Graduate Studies Guide

For the

Department of Sociology & Anthropology

2016-2017

Revised September 7, 2016
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# Sociology and Anthropology Graduate Program

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<th>Name</th>
<th>E-Mail</th>
<th>Office</th>
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<tbody>
<tr>
<td><strong>Graduate Program Committee Members</strong></td>
<td></td>
<td></td>
<td></td>
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<td>AQ 5100A</td>
<td>778-782-6630</td>
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<td></td>
<td></td>
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## OFFICE Administration

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<tr>
<th>Title</th>
<th>Name</th>
<th>E-Mail</th>
<th>Office</th>
<th>Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Graduate Program Assistant</strong></td>
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<td><a href="mailto:gradseca@sfu.ca">gradseca@sfu.ca</a></td>
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<td>778-782-3726</td>
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<tr>
<td><strong>Department Chair’s Secretary</strong></td>
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<td>778-782-3144</td>
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<td><strong>Undergraduate Advisor</strong></td>
<td>Chantelle Ryerson</td>
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<td>778-782-9452</td>
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<tr>
<td><strong>Undergraduate Advisor</strong></td>
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<td>AQ 5054.1</td>
<td>778-782-9821</td>
</tr>
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Office and Lab Space Use

*S/A Grad Computer Lab– AQ 5076*

*S/A Teaching Computer Lab – AQ 5040 (when class not in session)*

The Ellen Gee Room – AQ 5067 can be used after hours for study use or meetings. Please schedule with Graduate Program Assistant via email gradsecsa@sfu.ca or in person, at AQ 5054.

To access these rooms after hours please use codes. Codes will be distributed by e-mail at the beginning of the term, or see the Graduate Program Assistant for current codes.

PhD Assigned Shared Offices– AQ 5088, 5089, 5090. These rooms are equipped with telephones, but not with computers. For access, please see the Graduate Program Assistant in AQ 5054. Lockable study rooms in the W.A.C. Bennett Library are available for masters or doctoral students writing their theses under the following conditions:

- the student has completed all degree requirements except the thesis;
- the student will be registered full-time;
- and the student will not be employed at the university (other than as a TA/TM or research assistant).

To use these rooms, submit an Application for Library Study Room (see Appendix ‘C’) and a Library Study Room Use Agreement form (see Appendix ‘D’) to the Dean of Graduate Studies (gradstdy@sfu.ca), six weeks prior to the start of the semester.

TA Offices – AQ 6150A

See Graduate Program Assistant for access to these offices and key requisitions.
INTRODUCTION

This guide describes the graduate program in the Department of Sociology and Anthropology and 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 alike 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, as the SFU email is the primary email that the department uses for correspondence.

1. GRADUATE GENERAL REGULATIONS: DEAN OF GRADUATE STUDIES

All students and faculty should read the ‘Graduate General Regulations’ produced by the office of the Dean of Graduate Studies (DGS). This is available at: https://www.sfu.ca/dean-gradstudies/current.html.

As these regulations are subject to change at any time, the department strongly recommends that students refer to the web version regularly. This document provides comprehensive information about Graduate Studies at Simon Fraser University -- in terms of general structure, degree requirements and regulations, guidelines for supervisor-graduate student relations, procedures and requirements for going on leave and funding available to graduate students.

This guide is not a substitute for the ‘Graduate General Regulations’ but is intended to supplement the description of the university program with a description of the departmental program and the degree requirements and expectations within the Sociology and Anthropology Department.

2. DESCRIPTION OF THE MA PROGRAM

2.1 Admission to the MA Program

Admission to the program is dependent, first, on the achievement of a satisfactory level of work in a prior degree and, second, on the ability, interest and availability of at least one faculty member to supervise the proposed topic of research.

2.2 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. Required courses are normally completed within the first two terms of MA program enrolment. Students are required to complete a minimum 30 credit hours to successfully complete the program.
Students may be required to complete additional coursework beyond that specified below at the discretion of their supervisory committees.

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. Graduates will be well prepared through course work and independent thesis research to enter PhD programs, pursue academic careers, or obtain professional positions in public, private and non-profit sectors.

Students are required to maintain a minimum CGPA of 3.0 to remain in good academic standing.

2.3 Formation of the Supervisory Committee
Students must submit an Approval of Supervisory Committee form (see Appendix ‘A’) and a Graduate Plan of Study (see Appendix ‘B’) to the graduate program assistant by December 1 of the first year; for more information please see Section 4.

2.4 Degree Requirements
The minimum requirements for completion of the degree program are the completion of required and elective course work as specified below; completion and public presentation of an MA thesis prospectus; and a thesis that will normally consist 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, and a public oral defense will be held. Thesis Approval pages (with original signatures) are electronically submitted to the library, and the theses are submitted electronically to the library for more details please visit: [http://www.lib.sfu.ca/help/writing/thesis/submission/online-registration](http://www.lib.sfu.ca/help/writing/thesis/submission/online-registration) or contact the Graduate Program Assistant at gradsecsa@sfu.ca for more details.

2.5 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.

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 Dean of Graduate Studies’ Graduate General Regulations, see section 1.12.1 [https://www.sfu.ca/dean-gradstudies/current.html](https://www.sfu.ca/dean-gradstudies/current.html)
**PLEASE NOTE:**

Effective September 1, 2016 (fall term) DGS has created new regulations which govern the overall time for program completion, extensions, reactivation, and readmission. This new policy applies to all students who first enrolled as of fall 2016, and subsequent future terms.

Students who have entered the program prior to fall 2016, please contact the Graduate Program Assistant.
### TIMELINE FOR MA SOCIOLOGY PROGRAM

<table>
<thead>
<tr>
<th>Fall Semester 1</th>
<th>Spring Semester 2</th>
<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 850 Selected Topics in Social Theory</td>
<td>Elective 2</td>
<td>Prospectus Presentation to supervisory committee by June 1</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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<tr>
<td>Graduate Plan of Study form, Supervisory Committee form-Due Dec 1</td>
<td>Annual Self Review- Due Date TBD (March)</td>
<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>Fall Semester 1</th>
<th>Spring Semester 2</th>
<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>Prospectus Presentation to supervisory committee by June 1</td>
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<tr>
<td>Elective 1</td>
<td>Prospectus should be completed this term.</td>
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<td>Graduate Plan of Study form, Supervisory Committee form-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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Our goal in requiring 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 students 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, Skype, or e-mail, as long as the goal of close collaboration and communication is achieved to the satisfaction of supervising faculty and students.*

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 (Appendix ‘B’) and refer to Section 4 for more detailed information.

Students are also urged to attend the defenses of their peers; these opportunities provide immeasurable value in terms of academic and intellectual development.

### 2.6 MA Courses

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

- 4 one-semester graded courses (2 required, 2 elective)
- 1 one-semester professional development graduate seminar (graded as Pass or Fail)
- and an MA Thesis, (graded as In Progress or Complete)

**Required courses (4 in total):**

**MA Sociology:**

- SA 840-2 Graduate Seminar, Semester 1, Sat/Unsat (Satisfactory or Unsatisfactory)
- SA 850-5 Selected Topics in Social Theory, graded
- SA 856-5 Qualitative Sociological Research Methods, graded
- SA 898-10 MA Thesis, IP/CO (In Progress or Complete)

**and two of**

- SA 815-4 - Theories of Latin American Development, graded
- SA 835-4 - Social and Political Change in Latin America, graded
- SA 853-5 - Readings in Sociology I *, graded
- SA 854-5 - Readings in Sociology II *, graded
- SA 855-5 - Advanced Quantitative Methods in Sociology, graded
- SA 870-5 - Theories in anthropology
- SA 886-5 – Selected Problems in Social Analysis, graded
- SA 875-5 - Ethnographic Methodology: Social/Cultural Anthropology, graded
- SA 887-5 Special Topics in Sociology/Anthropology, graded
MA Anthropology:
SA 840-2 Graduate Seminar, Semester 1, Sat/Unsat (Satisfactory or Unsatisfactory)
SA 870-5 Theories in Anthropology, graded
SA 875-5 Ethnographic Methodology: Social/Cultural Anthropology, graded
SA 898-10 MA Thesis, IP/CO (In Progress or Complete)

and two of

SA 815-4 Theories of Latin American Development, graded
SA 835-4 Social and Political Change in Latin America, graded
SA 850-5 Selected Topics in Social Theory, graded
SA 871-5 - Readings in Anthropology I*, graded
SA 872-5 Readings in Anthropology II*, graded
SA 886-5 Selected Problems in Social Analysis, graded
SA 887-5 Special Topics in Sociology/Anthropology, graded

* Students may also choose a graduate course or graduate directed readings course in another Simon Fraser University department, or from another university that is part of the Western Dean's Agreement. Supervisory committee and departmental graduate program committee approval required.

The Western Deans’ Agreement, subject to approval by the supervisory committee and the Graduate Program Committee. See Appendix ‘F’ for the Western Deans’ Agreement process (retrieved at: http://wcdgs.ca/western-deans-agreement.html ) and Appendix ‘G’ for the Western Deans Agreement form (retrieved at: http://www.sfu.ca/dean-gradstudies/current/registration_status/registered.html).

Please note the WDA paperwork must be submitted to the Dean of Graduate Studies Office at least 6 weeks before the course begins. Please check the DGS Calendar for specific dates: https://www.sfu.ca/dean-gradstudies/current/important_dates/guidelines.html

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

NB: All graded courses, with the exception of SA 898, are to be completed in the semester in which they are started.

Course work deferrals should be seen as exceptional, and requests should be made only with accompanying medical certificates or with obvious grounds for consideration.
2.7 **MA Thesis Prospectus**

A thesis prospectus should present an intellectually and/or empirically manageable thesis topic, and situate such a topic within the relevant literature. The thesis prospectus will consist of a written statement (maximum 10 pages double-spaced exclusive of abstract, notes, appendices, and bibliography).

**The thesis prospectus must contain:**

i. a precise definition of the topic and original research question(s);

ii. a demonstration of a certain 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;

iv. a statement and defense of the research methods and general methodology to be employed.

The thesis prospectus will be presented at a mutually agreeable date and time to your supervisory committee, normally no later than June 1 of the third semester in the program.

2.8 **Thesis Research**

Upon completion of coursework, MA students will be enrolled in SA 898 (MA Thesis).

Students in SA 898 (MA Thesis) must submit a signed Research Plan (see Appendix ‘E-2’) agreed upon by the senior supervisor, the committee members 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 students and the committee members to notify each other of any changes.

Submission of a complete Research Plan and a satisfactory evaluation by the senior supervisor will be the basis for determining the ongoing progress in this course (SA 898 – MA Thesis).

2.9 **Thesis**

The thesis will normally consist of no more than 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, and a public oral defense will be held. Thesis Approval pages (with original signatures and the theses are submitted electronically to the library for more details please visit: [http://www.lib.sfu.ca/help/writing/thesis/submission/online-registration](http://www.lib.sfu.ca/help/writing/thesis/submission/online-registration) or contact the Graduate Program Assistant at gradseca@sfu.ca for more details.

When the first draft of the thesis is nearing completion, the student should consult with the supervisory committee about scheduling an oral defense. The senior supervisor and Committee members must submit a signed *Approval of Examining Committee* form (see
Appendix ‘J’), with the names of the thesis Examining Committee, including the curriculum vitae of the External Examiner, thesis title and abstract, date, time and place, to the Graduate Program Assistant to reach the Dean of Graduate Studies at least four weeks prior to the examination date.

Please note: You are required to submit digital copies of the thesis at least two weeks before the defense date, and a bound hard copy (must have at least one for the external examiner, check with senior supervisor if a hard copy is required for the committee members other than external) shortly thereafter.

The defense will be chaired by the Chair (or delegate) of the Graduate Program Committee, who shall be a non-voting member of the Examining Committee. In addition, the Examining Committee shall consist 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 senior supervisor, in consultation with the student, to select an external examiner (can be internal to SFU) and confirm the defense date.

The external examiner shall be free from potential conflict of interest that may arise, for example, from research collaboration with the student or prospective employment of the student.

The general format for an MA Thesis defense in the Department of Sociology/Anthropology is as follows:

a) introduction of candidate, External Examiner, members of the committee;
b) brief outline of steps (c) through (g);
c) request candidate to give a short (10-15 minute) summary of the argument of the thesis;
d) questioning begins with the External Examiner, proceeds to the second supervisor and, lastly, to the senior supervisor;
e) second round of questions;
f) open to questions from the floor;
g) request all but the Examining Committee to leave while the Committee deliberates on the quality of the defense and the thesis.

MA defenses generally are between 1.5-2 hours in length. Following the defense, the thesis Examining Committee will recommend one of the following possibilities:

i. thesis passed;
ii. thesis passed with minor revisions (to be completed to the satisfaction of the senior 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).
3. DESCRIPTION OF THE PhD PROGRAM

3.1 Admission to the PhD Program
Admission to the program is dependent, first, on the achievement of a satisfactory level of work in a prior degree as evidenced by transcripts, letters of reference, and proof of completion of BA or MA, as appropriate, and, second, on the ability, interest and availability of two department members, one of whom must be appointed in the field of study (Sociology or Anthropology), to supervise the proposed topic of research.

3.2 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 defense. Years 3 to 5 (semesters 7–15) are spent conducting research and completing the dissertation. Graduates will be well prepared to pursue academic careers, and/or to take professional positions in public, private and non-profit sectors.

3.3 Formation of the Supervisory Committee
Students must submit an Approval of Supervisory Committee Form (see Appendix ‘A’) and a Graduate Plan of Study (see Appendix ‘B’) to the graduate program assistant by March 1 of the first year; for more information please see Section 4.

3.4 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 defense of a dissertation prospectus, and a dissertation of approximately 250-300 pages, inclusive of bibliographies, appendices, and tables. The dissertation will be defended at a public defense and examined by the student’s faculty supervisory committee, a university External Examiner who is a faculty member at Simon Fraser University, and an External Examiner who is a faculty member at another academic institution.

3.5 Time Limits and Timelines for PhD Degree Completion

The time limit for students in a doctoral program to complete all of the requirements is 18 terms from the start of the program.

It should be possible for students to complete the PhD within five to six years. For exceptions, the student should consult the DGS Graduate General Regulations section
1.12.1 Time Limit for Program Completion (Retrieved from: https://www.sfu.ca/dean-gradstudies/current.html).

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 goal 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 individual telephone communications, conference calls, video-conferencing, or on e-mail, as long as the goal of close collaboration and communication is achieved to the satisfaction of supervising faculty and students.*

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 (Appendix ‘B’) and refer to Section 4 for more detailed information.

**PLEASE NOTE:**

Effective September 1, 2016 (fall term) DGS has created new regulations which govern the overall time for program completion, extensions, reactivation, and readmission. This new policy applies to all students who first enrolled as of fall 2016, and subsequent future terms.

Students who have entered the program prior to fall 2016, please contact the Graduate Program Assistant.
## TIMELINE FOR PhD SOCIOLOGY COURSEWORK, QUALIFYING EXAMINATIONS AND THESIS PROSPECTUS COMPLETION

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<td>Annual Self Review&lt;br&gt;<em>Due March TBD</em></td>
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## TIMELINE FOR PhD ANTHROPOLOGY COURSEWORK, QUALIFYING EXAMINATIONS AND THESIS PROSPECTUS COMPLETION

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

- 2 courses, graded
- 1 professional development Graduate Seminar, Sat/Unsat (Satisfactory or Unsatisfactory)
- one PhD Qualifying Examination course that extends over two semesters, Sat/Unsat (Satisfactory or Unsatisfactory)
- PhD Thesis, IP/CO (In Progress or Complete)

Required Courses (3 in total)

PhD Sociology:
SA 840-2 (Graduate Seminar, Semester 1), Sat/Unsat (Satisfactory or Unsatisfactory)
SA 897-6 (PhD Qualifying Examination), Sat/Unsat (Satisfactory or Unsatisfactory)
SA 899-10 (PhD Thesis), IP/CO (In Progress or Complete)

Elective courses (2 in total):
The additional graded elective course may be chosen from the following courses, subject to availability, and by permission of the instructor, or may be chosen from graduate courses in other departments, including those offered at other BC universities, as per the Western Deans’ Agreement, subject to approval by the supervisory committee and the Graduate Program Committee. See Appendix ‘F’ for the Western Deans’ Agreement process (retrieved at: http://wcdgs.ca/western-deans-agreement.html) and Appendix ‘G’ for the Western Deans Agreement form (retrieved from: http://www.sfu.ca/dean-gradstudies/current/forms.html). Please note the WDA paperwork must be submitted to the Dean of Graduate Studies Office at least 6 weeks before the course begins. Please check the DGS Calendar for specific dates: https://www.sfu.ca/dean-gradstudies/current/important_dates/guidelines.html

LAS/SA 815-4 (Theories of Latin American Development), graded
LAS/SA 835-4 (Social and Political Change in Latin America), graded
SA 850-5 (Selected Topics in Social Theory), graded
SA 856-5 (Qualitative Sociological Research Methods), graded
SA 853-5 (Readings in Sociology I), graded
SA 854-5 (Readings in Sociology II), graded
SA 855-5 (Advanced Quantitative Methods in Sociology), graded
SA 870-5 (Theories in Anthropology), graded
SA 875-5 (Ethnographic Methodology: Social/Cultural Anthropology), graded
SA 886-5 (Selected Problems in Social Analysis), graded
SA 887-5 (Special Topics in Sociology/Anthropology), graded

PhD Anthropology:
SA 840-2 (Graduate Seminar, Semester 1), Sat/Unsat (Satisfactory or Unsatisfactory)
SA 897-6 (PhD Qualifying Examination), Sat/Unsat (Satisfactory or Unsatisfactory)
SA 899-10 (PhD Thesis), IP/CO (In Progress or Complete)
Elective courses (2 in total):
The additional graded elective course may be chosen from the following courses, subject to availability, and by permission of the instructor, or may be chosen from graduate courses in other departments, including those offered at other BC universities, as per the Western Deans’ Agreement, subject to approval by the supervisory committee and the Graduate Program Committee. See Appendix ‘F’ for the Western Deans’ Agreement process (retrieved at: http://wcdgs.ca/western-deans-agreement.html) and Appendix ‘G’ for the Western Deans Agreement form (retrieved at https://www.sfu.ca/dean-gradstudies/current/forms.html). Please note the WDA paperwork must be submitted to the Dean of Graduate Studies Office at least 6 weeks before the course begins.

LAS/SA 815-4 (Theories of Latin American Development), graded
LAS/SA 835-4 (Social and Political Change in Latin America), graded
SA 850-5 (Selected Topics in Social Theory), graded
SA 856-5 (Qualitative Sociological Research Methods), graded
SA 870-5 (Theories in Anthropology), graded
SA 871-5 (Readings in Anthropology I), graded
SA 872-5 (Readings in Anthropology II), graded
SA 875-5 (Ethnographic Methodology: Social/Cultural Anthropology), graded
SA 886-5 (Selected Problems in Social Analysis), graded
SA 887-5 (Special Topics in Sociology/Anthropology), graded

All graded courses, with the exception of SA 857 (Research Design Seminar), must be completed before enrolling in SA 897 (PhD Qualifying Examination). SA 897 (PhD Qualifying Examination) must be completed before enrolling in SA 857 (Research Design Seminar). Supervisory committees may, at their discretion, require additional courses to be completed.

NB: All graded courses are expected to be completed in the semester in which they are started.

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

3.7 Dissertation
The dissertation will normally consist of no more than 250 – 300 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, a qualified External Examiner, a University Examiner will examine the thesis, and a public oral defense will be held. Dissertation Approval pages (with original signatures) are physically submitted to the library and the dissertations are submitted electronically to the library for more details please visit: http://www.lib.sfu.ca/help/writing/thesis/submission/online-registration or contact the Graduate Program Assistant at gradse CSA@sfu.ca for more details.
3.8 PhD Qualifying Examination

Doctoral students will be required to complete a two-part examination on theory and methodology broadly related to their proposed dissertation topic. The course 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 candidate standing. A broad critical knowledge of the relevant literature by the student should be seen as sufficient preparation to undertake the qualifying examination.

All PhD courses, including required courses and electives must be completed before the student may enroll in SA 897 (PhD Qualifying Examination).

SA 897 (PhD Qualifying Examination) must be successfully completed before a PhD dissertation prospectus may be defended.

Required process and recommended time frame:

QUALIFYING EXAMINATION (QE) PREPARATION, PHASE ONE

Spring and Summer semester, year 1:

In preparation for enrollment in SA 897 (PhD Qualifying Examination), the student must prepare a QE course outline (see Appendix ‘E-1’) for discussion and negotiation with the supervisory committee. This QE course outline should be prepared during the semester previous to the initial enrolment in SA 897 (PhD Qualifying Examination) (typically Spring semester of Year 1 for initial enrolment in Summer semester of Year 1).

To enroll in SA 897 (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 (See Appendix ‘E-1’) aimed at providing a solid foundation in the areas of literature that the student will be examined upon. The QE Course Outline must include dated milestones, times and dates for committee meetings, and contact information for both students and supervisors. This QE Course Outline is to be 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, and forms the basis for the semester’s work. For example, short papers, annotated bibliographies, or bibliographic essays on specific questions may constitute elements of the QE Course Outline. The goal should be 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.
QUALIFYING EXAMINATION PREPARATION, PHASE TWO

Fall semester, year 2 of PhD program:

The student must prepare a 4 page QE Course Outline that reflects the work to be completed in Phase Two, the research statement and proposed examination bibliography of approximately 40-70 titles for the qualifying exams. 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 SA 897 (PhD Qualifying Examination).

The External Committee member for qualifying examinations (a member of SA or other SFU department) should be invited by the senior supervisor and participation confirmed by October 15 for Fall completion of the QE.

Any changes to the examining committee after it has been confirmed 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 as agreed to by the student’s supervisory committee, up to a maximum total of 600 additional pages, and must provide this 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 supervisory committee.

The student will submit a revised research statement and bibliography to the Examining Committee by November 15 for Fall completion of the QE.

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 by the Examination Committee, and based on the final revised research statement and bibliography received on November 15) to be answered in essay form and submitted within 10 days of receiving the questions. The senior supervisor will provide the Graduate Program Assistant with the exam questions and the Graduate Program Assistant will disburse the questions to the student via email at an agreed upon time and date.
The student should produce 1 or 2 essays (determined by the Examining Committee) totaling 40 to 50 pages, exclusive of bibliography, appendices and tables. Examination essays should use a recognized citation style.

The student’s obligations regarding employment and family responsibilities should be taken into account in determining the timing of the examination.

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: (1) pass; (2) require oral defense before determining pass or fail evaluation; or (3) fail. The senior supervisor will inform the GPC Chair of the outcome of the evaluation. The GPC Chair will inform the student of the outcome of the exam.

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 will be renegotiated and the revised QE Course Outline submitted.

**RECOMMENDED TIMELINE**

**Phase 1, Spring Semester, Year 1**
- Complete the Q.E. Outline with their senior supervisor and submit 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 2**
- Prior to enrolling, the student should prepare a 4 page (double-spaced) research statement and bibliography, in negotiation with supervisor, and submit 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 Semester, Year 2**
- Prior to enrolling, the student should re-submit 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.
- **Late December – Early January:** Upon a “pass” evaluation of the Q.E., the student will be informed by the graduate program assistant that they now have permission to enroll in SA857. The student may then enroll in SA857 (Research Design) for the summer semester.

### 3.9 Dissertation Prospectus and Prospectus Defense

The supervisory committee will appoint an Internal/External member who may or may not be the same SFU faculty member who served as Internal/External for the Qualifying Examination.

**a) Dissertation Prospectus**

A dissertation prospectus should present an intellectually and/or empirically manageable topic and research question and place such a topic within the framework of existing work in this area. The dissertation prospectus will consist of a written statement (15 pages double-spaced, exclusive of abstract, notes, appendices, and bibliography).

The dissertation prospectus should contain:

i. a precise definition of the topic;
ii. a demonstration of a certain 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;
iv. a statement and defense of the research methods and general methodology to be employed.

The dissertation prospectus will be prepared in consultation with the student’s supervisory committee. The senior 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 defense.

**b) Prospectus Defense**

The dissertation prospectus will be publicly defended after approval of the supervisory committee (including the Internal/External member), to an Examining Committee, generally no later than the first month of the summer semester in Year 2.

The defense will be 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 Internal/External member who will be a faculty member with relevant expertise not already on the supervisory committee. The prospectus defense will be open to students and faculty wishing to attend. Two weeks prior to the defense, 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.

Please note: The student should contact their senior supervisor regarding the binding preferences of the committee. If the committee does not want or prefer their copies to be bound then the student only needs to bind the copy for the external examiner.

The prospectus defense will be done in the spirit of constructive dialogue and criticism. 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 her/his supervisory committee. The prospectus is thus a document that emerges from this interactive-consultative process. Defense 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 carry out actual research 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 work on the thesis.

2. That the student revises the thesis prospectus as specified by the Examining Committee and then proceed to work on the thesis (minor revisions to be approved by the senior supervisor only).

3. That the student be required to undertake major revisions (whole committee to review or 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 defense. Specify.

In the event that the thesis proposal defense receives a 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 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.

3.10 Oral Examination of Dissertation
When the first draft of the dissertation is nearing completion, the student should consult with the supervisory committee about the scheduling of the oral defense. The senior supervisor and committee members must submit a signed Approval of Examining Committee form (see Appendix ‘K’), with the names of the dissertation Examining Committee, including the curriculum vitae of the External Examiner, the dissertation title and abstract, date, time and place, to reach the Dean of Graduate Studies no later than six weeks prior to the examination date.

It is the responsibility of the senior supervisor to select an External Examiner and confirm the defense date. The student is responsible for providing the Graduate Program Assistant with a digital copy of the dissertation at least six weeks before the defense date, and a bound hard copy shortly thereafter. Please note: the student must have a bound hard copy for the internal examiner and external examiner. Check with your senior supervisor if a hard copy is required for the committee members other than externals. The departmental copy can be unbound.

The dissertation defense will be public. Defenses must take place at least two weeks before the Library submission deadline, which changes each semester, in order to allow time for revisions and thesis formatting. See http://www.lib.sfu.ca/help/writing/theses website for Library rules/etc.

The defense will be chaired by the Chair (or delegate) of the Graduate Program Committee, who shall be a non-voting member of the Examining Committee. In addition, the Examining Committee shall consist of the student’s supervisory committee, a member of faculty at SFU or a person otherwise suitably qualified who is not a member of the supervisory committee (sometimes referred to as the Internal/External), together with an External Examiner who shall be specifically qualified in the field of the dissertation and not be an SFU faculty member. The External Examiner shall be free from potential conflict of interest that may arise, for example, from research collaboration with the student or prospective employment of the student. Adjunct faculty members are not eligible for appointment as an External Examiner.

The general format for a PhD oral examination in the Department of Sociology/Anthropology is as follows:

a) introduction of candidate, External Examiner, members of the committee;
b) brief outline of steps (c) through (g);
c) request candidate to give a short (15 minute) summary of the argument of the dissertation;
d) questioning begins with the External Examiner, proceeds to Internal/External Examiner and the second supervisor and, lastly, to the senior supervisor;
e) second round of questions;
f) open to questions from the floor;
g) request all but the Examining Committee to leave while the committee deliberates on the quality of the defense and the dissertation.

Following the defense, the dissertation Examining Committee will recommend one of the following possibilities:

i. dissertation passed;
ii. dissertation passed with minor revisions (to be completed to the satisfaction of the senior supervisor)
iii. dissertation decision deferred until: _________________ (The Examining Committee requires formal re-examination or will reach its decision by examination of the revised thesis)
iv. dissertation failed (candidate is required to withdraw).

4. GRADUATE COMMITTEES, SUPERVISION AND CHOICE OF TOPIC

a) Committee Composition
The GPC encourages students to set up their supervisory committees as soon as possible. To this end, the names of faculty members who agree to supervise the student’s topic for admission purposes will be given to the student when they enter the graduate program. There is no obligation to work with this faculty member, 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 (see Appendix ‘A’) 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 written 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 in light of future developments. Copies of individual plans of study, along with any revisions subsequently agreed to by the student and members of her or his supervisory committee will be provided to the Graduate Program Committee, via the graduate program assistant. See Appendix ‘A’ for the Approval of Supervisory Committee form (most up-to-date version retrieved at: http://www.sfu.ca/dean-gradstudies/current/forms.html), and Appendix ‘B’ for the Graduate Plan of Study form.

For the MA program, the senior supervisor must always be a full-time member of the department. Other members of the supervisory committee may be from other departments or universities - with the approval of the GPC. For the PhD, the senior and second supervisors must be full-time members of the department and the senior supervisor must be a member of the student’s disciplinary field (S or A); other members of the supervisory committee may be from other departments or universities – with the approval of the GPC. If the PhD dissertation topic is essentially interdisciplinary (some areas of theory, global studies, etc.), this practice may be altered with the approval of the GPC. That is, the student in one discipline may have a senior supervisor in the other.
b) Supervision
In the DGS *Graduate General Regulations* (most up-to-date version available online at [https://www.sfu.ca/dean-gradstudies/current.html](https://www.sfu.ca/dean-gradstudies/current.html)) the 'Guidelines for Supervisor-Graduate Student Relations' are detailed and comprehensive in the description of the selection of a senior supervisor, and the expectations that a graduate student should have of this relationship are spelled out. Similarly, the rationale for changing one's senior supervisor and supervisory committee are stipulated in the DGS *Graduate General Regulations* ([https://www.sfu.ca/dean-gradstudies/current.html](https://www.sfu.ca/dean-gradstudies/current.html)).

c) Professorial Rank and Supervision
It is normal practice in the department that PhD students have as their senior supervisors, faculty members who are associate or full professors. However, assistant professors who have had their contracts renewed are also eligible to supervise PhD students. MA students may have senior supervisors from any rank.

d) Choice of Topic
On application for admission to the department the student will have indicated her/his interest in a specific research topic. This expressed interest is very important in determining the choice of senior supervisor. Detailed specification of the topic should be done in conjunction with the senior supervisor so that both the student and the supervisor are clear as to the nature of the project.

Students are not obliged to remain with the topic in which interest was initially expressed, but a change in the topic must be approved by the supervisory committee. (It must be remembered that admission to the department was contingent on a faculty member's ability and willingness to supervise the student’s initial topic.)

5. PROGRESS REPORTS

Annual progress reviews are a requirement of the University under the *Graduate General Regulations section 1.8.1* ([https://www.sfu.ca/dean-gradstudies/current.html](https://www.sfu.ca/dean-gradstudies/current.html)), as a means of monitoring the progress of our graduate students.

By sometime in March of each year, students must submit a *Student Annual Review* form (see Appendix ‘H’ for MA students and Appendix ‘I’ for PhD students). This form should be filled in by each graduate student and submitted along with an unofficial academic transcript to the graduate program assistant and their supervisory committee including his or her senior supervisor (or acting senior supervisor if the senior supervisor is not on campus that semester).

*Please note: If a student is currently on leave but was active for at least one term in the academic year of review they must submit an annual review form but they are not required to have a meeting with their committee unless their senior supervisor requests such a meeting.*

Each student will then arrange with their senior supervisor (or acting senior supervisor) to hold a meeting with all members of the supervisory committee currently on campus to
review the student’s progress in the graduate program. This meeting should be held no later than the date specified in the email from the Graduate Program Assistant (Usually mid-to-late April).

Following this meeting the senior supervisor will append to the graduate student’s completed self-review form the *Supervisory Committee Report* indicating 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 GPC by the end of April or early May.

The GPC will subsequently review these reports and assess each student’s progress as one of the following: VG – Very Good, S – Satisfactory, SC – Satisfactory with Concerns, or U – Unsatisfactory. This evaluation is submitted to the Dean of Graduate Studies’ Office 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 by the end of May.

Students who receive an evaluation U, or fail to submit their report will be required to meet, *in camera*, with the supervisory committee and the GPC. Following that meeting, the GPC will make a determination as to their evaluation of the annual progress. In this case the determination will be either satisfactory with concerns (SC) or unsatisfactory (U). If an unsatisfactory determination of their evaluation, and a decision as to whether the student will be required to withdraw from SFU or be allowed to continue will take place. 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 her/his supervisor normally within 7 days of the *in camera* meeting.

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.
6. GRADUATE PROGRAM INFORMATION

a) Graduate Seminar
   All full-time graduate students must attend and actively participate in the graduate seminar during their first program term.

b) 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 field work or reading, proficiency will be required.

7. DIRECTED READINGS COURSES: GUIDELINES

   Guidelines for directed readings courses are as follows:

   1. A student must receive prior agreement from a supervisor before the Graduate Program Assistant will grant them permission to register in a directed readings course. Students must fill out a directed reading template with the course supervisor (see appendix ‘L’).

   2. Only full-time faculty members can act as supervisors of directed readings courses, unless special department permission is obtained.

   3. No faculty member shall undertake the supervision of more than three directed readings courses in any one semester - unless more than three students are together pursuing the same directed readings course.

   4. You will need to submit a syllabus with the name of the faculty member who has agreed to supervise the readings course, a topic and brief outline of the field(s) of literature to be covered (include a one page bibliography), and a breakdown of the grading requirements for the course which should be signed by the student and the supervisor and given to the graduate program assistant by the beginning of the second week of the semester in order to obtain permission to register in the directed readings course.

   5. Student and faculty member should consult several times throughout the semester. The faculty member must be available and able to provide supervision or the directed readings course will not be approved.

8. EXTRA-DEPARTMENTAL COURSE APPROVALS

   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 (see Appendix ‘B’) Work-Plan; this approval must be given before the student enrolls in the course. Students are required to submit a Graduate Course Change Form, course outline, name of the instructor and department, and the course requirements to the Graduate Program Assistant, prior to the start of the term. Once permission has been given the student may register for the course.
Please note: Extra elective courses cannot be taken prior to core course work has been completed, and can only be taken if the supervisory committee and the GPC provides written approval.

9. **STYLE GUIDES FOR USE IN THE S/A DEPARTMENT**

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**

**Sociology**
CSAA style guide - [www.blackwellpublishing.com/cars](http://www.blackwellpublishing.com/cars)


10. **GRADE APPEALS**

For the University regulations on the reconsideration of a grade, students should refer to the DGS *Graduate General Regulations* ([https://www.sfu.ca/dean-gradstudies/current.html](https://www.sfu.ca/dean-gradstudies/current.html))

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 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 DGS *Graduate General Regulations section 1.16* at: [https://www.sfu.ca/dean-gradstudies/current.html](https://www.sfu.ca/dean-gradstudies/current.html).
11. GRADUATE STUDENT RESOURCES

The Graduate Research Commons in the Library offers many services to our graduate students free of charge. Students are encouraged to use these services in order to help facilitate their progress in their graduate program.

Writing Services Offered by the Library Research Commons (http://www.lib.sfu.ca/research-commons/services/writing-services)

Read-Ahead Service: Students are invited to request a Read Ahead to get intensive writing support that may include one-on-one in-person or electronic consultations with a Graduate Facilitator or the Writing Services Coordinator. Graduate Facilitators and the Writing Services Coordinator comment on student writing (but do not edit student work) and suggest resources and ways of making progress.

Writing Consultations: Students can book in person one-on-one consultations with a Graduate Facilitator or the Writing Services Coordinator to discuss any aspect of the writing process. Consultations can include discussions around time management and goal setting for writing, stages of the writing process, and planning for different writing assignments. Writing consultations are 30 or 60 minutes long and may be available at all three campuses. Students interested in having their written work reviewed in a consultation should submit a Read Ahead request.

Presentation Consultations: Responding to a call for papers or preparing for a defense? Graduate Writing Facilitators or the Writing Services Coordinator offer consultations for students who are interested in the process of developing a presentation based on their written work. Presentation consultations can help students to prepare for conferences, in-class presentations, and defenses.

Thesis Boot Camp: Thesis Boot Camp is a multi-day workshop which provides graduate students with the opportunity to spend three days dedicated to making serious progress on their dissertation or master’s thesis. Along with a comfortable, quiet working environment, writing and research support, and snacks and lunches, the program offers students community and motivation in that final push towards the completion of their dissertation or thesis.

Graduate Open Writing Lab: The Graduate Open Writing Lab is for all graduate students who want the time and a quiet, dedicated space to work on their writing. A Graduate Writing Facilitator will be available for consultations and to answer questions. Registration not required - please drop in! View the schedule on the Writing Services Website (listed below).

Writing Workshops: Write Conversations: Attend writing workshops on a variety of topics including: Writing and Researching your Literature Review for Students in the Humanities and Social Sciences; Writing and Researching your Literature Review for Students in the Sciences; The Writing Process; Concise and Coherent Writing for Graduate Students.

Check the Workshop Schedule for a complete list of upcoming writing workshops.
12. **FINANCIAL SUPPORT**

With respect to financial support, it has been department practice to treat all students as equitably as possible, and all students are eligible to apply for support as long as they meet the terms of reference for the award. Apply online at: [https://gradawards.sfu.ca/](https://gradawards.sfu.ca/)

**Teaching Assistantships (TA)/Tutor Marking Positions (TM)**

Several TA/TM positions (for both MA and PhD students) are available in the fall and spring semesters, but very few are available for the summer semesters. (Please request the document 'Information for Teaching Assistants' from the departmental assistant or graduate program assistant. Additional TA/TM postings can be found on the Dean of Graduate Studies website - [https://www.sfu.ca/dean-gradstudies/job-postings.html](https://www.sfu.ca/dean-gradstudies/job-postings.html))

**Graduate Fellowships (GFs)**

Each year the department is allotted a number of GFs proportional to the number of graduate students in the department. These are one-semester grants from the Dean of Graduate Studies Office 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. The department adjudicates the applications based on the terms of reference provided by the Dean’s office. As a departmental practice MA students are only eligible to receive one GF and PhD students are eligible to receive two throughout their academic career.

**Research Fellowships**

Research Fellowships are sometimes available, but they are usually tied to individual faculty grants or other sources of funds in the University. The department normally plays little role in their allocation.

**Scholarships, Loans and Bursaries**

There are a wide variety of scholarships, loans and bursaries available to graduate students. Students should consult with Financial Assistance and Student Services for information on these various programs. Details are available at [http://www.sfu.ca/students/financialaids/grad-sabws/bursaries.html](http://www.sfu.ca/students/financialaids/grad-sabws/bursaries.html)

**Travel and Minor Research Awards (TMRA)**

There is a small budget available, funded by the Dean of Graduate Studies and allocated to the SA department, to assist graduate students who need financial assistance for attending conferences to present a paper or other minor research travel and/or purchases. There are, on average, two calls for applications during the academic year. For application guidelines go to [https://www.sfu.ca/dean-gradstudies/awards/travel-and-research-awards/girta-tor.html](https://www.sfu.ca/dean-gradstudies/awards/travel-and-research-awards/girta-tor.html)

**Private Awards**

There are many private awards available which are adjudicated independently. Please review the list on the DGS website. For more information on scholarships and awards, please refer the following webpage on the Dean of Graduate Studies website: [https://www.sfu.ca/dean-gradstudies/awards.html](https://www.sfu.ca/dean-gradstudies/awards.html)
**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. This funding is for reimbursement for travel only. It is processed as an expense claim (see the terms of reference on Appendix ‘N’).

**13. THE WORKING ENVIRONMENT OF THE DEPARTMENT OF SOCIOLOGY & ANTHROPOLOGY**

Faculty and students should strive to be tolerant of conflicting 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 to be 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 or denigration they violate this spirit.

The University has a policy on academic freedom, which implicitly extends to all who teach and study here, and a policy on harassment, which extends to all who work or study on campus. These two policies are mutually supportive, and they should combine to provide both learning and working environment for students, faculty and staff that is free from harassment and discrimination. Such is the goal of the Department of Sociology and Anthropology.
14. LEAVES/ WITHDRAWALS

See the Dean of Graduate Studies General Regulation 1.8.4

https://www.sfu.ca/dean-gradstudies/current/registration_status/leaves_withdrawals.html

Normally, students in per-term programs register every term. A student may decide to register on leave under the following circumstances:

There are four types of leave:

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

**Personal Leave:** A personal leave can be taken for any reason, other than those defined below, but the time taken will be counted towards the maximum time allowed for program completion. All program requirements, academic unit expectations, and deadlines will remain the same. Responsibility for approving a personal leave resides with the student's senior supervisor and the chair of the student's graduate program committee.

**Parental Leave and Medical/Compassionate Leave:** The time taken for a parental or medical/compassionate leave will 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 the dean of graduate studies and should have the support of the student's senior supervisor (or faculty advisor) and the chair of the student's graduate program committee.

**Academic Break:** An academic break (or scheduled break) can be taken when no courses are offered for a student's program within a particular term, or there is a scheduled break within a program. Students in a thesis program are not eligible for an academic break. The time taken for an academic break will not be counted towards the maximum time allowed for degree completion. The maximum time limit will be adjusted accordingly but all other program requirements and academic unit expectations will remain the same. Responsibility for approving an academic break resides with the student's senior supervisor and the chair of the student's graduate program committee.

In the cases listed above the student submits a Leave of Absence Request form to go on leave (see Appendix ‘L’) and supporting documentation to the Graduate Program Assistant in their department well before the beginning of the term for which the on-leave status is requested.

“On leave” is a registration status. **Students should apply for on leave status prior to the start of the term for which the leave is being requested.** Requests for on-leave registration will not
normally be considered after the end of the normal registration period (the end of the second week of classes) unless there are extenuating circumstances that warrant it. *Students will not be placed on-leave retroactively.*

DGS SUMMARY TABLE - Leave of Absence (at [https://www.sfu.ca/dean-gradstudies/current/registration_status/leaves_withdrawals.html](https://www.sfu.ca/dean-gradstudies/current/registration_status/leaves_withdrawals.html))

<table>
<thead>
<tr>
<th>Category</th>
<th>Reason</th>
<th>Characteristics</th>
<th>Limit</th>
</tr>
</thead>
</table>
| Personal Leave     | Any reason other than those defined below | • no fee  
• **counts towards time limit**  
• departmental approval  
• SFU scholarships/awards are interrupted during leave; duration of the award will not be changed | Maximum 3 terms |
| Academic Break (or scheduled break) | • Course availability (no courses offered for program within that term)  
• scheduled break within a program (i.e. summer term) | • no fee  
• **does not count towards time limit**  
• departmental approval  
• SFU scholarships/awards are interrupted during leave; duration of the award will not be changed  
• international students may be eligible to work full-time off campus | Maximum 1 term per year with no consecutive academic breaks.  
Students in a thesis program are not eligible for an academic break. |
| Parental           | Childbirth or adoption         | • no fee  
• **does not count towards time limit**  
• Dean of Graduate Studies approval  
• requires supporting documentation  
• SFU scholarships/awards are interrupted during leave; duration of the award will not be changed | Maximum 3 terms for each childbirth or adoption (including twins, triplets, etc.) |
| Medical/Compassionate | • Medical  
• Bereavement  
• Family care | | Normally a maximum of 3 terms per reason. |
15. **GRAD CAUCUS**

The Sociology and Anthropology Graduate Caucus is a student society run by and for graduate students in the SFU Sociology and Anthropology department. The grad caucus usually meets once a month to discuss and take action on issues that affect graduate students in our department. These issues include caucus and departmental socials and events, employment issues, discussion and approval of spending, department or university issues, travel funding, funding cuts, and elections of caucus executives. Getting involved in the grad caucus is a great way of meeting other students in the program!

Graduate students are represented at the Department Meeting and on the following Committees:
- Executive
- Appointments Committee
- Graduate Program Committee

Student representatives are elected by grad caucus and serve to communicate student concerns and a student perspective. These representatives are required to sign a confidentiality agreement. This means that they are not in a position to report back to grad caucus; the mechanism for committee reporting is via the Committee Chair to the Department Meeting. The SA Department Constitution is available online at: [http://www.socanth.sfu.ca/resources](http://www.socanth.sfu.ca/resources).
APPENDICES

‘A’ through ‘N’
## Approval of Supervisory Committee

This form is to be used for creating a new supervisory committee for a graduate student. After approval by the Graduate Studies Committee, please forward this form to the Office of Graduate Studies and Postdoctoral Fellows.

### STUDENT INFORMATION

<table>
<thead>
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<th>Email</th>
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<tbody>
<tr>
<td>First name</td>
<td>Surname</td>
</tr>
<tr>
<td>Department</td>
<td>Degree (e.g. MA, MSc, PhD)</td>
</tr>
<tr>
<td>Degree completion by:</td>
<td>Thesis</td>
</tr>
<tr>
<td>Area of research (optional)</td>
<td></td>
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</tbody>
</table>

### SENSITIVE OR CLASSIFIED INFORMATION

I understand that all theses, some projects and extended essays must be published in the SFU online repository and I have reviewed the guidelines for sensitive or classified information: [www.sfu.ca/dean-gradstudies/current/thesis-defence/getting-started.html](http://www.sfu.ca/dean-gradstudies/current/thesis-defence/getting-started.html)

| Student signature | Senior Supervisor signature |

### APPOINTMENTS ON THIS FORM (please check all applicable boxes)

- [ ] Senior Supervisor only appointed at this time. Other committee members appointed later.
- [ ] All appointments are made at this time
- [ ] Committee members added at this time. Senior Supervisor added previously.

### SUPERVISOR AND COMMITTEE

If a committee member is not from SFU: [ ] Short biography [ ] contact information

<table>
<thead>
<tr>
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<th>Last name</th>
<th>Rank (and institution if external)</th>
<th>SFU ID #</th>
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</thead>
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<tr>
<td>Senior Supervisor</td>
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<tr>
<td>Supervisor</td>
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<td>Supervisor</td>
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### SIGNATURES

Senior Supervisor's signature confirms that appropriate approvals under SFU Policies R20.01 (human subjects) or R20.03 (animals) will be obtained prior to commencing research. It is important to consult the Office of Research Ethics to determine whether a student working under the umbrella of a faculty member's research project requires individual approval for the student's own work.

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Supervisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate Chair</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Office of Graduate Studies and Postdoctoral Fellows approval

---

**Freedom of Information and Protection of Privacy** The information on this form is collected under the authority of the University Act (RSBC 1996, c. 440) and is needed to update your student record and to be used to document your progress in an academic program. If you have any questions about the collection, use and disclosure of this information please contact the Director of Graduate Admissions and Records, Office of Graduate Studies and Postdoctoral Fellows, 778-792-3042 or by email to gradstudies@sfu.ca.

*Revised March 2014*
Appendix 'B'

GRADUATE PLAN OF STUDY
SIMON FRASER UNIVERSITY
Department of Sociology and Anthropology

NAME: _______________________

STUDENT NUMBER: ____________

DEGREE PROGRAM:
PhD ☐ MA ☐
Anthropology ☐ Sociology ☐

SEMESTER OF ENTRY: ____________

DATE OF ENTRY: __________________

SUPERVISORY COMMITTEE:
Senior Supervisor __________________
Committee Member __________________
Committee Member __________________

PROPOSED THESIS RESEARCH TOPIC:
________________________________________________________________________
________________________________________________________________________

PROGRAM REQUIREMENTS

Courses
☐ 840 ☐ 841
☐ 849 or 870
☐ 854
☐ 850 or 874
☐ E1
☐ E2

Thesis/Dissertation
☐ PhD Qualifying Examination
☐ Thesis Prospectus
☐ Thesis Examination

Semester of Completion

Senior Supervisor Signature __________________ Date ____________

Graduate Student Signature __________________ Date ____________

The above-signed agree that the preceding describes the present plan for the completion of this degree program and recognize that it may require change because of unforeseen circumstances. Both parties note that this document is subordinate to Graduate Regulations and University policies and procedures. Upon completion, a copy of this agreement should be provided to the student and each member of the supervisory committee, and a copy should be placed in the student’s department file. This form must be submitted by December 1 of the first year of program for MA and March 1 for PhD students.
LIBRARY STUDY ROOM
TERMS OF REFERENCE

1. Library study rooms are made available to graduate students for one term. The number of rooms used for this purpose will be determined by the Librarian.

2. Application for use of a study room is made to the Dean of Graduate Studies. Completed forms must reach the Dean’s office no later than six weeks before the start of the term in which a student wishes to use a study room.

3. The following eligibility criteria must be met for the term in which a student wishes to use a study room:
   a. enrolled full-time in a graduate program leading to a Masters or Doctoral degree;
   b. the program must require a thesis (not a project or essay); and
   c. all degree requirements, except the thesis, must be completed.

4. Preference will be given to students who intend to spend a significant amount of time using both the study room and library resources. Please note: Occupants found not spending a significant amount of time in the library may lose future study room privileges.

5. Students who have used a room for one or more terms will have low priority for future use.

6. Office of Graduate Studies and Postdoctoral Fellows decides who should use a room. Students must respect the rules developed by the library.
APPLICATION FOR LIBRARY STUDY ROOM

- Students should read the terms of reference on the reverse of this form.
- Complete the first section, and ask the senior supervisor to complete the second section.
- Students who have used a room for one or more terms will have low priority for future use.

Name ___________________________  Student no. ______________________

Department  ___________________________  Email ___________________________  Degree sought ___________________________

Start date of graduate program __________  Start date for study room ______________

For the term you are requesting a study room, list any awards you hold and their value:

Reasons for requesting a library study room:

During the term for which you are requesting a study room, please estimate below the average number of hours per week for which you will be employed as:

T.A./T.M. _______ hrs/week  Research assistant _______ hrs/week

Student signature ___________________________  Date _____________

To be completed by the senior supervisor. Please check relevant boxes and make written comments. (Failure to fully complete this section may result in student being given low priority)

[ ] the student has completed all degree requirements except the thesis;
[ ] the student will be registered full-time; and
[ ] the student will not be employed at the university (other than as a TA/TM or research assistant).

Comments on the student's need for study space in the Library:

_________________________  ___________________________  ___________________________
Supervisor's name  Signature  Date

Library Study Room Application  See 03/06/2013  03/06/2013
Simon Fraser University Library

Library Study Room Use Agreement Form

Please read and sign this form. Your signature acknowledges that you have read the "Conditions of Use" below and will comply.

Name: ____________________________ Library Barcode Number: 29345
(Please complete your barcode number above)

Signature: _________________________ Date: _________________________

Congratulations on being assigned a study room in the Library to help you complete your research. We hope that this will be helpful to you in completing your graduate degree. We have given you some information regarding the use of your room.

Conditions of Use:

- You may pick-up your library study room key on the first day of the term from the University Key Office. Your $20.00 key deposit will be returned to you at the end of the term when you return your key. Please remind your office and return your key to the University Key Office one week before the beginning of the next term so that the next incumbent may take possession on the first day of the next term and find the library study room in good order. Failure to return your key may result in suspension of Library privileges. Loss of key must be reported to the Library Loans secretary immediately. The key replacement cost of $20.00 plus additional deposit of $20.00 will be the student's responsibility.

- Although you may lock your library study room when it is not in use, please note that other University staff members have keys that will open your office, and from time to time may need to access it to check for missing or lost books, etc.

- The Library is not responsible for any valuables in your room that may go missing or be stolen. Please do not leave anything valuable unattended in this room as its security cannot be guaranteed.

- Please check out any books that you leave in your office. Do not leave journals or non-circulating books in your office. This is a courtesy, which you should extend to other students who may also want to use these same library materials.

- Your library study room is not soundproof and is located in a designated Quiet Study Area. Please be considerate of other students who may be studying in the area. Conversations and other noise made in your room can be heard by students studying outside your room (and vice versa).

- Please use the electrical outlets only for lamps or laptop computers, because the electrical circuits will not support many watts.

- You may access and use your Library study room only during the hours that the Library is open.

For office use only: Library Room Assigned: # Term Assigned: _________________________

Simon Fraser University Library

Library Study Room Use Agreement, 09/20/2013
Procedure and Library Study Room Use Agreement Form
For Rooms Assigned to SFU Graduate Students

1. Office of Graduate Studies and Postdoctoral Fellows will select graduate students who are to receive a Library study room assignment each term.

2. Fourteen Library Study Rooms are available to be assigned to graduate students by the Dean of Graduate Studies Office as follows: Library #5059, #5061, #5063, #5067, #5069, #5071, #5073, #5075, #5077, #5079, #5081, #5055, #5085 and #5087.

3. The Office will have each student sign a “Library Study Room Use Agreement Form“. One copy will be given to the Student, and one copy will be sent to: Secretary, Library Management Office, W.A.C. Bennett Library, so that a key requisition form can be submitted.

4. Secretary in the Library Management office will make up the necessary SFU Key Requisition Form for each graduate student assigned an office and send the form to the University Key Office. In order for students to obtain their key at the beginning of a term, the forms should be submitted to the Secretary, Library Management Office two weeks before the beginning of the term.

5. Students will pick-up their key from the University Key Office and pay a $20.00 key deposit which will be returned when the student returns the key. Note: failure to return the key at the end of your assigned term may result in suspension of Library privileges.

6. Each Library study room is furnished with a built-in desk, one chair, a coat-hook, and a three-shelf bookcase. Terms and conditions of use of the room are outlined on the “Library Study Room Use Agreement Form” which the student signs and retains a copy.

THANK YOU FOR OBSERVING THESE FEW RULES

Library Study Room Use Agreement, 08/20/2013
Appendix 'E-1'

Qualifying Examination Outline

Contact Information:

Student name: ___________________________ Email: ___________________________

Senior Supervisor: ________________________ Email: ___________________________

Committee Member: ________________________ Email: ___________________________

Committee Member: ________________________ Email: ___________________________

Internal/External Examiner: ________________________ Email: ___________________________

Identified Tasks and Timelines:

Task 1: ___________________________ Date to be completed: ___________________________

Task 2: ___________________________ Date to be completed: ___________________________

Task 3: ___________________________ Date to be completed: ___________________________

Task 4: ___________________________ Date to be completed: ___________________________

Task 5: ___________________________ Date to be completed: ___________________________

Task 6: ___________________________ Date to be completed: ___________________________

Scheduled Committee Meetings:

Date 1: ____________ Date 2: ____________ Date 3: ____________

Date 4: ____________ Date 5: ____________ Date 6: ____________

Signatures:

_________________________________________ Date signed

Student

_________________________________________ Date signed

Senior Supervisor

Note: Please submit this form to the Graduate Program Assistant by the end of the 3rd week of the semester of enrollment.
Appendix 'E-2'

MA Research Plan

Contact Information:
Student name: _____________________________ Email: _____________________________
Senior Supervisor: _________________________ Email: _____________________________
Committee Member: _________________________ Email: _____________________________
Committee Member: _________________________ Email: _____________________________
Internal/External Examiner: _____________________________ Email: _____________________________

Identified Tasks and Timeline:
Task 1: _____________________________ Date to be completed: _____________________________
Task 2: _____________________________ Date to be completed: _____________________________
Task 3: _____________________________ Date to be completed: _____________________________
Task 4: _____________________________ Date to be completed: _____________________________
Task 5: _____________________________ Date to be completed: _____________________________
Task 6: _____________________________ Date to be completed: _____________________________

Scheduled Committee Meetings:
Date 1: ___________ Date 2: ___________ Date 3: ___________
Date 4: ___________ Date 5: ___________ Date 6: ___________

Signatures:

___________________________ _____________________________
Student Date signed

___________________________ _____________________________
Senior Supervisor Date signed

Note: Please submit this form to the graduate program assistant within two weeks of successfully presenting the thesis prospectus.
Appendix 'F'

Western Dean's Agreement Processing for SFU Students at Other WDA Institutions

1) Complete the Western Deans' Agreement: Authorization and Course Registration Form available at the Graduate Studies website. Please ensure that the term in which the course is to be taken is indicated on the form. Use the terminology used at both institutions for this - i.e. SFU-1071 / UBC - 05W2 Please indicate the credit units that will be given for transfer. It is the department's decision as to how many credits are awarded for a course taken, not the host institution.

2) Have the form signed by Graduate Chair

3) Send the form to the SFU Dean of Graduate Studies office (DGS) for approval.

4) The form is then mailed from the Dean of Graduate Studies office to the host institution Graduate Studies office.

5) The Graduate Studies office at the host institution then approves the form and has the host department approve as well.

6) Once the host institution has processed the form they will admit the student and enroll them in the requested course. They then send the student a letter informing them that they have been admitted and enrolled.

7) The host institution also sends the Dean of Graduate Studies office 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.

8) Once the student completes the course at the Host institution it is their responsibility to ensure that an official transcript is sent to the Dean of Graduate Studies office. Upon receipt of the transcript DGS will add the transfer credit to the student record and enter a grade of "CO" against the WDA course in which they were enrolled.

Please Note:
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 six weeks. Therefore the request needs to be submitted at least six 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.
Appendix 'G'

Western Canadian Deans of Graduate Studies

WESTERN DEANS' AGREEMENT | Authorization and Course Registration

This form must be submitted and all approvals obtained well in advance of the start date of the course(s) you plan to take. Check the deadlines of the host institution. If this form is not received and approved in time, you may not receive permission to take the course(s).

**STUDENT INFORMATION** □ Male □ Female

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<th>Surname</th>
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</table>

I hereby accept and agree to abide by the statutes, rules, and regulations of the host institution while attending as a registered graduate student under the terms of the Western Deans' Agreement.

<table>
<thead>
<tr>
<th>Signature of Student</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Name of host institution</th>
</tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Have you ever attended the host institution? □ Yes □ No</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

If yes: | Student # | Term(s) of Attendance |
<table>
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</tbody>
</table>

**Courses to be taken**

<table>
<thead>
<tr>
<th>Department</th>
<th>Course / Course #</th>
<th>Section/Catalogue #</th>
<th>Course Title</th>
<th>Credit / Weight</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

1. Students are subject to regulations of the home institution governing credit for the courses to be taken. As a condition of registration at the institution designated above, students will provide the home institution with official transcripts from the host institution after completion of courses.

2. Deadlines in effect at both the home and host institutions must be observed.

3. Students must send confirmation of registration and notice of any change to the Faculty of Graduate Studies of the home institution at the time registration or course change is completed.

4. The host institution will not assess tuition fees but students may be required to pay student, activity, application, or other ancillary fees to the host institution, according to general policies in effect at the host institution. This form, duly signed, will be the sole authority for this fee waiver. No other documentation is required.

**APPROVAL SIGNATURES** This form will not be processed without all four signatures, obtained in the order 1 to 4.

The student named above is in good standing (including current fees paid) in a graduate degree program and has permission to take the courses listed above for degree credit as a Visiting Student under the provisions of the Western Deans' Agreement at:

<table>
<thead>
<tr>
<th>Host institution</th>
<th>during the period</th>
</tr>
</thead>
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<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Home Institution**

1. Department/Graduate Program Approval

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
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<table>
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<tr>
<th>Signature</th>
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</table>

2. Graduate Studies Approval

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
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<td></td>
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</table>

<table>
<thead>
<tr>
<th>Signature</th>
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<tbody>
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</tbody>
</table>

**Host Institution**

3. Department/Graduate Program Approval

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Signature</th>
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</table>

4. Graduate Studies Approval

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
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<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature</th>
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<tr>
<td></td>
</tr>
</tbody>
</table>

This information is collected under the authority of the provincial Universities Act, which mandates the provision of programs and services, the Freedom of Information and Protection of Privacy (FOIP) Act, the Taxation Act (Canada), and the Statistics Act (Canada). It is required to determine an applicant's eligibility for admission, to register the applicant in courses, and to assess fees. If admitted, this information will become part of the student's record and will be disclosed to relevant academic and administrative units on campus. Specific data elements will be disclosed to the Federal and Provincial governments to meet reporting requirements. For more information on the uses and disclosure of this information, contact the Administrator of Graduate Studies at the relevant university.

Revised March 2012

60
Appendix 'H'

M.A. Student Annual Self-Review

Awards received over past year (scholarships, fellowships, RAs, stipends, etc.):

Title of thesis (or area of research):

Student comments on progress in the program over past year (research and writing completed, seminars given, papers published, papers presented at conferences, etc.):

Student plan for completing the degree (specify goals and dates of expected completion):

Student Signature: ___________________________ Date: ______________________

By ☐ Submit this completed annual self-review form to your entire committee and graduate program assistant by email

By ☐ Arrange and meet with committee for annual progress review
Ph.D. Student Annual Self-Review

Awards received over past year (scholarships, fellowships, RAs, stipends, etc.):

Title of thesis (or area of research):

Student comments on progress in the program over past year (research and writing completed, seminars given, papers published, papers presented at conferences, etc.):

Student plan for completing the degree (specify goals and dates of expected completion):

Student Signature: ___________________________ Date: ___________________________

By ___________________________  □ Submit this completed annual self-review form to your entire committee and graduate program assistant by email

By ___________________________  □ Arrange and meet with committee for annual progress review
Appendix 'J'

SIMON FRASER UNIVERSITY
GRADUATE STUDIES & POSTDOCTORAL FELLOWS

Approval of Examining Committee for a Master's Student

After approval by the Graduate Studies Committee, please forward this form to the Director, Graduate Records, in the Office of Graduate Studies and Postdoctoral Fellows, to arrive at least four weeks before the proposed examination date. For additional details, see GOR 1.9: http://students.sfu.ca/calendar/student-info/grad-regulation.html#1.9

**STUDENT INFORMATION**

<table>
<thead>
<tr>
<th>First name</th>
<th>Surname</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student number</td>
<td>Email</td>
</tr>
<tr>
<td>Degree [eg. MA, MAsc, MSc]</td>
<td>Department</td>
</tr>
<tr>
<td>Title of: □ Thesis □ Project □ Extended Essay</td>
<td></td>
</tr>
<tr>
<td>Proposed examination date</td>
<td>Proposed time</td>
</tr>
<tr>
<td>Examination location</td>
<td></td>
</tr>
</tbody>
</table>

**RECOMMENDED EXAMINATION COMMITTEE**

<table>
<thead>
<tr>
<th>Chair</th>
<th>Department</th>
<th>SFU ID #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committee</td>
<td>Last name, First name</td>
<td>SFU ID # or Institution and rank</td>
</tr>
<tr>
<td>Senior Supervisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervisor</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

External examiner: SFU faculty or suitably qualified person who is not a member of the supervisory committee

<table>
<thead>
<tr>
<th>Name</th>
<th>SFU ID # or Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Rank</td>
</tr>
<tr>
<td>Telephone</td>
<td>Email</td>
</tr>
<tr>
<td>If examiner is not from SFU: □ Short biography is attached □ Mailing address is attached</td>
<td></td>
</tr>
<tr>
<td>External examiner will examine: □ In person □ In absentia □ Via tele/videoconference</td>
<td></td>
</tr>
</tbody>
</table>

**SIGNATURES**

Signature of senior supervisor confirms that:

□ this research was done in accordance with the protocols covered under Policy R20.01 (human subjects) or R20.03 (animals). The attached letter acknowledges this approval, names the title or protocol number under which the approval was received, and lists the student either as the principal investigator or a co-investigator or

□ no such approvals were required.

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Supervisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate Chair</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Freedom of Information and Protection of Privacy: The information on this form is collected under the authority of the University Act (RSBC 1976, c. 466) and is needed to update your student record and will be used to document your progress in an academic program. If you have any questions about the collection, use, and disclosure of this information, please contact the Director of Graduate Admissions and Records, Office of Graduate Studies and Postdoctoral Fellows, 778-722-3042 or by email to gradstudies@sfu.ca

Revised September 2013
Appendix 'K'

SIMON FRASER UNIVERSITY
GRADUATE STUDIES & POSTDOCTORAL FELLOWS

Approval of Examining Committee for a Doctoral Student

The form must arrive at least six weeks before the proposed examination date as per Graduate General Regulation 1.9.4: http://www.sfu.ca/students/calendar/fees-and-regulations/grad-regulation.html#1.9.4

---

**DOCTORAL STUDENT INFORMATION**

<table>
<thead>
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<th>First name</th>
<th>Surname</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student number</td>
<td>Department</td>
</tr>
<tr>
<td>Title of thesis</td>
<td></td>
</tr>
<tr>
<td>Proposed examination date</td>
<td>Proposed time</td>
</tr>
<tr>
<td>Examination location</td>
<td></td>
</tr>
</tbody>
</table>

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**RECOMMENDED COMPOSITION OF THE EXAMINATION COMMITTEE**

<table>
<thead>
<tr>
<th>Chair</th>
<th>Department</th>
<th>SFU ID #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committee Name</td>
<td>Email</td>
<td>SFU ID # OR only if external to SFU; institution &amp; rank</td>
</tr>
<tr>
<td>Senior Supervisor</td>
<td></td>
<td></td>
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<tr>
<td>Supervisor</td>
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<tr>
<td>Supervisor</td>
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**Graduate Program Assistant Name**

GPA's generic email

---

*Freedom of Information and Protection of Privacy*

The information on this form is collected under the authority of the University Act (RSBC 1996, c. 468) and is needed to update your student record and will be used to document your progress in an academic program. If you have any questions about the collection, use and disclosure of this information please contact the Director of Graduate Admissions and Records, Office of the Dean of Graduate Studies, 778-792-3642 or by email to gradstudies@sfu.ca.

Revised July 2015 Page 1/2
Approval of Examining Committee for a Doctoral Student

**EXAMINATION COMMITTEE (continued)**

SFU examiner  A suitably qualified SFU faculty member or a suitably qualified person who is not a member of the supervisory committee (in the Faculty of Arts and Social Sciences, an examiner normally is from outside the student’s department.) The Internal Examiner must examine in person.

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<th>Name</th>
<th>Rank</th>
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<table>
<thead>
<tr>
<th>Department</th>
<th>SFU ID #</th>
<th>Email</th>
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</table>

**External examiner**  □ Two-page CV is attached

<table>
<thead>
<tr>
<th>Name</th>
<th>Rank</th>
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<table>
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<tr>
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<table>
<thead>
<tr>
<th>Address</th>
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<table>
<thead>
<tr>
<th>City</th>
<th>Province</th>
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<table>
<thead>
<tr>
<th>Postal Code</th>
<th>Country</th>
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<table>
<thead>
<tr>
<th>Email</th>
<th>Telephone</th>
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</tbody>
</table>

**External examiner will examine:**  □ In person  □ In absentia  □ Via tele/videoconference

**SIGNATURES**

Signature of senior supervisor confirms that:

☐ this research was done in accordance with the protocols covered under Policy R20.01 (human subjects) or R20.03 (animals). The attached letter acknowledges this approval, names the title or protocol number under which the approval was received, and lists the student either as the principal investigator, co-investigator or research staff.

or

☐ no such approvals were required.

<table>
<thead>
<tr>
<th>Approval by</th>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Supervisor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate Chair</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

After approval by the Graduate Program Committee, please send this form to the Office of the Graduate Studies, to arrive no less than **six weeks** before the proposed examination date with the thesis submitted through the webform or emailed to defence@sfu.ca.

<table>
<thead>
<tr>
<th>Approval by</th>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senate Graduate Studies Committee</td>
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</tbody>
</table>

**DGS Office Use ONLY**

<table>
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<tr>
<th>Distribution Date</th>
<th>Reminder Date</th>
<th>Report Due</th>
<th>Reminder Done</th>
<th>Post-Defence</th>
</tr>
</thead>
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</tbody>
</table>

Revised July 2015 Page 2/2
### Leave of Absence Request

During a leave of absence, graduate students are not enrolled and normally should not use any of the University's facilities or resources, or undertake academic or research work related to the program from which they have taken a leave of absence. Typically a leave of absence begins on the first day of an academic term and approval for the leave is obtained before the term begins. Please read Graduate General Regulation 1.8.4 before completing this Leave of Absence Request form: www.sfu.ca/students/calendar/fees-and-regulations/grad-regulation.html #1.8.4

#### STUDENT INFORMATION

<table>
<thead>
<tr>
<th>Student number</th>
<th>Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td>First name</td>
<td>Surname</td>
</tr>
<tr>
<td>Department</td>
<td>Term (eg. Spring 2016)</td>
</tr>
<tr>
<td>Program(s) (eg. MA, PhD)</td>
<td></td>
</tr>
</tbody>
</table>

#### TYPE OF LEAVE (see page 2 for more information)

- [ ] Personal leave
- [ ] Medical/Compassionate leave*
- [ ] Parental leave*
- [ ] Academic break
- [ ] Extended Leave for medical reasons* [see GGR 1.8.5]

*Please ask your health care provider to complete the Health Care Provider form instead of writing a note.

- [ ] Yes  [ ] No  Supporting documentation (e.g. Health Care Provider form, birth certificate, letter, etc.) is attached for a parental, medical, compassionate, or extended leave.
  - [ ] Yes  [ ] No  Has any scholarship, bursary, work-study, or student loan funding from SFU been applied for or received for this term? (see GGR 1.8.4 for more information.)
  - [ ] Yes  [ ] No  Is this request within the limit for this type of leave? (see page 2)

#### STUDENT SIGNATURE

I confirm that I have read the Leave of Absence Policy (GGR 1.8.4) and I understand the conditions of this request for a leave. I agree that while I am on leave, I will not use any of the University's facilities or resources, or undertake any academic or research work towards my graduate program.

<table>
<thead>
<tr>
<th>Student signature</th>
<th>Date</th>
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</table>

**International graduate students only:**

- [ ] I have consulted with an International Student Advisor about the status of my student Visa while I am on leave (www.sfu.ca/students/international/isscontact.html)

#### APPROVALS

A leave of absence request must be approved by the student's senior supervisor and/or the Chair of the Graduate Program Committee. A parental, medical/compassionate, or extended leave must also be approved by the Graduate Studies office.

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Supervisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate Chair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate Studies approval</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Graduate Studies use only:** Number of terms previously taken as a leave of absence for this type of leave/reason.

Office of Graduate Studies and Postdoctoral Fellows | gradstudies@sfu.ca | P: 778-782-3042 | F: 778-782-3080 | sfu.ca/dean-gradstudies

**Freedom of Information and Protection of Privacy**

The information on this form is collected under the authority of the University Act (RSBC 1979, c.419). This information is needed and will be used to update your student record. If you have questions about the collection and use of this information, contact the Director of Records and Registration, Office of the Dean of Graduate Studies, 778-782-3042.

Revised January 2016
72
Graduate General Regulation 1.8.4: Leave of Absence

Graduate students are required to maintain continuous enrolment. When students find it necessary to interrupt their studies, they must apply for a leave of absence. During a leave of absence graduate students are not enrolled and normally should not use any of the University’s facilities or resources, or undertake academic or research work related to the program from which they have taken a leave of absence. Typically a leave of absence begins on the first day of an academic term and approval for the leave is obtained before the term begins. Students in their first term should apply for an admission deferral rather than a leave of absence. A retroactive request for a leave of absence will not be allowed unless there are documented extenuating circumstances (see GGR 1.8.3).

Awards for which the terms and conditions are established by SFU will be interrupted at the onset of the leave of absence and will resume at the termination of the leave period, provided the student returns to full-time study at that time. The duration of the award will not be changed from the time the award was initiated. Awards for which the terms and conditions are not established by SFU will be paid according to the terms and conditions established by the donor or granting agency.

There are four types of leave:

**Personal Leave:** A personal leave can be taken for any reason, other than those defined below, but the time taken will be counted towards the maximum time allowed for program completion. The maximum number of terms that are permitted for a personal leave is three.

**Academic Break:** An academic break (or scheduled break) can be taken when no courses are offered for a student’s program within a particular term, or there is a scheduled break within a program (e.g. summer term). The time taken for an academic break will not be counted towards the maximum time allowed for degree completion. The maximum number of terms that are permitted for an academic break is one term per year with no consecutive academic breaks. Students in a thesis program are not eligible for an academic break.

**Parental Leave:** The time taken for a parental leave will not be counted towards the maximum time allowed for program completion. The maximum number of terms that are permitted for a parental leave is three for each childbirth or adoption (including twins, triplets, etc.). Students are required to submit supporting documentation.

**Medical/Compassionate Leave** (including family care): The time taken for a medical/compassionate leave will not be counted towards the maximum time allowed for program completion. The maximum number of terms that are permitted for a medical/compassionate leave is normally three terms per reason. Students are required to submit supporting documentation.

**Extended Leave of Absence:** Graduate students may apply for an extended leave of absence, beyond the three term limit, for medical/health reasons. See Graduate General Regulation 1.8.5 for more information.

### SUMMARY TABLE

<table>
<thead>
<tr>
<th>Category</th>
<th>Reason</th>
<th>Characteristics</th>
<th>Limit</th>
</tr>
</thead>
</table>
| Personal Leave        | Any reason other than those defined below | • no fee  
• **counts towards time limit**  
• departmental approval  
• SFU scholarships/awards are interrupted during leave; duration of the award will not be changed | Maximum 3 terms                            |
| Academic Break (or    | Course availability (no courses     | • no fee  
• **doesn’t count towards time limit**  
• departmental approval  
• SFU scholarships/awards are interrupted during leave; duration of the award will not be changed  
• international students may be eligible to work full-time off campus | Maximum 1 term per year with no consecutive academic breaks.  
Students in a thesis program are not eligible for an academic break. |
| scheduled break)      | offered for program within that term) |                                                                                   |                                            |
|                       | Scheduled break within a program (i.e. summer term) |                                                                                   |                                            |
| Parental              | Childbirth or adoption               | • no fee  
• **doesn’t count towards time limit**  
• Dean of Graduate Studies approval  
• requires supporting documentation  
• SFU scholarships/awards are interrupted during leave; duration of the award will not be changed | Maximum 3 terms for each childbirth or adoption (including twins, triplets, etc.) |
| Medical/Compassionate | Medical Bereavement  
Family care |                                                                                   | Normally a maximum of 3 terms per reason. |

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Appendix 'M'

FACULTY OF ARTS AND SOCIAL SCIENCES
Graduate Studies Program
Department of Sociology and Anthropology
Simon Fraser University

AQ 5054
8888 University Drive,
Burnaby, BC Canada V5A 1S6

TEL 778.782.3146
FAX 778.782.5799
gradsec@sfu.ca | www.sfu.ca/grad

Directed Readings Course Number:
Course Topic Title:

Student Name:
Student Number:
Student Email:
Semester of Enrollment:
Phone:
Supervisor:
Office Number:
Phone:
Email:

Course Description (brief outline of the literature to be covered):

Grading Requirements:

Grading System
Graduate Course Grading System is A+, A, A-, B+, B, B-, C+, C, C-, D, F, N (N standing to indicate the student did not complete). Intervals for the assignment of final letter grades based on course percentage grades are as follows:

SIMON FRASER UNIVERSITY | ENGAGING THE WORLD
<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>95 - 100</td>
</tr>
<tr>
<td>A</td>
<td>90 - 94</td>
</tr>
<tr>
<td>A-</td>
<td>85 - 89</td>
</tr>
<tr>
<td>D</td>
<td>50 - 54</td>
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<tr>
<td>B+</td>
<td>80 - 84</td>
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<td>0 - 49</td>
</tr>
<tr>
<td>C+</td>
<td>65 - 69</td>
</tr>
<tr>
<td>C</td>
<td>60 - 64</td>
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Required Readings (minimum one page bibliography):
Centre for Student with Disabilities
Students with hidden or visible disabilities who believe they may need classroom or exam accommodations are encouraged to register with the SFU Centre for Students with Disabilities (1250 Maggie Benston Centre) as soon as possible to ensure that they are eligible and that approved accommodations and services are implemented in a timely fashion.

Academic Dishonesty and Misconduct Policy
The Department of Sociology and Anthropology follows SFU policy in relation to grading practices, grade appeals (Policy T 20.01) and academic dishonesty and misconduct procedures (S10.01- S10.04). Unless otherwise informed by your instructor in writing, in graded written assignments you must cite the sources you rely on and include a bibliography/list of references, following an instructor-approved citation style. It is the responsibility of students to inform themselves of the content of SFU policies available on the SFU website: http://www sfu ca/policies/gazette/student.html.

Faculty Signature: ____________________________ Date: ____________________________

Student Signature: ____________________________ Date: ____________________________
Appendix 'N'

Dr. Hilal Oz cetin Conference and Research Travel Graduate Funding
Department of Sociology and Anthropology
Simon Fraser University

<table>
<thead>
<tr>
<th>Student Information</th>
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<tbody>
<tr>
<td>First Name</td>
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<td>Student Number</td>
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<td>Semester</td>
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Supporting Documentation:

a. I have attached my unofficial SFU transcript to this application □

b. I am applying for funding to support my:
   □ Travel to present research paper/post at a conference (attach a letter of acceptance from a conference organizer and a conference program).
   □ Travel to conduct research (explain relevance of travel below).


c. Your Senior Supervisor has sent an email to the Graduate Program Assistant at gradsecsa@sfu.ca to explain why your trip is necessary for your field work/research. □
d. Expense Breakdown. Please indicate all of your expenses separately including the total amount for all categories (be sure to keep all of your original receipts and boarding passes).


e. Awards received over past year for travel or research (scholarships, fellowships, TMRA, or GIRTA, etc.):


Student Signature: ___________________________ Date: ___________________________
Dr. Hilal Oz cetin Conference and Research Travel Graduate Funding
Department of Sociology and Anthropology
Simon Fraser University

Terms of Reference

1. The purpose of the Conference and Travel funding is to support the travel component of the scholarly activity of graduate students related to their research. This funding is for reimbursement for travel only.

2. To be eligible for this award, the following three criteria must be met:
   a. Student is actively enrolled (i.e., is not on a leave semester, or discontinued from the program) in a graduate program at Simon Fraser University.
   b. Only travel to conferences where the student has presented their graduate work; or who has travelled for their field research (support from senior supervisor is required).
   c. Each student may only accept one allotment of $500.00 per fiscal year (April 1 to March 31).

3. This application page may be filled out and submitted to the graduate program assistant via email (gradsecsa@sfu.ca or in person in AQ 5054) with ALL of the following:
   a. Current, unofficial transcript
   b. Supporting Documentation:
      Conferences- Letter of acceptance and conference program
      Field Research- Indicate below what the purpose of your trip is and how it relates to your research.
   c. Your Senior Supervisor will need to email the graduate program assistant at gradsecsa@sfu.ca to indicate that your trip is necessary for your field research.
   d. Budget breakdown with a total amount spent (keep your original receipts)
   e. Indicate which awards you have received in the past year.

4. Only travel to conferences and travel to conduct research are eligible for support. Travel as part of a student's degree program, such as to participate in a practicum or internship or travel to attend job fairs and/or interviews, or to attend/participate in a conference, are not eligible.

5. After your application has been approved you will need to accept the award and fill out an EXPENSE report online (you will be sent instructions on how to do this). You will need to have all of your original receipts and boarding passes for the expense claim.

Please read the terms of reference carefully before applying. All incomplete applications or ineligible applications will not be processed.