This handbook contains both general information about Simon Fraser University and specific information about the Urban Studies Program. For specific information on the Urban Studies Program, go directly to Section 2 on page 10.

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SECTION 1 - SIMON FRASER UNIVERSITY

1.0 CAMPUS LOCATIONS

Simon Fraser University offers programming across three campuses: Burnaby, Surrey, and Vancouver. The Burnaby campus is the main campus, and you may need to visit it occasionally to access the Bennett library or take advantage of some of the services and facilities available to students. The Urban Studies program is based at the Vancouver campus (at Harbour Centre) and all faculty offices, and most classes, are held here. At this campus, you will also find the Belzberg library, computing labs, Health Services, and the SFU Bookstore.

2.0 COMPUTING SERVICES

The Harbour Centre campus has two primary computing labs which are used as teaching and drop-in facilities. The Royal Bank Instructional Computing Centre is located on the main floor, and an additional lab is located on the 7th floor. In order to access the facilities, users must be part of the University community (including students enrolled in credit or non-credit study), and must present a valid SFU library card.

The computing lab facilities are open for drop-in use during the hours shown below, unless the lab has been booked for a credit or non-credit course. Bookings are posted regularly outside the lab facilities. Please note that these hours are subject to change without notice, and that there are regular closures for lab maintenance during each semester break. Addition information on labs, locations, and hours is available at: http://www.sfu.ca/itservices/technical/computerlabs/vancouver_labs/labs_and_locations.html

Monday-Thursday 9:00 am -10:00 pm
Friday 9:00 am - 7:00 pm
Saturday 10:00 am - 5:00 pm

In addition to these computing facilities, there are 6 shared-space workstations in the Urban Studies area (in the 2100 suite of offices) available for student use and we encourage students to make use of this space. Each workstation contains an open desk space and three have a desktop PC computer. These workstations are available to use on a first come, first served basis. (See part 10.0)
3.0 FEES AND FINANCIAL ASSISTANCE

3.1 Tuition and other fees

For the 2018/2019 academic year, tuition for both the Master’s program and the Graduate Diploma program is $303.54 per unit. Tuition and other fees are assessed based on the number of units in which a student enrolls each semester. Most Urban Studies course are 4 units, although this varies. For more information on tuition fees and semesterly fees assessed in addition to tuition (including the transit pass), please visit:

http://www.sfu.ca/students/calendar/2018/fall/fees-and-regulations/tuition-fees/graduate.html#specialty

3.2. Scholarships, awards, bursaries and student loans

Needs-based bursaries, merit based scholarships and fellowships, and student loans are available to defray the costs of graduate education. Urban Studies students have succeeded in winning many competitive grants and awards and the time spent searching these out on SFU’s graduate awards website (and beyond) can be worth thousands of dollars. More information on Fellowships, Scholarships and Awards for which Urban Studies students are eligible is provided below in Section 2, Part 10.

Information on University-administered financial aid can be found at:
http://www.sfu.ca/students/financialaid.html

Students should be aware that some scholarships, awards and bursaries require students be enrolled in their program of study on a full-time basis. A student is considered full-time if they are enrolled in 6 units or more in a given semester.

Most of our courses carry a weighting of 4 units, so students would have to enroll in more than one course in order to be considered full-time. One important exception is URB 697-G100 and URB 697-G200 which carries a workload equivalent to 6 units, even though students only pay for 4 and 2 units, respectively, in these courses.

Student loans are available and are assessed based on financial need. Canadian students applying for loan consideration must do so through the province in which they reside. International students are not eligible for Canada Student Loans but may be eligible for student loans in their country of origin. Student loan applications are available at Information/Registration Services at the Harbour Centre campus.

Note: If applying for a BC student loan, students are considered full-time if carrying a course load of 6 units or more in a given semester. Note that loan
programs in other provinces may assess a full-time course load as enrolling in 10 units or more in a given semester.

International students obtaining financial support from loans or grants in their countries of origin are reminded to secure these arrangements at the earliest possible opportunity – and well ahead of the start of their program. Organizations that provide grants and loans outside of Canada can take considerable time to assess whether the Urban Studies Program meets their funding criteria.

3.3 Teaching and Research Assistantships

As the Urban Studies program does not support an undergraduate curriculum, it has no teaching assistantships available. Some students have been hired as teaching assistants by other SFU departments, such as Geography. Application for teaching assistantships outside Urban Studies should be made directly to the relevant department(s). These opportunities are likely to involve working at either the Burnaby or Surrey campuses. Our faculty do, however, hire students to assist with research projects as funding becomes available. Faculty will typically post calls for Research Assistants to the Urban Studies student e-mail list.

3.4 Work Study

The Work-Study program provides part-time on-campus jobs for full-time undergraduate and graduate students. The purpose is to provide financial assistance and career-related employment experience to students in high financial need. The value of the award varies according to the student applicant’s need and funding availability. Students must meet the following criteria to qualify for the Work-Study program:

- have been assessed high financial need
- be registered in and maintain nine semester hours or more in undergraduate studies or be a registered full-time graduate student
- maintain satisfactory academic standing

Work Study applications are accepted for each semester and can be completed online via go SFU (http://go.sfu.ca), following the links under "My finances". Only one application is required for both bursaries and the Work-Study program.

4.0 GRADUATE BENEFITS INFORMATION

As a graduate student at SFU, you are a member of the Graduate Student Society (GSS) which advocates on your behalf and provides a number of valuable services to you. For more information about the GSS and the benefits available to you, please visit the following website: http://sfugradssociety.ca/
5.0 HEALTH AND COUNSELLING CENTRE (HCC)

The Health and Counselling Centre, located at the Burnaby campus, with a branch at Harbour Centre, provides all SFU students with access to basic medical services, physiotherapy, personal counselling, and health promotion programming. HCC’s professional Psychologists and Clinical Counsellors offer individual short-term counselling, couples counselling, workshops, support groups, drop-in sessions, group psychotherapy and resource information to help you meet the challenges of achieving your academic and personal potential. For information on medical services, health promotion, physiotherapy, and personal counseling services, please visit their website at: http://www.sfu.ca/students/health.html. If you feel signs of stress, depression or other anxiety building during your studies, it is advisable to seek assistance from SFU’s professional health and counseling staff as soon as possible.

6.0 HOUSING

Most students find housing through channels independent of the university.

SFU’s Burnaby campus has a wide variety of on-campus housing options available to students. Please visit the following website for more information:

SFU Residence and Housing: http://www.sfu.ca/students/residences/

The SFU Residence at the Charles Chang Innovation Centre is the close by: https://www.sfu.ca/students/residences/residences/Vancouver/ccic/overview.html

Rental suites are also available in the Cornerstone Building within SFU’s UniverCity development: http://univercity.ca/

7.0 STUDENT IDENTIFICATION / LIBRARY CARD AND LIBRARY SERVICES

Students require a university-issued identification card to access services and facilities, most notably the SFU Library. Photos are taken throughout the semester at the Information and Registration counter at SFU’s Harbour Centre campus. Only one card is issued per student and is meant to be kept for the entire duration of study.

The Belzberg Library welcomes Urban Studies students to its research oasis at SFU Vancouver. It is a full-service library with a wide selection of electronic journals, e-books, online newspapers and databases which augment our more traditional print collection. Their collection emphasizes urban studies, and additional relevant items on geography, economics, politics, and sociology can be requested for transfer from our main campus. Please come on in and use the
space for research, study, and reading, or ask for suggestions on beginning or extending your research, managing your citations, or requesting books or articles from other libraries.

Workshops this fall will include: finding journal articles, making the most of RefWorks, and using statistical databases. Belzberg's homepage is your starting point: http://www.lib.sfu.ca/belzberg/ or contact Nina Smart, liaison librarian for Urban Studies, at nsmart@sfu.ca or 778.782.5043.

In addition, the Belzberg Library hosts the Vancouver Campus outreach activities of the Research Commons, which supports the research endeavours of graduate students during all stages of the research lifecycle. The Research Commons provides many valuable online resources for researchers, workshops specifically tailored for graduate students working on their theses, as well as one-on-one support to graduate students. Visit: http://www.lib.sfu.ca/research-commons/

8.0 TRANSPORTATION

8.1 Universal Transit Pass (U-Pass)

Each semester, students who are registered in at least one on-campus course (of 3 units or more) and reside within Metro Vancouver, are automatically enrolled in and issued a universal transit pass (U-Pass). The U-Pass provides students with unlimited, all zone access to public transit (buses, SkyTrain, SeaBus) within Metro Vancouver at a significant discount as compared with the cost of a regular transit pass. The U-Pass is included in the fees that students pay in addition to tuition. To learn more about the U-Pass program, including eligibility and exemption requirements, please visit: http://www.sfu.ca/students/upass/

Bus schedules, route maps, and other transit information can be found at: http://www.translink.ca/

Travel by transit between the Vancouver (Harbour Center) and Burnaby campus is relatively easy. The #95B bus provides a direct link along Hastings Street, while #145 bus links the Burnaby campus with the Production Way SkyTrain station.

8.2 Bike Room

Harbour Centre has a secured bike room in the Richards Street parkade (at W. Cordova) for students travelling to campus by bicycle. To access this room, visit the Harbour Centre offices, 20th floor, Spencer building. A $25 refundable deposit (cash or cheque) is required for the fob.
9.0 LOCKERS

Lockers are available for student use on the 2nd and 7th floors of the Harbour Centre campus. Please visit the Information and Registration Services counter to have a locker assigned. A nominal rental fee will apply and students are required to supply their own lock.

10.0 URBAN STUDIES WORKSTATIONS AND LOUNGE

There are 6 shared-space workstations and 3 desktop PC computers in the Urban Studies area (in the 2100 suite of offices) available for student use and we encourage students to make use of this space. These workstations are available to use on a first come, first served basis.

Normal hours of use are from 8 a.m. to 10 p.m., Monday to Friday and 8 a.m. to 6 p.m. on Saturday and Sunday. Students who require access to Urban Studies office space outside these hours will need to make special arrangements with Campus Security at Harbour Centre so that they will be anticipated by security patrols.

Beyond the workstations, the Urban Studies area has a lounge with table and chairs for student use. This space was designed to provide Urban Studies students with a space to work, relax, or meet with fellow students at Harbour Centre.

11.0 SAFETY AND WORKING ALONE AT URBAN STUDIES, HARBOUR CENTRE

We want you to be safe when working at Urban Studies. And you should feel safe, given the city, building and skybridge spaces we are fortunate to inhabit. However, if you are working alone (e.g. at night or over the weekend), SFU has some policies (http://www.sfu.ca/policies/gazette/general/gp39.html) to minimize risk and help you feel safe:

- Harbour Centre security regularly patrols the building, but if you are working alone and would like them to check on you more often, you may email them and ask: securhcc@sfu.ca
- Harbour Centre security will also walk you to your car, bike or transit within a couple of blocks of the campus if you feel unsafe. You may contact them by phone: 778-782-5029 (or from a campus phone at 25029).
- In case of emergency, call: 778-782-5252 (or 25252 from a campus phone).
A reminder to not leave valuables lying around - laptops, smartphones, bags, etc.

SFU is committed to creating a respectful campus community, free from all types of sexual violence - including sexual harassment and assault. Visit www.sfu.ca/sexual-violence to learn more. Support is available at the Sexual Violence Support & Prevention Office for all SFU community members impacted by Sexual Violence.

12.0 INTERNATIONAL STUDENTS - ADDITIONAL INFORMATION

12.1 Immigration and Customs

International students considering graduate studies at Simon Fraser University should obtain current immigration requirements from a Canadian Embassy or its equivalent http://www.cic.gc.ca/. Students must have a valid Study Permit prior to entering Canada. Full-time international students holding valid Study Permits do NOT require a work permit to work on the SFU campus, including teaching assistantships. Students should obtain current customs regulations for any goods and possessions they intend to bring to Canada.

Students who are admitted will receive a formal letter of admission to the degree program from the Office of Graduate Studies. This letter should be presented to immigration authorities when applying for a Study Permit. The processing of an application for a Study Permit may take several months. Thus students should submit their application well in advance of their anticipated arrival at Simon Fraser University.

International students should also be aware that some Urban Studies classes include optional participation in short field excursions to nearby U.S. cities. Students wishing to participate in these should seek details from course instructors and/or the Program Manager so advance preparations can be made.

12.2 SFU International

SFU International offers many resources for international students planning to study at Simon Fraser University. Through the International Services for Students (ISS) office (https://www.sfu.ca/students/iss.html) and by corresponding with their Student Advisors, you will find relevant information on the following services which SFU International offers to international (visa) students and their accompanying dependents:

Services & Programs for New International Students
- Pre-Arrival Guide - http://www.sfu.ca/students/isap/new.html
- International Student Orientation sessions, as part of the larger campus orientation services - http://www.sfu.ca/students/isap/new/orientation.html
- Workshops & Social Events - http://www.sfu.ca/international.html
International Student Advising (intl_advising@sfu.ca)
- Academic and cultural transition issues
- Study permits and entry visas
- Co-op and Post-graduate employment work permits
- Medical insurance (temporary and MSP)
- Social Insurance Numbers
- Immigration regulations for on-campus employment & volunteer opportunities
- US entry visas

Advising services are available at each of SFU's campuses. See the following website for information on how to make an appointment:
http://www.sfu.ca/content/sfu/students/advising-resources.html
SECTION 2 - URBAN STUDIES PROGRAM

1.0 PROGRAM GOVERNANCE

The Urban Studies Program is governed by a Steering Committee made up of core Urban Studies faculty and associated faculty with urban-related interests. One seat on the Steering Committee is reserved for a student representative duly elected by the student body or his/her designated alternate chosen by the Urban Studies Graduate Student Association. The Graduate Program Committee is made up of core Urban Studies faculty. The Steering Committee’s student representative joins the Graduate Program Committee to discuss issues related to curriculum.

2.0 MASTER OF URBAN STUDIES (M.Urb)

2.1 Supervision

Incoming students are under the supervision of the Graduate Committee Chair until assigned to a Senior supervisor. Supervisory assignments are done via a balloting process whereby students can identify their preferences for their senior supervisor and supervisory committee. Supervisory committees include a senior supervisor and a second supervisor.

The senior supervisor is responsible for providing guidance, oversight and feedback during the student’s execution of an independent research project. This project is normally developed in URB 696 and carried out in URB 697.

Student preferences for both senior and second supervisor are weighed along with the workload of both core and associated faculty. Student preferences for senior supervision cannot be guaranteed. If students desire to have a senior supervisor who is not a core member of the Urban Studies Program, they must obtain that professor’s written agreement in advance of the balloting deadline and submit this in lieu of their ballot. Students who do not return a ballot by the deadline will be assigned senior supervision.

Second supervisors are drawn from core Urban Studies faculty members. Second supervisors must review the defensible draft and consent to the scheduling of the defense, but normally provide their input beginning at the defense phase of the research project.

2.2 Course Schedule and Sequencing (General)

In order to satisfy degree requirements, students are required to take 32 units from a combination of required and elective courses, and prepare, write and
defend an original research project. URB courses are 4 units each, with the exception of URB 693, which is only available under special circumstances.

Students have a high degree of flexibility in tailoring their M.Urb program toward particular interests. We typically offer 4 or 5 courses in the Fall (September) and 4 courses in the Spring (January) semesters and 1 or 2 during the Summer (May) semester. Students should be aware that URB courses are only offered once per year with the exception of those relating to research project work - URB 697. This means that deciding to defer a required course such as URB 670 or 696 could add an additional year to degree completion.

While it is expected that most students will complete their course requirements within the Urban Studies curriculum (by enrolling in courses that begin with URB), students may request permission to take up to two courses from departments outside of Urban Studies and count these course units toward their M.Urb degree. These courses can come from other departments and programs at SFU, or from other graduate programs offered at universities in Manitoba, Saskatchewan, Alberta and British Columbia. These courses also require approval from the department and university that offers them, and students contemplating taking courses outside the URB curriculum should plan on approaching the Graduate Committee Chair two months or more before the course is scheduled to start. Students should also be clear about the number of units (credit hours) that outside courses carry, and how this could affect their degree completion. For example, most UBC graduate courses count for three units, while URB courses at SFU count for four units.

The Urban Studies program also offers a co-operative education option for the Master's program. Co-op placements are paid placements arranged through the Faculty of Arts and Social Sciences Co-operative Education office. While Co-op placements are noted on a student's transcript, they do not earn credit towards the Master's degree.

2.3 Course Schedule and Sequencing (Specific)

The M.Urb program has three required courses that must be taken in the following order: URB 670; URB 696; URB 697. URB 670 provides a foundation in urban research methods. Students taking a full course load (two courses per semester) should take URB 670 in the second semester (January) after they enter the program. Students taking a part-time course load (one course per semester) should take URB 670 in the second year of their program.
THIS BOX APPLIES TO STUDENTS WHO SUCCESFULLY COMPLETED URB 696 IN FALL 2016 OR EARLIER:

When students are ready to develop their research project, and after they have completed the pre-requisites (16 or more units of coursework completed, including URB 670 with a grade of B+ or higher), they may proceed to enroll in URB 696 (Seminar in Urban Studies). This course is normally offered only in the fall semester. Students with fewer than 16 units earned should enroll in elective courses and only take URB 696 after they have accumulated at least 16 units.

Upon successful completion of URB 696, students should proceed with their thesis research by enrolling in URB 697. Students who earn a grade of A- or higher in URB 696 may enroll directly into URB 697. Students should register in URB 697 the semester following URB 696 in order to maintain research focus and momentum.

Students who receive a B+ or lower in URB 696 will usually be required to enroll in an appropriate course, as determined by the supervisor in consultation with the GPC, in the term following URB 696 to address the deficiencies identified. The student must submit a remediation plan to their senior supervisor by the Friday of the first week of classes, for approval by the senior supervisor by the Friday of the second week of classes, in the semester following their enrolment in URB 696. The remediation plan must demonstrate how the student will resolve deficiencies in their proposed research by the end of the term that follows URB 696, and must include a timeline for the delivery of work required. If the student fails to complete the remediation work by the end of the term following URB 696, a Graduate Program Committee meeting will be held to determine whether the student should transfer to the GDUS. In exceptional circumstances, students who receive a B+ or lower in URB 696 may either be permitted to enroll in URB 697 with the permission of their senior supervisor, or may be advised to retake URB 696.

In order to complete URB 697, students must at minimum conduct the data collection and preliminary data analysis for their research project, as well as creating a draft table of contents for their project in the SFU Library’s Thesis Template.

Students who require additional time beyond URB 697 to prepare and defend their research projects will need to enroll in URB 699, a two-unit course entitled “Research Project Completion.” Students can only re-enroll in URB 699 one time, for a maximum of two semesters’ enrollment in URB 699. A second enrollment in URB 699 requires students to submit an acceptable research completion plan to their senior supervisor. If students fail to defend their M.Urb project by the conclusion of their 2nd semester of URB 699, their senior supervisor must advise the Graduate Committee Chair that they have a defensible draft in order to be enrolled in a 3rd and final semester of URB 699. Students in this situation will work independently to achieve a defensible draft, subject to Graduate General
Regulations on leave, continuity of enrollment, completion time and extensions.

Only those students who obtain permission from their Senior Supervisor and the Graduate Program Committee Chair can defer enrolling in URB 697 or 699 (first or second registration) for a maximum of one semester. Please note that normally permission will not be granted to students wishing to take an elective course in lieu of URB 697 or 699. Students who obtain a deferral can work independently on their research but should not expect to receive active supervision during the semester in which they are not registered. If students experience extenuating circumstances (e.g. family or work obligations) that impede their ability to register in URB 697 or 699 (first or second registration) beyond a one-semester deferral, they may petition the Graduate Program Committee for one additional semester deferral (maximum). The petition must explain and, if possible, document the extenuating circumstances and identify how such circumstances would change within one or two semesters. It should also contain a detailed timeline for project completion once the proposed pause is complete. Students who pause their program should also be mindful of how their planned time away relates to the Continuity of Registration policy (noted below and in part 5.3). Please be in touch with the Program Manager if you have questions.

THIS BOX (THE TEXT ABOVE HERE) APPLIES TO STUDENTS WHO SUCCESSFULLY COMPLETED URB 696 IN FALL 2016 OR EARLIER

THIS BOX APPLIES TO STUDENTS WHO SUCCESSFULLY COMPLETED URB 696 IN FALL 2017 OR LATER:

**URB 696 and 697**

When students are ready to develop their research project, and after they have completed the pre-requisites (16 or more units of coursework completed, including URB 670 (with a grade of B+ or higher), they may proceed to enroll in URB 696 (Seminar in Urban Studies). This course is normally offered only in the fall semester. Students with fewer than 16 units earned should enroll in elective courses and only take URB 696 after they have accumulated at least 16 units.

Upon successful completion of URB 696, students should proceed with their thesis research by enrolling in URB 697. Students who earn a grade of A- or higher in URB 696 may enroll directly into URB 697. Students should register in URB 697 in the semester following URB 696 in order to maintain research focus and momentum.

Students who fail URB 696, may not proceed to URB 697.

**2 POSSIBLE OPTIONS FOR STUDENTS WHO RECEIVE B+ OR LOWER IN 696**
A grade of B+ or lower in URB 696 signals that a student has deficiencies in their proposed research that either must be addressed in the first term of URB 697 or, if the proposed research is not viable, through an alternate way forward.

Option A: If the senior supervisor, in consultation with the instructor of URB 696, judges that the deficiencies identified in 696 can be addressed, the student will be allowed to proceed to URB 697, Phase 1. The expectation is that URB 696 deficiencies and all URB 697 Phase 1 requirements will be met before the student may proceed to Phase 2 of URB 697.

Option B: If the senior supervisor, in consultation with the instructor of URB 696, judges that the student is not in a position to correct the identified deficiencies and proceed with a viable research project in the term following URB 696, then a GPC meeting will be convened to determine the path forward. This may include enrolling in an elective course or directed reading course while working to propose a viable project for the senior supervisor’s approval, retaking 696, or being required to transfer to the GDUS.

**URB 697**

URB 697 (Research Project) is a four-unit course that consists of two phases (Phase 1, up to two enrollments allowed; and Phase 2, up to three enrollments allowed), and hence students remain IP (in progress) until they successfully defend. Students will receive 4 units for URB 697 once their thesis is successfully defended, any post-defense revisions have been accepted, and the final version has been submitted to the library.

Tuition for the first term in URB 697 is based on a four-unit hour course; thereafter, tuition is based on a two-unit hour course. All terms in URB 697 are regarded as full-time enrollment for visa and scholarship eligibility purposes.

In order to progress from Phase 1 to Phase 2, students must at minimum:
- Address any deficiencies identified in URB 696;
- Secure the required approval from the Office of Research Ethics, complete data collection and preliminary data analysis for their research project, as well as creating a draft table of contents for their project in the SFU Library’s Thesis Template; and
- Present their updated research plan, including how they have addressed any deficiencies identified in URB 696, and report on their data collection and preliminary analysis, at an in-house Research Progress Seminar to be held at the end of the Spring semester. Typically the Research Progress Seminar will be scheduled to coincide with the final meeting of the Spring URB 670 class. This brief presentation of work in progress is to be made to faculty and students in the Program. The student must demonstrate through this presentation to the senior supervisor and Chair of the GPC that they have made sufficient progress since completing URB 696 to be allowed to
proceed to the Phase 2 of URB 697.

If any URB 696 deficiencies are not addressed and/or the requirements for the URB 697 Phase 1 are not met in the initial enrollment, then a second enrollment in URB 697 Phase 1 is permitted in order to complete any outstanding requirements. Students must satisfy URB 697 Phase 1 requirements in order to progress to URB 697 Phase 2 (formerly known as URB 699). A student may only enroll in URB 697 Phase 1 a maximum of 2 times.

If, after a second enrollment in URB 697 (Phase 1), the outstanding work is not completed, a GPC meeting will be convened in order to consider whether the student be allowed to proceed or be required to transfer to the GDUS.

Students who meet the requirements of URB 697 Phase 1 may enroll in URB 697 Phase 2. A second enrollment in URB 697 Phase 2 requires students to submit a plan to defend in that semester for approval by their senior supervisor. If students fail to defend their M.Urb project by the conclusion of their 2nd semester of URB 697 Phase 2, their senior supervisor must advise the Graduate Program Committee Chair that they have a defensible draft in order to be enrolled in a 3rd and final semester of URB 697 Phase 2.

Students who have completed a full draft of their M.Urb project may, with the permission of their senior supervisor, enroll in an elective course concurrently with enrolling in URB 697 Phase 2; otherwise, students in URB 697 should not enroll in any elective courses.

THIS BOX (THE TEXT ABOVE HERE) APPLIES TO STUDENTS WHO SUCCESSFULLY COMPLETED URB 696 IN FALL 2017 OR LATER

The research project defense is a public examination of the student’s research in which the M.Urb candidate presents the methodology and findings of their research and responds to questions posed by members of their examination committee and those in the audience.

Students have up to nine semesters from their initial semester of enrolment in which to complete their M.Urb degree (see Graduate General Regulation 1.12.1). This time includes any leave taken from the program for extenuating professional or personal circumstances (see Part 5.3, below). This is considered a maximum, rather than a normal, timeframe for completion.

Students may be granted extensions for 1 to 3 terms duration, and students may be granted more than one extension for a maximum of 6 terms. Extensions will only be granted if the student submits an acceptable research completion plan that is approved by their senior supervisor. An extension that includes the 6th and final term of extension will only be granted if the senior supervisor advises...
the Graduate Committee Chair that the student has a defensible draft. Students granted extensions remain subject to Graduate General Regulations on leave and continuity of enrollment.

2.4 Research Ethics Approval

All M.Urb Projects must meet the ethical standards for research as outlined by the university. (See the Office of Research Ethics: (http://www.sfu.ca/ore.html) and University research policy: (http://www.sfu.ca/policies/gazette/research/r20-01.html).

In all cases where students’ research entails interaction with human subjects, the student is responsible for applying to the Office of Research Ethics (ORE) for approval of their project, and the senior supervisor will be asked by the ORE to approve the application once it is complete. The approval process typically takes several weeks, and research may not commence until approval has been obtained. In brief, ethical approval for research means that projects must meet the following basic guidelines:

- Informed consent of research subjects, normally documented in writing;
- Information that clearly outlines that the research participant is being invited to participate in a research project;
- An understandable description of the research, the identity and institutional affiliation of the researcher, contact information, the duration, the nature of participation, and a description of research procedures;
- An assurance that research participants are free to avoid participation or to withdraw from participation at any time;
- An understandable description of the type(s) of data to be collected, the method(s) of data collection (e.g. interview, video recording), the purpose(s) for which the data will be used, and limits on the use, disclosure and retention of data;
- Anticipated secondary uses of identifiable data collected during the research, and anticipated linkages of data with other data about research subjects;
- Methods for data archiving, and provisions for ensuring security and confidentiality of data.

Completing a research ethics application is a required component of URB 696 for all students whose work will involve human subjects. Exemption may be granted for some studies, but this exemption must be requested and approved (see https://www.sfu.ca/ore/DoIRequireEthicsApproval.html).

2.5 Library Guidelines and Resources for Writing and Submitting your M.Urb Project

The SFU Library, via the Thesis Librarian’s Office at the Bennett Library (SFU Burnaby) offers a wide range of online resources relating to the preparation and submission of capstone research projects. Students who are ready to embark
upon this final phase of their M.Urb program are encouraged to spend time perusing their website: http://www.lib.sfu.ca/theses

Students can also contact Assistant for Theses, 778.782.4747 or email to thesis_assistant@sfu.ca for assistance with questions relating to project format and submission.

2.6 The Road to the M.Urb Thesis Project

The Master’s Project, its defense and satisfactory revisions (if required) comprise the final requirements for receiving a M.Urb degree in Urban Studies from Simon Fraser University. These guidelines trace the route to your Project defense, as well as the options and expectations for the document you produce as your Project. They are broad and are intended to allow student and senior supervisor to develop a specific orientation within program parameters. The guidelines may be used as a vehicle for discussion and guidance to help the student develop a well-focused Project.

2.6.1 M.Urb Thesis Project Topic Selection

The first step in developing your M.Urb Project is selecting a topic. You are encouraged to begin thinking about general topics of interest to you as soon as you enter the program, and to discuss their appropriateness with URB faculty members and, when assigned, with your senior supervisor. While your interests may evolve and change in the course of taking Urban Studies classes, you should aim to have a defined research question discussed with and approved by your senior supervisor by the time you enter URB 696. In this class, you will develop a prospectus (i.e. proposal) for your M.Urb project in consultation with the course instructor and your senior supervisor. Your prospectus will include a written schedule for the completion of your project and its defense.

One place to turn for inspiration is the growing number of defended M.Urb projects that are accessible electronically through SFU’s library (see: Summit – Institutional Repository > Theses, Dissertations, and other Required Graduate Degree Essays; currently at http://summit.sfu.ca/collection/174). Consult library staff if you are having difficulty accessing past Urban Studies projects through the SFU library catalogue.

2.6.2 M.Urb Project-Related Courses

Below is a description of the goals and expectations of the sequence of M.Urb Project-related courses, URB 670, 696, and 697.

URB 670 Urban Research Methods
- You will be exposed to a variety of urban research methods in this course and should consider which methods would answer the research questions that interest you.
- You must successfully complete URB 670 before taking URB 696.
- A grade below A- in URB 670 signals a need for additional preparatory work on research methods. If you receive a B+ or lower, you should consult with URB faculty regarding additional preparatory work.

THIS BOX APPLIES TO STUDENTS WHO SUCCESSFULLY COMPLETED URB 696 IN FALL 2016 OR EARLIER:

URB 696 Seminar in Urban Studies
You can enter this course only after having completed a minimum of 16 units (including URB 670 with a grade of B+ or higher), and having arrived at a defined research question. You will then:
- Develop a testable research question that is grounded in relevant literature and practical evidence.
- Justify the scope of analysis that can address the question.
- Identify prospective research outcomes that yield intellectual value commensurate with the research effort, and which could justify interest and support of this work by third parties.
- Complete and submit ethics approval application.
- Meet with senior supervisor about proposal and discuss objectives for URB 697.
- Complete Project proposal/prospectus, including schedule for completion, and submit a graded copy to your supervisor at the end of the class.
- A grade of B+ or lower in URB 696 signals a need for additional preparatory work on research project development before enrollment in URB 697. Students who receive a B+ or lower in URB 696 will usually be required to enroll in an appropriate course, as determined by the supervisor in consultation with the GPC, in the term following URB 696 to address the deficiencies identified (See Part 2.3 for further details).

Please note: You should take this course with the intention and ability to devote dedicated time to complete your M.Urb Project in the following two semesters (URB 697 and, if necessary, URB 699).

URB 697 Research Project Semester
- The minimum requirements for this course are to secure the required approval from the Office of Research Ethics, complete data collection and preliminary data analysis, as well as a draft table of contents in the SFU Library’s Thesis template, subject to your senior supervisor’s approval.
- The data collection and analysis, as well as the table of contents should be based on your Project proposal and objectives discussed with your senior supervisor during the URB 696 semester and at the beginning of the URB 697 semester.
- If the minimum requirement for this course is not met (resulting in a grade of IP), the senior supervisor will schedule a progress review with the student to discuss completion. Students assigned a grade of IP in URB 697 will be...
required to enroll in an appropriate course, as determined by the supervisor in consultation with the GPC, while they work to meet URB 697 progress requirements. If a student fails to meet the minimum requirements for URB 697 after one semester, they will be required to submit a plan documenting how they will meet progress and on what timeline, for approval by the supervisor and GPC. Students are permitted to register for URB 699 when the minimum requirement has been met, and hence URB 697, is judged to be satisfactory by their supervisor (resulting in a grade of CO).

URB 699 Research Project Completion Semester
Should you be unable to complete and defend your Project in the 697 semester, and have received a CO for URB 697, you can then register in 699. If you need to re-register for a second semester of 699, you must first submit an acceptable research completion plan to your supervisor. Such an acceptable research completion plan will identify remaining milestones and set dates for their achievement. Students must present this plan to their senior supervisor before they can re-register in URB 699.

THIS BOX (THE TEXT ABOVE HERE) APPLIES TO STUDENTS WHO SUCCESFULLY COMPLETED URB 696 IN FALL 2016 OR EARLIER

THIS BOX APPLIES TO STUDENTS WHO SUCCESFULLY COMPLETED URB 696 IN FALL 2017 OR LATER:

URB 696 Seminar in Urban Studies
You can enter this course only after having completed a minimum of 16 units (including URB 670 with a grade of B+ or higher), and having arrived at a defined research question. You will then:
- Develop a testable research question that is grounded in relevant literature and practical evidence.
- Justify the scope of analysis that can address the question.
- Identify prospective research outcomes that yield intellectual value commensurate with the research effort, and which could justify interest and support of this work by third parties.
- Complete and submit ethics approval application.
- Meet with senior supervisor about proposal and discuss objectives for URB 697.
- Complete Project proposal/prospectus, including schedule for completion, and submit a graded copy to your supervisor at the end of the class.
- A grade of B+ or lower in URB 696 signals that a student has deficiencies in their proposed research that either must be addressed in the first term of URB 697 or, if the proposed research is not viable, through an alternate way forward. (See Part 2.3 for further details).
Please note: You should take this course with the intention and ability to devote dedicated time to complete your M.Urb Project in the following semesters of URB 697.

URB 697 Research Project Semester
- URB 697 (Research Project) is a four-unit course that consists of two phases (Phase 1, up to two enrollments allowed; and Phase 2, up to three enrollments allowed), and hence students remain IP (in progress) until they successfully defend. Students will receive 4 units for URB 697 once their thesis is successfully defended, any post-defense revisions have been accepted, and the final version has been submitted to the library.

THIS BOX (THE TEXT ABOVE HERE) APPLIES TO STUDENTS WHO SUCCESSFULLY COMPLETED URB 696 IN FALL 2017 OR LATER

2.6.3 What Constitutes a M.Urb Thesis Project?

Two types of documents will satisfy the requirement for the M.Urb Project:
- A document based on a social science model, and;
- A document based on an internship or work experience.

a) M.Urb Thesis Project Based on a Social Science Model

This option is analogous to a Master’s Project in any traditional social science discipline. Topic options for this type of project are varied. A Project could be an inquiry into an urban policy issue or question of urban theory; an analysis of urban policy, initiative, or plan formation or implementation, or; a “case study” of a particular program or issue in the Lower Mainland or other urban area, among other possibilities. Students are encouraged to take a normative stand in their analysis, as appropriate, in order to make their research argument, present their findings, or defend their recommendations persuasively.

No matter the topic or approach, the Project should meet the following expectations in terms of evidence, methodology, and analysis:
1. The Project should be based upon a research question or hypothesis that will be tested empirically and analytically in order to develop a research argument;
2. The Project should be grounded substantially on original research, either through primary data collection or re-analysis/interpretation of secondary data;
3. The Project should employ a valid and appropriate qualitative or quantitative methodology (or methodologies) and research design, as introduced in URB 670;
4. The Project should engage a theoretical or conceptual framework;
5. The Project should include a critical literature review that includes scholarly research, legislation, policy, etc., relevant to the subject area and question;
6. The Project should comprise no more than 100 pages of double-spaced, 12-point text, excluding abstract, table of contents, illustrations, appendices, and Works Cited.

Please note: The M.Urb Project is subject to the same standard of academic honesty as all Urban Studies class assignments. Any project-related work submitted to your supervisor, whether in draft or final form is subject to SFU’s Academic Honesty and Student Conduct Policies (Policy S10) available at http://www.sfu.ca/policies/gazette/student.html

b) M.Urb Thesis Project Based on a Practicum, Internship, or Employment

This option is offered to those students who have undertaken a practicum or internship or have the opportunity to complete a project through their regular employment that would be suitable for a M.Urb. project. Students who choose this option must generate a plan or focus for the project prior to the completion of the internship or work project and in conjunction with their senior supervisor. In addition, those students who elect to write a M.Urb project based on work connected to their regular employment must obtain special prior approval from the Urban Studies Graduate Program Committee.

Students who wish to use their internship or employment as the basis for a M.Urb project should make sure that they accept internship positions or hold a job that will provide a level of experience that will be useful in the preparation of a Project. Conversely, students participating in an internship program or Urban Studies-related employment are not required to “use” their experience as the basis for a M.Urb project. They may develop their projects on a different topic.

2.6.4 Procedures and Timeline Leading to M.Urb Thesis Project Defense

Simon Fraser University has very strict deadlines and procedures regarding defenses that must be followed. Below is a timeline for the semester of defense, but you should also consult the Graduate Studies website for exact dates for particular semesters:

http://www.sfu.ca/dean-gradstudies/current/important_dates/guidelines.html
Timeline for Semester of Thesis Project Defense (URB 697)

First Monday in second month of semester (i.e. October, February, June) – target date for submission of first draft to senior supervisor. Supervisor will assess what revisions are needed to yield a defensible draft and the likelihood of defense in that semester. The second supervisor’s assessment of thesis project’s readiness is also required before the defense can be scheduled.

At least four weeks before project defense – examining committee composition must be submitted to Dean of Graduate Studies and unbound copies of the completed Project to be distributed to the examining committee and one copy to be made generally available for inspection by interested members of faculty and students.

Period between middle and end of the third month of semester (i.e. November, March, July) – period to hold defense. The earlier the better in order to have plenty of time to complete post-defense revisions. Set up meeting with the Urban Studies Program Manager (Terri Evans) to discuss required paperwork for final project submission.

End of semester submission deadlines (i.e. December, April, August) – Last day to submit final copies of Project to the Thesis Office at the Bennett Library (Burnaby campus) with required paperwork in order to graduate in the semester of the defense. Not meeting this deadline will require another registration in URB 697 (or URB 699 if applicable).

Library submission deadlines are noted on the following website: https://www.lib.sfu.ca/help/publish/thesis/submission/deadlines

3.0 GRADUATE DIPLOMA IN URBAN STUDIES (GDUS)

The Graduate Diploma requires completion of 24 units of URB courses. Students have a high degree of flexibility in tailoring their GDUS program toward particular interests. We typically offer 4 or 5 courses in the Fall (September) and Spring (January) semesters and 1 - 2 during the Summer (May) semester. This allows students to complete the graduate diploma in 1-2 years depending on their pace of study. Students should be aware that URB courses are only offered once per year.

With advance permission from the Graduate Program Committee Chair, students may be permitted to take one or two urban-related graduate courses from other departments. GDUS students also require advance permission to register in URB 670. URB 696 and 697 are not open to GDUS students.
Students have up to nine semesters from their initial semester of enrolment in which to complete their graduate diploma (see Graduate General Regulation 1.12.1). This time includes any leave taken from the program for extenuating professional or personal circumstances (see Part 5.3, below). This is considered a maximum, rather than a normal, timeframe for completion.

4.0 TRANSFERRING FROM THE GRADUATE DIPLOMA TO THE MASTERS PROGRAM

Students may apply to transfer between the Graduate Diploma and the Master’s program. This is a competitive process, and transfer applications are considered with all other applications for admission to the Master’s program on the same schedule. Transfer applicants are expected to demonstrate greater potential for successful urban research compared to M.Urb applicants who have had no prior experience in the Urban Studies Program. The Admissions Committee will seek evidence of such potential in the transfer applicant’s proposed thesis topic and research question, and in their SFU transcript which should include “A” grades in already completed URB seminars. Transfer applications must identify a faculty member at SFU who would be prepared to supervise the candidate’s Master of Urban Studies project. Confirmation of such an agreement must be provided in the form of a reference letter from the SFU faculty member who has explicitly agreed to supervise you, which would comprise part of the application. Transfer applicants must also articulate a specific proposed M.Urb thesis topic and research question in their Statement of Interest.

Please note that students applying to transfer should complete the Transfer from Diploma to Master’s form and provide the following materials. Students will also need to provide an updated CV, Statement of Interest, 3 reference letters (at least one of which should be from a continuing faculty member at SFU who is willing to be a prospective supervisor), and an unofficial copy of your SFU transcript.

5.0 REGISTRATION, LEAVES AND GRADING

5.1 For new students

Once you have received your formal letter of admission from the Office of Graduate Studies, you will be asked to pay a $250 tuition deposit, which will allow you to be term activated ahead of your first semester of enrollment. Students should familiarize themselves with the http://go.sfu.ca website as it has a lot of information for new students, including instructions on how to activate your SFU computing account, (this id and password is what you will need to enter in order to access the registration system via http://go.sfu.ca). Course registration information and important semester deadlines can be found via the Graduate Timetable on the Office of Graduate Studies website:
Course outlines are available on the Urban Studies website: http://www.urban.sfu.ca/

5.2 For Continuing Students

The registration process begins two months ahead of the next semester of enrollment. All students must register online via the goSFU portal and access will be automatic so long as your student account is in good standing.

Course registration information and important semester deadlines can be found via the Graduate Timetable on the Office of Graduate Studies website: http://www.sfu.ca/dean-gradstudies/

Course outlines are available on the Urban Studies website: http://www.urban.sfu.ca/

Note: Urban Studies students have registration priority in Urban Studies courses only during the first two weeks of the registration period. We encourage students to register as soon as the date and hour of their registration is opened by the University to avoid disappointment, as some courses fill up very quickly. Beyond this period, both Urban Studies students, and students from outside the program, may register in URB courses. Students are encouraged to register early so as to avoid disappointment.

5.3 Continuity of Enrolment (all students)

As per University Graduate General Regulation 1.4.3, students are required to maintain continuous enrolment. When students find it necessary to interrupt their studies, they must apply for a leave of absence as per Graduate General Regulation 1.8.4. 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. A retroactive request for a leave of absence will not be allowed unless there are documented extenuating circumstances.

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. Personal leaves may affect the ability of an international student to work on or off campus.
**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. 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. Urban Studies students will normally only be permitted to take an academic break during the Summer semester. An academic break will only be permitted (1) if the student has already taken all the course(s) offered in that semester, or (2) if they are only waiting to begin the URB 696 and URB697 completion sequence. Academic breaks are not permitted once a student has begun the URB 696-697 completion sequence.

**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.

Students who are not enrolled nor on leave by the end of the 6th week of classes within a term, will be discontinued from their program. Students who have not reached the time limit for their program and are discontinued from their program, may apply for reactivation in the same term in which they were discontinued and be retroactively enrolled.

Students who have lapsed in their continuity of enrolment and are within the time limit for their program plus three terms of possible extension time, and wish to recommence their studies, must apply for readmission. Note that the time away continues to count towards the time limit and possible extension time for program completion. Students who are readmitted to their program maintain the same start date and time limit from when they were first admitted.

Readmission applications must meet the same requirements as admissions applications and are considered by the Admissions Committee at the same time as admission applications. There is no guarantee of reinstatement.

*Note that the online readmission application is currently under development. If a student needs to be readmitted in the interim, please be in touch with urban@sfu.ca regarding the appropriate form to use.*
5.4 Grading

Most URB courses use SFU’s graduate level grading scale, detailed in Graduate General Regulation 1.5.1. These are:

- A+ = 4.33 point (in use since 2002-3)
- A = 4.00 points
- A- = 3.67 points
- B+ = 3.33 points
- B = 3.00 points
- B- = 2.67 points
- C+ = 2.33 points (in use since 2002-3)
- C = 2.00 points
- F = 0 points
- FD= 0 points (in use since 2009-10) See Part 6.3 below.
- N = 0 points

URB 697 (and 699, if applicable) are not included in the calculation of GPA

5.5 Marking, Appeals and Extensions

Marking practices for each course are set by the course instructor. Instructors are free to use whatever marking scheme they prefer, as long as it is disclosed to students and applied consistently. Any questions about the marking scheme being used, and how these marks are translated to the SFU grading scale should be directed to the course instructor.

Students may appeal any grade they have received. The first appeal should be to the instructor who assigned the grade. If the student is not satisfied with the result of this appeal, they should send a written explanation of their concerns to the Graduate Committee Chair.

Students should also inform themselves of the University course drop dates and the procedures for withdrawing from courses under extenuating circumstances, see: [http://www.sfu.ca/dean-gradstudies/current/important_dates/guidelines.html](http://www.sfu.ca/dean-gradstudies/current/important_dates/guidelines.html).

Should a student have extenuating circumstances that prevent them from completing their coursework, they must contact the course instructor at the earliest opportunity and supply appropriate documentation.

Students may also appeal their assessment for satisfactory completion in URB 697 (or 699, if applicable) by writing directly to the Graduate Committee Chair. Decisions on all appeals will be taken by the Graduate Program Committee.

5.6 Cumulative Grade Point Average Required for Continuation and Graduation

As per Graduate Regulation 1.5.4, a student in a Master's program is required to maintain a cumulative grade point average (CGPA) of at least 3.0. A student in a Graduate Diploma program is required to maintain a CGPA of at least 2.5. Failure to meet the minimum CGPA is evidence if unsatisfactory progress and
the matter will be considered by the Graduate Program Committee. Students whose CGPA is below those noted above will not be awarded a graduate credential.

5.7 Student Progress Reviews and Satisfactory Progress

Graduate regulations require that student progress in a Master’s program be reviewed at least once per year. Students will be contacted by their Senior Supervisor, normally in April or May, and asked to complete and submit a progress report. A progress review meeting will subsequently be arranged with the Senior Supervisor and/or a student’s Supervisory Committee. Following this, the Senior Supervisor submits a report to the Chair, Graduate Program Committee. When this review is completed, a copy of the completed progress report is circulated to both the student and their Senior Supervisor.

For students in the Graduate Diploma program, a progress review will be initiated if the CGPA falls below 2.5.

If a student’s progress appears to be unsatisfactory, the Graduate Program Committee, on consultation with the Senior Supervisor and/or Supervisory Committee, may: a) require the student to withdraw, or b) inform the student of the unsatisfactory progress and require the student to improve in specific ways in a specific period of time. Such direction will normally be decided following a meeting with the student. Decisions of the Graduate Program Committee will be communicated to the student in writing.

Satisfactory student progress is defined by a number of factors. These factors include, but are not confined to, meeting all of the general and specific grading and course completion benchmarks laid out in this handbook, and in the Graduate General Regulations section of the academic calendar. Students should also give careful consideration and follow closely the recommendations and criteria from their senior supervisors regarding their progress, and if applicable, those of the Graduate Program Committee.

5.8 Workload

So that students may be successful academically and be competitive for internal and external awards, it is recommended that students register in no more than two courses per semester. As the program is reading, writing, and presentation intensive, students should expect to spend a minimum of 20 hours per week on each course in which they are enrolled.

Students should also pay particular attention to Graduate Studies deadlines for adding and dropping courses as changes to schedules after the start of classes may have financial implications. See “Important Dates and Deadlines” at:

http://www.sfu.ca/dean-gradstudies/current/important_dates/guidelines.html
6.0 PLAGIARISM AND ACADEMIC DISHONESTY

SFU and the Urban Studies program take academic integrity and honesty very seriously. Students engaging in any form of academic dishonesty in any assignments, including paper and project drafts, will be dealt with strictly in accordance with University’s Academic Honesty and Student Conduct Policies (Policy S10) available at http://www.sfu.ca/policies/Students/index.html

The section below explains:

1. SFU’s Student Conduct Policies as they pertain to academic integrity requirements for students (Policy S10.01);
2. a guide to the use of sources, and;
3. the procedures for student discipline in the case of academic dishonesty (Policy S10.02)

6.1 Academic Integrity Requirements for Students
(Excerpted from SFU policy S10.01)

6.1.1 Notification of Standards of Academic Honesty
a) Students have a responsibility to ensure they are familiar with the generally accepted standards and requirements of academic honesty. Summaries of these must be published in the University Calendar. Ignorance of these standards will not preclude the imposition of penalties for academic dishonesty.

b) Faculty members have a responsibility to inform their students at the beginning of each semester of the criteria for academic honesty that pertain to a class or course, including the format for acknowledging the thoughts and writings of authors that is acceptable to the underlying discipline. Faculty should also impart other relevant information, such as the acceptable level of group work in the class or course.

c) A draft paper, proposal, thesis or other assignment may be subject to a penalty for academic dishonesty, providing the instructor or supervisor informed the student(s) before the work was submitted, that drafts are subject to academic honesty requirements.

6.1.2 Forms of Academic Dishonesty
The following acts or omissions constitute academic dishonesty and are prohibited.

a) Plagiarism, including:
   i) submitting or presenting the work of another person, including artistic imagery, as that of the student without full and appropriate accreditation;
   ii) copying all or part of an essay or other assignment from an author or other person, including a tutor or student mentor, and presenting the material as the student’s original work;
iii) failing to acknowledge the phrases, sentences or ideas of the author of published and unpublished material that is incorporated into an essay or other assignment.

b) Submitting the same, or substantially the same, essay, project, presentation or other assignment more than once, whether or not the earlier submission was at Simon Fraser University or another institution, unless prior approval has been obtained from the instructor to whom the work is being submitted.

c) Cheating in an examination, including
   i) the unauthorized sharing of material such as textbooks during an “open book” examination;
   ii) concealing information pertaining to the examination in the examination room, or in washrooms or other places in the vicinity of the examination room;
   iii) using course notes or any other aids not approved by an Instructor during an examination; or,
   iv) the unauthorized possession or use of an examination question sheet, an examination answer book, or a completed examination or assignment.

d) Submitting as one’s original work an essay, project, thesis, presentation or other assignment, or part thereof, that was purchased or otherwise acquired from another source, unless the work is commercially available data, images, or other intellectual property the source and acquisition of which is properly and fully described and cited by the student and approved by the course Instructor or supervisor.

e) Cheating in assignments, projects, examinations or other forms of evaluation by:
   i) using, or attempting to use, another student’s answers;
   ii) providing answers to other students;
   iii) failing to take reasonable measures to protect answers from use by other students; or
   iv) in the case of students who study together, submitting identical or virtually identical assignments for evaluation unless permitted by the course Instructor or supervisor.

f) Impersonating a candidate or being impersonated in an examination.

g) Falsifying material that is subject to academic evaluation.

h) Submitting false records or information, in writing or orally, including the falsification of laboratory results or research findings.

i) Engaging in misrepresentation, including falsifying documents, to gain a benefit or advantage in a course including the submission of a forged or altered medical certificate or death certificate.

j) Engaging in any action intended to disadvantage students in a course including destroying, stealing, or concealing library resources.

k) Stealing, destroying or altering the work of another student.

l) Unauthorized or inappropriate use of computers, calculators and other forms of technology in course work, assignments or examinations.

m) Misconduct in research as defined in Policy R 60.01.
6.2 Guide to the Use of Sources in Assigned Papers in the Urban Studies Program

In any kind of writing, but especially in scholarly work, it is important that the reader be able to distinguish between the writer's original ideas and the ideas of others. But it is equally important that the writer make intelligent use of ideas gathered from books and articles. Often the ideas in papers assigned result from your own attempts to understand the urban studies literature. You must distinguish between your own ideas and those of others.

It is not possible to provide instruction in the writing of essays within the scope of such a guide as this, but there are certain basic principles regarding the use of texts that can be summarized.

a) Whenever you quote passages from any published text, document or other source, you must indicate the exact source.

b) Whenever you summarize or paraphrase ideas from other material, you must likewise give the exact source. Paraphrase consists of a restatement in substantially different language of the ideas in a fairly limited passage or series of passages; summary is much like paraphrase, only it deals more generally with the ideas. The mere alteration of a few words in a passage does not constitute paraphrase. If you have any doubt as to whether you are substantially re-stating the ideas, it is better to quote so that there will be no ambiguity.

6.3 University Procedures for Academic Dishonesty
(Excerpted from SFU Policy S10.02)

1. Every academic unit should have at least one academic integrity advisor who can assist faculty with the handling of academic dishonesty cases.

2. A unit’s academic integrity advisor and/or the Chair of a Department may consult with another departmental academic integrity advisor, the Chair of another department, and/or the Academic Integrity Coordinator in the Office of the Registrar about cases of academic dishonesty involving a particular student, to determine whether the student has committed other acts of academic dishonesty, and related matters.

3. If an Instructor believes that a student in his or her course has engaged in academic dishonesty, the Instructor must outline the nature of the concern to the student in a timely manner and the student must be given the opportunity to discuss the matter with the Instructor.

4. If an Instructor is not available to handle the case, the Chair of the Department or his or her delegate, will take over the role of the Instructor.

5. If the Chair of the Department is the course Instructor, an Associate Chair or other appropriate administrator within the department must take over the role of the Chair.

6. A support person may accompany a student at any meeting concerning disciplinary matters under this section.
7. If an Instructor finds that a student has engaged in academic dishonesty, the Instructor may, after consulting with the departmental Academic Integrity Advisor or Chair, impose one or more of the following penalties:
   i. give the student a warning;
   ii. require the student to redo the work, or to do supplementary work;
   iii. assign a low grade for the work;
   iv. assign a grade of “F” for the work.

8. The student, the Chair of the Department and the Registrar must be informed in writing of the nature of the dishonesty and the decision in a timely manner. The student must be advised by the Instructor that the report will be retained by the University and that, in the event of any further reports of academic dishonesty, the report may be used to determine a penalty for the subsequent academic dishonesty. See Appendix 4 for a sample of the report form, copies of which are available from the Office of the Registrar, departmental academic integrity advisors or departmental offices.

9. If the Chair of the Department receives information that a student has been involved in more than one case of academic dishonesty, or believes that the academic dishonesty deserves a penalty more severe than that imposed by the Instructor, or the Instructor believes that a penalty is warranted beyond that provided for in section 7 above, the Chair may impose a different penalty.

10. Before imposing a penalty, the Chair must give the student an opportunity to discuss the matter and, after reviewing the facts of the case and any previous case or cases, may impose one or more of the following penalties:
    i. issue a formal reprimand to the student;
    ii. assign a grade less severe than “FD” (failed – academic dishonesty) for the course, including a grade of “F”;
    iii. assign a grade of “FD” (failed – academic dishonesty) for the course.

11. The Chair must inform the student in writing of his or her decision, with a copy to the Instructor and the Registrar. The student should be advised that the report will be retained by the University and, in the event of any further reports of academic dishonesty, the report may be used to determine a penalty for the subsequent case of academic dishonesty. See Appendix 4 for a sample of the report form, copies of which are available from the Office of the Registrar, departmental academic integrity advisors or departmental offices.

12. The Chair may delegate any of the Chair’s responsibilities under this section to an Associate Chair or other appropriate administrator within the department, excluding the imposition of penalties.

13. If the Chair believes that the academic dishonesty deserves a penalty beyond that provided for in section 10 above, the Chair may impose one of the penalties listed in section 10 and also refer the case to the University Board on Student Discipline (UBSD) with a recommendation that a more severe penalty be imposed.

14. The Chair who refers a case to the UBSD may recommend that a specific penalty or penalties be imposed by the UBSD.

15. If the Registrar receives a report of academic dishonesty that has resulted in the imposition of a penalty and subsequently determines there are reports of
other incidents from the same academic unit involving the same student, including previous reports of academic dishonesty, the Registrar must notify the Chair of the academic unit involved and refer the matter back to the Chair for action under sections 7, 10 and/or 13 above.

16. If the Registrar receives a report of academic dishonesty that has resulted in the imposition of a penalty and subsequently determines that there are reports of other incidents of academic dishonesty from other academic units involving the same student, including previous reports of academic dishonesty, the Registrar must notify the Chairs of the academic units involved. The Registrar must then consult with the Chairs or Instructors who submitted the reports to ascertain their views on an appropriate academic penalty in light of the multiple reports of academic dishonesty.

17. Following the consultation mentioned in section 16, the Registrar must give the student an opportunity to discuss the matter and, after reviewing the facts of the case or cases and any previous case or cases, may impose one or more of the penalties listed in sections 7 or 10, or impose a penalty and refer the case to the UBSD in accordance with sections 13 and 14.

18. If the Registrar imposes a penalty under section 17, the Registrar must notify the student in writing of his or her decision, with copies to the Chairs of the affected academic units. The student should be advised that the report will be retained by the University and, in the event of any further reports of academic dishonesty, the report may be used to determine a penalty for the subsequent case of academic dishonesty.

19. If a student wishes to dispute the finding of fact of the Instructor, the Chair of the Department or the Registrar, the student may refer his or her case to the UBSD, in writing, stating the reasons for the referral, within three weeks of the date of notification by the Instructor, the Chair, or the Registrar.

Official Transcript Withheld

20. If a case is referred to the UBSD by the Chair of a Department or, in the case of student misconduct other than academic dishonesty, by a University official, the student's official transcript will not normally be made available to the student until the case is concluded.

21. In a case not referred to the UBSD, if the student wishes to dispute the severity of the penalty, the student may forward his or her case to the Senate Committee on Disciplinary Appeals (SCODA), in writing, stating reasons, within three weeks of the date of notification of the penalty.

22. If a student receives a grade of FD, the Registrar will automatically change the grade to F once two years have elapsed since the student’s graduation if the student did not commit further acts of academic dishonesty following the imposition of the FD grade.

Maintenance of a Registry

23. The Registrar shall create and maintain a Registry containing information about students who commit acts of academic dishonesty, incidents of academic dishonesty, the penalties imposed for acts of academic dishonesty, and any other relevant information.
7.0 URBAN STUDIES GRADUATE STUDENT ASSOCIATION

As a student enrolled in the Urban Studies program at SFU Vancouver, you are automatically a member of the Urban Studies Graduate Student Association (USGSA), which was formed in 2007 to promote and represent student interests within the Program. The aims and objectives of the USGSA are consistent with those of the Simon Fraser Graduate Student Society (GSS), the umbrella organization to which the USGSA belongs.

The USGSA’s mission is to support and advance the academic capacity and social well-being of Urban Studies students in the SFU Urban Studies Program. In other words, they are here to represent YOU and your concerns and hopefully build some social capital (and fun) along the way.

There are many ways to get involved in the USGSA, such as volunteering for a position on the Executive and/or helping to organize an event (social, educational or otherwise). Watch for USGSA announcements and initiatives throughout the semester.

For more information on the USGSA and their activities, please contact Danielle DeVries, USGSA Chair, at ddevries@sfu.ca.

8.0 URBAN STUDIES ALUMNI COUNCIL

The Urban Studies Program has an active Alumni Council that works to build linkages between current and former students. Its members routinely participate in Urban Studies events and activities and provide a touch point for professional networking long after students’ studies are complete. Please contact <urban@sfu.ca> for more information.

9.0 COUNCIL OF ADVISORS

The Council of Advisors creates a valuable bridge between our program and the community of urban professionals. Council members are appointed to a three-year term, and are focused on supporting our students by exposing them to the urban professional landscape. Members are drawn from distinguished practitioners, scholars and creative contributors to design, policy, development, culture, and social services in an urban setting - all sectors to which our students aspire for their own careers. The Council also includes some alumni since the first graduates of the program have now reached this stage in their careers. Council members participate in M.Urb thesis prospectus juries, attend networking events, and provide advice to students in information interviews.

Students seeking information interviews with Council members should contact <urban@sfu.ca> for more information.
10.0 FELLOWSHIPS, SCHOLARSHIPS AND AWARDS

We strongly encourage students to apply for all and any awards for which they are eligible. The Dean of Graduate Studies website maintains an awards web page at https://www.sfu.ca/dean-gradstudies/awards.html. Students are encouraged to consult this regularly. Application deadlines for some awards are announced, but students should pay attention to external announcements.

The available awards include:

10.1 Graduate Fellowships: these awards are focused on supporting students during the research phase on the MUrb. Students must be enrolled in the semester in which they hold this award. We usually announce calls for applications in Fall (for Spring awards) and, if there are sufficient funds remaining, in Spring (for Summer awards).

10.2 Graduate Travel and Minor Research Awards: these awards support research and conference travel. The maximum allocation per student for this award is normally $500, although this amount can vary depending on the number and quality of applications and the availability of funds. Students must be enrolled in the semester in which they hold this award. We usually announce calls for applications in Fall (for Spring expenses) and in Spring (for Summer expenses).

10.3 Urban Studies-administered Awards (by nomination): once per year (typically in the early Summer for Fall awards), Urban Studies faculty nominate students for the following awards:
- Lambda Alpha International Vancouver award recognizes a Master in Urban Studies student who demonstrates academic excellence and leadership (professional, academic, volunteer or community leadership experience).
- Downtown Vancouver Association award in Urban Studies is awarded to an outstanding Master of Urban Studies (M.Urb) student who submitted the best paper in an Urban Studies course over the past academic year.

10.4 Urban Studies-administered Awards (by application): the Urban Studies Program administers three awards which students may apply for via the online application system. Applications are usually due early in the Summer for awards in the Fall. Students must be enrolled in the semester in which they hold the award:
- Doug Drummond Research Fellowship
- Joy de Cosson Graduate Research Fellowship in Sustainable Transportation Administration
- Urban Studies Alumni Award for Community Engagement
10.4 Other SFU Private Awards (by application): the Dean of Graduate Studies administers many awards for which Urban Studies students may be eligible, including:
- BCAA Environmental Studies in Transportation Award
- Laurine Harrison Graduate Thesis Award
- Michael Geller Graduate Scholarship in Urban Development
- Waterhouse Graduate Fellowship in Organizational Change and Innovation

10.5 Tri-Council CGS-M program: this prestigious scholarship seeks to develop research skills and assist in the training of highly qualified personnel by supporting students who demonstrate a high standard of achievement in undergraduate and early graduate studies. In 2017, it was valued at $17,500 over 12 months. Citizens or permanent residents of Canada with a first-class undergraduate degree who are full-time students (or who are applying to be) are eligible. Applications are usually due in the Fall, and students should work closely with their supervisor or the Director to prepare strong applications.

11.0 BUSINESS CARDS AND LETTERHEAD

Graduate student business cards may be ordered through Document Solutions. See this link for more information: [http://www.sfu.ca/dean-gradstudies/current/forms/GS-BusinessCards.html](http://www.sfu.ca/dean-gradstudies/current/forms/GS-BusinessCards.html)

Should your research require the use of University letterhead, please contact urban@sfu.ca to request.

12.0 CAREER SERVICES FOR URBAN STUDIES STUDENTS

SFU provides career advising services on topics such as career exploration, work search strategies, resume, CV and cover letter writing, interview tips, mock (practice) interviews, and networking. Services are available at Harbour Centre or in Burnaby: [https://www.sfu.ca/career/contact-us/career-advising-appointments.html](https://www.sfu.ca/career/contact-us/career-advising-appointments.html).

The Dean of Graduate Studies also offer career and professional development services and programming directed at the needs of graduate students: [https://www.sfu.ca/dean-gradstudies/professional-development.html](https://www.sfu.ca/dean-gradstudies/professional-development.html)