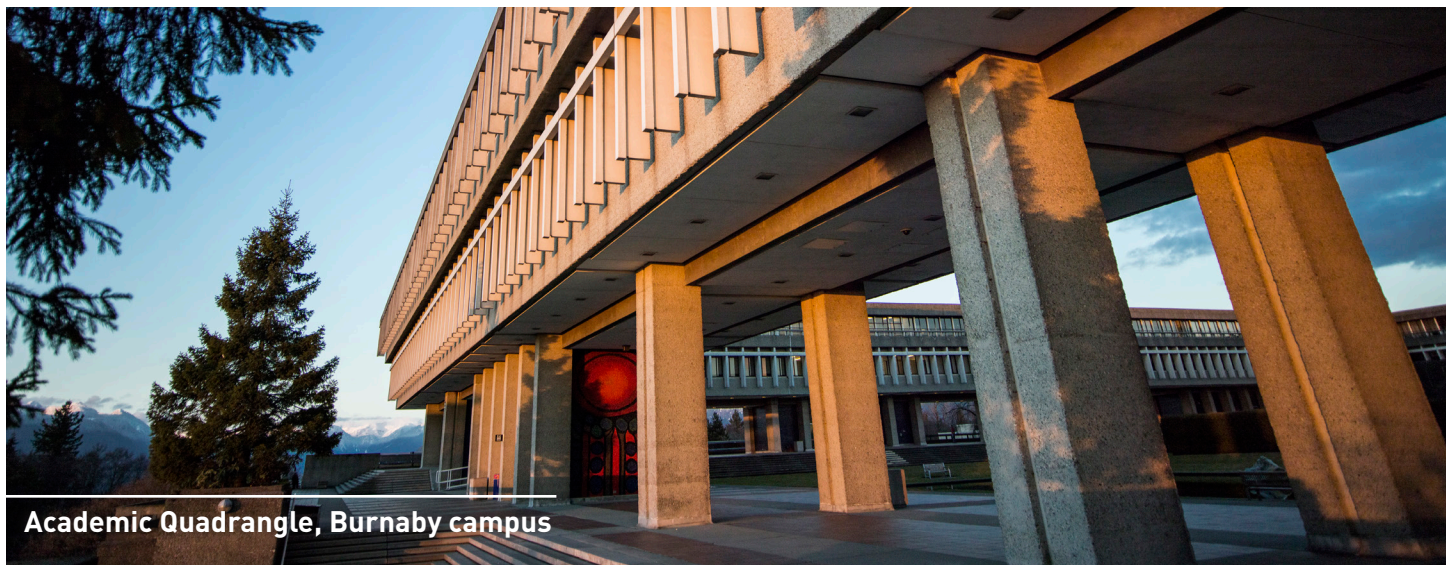
Note the following:

- Retroactive withdrawals are not normally approved.
- Graduate students may withdraw from course(s) for any reason up to the ninth week of the term.
- If extenuating circumstances exist which require a withdraw after the ninth week, students may apply for a Withdraw Under Extenuating Circumstance.
- If the withdrawal is done during a term, certain fees are not refundable, even when extenuating circumstances exist. It is the student's responsibility to review the dates and deadlines to understand the refund policy based on the date they are withdrawing from their course(s)/program.
- Students remain liable for outstanding fees following withdrawal.
- If a student has received an award for the term they are withdrawing from all courses please contact gpsaward@sfu.ca.
- If a student has received an award and is withdrawing from their program, awards are prorated to the effective date of withdrawal from a degree program. By withdrawing, award holders also forfeit any future payments for awards held. When a student withdraws and then applies for re-admission, their original offer of funding is no longer valid.

Progress, Withdrawals and Leaves (Graduate General Regulations 1.8)

Reactivation: If you have been discontinued from your program due to failure to enroll, you may apply for reactivation in that same term. Once reactivated, students must maintain continuous enrollment for the length of their program. If you fail to apply for reactivation you will not be able to enroll in subsequent term(s). When this occurs, you will need to apply for readmission.

Readmission: If you have withdrawn from your graduate program but wish to return you will need to apply for readmission. Readmission is completed through the regular admission process and normally you must still be within your program time limit, plus three terms of possible extension time.



- When you are withdrawn from your program, the time away continues to count towards the time limit and possible extension for program completion.
- Students who are readmitted to their program maintain the same start date, time limit and program requirements from when they were first admitted to the program.

■ Supervision

All graduate students at SFU have some form of faculty supervisor. In some programs, the program director assumes supervisory responsibilities for the students. In research based programs students will have a supervisor and supervisory committee. Unless otherwise stated, the graduate program chair will act as a newly admitted student's faculty advisor until a supervisor (if appropriate) is appointed. Supervisors should be appointed as soon as possible, but, no later than the beginning of the second term. For those programs requiring students to have a supervisor, we advise students to consider available supervisors during the application process to SFU. Students may consider the following factors when choosing a supervisor:

- Fit between the supervisor's research and their own;
- The ability of the supervisor to provide funding to the student;
- The supervisor's availability for the duration of the student's program of study;
- The faculty member's demonstrated success in supervising students through to degree completion.

Students should be proactive in coming to an agreement on expectations between themselves and their supervisors. A list of expectations and a guide to coming to an agreement about expectations with your supervisor can be found on our website: http://www.sfu.ca/dean-gradstudies/current/managing_your_progress/supervision.html. It may be necessary to change your supervisory committee. A written request may come from the student and any member of the supervisory committee. It must be sent to your department's graduate program committee, accompanied by the reasons for the request in writing. If the graduate program committee agrees with the request then it will be sent to Graduate and Postdoctoral Studies for approval.

Part III: Terms and Conditions of Funding

■ Offer of Funding

Your Offer of Admission and Funding is valid for 21 days, unless otherwise specified in your admission letter. If you have applied to several different programs at Simon Fraser University, you should note that you may only accept one offer of admission and your funding will be tied to the department in which you accepted admission. You may or may not be offered funding for all programs.

The following rules apply to the Offer of Funding outlined within your admission offer:

- Your funding is tied to your academic term of admission and subject to the availability. If you must defer your admission, your offer of funding may no longer be valid; some funding sources cannot be deferred. You should consult the program that has made you the offer of funding to discuss your options.
- The offer of funding is based on you not receiving support from external granting agencies, either domestic or international (ie., CIHR, NSERC or SSHRC). If you receive external granting agency funding at any time after accepting your offer of admission, you must notify your graduate program and Graduate and Postdoctoral Studies. In such instances, your offer of funding from SFU may be reviewed and changed, but in all cases the total amount of funding that you receive from your external award plus SFU funding sources will exceed your original offer of funding/financial support.
- Most funding offers are based on an annual amount. The amount received each term may vary.
- Most funding offers include a variety of sources of financial support including Teaching Assistantships (TA) and Research Assistantships (RA). In some instances, the funding sources may need to vary to meet the funding obligation but, subject to available funding, the total amount of support will equal or exceed the offer of funding.
- Incidents beyond the control of your home department (e.g. a faculty member losing his or her research grant, job action, or changes in banking interest rates) may affect your funding. For example, if you are scheduled to TA in the fall term, but there is a strike, your annual funding will be reduced accordingly.

- Teaching and research assistantship support is governed by collective agreements and funding agency policies. For example, your TA funding is covered in the collective terms of Teaching Support Staff Union (TSSU).
- If you decline any component of your funding offer (i.e. award or TA) your funding will be reduced by this amount for that academic year.
- The offer of funding, exempting TSSU funding, is subject to your continued good academic standing and continued satisfactory performance and progress in courses and research. If you have been offered a specific award, you must continue to meet the terms of reference/eligibility for that award.
- All major SFU entrance award recipients (i.e., GDES, BCGS, and GIES) are required to apply each year for external funding, such as CIHR, NSERC, SSHRC and/or an equivalent program). Students who do not apply will forfeit remaining funding.
- Your offer of funding is connected to both the degree and the program that has recommended you for admission and funding. Cancellation of your funding will likely occur if you change your degree program, enroll in less than 6 units if in a per unit fee program, withdraw from your courses, choose to take time off from your program, or are not progressing at an acceptable rate. For example, if your offer of funding includes a scholarship and a Research Assistantship (RA) in an MASc program in engineering, you will forfeit all your funding if you switch to an MEng program. It will be up to the new program to determine if a financial offer will accompany your admission to that program.
- If you transfer to a PhD program from your master's degree prior to completing your degree, a new funding offer is required at the time of transfer, as your previous funding offer was tied to your master's degree. Your PhD is then considered to have begun with your first course registration in your master's program.
- If you are offered an RA position at the time of admission, but choose to switch supervisors, you will forfeit your RA position offered by the original supervisor.

■ Regulations Governing Awards & Scholarships

Senate regulations govern university awards and various award holder guides govern funding from external sources/agencies. Award holders are responsible for reviewing and abiding by the appropriate regulations and guides.

Senate regulations governing awards administered through SFU, state the following:

- The annual maximum support you are permitted to receive from university administered awards and scholarships is \$50,000 unless otherwise specified in the terms of reference for the award. This includes external agency awards administered by SFU (e.g. CIHR, NSERC, SSHRC).
- You must meet the terms of reference/eligibility for any award offered. This includes full time registration in your intended graduate program, maintaining good academic standing and continued satisfactory performance/progress in courses and research. This also includes the minimum Cumulative Grade Point Average (CGPA) requirement of 3.50 (B+ to A- average).
- For awards that are paid over more than one term or year, subsequent payments are contingent on you maintaining full time registration in your intended graduate program, maintaining good academic standing and continued satisfactory performance/progress in courses and research. This also includes the minimum CGPA requirement of 3.50 (B+ to A- average).
- All awards are competitive and merit-based, and meeting the eligibility requirements does not guarantee that you will receive that award.

Withdrawals and Leaves are permitted for certain circumstances (refer to GGR 1.8.4 for procedures). For students holding awards:

- Awards are not paid during leaves; students are asked to advise Graduate and Postdoctoral Studies to arrange for the suspension of their award payments until their return from on-leave status. The decision whether to re-initiate payment of any award requires approval of the Dean and Associate Provost or designate.
- Awards are prorated to the effective date of withdrawal from a degree program. By withdrawing from a degree

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Upcoming funding opportunities are posted at
www.sfu.ca/dean-gradstudies/news-updates.html

program, award holders also forfeit any future payments for awards held. When a student withdraws and then applies for re-admission, their original offer of funding is no longer valid.

- To avoid an account reversal (money owed), students need to advise Graduate and Postdoctoral Studies of any leaves, withdrawals or changes to their degree program as soon as possible.

Early completion of a graduate program is common and the following rules are applied to funding:

- Funding offers are prorated to the end of the month in which students complete their degree program, which is normally the date the final copy of the student's thesis is accepted by the SFU Library.
- To avoid an account reversal (money owed), students need to advise Graduate and Postdoctoral Studies of early completion of degree programs where funding has been paid.

■ Types of Awards and Funding

Merit based awards and scholarships

Throughout your graduate program, you may have the opportunity to apply for, or be nominated for various awards and scholarships. We recommend reading email announcements from your department/school to stay informed about various opportunities.

Award Payments

Payment of most merit based awards and scholarships are through the Graduate & Postdoctoral Studies office. Award payments will be applied to your student account first, paying off any outstanding tuition balance. The remaining funds will be transferred to your personal bank account, provided you have completed the direct deposit information on your SFU student account. For more information on award payments please visit our website: www.sfu.ca/grad/awards/award-payments.html.

Research Assistantships

A component of your offer of funding may be in the form of a Research Assistantship (RA) funded by contract research, or other grant funds, which may require some work related to your research:

- The value of the RA may not be the same in each academic term.
- Continuation of this component of your offer of funding may depend upon satisfactory performance of the duties assigned by your research supervisor and on the availability of funds.
- If you have received an external award/scholarship, the value of your award may impact the value of your RA.
- Students are required to maintain full-time status in the term in which the RA is paid.
- If you change your degree program, you may lose your RA position unless your new supervisor can provide funding for an RA position for you. For example, if you change from an MASc program in engineering to an MEng program, you will lose your RA unless your new supervisor can provide RA funding for you.
- In addition, if you change supervisors while in your graduate program, you may also lose your RA position unless your new supervisor can provide funding for a RA position for you.
- Please contact your program to verify how your RA is paid.

Teaching Assistantships

Registered graduate students are eligible to apply for Teaching Assistant (TA) and Tutor Marker (TM) positions across the university. If your offer of funding consisted of TA/TM positions, you are required to apply for these positions. Generally:

- Available positions are posted 8 weeks prior to the start of the term, for a period of 2 weeks, and can be found at www.sfu.ca/grad/job-postings.html.
- TAs, TMs, and sessional instructors at Simon Fraser University are covered by the terms and conditions of a Collective Agreement between Simon Fraser University and the Teaching Support Staff Union (TSSU), found here, www.tssu.ca/collective-agreement/

Donor Funded Awards

A number of individuals and organizations have contributed substantial funds to the University through bequests, endowments and donations, in order to help support students in various fields of study:

- A complete list of merit based donor funded awards is available on our website (www.sfu.ca/grad).
- You may be offered an award of this type at the time of your admission or further along in your program.
- To be eligible to apply for, be nominated for and receive the award, you must be registered full-time in the degree program and the program offering the award.
- The award is applied directly to your student account. It may be paid in one lump sum or paid in equal installments, depending on award value and terms.
- Names of recipients and their program are normally given to the donor(s) of the award(s) and the department/school/academic unit/program/Faculty.

Bursaries

Bursaries are awarded on the basis of a demonstrated financial need and are administered by SFU Student Services (Financial Aid & Awards Office).

- Eligible students must have a demonstrated financial need and must apply using the Simon Fraser University online bursary/ work-study application form via the student information system (<http://go.sfu.ca>).
- It is the student's responsibility to meet applicable deadlines and supply all required documentation.
- Funds will be applied to the student account, reducing any funds owed to the university, with any remaining funds being transferred to the student's bank account.
- Bursaries are tenable only for the term indicated and may not be deferred; students not enrolled in the intended bursary term forfeits the bursary funds.
- To be considered for bursaries in future terms, students must reapply.

Work-Study Program

The Work-Study Program is an excellent opportunity to earn a supplemental income while gaining valuable experience and connecting with various members of the SFU community. The Work-Study Program is administered by SFU Student Services (Financial Aid & Awards Office).

- Work-Study hours are flexible, on-campus and supervised
- Work-Study positions are available during the fall, spring and summer terms, beginning with the first day of classes and ending at the end of the Final Exam period for each term.
- The value of a Work-Study placement will vary depending on assessed financial need.
- Successful applicants will be awarded a specific number of Work-Study hours for a term.
- Eligible students must have a demonstrated financial need and must apply using the Simon Fraser University online bursary/work-study application form via the student information system (<http://go.sfu.ca>).
- It is the student's responsibility to meet applicable deadlines and supply all required documentation.

External Awards

There are various external agency which provide funding to graduate students. While some of these award opportunities are promoted and applied for through SFU, some are applied for directly by students. Please note:

- If you receive an award from an external agency you must report it to the chair/director/graduate supervisor of your program.
- It is important to inform Graduate and Postdoctoral Studies as your award may be paid through our office, depending on the agency.

- Please refer to the award holder's guide of the relevant external agency for the terms and conditions of your external award.

■ Protection of Privacy

At Simon Fraser University, we recognize and respect the importance of privacy. Personal information that we collect is kept confidential. Please contact Graduate and Postdoctoral Studies should you have any concerns about your name being given to third parties or in news releases as the recipient of an award. (*See also page 13*).

Part IV: Academic Integrity

Simon Fraser University is committed to creating a scholarly community characterized by honesty, civility, diversity, free inquiry, mutual respect, individual safety, and freedom from harassment and discrimination.

Academic dishonesty, like other forms of dishonesty, includes misrepresentation with intent to deceive or without regard to the source or the accuracy of statements or findings. Academic dishonesty, in whatever form, is ultimately destructive of the values of the University; it is furthermore unfair and discouraging to the majority of students who pursue their studies honestly. Scholarly integrity is required of all members of the University.

You have a responsibility to ensure you are familiar with the generally accepted standards and requirements of academic honesty (<http://students.sfu.ca/academicintegrity.html>). Ignorance of these standards will not preclude the imposition of penalties for academic dishonesty.

Academic dishonesty in any form will not be tolerated. All members of the university community share the responsibility for upholding SFU's academic standards and reputation. Academic honesty is a cornerstone of the development and acquisition of knowledge. Academic honesty is a condition of continued membership in the University community. SFU's code of academic honesty is contained in policy S10.01–S10.04, is printed every term in the course timetable and exam schedule, and can be found at www.sfu.ca/policies/gazette/student.html.

Please go to the SFU Library website at www.lib.sfu.ca/help/tutorials/plagiarism-tutorial to try their online tutorial on plagiarism. It will only take you a few minutes, and will help you gain a better understanding of plagiarism as it is defined in Canada. Some instructors may include this tutorial as part of their course.

■ Student Conduct

The code of student conduct is intended to define your basic responsibilities as a valuable member of the academic community, to define inappropriate student conduct, and to provide procedures and penalties to be invoked and applied, should you engage in unacceptable behaviour. You are responsible for your conduct as it affects the University community. The code shall not be construed to unreasonably prohibit peaceful assemblies, demonstrations or free speech.

The University's code of student conduct is contained in policy S10, is printed every term in the course timetable and exam schedule, and can be found at www.sfu.ca/policies/gazette/student/s10-01.html.

The following activities are representative but not exhaustive of behaviours constituting misconduct: disruptive or dangerous behaviour; behaviour which results in damage, destruction and/or theft of University property or the property of any member of the University; forgery or alteration of University documents or records; misuse of University resources



including information (computing) resources; unauthorized entry or presence in university premises; and/or misuse of student disciplinary procedures.

Penalties imposed by the University for misconduct may include one or more of the following: a verbal or written reprimand, exclusion from specified areas of the University, restitution or other ameliorative measures, suspension or expulsion from the University.

Part V: Supplementary Information

■ Freedom of Information and Protection of Privacy

Simon Fraser University gathers and maintains student information used for the purposes of admission, enrollment and other fundamental activities related to being a Simon Fraser University community member and attending a public post-secondary institution in the Province of British Columbia.

When you submitted your application for admission, you were advised that the information you provide and any other information placed into the student record will be protected and used in compliance with British Columbia's Freedom of Information and Protection of Privacy Act (FOI/POP 1992). For further information on FOI/POP policies, procedures and standards, visit www.sfu.ca/archives/foi_index/policies/index.html.

■ Student Information System

The Student Information System (<https://go.sfu.ca/>) is SFU's secure online centre for student registration and administrative activities. It is your one-stop service for registration, student records, admission, and fee information.

The features available in the Student Information System include, but are not limited to:

- Registering for courses
- Displaying final grades
- Updating your address online
- Confirming your registration status
- Displaying your timetable
- Searching for classes
- Obtaining unofficial and advising transcripts
- Requesting official transcripts
- Obtaining confirmation of enrollment letters online
- Displaying student accounts
- Entering and updating direct deposit information for scholarship/awards payments
- Applying for graduation
- Applying for scholarships and bursaries
- Checking the status of your scholarship application

■ Graduate Student Vacation Policy

- Graduate students are entitled to three weeks of vacation (15 working days) from their academic obligations per academic year.
- For the purpose of calculating vacation allotments, the academic year means the period of time from September 1 to August 31 of the following year.
- Any vacation time taken during the period between the Christmas and New Year statutory holidays is not included in the three-week vacation allotment.
- Vacation allotments will be prorated for the portion of the year in which you are registered.
- Vacation leave will not interrupt disbursement of student stipends or merit-based student financial assistance.
- There will be no vacation pay in lieu of any vacation time not taken.
- The exact duration and timing of any vacation, including extensions of vacation, are subject to prior approval by your supervisor and by any faculty member providing you with Research Assistantship (RA) funding. Vacations must be arranged so that there is minimal impact to your research and other obligations to the University.
- This policy does not affect your employment as a Teaching Assistant (TA). Although you may make a request to align

vacation taken under this policy with that taken from paid employment, vacation taken under this policy is approved separately from that for paid employment at the University.

- Attendance at academic conferences shall not be considered vacation time.
- Vacation requests within these guidelines will not be unreasonably denied.
- Should a conflict arise between your vacation request and a supervisor's expectations, the graduate program chair will make a final determination.
- The time taken for vacation leave will be counted toward the maximum time allotted to degree completion.
- All program requirements, academic unit expectations and deadlines will remain the same.

■ Centre for Accessible Learning

If you have a documented or suspected disability, the Centre for Accessible Learning may be able to help you. They can review eligible students' disability documentation and recommend reasonable academic accommodations to offset the effects of their disability on academic life, as well as act as liaisons between students and faculty in the implementation of disability related services and accommodations. See <http://students.sfu.ca/disabilityaccess.html>.

■ On-Campus Housing

By living in Residence, you have an exciting opportunity to grow and find meaning through friendships, exploration of ideas, and involvement in the residential community and the University as a whole.

Simon Fraser University has two residences for graduate students, Hamilton Hall on the Burnaby campus and a graduate residence in downtown Vancouver. It is recommended that you apply for residence as soon as possible to ensure placement for the fall term. Offers to new residents will start to be emailed out typically in mid-June. Priority for residence is given to current graduate student residents.

Information regarding residence fees, applying for residence, accepting an offer, etc. can be found on the Residence and Housing website at <http://students.sfu.ca/residences.html>. The website is updated as information becomes available each term.

■ Transit and Compass Card

SFU is served by four bus routes: #95 B-line, #143, #144, and #145. For more information on routes and scheduling, please see TransLink's website at www.translink.ca.

Students load their passes onto Translink's Compass Card: www.sfu.ca/students/upass.

The U-Pass BC program is a comprehensive transportation package providing students in Metro Vancouver with universal and affordable access to public transit in partnership with SFU, the Simon Fraser Student Society and Graduate Student Society (GSS), TransLink, and the Province of British Columbia.

U-Pass BC is a mandatory program for all members of Simon Fraser University's Student Unions and currently costs \$164 per term. The program provides unlimited access to public transit in Metro Vancouver including TransLink Bus, SkyTrain and SeaBus services (all zones) and a discount on West Coast Express Train fares.

If you will be conducting your studies outside Metro Vancouver, please consult the U-Pass BC website on how to make yourself ineligible, as you will be charged \$164 per term otherwise. See <http://students.sfu.ca/upass/eligibility.html>.

■ Sensitive or Classified Information in Theses

All theses must be published in the SFU online repository.

In some instances a portion of a student's thesis or dissertation research might involve sensitive, proprietary, controlled, or classified information. Although some results might need to be summarized in a separate embargoed document, a completely embargoed thesis or dissertation conflicts with scholarly values of peer review and promotion of knowledge and should be avoided.

All theses and dissertations produced to meet Simon Fraser University's degree requirements are subject to open publication, and should be capable of standing as academically-complete works.

Students are expected to seek guidance from their supervisory committee whenever there is a possibility that certain findings might be subject to embargo due to fear of persecution, patent pending, or pending publication. In coordination with their committee, students should communicate any anticipated or known restrictions on their research to Graduate and Postdoctoral Studies as soon as possible.

A pre-publication review should be conducted with the supervisor as early as is prudent to avoid the need for restrictions on publication, including acceptable separation of restricted findings into a separate embargoed document.

Part VI: Information for Indigenous Students

■ Welcome to Indigenous Graduate Students

We want to create a welcoming space with support academically, professionally and culturally. The Indigenous Graduate Student Programs Coordinator is on campus every Tuesday and Thursday to support Indigenous students' transition into graduate studies and enhance current Indigenous graduate students' holistic academic path through mentorship, workshops, and as a resource connector. To find out more information contact Denver Lynxleg at gsindig@sfu.ca

■ Indigenous Graduate Studies Resources

The Indigenous Students section of our webpage includes information on Indigenous research, professional training and links to funding sources. www.sfu.ca/dean-gradstudies/indigenous-aboriginal-students.html

Our Awards and Scholarships section also includes the Indigenous Graduate Student Travel Award (www.sfu.ca/dean-gradstudies/indigenousaboriginal-students/conferencestipend.html) accessible online through the Graduate Awards and Application System (GA3) <http://gradawards.sfu.ca>

■ Connecting with SFU's Indigenous Students

Supporting Aboriginal Graduate Enhancement (SAGE) is an excellent opportunity to meet other Indigenous graduate students and to discuss research ideas, challenges, and shared experiences. <https://www.sfu.ca/sage.html>

The Office for Aboriginal People's mandate is to implement SFU's Aboriginal Strategic Plan. The OAP also manages a bi-monthly newsletter called, "Syetsem" featuring Indigenous related stories, events and activities <http://www.sfu.ca/aboriginalpeoples/Syetsem.html>

The Indigenous Student Centre (ISC) is a space for all current Indigenous students. The ISC website includes an events page which promotes workshops and cultural activities www.sfu.ca/students/indigenous.html



Part VII: Information for International Students

■ Prepare for Your Graduate Studies

International graduate students bring valuable perspectives, insights and experiences to the university. If you are an international student, please visit our Virtual Orientation (www.sfu.ca/grad/new_graduate_students/before_you_arrive/orientation) for information that will help you find your way through getting settled in Metro Vancouver and getting established in the Canadian university system. Have a look at the various resources that you can access as an international graduate student, visit <http://www.sfu.ca/dean-gradstudies/international-students/current/find-resources.html>, and a step-by-step guide for graduate students from international pathways: <https://www.sfu.ca/students/isap/new/welcomeguides.html>

■ Important Contacts

If you have questions about your experience as international graduate student, including finding support as English as Additional Language speaker, connect with our International Graduate Student Coordinator. E-mail: gradintl@sfu.ca; Phone: 1.778.782.9284

The International Services for Students Office (ISS) at Simon Fraser University offers programs and services such as:

- Non-academic advising including immigration (study permits, visas, work permits) and non-immigration support (medical insurance, taxes, transition support)
- Events and workshops throughout the year including the Welcome/Welcome Back Event
- Intercultural engagement opportunities such as the Global Community Mentorship Program
- Employment and settlement support
- Exchange and study abroad opportunities

For more details, visit <http://students.sfu.ca/isap>. To contact an International Student Advisor, please email intl_advising@sfu.ca or call 1.778.782.4232.

■ Applying for a Study Permit

Before you can study in Canada, you must obtain a study permit. Submit your application either online (preferred) or by mail to the Canadian visa office that is responsible for the country or region where you live. Apply early as the processing time can take months. Estimated processing times can be found on the Immigration, Refugees and Citizenship Canada (IRCC) website at <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/check-processing-times.html>

Note that if you have not provided biometrics (fingerprints and photo) for an application to come to Canada in the past 10 years, you will be required to provide biometrics as part of your study permit application. Please visit <https://www.canada.ca/en/immigration-refugees-citizenship/campaigns/biometrics/how-to-give-biometrics.html> for more information.

For detailed instructions on how to apply for a study permit, please visit the website of the Canadian visa office responsible for your region (see <http://www.cic.gc.ca/english/information/applications/student.asp>). More information about applying for a study permit is available on the ISS website at <https://www.sfu.ca/students/isap/new/before-arriving.html>

You will need your official letter of acceptance from SFU and the study permit information form issued by the Graduate and Postdoctoral Studies office in order to apply for your study permit.

Citizens and permanent residents of the US may apply online or at a Canadian port of entry (airport or border crossing). Please visit <https://www.sfu.ca/students/isap/new/before-arriving/us-students.html> for more information.

If you are already in Canada and need to extend or change the conditions of your stay, please see the ISS website (<https://www.sfu.ca/students/isap/current/after-arrival/extend-study-permit.html>) and the Immigration, Refugees and Citizenship Canada website (www.cic.gc.ca/english/information/applications/extend-student.asp).

If you have questions or need assistance, please contact an International Student Advisor, Immigration Specialist at intl_advising@sfu.ca or 1.778.782.4232.

■ Working in Canada

Full-time graduate students at SFU with valid study permits may accept employment on any of our three campuses without obtaining a work permit. Study permit holders may also work off campus up to 20 hours per week during regular academic sessions and full-time during a regularly scheduled break providing they meet Immigration, Refugees and Citizenship Canada's (IRCC) work eligibility criteria for off campus work. For more information regarding on and off campus work eligibility as a study permit holder please visit: www.cic.gc.ca/english/study/work.asp

International graduate students who are participating in a program of study with a mandatory co-op or internship will require a co-op work permit in addition to their study permit. For more information, visit <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/intern.html>

Important: If you will be working in Canada (on campus, off campus, or co-op) you will need a Social Insurance Number (SIN). For information on how to apply for a SIN, see <http://www.sfu.ca/content/dam/sfu/students/isap/Advising%20Handouts/Applying%20for%20a%20Social%20Insurance%20Number%20%28SIN%29.pdf>

If you have questions, please contact an International Student Advisor, Immigration Specialist at intl_advising@sfu.ca or 1.778.782.4232.

For more information on employment opportunities, please visit www.sfu.ca/dean-gradstudies/current/employment.html.

■ Bringing Your Family

Spouses, partners and families of our graduate students are an integral and vital part of the SFU community. Accompanying spouses and common-law partners of full-time international students are eligible for an open work permit, which means they do not need a job offer or a Labour Market Impact Assessment from Service Canada. Your school-aged children (ages 5-18) should apply for study permits. For more information, please visit <https://www.sfu.ca/students/isap/new/before-arriving/bring-family.html>

If you wish for your spouse or common-law partner and/or any dependent children to accompany you to Canada, they are advised to apply for any necessary documents at the same time that you apply for your study permit. Family members who intend to come to Canada as visitors (i.e. they do not intend to study or work) will typically require either a Temporary Resident Visa or an Electronic Travel Authorization to enter Canada, depending on their country of citizenship. Note that if your family member(s) have not provided biometrics (fingerprints and photo) in the past 10 years, they will be required to provide them in their application to come to Canada, unless exempted. Visit <https://www.canada.ca/en/immigration-refugees-citizenship/campaigns/biometrics/how-to-give-biometrics.html> for more information.

Please contact an International Student Advisor, Immigration Specialist at intl_advising@sfu.ca or 1.778.782.4232 if you have questions about bringing your family to Canada.

Information about schooling and childcare is available on the ISS website: <https://www.sfu.ca/students/isap/current/support-for-your-family.html>

We invite you and your family to our Bring Your Partner and Family Welcome event that takes place in the first month of the new term. There are several other opportunities for your spouse and children to get settled and make connections. Please visit our website for programs and events: <https://www.sfu.ca/dean-gradstudies/events/bring-your-partner-family.html>

Join our facebook group

Your fellow incoming graduate students can be found at
www.facebook.com/groups/sfugradstudents

■ Enrollment Requirements for International Students

Immigration, Refugees and Citizenship Canada (IRCC) requires you to actively pursue your studies while at SFU. As a designated learning institution, SFU is required to report the enrollment status of international students twice per year. Visit the ISS website for more information: www.sfu.ca/students/isap/current/enrollment-requirements.html.

■ Staying in Canada

Full-time international students who graduate from post-secondary institutions in Canada may be eligible for a Post-Graduation Work Permit. You must apply for a Post-Graduation Work Permit within 180 days of completing your degree (not the date of convocation). For more information regarding eligibility requirements, please visit <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/after-graduation/about.html>

If you wish to remain in Canada permanently following your studies, there are numerous federal and provincial permanent residence pathways that you may be eligible for during your time in Canada. Federal Programs include the Canadian Experience Class and the Federal Skilled Worker Program, whereas provincial pathways for BC can be found under the British Columbia Provincial Nominee Program (BC PNP).

If you are interested in staying in Canada permanently, please visit:

- <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada/work/after-graduation.html#cheat-sheet>
- <https://www.canada.ca/en/immigration-refugees-citizenship/services/immigrate-canada.html>
- <https://www.welcomebc.ca/Immigrate-to-B-C/B-C-Provincial-Nominee-Program>

Part VIII: Medical Insurance

SFU requires all students to have medical insurance for the entire duration of their studies. Health services in Canada can be very expensive if you do not have complete medical insurance coverage.

Initial Medical Insurance for International Graduate Students (Primary Insurance)

If you are a new international student enrolled in a graduate program at SFU, you will be **automatically enrolled in a mandatory 4 month primary medical insurance plan** for your first term through [guard.me@SFU](mailto:guard.me@sfu) (<https://www.guard.me/sfu>). Great Northern Way Campus students are also covered by the plan.

Please see www.sfu.ca/medical-insurance.html for the most up-to-date details on medical coverage.



3 Minute Thesis Competition for graduate students

BC Medical Services Plan (Primary Insurance)

All students staying in BC for six months or longer are required to enrol in the BC Medical Services Plan (MSP) with the exception of students from other Canadian provinces, who may be able to remain on their home provincial plan.

International graduate students are covered by the Guard Me plan initially (see above), and are expected to apply for the BC MSP when they arrive in British Columbia. Once you have MSP coverage, you will have to opt-out of Guard.me. Please see www.sfu.ca/medical-insurance.html for instructions.

Note: If you will be a sessional instructor, TA or tutor marker, SFU will pay for your MSP premiums or a portion of your Guard.me premiums, respectively. See *below*.

SFU Graduate Student Society's Health and Dental Benefit plan (Secondary Insurance)

If you enrol in a graduate program at SFU in September or January, you will be automatically enrolled in the SFU Graduate Student Society's Health and Dental Benefit plan (http://studentcare.ca/View.aspx?locale=en&uid=IHaveAPlan_SFUSimonFraserUniversitygraduatestudentsGSS_Home&). The fees will be assessed on your student account.

If you begin your academic year in May, you will not be automatically covered but you will have the option to enroll yourself during the opt-in period. See: http://studentcare.ca/rte/en/IHaveAPlan_SFUSimonFraserUniversitygraduatestudentsGSS_ChangeofCoverage_SelfEnrolment

The plan gives you the option to enroll your family (spouse and/or dependants) by completing an enrollment process and by paying an additional fee, over and above your individual fee as a plan member. For further information:

- Graduate Student Society: <http://sfugradsociety.ca/services/services-for-grads/benefit-plan>
- Graduate GSS Benefit Plan: <http://www.ihaveaplan.ca/>

■ Medical Insurance for Teaching and Research Assistants

Medical insurance is an employee benefit for teaching assistants, tutor markers and sessional instructors through the Teaching Support Staff Union (TSSU). **Coverage is not automatic.** Upon arrival, you will need to enroll through SFU Human Resources to receive benefits. If you have a TSSU appointment in your first term, please see www.sfu.ca/human-resources/tssu.html.

Benefits for Research Assistants depend on grant holder approval. To be eligible for benefits, your Grant Holder must provide written authorization to SFU Human Resources stating that the Grant will be responsible for 50% of the monthly premiums. Please note that NSERC [Natural Sciences & Engineering Research Council] and some other grantholders are *not* able to pay for these benefits for Research Assistants or Postdoctoral Fellows. For more information, please see www.sfu.ca/human-resources/other/research-personnel-benefit-plan.html.

More information about medical insurance is available at www.sfu.ca/medical-insurance.

International students with questions or needing assistance, please see <http://students.sfu.ca/isap> or contact an International Student Advisor at intl_advising@sfu.ca or 1.778.782.4232.

Part IX: Financing Your Studies

■ Budgeting for Graduate Studies

One of the biggest challenges for students is how to be financially prepared. To help you defray the cost of your studies while at SFU (see chart below), you have numerous sources of financial aid available to you. By informing yourself of all the possibilities, you will go a long way in being able to offset some of the costs.

Use our interactive Budget Calculator to help you understand some of the potential costs associated with studying and living in Metro Vancouver as well as create a budget for these costs: http://www.sfu.ca/dean-gradstudies/new_graduate_students/before_you_arrive/build-budget.html

For more on the cost of living in BC, the Welcome BC calculator is helpful: <https://www.costofliving.welcomebc.ca/>

■ Working

A great way to offset the expense of university is to have a part-time job on campus. These jobs can provide you with extra income and valuable work experience. Visit the Career Services website (www.sfu.ca/career.html) to check out the online job postings. Our News and Updates page and Facebook group also regularly post information about job postings.

■ Government Financial Assistance

Additional financial assistance, such as a BC Student Loan, may be available through various federal and provincial funding programs for Canadian citizens and permanent residents. For more information visit StudentAidBC at www.studentaidbc.ca.

International students who require financial assistance must seek assistance in their country of origin before arrival in Canada. Many countries offer scholarships and loans for students studying graduate level programs. Information on loans for US students is available at <http://students.sfu.ca/financialaid/international/grad-intl.html>.



Convocation



GRADUATE AND POSTDOCTORAL STUDIES

Checklist for Managing Your Progress

Communication issues are the most frequent source of misunderstandings between graduate students and their supervisors. Using this checklist will help reduce misunderstandings and expedite your degree completion.

Every term

- o Establish your goals for the term: courses, research, writing, teaching.
- o Establish a regular meeting schedule with your senior supervisor. You should report on your progress since your last meeting and discuss any areas where you need help or advice from your supervisor.
- o Discuss your plans for professional development: conferences, learning new techniques. Allot enough time to request financial support for travel or acquiring equipment, if needed.
- o Discuss your plan and requirements for financial support.
- o If you need ethics approvals (human or animal), safety approvals or criminal records checks for working with children for your research, discuss the application process with your supervisor and allot enough time to obtain the approvals.
- o Discuss your post-graduation career plans.

At least once a year

- o Write down your goals and your timeline for achieving them.
- o Meet and discuss your annual plans with your entire supervisory committee.
- o If applicable, get an assessment in writing of your progress from the previous year.
- o Discuss your requirements for financial support.
- o Discuss plans for major absences, either yours or those of your committee members (this should include time for family, recreation and vacations).
- o Review your long-term plan for completion of your degree. Ensure that the current year's plan is consistent with the long-term plan.
- o Consult the Library's thesis website and download the most recent Library thesis template (or sign up for a thesis template workshop) to save yourself time when you're ready to begin writing).
- o Discuss your plan for publishing research results. Discuss co-authorship of papers.
- o Consult with your supervisory committee about your career goals following graduation. They are a valuable part of your professional network and can help you establish realistic post-graduation goals.

Source: www.sfu.ca/dean-gradstudies/current/managing_your_progress/checklist.html

Resources

Current SFU supervision guidelines for students

www.sfu.ca/grad/current/managing_your_progress/supervision.html

Supervision regulations, guidelines and sample templates provided to faculty members

www.sfu.ca/grad/faculty/supervision.html

**Graduate and
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