Graduate Program Chair’s Message:

On behalf of the Graduate Program Committee (GPC) I would like to officially welcome you to the Sociology & Anthropology Graduate Program! We look forward to working with you to make your experience as a graduate student inspiring, provocative, productive, and successful.

Feel free to contact me or any member of the GPC if you have any questions throughout the duration of your program.

Dr. Pamela Stern
Dr. Lindsey Freeman
Dr. Michael Hathaway
Dr. Gary Teeple

Graduate Program Chair
Graduate Program Committee Member
Graduate Program Committee Member
Graduate Program Assistant

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INTRODUCTION

This guide describes the graduate programs in the Department of Sociology and Anthropology. It is designed to acquaint graduate students with the policies and procedures of the department as well as provide some important governance information and links to the SFU community. It includes guidelines for the pursuit of students’ degrees, and it details the general expectations that students and faculty should have of each other for the timely completion of degrees.

All students are urged to activate their SFU email accounts as soon as possible so that they may receive e-mail messages concerning the department and graduate student issues. The SFU email is the primary email that the department uses for correspondence. We ask that students and faculty use only their SFU email accounts.

1. GRADUATE AND POSTGRADUATE STUDIES / GRADUATE GENERAL REGULATIONS

The Sociology and Anthropology Department graduate programs are governed by University regulations enacted by the Simon Fraser University Senate and administered by Graduate and Postgraduate Studies (GPS, formerly DGS). The Graduate General Regulations (GGRs) produced by Graduate and Postgraduate Studies lay out all of Simon Fraser University’s policies and regulations for Graduate Programs. The present department Guide is a supplement to, rather than a substitute for, the GGRs, and thus we encourage all students and faculty to consult the GGRs on questions of University regulations.

A link to the Graduate General Regulations as well as to the SFU Graduate Student Handbook may be found here.

2. MASTER OF ARTS IN SOCIOLOGY OR ANTHROPOLOGY

MA Program Information

The MA program is designed to be completed within six consecutive terms (fall, spring, and summer), or two full years of study. Students complete a minimum 30 credit hours and conduct original independent research leading to a thesis to successfully complete the program. Graduates are well prepared through course work and independent thesis research to enter PhD programs, pursue academic careers, or obtain professional positions in the public, private and non-profit sectors.

Required courses are normally completed within the first two terms of the MA program enrolment and must be completed no later than the end of the third semester of enrolment in the MA program. Students may be required to complete additional coursework beyond that specified below at the discretion of their supervisory committees.

Students are required to maintain a minimum CGPA of 3.0 to remain in good academic standing. Students who cannot maintain the minimum CGPA or complete other program
requirements may be asked to withdraw from graduate study.

**Supervisory Committee**

Students form a *supervisory committee* during their first term of study. The supervisory committee consists of a Supervisor (formerly called Senior Supervisor) and one committee member (previously Second Supervisor). For MA students, the Supervisor must be a member of the Sociology & Anthropology research faculty (tenured or tenure-track), but there are no disciplinary restrictions at the MA level. The committee member may be a faculty member of the Sociology & Anthropology department or another SFU unit. There are no restrictions on rank. Students select the committee member in consultation with their Supervisor. While it is uncommon, MA committees may include additional members if those individuals have special expertise related to the thesis topic. Committee composition may be changed if necessary.

By December 1 of the first year of study, each student must submit 2 documents (see forms for current students) to the Graduate Program Assistant:

1) *Approval of Supervisory Committee*
2) *Graduate Plan of Study*

**Degree Requirements**

The requirements for completion of the MA degree program are:

1) completion of required and elective course work as specified below;
2) completion and committee defence of thesis research prospectus; and
3) completion and public defence of an original MA thesis.

**Courses**

MA Students complete a minimum of 6 courses (4 required and 2 electives for minimum of 30 credit hours) including:

- 4 semester-long graded courses (2 required, 2 elective);
- 1 semester-long professional development graduate seminar (graded as Satisfactory/Unsatisfactory); and
- the MA Thesis course, (graded as In Progress/Complete)

All coursework, except SA 898 (MA Thesis), is normally completed within the first two semesters of enrolment in the MA program and no later than the end of the third semester of enrolment in the MA program.

**Required courses for the MA in Sociology:**

SA 840-2 Graduate Seminar (2 units, S/U)
SA 850-5 Selected Topics in Social Theory (5 units, graded)
SA 856-5 Qualitative Sociological Research Methods (5 units, graded)
SA 898-10 MA Thesis (10 units, IP/CO)

**Required courses for the MA in Anthropology:**
SA 840-2 Graduate Seminar (2 units, S/U)
SA 870-5 Theories in Anthropology (5 units, graded)
SA 875-5 Ethnographic Methodology: Social/Cultural Anthropology (5 units, graded)
SA 898-10 MA Thesis (10 units, IP/CO)

Requests to substitute the methods or theory course for the equivalent course in the other discipline (for example, SA850 instead of SA870) must be made in writing to the Graduate Program Committee.

**Electives (2) should be selected in consultation with the student’s Supervisor.** In addition to the SA elective courses listed, students may complete a graduate course or a graduate directed readings course in another Simon Fraser University department, or at another university that is a signatory to the Western Dean's Agreement. Elective courses taken outside of the department must be approved by the student’s supervisory committee and included in the Student’s Graduate Plan of Study.

For courses in other SFU department, approval is required from the student’s Supervisor and from the Graduate Program Chair (complete the Graduate Add/Drop form). Please note: Extra elective courses cannot be taken prior to completion of core coursework, and can only be taken if the supervisory committee and the GPC provides written approval.

A course at another university through the Western Dean's Agreement requires signatures from the student’s supervisor, the Graduate Program Chair, Graduate and Postgraduate Studies at SFU, and the department in which you wish to take the course. This process should be started at least 6 weeks before the course begins. Please see the Grad Chair or the Graduate Program Assistant for assistance.

**Elective Courses (Sociology):**
SA 815-4 Theories of Latin American Development (4 units, graded)
SA 835-4 Social and Political Change in Latin America (4 units, graded)
SA 853-5 Readings in Sociology I* (5 units, graded)
SA 854-5 Readings in Sociology II* (5 units, graded)
SA 870-5 Theories in Anthropology (5 units, graded)
SA 875-5 Ethnographic Methodology: Social/Cultural Anthropology** (5 units, graded)
SA 886-5 Selected Problems in Social Analysis (5 units, graded)
SA 887-5 Special Topics in Sociology/Anthropology (5 units, graded)

**Elective Courses (Anthropology):**
SA 815-4 Theories of Latin American Development (4 units, graded)
SA 835-4 Social and Political Change in Latin America (4 units, graded)
SA 850-5 Selected Topics in Social Theory (5 units, graded)
SA 856-5 Qualitative Sociological Research Methods** (5 units, graded)
SA 871-5 Readings in Anthropology I* (5 units, graded)
SA 872-5 Readings in Anthropology II* (5 units, graded)
SA 886-5 Selected Problems in Social Analysis (5 units, graded)
SA 887-5 Special Topics in Sociology/Anthropology (5 units, graded)

* Specific requirements for any Directed Readings (DR) course are to be developed in consultation with the course supervisor and documented on a Directed Readings template. Provide the completed form to the Graduate Program Assistant who will enrol in a DR course.

** During the 2019/20 academic year, SA856 and SA875 will be taught together.

MA Thesis Prospectus
A thesis prospectus should present a thesis of intellectual rigour that can be completed within the time frame of the degree. The prospectus situates the project within the relevant literature, fields, and theoretical frameworks. The thesis prospectus is a written statement (maximum 10 pages, double-spaced exclusive of abstract, notes, appendices, and bibliography) of the proposed original thesis research.

The thesis prospectus must contain:

i. a precise definition of the topic and original research question(s);
ii. a demonstration of a critical awareness of pertinent literature;
iii. argumentation concerning the perceived significance of the topic in relation to existing knowledge and/or theory in the area; and
iv. a statement and defense of the research methods and general methodology to be employed.

The thesis prospectus is presented to the student’s supervisory committee at a mutually agreed date and time, normally no later than June 15 of Year one. While we refer to this event as a prospectus defence, the process is best understood as a conversation meant to prepare the student to conduct thesis research. The MA prospectus defence is not public.

Thesis Research
Upon completion of coursework, MA students enrolls in SA 898 (MA Thesis).

Following successful presentation of the MA Thesis Prospectus, students must submit a signed Research Plan agreed upon by the supervisor, committee member(s) and the student. This Research Plan must be submitted to the Graduate Program Assistant within two weeks of successfully presenting the thesis prospectus. This Research Plan must include dated milestones, planned meeting dates and times, and contact information for the student and committee members. It is the responsibility of the student and the committee members to notify each other and the Graduate Program Assistant of any changes.

Submission of a complete Research Plan accompanied by a satisfactory annual evaluation by the Supervisor is the basis for continuing in the program.
MA Thesis
The completion and public presentation of the MA thesis is the culmination of the Master’s degree program. A thesis normally consists of 75 pages, inclusive of bibliographies, appendices and tables. At the discretion of the supervisory committee, the maximum number of pages may be increased, normally only to facilitate the inclusion of large appendices and tables. The student's supervisory committee and a qualified External Examiner will examine the thesis during a public oral defense. Following a successful defence, the student will complete all necessary revisions and then electronically submit the thesis along with the Thesis Approval page (with original signatures) to the library. For more details please visit the thesis assistance page on the Library website or contact the Graduate Program Assistant at gradsecesa@sfu.ca for more details.

Students are urged to attend the defences of their peers as an expression of collegiality and to fully participate in the intellectual life of the Department. Students are also encouraged to attend the Department Colloquia.

From thesis draft to defence
It is expected that students will write two or more drafts before the Supervisory Committee regards the thesis as ready to be defended. A detailed timeline and instructions for scheduling a MA thesis defence may be found here. Once the thesis is ready for defence, the Supervisor will notify the Graduate Program Assistant and the Graduate Chair about scheduling the defence. This should be done 4 weeks prior to the anticipated defence.

The Supervisor and Committee members must sign the Approval of Examining Committee form along with the name and contact details of the External Examiner. The External Examiner may be from another unit at SFU or from another university. If the latter, GPS will require a copy of the Examiner’s curriculum vitae. The role of the External Examiner is to protect the integrity of the thesis examination process. Therefore, the External Examiner must have hands-off relationship to the student. The student may not contact the Examiner prior to the defence.

The GPA will submit the completed and signed Approval of Examining Committee form to GPS along with the student’s 150-word abstract, and the Examiner’s CV (if required) at least 4 weeks prior to the defence.

The student is required to submit a digital copy of the thesis to the GPA at least two weeks before the defense date. Two weeks is the absolute minimum; it is preferable to allow the Examining Committee 3 or more weeks to review the thesis. This is the “defence version,” not the final version, of the thesis. It is expected that the student will make some revisions, if only to correct typographic errors, following the defence. Normally, the defence version should be in MS Word. The Chair of the Graduate Committee or GPA will distribute the thesis to the Examining Committee. The GPA will also confirm if any hard copies of the thesis are required by the Examining Committee and let the student know how many. The student is responsible for the costs of any hard copies.

The Chair of the Graduate Program Committee (or delegate) will chair the defence. The Chair is a non-voting member of the Examining Committee. The Examining Committee consists of the student’s Supervisory Committee and a member of faculty at SFU or a person
otherwise suitably qualified who is not a member of the supervisory committee. It is the responsibility of the Supervisor, in consultation with the student, to select an external examiner and confirm the defence date and time.

While the external examiner need not be a complete stranger to the student, they must be free from any potential conflict of interest, for example, from research collaboration with the student or prospective employment of the student.

**Thesis Defence**

Thesis defences are open to the public, and the candidate is welcome and encouraged to invite family, friends and research participants to participate in this important milestone. MA defenses generally are between 1.5-2 hours in length. The general format for an MA Thesis defense in the Department of Sociology/Anthropology is as follows:

- a) Chair of the defence introduces the candidate, External Examiner, and members of the committee; and outlines the procedure (steps (b) through (f))
- b) Chair invites the candidate to give a short (15-20 minute) summary of the argument of the thesis;
- c) questioning begins with the External Examiner, followed by the Committee Member and, lastly, to the Supervisor;
- d) second round of questions;
- e) open to questions from the floor;
- f) Chair requests all but the Examining Committee to leave while the Committee deliberates on the quality of the defense and the thesis.

During deliberations, the thesis Examining Committee will recommend one of the following outcomes:

- i. thesis passed with no revisions (student may correct minor errors before submitting thesis to the library);
- ii. thesis passed with minor revisions (to be completed to the satisfaction of the Supervisor);
- iii. thesis decision deferred until: ________________________ (The Examining Committee requires formal re-examination or will reach its decision by examination of the revised thesis);
- iv. thesis failed (candidate is required to withdraw).
**Time Limits and Timelines for MA Degree Completion**

The MA program is structured to facilitate degree completion within six semesters (2 years). The time limit for students in a master's program to complete all of the requirements is nine terms from the start of the program. Students who have not successfully defended and filed their thesis at the end of nine terms must apply for an **extension** in order to continue in the program. Graduate and Postgraduate Studies limits the number of terms that a student may extend their MA program; please see the Grad Chair or GPA with questions.

***Unless on an approved leave of absence, students are required to remain continuously enrolled.***

For more information regarding Time Limit for Program Completion & exceptions or appeals to this timeline, the student should consult the Graduate Program Chair and the *Graduate General Regulations*, see section 1.12.1.

### TIMELINE FOR MA SOCIOLOGY PROGRAM

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<thead>
<tr>
<th>Fall Semester 1</th>
<th>Spring Semester 2</th>
<th>Summer Semester 3</th>
<th>Fall Semester 4</th>
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<tr>
<td>SA 850 Selected Topics in Social Theory</td>
<td>Elective 2</td>
<td>Annual Self Review (June 1) Prospectus Presentation to supervisory committee (June 15)</td>
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<td>Elective 1</td>
<td>Prospectus should be completed this term.</td>
<td>REB Application (if required)</td>
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<tr>
<td>Graduate Plan of Study &amp; Supervisory Committee forms - Due Dec 1</td>
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<td>Research Plan form (E-2)- Due 2 weeks after thesis prospectus presentation</td>
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## TIMELINE FOR MA ANTHROPOLOGY PROGRAM

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<th>Summer Semester 3</th>
<th>Fall Semester 4</th>
<th>Spring Semester 5</th>
<th>Summer Semester 6</th>
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<tr>
<td>SA 875 Ethnographic Methodology: Social/Cultural Anthropology</td>
<td>Elective 2</td>
<td>Annual Self Review (June 1) Prospectus</td>
<td>Presentation to supervisory committee (June 15)</td>
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<tr>
<td>Elective 1</td>
<td>Prospectus should be completed this term.</td>
<td>REB Application (if required)</td>
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<td>Graduate Plan of Study form, Supervisory Committee form- Due Dec 1</td>
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Our goal in presenting this timeline is to facilitate *timely completion* of the degree. Timely completion requires a realistic combination of commitment, capacity and responsibility on the part of both the student and the supervising faculty. Supervisory committees and students should meet at least twice during each semester (once at the beginning and once at the end) to monitor their programs and to encourage course completion and development. These meetings may take place by conference call or email, as long as the goal of close collaboration and communication is achieved to the satisfaction of supervising faculty and student.

The Graduate Program Committee *strongly* suggests that students and their supervisory committees discuss mutual expectations regarding deadlines and respective responsibilities, frankly and concretely, at the earliest possible opportunity. The Graduate Program Committee (GPC) *requires* that these agreements be set out in writing and signed by all parties. Please complete a [Graduate Plan of Study](#).
3. **ANTHROPOLOGY AND SOCIOLOGY PHD PROGRAM**

**PhD Program Information**

PhD programs in Sociology and Anthropology offer students a comprehensive foundation in social theory in each discipline, substantive courses in areas of research interest, and rigorous training in research methodologies, a particular strength of the Department of Sociology and Anthropology at SFU. The programs are designed to facilitate and support completion of the PhD within 5 academic years (15 semesters).

Years 1 and 2 (semesters 1–6) are devoted to completion of coursework, qualifying examinations, and dissertation prospectus development and defence. Years 3 to 5 (semesters 7–15) are spent conducting research and completing the dissertation. Graduates are well prepared to pursue academic careers, and/or to take professional positions in public, private and non-profit sectors.

**Supervisory Committee**

Students form a **supervisory committee** during their first two terms of study. The supervisory committee consists of a Supervisor and at least one committee member. For PhD students, both the Supervisor and at least one Committee Member must be Research Faculty (tenured or tenure-track) within the Department of Sociology & Anthropology. The Supervisor must be in the same discipline as the one in which the student is pursuing the PhD. The Supervisory Committee may include additional member from in or outside the Department. Students select additional committee members in consultation with their Supervisor. Committee composition may change over the course of the student’s program. As with everything else, there is a **form** to add members to the committee or to alter its composition.

By March 1 of the first year of study, each student must submit 2 documents to the Graduate Program Assistant:

1) **Approval of Supervisory Committee**
2) **Graduate Plan of Study**

**Degree Requirements**

The minimum requirements for the degree are:
- completion of the required and elective coursework (3 required and 2 electives, 26 credit hours);
- successful completion of two qualifying examinations;
- preparation and public defence of a dissertation prospectus; and
- completion and defence a dissertation of approximately 250-300 pages, inclusive of bibliographies, appendices, and tables.
The dissertation is defended at a public defense and examined by the student’s faculty supervisory committee, a university External Examiner (previously called Internal-External) who is a faculty member at Simon Fraser University, and an External Examiner who is a faculty member at another academic institution. The External Examiners are selected and invited by the student’s Supervisor. Supervisors should note that as of Spring 2019, there is a new, more generous program to cover the travel expenses of External Examiners than existed previously.

**PhD Courses**

Students must complete a minimum of 5 courses (26 units):

- SA840 - semester-long professional development Graduate Seminar to be taken in the Fall semester of Year 1 (2 units, S/U)
- 2 semester-long elective courses, normally done in Fall and Spring semesters of Year 1 (graded)
- SA897 - PhD Qualifying Examination course, normally 2 semesters culminating in QE Exam and PhD Prospectus defence (6 units, S/U)
- SA899 - PhD Thesis (10 units, In Progress or Complete)

**Elective courses (2 required) should be chosen in consultation with the student’s Supervisor and be appropriate to the anticipated dissertation research and the student’s discipline.**

Electives, including Directed Readings may be selected from graduate-level courses offered within the Sociology and Anthropology department, other SFU departments or another BC university that is a signatory to the Western Dean's Agreement. Approval is required from the student’s Supervisor and from the Graduate Program Chair for courses in other SFU department (complete the Graduate Add/Drop form). Elective courses taken outside of the department must be approved by the student’s supervisory committee and included in the Student’s Graduate Plan of Study.

A course at another university through the Western Dean’s Agreement requires signatures from the student’s supervisor, the Graduate Program Chair, Graduate and Postgraduate Studies at SFU, and the department in which you wish to take the course. This process should be started at least 6 weeks before the course begins. Please see the Grad Chair or the Graduate Program Assistant for assistance.

SA 815-4 Theories of Latin American Development (4 units, graded)
SA 835-4 Social and Political Change in Latin America (4 units, graded)
SA 853-5 Readings in Sociology I* (5 units, graded)
SA 854-5 Readings in Sociology II* (5 units, graded)
SA 870-5 Theories in Anthropology (5 units, graded)
SA 871-5 Readings in Anthropology I* (5 units, graded)
SA 872-5 Readings in Anthropology II* (5 units, graded)
SA 875-5 Ethnographic Methodology: Social/Cultural Anthropology** (5 units, graded)
SA 886-5 Selected Problems in Social Analysis (5 units, graded)
SA 887-5 Special Topics in Sociology/Anthropology (5 units, graded)

* The specific requirements for any Directed Readings course are to be developed in consultation with the course supervisor and documented on a Directed Readings template. Provide the completed form to Graduate Program Assistant to enrol in a DR course.

** During the 2019/20 academic year, SA856 and SA875 will be taught together.

All graded courses must be completed before enrolling in SA 897 (PhD Qualifying Examination). Supervisory committees may, at their discretion, require additional courses to be completed.

| Course work deferrals should be seen as exceptional, and requests should be made only with accompanying medical certificates or with obvious grounds for consideration. |

**PhD Qualifying Examination**

Doctoral students are required to complete a two-part examination on theory and methodology related to their proposed dissertation topic. The objective of SA 897 (PhD Qualifying Examination) is to provide a framework and process for students and supervisors to facilitate students’ satisfactory preparation for qualifying examinations; and to complete qualifying examinations required for admission to doctoral candidacy. A broad critical knowledge of the relevant literature by the student should be seen as sufficient preparation to undertake the qualifying examination.

Following a successful qualifying exam, the student prepares and defends their PhD dissertation prospectus.

See below for a more complete explanation of the QE and prospectus defence procedures.

**PhD Dissertation Research and Defence**

Following successful defence of the prospectus, the student begins dissertation research. In nearly all cases, SA students are required to apply for and obtain clearance from the Office of Research Ethics before they undertake data collection. It is the student’s responsibility to determine whether Ethics approval is required (review the Checklist for Graduate Students).

Students should remain in regular conversation with their Supervisor and Committee throughout their data collection, analysis and writing phases.

The PhD culminates with a public defence of the dissertation during which the student’s Supervisory Committee, a qualified External Examiner, a University Examiner will examine the thesis. The Examining Committee will recommend one of the following outcomes:

i. thesis passed with no revisions (student may correct minor errors before submitting thesis to the library);
ii. thesis passed with minor revisions (to be completed to the satisfaction of the Supervisor);

iii. thesis decision deferred until:________________________ (The Examining Committee requires formal re-examination or will reach its decision by examination of the revised thesis);

iv. thesis failed (candidate is required to withdraw).

A detailed timeline and instructions for scheduling a dissertation defence may be found here. Dissertations are normally 250-300 pages in length, inclusive of bibliographies, appendices and tables. At the discretion of the supervisory committee, the maximum number of pages may be increased, generally only to facilitate the inclusion of large appendices and tables.

Following a successful defence, the student completes any required revisions and submits the approved dissertation and signed approval pages to the SFU Library. Specific instructions for formatting and submitting the dissertation are provided by the Library. The Graduate Program Assistant (gradsecsa@sfu.ca) can also provide support.

**Qualifying Examination (QE) Process** Required process and recommended time frame

**QE Preparation, Phase 1**

Spring and Summer semester, Year 1:

In the term prior to enrollment in SA 897 (PhD Qualifying Examination), the student must prepare a QE course outline through discussion and negotiation with the supervisory committee. The QE course outline is normally completed during the Spring semester of Year 1 for initial enrolment in SA897 in the Summer semester of Year 1.

To enroll in SA897 (PhD Qualifying Examination) in Summer semester of Year 1, the student and supervisory committee must agree upon the details of a Qualifying Examination (QE) Course Outline aimed at providing a solid foundation in the areas of literature that the student will be examined on. The QE Course Outline includes dated milestones, times and dates for committee meetings, and contact information for both students and supervisors. This QE Course Outline forms the basis for the semester’s work. It is signed by the student and their supervisor(s) and submitted to the Graduate Program Assistant by the end of the 2nd week of the semester of enrolment in SA897. In addition to the agreed-upon literature, the committee may require the student to produce short papers, annotated bibliographies, or bibliographic essays on specific questions that may constitute elements of the QE Course Outline. The goal of the QE course requirement is to facilitate student progress towards examination readiness, recognizing individual situations.

At the end of the first semester of enrolment in SA 897 (PhD Qualifying Examination), the student, supervisor and supervisory committee will submit a brief progress report to the GPC, via the Graduate Program Assistant, indicating whether goals set out in the QE
Course Outline have been achieved or renegotiated.

**QE Preparation, Phase 2**

Fall semester, Year 2 of PhD program:

The student prepares a 4-page QE Course Overview or research statement that reflects the work to be completed in Phase Two. In addition to the research statement, the student provides a proposed examination bibliography of approximately 40-70 titles. This QE Course Outline must be submitted to the Graduate Program Committee, via the Graduate Program Assistant, for re-enrolment in SA 897 (PhD Qualifying Examination), before the end of the 2nd week of the semester. The Supervisory Committee members may then request additions to the bibliography. A final bibliography, agreed upon by student and Supervisory Committee members, should be completed by the end of the first month of the second semester of enrolment in SA897 (PhD Qualifying Examination).

By October 15 (assuming a Fall QE exam), the Supervisor invites a member of SA or another SFU department to serve as the External member of the examination committee. Once the External member has been confirmed, the Supervisor provides this information by email to the GPA and Grad Chair. Any subsequent changes to the examining committee must be approved by the GPC through a written request to the GPC Chair. This request should include a rationale for changing the composition of the examination committee.

The External committee member may add titles (books and articles) to the bibliography proposed by the student and previously agreed to by the student’s Supervisory Committee up to a maximum total of 600 additional pages. The additional titles must be provided by November 1 for Fall completion of the QE so the student has ample time to read and digest new material before the examination. The remaining Supervisory Committee members may not add any additional titles to a student’s bibliography after the External member has joined the examination committee.

The student will submit a revised research statement and bibliography to the Examining Committee by November 15 for Fall completion of the QE. This literature and statement will form the basis for the Qualifying Exam.

Students who intend to complete the QE in the Fall semester should plan on undertaking the written exam in early December.

**Qualifying Examination:**

The examination will consist of 1 or 2 questions determined collectively by the Examination Committee, and based on the final revised research statement and bibliography. The questions are to be answered in essay form and submitted within 10 days of receiving the questions. The Supervisor will provide the Graduate Program Assistant with the exam questions and the Graduate Program Assistant will send the questions to the student via email at an agreed upon time and date. The student’s obligations regarding employment and family responsibilities should be taken into account in determining the timing of the
examination.
The student should produce 1 or 2 essays (as determined by the Examining Committee) totaling 40 to 50 double-spaced pages, exclusive of bibliography, appendices and tables. Examination essays should use a recognized citation style.

The student will email the essays to the Graduate Program Assistant and the QE examining committee **10 full days later**. The student is also required to submit a hard copy of the exam to the Graduate Program Assistant as soon as possible.

The examination committee will confer and agree (majority decision required) on an evaluation **within 10 days** of receipt of the exam. Possible results are:
(1) pass;
(2) require oral defense before determining pass or fail evaluation; or
(3) fail.

The student’s Supervisor will inform the GPC Chair of the outcome of the evaluation, and the GPC Chair will then inform the student of the outcome of the exam. Normally, the Supervisor will collate any Committee comments in writing and provide these to the student.

In the event of a “fail” evaluation, the examination committee must provide the student and the Graduate Program Committee with written reasons for their decision.

Should a student fail the first examination they may retake the exam only ONCE. In this event, the preparation process must be renegotiated and a revised QE Course Outline submitted.

**Dissertation Prospectus**

A dissertation prospectus should present a proposal for original doctoral research that is of intellectual rigour, and can be completed within the timeframe of the degree. The 15-page double-spaced prospectus (exclusive of abstract, notes, appendices, and bibliography) situates the project within the relevant literature, fields, and theoretical frameworks. It also identifies the research methodology and methods to be employed.

The dissertation prospectus should contain:
- a precise definition of the topic;
- a demonstration of a critical awareness of pertinent literature;
- argumentation concerning the perceived significance of the topic in relation to existing knowledge and/or theory in the area;
- and an explanation and defence of the research methods and general methodology to be employed.

The dissertation prospectus is prepared **in consultation** with the student’s supervisory committee. The Supervisor has the responsibility of informing the Chair of the Graduate Program Committee **in writing** of the intent of the student to proceed to a defence.
Prospectus Defence

Once the Supervisory Committee ascertains that the prospectus is ready for defence, they appoint an External Examiner, who is an SFU faculty member. The External Examiner may be the same SFU faculty member with relevant expertise who served as the Examiner for the Qualifying Examination as long as they are not a member of the student’s Supervisory Committee and do not have a close relationship to the student or to the student’s research project. This Examiner may be asked to join the committee after the prospectus defence.

The dissertation prospectus defence is a public defence open to students and faculty wishing to attend. It must be scheduled and announced at least two weeks in advance of the defence. The defence is chaired by the Chair (or delegate) of the Graduate Program Committee. The Examining Committee shall consist of the student’s Supervisory Committee, together with the External member. Two weeks prior to the defence, five copies of the dissertation prospectus must be given to the Graduate Program Assistant for distribution to the Examining Committee; one copy will be available in the department and archived in the student’s departmental file.

Please note: The student should contact their Supervisor regarding the binding preferences of the committee. If the committee does not want their copies to be bound, the student needs to bind only the copy for the External Examiner.

The prospectus defence is done in the spirit of constructive dialogue and criticism in order to prepare the student to undertake dissertation research. It is assumed that the selection of a research topic, conceptualization and focusing of the research problem, situating it within a theoretical framework, and identifying the appropriate methodological perspective and tools are processes a graduate student goes through in close consultation with members of their supervisory committee. The prospectus is thus a document that emerges from this interactive-consultative process. Defence of the prospectus should not, therefore, be seen as an adversarial situation. It is, instead, a continuation of the collaborative process, culminating in a formal, documented stage in which the student proceeds to research data collection, analysis, and writing.

On the basis of the written prospectus and its oral defense, the Examining Committee may recommend to the Graduate Program Committee in the Thesis Prospectus Examination Report one of the following possibilities:

1. That the student proceeds to undertaken thesis research.
2. That the student revises the thesis prospectus as specified by the Examining Committee and then proceeds to thesis research (minor revisions to be approved by the Supervisor only).
3. That the student be required to undertake major revisions (whole committee to review or a second oral defense). Further coursework may also be recommended.
4. That the student is required to take further courses or other remedial measures with a view to writing and re-submitting a revised proposal for another defence. The
committee will specify exactly which remedial steps must be undertaken.

In the event that the thesis prospectus defence results in 2, 3, or 4, a plan of successful completion must be submitted to the GPC Chair.

A student has only one opportunity to resubmit the prospectus to their examining committee. Failure to pass the prospectus defence upon resubmission will result in a request to withdraw from the program.

Students, who propose to undertake either the qualifying examination or the dissertation prospectus defense should, in the first instance, consult with their supervisory committee. It is the responsibility of the supervisory committee to set the process of examination and/or prospectus defense in motion as outlined above.

**Time Limits and Timelines for PhD Degree Completion**

Our program is designed to facilitate completing the PhD within five years. The time limit for students in a doctoral program to complete all of the requirements is 18 terms (or 6 years) from the start of the program. Students who have not successfully defended and filed their thesis at the end of 18 terms must apply for an extension in order to continue in the program.

For exceptions, the student should consult the [Graduate General Regulations section 1.12.1 Time Limit for Program Completion](#).

Unless on an approved leave of absence, students are required to remain continuously enrolled.

Students are expected to complete their graded courses during their first two years of enrolment. PhD students should aim to complete their qualifying examination and defend the dissertation prospectus by the end of their fourth semester in the program, and no later than their sixth semester.

Our purpose for stipulating these timelines in this program of study is to facilitate a timely completion. Timely completion requires a realistic combination of commitment, capacity, and responsibility on the part of both students and supervising faculty. Supervisory committees and students should meet at least twice during each semester (once at the beginning and once at the end) to monitor their programs and to encourage dissertation development. These meetings may take place by in person or by telephone, email or video-conference as long as the goal of close collaboration and communication is achieved to the satisfaction of supervising faculty and student.

The Graduate Program Committee strongly suggests that students and their supervisory committees discuss mutual expectations regarding deadlines and respective responsibilities, frankly and concretely, at the earliest possible opportunity. The Graduate Program Committee requires that these agreements be set out in writing and signed by all parties.
Please complete a [Graduate Plan of Study](#) by March 1 of Year 1, and refer to Section 4 below for more detailed information about committee composition and thesis topic.

**PLEASE NOTE:**

Effective September 1, 2016 (Fall term) GPS amended the regulations governing the time for program completion, extensions, reactivation, and readmission. This new policy applies to all students who began the PhD in Fall 2016 or subsequent terms. Students who entered the program prior to Fall 2016, please contact the Graduate Program Assistant.

### TIMELINE FOR PhD MILESTONES

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RECOMMENDED TIMELINE FOR QUALIFYING EXAM AND PROSPECTUS DEFENCE

Phase 1, Spring Semester, Year I
- Student completes the Q.E. Outline with their Supervisor and committee members and submits it to the Graduate Program Assistant.
- At the end of the semester, the Supervisor submits a brief progress report to the Graduate Program Assistant, indicating whether the goals set out in the Q.E. Outline have been achieved or renegotiated.

Phase 2, Summer Semester, Year 1
- Prior to enrolling in SA897, the student prepares a 4-page (double-spaced) research statement and bibliography, in consultation with Supervisory committee, and submits a copy to the Graduate Program Assistant.
- At the end of the semester, the supervisor submits a brief progress report to the Graduate Program Assistant, indicating whether the goals set out in the Q.E. Outline have been achieved or renegotiated.

Phase 2, Fall & Spring Semesters, Year 2
- Prior to re-enrolling in SA897, the student re-submits the research statement and bibliography with any revisions to the Graduate Program Assistant.
- By September 31: A finalized bibliography should be made including the supervisory committee’s additions.
- By October 15: The Senior Supervisor arranges for an External Committee member (from SA or another SFU department) and confirms their participation with the Graduate Program Assistant.
- By November 1: The External Committee member may add titles to the bibliography for a maximum total of 600 additional pages.
- By November 15: The student submits a finalized research statement and bibliography to their supervisory committee and the Graduate Program Assistant.
- Mid-late November: The Senior Supervisor informs the Graduate Program Assistant of the Q.E. start date and provides them with the Q.E. questions for distribution via email on the start date.
- Early-Mid December: The student writes the Q.E.
- Spring Semester: Assuming that the student has passed the Q.E. they use the Spring semester to draft their dissertation prospectus.
- End of Spring Semester: Public defence of dissertation prospectus. Following a successful defence, the student submits their ethics application (if required) and may begin thesis research.

4. COMMITTEE COMPOSITION, SUPERVISION, AND CHOICE OF TOPIC

   Committee Composition
   The GPC encourages students to set up their supervisory committees as soon as possible. To this end, students are provided with the name(s) of faculty who agree to supervise the
student's topic for admission purposes when they enter the graduate program. The student is not obligated to work with these faculty, but this contact is the logical start to the composition of a supervisory committee.

Students are required to submit an Approval of Supervisory Committee form detailing the composition of their supervisory committee by December 1 (for MA students) and March 1 (for PhD students) of the first year, along with a plan of study prepared with this committee indicating the order and the times by which each requirement of the degree program will be completed. These plans of study may be revised as necessary. Copies of individual plans of study, along with any revisions subsequently agreed to by the student and members of their supervisory committee will be provided to the Graduate Program Committee, via the Graduate Program Assistant.

For the MA program, the Supervisor must always be a full-time research faculty (tenured or tenure-track) member of the department. With the approval of the GPC, other members of the supervisory committee may be from other departments or universities. For the PhD, the Supervisor and at least one committee member must be full-time research faculty members of the department and the supervisor must be in the same disciplinary field (S or A) as the student. Other members of the supervisory committee may be from other departments or universities with the approval of the GPC.

**Supervision**

The relationship between a student and their supervisor is a significant one. Section 1.6 of the Graduate General Regulations provides policies governing the composition of supervisory committees. GPS also provides guidelines for a productive Supervisor-Graduate Student relationship. These include regular meetings to discuss the student’s goals and the faculty member’s expectations which respect to how the student will achieve those goals. Meetings should also map out a plan for student financial support during their studies as well as for their professional development.

Occasionally, students find it necessary to change supervisors. Students who believe that they need to seek an alternate Supervisor should, as the first step, discuss the situation with the Grad Chair.

**Professorial Rank and Supervision**

It is normal practice in the department that PhD students have, faculty members who are associate or full professors as their supervisors. However, assistant professors who have had their contracts renewed are eligible to supervise PhD students. MA students may be supervised by research faculty of any rank.

**Choice of Topic**

Upon application for admission to the department, the student indicated their interest in a specific research topic. Students are not obliged to remain with the topic in which interest was initially expressed, and it is not unusual for students to alter their research topic. The student’s choice of research topic is very important in determining the choice of supervisor, and it must be remembered that admission to the department was contingent on a particular
faculty member’s ability and willingness to supervise the student’s initial topic. A change of
the topic must be agreed to by the supervisory committee. Detailed specification of the
thesis topic must be done with the supervisor so that both the student and the supervisor are
clear as to the nature of the project.

5. PROGRESS REPORTS

Annual progress reviews are a requirement of the University under the Graduate General
Regulations section 1.8.1 as a means of ensuring the progress toward degree of our graduate
students.

In the Spring or Summer semester of each year, students must submit a Student Annual Self-
Review form. This form is filled in by each graduate student and submitted along with an
unofficial academic transcript to the Graduate Program Assistant and to their supervisory
committee.

Each year, all students must arrange with the members of their supervisory committee to
review the student’s progress in the graduate program and plan the next steps in the degree
completion. This meeting should be held no later than the date specified in the email from
the Graduate Program Assistant (usually early to mid-June). The committee meeting may
take place in person, or by phone, video conference or email, but all students must
participate in an annual committee meeting aimed at assessing their degree
progress.

Please note: If a student is on leave during the semester in which the review is due but was
active for at least one term since the previous annual review, they must submit an annual self-
review form, but may delay the annual committee meeting until ready to resume their studies.

Following the committee meeting, the supervisor must submit a Supervisory Committee Report
to the GPA indicating whether the supervisory committee deems the student’s progress to
be satisfactory or not. The GPC will subsequently review these reports and assess each
student’s progress as one of the following: S – Satisfactory, SC – Satisfactory with Concerns,
or U – Unsatisfactory. This evaluation is submitted to the Office of Graduate and
Postgraduate Studies and becomes part of the student’s academic record. The student will
receive the GPC’s final assessment and recommendations, and the Supervisory Committee
Report via email from the Graduate Program Assistant before the start of the next academic
year.

Students who receive an unsatisfactory evaluation or fail to submit their report will be
required to meet, in camera, with their supervisory committee and the GPC. Following that
meeting, the GPC will make a determination as to their evaluation of the student’s progress.
In this case the determination will be either satisfactory with concerns (SC) or unsatisfactory
(U). If the student’s progress is deemed unsatisfactory, the student may be asked to
withdraw from the graduate program. Unless the unsatisfactory determination is based on
CGPA, normally a detailed plan of action through which the student may improve their
performance so that it may be deemed satisfactory will be developed. The timeframe for this
action plan is between 4 and 6 months and its goals and assessment criteria are detailed and specific, including when an interim progress evaluation will be performed. If the decision is to allow the student to continue, whether the student was given a satisfactory with concerns or an unsatisfactory review, the detailed action plan must be communicated to the student and their supervisor normally within 7 days of the in camera meeting.

Any graduate student who wishes to comment upon the report and recommendation submitted by their supervisor to the GPC is entitled to do so either in writing or by requesting a meeting with the GPC. Students may also appeal an unsatisfactory report by following the procedures laid out by GPS. Students wishing to appeal a decision of their Supervisory Committee or the GPC are strongly encouraged to consult with a student advocate from the Graduate Student Society.

6. ADDITIONAL GRADUATE PROGRAM INFORMATION

Graduate Seminar
All graduate students must attend and actively participate in the graduate seminar (SA840) during their first program term.

Language Requirement
Although knowledge of a foreign language is desirable for advanced studies, there is no prescribed language requirement. However, where a language other than English is necessary for fieldwork or reading, proficiency will be required.

Full vs. Part-time status
Sociology and Anthropology students are considered to be fulltime students, and must pay fulltime fees, regardless of the number of course units for which they are registered.

Continuous Enrollment
Simon Fraser University requires graduate students to be enrolled every term unless they have applied for and received authorization for a leave of absence.

7. COURSE GRADE APPEALS

For the University regulations on the reconsideration of a grade, students should refer to section 1.16.1 in the Graduate General Regulations.

Normally, the first line of appeal should be to the instructor. The student should, in a timely manner, request an explanation for the grade or request a reassessment. If differences surrounding the grade cannot be resolved between the instructor and the student, then the matter should be taken to the Chair of the Department -- following the procedures outlined in the Graduate General Regulations section 1.16.

8. STYLE GUIDES FOR SOCIOLOGY AND ANTHROPOLOGY PAPERS
Students must apply a recognized citation style to their written work, including term papers and theses. The following academic associations have made available style guides for students:

**Anthropology**
AAA style guide – Since 2015, the [American Anthropological Association](https://www.americananthro.org) recommends that authors adhere to the guidelines in the [Chicago Manual of Style](https://www.chicagomanualofstyle.org).

**Sociology**
CSA style guide – The Canadian Sociological Association recommends the citation style found [here](https://www.csanet.ca/). If the supervisory committee prefers a different citation style, students should use the citation format recommended above for their discipline.

For **theses and dissertations**, the [SFU Library](https://www.library. Simon Fraser University.ca) does not require a specific citation style. Unless the supervisory committee prefers a different citation style, students should use the citation format recommended above for their discipline.

## 9. GRADUATE STUDENT OFFICES, COMPUTER LAB, AND MEETING SPACES

The Department and the University provide a number of different types of spaces and facilities for graduate student use.

**Office Space:**

**TA Offices** – AQ 6150A and AQ 6150B

These shared offices are for the use of teaching assistants. The Graduate Program Assistant will provide access to these offices and key requisitions.

**PhD Shared Offices** – AQ 5088, 5089, 5090

These assigned rooms are not equipped with telephones or computers. For access, please see the Graduate Program Assistant in AQ 5054.

**Study Rooms in W.A.C. Bennett Library**

Lockable study rooms in the W.A.C. Bennett Library are available for masters or doctoral students who are writing their thesis and

- have completed all degree requirements except the thesis;
- are registered full-time; and
- are not employed at the university except as a TA/TM or research assistant.

Application for [Library Study Room](https://www.library.sfu.ca).

**Computer and photocopying:**

**Dr. Hilal Ozcetin Graduate Computer Lab** – AQ 5076

This shared computer lab contains 4 PC computers and a printer for the exclusive use of SA graduate students. The Department provides one toner cartridge and one ream of paper per
semester. The room also contains a microwave, mini fridge and small library. The room is entered via a door access code.

**Graduate Research Commons – 7th floor of W.A.C. Bennett Library**

The Graduate Research Commons provide computers with research-oriented software, tech support, workstations, and other research support for the exclusive use of SFU graduate students.

**Photocopying** – At present, in-department photocopying and networked printing is available only to teaching assistants, tutor-markers and research assistants on payroll.

**Meeting Rooms:**

**Ellen Gee Common Room – AQ 5067**

This room can be used after hours for study or meetings. Please schedule with Graduate Program Assistant via email gradsecsa@sfu.ca or in person, at AQ 5054. During non-work hours the room may be accessed via a door code which the Graduate Program Assistant will provide.

**SA Small Meeting Room - AQ 5070**

The small meeting room may be booked for meetings or study sessions. This room can accommodate 3-4 people comfortably, with enough seating for up to 6 people. To book, please contact the Graduate Program Assistant by email (gradsecsa@sfu.ca) or in person at AQ 5054 to check availability.

Please DO NOT sign out the key without making a booking first, and once a booking has been made you may sign out the key located in the sign-out binder on our main office counter on the day of your booking, and please ensure to return the key immediately after your meeting.

**Consultation Rooms in the Graduate Research Commons – 7th floor of Bennett Library**

These group study rooms may be booked online using your SFU ID and password.

10. **GRADUATE STUDENT FINANCIAL SUPPORT**

With respect to financial support, department policy and practice is to make financial awards to the largest number of students possible. Thus, all students who meet the terms of reference for an award are strongly encouraged to apply. Most fellowships and some other awards require an online application through the GA3 system. Students are encouraged to review the GPS Scholarships and Awards page for additional information and to direct questions to the GPA or the Grad Chair.

**Fellowships:**
Graduate Fellowships (GFs)
GFs are one-semester grants from the Graduate and Postgraduate Studies that are awarded to students who have applied, who qualify, and who have been ranked by the department based on status in the program, availability of other funding, and merit. For the 2019/2020 academic year, these are valued at $6500. Each year the department is allotted a number of GFs proportional to the number of graduate students in the department. The department adjudicates the applications based on the terms of reference provided by GPS, and as a practice, tries to ensure that all eligible MA students receive at least one GF and eligible PhD students receive at least two GFs over the course of their studies.

Tri-Council Fellowships (SSHRC & CIHR)
$17,500 for one year for MA students and up to $35,000 for up to 3 years for PhD students. These are competitive fellowships from the Social Sciences and Humanities Research Council (SSHRC) and the Canadian Institute for Health Research (CIHR). The department expects students who meet the CGPA and Canadian residence/citizenship criteria for these government awards to apply.

Donor Awards (previously called Private Awards)
There are many private awards available which are adjudicated independently, and have unique eligibility criteria related to discipline, topic or geographic region of study, gender or citizenship of the applicant, progress toward degree completion, etc. Many of the donor awards are available to SA graduate students, including the Ellen Gee Memorial Graduate Scholarship for Excellence, which is specifically designated for an SA masters student. In most cases, application for donor awards is through the GA3 system.

Professional Development & Research Support:

Graduate International Research Travel Award (GIRTA) and Travel and Minor Research Award (TMRA)
The department has a small budget with which to support student research and/or travel to conferences, largely on a reimbursement basis with receipts. There are two calls for applications each year. Students are eligible to apply multiple times if they have new research related expenses. Apply through GA3.

Dr. Hilal Ozcetin Conference and Research Travel Graduate Funding
The Purpose of the Dr. Hilal Ozcetin Conference and Research Travel Graduate Funding is to support the travel component of the scholarly activity of graduate students related to their research. It is processed as an expense claim, up to $500 for each student annually. Application form.

FASS Dean’s Graduate Student Travel Fund
$1000-$2000 grants for graduate student research and conference travel.

Graduate Student Society Professional Development Grants
Grants in the amount of $499 for graduate student research and conference travel.
Need-based Support:

**Loans and Bursaries**
Loans and bursaries are administered on a need basis through SFU’s Financial Aid and Awards Office. Both international and domestic students are eligible. Additionally, graduate student parents who are working as Teaching Assistants or Tutor-Markers may be eligible for a childcare subsidy from the Teaching Support Staff Union (TSSU).

**FASS Dean’s Graduate Student Prompt Assistance Fund**
A pilot project initiated in Spring 2019 to provide FASS graduate student with one-time payments between $500-$1000 for emergencies.

**Graduate Student Society**
Several emergency and need-based funds.

Employment:

**Teaching Assistantships (TA)/Tutor Marking Positions (TM)**
Employment as a teaching assistant is a valuable site for professional development that we encourage graduate students to take advantage of. MA students are assured one TA/TM position during their studies/ PhD students are assured two TA/TM positions. While many graduate students work as TA/TMs throughout their studies, employment during any particular semester is not guaranteed. Further students should be aware that there are only a small number of TA/TM positions during the Summer semester. Graduate Student instructors are covered by a collective agreement between the University and the Teaching Support Staff Union (TSSU).

**Research Assistantships (RAs)**
Research Assistantships are administered by individual faculty members. The department normally plays little role in their allocation.

11. SOCIIOLOGY AND ANTHROPOLOGY GRADUATE STUDENT ASSOCIATION (SAGSA)

The Sociology and Anthropology Graduate Student Association (SAGSA), previously the Grad Caucus, is a student society run by and for graduate students in the SFU Sociology and Anthropology department. The SAGSA meets approximately once a month to discuss and take action on issues that affect graduate students in our department. Students who participate in the SAGSA gain professional development skills. The SAGSA elects representatives to various departmental committees and extra-departmental organizations.

Within the department, graduate students participate in the monthly Department Meeting through an elected representative and also select representatives to participate in the Appointments and Graduate Program Committees. Elected student representatives communicate student concerns and share student perspectives to these decision-making
bodies within the department. Student representatives are required to sign a confidentiality agreement meaning that they are not in a position to share details of departmental deliberations with the SAGSA.

12. THE WORKING ENVIRONMENT OF THE DEPARTMENT OF SOCIOLOGY AND ANTHROPOLOGY
A healthy academic community makes space for people with diverse views, perspectives, and life experiences. Faculty and students should strive to be tolerant of differing points of view and changing perspectives. This is not to say that open and honest discussion of differences should be limited; on the contrary, frank debate of all issues pertinent to subject matters related to the disciplines is encouraged. In other words, no point of view is beyond criticism; indeed, constructive criticism made in a reasoned manner is an essential part of teaching and learning. Debate is to be encouraged in the spirit of academic freedom, but such freedom entails mutual respect, cooperation and understanding as the basis for interaction among members of the University. When debates and discussions become the avenue for exclusion, personal attack or denigration they violate this spirit.

13. LEAVES AND WITHDRAWALS
University policy requires that graduate students remain continuously registered in order to encourage timely degree completion. Nonetheless, there are occasions in which students need to take a leave of absence. Students who wish to take a leave of absence should complete a leave of absence form, including their supervisor’s signature and provide any required supporting documentation (such as a healthcare provider statement) prior to the start of the term in which they wish to take leave. “Leave of Absence” is a registration status. Students who neglect to request a leave and fail to register are automatically discontinued from their graduate program and must apply to be reactivated.

International students who need to take a leave of absence should check with the office of International Services for Students to confirm that they will not invalidate their study permit.

Graduate and Postgraduate Studies recognizes 3 types of leave for students in thesis graduate programs. These are:
1. Personal Leave
2. Parental Leave
3. Medical/Compassionate Leave

Personal Leave: A personal leave can be taken for any reason, and no explanation is required. However, students should be aware that personal leave semesters are counted as part of the maximum number of terms allowed for program completion. All program requirements, academic unit expectations, and deadlines remain the same. Responsibility for approving a personal leave resides with the student's Supervisor and the chair of the Graduate Program Committee.

Parental and Medical / Compassionate Leave: The time taken for a parental or medical/compassionate leave is not be counted towards the maximum time allowed for
program completion. The maximum time limit will be adjusted accordingly but all other program requirements and academic unit expectations will remain the same. Students are required to submit supporting documentation. Responsibility for approving a parental or medical/compassionate leave (including family care) resides with Graduate and Postgraduate Studies and should have the support of the student’s Supervisor and the chair of the Graduate Program Committee.

For all types of leave the student must complete a Leave of Absence Request form with their supervisor's signature and supporting documentation (if required) to the Graduate Program Assistant well before the beginning of the term for which the on-leave status is requested.

**Course Withdrawal**

Students may withdraw from classes for any reason up to the 9th week of a term. Students with a documented medical or family emergency may withdraw during the 10th through 12th weeks. Tuition is refunded only if the withdrawal occurs within the first 2 weeks of the term.

**Program Withdrawal**

Students may withdraw from their graduate program at any time by submitting a Withdrawal from Graduate Studies form to GPS. If, at a later date, the student wishes to resume their studies, they must reapply for admission.

See **GGRs 1.8** for regulations surrounding Leaves of Absence and Withdraws.

**14. APPLICATIONS FOR PROGRAM EXTENSION**

Students who are not able to defend their theses within the time limit of their program (9 semesters for MA students; 19 semesters for PhD students) must request an Extension.

Applications for Extensions to the time limit for program completion are considered for research requirements that may include, but are not limited to:

- i) organizing and conducting fieldwork and ethnographic research;
- ii) negotiating and satisfying terms and conditions for collaborative and partnership research agreements;
- iii) negotiating and satisfying of ethical requirements;
- iv) organizing travel and accommodation;
- v) acquiring necessary visa and immigration approvals; and
- vi) other research and dissertation development requirements as determined by student in consultation with supervisory committees.

Students must discuss the request for an extension to the time limit with their supervisor and develop a timeline for completion. Extensions of 1 to 3 terms may be requested. The student should email the signed and completed form along with an unofficial transcript to the GPA (gradseca@sfu.ca) or Grad Chair in the term before the extension is requested. The GPC assesses and grants or rejects the application for extension and will notify the
student of their decision in writing, and then submits the request to Graduate Studies for final adjudication.

**Please note:** Extension are not automatic. While a student may request and receive up to 6 terms of extension, the supervisory committee, the GPC, or Graduate and Postgraduate Studies may reject or shorten the length of a request for extension. Any student requesting a 6th extension term must submit a draft thesis prior to the end of the 5th extension term. The 6th term of extension is the LAST extension that will be approved.