All information is current as of July 2020. Information is subject to change, so please check with the individual office or their website for up-to-date information. Whenever you have a question or in doubt, please ask.
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1. Introduction

Welcome to the Department of Earth Sciences. This guidebook is intended to help you become acquainted with how things work in the Department. Most of the information has been put together from various sources including graduate students, SFU calendar, staff, etc. When in doubt, please ask someone for help. **Note:** The information in this guide does not supersede that in the University Calendar or other university policies or regulations.

Checklist:

- Payroll start-up forms – fill out the Personal Data Form (PDF), TD1 and TD1 BC forms
- Get a Social Insurance Number (SIN) (see further info on Page 5)
- Sign up for a bank account with any of the many financial institutions. *See further info on Page 5.*
- Provide a photocopy of Study Permit and passport (*only for International students*)
- Provide proof of Provincial Medical coverage (MSP), OR
  
  **FOR OUT OF PROVINCE AND INTERNATIONAL STUDENTS**
  
  - Arrange for Medical Insurance/Extended Health Benefits (guardme.ca) (see further info on Page 6), AND
  - Apply for BC Medical Services Plan (MSP) (within first 30 Days)

- SFU Graduate Student Society Graduate Benefit Plan
  a) Students starting in September or January will be automatically enrolled in the Plan.
  b) Graduate students starting in May are *not automatically enrolled*, but have the option to enroll by contacting studentcare.net/works, or completing the Self Enrolment (please see page 10)

- Courses – Register for courses. You **must always** register for your graduate thesis project each semester (EASC 898 M.Sc. Thesis and EASC 998 for Ph.D. Thesis). Check with your supervisor to see what other courses you should be registering in.

- Make sure your tuition fees are paid

- Get your library/ID card. *See below on Page 6*

- Activate your Computing ID and SFU e-mail (See below on Page 7)
Social Insurance Number:

A Social Insurance Number (SIN) is a number that the Canadian government requires for taxation purposes and without one, you cannot get paid. A Social Insurance Number is only required if you earn income in Canada, on or off campus. This number enables your employer to make the necessary government deductions. You are required to show and give a copy to your employer of the confirmation of SIN letter.

International students must present a study permit issued by CIC that states the permit holder “may accept employment” or “may work” in Canada. If neither of these statements is on the study permit, the international student will need to contact CIC to obtain an official “confirmation to work” letter. To apply for a SIN, an international student must present both documents (study permit and official “confirmation to work” letter).

The SIN number will be issued/valid for the duration of your current immigration document.

You must apply in person at a Human Resources Centre office closest to your home with your original documents. The Burnaby office is at 100-3480 Gilmore Way, Burnaby, BC. For other offices, check their website.

Banking:

Opening a bank account:
You will need to open a bank account when they arrive in Canada. When choosing a bank, consider convenience and whether or not the bank has a student account option. In order to open a bank account, you will likely need your passport, Student ID, proof of enrollment and documentation verifying your address (i.e. phone bill, lease or residence agreement).

Two types of accounts:

- **Chequing** - This is the most common type of account for everyday needs. When you open a chequing account, the bank will issue you a debit card (Interac) that can be used to pay for purchases in most stores and to make cash withdrawals at Automated Teller Machines (ATM). Charges made to your debit cards are deducted from your account immediately. The bank will typically issue you a few free temporary cheques, but you will have to pay to order more. Cheques are often used to pay rent and bills. Many people prefer to bank and pay their bills online or over the telephone. Ask about these options too. Be aware that Canadian banks often charge transaction fees for withdrawals, using your debit card, online and telephone banking etc. **Ask if they have a student package** and make sure you understand how you will be charged for services.

- **Savings** - If you have a larger amount of funds for your studies, you can place them in a savings account. This account option offers minimal interest growth on your savings but typically the money is not locked in. If you don’t need immediate access to your funds, ask the bank about other savings options. It is quite common for banks to put a hold on large deposits. If you need access to certain funds to pay your tuition or rent soon, find out if and for how long a hold will be put on your funds before you make any transaction. Also, before you initiate a transaction to wire transfer funds to or from your home country, make sure you find out how much it will cost and how long it will take.
Scotia Bank

1. Burnaby Campus at the Cornerstone
   6715 E. Hastings at Sperling Ave
   North Burnaby, BC V5B 1S6
   Phone: 604.668.3717

Bank of Montreal

1. Lougheed Town Centre
   167A-9855 Austin Road
   Burnaby, BC
   Phone: 604.665.3745
2. Brentwood Mall
   72-4567 Lougheed Hwy
   Burnaby, BC
   Phone: 604.665.6660

Royal Bank of Canada

1. Hastings & Kensington Branch
   6570 East Hastings St
   Burnaby, BC V5B 1S2
   Phone: 604.665.5925
2. Bainbridge & Lougheed Branch
   2840 Bainbridge Ave
   Burnaby, BC V5A 3W7
   Phone: 604.665.8500

CIBC

1. Burquitlam Plaza
   546 Clarke Road
   Coquitlam, BC
   Phone: 604.933.2133
2. Lougheed Mall
   195-9855 Austin Ave
   Burnaby, BC
   Phone: 604.257.1175

Other large financial institutions include HSBC and Toronto Dominion (TD).

Medical Insurance:

- **STUDENTS REGISTERED AT SIMON FRASER UNIVERSITY MUST BE COVERED BY HEALTH INSURANCE AT ALL TIMES AS PER SFU CALENDAR (MEDICAL REQUIREMENTS)**

British Columbia Medical Services Plan (MSP):

- You must have coverage under the [BC Medical Services Plan (MSP)](https://www.gov.bc.ca) as a resident of BC. Because there is a three month waiting period before newcomers are eligible for BC MSP you will need to [apply online to Guard.me](https://guard.me) as soon as you arrive in BC. MSP covers the cost of basic medical care within BC including most physician and hospital services.

- **Health fee for international students (Questions and Answers)**

- MSP does not cover dental care, prescription drugs, or vision (such as eye examinations or corrective lenses).

- Apply [Online](https://guard.me) or by mail [Click here](https://guard.me) to download the MSP Form.

International Students (guardme):  

- International (visa and exchange) students will be automatically enrolled in a mandatory 4 month primary medical insurance plan through guard.me this plan provides coverage for the waiting period for MSP and can be used together with the SFSS/GSS extended benefit plan. **Once a student receives a carecard/valid B.C. Medical Services Plan (MSP) he/she must opt out of the plan to avoid further enrollment.**
The cost per student will be approximately $281/term and will be included in their student fees. Opt out procedures will be in place for students who can demonstrate BC MSP or acceptable equivalent coverage. For further information about Medical Insurance click here.

- Medical Benefits are provided by the University (upon application) for those graduate students who will hold a TSSU – Teaching Assistant appointment. (Please refer to TSSU section on page 11)

Graduate Student Society at SFU (GSS) and SFU Graduate Benefit Plan (Ihaveaplan):
The is the student society for SFU grad students and is happy to help SFU grads find the information and assistance they need to navigate and enjoy their experience at SFU. Feel free to contact them with questions, problems, or suggestions. If we can't address it ourselves, we’ll help connect you with the right people. For further information visit GSS website

Any student enrolled in a graduate program at SFU in September or January will be automatically enrolled in the Plan, including off-campus, part-time, and international students.

Graduate students on approved leave or beginning their academic year in May are not automatically enrolled but have the option to enrol by contacting studentcare.net/works. Please click here go to the webpage for further information. Click here to know how much it costs and the breakdown of each term.
You can opt out if you provide proof to www.ihaveaplan.ca of equivalent coverage. If you do not opt out you will owe the plan fee for this academic year.

Opting out must be done every year even if you have opted out before. If you have provided proof of coverage to www.ihaveaplan.ca previously, you can just log in to that website and indicate that you want to opt out.

Change-of-Coverage Period
The Change-of-Coverage Period is the period at the beginning of the semester when you can either opt out or enroll your spouse and/or dependents in the Graduate Benefit Plan. Students who aren't automatically covered by the Plan and who are eligible to enroll must complete self-enrolments during the Change-of-Coverage.

For further information on the Graduate Student Society health and dental plans, please visit the following website: www.ihaveaplan.ca or visit the Graduate Student Society.

I.D./Library Card:
During your first semester you will need to get your photo I.D. For more information on how to get your library card click here.

SFU e-mail
If you need help with your SFU Mail please go to: https://www.sfu.ca/sfumail.html

A TA must not forward your SFU mail to gmail, etc. This is a British Columbia law that says we cannot store any private student information outside of Canada.

https://www.sfu.ca/itservices/elearning/external-tools/
Keys:
See Grad Secretary for any key requisitions you may require for offices, labs, etc. Keys are available from The Access Control office located in Room 1300 in Discovery 1. A refundable purchase price of $20 per key is required. If you get locked out of your lab or office, see Matt or Elilan as they have copies of most keys. If they are unavailable, Campus Security can grant you access provided you have your student I.D.

Matt also have keys for any cabinets in the labs.

2. Administration

Administrative Staff:
The following may be useful contacts during your graduate studies program here at SFU.

<table>
<thead>
<tr>
<th>EASC</th>
<th>PHONE</th>
<th>OFFICE</th>
<th>E-MAIL</th>
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</thead>
<tbody>
<tr>
<td>Dr. Glyn Williams-Jones</td>
<td>778-872-3306</td>
<td>TASC1-7205</td>
<td><a href="mailto:easchair@sfu.ca">easchair@sfu.ca</a></td>
</tr>
<tr>
<td>Chair</td>
<td></td>
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</tr>
<tr>
<td>Dr. Gwenn Flowers</td>
<td>778-872-6638</td>
<td>TASC1-7237</td>
<td><a href="mailto:easc-grad-chair@sfu.ca">easc-grad-chair@sfu.ca</a></td>
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<tr>
<td>Graduate Studies Committee</td>
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<tr>
<td>Tarja Vaisanen</td>
<td>778-872-4779</td>
<td>TASC1-7203</td>
<td><a href="mailto:tvaisane@sfu.ca">tvaisane@sfu.ca</a></td>
</tr>
<tr>
<td>Manager, Academic &amp; Administrative Services</td>
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</tr>
<tr>
<td>Lorena Munoz</td>
<td>778-872-5387</td>
<td>TASC1-7201</td>
<td><a href="mailto:eascgsec@sfu.ca">eascgsec@sfu.ca</a></td>
</tr>
<tr>
<td>Graduate Secretary</td>
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<tr>
<td>Bonnie Karhukangas</td>
<td>778-872-7230</td>
<td>TASC1-7207</td>
<td><a href="mailto:eascesec@sfu.ca">eascesec@sfu.ca</a></td>
</tr>
<tr>
<td>Chair’s Secretary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Matt Plotnikoff</td>
<td>778-872-3298</td>
<td>TASC 1-7405</td>
<td><a href="mailto:mattp@sfu.ca">mattp@sfu.ca</a></td>
</tr>
<tr>
<td>Senior Technologist / EASC Safety Contact</td>
<td></td>
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</tr>
<tr>
<td>Elilan Ganesathas</td>
<td>778-872-3298</td>
<td>TASC 1-7405</td>
<td><a href="mailto:easctech@sfu.ca">easctech@sfu.ca</a></td>
</tr>
<tr>
<td>Resource Specialist</td>
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</table>

Chair, Graduate Studies Committee: Gwenn Flowers
She is responsible for signing, a departmental reference point on procedures. She is the person to see if you have any concerns re: supervisor, committee procedures, etc.

Manager, Academic & Administrative Services: Tarja Vaisanen
She is responsible for all things financial. Such as: TA-ships, RA-ships, payroll, travel expenses, expense claims. She is also responsible for anything administrative such as budgets, staff, etc. As well as the undergraduate advisor.

Mail:
Mail is delivered to the Department each morning and is distributed to the graduate student mailboxes by the office staff.

Postage on outgoing research mail supported by your senior supervisor (letters dealing with research projects, reprint requests, reprint mailing etc.) is paid for by the Department. If speed and security are important, courier services may be used.
Students may send personal mail through the university provided sufficient postage is attached.

Inter-departmental mail and mail to UBC & UVic requires no postage.

To avoid excessive use of paper and copying, much of the communication within the Department is done via email, the internet and various bulletin boards.

**Courier Services:**
See Graduate Secretary. In general, we need to have (1) the grant number that service will be charged to, (2) name, address and phone number of the recipient, (3) description of contents (4) weight (5) value $$. You must obtain permission from your senior supervisor before you use a courier service.

Once it is properly packaged, bring the box to the Graduate Secretary for shipment.

**Photocopying:**
The department has 2 photocopiers that you may use; one in the copy room and one in the Seminar Room. Please see our Resource Specialist (Ellian) or Senior Technologist (Matt) for access information to the photocopiers. Feel free to ask office staff for assistance if you have any problems with the machine. For photocopying 15 or more copies e.g. exams or handouts for classes, you may want to consider Document Solutions. They require at least 5 working days to complete your order. It is cheaper than using the machine in our office and also saves on wear and tear. See EASC office staff for details.

The library also has card operated photocopiers. See Tarja to acquire one of these cards if so authorized by your supervisor. Cards are charged to the supervisor’s grant.

**Stationery:**
Office Supplies (letterhead, envelopes, overheads, etc.) are available from the General Office for department related activities only ie. courses. Taking items for personal use is not permitted.

**FAX Machine:**
There is a FAX machine in the General Office.
When faxes are received, they are distributed to the appropriate mailbox by office staff.

You will know your fax has gone through by a long beep produced by the machine. If it doesn’t go through, it will print a report that will be placed in your mailbox.

**Earth Sciences Room Booking:**
First check availability and then contact Graduate Secretary at 2-5387 or email eascgsec@sfu.ca to reserve the room.

**Booking Faculty of Science Seminar Room:**
The Dean of Science offers one room that we can book for seminars, Thesis defences etc. Contact Graduate Secretary at 2-5387 or eascgsec@sfu.ca to check for availability and to reserve the room.

There are mailboxes for each graduate student located in Room 7403 (Coffee Room) in Earth Sciences. Please make sure that you collect your mail.

**Science Stores:**
Technical and scientific supplies and stationary (tubing, pumps, valves, vials etc.) are available in Science Stores on the 6000 level below the Biology General Office (B6208).
To purchase supplies, you require an account. You will need an authorization form and your supervisor will need to sign it. Materials will be charged to your supervisor’s account. Once your supervisor has signed off on the authorization form, please see Tarja at this time.

Click here to check the Science Store hours. You must bring your student card to make a purchase from Science Stores.

If you require something that is not a regular stock item, it can be ordered from a chemical or scientific supply company provided the item you require is listed on one of the Science Stores lists.

*Please note: Student ID cards are required to make purchases through Science Stores.

**LCD PROJECTOR, SLIDE PROJECTOR AND CAROUSEL TRAY AND LASER POINTER:**
Equipment for seminar presentations and thesis defenses can be checked out from Matt. It is a good idea to reserve these items in advance.

**Campus Security**

**On Campus Medical/Emergencies** 911

Additionally, Campus Security provides urgent assistance and first aid 24/7 at all campuses: 778.782.4500. For more, review emergency information and procedures.

<table>
<thead>
<tr>
<th>Emergency Line</th>
<th>778.782.4500</th>
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<tbody>
<tr>
<td>(Urgent security/First aid)</td>
<td></td>
</tr>
<tr>
<td>Non-emergency Line</td>
<td>778.782.7991</td>
</tr>
<tr>
<td>(Security/ Safe Walk)</td>
<td></td>
</tr>
</tbody>
</table>

(Burnaby, Surrey, and Vancouver campuses)

SFU Road Conditions & University Closure 604.444.5029
Student Patrol 778.782.5425
Lost and Found 778.782.5451
Crime stoppers 1.800.222.TIPS (8477)
Health and Counselling 778.782.4615

SFU Health and Counselling has a service to support student well-being. It’s called My SSP (Student Support Program) and it offers 24/7 counselling support in multiple languages, by phone or app, to all graduate and undergraduate students. More information is available on the My SSP page. Health and Counselling has also launched a Mental Health at SFU page showing multiple support options for students.

Human Rights Office 778.782.4446
SFU International 778.782.2432
Financial Aid and Awards 778.782.6930
Residence and Housing Office 778.782.4201
Centre for Students with Disabilities 778.782.3112
Interfaith Centre 778.782.3180
3. Guidelines for Field Research

Field research is defined as work activities conducted primarily for the purpose of research undertaken by employees or students of the University beyond the geographical boundaries of the University property.

EASC requires that all researchers conducting field work must produce a detailed field safety plan, to be submitted by the research supervisor (PI) after being reviewed with all personnel associated with the field activities. Field Safety Plans are reviewed by the Department Chair for approval. Students must fill out the planning template.

The Principal Investigator must ensure that each individual researcher or research team member is aware of the provisions of the Field Research Policy; the Guidelines for Safety in Field Research

4. Responsibilities as a Graduate Student:

It is your responsibility to check your mail regularly and change your address when you have secured permanent accommodation.

SFU will be sending you important mail while you are a student. If you move, please ensure your personal information and mailing address is updated on the Student Information System at Payroll and as well as here in Earth Sciences.

Courses and Registration:

All graduate students must register each semester. You do this through the on-line Student Information System. New Students must pay $250 deposit 5 days prior to gaining access to the on-line Student Information system. This $250 is applied towards the tuition fees and is not an extra charge. If you are having difficulty with registration, please see the graduate secretary for assistance. Students must register for their thesis each semester (M.Sc. = EASC 898 and Ph.D. = EASC 998). Failure to register will result in the student being required to complete a new application for admission to graduate studies. You should consult with your Supervisor on what courses you should take each semester.

The Department normally announces courses to be offered a semester in advance. Students may also take Directed Studies or Special Topic courses or may be eligible for courses in other departments.

You may take courses at other universities for credit here at SFU. It is common for our graduate students to take 1 or 2 courses at UBC. Although, only half of your coursework may be completed at another university. Under the Western Dean’s Agreement you can take courses at western Canadian universities without paying course fees (although you will have to pay activity fees). Plan ahead. Getting permission and registering to take courses somewhere other than at SFU takes time (six weeks or more). For further information click here.

"It is the responsibility of each student to be aware of faculty regulations as stated in this Calendar. Departmental and faculty advisors and staff are available for advice and guidance. However, the ultimate responsibility for completeness and correctness of course selection, for compliance with and completion of program and degree requirements and for observance of regulations and deadlines rests with the student."
Paying your Tuition Fees
To avoid paying penalties on outstanding fees, pay your tuition fees on or before the due date. You can pay tuition fees via online banking, a cheque issued to the university or in person to the staff at the General Enquiries counter at Student Services. Click here for more information on how to pay your fee. SFU student fees can be found at http://students.sfu.ca/fees/. The specific amount you owe and the date it is due will be on your personal account page at the Student Information System.

All awards are paid through SFU Student Accounts — tuition and other fees you owe the University are deducted first and then the remainder of your award is paid to you via direct deposit. Check the Award Payment Schedule page for more information on how to activate your award and to check the payment schedule.

Supervisory Committee
All graduate students are required to have a supervisory committee by the beginning of the second semester of study. Supervisory Committee forms are available on the Department of Graduate and Postdoctoral Studies website. If you need to change your supervisory committee after it is originally formed (add/remove members), you must complete a Change of Supervisory Committee form. A Supervisory Committee form should be submitted to the Graduate Secretary no later than the beginning of the 2nd semester and should have attached to it, a C.V. for everyone on the Committee who is not employed by SFU.

EASC 810 MSc Thesis Proposal
A Thesis Proposal (EASC 810) is presented by the end of the second semester. Click here to see MSc. THESIS PROPOSAL Outline

EASC 910 - PhD Candidacy Examination
Every earth sciences PhD student must complete an oral candidacy (EASC 910) examination prior to the end of the fourth semester of registration, or in the first semester after transferring from the MSc program. The candidate must submit a written thesis proposal to the supervisory committee and present it at the beginning of the oral candidacy examination, which will be followed by an oral examination. Click here to see PhD Oral Examination Outline.

EASC 901 (Seminars for PhD Students):
PhD students must give one research seminars (EASC 901) as part of their course work; which should be based on completed, or nearly completed thesis work. Students are expected to attend all the research seminars in the department.
Tips on how to deliver an engaging seminar
The department hosts the seminar series in which speakers discuss topics that are of interest to EASC Faculty and students. Seminar announcements are posted on various notice boards and are also sent out via email. This is the setting where students would present their EASC 901 seminar.

Online Grad Progress Report:
Three times a year, DGS will generate the Grad Progress Reports (GPR) based in the Admit Term as follows:
The supervisory committee shall report on the student’s progress using the following criteria:

a. CGPA, which must meet the minimum standard of 3.0
b. Satisfactory progress guidelines where such have been set by academic units;
c. Norms of the discipline or program relevant to the student’s stage of degree completion;
d. Annual goals or requirements set by the supervisory committee and the student.

The Grad progress report consists of a self-evaluation summary of your progress over the past year, a list of courses taken and grades achieved, a summary of financial support and an evaluation by each member of your committee, that you have made satisfactory progress over the past year. It is completed by the student and all members of the Supervisory Committee as well as the Graduate Chair.

5. Payroll Deduction Process for Teaching Support Staff Union (TSSU) Members

Only TSSU members with an active appointment during the semester in which they are students are entitled to the benefit.

Eligible students will use the “Self-Serve” functions on the Payroll site to sign up for payroll deduction.

Students will have to set up the total amount of tuition and fees they want deducted from their pay over the course of the semester. They will be able to enter a deduction as a flat amount to be deducted from every payroll deposit or select a flat amount to be taken each pay but with a maximum amount to be deducted over the course of the semester; once that amount has been reached, no further deductions will occur. Please note: they will not be able to enter a total deduction and have the system split it out evenly.

At any point during the semester, the employee can view total deductions to date on both their online pay advice statements and their tuition deduction enrolment web page. Adjustments can be made throughout the semester if they want to increase or decrease the amounts deducted from each payroll deposit. When they enroll for payroll deduction, and when any deduction amount changes are made, an email will be generated that confirms their enrolment, deduction amount per pay, and the total amount that will have been deducted as of the last pay of the semester. Click here for further information.

TSSU Member Child Care Bursary Fund:

If you have children, are a student at SFU, and currently hold an appointment as a TA, TM, Sessional Instructor or ELC/ITP Instructor, you may be eligible to receive the TSSU Member Childcare Bursary. Click here for more Information on the bursary.

Eligible applicants may apply each term, online through the Work-Study/Bursary application found on the Student Information System (go.sfu.ca) during the application periods (see Application Deadlines). Applications submitted during the application periods will also be considered for any additional bursaries which may be available. Please ensure you answer ‘yes’ to the question on the online application asking if you are applying for the TSSU Member Childcare Bursary.
When you are supported by a scholarship or an RA:
It is your responsibility to apply for and pay for your own medical premiums. Information and application forms are also available online. Most students are eligible for reduced premiums (premium assistance) as the premiums are based on your income.

Please check each semester to ensure you are covered by one of the above-mentioned methods.

6. Regulations and Guidelines for Thesis Defence:

Examining Committee Form
Should be completed at least four weeks (Masters) and six weeks (PhD) prior to defending. Attached to it must be, a 2 pages C.V. for any external members not employed by S.F.U and an abstract from the student defending.

Thesis Defence
Every fall the Graduate Studies Secretary circulates a timeline of dates. You should review these dates if you are aiming to finish by the end of that term. The series of dates are based on the last date for submission of the post-defence completed thesis to the SFU Library – which cannot be changed.

Note the date in the calendar which says “Last Day for Submission of all grad degree requirements including thesis to the library” this is the critical date.

Many other help sheets, thesis templates and other resources are also available online.

To review your own document, please click here to sign up for one of the workshops.

Before submitting your final thesis to the library, please follow these final steps

You will need to submit a digital thesis to the Library. New guidelines and procedures have been updated on the thesis webpages.

You are welcome to register and book an in-person or telephone Thesis Formatting or Submission appointment via the online booking system, by phone at 778.782.4747 or email theses@sfu.ca.

7. Graduate and Postdoctoral Studies:

The Graduate and Postdoctoral Studies is responsible for the overall administration of graduate programs through the graduate general regulations, for maintenance of student records, and for the administration of all merit-based awards. Processing of admissions is delegated to the dean by the senate graduate studies committee.

The Graduate and Postdoctoral Studies website provides comprehensive information about Graduate Studies opportunities, policies, procedures and regulations at SFU.

8. Financial Support

The Department strives to offer full financial support for our graduate students. This can be done through fellowships, teaching assistantships, research assistantships or scholarships. Normally, full financial support is provided through a combination of mechanisms, generally requiring that the senior supervisor agree to provide a research assistantship for at least one semester.
9. Workshops:

All Teaching Assistants (TA) need to take the following workshops but, we do encourage all the students to take them as well.

- **Students in Distress** (Optional if you are not TAing)
  At times you’ve probably noticed students who seem to be in distress. You may have worried about them but not known how – or whether you can or should do anything about it. This Response Guide is intended to help you identify, and potentially assist, students in distress. You don't need to take on the role of a counsellor but your observations and actions can play a key role in connecting students with the many available resources and supports at SFU. The Faculty of Science will make arrangements to provide 2 workshops along with health & Counselling Services.

- **New Young Workers Safety Orientation** (Mandatory for all the students)
  It is mandatory for all new employees hired to perform work at SFU. SFU is required to provide workers with orientation and training about safe work procedures and how to recognize hazards on the job before they start work. The Orientation is provided in Canvas and topics such as hazard and incident reporting, roles & responsibilities, worker rights, health & safety committees, emergency response, working alone and workplace bullying & harassment will be covered.

- **Plagiarism** (Mandatory for all the students)
  This workshop will be included in our orientation EASC 600

- **Bullying & Harassment** (Optional if you are not TAing)
  This workshop will be included in our orientation (EASC 600)

  All employees at Simon Fraser University must participate in workplace bullying and harassment training. An online training module is available for both employees and supervisors that provides an overview of the WorkSafeBC requirements and SFU program. In addition, training sessions will be provided to departments and service units upon request. An external training provider will be brought in to deliver focused training workshops to areas/departments, when deemed necessary.

- **Lab Safety** (Mandatory for all the students)
  Environmental Health and Research Safety and IT Services have developed a new online Laboratory Hazard Inventory System. This system is designed to maintain and manage the chemical inventories for any laboratory or area on campus that contains chemicals, thereby enabling SFU to meet its regulatory compliance requirements. The system also manages inventories of lasers and x-ray devices.

- **WHMIS - Hazardous Materials** (Mandatory for all the students)
  An online WHMIS module is available to all SFU faculty, staff and students through Canvas. The module is aligned with the most recent version of WHMIS, known as WHMIS 2015.

10. Scholarships:

Please note that most awards are now applied for using GA3

The Grad Awards and Adjudication System (GA3) is an online system where SFU students can apply for merit based graduate awards and scholarships. Students can begin by completing a profile, which
will populate each of their award applications. Students can also receive their status on submitted applications, accept or decline awards and review their financial profile.

The system will only show awards that are currently open to be applied for; students are encouraged to browse the website to see all the awards that will be available over the course of their degree program(s). For further information on the GA3 awards system, please click here.

11. Income Tax Information

Payroll Forms:
1. Students who received income (Research Assistant) or Scholarship payments via Payroll are issued a T4 or a T4A, which can be accessed and printed online via mySFU ("How to get your T4/T4A Instructions")
2. Questions should be directed to Payroll (payroll@sfu.ca).

Student Services Forms:
All students who paid tuition fees are issued a T2202A, and students who received scholarship payments via Graduate Studies are issued a T4A, both forms can be accessed and printed online via their goSFU account

No paper forms will be mailed. Questions should be directed to Student Accounts (staccts@sfu.ca).

Students who received scholarship payments via SIMS (Grad Fellowship, President Research Stipend, etc) are issued a T4A, which they can access and print online via their goSFU account (just like their T2202A). No paper forms will be mailed. Questions should be directed to sfu-t2202a@sfu.ca.

For further information on filing a Tax Return, please visit the Tax Information website.

SFU is required to report this information to all students to enable them to complete their Canadian income tax returns.

As a resident of Canada you are required to file a Canadian income tax return. The T2202A is a tax receipt for the tuition you have paid that can be used as a deduction against income you may have earned while in Canada. Your employer issues a T4 for salaries or wages you have earned while in Canada. The University issues a T4A for scholarships, bursaries or other monetary awards you received during the calendar year.

If you have not received any income in Canada during the calendar year, you may be able to use the T2202A against income you or your parents may have received in your home country. Contact an income tax professional or SFU International for more information.

12. University Community/Services:

Audio Visual Services (IT Services)
Audio/Visual IT Services provides computers, data projectors, sound systems, and other related A/V equipment to SFU’s lecture theatres and classrooms. Additionally, equipment loans are available for classes, department meetings, and conferences. Burnaby IT Services is located in SCP 9300, 2-4828 or avservices@sfu.ca
IT Services:
Software Downloads & Licenses. There are multiple software items available to staff and faculty due to campus license agreements. Not all downloads are available to all staff and faculty.

Office 365 for Education, grants the current staff, students and faculty of SFU the use of Microsoft Office for free! Click here for further information.

Library:
The library offers COPPUL/CPSLD card to SFU students with expiry date reflecting their current registration. Then they take that card to UBC to get UBC library privileges as an external borrower. Also, if our library does not carry a journal or have a book that you need, you can request them through Interlibrary Loans (ILL). This accesses libraries across Canada. Any book received through ILL can be kept for 2 weeks. Journal articles are copied and sent to you. Any books that you take out personally from UBC can be returned via the ILL office in the library. Make sure material you need is not available at SFU before placing a request for an ILL. If it is available at SFU you will be charged for it, otherwise there is no cost to graduate students for this service.

The SFU Library’s Understanding and Avoiding Plagiarism:
This interactive tutorial is designed to help students understand what plagiarism is and how to avoid committing it. Working through the tutorial, students will learn to recognize different types of plagiarism and be introduced to various practical skills citing, note-taking, quoting, and paraphrasing that will assist them in the writing process. The tutorial takes about 30 minutes to complete and includes two interactive quizzes to test students’ comprehension. For more information on the Plagiarism tutorial, please visit the website at http://www.lib.sfu.ca/help/academic-integrity/plagiarism-tutorial

Health and Counseling Services:
SFU Health Services is located on the bottom floor of the MBC and offers quality health care to all SFU students.

The Health and Counselling Services provides quality confidential health care, counseling, health promotion and Physiotherapy at Burnaby Mountain.

They provide primary health care, specialist clinics, urgent care, first aid and health education and outreach to SFU students. They also offer a Physiotherapy Clinic in the Athletic Complex and a BC Biomedical Laboratory at Burnaby Mountain. Patients are seen by appointment or on a walk-in basis.

- In an emergency, call 911, or go immediately to the nearest hospital’s emergency room. Emergency calls are free from any phone.
- If you require a specialist, your doctor may give you a referral (make an appointment with the specialist). It is usually not possible to see a specialist without a referral.
- Mild medicines are available over the counter at the pharmacy, or your doctor will write you a prescription.
- No one can see your medical records without your permission.
- Feel free to ask the doctor questions, even if he/she is in a hurry. If you have more than one concern, be sure to address them all.
- It is common to seek a second opinion and your doctor should not be offended.

The Counseling Service provides Personal Counseling, Career Counseling, Learning Skills, and Peer Counseling to assist students with the challenges of university life. One-on-one consultations, individual
counseling, workshops, groups, drop-ins, resource information, and outreach activities are offered to enhance your potential and help you meet your academic, personal and career goals.

Crisis intervention services are available to all people on campus during operating hours and may be accessed either through Campus Security or by calling or walking into Counseling Services. After hours crisis intervention is available by calling SFU Nightline. The Counseling Service is staffed by a multidisciplinary team including Enrolled Psychologists, Counselors, Counselor Trainees, a Learning Skills Coordinator and Peer Educators. Students are seen by appointment or on a walk-in basis. Personal counseling and learning skills assistance are also available at the SFU Surrey campus.

Click here for more information on SFU Health and Counseling Services. You are strongly encouraged to visit them or check out their services online— waiting to figure out how the Canadian health system works when you are ill or injured can cause you additional and unnecessary stress.

SFU has a Human Rights office located in AQ3045 where students can turn for legal advice, counseling, and assistance if they experience professional, sexual, racial or other discriminatory harassment. There is also an ombudsman office for legal advice and mediation in the event of any case of academic or non-academic dispute.

You are under no obligation to commit to the first person you visit so take your time to find someone who makes you feel confident and comfortable. It may be possible to find someone who speaks your native language if it is one that is commonly spoken on the Lower Mainland.

If you or your family wishes to use other services, check the College of Physicians and Surgeons of BC to find a family doctor. To find a dentist, contact the Association of Dental Surgeons of BC.

Housing:

On Campus Housing:
For information on the costs and deadlines for applying to Residence, please see students.sfu.ca/residences.

Off Campus Housing:
SFU Residence & Housing is pleased to announce that we have partnered with Places4Students to provide SFU and FIC students with off-campus rental listings. For more information click here.

Other avenues for finding accommodations:

Notice boards: You can find notices of rooms for rent on bulletin boards at SFU International and around campus.

Newspapers: Check the two daily Vancouver newspapers: The Province and The Vancouver Sun. There are also some rental listings in The Georgia Straight, a free weekly arts and entertainment newspaper distributed every Thursday. Check these listings early in the morning and call right away because rentals go quickly in August and September.

- Rental services: There are services that will provide you with a list of vacancies that meet your criteria. These services are often advertised in the rental listing sections of newspapers. They can be helpful and may save time, but there is a charge for this service.
- **Word of mouth:** Ask other students if they know of any vacancies. There are often many suites in a building, and someone living there already would be among the first to hear about a vacancy.

**Parking:**
Note that there is no free parking on the SFU Burnaby Campus. In addition, Parking Services both tickets and impounds vehicles found to be parking in reserved parking spaces or in safety violations.

[Please click here](#) for information about Rates & Refunds.

There are notice boards about campus where one can join a car or van pool. [Click here](#) for further information on Carpooling and Alternative Transportation.

**Childcare Society:**
The Children's Centre is a provincially licensed facility operated by the SFU Childcare Society. It provides full and part time services for children of students, staff and faculty of Simon Fraser University and families from the broader community.

**Athletics and Recreation:**
Our [Burnaby Recreation](#) services and programs are available to students, staff, faculty, UniverCity, families, and general community members. Memberships are included for most students, staff and faculty – see eligibility information. Others are invited to purchase a membership, at a very competitive price. Facilities include fitness centre, pools, weight rooms, courts, sports drop-in, squash and racquetball court bookings, etc. Intramural sports ranging from softball to floor hockey to badminton are available to all members of the campus community.

### 13. Other Important Information:

**International and Exchange Student Services:**
[International Services for Students (ISS)](#) provides support to graduate and undergraduate visa students and their families.

They can help you with the following:
- Canada Immigration to clarify regulations and procedures.
- Information on appropriate medical coverage
- Housing options, tenant rights and group sharing
- Temporary mail facilities for new students
- Liaison with academic departments and units in support of international student issues
- Orientation – full and mini-orientations prior to the start of the semester, to familiarize students with the University followed by reunions approximately six weeks later
- Social Insurance Number – How to obtain one and what information you will need

**Citizenship and Immigration**
Please note that immigration regulations and procedures listed below are subject to change. You should consult the [Citizenship and Immigration Canada](#) (CIC) website for any updated information prior to making any applications.

It is your responsibility to ensure that you maintain your immigration status and obey immigration regulations while studying at SFU and in Canada. Check your immigration documents (study permit, work
permit and/or Temporary Resident Visa) to ensure that they are accurate and valid for study at SFU and note when they need to be renewed.

Please feel free to consult with an International Student Advisor at SFU International if you have questions or concerns. Taking immigration advice from friends or unauthorized consultants and agents is not recommended.

**Immigration Documents**

**Before you arrive in Canada**, you must obtain the correct [immigration document](#) that accurately reflects your student status. Apply early to ensure your application is processed in time. For further information, please visit the following website

**Driver’s License:**

As Simon Fraser University is on a list of recognized BC institutions, full-time international students who normally reside out of the province may drive in BC with valid international driving licenses. While driving, you must carry your valid International Driving permit or your valid home driver’s license (and an official translation if it is not in English), your valid SFU student card and your study permit. Translation services are available through [MOSAIC](#).

If you become a resident of Canada, are no longer a full-time international student, or wish to apply for a BC license, varying rules apply. Visit [ICBC webpage](#) for details.

Automobile insurance: ICBC (Insurance Corporation of British Columbia) provides universal auto insurance to all BC motorists as well as being responsible for driver licensing, vehicle enrollment and licensing. All BC motorists must have “Basic Autoplan” coverage. It provides the minimum insurance coverage that the law requires.

If you are [bringing your car](#) into BC from another province or country and are a full-time student from outside of BC who is attending school here, you may need a permit to operate your vehicle here. You must get the permit within 30 days of your arrival. It will be good for up to six months, or until your existing insurance expires, whichever happens first. If you don’t have any insurance, you’ll have to buy some.

Contact ICBC at (604) 661-2800 or toll-free at 1-800-663-3051 for more information.

**BC Identification Cards**

In order to purchase alcohol or attend events where alcohol will be served, you may need to prove that you are 19 years or older. You will need one piece of official ID with your name, photo, date of birth and picture on it (passport, driver’s license or BCID) and a second piece of ID (Care Card, SIN, credit card, bank card). If you don’t have a driver’s license, you can obtain an official BC identification called a [BCID card](#). You can get a BCID card at any driver licensing office.

1. Bring one piece of primary and one piece of secondary identification to any [Driver Licensing](#) office.
2. Pay the [BCID card fee](#) (about $35) and get your photo taken.

**Visas, Re-Entry Visas and Study Permit:**

Before you can study in Canada, you must apply to your closest Canadian Embassy or Consulate for a [Study Permit](#).
Depending on your nationality or citizenship, you may also need a **Temporary Resident Visa (TRV)** or an **Electronic Travel Authorization (eTA)** as well. To see if you require a TRV or eTA, please visit the IRCC website.

**Plan ahead!**

- Check the expiry date of your study permit—mark the date **90 days** prior in your calendar to remind you to renew!
- Your MSP (BC medical insurance) and Social Insurance Number (SIN) will also expire at the same time as your Study Permit. Make note on your calendar to renew it when you get your new permit.
- Check the expiry date of your passport too! If it will expire while you are in Canada, contact your consulate or embassy to find out how to extend it.
- Fill in Citizenship and Immigration Canada’s “Application to Change Terms and Conditions or Extend My Stay in Canada.” You may download the guide and application forms from the web at [www.cic.gc.ca](http://www.cic.gc.ca) or pick up a copy from SFU International.
- If you were previously studying at another institution in Canada, ensure that your current Study Permit is updated and valid.
- When leaving the country, be sure you travel with a letter from SFU showing your continuing status.

It is your responsibility to ensure that your study permit remains valid during your studies in Canada. If you need to **extend your study permit**, you should apply 30 to 90 days in advance of expiration, but not earlier. **Processing times** might vary, depending if you submit your application online or by paper and sometimes depending on the month. As there have been long delays recently, we recommend applying 90 days in advance if possible, however the Case Processing Centre in Vegreville, Alberta will typically accept all complete applications as long as they are received before the expiration date of the study permit.

When you receive your new Study Permit, remember to renew your Care Card (Medical Services Plan) and Social Insurance Number (SIN). If you are planning to travel outside of Canada, check your Temporary Resident (Entry) Visa too, if you have one. See the related sections on the [International Students website](http://www.cic.gc.ca) for procedures.