A GUIDE TO THE ARCHAEOLOGY GRADUATE PROGRAM

DEPARTMENT OF ARCHAEOLOGY
SIMON FRASER UNIVERSITY

Revised May 2016
# Table of Contents

**WELCOME** ............................................. 2

**ORGANISATION AND ADMINISTRATION** ................. 2

**ENTERING THE PROGRAM** ............................................. 2

**REGISTRATION** ............................................. 2

**SCHOLARSHIPS** ............................................. 2
**ACADEMIC ADVICE** ............................................. 3
**REPRESENTATION** ............................................. 3
**TEACHING JOBS** ............................................. 3
**SPACE** ............................................. 4
**EQUIPMENT AND SUPPLIES** ............................................. 4
**PAYROLL AND KEYS** ............................................. 4
**COLLECTIONS** ............................................. 4
**COMPUTERS** ............................................. 5
**LIBRARY/ID CARDS** ............................................. 5
**TRANSPORT** ............................................. 5
**HOUSING** ............................................. 5
**PHOTOCOPYING & SCANNING** ............................................. 5
**TELEPHONE** ............................................. 5

**GRADUATE COURSEWORK** ............................................. 5

**CHOOSING A SUPERVISORY COMMITTEE** ................. 6

**SUPERVISORY COMMITTEE MEETINGS AND BIENNIAL PROGRESS REVIEWS** ............................................. 7

**PROSPECTUS AND COLLOQUIUM** ............................................. 7

**GRADUATE THESES** ............................................. 9

**PROGRAM TIMELINES FOR FIRST TWO YEARS** ................. 12

**GUIDELINES FOR SUPERVISOR-GRADUATE STUDENT RELATIONS** ............................................. 13

**APPENDIX A: DEPARTMENT OF ARCHAEOLOGY CRITERIA FOR EVALUATION OF GRADUATE FELLOWSHIP APPLICATIONS** ............................................. 16

**APPENDIX B: TEACHING ASSISTANT AND TUTOR MARKER PRIORITY POLICY** ............................................. 17

**APPENDIX C: DEPARTMENT OF ARCHAEOLOGY POLICY ON ADMISSION AND RE-ADMISSION OF GRADUATE STUDENTS** ............................................. 18
WELCOME
Welcome to graduate study in the Department of Archaeology! This Guide is designed to help students understand the operation of the Graduate Program, and to provide advice on how to effectively complete all requirements. Students can also consult our webpages (www.sfu.ca/archaeology/), for information relating to our Department and for an online PDF copy of this guide. In addition, there are two important documents that should be read by all graduate students and faculty because they contain material not included in this Guide: general regulations governing Graduate Studies are published in the SFU Calendar (http://students.sfu.ca/calendar/); and the Dean of Graduate Studies website provides information on regulations and funding (http://www.sfu.ca/dean-gradstudies.html). Any disagreement between this Guide and general SFU regulations is unintentional and the latter takes precedence, except where the calendar states that departmental practice takes precedence.

ORGANISATION AND ADMINISTRATION
The Department of Archaeology offers M.A. and Ph.D. Programs. Normally, students must have completed a thesis M.A. in order to be admitted to a Ph.D. Program at SFU. Students who have an exceptional record of publication may be admitted to the Ph.D. Program without a thesis M.A.

Within the Department the Graduate Program is supervised by the Graduate Program Committee (GPC), which consists of all available faculty, the Graduate Program Assistant (Merrill Farmer), and a Graduate Student Representative. It is chaired by the Graduate Program Chair. Most of the work of this committee is delegated to a subcommittee called the Graduate Executive Committee (GEC), consisting of the Graduate Program Chair, two faculty members, the Graduate Program Assistant, and Graduate Student Representative. The GEC deals with the day-to-day running of the Graduate Program. The full committee (GPC) only meets when Program changes are proposed, when graduate applications are being considered, and to conduct Annual Progress Reviews. The Graduate Student Representative is elected by the Graduate Caucus to sit on both the GPC and the GEC.

ENTERING THE PROGRAM
New graduate students must meet with their supervisor and potential committee members before the end of the first September of enrolment (see below under Biennial Progress Review). At this first meeting students will be asked about their goals and interests, as well as background strengths and weaknesses. This is not an examination, but allows an assessment of the student’s needs. At the meeting coursework will be planned. Normally these will be graduate courses, although the committee may suggest that a student take undergraduate courses in areas necessary for thesis research. In addition to this meeting, the GEC organises a social event in September designed to welcome new graduate students and to give them an opportunity to informally meet with other faculty and staff. Graduate students are strongly encouraged to discuss their research activities with all faculty members, not just their supervisory committees.

REGISTRATION
Students must register and pay fees for every trimester in which they are enrolled, including those spent on-leave and when no formal courses are taken (e.g., summer). Various options are described in the Dean of Graduate Studies website (http://www.sfu.ca/dean-gradstudies.html), including part-time and on-leave registration. There are no fees associated with approved medical leaves that are accompanied by an approved medical note. These leaves are approved by the Dean of Graduate Studies office. It is the responsibility of the student to ensure continuity in registration. Keep in mind that the University imposes financial penalties for late registration. The Registrar’s Office (MBC 3211) deals with fees, course changes, and related matters. Students can register for courses online via the Student Information System (SIMS).

SCHOLARSHIPS
The Department of Archaeology offers funding for Master’s and Doctoral programs, but in most cases we are unable to guarantee incoming students a particular level of funding. On average students in our
Master’s program can expect to receive $8,000-$10,000 per year for two years from a combination of teaching positions (see below under Teaching Jobs) and Graduate Fellowships. Doctoral students can expect a similar amount for three to four years.

The Dean of Graduate Studies office maintains an online database on a wide range of internally and externally funded scholarships and awards (http://www.sfu.ca/dean-gradstudies/awards.html). Some of this information will be posted periodically on the Archaeology Department email lists. The Graduate Program Assistant will do her/his best to send out reminders of approaching deadlines, however, it is the student's responsibility to find out about scholarships, and to apply for them before the deadline. Students should begin the application process well in advance of the deadline because some awards require extensive documentation, such as a proposed thesis outline and official transcripts. Please note that SFU offers Graduate Fellowships annually, and these must be applied for through the Department. Application forms and terms of reference are available from the Graduate Program Assistant and online at the Dean of Graduate Studies website. Department criteria for evaluation of Graduate Fellowship applications are outlined in Appendix A of this document. The department encourages students to apply for external scholarship support through SSHRC competitions for both MA and PhD research. Graduate students in our department have also received research funding from the following external sources: Wenner-Gren Foundation and the Fulbright Scholarships Program.

Some faculty members are able to support students as Research Assistants, paid from research grants. Intending applicants should contact potential supervisors to ascertain the possibility of such employment prior to accepting an offer of admission.

ACADEMIC ADVICE
Initially, supervisors will help students get started on course work and provide advice on research direction. Students must establish a supervisory committee by the end of the first calendar year of enrolment. This will consist of a senior supervisor and at least one other SFU faculty member. Experience indicates that M.A. students need a committee of two people, and Ph.D. students need two or three committee members. Larger committees are cumbersome and should be avoided. A form must be filled out which defines the committee. It is available from the Graduate Program Assistant and at the Dean of Graduate Studies website (http://www.sfu.ca/dean-gradstudies.html)

Students are expected to meet on a regular basis with their supervisor, and at least twice a year (preferably once per trimester) with their full committee (see Biennial Progress Reviews). Students are expected to keep their committee informed about activities, and to arrange meeting times. Anyone having problems organising committee meetings should consult the Graduate Program Chair.

REPRESENTATION
The Archaeology Graduate Student Caucus (AGSC) consists of all graduate students in the Department. The AGSC receives basic funding from the SFU Graduate Student Society (GSS) to support its activities. Monthly meetings are held and all graduate students are encouraged to attend. The Caucus elects several executive positions to help run the caucus as well as representatives for Department and GPC meetings. The AGSC acts as an advocate for graduate issues within the department and liaises with the SFU GSS, the Teaching Support Staff Union (TSSU) and other relevant campus organizations. The AGSC also organises academic and social events, and is given the responsibility of allocating space in the Grad Lab through the space committee representative (see below). Some travel funding is available through the AGSC — to qualify, students must attend a minimum of four meetings annually and/or serve as a committee or executive member.

TEACHING JOBS
Graduate students may be employed as Teaching Assistants (TA), Sessional Instructors (SI) or Lab Instructors (LI). TAs are employed semestery to assist faculty or other instructors in teaching duties. TAs run tutorials and labs, advise students, and mark assignments and exams. SIs are hired on a temporary basis to teach a course for one semester Graduate students may apply for SI positions. Normally, the
Department tries to hire SIs who have an M.A. or Ph.D. Occasionally the Department is allowed to hire part-time temporary LIs, usually to help with the field school.

Working conditions and rates of pay for TAs and SIs are governed by a collective agreement between the Teaching Support Staff Union (TSSU) and SFU. TAs and SIs should read the relevant parts of the collective agreement carefully before beginning work (http://www.tssu.ca/). LIs are covered by the agreement between the Faculty Association (www.sfua.ca) and SFU.

All temporary teaching appointments are made by the Department Chair. Positions are advertised on appropriate email lists and on the Dean of Graduate Studies centralized posting site (https://www.sfu.ca/dean-gradstudies/job-postings.html). Applications must be received by the deadline on the job advertisement. Students should watch for new announcements, as positions may get reposted after the main advertisements closed. TA hiring is guided by the department’s “Procedures for the Recommendation of T.As” (see Appendix B).

**SPACE**

Normally grad students actively working on research or courses will be assigned space in the Grad Lab (EDU 9601). Allocation of space in this room is overseen by the AGSC through the space committee representative. Space requests should be made by students or their respective supervisors through the Graduate Program Assistant. Students who hold space in the Grad Lab should respect their fellow students space and learning environment by keeping noise to a minimum as well as keeping the space clean and free of clutter. Due to limitations for space it may be necessary to share desk space with other graduate students. If students are not utilizing their space effectively, students may be required to give up or share their space. Please communicate any need or changes to your desk space with the AGSC space representative to avoid problems and delays in space allocation. When students are done the program, or do not require space in the grad lab, it must be vacated as soon as possible as well as all belongings. The Department Chair will adjudicate any disputes that arise over space in the grad lab.

There is a small kitchen space in the Grad Lab with various appliances and graduate students are free to use this space. Please make sure to keep it clean and respect others use of the space.

Graduate students with teaching responsibilities will be assigned additional space in which to meet students. A Teaching Assistant office is provided for this purpose, but classrooms are also used. Under no circumstances is the Grad Lab to be used for student consultations.

Students can obtain extra research space for short time periods by asking Space Committee consisting of the Lab Manager (Shannon Wood), the graduate student representative and the Department Chair. Although the Department will try to meet all reasonable requests, space is very limited.

**EQUIPMENT AND SUPPLIES**

The Lab Manager may be able to allow access to Department equipment. Supervisors also may have equipment that is accessible to their students.

**PAYROLL AND KEYS**

The Lab Manager should be consulted for keys used to access the 8000 level, while the Graduate Program Assistant is responsible for issuing all other keys. As key requests take several days, it is recommended that new students request keys to areas such as the grad lab as soon as possible.

Information on payroll can be obtained from the Department Office Manager Chris Papaianii.

**COLLECTIONS**

The Museum Curator (Barbara Winter) can arrange access to the museum collections. The Department Chair is in charge of human osteology collections. The Lab Manager is responsible for all other research collections.
COMPUTERS
Computing equipment and software are accessible in various ways. Immediately upon entry into the Program all students should obtain a Campus Computing Network account and e-mail address from Academic Computing Services located on the main floor of Strand Hall (www.sfu.ca/itservices). A number of software packages are available for free, or at greatly reduced cost, from SFU I.T. Services to registered students at SFU (http://www.sfu.ca/itservices/technical/software.html).

Graduate student e-mail addresses will be added to the graduate student mail list (arch-grad@sfu.ca), which goes to all graduate students, the graduate chair and the graduate secretary. Much important information such as notification of application deadlines and department events is disseminated on this list. Graduate students are also able to post to this list.

Computers are available in various locations throughout the University. The Department has a small computer graphics lab with computers and printers on the 8000 level as well as a computer lab in Saywell Hall. The rules for access to and use of computers can be obtained from the Lab Technician (Peter Locher). The Lab Technician also can provide information about the availability of hardware and software.

LIBRARY/ID CARDS
Library/ID Cards are issued to new students in the Academic Resources Office located in the Registrar's Office (MBC 3211).

TRANSPORT
Parking permits can be arranged during the first two weeks of classes at Traffic and Security (West Mall Complex, 3110) (http://www.sfu.ca/security/Parking/). SFU student ID is necessary to obtain a parking space. It is not possible to park on campus without a permit and Visitor Parking rates are high. Please note that students cannot park in the Archaeology Department loading bay area. For information on bus service and student bus passes go to the Student Society general office (MBC 2250) (http://students.sfu.ca/index.html). As a graduate student at SFU you are part of the UPass BC Program, allowing access to greatly discounted transit passes (http://students.sfu.ca/upass.html).

HOUSING
There are offices that assist students in arranging campus and off-campus housing http://students.sfu.ca/residences/.

PHOTOCOPYING & SCANNING
The Department photocopier is available to graduate students for both graduate related and course related materials. Personal photocopying should be done in the library. Students must document usage on the sheets provided in the copier room. Charges for photocopying will only apply to usage that exceeds $5.00 a month. Jobs of more than 15 pages for teaching purposes must be submitted to the general office staff, who will send them to Document Solutions. Please submit materials 7 days in advance, especially during the first and last week of each trimester. The Department encourages you to use the photocopiers scanning function which has no cost associated with use, and this is a good alternative to photocopying.

TELEPHONE
The telephone available to grad students is in the grad lab (778-782-4178). This telephone cannot be used for long distance calls.

GRADUATE COURSEWORK
Both the M.A. and Ph.D. Program requires students to take a minimum of three graduate courses. Students are also required to register every trimester for the Graduate Seminar (ARCH 872/873). This course does not count as one of the required courses. All graduate students must take Archaeological Theory (ARCH 871) and Research Design (ARCH 876). Students specialising in Bioanthropology may substitute a comparable course in Bioanthropology Theory, provided that such a course is offered. The
remaining courses may include scheduled graduate courses or directed reading courses. Students who have already taken our Graduate courses (i.e., PhD students who received a MA from us) are encouraged to find other valuable courses at SFU or at another institution through the Westerns Deans Agreement rather than repeat the courses. Any deviations from the regular course requirements must be approved by the GEC.

**FREQUENCY OF COURSE OFFERINGS**

The Department does not have sufficient resources to offer large numbers of graduate courses. ARCH 871 is offered annually in the fall term and is required of all students. The other mandatory graduate course, ARCH 876, is offered annually in the spring term. Directed Readings courses may be arranged for any trimester that is agreeable to both the student and the faculty member who will supervise the course. Special topics courses are occasionally offered when faculty are available and there is sufficient student demand. If sufficient numbers of students want a new course, they should consult the Grad Chair who will approach the Department Chair with a proposal that the course be offered.

**GRADING PRACTICES**

In order to avoid confusion about grading practices for graduate courses, a reminder of SFU policies and practices is included below. Consult the University Calendar for more detailed information:

- Admission to the Graduate Program does not guarantee continuation in the Program. The latter is based on the evaluation of the student’s performance, formally recorded as course grades from A+ to F. A student whose cumulative grade point average falls below 2.67 (B) may not continue in the Program unless s/he appeals first to the supervisory committee and this appeal is sustained by a series of committees further up in the administrative hierarchy.

- A graduate student shall be graded on the basis of his/her performance in the course for which she/he is registered. No instructor shall guarantee an 'A' or any other grade in advance of evaluation of a student's performance; to do so would be a violation of university rules and the faculty code of ethics.

- Faculty are obliged to critically evaluate examinations, essays, term papers, and seminar presentations, and provide graduate students with feedback, particularly in those areas in which the student's performance and scholarship could be improved. It is in the best interests of the graduate student that such evaluation be critical in the hope that this will not only improve scholarship, but will prepare them for the peer evaluations that will be part of their professional careers. However, faculty should remember that criticism of students’ work should point out both positive and negative aspects.

- Students wishing to take a course on an S/U basis must have this approved by both their supervisory committee and the GPC. These rules prohibit a change in the basis for grading once registration has taken place. While S/U courses carry credit if an S grade is awarded, they do not count toward degree requirements. Graduate courses may not be audited.

**CHOOSING A SUPERVISORY COMMITTEE**

By the end of the second semester, the student, in consultation with their senior supervisor will decide on the additional committee members. Committee members can come from within the Department or outside. They must hold a PhD and in order to serve on a doctoral committee the member must have experience with graduate supervision of doctoral students. Once additional committee members have agreed to serve on the students committee, students or supervisors can contact the Graduate Program Assistant to ensure the appropriate forms are submitted to the Dean of Graduate Studies office.

A minimum of two people (the supervisor and one other person) are required on the supervisory committee. We recommend a committee of 2-3 people for a MA degree and 3-4 for a PhD. In general, a smaller committee makes for a more stream-lined thesis review process at the end of the degree.
Students are encouraged to seek advice from a range of people throughout their graduate career. However, few of these people have to officially serve on the student's committee.

**SUPERVISORY COMMITTEE MEETINGS AND BIENNIAL PROGRESS REVIEWS**

The Dean of Graduate Studies requires that the progress of each student be reviewed annually, and that the student be notified of the outcome of this evaluation. The Archaeology Department requires graduate students to undergo Biennial Progress Reviews, which take place at the end of September (Interim Review) and the end of February (Annual Progress Review).

In early September and early February the Graduate Program Assistant distributes forms on which students record their activities since the last review. It is important that students complete these forms and submit them promptly to their supervisory committee. Each student should then arrange a meeting with his/her supervisory committee in which the student's progress is reviewed, objectives for the following six months are outlined, and anticipated problems are discussed. Meetings can be held via telephone conference, Skype or through email if in person meetings are not possible. However, you will be asked to explain why in-person meetings are not possible.

Supervisory committee members record their comments about student progress on the forms, and the student's progress is evaluated. Students who receive an unsatisfactory are informed in writing about what they are required to do to remedy the outcome.

Both the Interim Review and the Annual Progress Review are discussed at an annual meeting of the GPC held in early March. A student who receives two consecutive "unsatisfactory" evaluations in their Annual Progress Review (February) may be required to withdraw from the Program. An "unsatisfactory" received in an Interim Review (September) should be taken as a warning, and can be upgraded to a "satisfactory" in the Annual Progress Review the following February. Procedures and appeals are outlined in the SFU Calendar.

**PROSPECTUS AND COLLOQUIUM**

The graduate colloquium is a public presentation intended to serve the following functions:

1. To inform the department of a graduate student’s research plans;
2. To allow the student to benefit from the collective knowledge and critical opinion of the department in planning and conducting their research;
3. To provide training in professional oral presentation.

The colloquium provides an opportunity for students to improve the design and execution of their research. It should be presented before data collection and research, not afterward!

Colloquia should be based on a written thesis prospectus that has been approved by the senior supervisor. PhD students’ prospecti must be circulated to the entire faculty at least one week prior to the colloquium date. The oral presentation should last approximately 20 – 25 minutes, followed by questions and comments. Faculty present at the colloquium meet after the question period and provide the supervisor and student (attendance by the student is not mandatory) with an evaluation of the colloquium and research proposal. Colloquia are not judged on a pass/fail basis but it is expected that comments provided by faculty and other departmental members be taken seriously. Following the colloquium, the proposal is revised in consultation with the senior supervisor based on comments received and placed in the student’s file.

Completion of the colloquium and prospectus (MA only) is a requirement of ARCH 876, and is presented at the end of the second trimester.

Colloquia for PhD students are normally scheduled in the fall semester of their second year.
Any major change in thesis topic (e.g., change in regional focus or in a critical methodology) requires the consent of the entire supervisory committee and the presentation of a new prospectus and colloquium.

THE PHD COMPREHENSIVE EXAMINATION
PhD examinations are meant to be conceptual and integrative in nature. A successful examination should demonstrate familiarity with fundamental data and their use to explore major conceptual, analytical, and synthetic problems in a mature, scholarly manner. There are no comprehensive exams in the MA program.

Step 1: Approval of “field statement areas,” (By the end of the student’s third semester in the PhD program)
By the end of the third semester in the Program, the student will have formed a valid PhD dissertation committee, consisting of, at a minimum, a senior supervisor and one other SFU faculty member. The student, in consultation with their supervisory committee will choose three “statement of field” areas for the comprehensive exam. Each “statement of field area” should be the equivalent (in breadth) of a major publishable literature review, or “recent advances” journal article. At least one of the field statements should cover a methodological issue of relevance, and one or more theoretical issue of relevance to the dissertation research.

The students will then submit the three proposed topics to the Archaeology GEC for approval. For each topic, the student will prepare a paragraph (abstract) describing what they will cover in the field statements. The GEC may go back and forth with the student to help them narrow or expand their topics, before each abstract is approved. The Archaeology GEC must then approve the topics before the student proceeds with the written statements of field.

Step 2: Writing the statements of field (before the end of the sixth semester of program)
The student will produce a critical, synthetic essay for each of their field areas. The student’s supervisory committee will advise the student on reading lists and standards. We also encourage the student to go beyond the supervisory committee to seek additional expertise. The student, together with their primary supervisor, will determine when the three field statements are complete and can be submitted to the GEC for the oral exam. It is not the supervisor’s responsibility to edit the student’s field statements.

Each field statement should:

1. Include a minimum of 70 references, including up-to-date references. There is no maximum, but about 100 references is a good target.
2. Be modeled on an Annual Review of Anthropology review paper in terms of breadth of topic and coverage.
3. Be sufficiently distinct from each other that they could each be submitted to a review journal and be considered separate submissions.
4. Be 5000-7000 words in length, not including bibliography, as per Annual Review of Anthropology guidelines.

Step 3: The Oral Examination (by the end of the sixth semester in program)
Once the senior supervisor receives examinable versions of all field statements from the candidate, the senior supervisor will

1. Schedule an oral examination with GEC approval;
2. Decide on an external examiner with the GEC;
3. Ensure that the three field statements are submitted to the Graduate Chair and the Graduate Secretary to then be distributed to the examining committee.

Scheduling the Exam
Under normal circumstances, the exam will be set for a minimum of 4 weeks after submission of the field statements to the Graduate Chair. This is required so that the examining committee has sufficient time to
read all field statements. The exam date will be chosen by the Graduate Chair, in consultation with the Senior Supervisor and the PhD Candidate.

The Examining Committee
The examining committee will consist of the student’s supervisory committee and one external examiner who is NOT a member of the student’s dissertation committee. The examining committee will consist of a minimum of three people.

The Exam
The oral examination will be a closed examination (exam committee and student only), chaired by the Archaeology Graduate Chair or their designate, who will be the (non-voting) chair of the oral examination.

The exam will begin with a short (~20 minute) introduction by the student about the three statements of field and how they are connected to their thesis research. The examination will then consist of rounds of questions from the committee, exploring the candidate’s understanding of their declared field statement areas, clarifying committee questions regarding the student's written submissions, and discussing the relationship of the field statements to the student's proposed dissertation research. Normally, there are two rounds of questions.

At the end of the examination, the student will leave the room and the committee will discuss the student’s combined written and oral performance for each of the declared field statement areas. If, after oral examination, the committee expresses concern about the student's performance in the written and/or oral presentations, the committee will advise the student on necessary remedial work to improve on that work. At the discretion of the examining committee, this may include further required coursework on the topic, further written work, re-writing of the statement of field, and/or a new oral examination of this field area. The examining committee will set specific timelines for achieving this remedial work, and will outline how that work will be re-examined (simple approval by the senior supervisor, circulation of further written work to the entire committee, completion of specified course(s) achieving a particular grade, etcetera). The Graduate Chair or designate will write a clear memorandum to the student outlining the committee’s decision and the remedial steps and timetable for any forms of required further work and/or re-examination.

In cases where remedial work is extensive, the examining committee may choose to review written re-submissions and/or re-examine the student orally on a given field statement. After an oral re-examination, if the committee concludes (by simple majority vote) that the student is still insufficiently prepared in this/these field area(s), the student will be required to withdraw from the PhD program without further chances for re-examination.

GRADUATE THESSES

Topic Selection, Prospectus, and Colloquium
Graduate theses should be problem oriented, and the importance of the problem to the discipline should be clearly indicated. Theses normally progress through a sequence of phases. In the first year of an M.A. and PhD program, the student, in consultation with the supervisory committee, narrows the research to a specific topic and approach. This results in a written thesis prospectus followed by a colloquium. Approval at this stage can only be in principle and does not imply that any thesis ultimately produced will necessarily be acceptable.

If a thesis topic involves research on or with human subjects, approvals may be required from the Office of Research Ethics before any work commences. If students are uncertain about whether or not ethics approval is required, they should consult SFU policy (www.sfu.ca/policies/research/r20-01.htm) and speak to their senior supervisor. Application forms are available at www.sfu.ca/vpresearch/ethics/applications/index.html.
Data Acquisition and Analysis
Data acquisition and analysis normally follow the colloquium and should culminate in the production of a complete rough draft of the thesis. Student and advisor should meet regularly throughout this period. Students must realize that it is their responsibility to initiate and maintain this communication. Senior supervisors will not seek out students. Regular (at least biweekly) communication during the writing process is extremely important.

Writing the Thesis
Graduate degree candidates should realize that qualifications required for successful degree completion include appropriate writing abilities. Above all, these include clear, logical presentation of concepts and development of arguments, as well as acceptable grammar and spelling. While supervisors may indicate specific writing problems in theses, it is not their role to clarify poor logic, confusing presentations, or to improve poor grammar. Students should make every effort to eliminate these problems prior to submitting any draft.

It is strongly recommended that before intensive writing beings, students should consult SFU Bennett library webpages for extensive advice in formatting theses and tips on the timely completion, copyright law, and more (http://www.lib.sfu.ca/help/writing/theses). The Graduate Research Commons (http://www.lib.sfu.ca/research-commons/writing/theses) has resources available to students to help with thesis templates, formatting, and provides applicable workshops to graduate students who are in the writing stages of their programs. It is also highly advisable to make an appointment with the Assistant for Theses at this early stage. Do not wait until the last minute, as it can be difficult to obtain an appointment. Appointments can be made through the Graduate Research Commons website.

Format and Style
Students should consult the Graduate Research Commons for all thesis formatting and style guides (http://www.lib.sfu.ca/research-commons/writing/theses). Students are free to set –up and appointment with the Theses Assistant through this website as well. Students are encouraged to use the thesis template at the very beginning stages of writing to minimize formatting issues before submission to the library. Thesis submission can be done from off-campus as everything is done electronically using PDF’s and the electronic upload features of the thesis registration system (https://theses.lib.sfu.ca/). All applicable forms can be obtained from the Graduate Program Assistant and/or form the Graduate Research Commons.

SFU regulations allow material already published by the student, whether as sole author or a co-author, to be used as part of the thesis. This material must be clearly tied to the goals of the thesis research, and have been completed during the student’s time in the archaeology Program. Arrangements to publish thesis research, and/or to include such publications in the thesis, should be made between the student and the supervisory committee well in advance of the presentation of the work to the committee. A written agreement between the senior supervisor and the student on the inclusion of published material is strongly recommended, as this avoids later disputes over the appropriateness of such an approach. The use of material published by the student is guided by regulations given in the Preparation of Theses, Extended Essays and Projects: Regulations and Guidelines (http://www.lib.sfu.ca/help/writing/thesis/format). Students considering inclusion of published material should make particular note of article 19b of that document:

19b. Two or More Papers Presented as a Thesis
If several papers are to be presented as a thesis, there must be an abstract, an introduction, and a concluding discussion which ties the work together as a whole. The format of the papers must conform to the requirements for paper, printing, type size, margins, vertical spacing, and page numbering which are set forth in these regulations. A thesis consisting of two or more papers is considered to be a single work; therefore, it must
be page-numbered consecutively and continuously from the first page of text to the last page of the last paper, including appendices and references or bibliographies.

If any of the papers have been co-authored, or if the papers have been published previously or have been accepted for publication, the student must obtain written authorization to reproduce the paper as part of the thesis from each of the co-authors and/or from any other copyright holder, such as a journal or other publisher. In the case of co-authored papers, it is strongly recommended that the author of the thesis include an explicit statement in the thesis (for example, in the introduction) outlining the author’s contributions to the co-authored works.

Once a complete draft of the thesis is submitted to the thesis committee:

1. The committee reads the thesis and makes comments on the document.
2. The student revises the thesis according to the comments offered.
3. The student and committee go back and forth on the thesis draft until the committee deems that the thesis is defensible. Any committee member (except the senior supervisor) holding a minority negative opinion about a thesis may withdraw from the committee if his/her criticisms are not adequately met by revisions. This may require that a new committee member be recruited.

**The Examinable Thesis and Thesis Defence**

Once the thesis is declared examinable by all members of the supervisory committee, an internal and external examiner is agreed upon by the student and committee, and a defence date is set. After the thesis is deemed defensible by the supervisory committee, the Department requires at least 8 weeks to schedule a Ph.D. and 6 weeks for an M.A. defence date. As such, a complete and properly formatted thesis (including copies for each committee member, plus one copy for the department) must be submitted to the Graduate Program Assistant 8 weeks before a desired defence date for Ph.D. and 6 weeks for M.A. theses.

A common problem in this department is that students are forced to enrol in an extra trimester to schedule their defence, because there is insufficient time to schedule the defence after the thesis is declared defensible. In addition, a common misconception is that the defence date determines the timing of convocation, e.g., if a defence is held by 30 April, the student will be able to attend summer convocation. In fact, in order to graduate in any given semester, the completed thesis (after defence and necessary revisions) must be accepted by the Library before the Thesis Submission deadline for the previous semester. This deadline is the last Friday of the last month of each semester (i.e., mid-Dec. to attend spring convocation, mid-April for summer convocation, and mid-August for fall convocation). These and other deadlines are reported in the SFU calendar, and it is up to the student to ensure they are met. Students should also keep in mind that committee members may have fieldwork obligations that impact the scheduling of defences. In order to avoid these problems, students should plan to complete their final draft well in advance of the end of the trimester. By the time of the defence, any remaining uncertainties should reside principally with the external/internal examiner(s) who is (are) seeing the thesis at that stage for the first time.

The selection of Examiners is done in consultation between the senior supervisor and the student, however, the supervisor has the final say. Examiners should be completely independent reviewers who have had no contact whatsoever with the thesis at any stage. After a thesis has been submitted to an Examiner, there should be no communication between these examiners and the student or other members of the committee about the thesis (although communication between the External and Senior Supervisor is necessary to determine a defence date and make travel/accommodation arrangements).

MA students are required to have one Examiner, and PhD students are required to have two. Examiners for MA students come from outside the Department but can come from within SFU or further afield. PhD
students are required to have one SFU Examiner from within the Department or from elsewhere at SFU (the “Internal Examiner”), and one Examiner from outside SFU (the “External Examiner”).

The following is the normal constitution of the Examining Committee, which is chaired by the Graduate Program Chair or designate (non-voting member):

**M.A.:**
- Senior Supervisor (Archaeology Department faculty)
- Committee Member (Archaeology Department faculty)
- Examiner (faculty not a member of the Archaeology Department)

**Ph.D.:**
- Senior Supervisor (Archaeology Department faculty)
- Committee Member(s) (Archaeology Department faculty)
- Examiner (faculty not normally a member of the Archaeology Department)
- Examiner (non-SFU faculty)

The possible outcomes of a thesis defence are: pass as submitted (which can include minor spelling and grammatical revisions); pass with revisions; defer judgement (where additional work is needed and this may or may not include a new defence); and fail. While a thesis normally should not fail at the defence stage, the Examining Committee may defer judgement if the thesis could "pass after additional work" by the candidate (see the SFU Calendar for more details). In both M.A. and Ph.D. defences a pass is awarded by a majority vote, and in the case of Ph.D. defences, the passing votes must include that of the External Examiner.

After a successful defence, the last stages of thesis preparation involve completion of final revisions (in consultation with the senior supervisor) and library acceptance of thesis. The latter is greatly facilitated by having the thesis examined by the library staff some weeks prior to the defence, and incorporating suggested format changes as early as possible.

**PROGRAM TIMELINES FOR FIRST TWO YEARS**

**M.A. EXPECTED COMPLETION TIME IS 2-3 YEARS.**

**YEAR 1**

**Autumn:**
- Archaeological Theory (ARCH 871-5)
- Directed Readings in Prehistory (ARCH 892-5) (or other course)
- Develop thesis research design

**Spring:**
- Research Design (ARCH 876-5)
- Develop thesis research design
- Establish supervisory committee
- Thesis prospectus and colloquium as part of ARCH 876-5

**Summer:**
- Work on thesis research
- Preliminary thesis fieldwork, pilot studies

**YEAR 2**

**Autumn:**
- Conduct thesis research and analysis

**Spring:**
- Thesis writing

**Summer:**
- Thesis writing
PH.D. EXPECTED COMPLETION TIME IS 4-5 YEARS.

YEAR 1
Autumn: ARCH 871-5 Archaeological Theory
        Directed Readings in Prehistory (ARCH 892-5) (or other course)
        Develop thesis research design

Spring: ARCH 876-5 Research Design
        Develop thesis research design
        Establish supervisory committee

Summer: Work on thesis research design
        Preliminary thesis fieldwork, pilot studies
        Approval of field statement topics

YEAR 2
Autumn: Write comprehensive field statements
        Work on thesis research design
        Presentation of Colloquium

Spring: Submission of prospectus to senior supervisor (may require revisions)
        Oral Ph.D. comprehensive examination

Summer: Thesis research (fieldwork)

GUIDELINES FOR SUPERVISOR-GRADUATE STUDENT RELATIONS


Two Models of Faculty-Graduate Student Relationships Regarding Ownership of Data, Ideas, etc.

According to the Canadian Association for Graduate Studies (CAGS), there are two models of faculty-graduate student relationships and these in part determine authorship of graduate thesis research. According to the CAGS guide, “In the humanities and social sciences the student is often the only author of the published work that reports on his or her thesis research. In the physical and life sciences, students are frequently given first authorship on one or more of the publications arising from their thesis research”. This distinction reflects different faculty-graduate student relationships.

In the social sciences and humanities model (the “arts model”), “it is normally expected that students will receive guidance from their supervisors, but generate their own ideas, do their own research, and seek out their own financial support. The supervisor acts as a mentor, "resource person", and/or consultant, but less often as a full collaborator. Under these circumstances, the student will have the primary right to the intellectual property produced by his or her research”.

In the physical and life sciences model (“the science model”) “the normal practice is that the student joins an established research group and works collaboratively with the supervisor, other students, postdoctoral fellows, technicians, and/or other employees. In this model, the supervisor has provided the general ideas that guide the research of the group, as well as the resources required to support or conduct the research activities”. “In the case of such a collaborative research setup, the supervisor would normally make the decision on who shares co-authorship”.

In the sciences model, “the right to co-authorship may be lost if a co-worker leaves the project or does not contribute substantially to the work”. “Normally, the supervisor, in consultation with his or her co-
authors, will make the decision as to when or whether a co-authored manuscript should be submitted for publication and to what journal”. “A student considering publication of his or her own paper also has a responsibility to consider the intellectual property and co-authorship rights of others who may have been involved in the research”.

About the access to the data for both models, the CAGS points out:

“In many universities, data collected under research projects funded by the federal or provincial governments is considered to belong to the university’. Students cannot automatically expect exclusive ownership of data gathered for research projects performed under the auspices of a given institution. Students should inquire into university policy governing the rights to research data. This is also an issue that can be broached with one’s supervisor: students should make an agreement with their supervisor that makes clear what data they can take with them or access once they leave the university.”

The Archaeology Department is relatively small in size but hugely diverse in research breadth. We are one of few social science departments at SFU with strong lab-based research and with graduate students conducting a broad range of thesis research from lab-based projects to community-based studies. While some of our graduate student thesis research fits nicely within the arts-model, others match more with the sciences-model.

At the beginning of the graduate study, the student and the faculty member should meet to go over the research plan to determine if the arts-model, the sciences-model, or a mixture of both is most suitable for the student thesis research. We also strongly encourage the student and the faculty member to develop a written agreement acceptable to the student and faculty member. This agreement should cover topics such as: who is responsible for different aspects of and different stages of the research; how the research will be carried out; how the research will be funded; who can share the ownership of the data in the arts-model, and who can access the data in the sciences-model; how the research is to be published; and how the authorship is determined.

[Note: the direct quotations above are from the A guide to Intellectual Property for Graduate Students and Postdoctoral Scholars by Canadian Association for Graduate Studies].

**Availability of Supervisors**

Students should give faculty two weeks notice that they will be sending the faculty member a document that requires action of the part of that faculty member (e.g., edits/comments on drafts, letters of reference, etc.). Faculty are required to discuss with students at that time whether they will be able to return the document to the student no later than four weeks after they receive it. Shorter turn around times are preferable, but not always possible.

If faculty are going to be inaccessible (in the field, at a meeting, on holiday) for any extended period of time, they should let their students know this in advance of this period.

**Expectations about Progress**

When a supervisor and graduate student meet to discuss progress, there is usually an agreement about what is expected of each person over the next few months or trimester. It is necessary to record in writing what was discussed at the meeting. Not only does this provide a written reminder of what each person expects of the other, it serves as a record for both parties should a disagreement arise. After the meeting either the supervisor or student should write a memo (email OK) that summarises the main points of the meeting.

**Resolving Conflicts**

A key component of a healthy faculty-student relationship is open and frequent communication. We encourage students and supervisors to meet frequently to discuss issues large and small. Meeting twice
per year, during the annual and semi-annual reviews is not enough. Furthermore, we encourage students and supervisors to also take full advantage of the knowledge other committee members can offer.

It is unrealistic to believe that one's progress through the Graduate Program will be free of stress and conflict. However, it is important to remember that most problems can be dealt with to the satisfaction of all concerned. Faculty in this Department do want students to make good progress through the Graduate Program, and most will act fairly most of the time. If a student believes that s/he is being treated unfairly, the matter should be discussed with the Graduate Program Chair or the Department Chair if the student’s supervisor is the Graduate Program Chair.

Information and advice about student/supervisor relationships can also be found at: http://www.sfu.ca/dean-gradstudies/current/managing_your_progress/supervision.html and http://www.sfu.ca/ombudsperson/tips_for_graduate_students.html.

Students should approach the Graduate Program Chair with problems concerning supervision, grading, intellectual property, interpersonal and other conflicts of interest; in short, anything which pertains to their progression through the Program. The Department Chair should be consulted concerning general Department policy, the use of space, access to equipment, or employment problems.

In some cases, students may wish to seek the advice of a neutral party outside of the archaeology department. In this case the SFU Ombudsperson is also available to help with conflict resolution (and is funded in part by graduate fees through the SFU Graduate Student Society) http://www.sfu.ca/ombudsperson.html.
Appendix A: Department of Archaeology Criteria for Evaluation of Graduate Fellowship Applications

The primary criterion for award of a Graduate Fellowship is academic merit. The following specific criteria are used by the GEC in evaluating and ranking applications in the Archaeology Department. All the criteria from 2. onwards are understood to be preceded by the word "normally". Exceptions can be made in unusual or extenuating circumstances, with the understanding that compelling arguments are required in such cases, and that the burden of proof is on the applicant.

1. Nominal Qualifications*
   a. Full time, regular Graduate Student
   b. Graduate cumulative GPA at least 3.5
   c. Time in degree Program
      i. M.A. - no more than 9 trimesters**
      ii. Ph.D. - no more than 15 trimesters**

* see Graduate Fellowship terms of reference (http://www.sfu.ca/dean-radstudies/awards/graduate-fellowships.html)

** trimester count at the time of tenure, not time of application

2. Department of Archaeology adjudication of applications
   a. The GPC will not recommend students for funding who:
      i. who received an unsatisfactory progress review in the calendar year preceding the date of application;
      ii. who have an outstanding deferred course grade on their graduate transcript;
   b. Under normal circumstances, a MA student will receive 1 GF in their graduate program. This does not include a GF awarded as part of an entrance package.
   c. Under normal circumstances, a PhD student will receive a maximum of 3 GF’s in their graduate program. This does not include a GF awarded as part of an entrance package.

3. Department of Archaeology Criteria for Evaluation/Ranking
   a. Graduate cumulative GPA
   b. Documented evidence of rapid progress in degree Program
      i. M.A. Students
         - timely completion of course work
         - presentation of research colloquium
         - elapsed time in Program
         - Senior Supervisor’s/Departmental assessment of the student’s progress toward:
            - thesis research
            - writing
         - previous grants/awards including Graduate Fellowships
      ii. Ph.D. Students
         - timely completion of coursework
         - successful completion of comprehensive exams
         - presentation of research colloquium
         - elapsed time in Program
         - Senior Supervisor’s/Departmental assessment of the student’s progress toward:
            - thesis research
            - writing
   c. External grants and previous Graduate Fellowships awarded.
   d. Demonstrated evidence of scholarly activity outside the formal Program of graduate studies
      i. Publications
      ii. Conference papers presented
      iii. Teaching activity
      iv. Other involvement in professional activities
APPENDIX B: TEACHING ASSISTANT AND TUTOR MARKER PRIORITY POLICY

Priority is based on the following principles (Article XIII F.2, Collective Agreement):

1. Teaching-related experience in her/his field of study can be of value to a graduate student both in her/his studies and in her/his preparation for a career.
2. The provision of teaching-related employment is an element in the University’s financial support of its graduate students.

In hiring teaching assistants and tutor markers, priority for appointment will be given to applicants in the following categorical order (Article XIII F.3, Collective Agreement):

1. Graduate students registered in the department.
2. Graduate students registered in other departments.
3. Undergraduate Teaching Assistants (UTA) or External Teaching Assistants (ETA). Before undergraduate or external applicants are offered positions, each qualified applicant in priority category 1 must be offered at least five base units, unless the graduate student requests less.

In allocating Teaching Assistant and Tutor Marker positions the Department of Archaeology will take the following into account:

• Incoming graduate students who, in their admission letters, have been offered TAships in their first year of enrollment;
• Amount of graduate student financial support already received to ensure an equitable sharing of University financial support;
• Number of base units already received to ensure sufficient teaching-related experience in her/his field of study.
• Sufficient knowledge in the discipline of the course to interpret the course material (e.g. discipline of prior degree(s), publications, experience, research interests, courses taken) and applicant preferences.
• Employment evaluations from previous TA/TM positions held;

If an assignment within a priority group requires a selection between applicants graduate students without financial support from merit-based scholarships during the term of appointment with a value equal to at least a 5.17 appointment.

Re-employment as a Teaching Assistant or Tutor Marker (Article XIII H, Article XV H, Collective Agreement):

1. To be considered for re-employment, graduate students must maintain satisfactory performance as a teaching assistant or tutor marker.
2. The re-employment of teaching assistants/tutor markers will also depend upon the needs and budget resources of the University.

Updated July 2016-07-14
APPENDIX C: DEPARTMENT OF ARCHAEOLOGY POLICY ON ADMISSION AND RE-ADMISSION OF GRADUATE STUDENTS

1. Admission to the Archaeology Graduate Program is governed by the provisions of general University and Graduate regulations pertaining to admission for graduate study, contained in the SFU calendar. The Department may not impose any provisions that contravene these regulations.

2. Admission is by application to the Department Graduate Program Committee (GPC). Applications are accepted once annually. The deadline for receipt of applications is January 15 each year for entry into the Program in September of that year. The Archaeology Graduate Program Committee may suspend applications for admission if in its judgement circumstances exist that make it unwise for the Department to accept applications.

3. The GPC makes recommendations for admission to the Senate Graduate Studies Committee. Final admission is granted by the Senate Graduate Studies Committee.

4. The decision to recommend an applicant for admission shall be by majority vote of the GPC.

5. No applicant is to be told that they may enter or re-enter the graduate Program except under the provisions of this policy. Applicants are informed of the decision of the GPC regarding admission or non-admission by a letter of notification from the Graduate Program Chair.

6. In addition to the usual academic and other requirements, admission to the Archaeology Graduate Program shall be contingent on the availability of a faculty member who agrees to act as the applicant’s Senior Supervisor.

7. A recommendation for admission shall be for a specified trimester (September) of the year of application.

8. Requests for delayed entry will be considered only in exceptional circumstances. Such requests require the following:
   a. formal, written request to the Grad Program Chair
   b. re-evaluation of Department circumstances
      i. proposed supervisor is still available and willing to accept delayed entry
      ii. space available in Program (enrolment levels)
      iii. availability of physical space
      iv. review of any other circumstances that may affect the Department’s ability to accept additional students at the time requested
   c. if, in the interim the applicant has enrolled in another Program
      i. the applicant must reapply with full documentation of academic record at the other institution. The application will be evaluated along with other applications in the following normal application cycle.

9. Re-admission
   Withdrawal - A student who has withdrawn from the graduate Program must re-apply for admission. Such an application will be evaluated along with other applications during the normal application cycle. The term of re-admission may be no later than the ninth term after the one in which the student withdrew from the Program.
   Lapsed registration - A student who has let his/her registration lapse but whose maximum allowable time in the Program has not been exceeded may be recommended for reinstatement under the following provisions:
   a. formal written request to the Grad Program Chair
   b. the provisions of paragraph 8 apply
   c. a statement of support from the former supervisor is forthcoming.
10. There is no process for re-admission if a student times out of the graduate program. At least one semester prior to exceeding the maximum allowable time in the graduate program (as per University GEC regulations), students may apply for an extension of up to 3 terms, for a total of two extensions. Extensions will be considered by the GEC on a case by case basis, based on the evaluation of:
   a. A detailed and comprehensive plan for completion of student’s thesis that has been approved by the supervisory committee
   b. Evidence that considerable progress has been made in the time leading up to the request for the extension.
Expiration of allowable time in Program - Students whose maximum time in the Program has expired may re-apply under the provisions of Graduate Regulation 1.12.3. Readmission under this regulation is for one trimester only for the purpose of defending a thesis. After a period of 9 semesters, this option is no longer available, and students wishing re-admission must complete all course and other requirements. In general, application for re-admission in this category requires:
   a. student completes thesis
   b. former supervisory committee agrees to read the thesis
   c. committee agrees that the thesis is ready for defence.