Graduate Handbook 2017-18

Simon Fraser University
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1 THE BASICS

1.1 Graduate Chair’s Welcome

Dear Graduate Class of 2017-18:

Congratulations on your admission to the Master of Arts in International Studies (MAIS) at Simon Fraser University’s School for International Studies. You are about to embark on what past MAIS students have found to be a challenging and rewarding experience. While our program is a demanding one, we aim for it to be illuminating and enriching for your professional and academic growth. Our goal is to deepen your understanding of the complex problems facing the contemporary world, to help you become more analytical in addressing them, and to enhance your appreciation for interdisciplinary approaches to international studies.

The MAIS is an intense program of study that will require you to commit a great deal of your time while you are enrolled. To succeed and get the most out of the program, it is important that you not only keep up with your coursework, but also maintain effective communication with one another, your instructors, your senior supervisor, and our administrative staff. We also expect you to be an active member of the School’s intellectual community and to participate in organized lectures, colloquia, and events at the School for International Studies and throughout the university. Such participation is what makes our community vibrant.

This handbook has been prepared to help guide and provide valuable information to you during all stages of your progress. As such, I ask that you please read and consult it often as you move through the program. Nevertheless, I also urge you to seek out advice and clarification from me, from the School’s Academic Advisor, and from your supervisor.

It is our great pleasure to welcome you to the School for International Studies and to the MAIS program!

Gerardo Otero
Graduate Chair
1.2 Contact Information

The School for International Studies is located at the Harbour Centre campus in downtown Vancouver. For more information on amenities and services offered at this campus, please consult http://www.vancouver.sfu.ca/

Mailing address
Simon Fraser University
School for International Studies
515 West Hastings Street, Suite 7200
Vancouver BC CANADA V6B 5K3

Website
www.sfu.ca/internationalstudies

Tel 778.782.7148 | E-mail intst@sfu.ca
1.3 Administration

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Office</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director</td>
<td>Tamir Moustafa</td>
<td>HC7238</td>
<td>778.782.8426</td>
<td><a href="mailto:tmoustafa@sfu.ca">tmoustafa@sfu.ca</a></td>
</tr>
<tr>
<td>Graduate Chair</td>
<td>Gerardo Otero</td>
<td>HC7140</td>
<td>778.782.4508</td>
<td><a href="mailto:otero@sfu.ca">otero@sfu.ca</a></td>
</tr>
<tr>
<td>Manager and Academic Advisor</td>
<td>Ellen Yap</td>
<td>HC7233</td>
<td>778.782.7906</td>
<td><a href="mailto:syap@sfu.ca">syap@sfu.ca</a></td>
</tr>
<tr>
<td>Secretary</td>
<td>Joel Blok</td>
<td>HC7200</td>
<td>778.782.7148</td>
<td><a href="mailto:jblok@sfu.ca">jblok@sfu.ca</a></td>
</tr>
<tr>
<td>Coordinator, Research and Strategic Development</td>
<td>Martha Snodgrass</td>
<td>HC7393</td>
<td>778.782.5076</td>
<td><a href="mailto:msnodgrass@sfu.ca">msnodgrass@sfu.ca</a></td>
</tr>
</tbody>
</table>

1.4 Faculty

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Office</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jeffrey T. Checkel</td>
<td>Professor and Simons Chair in International Law and Human Security</td>
<td>HC 7248</td>
<td>778.782.8692</td>
<td><a href="mailto:jtcheckel@sfu.ca">jtcheckel@sfu.ca</a></td>
</tr>
<tr>
<td>Elizabeth Cooper</td>
<td>Assistant Professor</td>
<td>HC7170</td>
<td>778.782.8425</td>
<td><a href="mailto:eccooper@sfu.ca">eccooper@sfu.ca</a></td>
</tr>
<tr>
<td>Gregory Feldman</td>
<td>Limited Term Assistant Professor</td>
<td>HC7272</td>
<td>778.782.9345</td>
<td><a href="mailto:gregory_feldman@sfu.ca">gregory_feldman@sfu.ca</a></td>
</tr>
<tr>
<td>Christopher Gibson</td>
<td>Assistant Professor</td>
<td>HC7150</td>
<td>778.782.9580</td>
<td><a href="mailto:clgibson@sfu.ca">clgibson@sfu.ca</a></td>
</tr>
<tr>
<td>John Harriss</td>
<td>Professor</td>
<td>HC7242</td>
<td>778.782.7898</td>
<td><a href="mailto:jharriss@sfu.ca">jharriss@sfu.ca</a></td>
</tr>
<tr>
<td>Michael C. Howard</td>
<td>Professor</td>
<td>HC7274</td>
<td>778.782.4550</td>
<td><a href="mailto:mhoward@sfu.ca">mhoward@sfu.ca</a></td>
</tr>
<tr>
<td>Nicole J. Jackson</td>
<td>Associate Professor</td>
<td>HC7232</td>
<td>778.782.8424</td>
<td><a href="mailto:nicole_jackson@sfu.ca">nicole_jackson@sfu.ca</a></td>
</tr>
</tbody>
</table>
2  STARTING OUT

The Office of the Dean of Graduate Studies (DGS) has an excellent guide for new graduate students. Be sure to check out the extensive information on their webpage: 
http://www.sfu.ca/dean-gradstudies/current.html

Familiarize yourself with Graduate General Regulations: 
http://www.sfu.ca/students/calendar/fees-and-regulations/grad-regulation.html

2.1  Meet and Greet

Mingle with fellow International Studies graduate students, faculty members and staff at this informal gathering on September 6 (Wednesday) at 11:30am in Harbour Centre Room 1510. Attendance is mandatory and confirmation is required for catering purposes. The Office of Graduate Studies holds their own orientation for all new graduate students at the Burnaby campus. Attendance is optional at the Burnaby orientation.

2.2  International Students

The International Student Handbook is a comprehensive guide to life as an international student at SFU and in Canada. For more information, please consult 
http://www.sfu.ca/students/isap/new.html
http://www.sfu.ca/students/isap/current.html

As an international student, you must have health insurance for the entire duration of your studies at SFU. For more information, please consult 
http://www.sfu.ca/students/isap/medical.html

3  ENROLLMENT AND ACADEMIC STANDING
3.1 Registration

Registration typically begins two months before the start of each term. Registration dates and deadlines for each term can be located on http://www.sfu.ca/dean-gradstudies/current/important_dates.html

3.2 Continuous Enrollment

Students in per-term fee programs are required to enroll every term until all requirements for the degree have been fulfilled. A student who does not enroll each term will be automatically discontinued from the program.

3.3 Leave of Absence

Students in per term degree programs are required to be continuously enrolled. However, a student may apply to go on-leave if both of the following conditions are satisfied.

a) a situation arises which makes it necessary to interrupt the graduate program; and
b) no substantial use will be made of university facilities.

*Students cannot be working on any aspect of his/her graduate program and will make no substantial use of university facilities while on-leave.* Permission to enroll on-leave must be approved by the student’s supervisory committee and the graduate program committee. Students on-leave are required to enroll during the normal enrollment period for each term by indicating on-leave status when enrolling.

Students who wish to enroll on-leave for more than three sequential terms must submit a written explanation for all subsequent on-leave enrollments. Such applications require approval from the DGS. The on-leave fee may be waived in exceptional circumstances, such as those resulting from accident, illness or parenting responsibilities.

“On-leave” is a registration status. Students must apply for on-leave status at the time of registration by emailing the application to intst@sfu.ca. Requests for on-leave registration will not be considered at other times. Students will not be placed on-leave retroactively (See graduate regulation 1.8.4).

The on-leave application form may be download here: https://www.sfu.ca/content/dam/sfu/dean-gradstudies/currentstudents/Registration/Leave%20of%20Absence%20Request%20%20fillable_08082016.pdf

3.4 Limits of Repeated Courses

Students may repeat a course once, up to a maximum of two courses, but only with permission from the Graduate Committee and your Senior Supervisor.

3.5 Withdrawal from Courses
Graduate students can withdraw from courses for any reason up to the ninth week of the term (exact dates vary from year to year). There is no academic penalty for this but departmental permission is required (see graduate regulation 1.8.3). No tuition refunds will be made if a student withdraws from a course, except as mandated by tuition fee rules. The notation ‘WD’ will be entered on the student’s transcript.

Graduate students who withdraw from their courses for medical or family reasons may provide documentation of extenuating circumstances up to the twelfth week of the term. With suitable documentation, the student will be permitted to withdraw from one or more courses. Upon petition and documentation from the student, the DGS may grant a full or partial tuition fee refund. The notation WE will be entered on the student’s transcript.

3.6 Refund: Withdrawal from Program

If a student withdraws from the graduate program without completing the degree before the end of the term or withdraws from the term, refunds will be calculated from the date the student officially notifies the Director of Graduate Admissions and Records in writing of his/her withdrawal from the term and/or from the University. Withdrawal by day 25 of the term will result in a refund of 75% of the tuition fees and withdrawal by day 53 of the term will result in a refund of 50% of the tuition fees. No refund will be made after 53 days of the term.

Withdrawal application form:
https://www.sfu.ca/content/dam/sfu/dean-gradstudies/admin/forms/GradWithdrawal.pdf

3.7 Refund: Course Drop

Students in per term fee programs (MAIS is a per-term fee program) are not eligible for refunds if they drop courses but remain enrolled in one or more courses. Although a student may meet the deadline for dropping a course or withdrawing from the term without a notation (WD or WE) on the transcript, once classes start, students do not receive a 100% refund.

- The Ancillary fees (Student Activity Fee, Recreation fee, etc.) are not refundable from the first day of classes.
- If a student drops/withdraws under extenuating circumstances and can provide documentary evidence (medical documentation, etc.) the student can appeal for a larger refund. The appeal form is available at: http://www.sfu.ca/students/appeals/fees.html
- Appealing does not guarantee a refund.

3.8 Tuition Fees

- For information on tuition and other fees, please consult http://www.sfu.ca/dean-gradstudies/future/tuition-and-fees.html
- Please note that the International Studies graduate program is a per-term fee program.
- How to pay your fees: http://students.sfu.ca/fees/howtopay.html#tuition
- Important information on tuition, other fees and opting out of the health and dental plan: http://www.sfu.ca/dean-gradstudies/current/fees-funding.html
All students are enrolled in the Graduate Student Society (GSS) Health and Dental Plan and the plan fee is automatically included in your tuition fees. For more information, please consult: http://sfugradsociety.ca

4  GRADING AND ACADEMIC HONESTY

4.1  Good Academic Standing

All students are required to maintain a Cumulative Grade Point Average (CGPA) of at least 3.0. Failure to meet the minimum CGPA is evidence of unsatisfactory progress, and the matter will be considered by the graduate program committee, as required under the Procedure for the Review of Unsatisfactory Progress in graduate student regulation 1.8.2.

Under no circumstances will a student, whose CGPA is below 3.0, be awarded a graduate degree.

4.2  Grade Point Average Scale

SFU uses the following GPA scale:

<table>
<thead>
<tr>
<th>GPA</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.33</td>
<td>A+</td>
</tr>
<tr>
<td>4.00</td>
<td>A</td>
</tr>
<tr>
<td>3.67</td>
<td>A-</td>
</tr>
<tr>
<td>3.33</td>
<td>B+</td>
</tr>
<tr>
<td>3.00</td>
<td>B</td>
</tr>
<tr>
<td>2.67</td>
<td>B-</td>
</tr>
<tr>
<td>2.33</td>
<td>C+</td>
</tr>
<tr>
<td>2.00</td>
<td>C</td>
</tr>
<tr>
<td>0.00</td>
<td>F</td>
</tr>
<tr>
<td>0.00</td>
<td>N (failed to complete all course requirements)</td>
</tr>
<tr>
<td>0.00</td>
<td>FD(^1) (failed for academic dishonesty)</td>
</tr>
</tbody>
</table>

4.3  Grade Marking, Appeals and Extension

Graduate courses in the School for International Studies, which are approved by the Graduate Chair, and are presented in the outline at the start of each course, are as follows:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>96-100</td>
</tr>
<tr>
<td>A</td>
<td>90-95</td>
</tr>
<tr>
<td>A-</td>
<td>85-89</td>
</tr>
</tbody>
</table>

\(^1\) An academic dishonesty report will be filed with the Office of Senate and Academic Services. Repeated offences may result in further disciplinary action.
Students may appeal any grade they receive if they feel it is unwarranted. The first appeal should be to the instructor who assigned the grade. If the student is not satisfied with the result of this appeal, they should send a written explanation of their concerns to the Graduate Chair of the School, along with any assignments returned and marked by the instructor. Should a student have extenuating circumstances that prevented them from completing their coursework, they must contact the course instructor at the earliest opportunity.

In exceptional circumstances, the grade for a course may be deferred for a specified period determined by the course instructor. This shall be entered as DE in the student’s record. If the grade is not received by the Director of Graduate Records & Admissions by the last day of the first month of the next term, the DE grade will automatically be converted to an F. When the grade for a course is not deferred and no grade is received by the director, the notation N will be placed in the student’s record. For the purposes of calculating the CGPA, N counts as 0 points.

### 4.4 Progress Reports

Annual progress reviews, a requirement of the University, are simply a means for monitoring the progress of our graduate students.

Near the end of the spring term (April), each graduate student will be provided with an annual self-review form by the graduate secretary. This form (which asks for information about graduate courses taken, grades received, thesis prospectus defence, research undertaken, service as a teaching assistant and/or tutor marker, seminar presentations, conference papers, publications, grants, fellowships, awards, and the plan for completing degree requirements) is to be filled in by each graduate student and submitted to her/his senior supervisor (or acting senior supervisor if the senior supervisor is not on campus that semester) by the end of May.

Each student will then arrange with her/his senior supervisor (or acting senior supervisor) to hold a meeting with the student and all members of the supervisory committee currently on campus to review the student’s progress in the graduate program. This meeting should be held before the end of June.

Following this meeting, the senior supervisor will append to the graduate student’s completed self-review form a report of this meeting and a statement of whether the supervisory committee deems the student’s progress to be satisfactory or unsatisfactory.
Copies of the combined report (the graduate student’s self-review and the senior supervisor’s meeting report) will be forwarded to the graduate program committee (GPC) and to the graduate student by mid-July. The GPC will subsequently review these reports and forward them to the DGS.

Any graduate student who wishes to comment upon the recommendation submitted by her or his senior supervisor to the GPC is entitled to do so either in writing or by requesting a meeting with the GPC.

4.5 Academic Honesty

All members of the university community share responsibility for academic standards and the reputation of the university. Academic honesty is a cornerstone of the development and acquisition of knowledge. Academic honesty is a condition of continued membership in the university community.

Academic dishonesty, like other forms of dishonesty, is misrepresentation with intent to deceive or without regard to the source and/or the accuracy of statements/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.

The following examples are representative but not exhaustive of activities constituting academic dishonesty: plagiarism (presenting the work of another person as your own); submitting the same work more than once without prior approval; cheating; impersonation; submitting false records or information; stealing or destroying the work of another student; removing, mutilating, misplacing or destroying books or other library material; unauthorized or inappropriate use of computers, calculators and other forms of technology in course work, assignments or examinations.

The University code of academic honesty is contained in policy S10.01-S10.04 on the web via [http://www.sfu.ca/policies/gazette/student.html](http://www.sfu.ca/policies/gazette/student.html)

Procedures to be followed by the University in imposing a penalty for acts of academic dishonesty are detailed in the policy establishing the university board on student discipline and the senate committee on disciplinary appeals (policy S10.01-10.04).

Please familiarize yourself with what constitutes academic dishonesty: [http://www.lib.sfu.ca/help/academic-integrity/plagiarism](http://www.lib.sfu.ca/help/academic-integrity/plagiarism)

Penalties for Acts of Academic Dishonesty

Penalties imposed by the University for academic dishonesty may include but are not limited to one or more of the following: a warning, a verbal or written reprimand, reassessment of work, failure on a particular assignment, failure in a course, denial of admission or readmission to the university, deregistration, forfeiture of university awards.
or financial assistance, suspension or permanent suspension from the University or revocation of a degree.

5 PROGRAM DESCRIPTION, AIMS AND POLICIES

5.1 Overview

The Master of Arts in International Studies is a 12-month program to be completed over three terms although it is possible to extend the program to sixteen months. Additional tuition applies if the latter option is sought. For those choosing the thesis option, completion of the program may take longer than twelve months.

The MAIS offers the possibility of specialising in either of two streams: International Development or Governance and Conflict. Those students specialising in the stream on International Development are provided with the necessary tools to understand and analyse policy implementation and outcomes in various institutional, political and geographical contexts pertaining particularly to developing countries. For those specializing in the stream on Governance and Conflict, the aim is to equip them to analyse the causes and processes of order (role of international institutions and organizations; the spread of global human-rights standards) and disorder (complex emergencies; civil war) in a world where the international and domestic increasingly intersect. Under each stream students can earn an optional regional concentration by completing two courses and writing their thesis or extended essays on their region of expertise. The available concentrations are (1) Latin American Studies, (2) Middle Eastern Studies and (3) Southeastern European Studies.

5.2 Degree Requirements

All students are required to take a total of 7 courses: 6 classes, and either the thesis or essay track, under supervision. Throughout the coursework, students will be expected to read widely and, in addition to writing papers, to undertake some exercises working together in small teams.

In order to satisfy degree requirements, students are required to complete 30 units. Students are strongly encouraged to complete their degree study in no more than 4 terms. There are 4 required and 2 elective courses (for the Extended Essays track), or 5 required and 1 elective courses (for the Thesis track). Elective courses can be taken within International Studies, or another discipline, as approved by the Graduate Chair. Students choosing to pursue a regional concentration should use appropriate elective course(s) to fulfill these requirements. All students will also need to complete the two extended essays or MA thesis.

All courses are graded and included in students’ cumulative GPA with the exception of the thesis and WDA/transfer courses.

Sample course timetable

Thesis Track
<table>
<thead>
<tr>
<th>Stream</th>
<th>Fall 2016</th>
<th>Spring 2017</th>
<th>Summer 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Development</td>
<td>IS 830-4, IS 801-4, elective course</td>
<td>IS 800-4, IS 802-4, IS 886-2</td>
<td>co-op/internship term OR research and IS 898-8</td>
</tr>
<tr>
<td>Governance and Conflict</td>
<td>IS 830-4, IS 840-4, elective course</td>
<td>IS 800-4, IS 806-4, IS 886-2</td>
<td>co-op / internship term OR research and IS 898-8</td>
</tr>
</tbody>
</table>

**Extended Essays Track**

<table>
<thead>
<tr>
<th>Stream</th>
<th>Fall 2016</th>
<th>Spring 2017</th>
<th>Summer 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Development</td>
<td>IS 830-4, IS 801-4, elective course</td>
<td>IS 800-4, IS 802-4, elective course</td>
<td>co-op/internship term OR research and IS 880-6</td>
</tr>
<tr>
<td>Governance and Conflict</td>
<td>IS 830-4, IS 840-4, elective course</td>
<td>IS 800-4, IS 806-4, elective course</td>
<td>co-op / internship term OR research and IS 880-6</td>
</tr>
</tbody>
</table>

To view the program curriculum and IS course descriptions, go to [http://www.sfu.ca/students/calendar](http://www.sfu.ca/students/calendar)

### 5.3 Transfer Credits

Students may apply to take one or more courses at another university for credit towards their MA in International Studies under the following conditions:

a) Such applications shall be made at least one month before the course(s) start and shall be approved by the student’s supervisory committee and GPC and be sent to the DGS for final approval.
b) While taking course(s) at another university under these provisions, the student shall maintain normal enrollment at this University, not enrollment on-leave.

A graduate student may apply to have credit for graduate courses taken prior to admission applied to the requirements for the degree, under the following conditions:

a) Courses must have been taken within two years of starting the MAIS program.
b) Courses may not have been used to earn another credential and may not have been taken as part of a qualifying year.
c) Application for advance credit must be made at the time of application for admission, and must be approved by the GPC and the DGS.

See graduate regulation 1.7.6.
5.4 Western Dean’s Agreement

Western Canadian Dean’s Agreement allows graduate students to take graduate courses at participating universities in Western Canada. Participating universities under the Western Canadian Deans’ Agreement are: Athabasca University, University of Alberta, Brandon University, University of British Columbia, University of Calgary, University of Lethbridge, University of Manitoba, University of Northern British Columbia, University of Regina, University of Saskatchewan, Simon Fraser University, and University of Victoria.

Within two weeks of the course grade being posted, the student has to request for a transcript from the host university to be sent to DGS. The transcript will be processed and the course will then show up on the student’s SFU transcript.

WDA Process
1. Complete the Western Deans’ Agreement: Authorization and Course Registration Form available on DGS’ website. 
   https://www.sfu.ca/content/dam/sfu/dean-gradstudies/currentstudents/Registration/WDA.pdf
2. Scan and email the complete and signed form in PDF to intst@sfu.ca, before the WDA application deadline. The form will be forwarded to DGS for the student after Grad Chair signs.
3. The form is then mailed from DGS to the host institution’s Graduate Studies office.
4. The Graduate Studies office at the host institution then approves the form and has the host department approve as well.
5. Once the host institution has processed the form the student will be admitted and enrolled in the requested course. The student will then receive a letter of notification about admission and enrollment.
6. The host institution also sends DGS a copy of the letter. Once DGS has received confirmation that the student is enrolled at the host institution they will enroll the student in the appropriate WDA course here.
7. Once the student completes the course at the host institution, it is the student’s responsibility to ensure that an official transcript is sent to DGS.
8. Upon receipt of the transcript, DGS will enter the transfer credit to the student record and enter a grade of ‘CO’ against the WDA course in which they were enrolled.

Please note that
- the processing of the WDA request from the time the student initiates it to the time they are enrolled at the host institution takes approximately eight weeks. Therefore the request needs to be submitted at least eight weeks before classes begin at the host institution.
- tuition fees for the course taken at the host institution are waived and charged to the student by SFU when they are enrolled in the WDA course here. However, the host institution may require the student to pay auxiliary fees at the host institution such as student activity fees.
- transfer credit is awarded for the course taken, but the grade obtained is not transferred to the student record and not included in the student’s GPA calculation.
• students may not take a course through the WDA agreement under Audit status.

5.5 Co-operative Education

Students may pursue one or more co-op terms during their studies at SFU in order to gain work experience. For more information on co-operation education, please contact the Arts and Social Sciences Co-operative Education Advisors: http://www.sfu.ca/coop/programs/arts/home.html

6 SUPERVISORY COMMITTEE

While completing the MA thesis/extended essays, students will work directly with a senior supervisor, who will be their main point of contact. In addition, students will have a second supervisor for their MA thesis/extended essays.

Incoming students are under the supervision of the Graduate Chair until assigned to a senior supervisor. The Graduate Chair normally makes supervisory assignments within the first term once the student’s research interest has been identified. The Graduate Chair will try to match the student to a faculty member with a similar research interest but this may not always be possible.

The senior supervisor is responsible for providing guidance, oversight and feedback during the student’s execution of the MA thesis/extended essays.

Only faculty and associate members of the School may supervise graduate students.

Students may not change supervisory committee members without permission from the Graduate Committee. Changes in the composition of the supervisory committee will rarely be allowed and will only occur in very exceptional circumstances.

Prior to a student’s thesis defence, the senior supervisor will suggest an external examiner, who may or may not be a faculty member of SFU. The Examining Committee is, thus, comprised of the Chair (usually the Graduate Chair), Senior Supervisor, Second Supervisor, and External Examiner.

Role of the Supervisors

Supervisors help students to define and develop topics for their MA Thesis/Essays. However, supervisors will expect students working at the postgraduate level to originate topics and ideas themselves through reading and participation in classes.

To get the best out of a supervisor when preparing the MA Thesis/Essays, students should: plan the year’s work carefully; set personal deadlines well ahead of the official submission dates; budget substantial time after completing a full first draft of each assignment; and, following consultation with the senior supervisor for further research; revise, edit, and copy-edit their manuscripts. This is a counsel of perfection. The key point is that the final product is the result of continuous improvement to an original draft. Students must learn to
be critical of their own work and to develop ideas independently and in discussion with others.

7 MA THESIS AND EXTENDED ESSAYS

7.1 Overview

The final component of the MAIS program is either two extended essays (IS 880-6) or one MA Thesis (IS 898-8). IS 880 requires the writing of two extended essays of up to 8,000 words (plus bibliography) each, based on coursework. IS 898 requires a thesis of 14,000-16,000 words. Research proposal for the thesis and essay outlines for the two extended essays are due early in the spring semester, i.e., by noon on March 3, 2017.

Both essays and thesis constitute an exercise in independent study in which students pursue a topic of interest in greater depth than is possible in a standard essay. It allows students to further develop skills of literature search and bibliography construction, synthesis of theoretical and other arguments, appraisal of empirical evidence and judgment. It is an excellent preparation for tasks that students might encounter in future employment such as writing reports in a government or international organization, as well as for further academic research. Please note that IS 898 students are required to formally defend their theses. Follow the instructions on http://www.sfu.ca/internationalstudies/graduate/thesis-defence-guidelines.html

Students doing the extended essays component are not required to defend their essays. Library submission of extended essays is non-mandatory.

7.2 Resources

The MA extended Essays/thesis is not just something that comes at the end of your course of study; it is an integral and key part of it. Students should be preparing for the MA essays/thesis from the day of arrival. To help prepare for this final component, students are encouraged to participate in these workshops organized by different SFU units:

- Any of the workshops by run by the Research Commons through the SFU Library: http://www.lib.sfu.ca/about/branches-depts/rc/services/workshops
- A workshop with the Theses Assistant to help with formatting and submission of your MA Project. The Theses Assistant’s office within the SFU Bennett Library offers a wide range of online resources relating to the preparation and submission of the extended essays or thesis. Students are encouraged to familiarize themselves early on with the policies and procedures surrounding library submission rather than waiting until the summer term: http://www.lib.sfu.ca/help/publish/thesis/help/thesis-template-and-resources

Also refer to “Important Information and Resource for Degree Completion” on International Studies Program Requirements webpage (at the bottom of the page): http://www.sfu.ca/internationalstudies/graduate/programrequirements.html
7.3 Ethics

In general, all research involving human participants requires ethics approval.

Research involving living human subjects occurs when data are derived from:

- Information that is collected through intervention or interaction with a living individual (e.g. interviews, questionnaires, observations taken that are noticeable by the individual);
- Secondary sources/non-public sources (e.g. interviews about a living individual, company personnel records, student records collected by an educational institution);
- Identifiable private information about a living individual.

Research in the public domain about a living individual, based exclusively on publicly available information, documents, records, works, performances, actuarial materials, or third party interviews, is not required to undergo research ethics review. However, such research requires ethics review if the individual is approached directly for interviews or for access to private papers. The ‘public domain’ includes all information that is available under FOI (Freedom of Information) legislation in British Columbia and Canada, whether or not the information has been exposed to the public.

For more information, please consult
http://www.sfu.ca/policies/gazette/research/r20-01.html

To apply for ethics approval, please go to
http://www.sfu.ca/ore/RegistrationtoORESite.html

Contact your senior supervisor if you are unsure if you need ethics approval or not.

7.4 Deadlines

During the summer term, most students will register in IS 880-6 Extended Essays or IS 898-6 MA Thesis. The thesis will be placed in the library. The deadline to submit MA thesis to the library is strict. In order to meet this deadline, it is necessary to meet all other published deadlines, including submissions of first and final drafts to your supervisor. *Failure to meet the final submission deadline to your supervisory committee will delay graduation.*

Extended essays’ deadlines will be posted by the beginning of the fall term under
http://www.sfu.ca/internationalstudies/graduate/programrequirements.html. Please note that no feedback will be provided in the final submission deadline to your supervisory committee. Although *library submission of extended essays is non-mandatory, deadlines are strict* to ensure all paperwork will be submitted to DGS in time for graduation approval.

7.5 Extended Essays Option
Completion of two extended essays is one option for students completing their MA. Extended essays will normally be graduate course term papers, extended in a quality dimension. The extended essay is not a smaller version of a major thesis.

The extended essays should not be more than 8,000 words each. The chosen topic should be one of direct relevance to international studies, and it is advised that the topic is related to issues touched upon in the MAIS core courses. The student is required to establish the content of the main body of literature on the chosen problem area, to identify the principal themes, approaches and arguments that have been developed in the literature, and to evaluate these scholarly contributions. The extended essays should demonstrate capability in scholarly research as well as independent critical thought and will be examined by the student’s supervisory committee.

If completing two extended essays, topics and outlines for the essays will need to be submitted to the senior supervisor. These outlines should do three things: explain what is the research problem to be addressed, clearly state why it is an interesting or worthwhile essay, and provide a preliminary bibliography. The brief outline should not exceed 500 words, while the bibliography should be representative of the scholarly work on the chosen topic area. After submission of the final essays, the supervisory committee will assign an overall mark for IS880-6.

7.6 Thesis Prospectus and Thesis Defence

a) Thesis Prospectus Approval

A thesis prospectus should present an intellectually and empirically manageable thesis topic and place such a topic within the framework of existing work in this area. The thesis prospectus will consist of a written statement (8-12 pages double-spaced [i.e., 2,000-3,000 words, exclusive of abstract, notes, appendices, and bibliography]). The prospectus may be written in English (or Spanish if the LAS concentration is chosen).

It should contain:

1. A precise definition of the topic;
2. A demonstration of critical awareness of pertinent literature;
3. Argumentation concerning the perceived significance of the topic in relation to existing knowledge and/or theory in the area;
4. A statement and defence of the research methods and general methodology to be employed.

b) Thesis Prospectus Approval

Students are expected to secure approval of their thesis proposal from their supervisory committee before embarking on field research.

c) Thesis Preparation and Thesis Defence

The MA thesis need not be original, but it must reflect intellectual and academic competence appropriate to this level of study. The length of the MA thesis typically should be between 75 and 100 pages - inclusive of endnotes, references and bibliography.
Before beginning the first draft of the thesis the student should refer to 'Writing and Submitting Your Thesis: Information Resources', which can be located at http://www.lib.sfu.ca/help/publish/thesis

Theses assistants in Bennett Library are available for consultation by appointment.

When the first draft of the thesis is nearing completion, the student should consult with the Senior Supervisor and members of the Supervisory Committee about the scheduling of the oral defence. The final version should be ready at least three weeks prior to the defence date, so it can be sent to the external examiner.

The prospectus is assessed according to the following criteria:
- Clarity of the central theme of the thesis, and formulation of a relevant research question.
- Discussion of the types of evidence to be used in support of the argument, and its sources.
- The proposed organization of the thesis, including chapter list and outline of its contents.
- Quality/relevance of the supportive bibliography (bearing in mind that the thesis is still at planning stage).

d) Procedure for Oral Examination (Defence) of Thesis

The general format for chairing oral examinations in the School for International Studies is as follows:

1. Self-introduction of the chair, generally the graduate chair, followed by an introduction of candidate, external examiner, and members of the committee.
2. Brief outline of the defence procedure.
3. Request candidate to give a short (10-15 minute) summary of the argument of the thesis.
4. Questioning begins with the external examiner, proceeds to the second supervisor and, lastly, to the senior supervisor.
5. Second round of questions if required.
6. Open to questions from the floor.
7. Request all but the examining committee to leave while the committee deliberates on the quality of the defence and the thesis.
8. Possible outcomes are: (a) pass, (b) pass with minor revisions to be approved by senior supervisor, (c) major revisions required to be approved by entire committee, (d) fail.


7.7 Guidelines for a Successful Thesis

Researching and Writing the Thesis
This part of the exercise is intended to develop and test students’ independent study skills and therefore it is an activity that will be undertaken largely on one’s own, but under the supervision of the senior supervisor.

The Argument

Each essay or thesis must be clearly organised around a recognisable argument, represented by its title. The argument should demonstrate analytical skills, not just descriptive ones. As a graduate student, it is necessary to do more than simply present a body of factual information. Through the argument, students present a way of understanding the subject, which should be linked to issues and debates in the literature reviewed in courses and independent research.

If students are unfamiliar with writing at a graduate level, it would be useful to consult a text on how to write graduate-level essays and papers. For example, chapters 3-5 of Patrick Dunleavy, *Studying for a Degree in the Humanities and Social Sciences* (Basingstoke: Macmillan Education, 1986), which deal with conceptual analysis and the composition of essays and papers.

The Evidence

Students are expected to take the initiative in locating research resources, and each essay or paper is expected to include a substantial proportion of independent research. Essays and papers at graduate level are based on a variety of materials, including official publications, the daily and specialised press, statistical data, online sources, and secondary literature. Course reading lists provide a starting point for research, but students are also expected to explore independently.

There is a distinction between primary and secondary sources. Primary sources provide background material for empirical analysis, and may be the principal source for theoretical and conceptual work. Secondary literature includes monographs by academic writers, articles in scholarly journals, and edited collections.

Primary sources may be required for complex empirical analysis, particularly in the case of a major paper. Primary sources may include scholarly editions of seminal theoretical works (e.g. Adam Smith’s *The Wealth of Nations*, or Karl Marx's *Capital*), but largely refer to archival sources, official publications, statistical tables, and factual materials from the press. Such evidence can also often be found on World Wide Web sites for a range of subjects.

Do not expect books to be available on every topic. Journal articles in many cases have advantages over monographs. They are more specialised, shorter, generally more concise and more easily located using various searchable databases or by browsing in the library. They often provide commentary on contemporary theoretical debates and policy issues more promptly than books. Students should be familiar with the major social science journals by browsing in the current periodicals section on the first floor of the library very early on in the research. Explore *International Political Science Abstracts* and other search aids on the dedicated CD-ROM terminals in the library. Most of the journals consulted
during the course of study are available in full text form electronically from the library’s website. If you enter Google Scholar from within SFU’s library site, you will be asked for your SFU login and password, which will give you automatic authorization to download articles in your search that are available at the library—most are. Most importantly, be innovative in the search.

8 FINANCIAL ASSISTANCE

8.1 Merit Based Awards

Scholarships and fellowships recognize outstanding academic achievements; awards generally acknowledge outstanding achievements or community contributions.

Scholarships Workshops: Every fall, DGS sponsors an information session on different scholarships available to graduate students. Representatives from the federal and provincial granting agencies describe their award programs and answer questions about the preparation of an application.
http://www.sfu.ca/dean-gradstudies/events/scholarships-workshops.html

8.2 Financial Needs Based Awards

Bursaries

Needs-based awards from external and internal sources are administered primarily by Student Services, Financial Aid. Information on bursaries can be found on
http://www.sfu.ca/students/financialaid/grad/bursaries.html

Workstudy

The Workstudy program provides part-time jobs for full-time undergraduate and graduate students. The purpose is to provide financial assistance and career-related employment experience to students in high financial need. The value of the workstudy varies according to the applicant’s need and funding availability. Students must meet the following criteria to qualify for the work-study program:
• have been assessed to be in high financial need.
• be registered as a full-time student.
• maintain satisfactory academic standing.

Workstudy applications are accepted each term and can be completed on the Student Information System (sis.sfu.ca) following the links under “My Finances”. Only one application is required for both bursaries and the Work-Study program.

For more information, please consult
http://www.sfu.ca/students/financialaid/grad/work-study.html

Deadlines for bursary and workstudy applications are posted on
http://www.sfu.ca/students/financialaid/deadlines.html
8.3 Government student loans

Government student loans provide funding to eligible Canadian and US students based on demonstrated financial need. Funds will be disbursed through a combination of the Canada Student Loan (CSL) program and the appropriate provincial student loan program. One application will qualify students for both programs. However, the application must be directed to students’ province of residence. If students are unsure as to where their province of residence is, please phone 778.782.4356 for assistance.

http://www.sfu.ca/students/financialaid/grad/loans/home.html

All student loans take a minimum of 6-8 weeks to process, so apply early.

8.4 Teaching Assistantships

All enrolled graduate students are eligible to apply for teaching assistantships. Positions are posted at least six weeks prior to the start of the term on our website, and on DGS’s website. An e-mail of the posting will also go out to graduate students currently enrolled in the program. Application for TA positions outside of the School for International Studies should be made directly to the relevant department(s). TA opportunities may involve working at the Burnaby, Vancouver or Surrey campuses.

http://www.sfu.ca/dean-gradstudies/job-postings.html

As a Teaching Assistant (TA), employment is governed by a collective agreement between the University and the Teaching Support Staff Union (TSSU). Generally, TAs work with a faculty member who is teaching the course. TAs are hired on a term-by-term basis. MA students in the School for International Studies have priority over other graduate students in the university for TA appointments for International Studies undergraduate courses.

8.5 Research Assistantships

Research Assistant (RA) positions are available periodically through faculty members, subject to funding availability. Priority for positions will usually be to students currently enrolled in the program, and will be sent to the student mailing list when positions arise. Although RAs will be paid through the university payroll system, RAs are employees of the faculty member, not the university. Employee rights and obligations are the same as other employees in British Columbia.

8.6 Travel and Research Awards and Graduate International Research Travel Award

The Travel and Minor Research Awards provide financial support to graduate students for the travel component of the scholarly activity related to their research. Only travel to conferences and travel to conduct research are eligible for support. Students interested in the Travel and Minor Research Awards program must ensure they meet the eligibility criteria as outlined in the Terms of Reference

http://www.sfu.ca/dean-gradstudies/awards/travel-and-research-awards/travelminor.html
Eligible students should contact their graduate program to confirm the application process and deadline dates. Departments may request students to apply using the Graduate Award, Application, and Adjudication System (GA3).

The Graduate International Research Travel Award (GIRTA) provides support to masters and PhD students who must travel in order to undertake research for their degree requirements. The award is valued to a maximum of $6,250 and is tenable only in the term for which the travel is occurring. Interested applicants should read the Terms of Reference to ensure they are eligible. Eligible students should apply using the "Graduate (International) Research Travel Award" form and submit all required documentation to the School.


9  ACCOMMODATION

9.1  University Residence

SFU Burnaby has a variety of on-campus housing options available for students. However, please note that it takes approximately one hour to commute between SFU Burnaby and SFU Vancouver via transit (one-way). The majority of IS grad classes are held at SFU Vancouver. For information on SFU Residence and Housing at SFU Burnaby, please consult http://students.sfu.ca/residences/

9.2  Non-University Accommodation

Other accommodation options closer to SFU Vancouver include living in downtown Vancouver or within the Metro Vancouver area. Travel to Waterfront Station (a two-minute walk to SFU Vancouver) from most of the Skytrain stations is 30 minutes or less.


To find out more about Vancouver’s neighbourhoods, please consult http://vancouver.ca/news-calendar/areas-of-the-city.aspx

Useful links for house/apartment hunting:

- Househunting http://www.househunting.ca/
- Off-Campus Housing 101 https://offcampushousing101.com/
- Craigslist http://vancouver.en.craigslist.ca/apa/