

The SFU logo consists of the letters "SFU" in a white, bold, sans-serif font, centered within a solid red square.

SIMON FRASER UNIVERSITY
DEAN OF GRADUATE STUDIES




SFU's Burnaby Mountain campus

Simon Fraser University Graduate Student Admission Handbook

January 2012–April 2013

www.sfu.ca/grad

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Part I: Introduction

■ Welcome from the Dean

Welcome to Simon Fraser University!

In choosing to attend Simon Fraser University you are coming to a welcoming University that is noted for being student-centred, research-driven and community engaged. You will have the opportunity to further your intellectual development and career opportunities at a university that is internationally recognized and ranked as one of the top institutions in the world.

As a graduate student at Simon Fraser University you will be among 5,000 graduate students from over 100 countries across three campuses in Metro Vancouver, one of the most livable cities in the world, in a province noted for its beauty.

Despite this size, every student is valued and encouraged to excel in their chosen discipline. You will be challenged intellectually and given every opportunity to develop your academic and scholarly pursuits, and to become a global citizen with a passion for engaging the world.

Welcome to SFU. I wish you every success in your graduate education.

Sincerely,



Dr. Wade Parkhouse, PhD
Dean of Graduate Studies
Professor of Biomedical Physiology and Kinesiology
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 the Office of the Dean of Graduate Studies (DGS), Maggie Benston Student Services Centre 1100, Simon Fraser University, Burnaby campus.

Website www.sfu.ca/grad

Email gradstudies@sfu.ca

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

All students accepting an offer of admission and/or funding must be aware of and comply with the terms and conditions contained within this handbook. You are also expected to be aware of and comply with any additional regulations/policies outlined in the University Calendar. The information on awards is also applicable to funded students who are continuing in a program in a second or subsequent year.

Updated annually, this publication is valid for the academic year of admission stated on the front cover. By accepting your admission offer you are acknowledging that you understand and will comply with the policies in this publication, including the terms and conditions of academic integrity, and, if applicable, funding, as well as 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 the faculty, department, or program to which you have been admitted, and it is your responsibility to make certain that you comply with those.

Should you have any questions or require clarification about your offer of admission and funding, please contact the graduate administrator for the program to which you have been admitted.

This handbook is in effect as long as you maintain continuous enrollment in your current program. The University Calendar is the official source of information regarding the general terms and conditions of all offers of admission. The University Calendar is also the source of detailed information on the regulations and policies that govern many aspects of graduate education at the university.

The current Calendar is available on line at <http://students.sfu.ca/calendar.html> and every graduate student should become familiar with relevant sections, particularly the Graduate General Regulations.

The policies and regulations set out in the SFU Calendar for the term (i.e. semester) in which you begin your program at Simon Fraser University will be the Calendar under which you are governed for the duration of your program. If you withdraw or are withdrawn for any reason (including failing to register) from your program and are subsequently readmitted, you will be governed by the Calendar for the term in which you are readmitted.

Should the academic program requirements change during your degree, those requirements which are most beneficial to you will apply. In these cases, please consult with your graduate program chair.



The flags of Canada and Simon Fraser University

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. If you have applied to several different programs at Simon Fraser University, you should note that 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 understand your options.

To accept or decline your offer, please log in to the application system at https://go.sfu.ca/psp/gopr/SFU_SITE/SA/c/SFU_ADMISSIONS.SFU_GA_APPLICATION.GBL, using your 'GA' ID or your existing SFU computing ID, if you are a current student. You may accept the offer and pay your admission deposit on-line. The admission deposit will hold your place in the program and will be applied toward your tuition in the first term and is non-refundable. If you are unable to pay your admission deposit on-line, you may pay using one of the other methods available for graduate admission deposits that are explained 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 (eg. final transcript showing degree conferred) must be submitted to the Office of the Dean of Graduate Studies prior to the beginning of the term in which you wish to begin your studies.

■ 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, is found to be fraudulent in any way, the offer of admission will be revoked regardless of length of time in the program.

■ Admission

Regular admission applies to students who have completed all of the requirements for direct admission to the graduate program, and have submitted all supporting documentation, such as transcripts and test scores. Regular admission can be granted to applicants who have not completed all of the requirements for admission at the time that they are accepted, provided these requirements are completed by the appropriate deadlines.

These deadlines include the provision of evidence of meeting the English language proficiency requirement prior to enrolling in the first term; and provision of evidence of completing a previous degree prior to the end of the first term. Failure to provide these documents will result in the cancellation of the admission offer.

Please request that all official documents be sent to the Office of the Dean of Graduate Studies directly from the institution or testing agency. The required documents are specified in your admission letter.

■ Conditional Admission

Conditional admission is normally granted to students who are required to take specific *graduate* courses and achieve a defined grade or grade point average in their first or at the latest, their second term of enrollment in their graduate program.

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. Credit for graduate courses taken during the conditional admission term may be granted toward the degree program, if approved by the graduate program and the Dean of Graduate Studies.

■ 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 in order to be considered for admission to the graduate degree program to which they have applied. Admission as a qualifying student does not guarantee future admission to a master's or graduate diploma/certificate program unless the offer of admission specifically states that satisfying specific requirements within a specific period of time will result in admission to the degree program. Normally a student is admitted as a qualifying student for a maximum of one year (3 consecutive terms). Undergraduate courses taken as a qualifying student cannot be used for graduate degree credit. Qualifying students cannot enroll in graduate courses. You may not be admitted as a qualifying student for a doctoral program.

■ Enrolling in Courses

Approximately two months before the start of your first term, you will receive an e-mail that contains your SFU student computing ID. The e-mail will also provide instructions on how to activate it. Your computing ID is used as your login to the SFU e-mail system, the student information management system (used for enrolling in classes, ordering transcripts etc), and as the access login to various other campus systems. Please note: 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 not submitted appropriate test results as indicated in your offer of admission. Once the test results have been received, you will be able to register online.

■ Tuition and Fees

There are two basic tuition structures for graduate programs:

- term tuition, in which students pay a set amount each term for the program
- credit hour or 'unit fee' programs, in which students pay an amount per unit for each course.

If you wish to take one or more courses outside your program of study, additional tuition will apply.

In addition there are various ancillary fees which are applicable. The student system calculates tuition and fees each term after you have enrolled. Detailed information on tuition and ancillary fees is available at: <http://students.sfu.ca/calendar/student-info/grad-tuition-fees.html>

■ SFU Calendar — Graduate General Regulations

The intent of the Graduate General Regulations is to provide a consistent and equitable framework for the pursuit of graduate education at the university. These regulations are in effect 'the rules' for graduate study at SFU.

The Graduate General Regulations are provided in full in the University Calendar (<http://students.sfu.ca/calendar/student-info/grad-regulation.html>). These regulations provide important information for new and continuing students including information on:

- The administration of graduate education at SFU
- Graduate student supervision
- Enrolling in and withdrawing from courses
- Grading and academic progress
- Withdrawing from a term
- Program withdrawals
- Leaves of absence
- Course and residency requirements
- Time limits for the completion of degrees
- Thesis examinations
- Readmission
- Appeals

The Calendar will also provide you with the detailed requirements for the completion of your program.

Updates to the Calendar are posted online three times per year. The online edition of the Simon Fraser University Calendar is the University's official Calendar.

The policies and regulations set out in the Graduate General Regulations for the academic term in which you begin your program at Simon Fraser University is the Calendar under which you are governed for the duration of your program provided you maintain *continuous* registration. It is your responsibility to review and familiarize yourself with the Graduate General Regulations section and the schedule of dates and deadlines that have been prescribed by the University Senate for all academic activities and procedures.

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.

■ Time Limits to Completion (Graduate General Regulations 1.12)

Time limits have been set by the university for the completion of all master's and doctoral programs. These limits are intended to encourage you to complete your program and not unnecessarily protract your graduate education. They are also intended to ensure that your program and research are current and not out of date.

The maximum times to completion are not intended to be the normal times for completion. They are intended to take into account a wide variety of extraordinary circumstances and events that may delay completion. Individual departments may specify their expectations of normal degree completion times as a guide to determining whether your progress is satisfactory.

Please refer to the Graduate General Regulations in the calendar (<http://students.sfu.ca/calendar/student-info/grad-regulation.html>) for detailed information about the maximum times to completion.

■ Leaves of Absence

Students in 'per term' fee programs are expected to enroll in each term, or be approved for an official leave of absence. Please see the Calendar and the Graduate Studies Website for detailed information and deadlines for applying for a leave. It is important that applications for a leave are submitted by the deadline, unless there are unforeseen and exceptional extenuating circumstances.

Students in 'per credit' programs must be enrolled in at least one of every three consecutive terms, but leave of absence applications are not required for these programs. Normally, students in per-term fee programs register every term.

■ Term Withdrawals and Program Withdrawals

If you enroll for a term and subsequently need to withdraw from that term, or you decide to withdraw from your program, it is essential that you understand the applicable deadlines, transcript notations, and refund policies.

This information is available on the Graduate Studies website, www.sfu.ca/dean-gradstudies.html, and the appropriate form must be completed, signed as indicated, and submitted to the Office of the Dean of Graduate Studies. If the term or program withdrawal is done during a term, certain fees are not refundable, even when extenuating circumstances exist.

■ Western Canadian Deans Agreement

The Western Canadian universities, including UBC, UNBC, and UVic in BC have agreed to allow students to take courses at each other's institutions for credit to their degrees and at minimal cost. The application form is at <https://www.sfu.ca/dean-gradstudies/current/forms.html>. For more information, see <http://wcdgs.ca/>.

Part III: Terms and Conditions of Funding

■ Validity of Offer of Funding

Your Offer of Admission and Funding is valid for 21 days. 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 for which you are offered admission. Your offer of funding is tied to your academic term of admission and subject to the availability of funding. If you must postpone your admission, your offer of funding will no longer be valid and cannot be deferred to a subsequent term or year. You are urged to consult the program that has made you the offer of funding to discuss your options, which may include a new offer of funding for a subsequent term or year.

- The offer of funding is based on the expectation that you are not receiving support in the form of awards (ie. scholarships and/or fellowships) from external agencies, either domestic or international (ie. CIHR, NSERC or SSHRC)
- You must notify your graduate program and the Office of the Dean of Graduate Studies should you receive an external award after accepting an offer of funding or if you are already registered and receiving funding from SFU. In these instances, your offer of funding from SFU will be reviewed and likely changed, but in all cases the total amount of funding that you will receive from your external award plus SFU funding sources will exceed our original offer of financial support.
- Most funding offers include a variety of sources of financial support including teaching assistantships and research assistantships. 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.
- The offer of funding is subject to your continued good academic standing and continued satisfactory performance and progress in courses and research.
- Incidents beyond the control of your home department (ie. a faculty member losing his or her research grant, job action, or changes in banking interest rates) may affect your funding.
- Normally students are not to receive total support in excess of \$50,000 per annum from all institutional sources and external scholarships.
- Teaching assistantship and research assistantship support is governed by collective agreements and funding agency policies.
- All major SFU Entrance Award recipients (multi-year awards) who are Canadian citizens or permanent residents are required to apply each year for Tri-Council (CIHR, NSERC, SSHRC) funding, if they are eligible. If they do not apply, they will forfeit their remaining funding.

■ Awards

- The total maximum support you are permitted to receive from University awards/scholarship sources is \$50,000 per annum. This includes many external agency awards administered by SFU (eg. CIHR, NSERC, SSHRC)
- In all instances, you must meet the terms of reference for any award offered.
- All awards are merit based and merely meeting the eligibility requirements does not guarantee that you will receive that award.
- All students must be in good academic standing and be demonstrating satisfactory progress in their degrees to qualify for awards.
- For awards that are paid (disbursed) over more than one term or year, subsequent payments are contingent on you making good academic progress in your program.

■ Interruption and Termination of Funding

- **All Graduate Award** holders must maintain continuous registration during the tenure of their award. Students may interrupt their award only for the reasons of maternity, child rearing, illness, or health-related family responsibilities. Requests for interruptions must be approved by both the academic unit and the Office of the Dean of Graduate Studies, and may require additional documentation.
- **Award Overpayment:** Award holders will be required to return any amounts disbursed to them for the time period after their effective completion or withdrawal date.
- **Completion of Program:** 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. However, Departments may offer RAships and TAships to the end of the term in which students complete their degree. To assist in avoiding award overpayments, students are asked to advise the Office of the Dean of Graduate Studies of their completion date in a timely manner.
- **Withdrawal from Program:** Awards are prorated to the effective date of withdrawal from a degree program. To assist in avoiding overpayments, students are asked to advise the Office of the Dean of Graduate Studies of their withdrawal date in a timely manner.
- **Leave from Program:** Award holders are not eligible to receive their award during academic terms in which they are officially on-leave from their program. Students are asked to advise the Office of the Dean of Graduate Studies to arrange for the suspension of their award payments until their return from on-leave status. The decision as to whether to re-initiate payment of any award requires approval of the Dean of Graduate Studies or designate.

■ 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 Graduate Research Assistantship (GRA) 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.

Welcome to Simon Fraser University

Canada's top comprehensive university, as ranked by *Maclean's* in 2011

■ Change of Status or Program

Your offer of funding is connected to both the degree program and the program that has recommended you for admission and funding.

Cancellation of your funding will likely occur if you change your degree program, drop to part-time status, 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 a 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.

In addition, if you are offered a Research Assistantship (RA) at the time of admission, but choose to switch supervisors, you will forfeit your RA. In these cases, your new supervisor may choose to offer you another research assistantship.

Should 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 considering any changes to your program or your registration status, you must consult your program first to discuss any possible implications for your funding.

■ Method of Payment of Graduate Awards and Funding

Many of the financial components of your Offer of Funding are paid through Human Resources — Payroll Services, on a bi-monthly basis. This includes assistantships (teaching and research), sessional positions, and some external awards.

Internal scholarships are paid through your student account. Award payments will be applied to your student account first, paying off any outstanding tuition balance. The remaining funds will be transferred to your bank account, provided you have completed and submitted a direct deposit form. Please note that there is a 2–3 day delay in the funds being transferred to your bank account. For more information on award payments please visit our website: www.sfu.ca/dean-gradstudies/awards/award-payments.html

To receive payment, you must be registered in your graduate program for the term and have submitted the required documentation to the Office of the Dean of Graduate Studies.

Please note: You must be registered as a full-time student in the program in which the offer of funding was made to receive your scholarship funding.

■ Teaching Assistantships

Teaching assistants (TAs), tutor markers (TMs), sessional instructors (SIs) and language instructors (LIs) 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 (TSSSU). A copy of this Agreement is available online at www.tssu.ca/wp-content/uploads/2010/01/CA-2004-2010.pdf.

Students with full-time status may be eligible to apply for a teaching assistant (TA) position. For more information contact your departmental Graduate Program Assistant or Departmental Manager. Available TA positions can also be found on the TSSU website: www.tssu.ca/job-postings-2/

■ Graduate Scholarships

The scholarship component of your offer of funding is normally applied to your student account two weeks after the start of the term in which your scholarship is awarded. Award payments will be applied to your student account first, paying off any outstanding balance. The remaining funds will be transferred to your bank account. Please note that there is a 2–3 day delay in the funds being transferred to your bank account.

To receive payment, you must be registered in your graduate program for the term and have submitted the required documentation to the office of the Dean of Graduate Studies.

PLEASE NOTE: If you are a recipient of an external award/ scholarship, your financial offer may be revised.

■ 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, that may require some work related to your research. The value of the RA may not be the same in each academic term. Please contact your program to verify how your RA is paid.

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. In addition, 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 a 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 program, you may also lose your RA position unless your new supervisor can provide funding for a RA position for you.

Please note: If you are a recipient of an external award/scholarship, the value of your award may impact the value of your RA.

■ Entrance Scholarships for Academic Excellence

On admission, some graduate students are recommended by their program for a Major Entrance Scholarship. Recipients are selected by the Senate Graduate Awards Adjudication Committee (SGAAC). Please refer to your award offer for the duration and amount of the scholarship.

■ Private Awards

Over the years, 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 these awards is available from the Dean of Graduate Studies website (www.sfu.ca/dean-gradstudies.html)

You may be offered an award of this type at the time of your admission or further along in your program. In order to be eligible to receive the award, you must be registered full-time in the degree program and the program offering the award in the term of your admission. 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.

■ 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 the Office of the Dean of Graduate 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 14.*)

■ Bursaries

A bursary is a monetary award similar to a scholarship in that you are not expected to repay it, but bursaries are awarded primarily on financial need rather than academic achievement. Bursaries are a supplemental source of funding for students in high financial need.

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://sis.sfu.ca>). It is the student's responsibility to meet applicable deadlines and supply all required documentation. Bursaries are administered by SFU Student Services.

Funds will be credited to the recipient's account with the University. Outstanding debts to the University will be deducted from the bursary funds before a refund for the credit balance is issued. Bursaries are tenable only for the term indicated and may not be deferred. Students who do not enroll in the term for which the bursary is granted forfeit the award. 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. Recognizing that your first commitment is to your studies, 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 your Work-Study placement will vary depending on your assessed financial need. Successful applicants will be awarded 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://sis.sfu.ca>). It is your responsibility to meet applicable deadlines and supply all required documentation. Incomplete applications may be rejected.

■ External Awards

If you receive an award from an external agency (e.g. SSHRC, NSERC, CIHR, etc.) you must promptly report it to the chair/director/graduate supervisor of your program and the Office of the Dean of Graduate Studies. As some external agencies limit the total amount of scholarship funding you may receive, and limit the number of hours you may work, your offer of funding and subsequent funding packages may be modified in order to meet these regulations. (For example, recipients of NSERC awards are permitted to work up to 450 hours per annum.) Please review your Offer of Admission and Funding for how this might affect you.

The decision to modify your funding package from Simon Fraser University is made in consultation with your program and the Dean of Graduate Studies.

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

For information on this and other kinds of financial assistance, please visit the Graduate Studies website at www.sfu.ca/dean-gradstudies.html.

Stay updated through our blog

Upcoming funding opportunities are posted at www.sfu.ca/grad/blog.html



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 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; 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 Program

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 on line
- Displaying student accounts
- Applying for graduation
- Applying for scholarships and bursaries
- Checking the status of your scholarship application

■ Tuition Fees

There are two tuition fee structures at the university – term or semester fees and unit or credit hour fees. Students enrolled in programs that charge term fees pay a flat amount each term, whereas students in credit hour programs pay an amount per unit for each course in which the student is enrolled. Certain rules and policies differ, depending on the type of program in which you are enrolled. Please see the relevant sections of the Calendar for a detailed explanation.

Student Accounts is responsible for receiving payment of fees. Please contact the Office of the Dean of Graduate Studies if you have any concerns with your assessed tuition fees.

Tuition fee amounts, late charges, and other fees and charges can be found at <http://students.sfu.ca/calendar/student-info/grad-tuition-fees.html>.

■ Centre for Students with Disabilities

If you have a documented or suspected disability, the Centre for Students with Disabilities may be able to help you. They can review eligible students' disability documentation and recommend reasonable academic accommodations to offset the affects 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 on the Burnaby campus, 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 and families. Single graduate students are typically placed in Hamilton Hall. Graduate students with families are typically placed in Louis Riel House.

It is recommended that you apply for residence before February 28th 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 will be updated with 2012-13 information as it becomes available.

■ Transit & U-Pass BC

SFU is served by four bus routes: #135, #143, #144, and #145. For more information on routes and scheduling, please see TransLink's website at www.translink.ca.

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. This mandatory program was approved via a GSS student referendum in June 2011.

U-Pass BC is a mandatory program for all members of Simon Fraser University's Student Unions and currently costs \$30 per month (\$120 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.

Eligible students can obtain a new U-Pass BC card each month at any of SFU's three campuses through self service distribution machines. For more information, please visit <http://students.sfu.ca/upass.html>.

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 \$30 per month otherwise. See <http://students.sfu.ca/upass/eligibility.html>.



Graduate student residence, Burnaby campus



SkyTrain to SFU Surrey

Part VI: Information for International Students

■ Pre-Arrival Information

International graduate students bring valuable perspectives, insights and experiences to the university. If you are an international student, please visit our website for information that will help you find your way through getting settled in Metro Vancouver and getting established in the Canadian university system. We have also set up a webforum for you to connect with other grad students. See www.sfu.ca/grad/current/international_students.html

■ International Services for Students Office

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

- orientation programming for all new international students
- advising on visas, employment regulations, and academic and cultural transition issues
- information about health insurance
- workshops on a variety of topics including employment, taxes, and immigration
- social activities such as welcome events, language circles, world films and activities
- referrals to other services and resources both on and off campus

For information about resources that are available, visit <http://students.sfu.ca/international>. To contact an International Student Advisor, please email intl_advising@sfu.ca or call 1.778.782.4232.

■ Orientation Sessions

Each Fall, ISS provides an International Graduate Orientation session, in collaboration with the general Graduate Studies Orientation. This free session covers information on immigration and employment, health insurance, academic culture in North America, living in Vancouver, and services and programs for graduate students. It is also an excellent opportunity to meet other new international grads. For upcoming dates and to register for International Orientation, visit <http://students.sfu.ca/international>.

For information on the general Grad Studies orientation, visit www.sfu.ca/grad/events/orientation.html. Your department will also probably have its own Fall orientation events.

■ Applying for a Study Permit

Before you can study in Canada, you must obtain a study permit by applying to your closest Canadian Embassy or Consulate. Apply early as the processing time can take weeks (or even months) and some Canadian representatives may have deadlines for processing your requests.

For detailed instructions on how to apply, please visit the website of the Canadian visa office responsible for your region (see www.cic.gc.ca). You will need your official admission letter from SFU and the Study Permit information form issued by the Office of the Dean of Graduate Studies. US citizens and US permanent residents may apply at their port-of-entry into Canada (airport or border crossing).

More information is available on the Dean of Graduate Studies website at www.sfu.ca/grad/future/international-applicants/study-and-work-permits.html and on the International Services for Students website at <http://students.sfu.ca/isap/handbook/pre-arrival.html>

If you are already in Canada and need to extend or change the conditions of your stay, please see the Citizenship & Immigration 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 at intl_advising@sfu.ca or 1.778.782.4232.

■ Health Insurance

There are two levels of **mandatory** health care coverage for graduate students.

- **Basic** health care coverage (doctors, hospital care and more) is typically provided through British Columbia's Medical Services Plan (MSP). (See www.health.gov.bc.ca/msp/infoben/index.html)
- Extended coverage (dental, eyeglasses, massage therapy, prescription drugs and more) is provided through the Graduate Student Society and administered by Student Care.

Step 1

There is a 90 day waiting period before newcomers to BC are eligible for the BC Medical Services Plan. This 90 day waiting period is required by the BC government in order to process any newcomer's application for BC MSP and is governed by the *BC MSP Act*.

You must purchase a short-term medical plan during this time. Two options for short-term coverage include the Global Campus Health Plan or Guard Me. Apply online before you leave your home country, or as soon as you arrive in Canada (forms are also available at International Services for Students). These plans will typically cover you for unexpected sickness or accidents — read the policies carefully and choose the one that best meets your needs.

Please note: A mandatory temporary health insurance plan for all international students is expected to be implemented in January 2013. Please visit <http://students.sfu.ca/international> for the most up-to-date information.

Step 2

If you are a new international or exchange student who will be in British Columbia for longer than six months, **you must apply for the BC Medical Services Plan (MSP) as soon as you arrive.** Health care costs in Canada are *extremely* high without insurance.

Mail the MSP application form with a copy of your study permit (and copies of your dependents' immigration documents) as soon as you arrive in British Columbia. Do not send any payment. Your application will be processed when you have fulfilled the waiting period. You will receive your provincial health card (called a CareCard) in the mail, along with a bill for payment of the monthly fees. Effective January 1, 2012, monthly rates are \$64.00 for one person, \$116.00 for a family of two and \$128.00 for a family of three or more. Prices are subject to change. Please visit the MSP website for the most updated information: www.health.gov.bc.ca/msp/infoben/index.html

Step 3

If you enroll in a graduate program at SFU in September or January, you will be automatically enrolled in the SFU Graduate Student Society's Health & Dental Benefit plan (see www.ihaveaplan.ca). The fees will be assessed on your student account. If you begin your academic year in May, you will not be automatically covered, but have the option to enroll yourself during the opt-in period.

The plan gives you the option to enrol your family (spouse and/or dependents) by completing an enrollment process and by paying an additional fee, over and above your individual fee as a plan member. Common law and same-sex couples are eligible.

You must have a Basic Canadian Provincial Medical Plan (MSP or equivalent private insurance) to be able to use your Graduate Benefit Plan. The Graduate Student Society (GSS) Health & Dental Plan is designed to *complement* the BC Medical Services Plan to help you avoid additional medical costs. For example, you would use your Carecard (MSP) to visit a doctor, and use your Graduate Benefit Plan to purchase medicine prescribed by the doctor at a reduced direct cost to you.

Welcome to Canada!

We're glad that you've chosen Simon Fraser University.

■ Health Insurance for Teaching and Research Assistants

Health 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 grant holders are *not* able to pay for these benefits for Research Assistants or Post-Doctoral Fellows. For more information, please see www.sfu.ca/human-resources/other/research-personnel-benefit-plan.html

More information about health insurance is available at www.sfu.ca/grad/current/new_graduate_students/when_you_arrive/healthcare.html If you have questions or need assistance, please see <http://students.sfu.ca/international> or contact at International Student Advisor 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 part-time employment on any of our three campuses without obtaining a work permit. International graduate students may also be eligible for “off-campus work permits” after 6 months of full-time study, and “co-op work permits” if participating in an approved SFU co-op or internship program. For more information, visit www.cic.gc.ca/english/study/work.asp. The International Student Advisors at International Services for Students are available to assist you with the process.

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

■ Bringing Your Family

The spouses, partners and families of our graduate students are an integral and vital part of the SFU community. Spouses and common-law partners of full-time international students are eligible to apply for open work permits in Canada for the same period of time as your study permit. 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 visitor status at the same time that you apply for your study permit. School-age children (ages 5-18) are advised to obtain study permits.

See www.cic.gc.ca or www.sfu.ca/grad/future/international-applicants/study-and-work-permits/family-permits.html. Information about schooling and childcare is available in our Newcomer's Guide at www.sfu.ca/grad/current/new_graduate_students/newcomersguide.html

■ Staying in Canada

You may be eligible to work in Canada for up to three years after graduation through the “Post-Graduation Work Permit” program. Citizenship and Immigration Canada has a number of Permanent Resident (PR) programs for international graduates who wish to remain in Canada permanently. These programs include the recently introduced Canadian Experience Class, Federal Skilled worker Class, and the BC Provincial Nominee Program (BC PNP). If you are interested in staying in Canada permanently, please see www.cic.gc.ca or www.sfu.ca/dean-gradstudies/future/international-applicants/study-and-work-permits/staying-in-canada.html

Part VII: 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 offsetting some of the costs.

The following information will help you get an idea of what you should expect to spend while studying at SFU and living in the Greater Vancouver Regional District. This information is an estimate to be used as a guideline in budgeting for your study expenses:

Graduate Students: estimated costs (2011/2012)

For a single graduate student in a full-time research term (4 months)

GRADUATE STUDENTS	Estimated cost per term
Tuition	\$1,665**
Student fees	\$270
Books and supplies	\$500–\$700
Student Society Health and Dental plan for students (note: covers entire year)	\$396***
Accommodation and utilities	\$2,500–3,500
Personal expenses	\$1,500–\$2,500
Total	~\$6,800–\$9000 per term****

** Graduate tuition fees vary by program. This is the expected regular semester fee for 2012–13.

*** Does not include basic MSP

**** Living costs may vary, based on lifestyle

■ 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.

■ 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/loans/usstudents.html>



SIMON FRASER UNIVERSITY
DEAN OF GRADUATE 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 semester

- Establish your goals for the semester: courses, research, writing, teaching.
- 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.
- Discuss your plans for professional development: conferences, learning new techniques. Allot enough time to request financial support for travel or acquiring equipment, if needed.
- Discuss your plan and requirements for financial support.
- 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.
- Discuss your post-graduation career plans.

At least once a year

- Write down your goals and your timeline for achieving them
- Meet and discuss your annual plans with your entire supervisory committee
- If applicable, get an assessment in writing of your progress from the previous year
- Discuss your requirements for financial support
- Discuss plans for major absences, either yours or those of your committee members (this should include time for family, recreation and vacations)
- Review your long-term plan for completion of your degree. Ensure that the current year's plan is consistent with the long-term plan.
- 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)
- Discuss your plan for publishing research results. Discuss co-authorship of papers.
- 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/administration/faculty/supervision.html

Office of the Dean of Graduate Studies

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