

# **Simon Fraser University Department of Earth Sciences**



## **Graduate Student Orientation Guide**

**2012-1**

**All information is current as of November 2011. Information is subject to change, so please check with the individual office or their website for up-to-date information. Whenever you have a question or in doubt, please ask.**

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## 1. Introduction

Welcome to the Department of Earth Sciences. This guidebook is intended to help you become acquainted with how things work in the Department. Most of the information has been put together from various sources including graduate students, SFU calendar, staff, etc. When in doubt, please ask someone for help. **Note:** The information in this guide does not supersede that in the University Calendar or other university policies or regulations.

### **Checklist:**

- Payroll start-up forms – fill out the Personal Data Form(PDF), TD1 and TD1 BC forms
- Get a Social Insurance Number (SIN) (see further info on Page 6)
- Sign up for a bank account with any of the many financial institutions. (*See further info on Page 6*).
- Provide a photocopy of student Visa and passport
- Provide proof of Provincial Medical coverage(MSP), OR

#### FOR OUT OF PROVINCE AND INTERNATIONAL STUDENTS

- Arrange for Medical Insurance/Extended Health Benefits (Global Campus Health Plan) (see further info on Page 7), AND
- Apply for BC Medical Services Plan (MSP) (within first 30 Days)
- SFU Graduate Student Society Graduate Benefit Plan
  - a) Students starting in September or January will be automatically enrolled in the Plan.
  - b) Graduate students starting in May are **not automatically enrolled**, but have the option to enrol by contacting [studentcare.net/works](http://studentcare.net/works), or completing the Self Enrolment (please see page 12)
- Courses – Register for courses. You must **always** register for your graduate thesis project each semester (EASC 898 M.Sc. Thesis and EASC 998 for Ph.D. Thesis). Check with your supervisor to see what other courses you should be registering in.
- Make sure your tuition fees are paid
- Get your library/ID card. (*See below on Page 7*)
- Get your bus pass (UPass) (See below on Page 8)
- Activate your Computing ID (See below on Page 8)

### ***Social Insurance Number:***

A social insurance number is required if you earn income in Canada. The number enables your employer (on or off campus) to make the necessary government deductions. To apply for a SIN for the first time, to request a replacement card, or to apply for an amendment to your SIN record, you must complete an application form (see attached) or go to the following website <https://catalogue.servicecanada.gc.ca/LauncherES/LaunchES>

A Social Insurance Number (SIN) is a number that the Canadian government requires for taxation purposes and without one, you cannot get paid. A Social Insurance Number is only required if you earn income in Canada, on or off campus. This number enables your employer to make the necessary government deductions. You are required to show your employer your SIN card or give him/her the receipt proving you have applied for one within three days of commencing employment. For further information regarding SIN numbers, please visit the following: <http://www.servicecanada.gc.ca/eng/sc/sin/index.shtml>

International students can only apply for a SIN if they can show a valid passport, study permit and current contract of on campus employment OR a valid passport and work permit. The SIN card will be issued for the duration of your current immigration document.

An on campus job contract (on SFU letterhead) must contain the duration of employment—the end date cannot be beyond the expiry date indicated on your immigration document. The contract must;

- state the job offered and the fact that you have accepted this offer;
- clearly identify the company (e.g. be on letterhead);
- indicate the start and end dates of employment;
- contain your employer's name and telephone number;
- be signed by both you and your employer

You must apply in person at a Human Resources Centre office closest to your home with your original documents. The Burnaby office is at 4279 Canada Way, telephone 604.437.3761 or email [bcytprograminquiry@servicecanada.gc.ca](mailto:bcytprograminquiry@servicecanada.gc.ca). For other offices, check the website at <http://www.servicecanada.gc.ca/eng/home.shtml>

It is free to apply and will take several weeks to get your card. Obtain a receipt from the office to show your employer that you have applied for a SIN so that they are able to put you on the payroll right away.

### ***Banking:***

Opening a bank account:

It is highly advisable that all students open a bank account when they arrive in Canada. When choosing a bank, consider convenience and whether or not the bank has a student account option. In order to open a bank account, you will likely need your passport, Student ID, proof of enrollment and documentation verifying your address (i.e. phone bill, lease or residence agreement).

Two types of accounts:

- Chequing - This is the most common type of account for everyday needs. When you open a chequing account, the bank will issue you a debit card (Interac) that can be used to pay for purchases in most stores and to make cash withdrawals at Automated Teller Machines (ATM). Charges made to your debit cards are deducted from your account immediately. The bank will typically issue you a few free temporary cheques, but you will have to pay to order more. Cheques are often used to pay rent and bills. Many people prefer to bank and pay

their bills online or over the telephone. Ask about these options too. Be aware that Canadian banks often charge transaction fees for withdrawals, using your debit card, online and telephone banking etc. Ask if they have a student package and make sure you understand how you will be charged for services.

- Savings - If you have a larger amount of funds for your studies, you can place them in a savings account. This account option offers minimal interest growth on your savings but typically the money is not locked in. If you don't need immediate access to your funds, ask the bank about other savings options. It is quite common for banks to put a hold on large deposits. If you need access to certain funds to pay your tuition or rent soon, find out if and for how long a hold will be put on your funds before you make any transaction. Also, before you initiate a transaction to wire transfer funds to or from your home country, make sure you find out how much it will cost and how long it will take.

### ***Medical Insurance:***

**STUDENTS REGISTERED AT SIMON FRASER UNIVERSITY MUST BE COVERED BY HEALTH INSURANCE AT ALL TIMES.**

- ***British Columbia Medical Services Plan (MSP):***

All students are required to enroll in the British Columbia Medical Services Plan (MSP) and pay premiums directly to the plan. All students must wait 3 months before they are covered under the Provincial medical services plan. MSP covers the cost of basic medical care within Canada including most physician and hospital services. MSP does not cover dental care, prescription drugs, or vision (such as eye examinations or corrective lenses). The MSP card is called a Care Card and the MSP number is called a Personal Health Number. Application for MSP enrollment form attached.

You can also go online to <https://www.health.gov.bc.ca/exforms/msp/102fil.pdf> and complete the form there and print it off.

- ***International Students***

As stated above, all students will have to wait 3 months before they are covered under the provincial medical services plan. In the meantime, International students must purchase a combined medical and hospital insurance plan from a private insurance company.

The International Student Sickness & Accident Group Medical Plan offered by David Cummings Insurance Services Ltd ([www.david-cummings.com](http://www.david-cummings.com)) offers SFU international students a very competitive group rate for short-term private insurance. You can also research other private insurance companies of your choice. It is your responsibility to check the policies carefully to ensure that you understand them and that they are adequate for your individual health care needs. For further information on International Health care, please visit the following website <http://www.sfu.ca/international/intstudents/new/insurance.html> and there is also a brochure from David Cummings attached.

### ***I.D./Library Card:***

During your first semester you will need to get your photo I.D. Photos are taken throughout the semester at the Registrar's Office in the Maggie Benston Centre (MBC). To accommodate the huge demand for photo I.D. at the beginning of the semester, there is usually a dedicated room in the MBC with signs directing you to its location. This card serves as your student I.D. card, Library card and can also function as a debit card at various locations on campus, e.g. food services. Only one card is issued per student and is to be kept for the entire duration of study.

There is a fee for lost or stolen cards. There is also a Guide to Your SFU Library/ID Card attached for your review. (see list of attachments)

***The U-Pass Student Transit Pass:***

U-Pass BC is a mandatory program for all members of Simon Fraser University's Student Unions and currently costs \$ 30.00 per month (\$120 per term). The program provides unlimited, all zone access to public transit in Metro Vancouver including TransLink Bus, SkyTrain and SeaBus services (all zones) and a discount on West Coast Express Train fares. The cost is added to your student account and must be paid at the same time as your tuition. For more information visit their website: [www.sfu.ca/upass](http://www.sfu.ca/upass).

Come to any U-Pass BC self-service machine near the Registrar counters, during [business hours](#) at any of SFU. You swipe your updated or new SFU student ID card through the machine and receive your U-Pass BC card.

You can get your new library/student identification card and U-Pass during special extended hours at the beginning of each term. Throughout each term, the counter staff can also produce your card during regular office hours.

**Computing ID/Email Information:**

An SFU Computing ID gives you access to email, goSFU enrollment systems, myInfo employee system, WebCT and other eLearning systems, campus labs, SFU modem pool, SFU Library services, web publishing facilities, and to a variety of business systems.

**Students:** if you haven't already done so, [activate your computing ID here](https://my.sfu.ca/cgi-bin/WebObjects/mySFU.woa/wa/AccountActivation) at <https://my.sfu.ca/cgi-bin/WebObjects/mySFU.woa/wa/AccountActivation>

**When and how do new graduate students get computing IDs/passwords?**

1. Receive an offer of admission from SFU
2. Accept the offer of admission by paying a deposit of \$250.
3. When you will receive instructions in mid-June for Fall admission, mid-Oct for Spring admission or mid-Feb for Summer admission, if you've paid your deposit before those dates. After these dates, you'll get it 5-7 business days after you've paid your deposit. In all cases, you will get an email from SFU when it is ready. **If you pay your \$250 deposit less than 10 weeks before your first semester**, 5-7 business days later you should receive email saying your SFU computing ID is ready to activate.
4. Once you have received email saying your SFU computing ID is ready, go to <http://my.sfu.ca/AccountActivation> and follow the instructions to activate your SFU Computing ID

For further information, please visit the following website:

<http://students.sfu.ca/help/sishelp/login.html#Anchor-How-49575>

**Keys:**

See Grad Secretary for any key requisitions you may require for offices, labs, etc. Keys are available from The Access Control office located in the West Mall in Room 3101. A deposit of \$20 per key is required. If you get locked out of your lab or office, see Matt/Rodney as they have copies of most keys. If they are unavailable, Campus Security can grant you access provided you have your student I.D.

Matt/Rodney also have keys for any cabinets in the labs.

## 2. Administration

### ***Administrative Staff:***

The following may be useful contacts during your graduate studies program here at SFU.

<b>EASC</b>	<b>Phone</b>	<b>Room</b>	
Dr. James MacEachern, Chair	23967	TASC1-7205	easchair@sfu.ca
Dr. Dan Gibson, Chair Graduate Studies Committee	27057	TASC1-7413	hdgibson@sfu.ca
Graduate Secretary	25387	TASC1-7201	eascgsec@sfu.ca
Tarja Vaisanen	24779	TASC1-7203	tvaisane@sfu.ca
Manager, Academic & Administrative Services			
Bonnie Karhukangas Chair's Secretary	27230	TASC1-7207	bka18@sfu.ca

### **Chair, Graduate Studies Committee: Dan Gibson**

He is responsible for signing, a departmental reference point on procedures. He is the person to see if you have any concerns re: supervisor, committee procedures, etc.

### **Manager, Academic & Administrative Services: Tarja Vaisanen**

She is responsible for all things financial. Such as: TA-ships, RA-ships, payroll, travel expenses, expense claims. She is also responsible for anything administrative such as budgets, staff, etc. As well as the undergraduate advisor.

### **Simon Fraser University**

Sheilagh MacDonald sheilagh_macdonald@sfu.ca Secretary, Dean of Graduate Studies	24255		MBC1100
Joanie Wolfe Thesis Assistant	24747	LIB Rm 724	thesis_assistant@sfu.ca
Jenna Thomson or Shane Plante Liaison Librarian for Earth Sciences	23269	LIB 5117	jennat@sfu.ca or spa61@sfu.ca

It is your responsibility to check your mail regularly and change your address when you have secured permanent accommodation.

SFU will be sending you important mail while you are a student. If you move, please ensure your personal information and mailing address is updated on the Student Information System at [https://go.sfu.ca/psp/goprd/SFU\\_SITE/ENTP/h/?tab=GUEST](https://go.sfu.ca/psp/goprd/SFU_SITE/ENTP/h/?tab=GUEST), Payroll <https://cas.sfu.ca/cgi-bin/WebObjects/cas.woa/wa/login?service=https://myinfo.sfu.ca/psp/hrprd/EMPLOYEE/HRMS/h/?tab=DEFAULT&allow=sfu.apache&renew=true&app=myINFO&message=> and as well as here in Earth Sciences.

There are mailboxes for each graduate student located in Room 7403 (Coffee Room) in Earth Sciences. Please make sure that you collect your mail.



## **2.a TSSU (Teaching Support Staff Union)**

### ***Medical Insurance:***

- ***TSSU:***

*When you are supported by a TAship:*

Members of the teaching staff Union and their eligible dependents are entitled to benefits including medical services plan of BC, extended health benefits, and dental plans. See the attached form for information on being put on the University MSP and Extended Health Plan.

As soon as you receive your TSSU appointment you may apply for coverage in Human Resources. Bring a copy of your appointment form with you. If you are Canadian, but not from B.C., you also need to bring proof of Canadian Citizenship. If you are an international student you should bring your visa with an employment or student authorization. Coverage is not automatic. You must re-apply each semester.

### ***TSSU Coverages:***

#### **Medical Services Plan:**

The University will pay 100% of the cost of MSP premiums for eligible employees, their spouses and children. This is not an automatic process; you must attend a sign up session during the first month of the semester. Contact the University's Human Resources Office at 778-782-3237 or 778-782-4907. Please refer to Article XXV A.2 of the Collective Agreement.

Memo from Human Resources of Benefit Plan information and a group MSP enrollment are attached.

- ***Extended Health Benefits:***

**(Pacific Blue Cross).** The University pays 75% of the monthly premium for eligible employees upon their written application. This plan will pay 80%, less a yearly deductible, of many of the services not covered by MSP (*subject to the terms and conditions of the carrier*). These include, with limitations:

- prescription drugs;
- semi-private or private room charges;
- ambulance services;
- out-of-province emergency hospital and physician services;
- physiotherapy, speech therapist and acupuncturist.

#### **Dental Plan:**

A personal dental plan is offered to all TSSU members by Pacific Blue Cross (PBC). To apply for the Plan you must contact Pacific Blue Cross directly at (604) 419-2200 or toll free at 1-888-275-4672. You may get further information about the Dental Plan at the TSSU office. **Human Resources does not provide advice or information regarding the dental plan.**

At the end of the semester in which you have had a TSSU appointment and have paid premiums into the Pacific Blue Cross Personal Dental Plan, upon proof of premium payment the University will reimburse:

- \$11.35 per month for single coverage
- \$22.70 per month for couple coverage
- \$34.50 per month for family coverage

for each month in the semester for which you were enrolled in the dental plan. Application for reimbursement must be received by Human Resources no later than the end of week 12 of the semester to which the reimbursement applies. Forms are available at Human Resources.

For further information, please go to the following website [http://www.sfu.ca/human-resources/hr\\_services/pensions\\_benefits/benefits/tssu/index.html](http://www.sfu.ca/human-resources/hr_services/pensions_benefits/benefits/tssu/index.html)

### **TSSU Member Child Care Bursary Fund:**

\$50,000.00 per year is deposited into the TSSU Child care Bursary fund. To be eligible, you must be a registered student at SFU, hold a TSSU appointment in the semester of application and receive child care services from a paid child care provider. To apply, simply pick up an application form from Financial Assistance. The application deadline is the end of week 2 of classes. For complete information on TSSU, please visit the following website: <http://www.tssu.ca/about/childcare-bursary/>

*When you are supported by a scholarship or an RA:*

It is your responsibility to apply for and pay for your own medical premiums. Information and application forms are also available online at <https://www.health.gov.bc.ca/exforms/msp/enrolment.html> . Most students are eligible for reduced premiums (premium assistance) as the premiums are based on your income.

Please check each semester to ensure you are covered by one of the above-mentioned methods.

### **SFU Graduate Benefit Plan:**

**Any student enrolled in a graduate program at SFU in September or January will be automatically enrolled in the Plan**, including off-campus, part-time, and international students. Great Northern Way Campus students are also covered by the Plan.

**Graduate students on approved leave or beginning their academic year in May are not automatically enrolled**, but have the option to enrol by contacting [studentcare.net/works](http://studentcare.net/works). Please go to the following webpage for further information: [http://www.ihaveaplan.ca/rte/en/IHaveAPlan\\_SFUSimonFraserUniversitygraduatestudentsGSS\\_DownloadCentre\\_EnrolmentForm](http://www.ihaveaplan.ca/rte/en/IHaveAPlan_SFUSimonFraserUniversitygraduatestudentsGSS_DownloadCentre_EnrolmentForm)

For students enrolled in the Fall semester, the total fee for the Graduate Benefit Plan is \$395.94 for 12 months of coverage (Sept. 1, 2011 - Aug. 31, 2012). The breakdown is \$169.34 for Health coverage and \$226.60 for Dental coverage.

For new students enrolled in the Spring semester (Jan. 2012), the Plan fee is \$263.96.00 for 8 months of coverage (Jan. 1 - Aug. 31, 2012). The breakdown is \$112.89 for Health coverage and \$151.07 for Dental coverage.

The cost of the Plan will be automatically included in your tuition and other fees.

You can opt out if you provide proof to [www.ihaveaplan.ca](http://www.ihaveaplan.ca) of equivalent coverage. If you do not opt out you will owe the plan fee for this academic year.

Opting out must be done every year even if you have opted out before. If you provided proof of coverage to [www.ihaveaplan.ca](http://www.ihaveaplan.ca) previously, you can just log in to that website and indicate that you want to opt out.

### Change-of-Coverage Period

The Change-of-Coverage Period is the period at the beginning of the semester when you can either opt out or enrol your spouse and/or dependants in the Graduate Benefit Plan. Students who aren't automatically covered by the Plan and who are eligible to enrol must complete self enrolments during the Change-of-Coverage Period.

If you start school in the Fall, the Change-of-Coverage Period is from **Aug 31-Sept 30, 2011**.

If you start school in January, the Spring Change-of-Coverage Period is from **Jan. 3 - 20, 2012**.

If you start school in May, you can change your coverage during the Summer Change-of-Coverage Period from **May. 3 - 18, 2012**.

***For further information on the Graduate Student Society health and dental plans, please visit the following website: <http://www.ihaveaplan.ca/> or visit the Graduate Student Society at <http://www.sfugradsociety.ca/News/News.html>***

## **2b. Guidelines for Field Research**

The Graduate Student Benefits Card Registration form, Graduate student Benefits Waiver form and a basic description of the SFU Graduate Student Health & Dental Plan form are also included with this Guide.

Consistent with its educational mission, the University strives to impart awareness of safety issues to the members of its community. Furthermore, the University has a responsibility to manage risks associated with its operations. The Field Research Guidelines address these issues by establishing a framework for planning, risk-assessment, and support of all University-sanctioned field research activities, and it defines the responsibilities of individuals involved in these activities.

Field research can entail significant risks. Although the primary responsibility for health and safety rests with the Principal Investigator in charge of the field research project and team leaders who are involved in directly supervising research on location, all participants in field research bear some degree of responsibility. Reasonable Care must be exercised by all concerned parties in giving attention to the nature of, and the means for addressing the categories of risk that may be associated with each location and kind of field research.

The Principal Investigator must also ensure that each individual researcher or research team member is aware of the provisions of the Field Research Policy, the Guidelines for Safety in Field Research, the risks of the particular project and appropriate controls and safety procedures in place, as well as specific requirements such as specific safety training, visas, immunizations, health insurance requirements, and where applicable informed consent and /or signed waivers from volunteers participating in the research. (See attached manual for further details)

## **3. Graduate Studies**

### ***Department Graduate Studies Committee:***

The Department Graduate Studies Committee (DGSC) is an extremely important part of the Graduate Program. The DGSC is responsible for recommending the acceptance of new graduate students as well as setting and amending policies for the EASC graduate program with the approval of the Department. The DGSC also oversees student progress, evaluations,

student/advisory committee relations, scholarship competitions and most other matters relevant to graduate students.

### ***Courses and Registration:***

All graduate students must register each semester. You do this through the on-line Student Information System. New Students must pay a \$250 deposit 5 days prior to gaining access to the on-line Student Information system (may be less than 5 days if the deposit is paid by cash). This \$250 is applied towards the tuition fees and is not an extra charge. If you are having difficulty with registration, please see the graduate secretary for assistance. Students must register for their thesis or project each semester (M.Sc. = EASC 898 and Ph.D. = EASC 998). Failure to register will result in the student being required to complete a new application for admission to graduate studies. You should consult with your supervisor on what courses you should take each semester.

The Department normally announces courses to be offered a semester in advance. Students may also take Directed Studies or Special Topic courses or may be eligible for courses in other departments.

You may take courses at other universities for credit here at SFU. It is common for our graduate students to take 1 or 2 courses at UBC. Although, only half of your coursework may be completed at another university. Under the Western Dean's Agreement you can take courses at western Canadian universities without paying course fees (although you will have to pay activity fees). Please see the graduate secretary for details, instructions and forms. Plan ahead. Getting permission and registering to take courses somewhere other than at SFU takes time (six weeks or more). For further information regarding the Western Dean's Agreement, see attachment.

PhD students must present two research seminars (EASC 900 and 901) as part of their course work; at least one should be based on completed or nearly completed thesis work. One seminar may address any earth sciences topic approved by the supervisory committee. PhD students are expected to attend all the research seminars in the department. Guidelines for these seminars are attached.

### **Responsibilities as a Graduate Student:**

#### ***Timelines:***

- ***Paying your Tuition Fees***

To avoid paying penalties on outstanding fees, pay your tuition fees on or before the due date. You can pay tuition fees via online banking, a cheque issued to the university or in person to the staff at the General Enquiries counter at Student Services. For more information, visit, <http://students.sfu.ca/fees/howtopay.html> A breakdown of SFU student fees can be found at <http://students.sfu.ca/fees/> The specific amount you owe and the date it is due will be on your personal account page at the Student Information System - [https://go.sfu.ca/psp/gopr/SFU\\_SITE/ENTP/h/?tab=GUEST](https://go.sfu.ca/psp/gopr/SFU_SITE/ENTP/h/?tab=GUEST)

Tri-Council Award ,NSERC holders (all except NSERC IPGS) must pay tuition themselves, or pay tuition & fees via SFU Student Accounts. All other awards are paid through SFU Student Accounts — tuition and other fees you owe the University are deducted first and then the remainder of your award is paid to you via direct

- ***Payroll Deduction Process for TSSU Members***

Only TSSU members with an active appointment during the semester in which they are students are entitled to the benefit.

Eligible students will use the “Self-Serve” functions on the Payroll site ([myinfo.sfu.ca](http://myinfo.sfu.ca)) to sign up for payroll deduction.

Students will have to set up the total amount of tuition and fees they want deducted from their pay over the course of the semester. They will be able to enter a deduction as a flat amount to be deducted from every payroll deposit or select a flat amount to be taken each pay but with a maximum amount to be deducted over the course of the semester; once that amount has been reached, no further deductions will occur. Please note: they will

not be able to enter a total deduction and have the system split it out evenly.

At any point during the semester, the employee can view total deductions to date on both their online pay advice statements and their tuition deduction enrolment web page.

Adjustments can be made throughout the semester if they want to increase or decrease the amounts deducted from each payroll deposit. When they enroll for payroll deduction, and when any deduction amount changes are made, an email will be generated that confirms their enrolment, deduction amount per pay, and the total amount that will have been deducted as of the last pay of the semester.

For further information, please visit their webpage at <http://students.sfu.ca/fees/howtopay/methods/tssupayroll.html>

- ***Supervisory Committee***

All graduate students are required to have a supervisory committee by the beginning of the second semester of study. The committee should be chosen in consultation with your senior supervisor, and should consist of your Senior Supervisor and at least one other member, although you can have more members if you wish to. A well balanced committee should have members that complement each other with respect to their experience and areas of expertise. Your committee is an invaluable resource and as such you should schedule regular meetings with them to discuss your research plans and progress. Supervisory Committee forms are available on the Department of Graduate Studies website. If you need to change your supervisory committee after it is originally formed (add/remove members), you must complete a Change of Supervisory Committee form. A Supervisory Committee form should be submitted to the Chair of Graduate Studies prior to the scheduling of your Colloquium (before the end of the 2nd semester) and should have attached to it, a C.V. for everyone on the Committee who is not employed by SFU. (see attached form)

- ***Colloquium (Masters Students)***

A colloquium is presented by the end of second semester. See MSc. *THESIS PROPOSAL AND COLLOQUIUM GUIDELINES*: information sheet attached.

- ***Oral Candidacy Examination (PhD Students)***

Every earth sciences PhD student must complete an oral candidacy examination prior to the end of the fourth semester of registration, or in the first semester after transferring from the MSc program. The candidate must submit a written thesis proposal to the supervisory committee and present it at the beginning of the oral candidacy examination, which will be followed by an oral examination. Please see attached for Phd Oral Examination Guidelines.

- ***Western Dean’s Agreement:***

This agreement was established in 1974 as an expression of co-operation and mutual support among universities offering graduate programs in western Canada. Its primary purpose is the reciprocal enrichment of graduate programs throughout western Canada. Under the terms of this agreement, graduate students of the member institutions may take

courses at another member institution without having to pay the host university's tuition fees. UBC offers many courses which are taken by our Earth Sciences students. (See attached for further information)

- ***EASC 900 & 901 (Seminars for PhD Students):***

During their time in the Earth Sciences PhD Program, students must present two research seminars in an oral format to a wide departmental audience. The exact wording in the SFU Calendar is:

“In addition to normal course work, PhD students present two research seminars (EASC 900 and 901); at least one should be based on completed or nearly completed thesis work. One seminar may address any topic approved by the supervisory committee. PhD students are expected to attend all the research seminars in the department.”  
(See attached Guidelines for further information)

- ***Annual Progress Report:***

Progress reports are required to be submitted at least once a calendar year. All new students must complete a Progress report by the end of their second semester and then once a year. The due date of your progress report is dependent on the semester in which you enrolled. For example, if you began in the 2004 Fall semester, your first progress report would be due by the end of the following Spring semester.

The graduate secretary will provide you with a Progress Report form approximately 1 month before the scheduled due date. The progress report consists of a self-evaluation summary of your progress over the past year, a list of courses taken and grades achieved, a summary of financial support and an evaluation by each member of your committee, that you have made satisfactory progress over the past year. It is signed by the student and all members of the Supervisory Committee. Failure to submit a progress report will result in your registration for the following semester being blocked. (see attached form)

### ***Regulations and Guidelines for Thesis Defence:***

- ***Examining Committee Form***

For should be completed at least four weeks (Masters) to six weeks (PhD) prior to defending. Attached to it must be, a C.V. for any external members not employed by S.F.U and an abstract from the student defending. (see attached form)

- ***Thesis Defence***

Every fall the Graduate Studies Secretary circulates a timeline of dates. You should review these dates if you are aiming to completely finish by the end of that term. The series of dates are based on the last date for submission of the post-defence completed thesis to the SFU Library – which cannot be changed. For example, if you want to apply to graduate in the Spring Semester, your thesis must be in the Library by April 15<sup>th</sup>. Based on past history, it is thus recommended that the defence draft of your thesis be completed and submitted for defence by February 20<sup>th</sup>. (see schedule of dates attached)

Note the date in the calendar which says “Last Day for Submission of all grad degree requirements including thesis to the library” this is **the** critical date. If, by or on that date, you don't submit your thesis to the library with all revisions complete, ready to be bound accompanied by all the required and signed forms, you will have to register and pay for another term.

Top ten Things you Need to Know. Please visit the library website at <http://www.lib.sfu.ca/sites/default/files/10048/TopTen.pdf>

Many other help sheets, **thesis templates** and other resources are also available from <http://www.lib.sfu.ca/help/writing/theses>

To review your own document, please sign up for one of the workshops on the following website <http://www.lib.sfu.ca/help/writing/theses/workshops>

Before submitting your final thesis to the library, please follow these final steps at <http://www.lib.sfu.ca/help/writing/theses/3-step-thesis-submission-process>. The finalized thesis (in letter sized file folders and accompanied by all documents from your department) may be dropped off at the Library management Office, Bennett Library, Room 724 during regular office hours, 8:30 am – 4:30 pm, Monday to Friday. A student who cannot get there by 4:30pm can drop off the thesis/project, properly packed for protection, at the Checkout Counter on the main floor of Bennett Library, addressed to the Theses Assistant.

**Joanie Wolfe**  
**Thesis Assistant/Special Collections**  
**Top Floor of the Library in Room 7100**  
**E-mail: [thesis\\_assistant@sfu.ca](mailto:thesis_assistant@sfu.ca)**

### ***Dean of Graduate Studies:***

The **Dean of Graduate Studies** is responsible for the overall administration of graduate programs through the graduate general regulations, for maintenance of student records, and for the administration of all merit-based awards. Processing of admissions is delegated to the dean by the senate graduate studies committee.

The Dean of Graduate Studies website provides comprehensive information about Graduate Studies opportunities, policies, procedures and regulations at SFU.

The web site is <http://www.sfu.ca/dean-gradstudies/>

## **4. Financial Support**

The Department strives to offer full financial support for our graduate students. This can be done through fellowships, teaching assistantships, research assistantships or scholarships. Normally, full financial support is provided through a combination of mechanisms, generally requiring that the senior supervisor agree to provide a research assistantship for at least one semester.

### ***Teaching Assistantships:***

Graduate students are hired to conduct undergraduate labs, mark exams and assist in course labs. Notification will be sent out by email prior to the semester. You are also eligible to apply for TAs in other departments for any relevant courses.

All TA's are represented by the TSSU (AUCE local 6). When you accept a TAsip you automatically become a member of the TSSU and therefore are entitled to all the rights and benefits provided by the Union. Everyone in the bargaining unit pays Union dues (currently 1.5% of gross pay) which enable the Union to function.

TSSU Benefits: MSP/Extended/Dental/Child Care Bursary. (See under Medical Insurance-page 11)

At the beginning of the appointment you should meet with the instructor to determine the expectations for the TAsip. The instructor is required to fill out and review with you a Time Use Guideline (TUG) which outlines the specific expectations and time commitment for the TA

appointment. The TUG must be submitted by the course instructor to the Departmental Assistant by the end of the third week of classes.

Near the end of the TA appointment, your students and the professor you work for will evaluate your performance. This evaluation will be kept on file. You have the right to see this evaluation after the final course grades have been assigned. If you feel the evaluation is unfair, you can respond to it and have this response placed in the file as well.

All textbooks needed to TA a course can be borrowed from the Department. If the Department does not have the required text, see Tarja. In short, you never have to pay for texts assigned in classes that you are TAing. However, any book bought or borrowed from the Department belongs to the Department and must be returned when the course ends.

The SFU Co-op office hires graduate students to mark co-op work term reports. This usually occurs at the very beginning of each term and is a 1 month TSSU appointment. Contact the co-op office for further information.

**Please follow these instructions to View your Pay Notification:** (see attachments for detailed instructions as well)

You can access your pay notification in seven easy steps:

- 1) Click on Faculty & Staff and then 'My Info' on the SFU homepage at <http://www.sfu.ca/>
- 2) Log in using your SFU student email username and password. Contact ACS 778-782-3234.
- 3) Select 'Payroll and Compensation Home'
- 4) Select 'View Paycheque', which will default to your current paycheque
- 5) Click on 'Personal Information Home' and then
- 6) Click on 'Personal information Summary' if you need to change your address or phone number.

### ***Research Assistantships:***

Most faculty members are able to offer research assistantships to graduate students studying under their supervision. The level of support varies depending on the field of study and the availability of research grant funds.

A Research Assistant (RA) has duties and stipends that vary widely. In most cases, grad students are RA's for work on their own thesis research. Contact the Graduate Studies Committee Chair for Earth Sciences or your potential Senior Supervisor for further information.

### ***Scholarships:***

Graduate students at SFU are fortunate in having a large number of scholarships available. The University Calendar and the website (address listed below) lists all awards; the awards assistant (phone 25411) can supply further details. Application forms for most awards are available from the office of the Dean of Graduate Studies, room MBC 1100 or online at <http://www.sfu.ca/dean-gradstudies/awards/awards-forms.html>. Note that some scholarships preclude the possibility of concurrently holding a RA/TAship or Graduate Fellowship, please read the Terms of Reference for each award.

There are currently about 500 awards, scholarships etc., that are available to SFU graduate students. Not all these awards however are available to all departments. A complete list of awards is available on the Graduate Studies website at <http://www.sfu.ca/dean-gradstudies/awards.html>. All awards, scholarships, etc offered by SFU or through SFU are listed on this website, including their terms of reference.

Graduate Fellowship Award applications and the Terms of Reference are available online as well at the above website. The Earth Sciences Graduate Fellowship Adjudication policy is attached. There are also NSERC (Natural Science and Engineering Research Council) applications at [www.nserc.ca](http://www.nserc.ca) with a departmental deadline in early to mid October. Applicants must have obtained a first-class average grade of A- or \*minimum\* gpa of 3.67 - in \*each of the last two completed years of study\* is required to be considered.

A list of Scholarships/Awards for the Department of Earth Sciences is attached.

#### **4.a Income Tax Information**

##### **Payroll Forms:**

1. Students who received income (RA) or Scholarship payments via Payroll are issued a T4 or a T4A, which can be accessed and printed online via mySFU (the "How to Access your T4/T4A Instructions" document can be found at [http://www.sfu.ca/content/dam/sfu/finance/Payroll/How to Access Your T4 T4A Online.pdf](http://www.sfu.ca/content/dam/sfu/finance/Payroll/How%20to%20Access%20Your%20T4%20T4A%20Online.pdf))
2. Questions should be directed to Payroll ([payroll@sfu.ca](mailto:payroll@sfu.ca)).

##### **Student Services Forms:**

1. All students who paid tuition fees are issued a T2202A, and students who received scholarship payments via Graduate Studies are issued a T4A, both forms can be accessed and printed online via their goSFU account (instructions at [http://www.sfu.ca/content/dam/sfu/finance/Payroll/How to Access Your T4 T4A Online.pdf](http://www.sfu.ca/content/dam/sfu/finance/Payroll/How%20to%20Access%20Your%20T4%20T4A%20Online.pdf))
2. No paper forms will be mailed. Inform Questions should be directed to Student Accounts ([staccts@sfu.ca](mailto:staccts@sfu.ca)).
3. Students who received scholarship payments via SIMS (Grad Fellowship, President Research Stipend, etc) are issued a T4A, which they can access and print online via their goSFU account (just like their T2202A). No paper forms will be mailed. Questions should be directed to Student Accounts ([staccts@sfu.ca](mailto:staccts@sfu.ca)).

For further information on filing a Tax Return, please visit the following website <http://students.sfu.ca/internationalstudentservices/handbook/finances.html>

SFU is required to report this information to all students to enable them to complete their Canadian income tax returns.

As a resident of Canada you are required to file a Canadian income tax return. The T2202A is a tax receipt for the tuition you have paid that can be used as a deduction against income you may have earned while in Canada. Your employer issues a T4 for salaries or wages you have earned while in Canada. The University issues a T4A for scholarships, bursaries or other monetary awards you received during the calendar year.

If you have not received any income in Canada during the calendar year, you may be able to use the T2202A against income you or your parents may have received in your home country. Contact an income tax professional or [SFU International](#) for more information.

## **4.b Financial Research Support**

**Please Note: Before spending/incurred any costs – please see your supervisor first.**

### ***Dean of Graduate Studies Travel and Minor Research Awards:***

These funds are for graduate student travel to conferences, but not field work expenses, and to split these funds equally amongst faculty whose graduate students have eligible expenses. These expenses are subject to final approval by the Faculty of Graduate Studies. The amounts of the award will be announced each calendar year and are awarded by an application process.

A notice of the Travel Funds is sent around at the beginning of the Spring Semester.

### ***Grad Caucus:***

#### **GRANTS FOR CAUCUSES**

The GSS provides grants of up to \$750 to caucuses to help fund for a wide variety of events and projects that will directly benefit and strengthen your caucus as a whole. Examples include, but are not limited to:

- Conferences
- Departmental colloquia
- Establishing a research journal or publication related to your field
- Career and networking functions
- Orientation for incoming students to your department

The process for applying for a grant for your caucus is explained in the grant funding guide. Questions about caucus grants should be directed to the Treasurer ([gss-treasurer@sfu.ca](mailto:gss-treasurer@sfu.ca)).

For further information, please visit the website at <http://www.sfugradsociety.ca/Caucuses.html>

## **4.c Financial Service: ie. Field and Conference Travel**

### ***SFU Travel and Business Expense Claim:***

Reimbursement for air travel (field research, conference, etc) can be claimed on the attached form with charges made directly to your Supervisor's project. All completed forms and receipts are handed into Tarja once Supervisor has approved the claim.

### ***Cheque Requisition (Travel Advance):***

Cheque Requisitions are for travel advances which can be requested prior to travel. You must get approval from your supervisor first. Advances will be received two weeks prior to the date of departure. All advance forms must be submitted to Tarja.

See Tarja regarding all the above forms prior to incurring any charges

For Travel and Expense claim forms, please visit the following website: <http://www.sfu.ca/finance/>

## **5. Departmental Administrative Services**

### ***Mail:***

Mail is delivered to the Department each morning and is distributed to the graduate student mailboxes by the office staff.

Postage on outgoing research mail supported by your senior supervisor (letters dealing with research projects, reprint requests, reprint mailing etc.) is paid for by the Department. If speed and security are important, courier services may be used.

Students may send personal mail through the university provided sufficient postage is attached.

Inter-departmental mail and mail to UBC & UVic requires no postage.

To avoid excessive use of paper and copying, much of the communication within the Department is done via email, the internet and various bulletin boards.

### ***Courier Services:***

See Graduate Secretary. In general, we need to have (1) the grant number that service will be charged to, (2) name, address and phone number of the recipient, (3) description of contents. You must obtain permission from your senior supervisor before you use a courier service.

Once it is properly packaged, bring the box to the Graduate Secretary for shipment. Last call for overnight courier parcels is 2.30 pm; however, office staff would appreciate more lead time as time is needed to fill out forms. The parcel should be ready for pick-up at the time of the call. Sending something by local courier for same day service? Get it to the Graduate Secretary before 11.00 am or it will have to be sent in a rush and end up costing a small fortune. Remember we need the address as well as the name of a contact person and a phone number for that person. Please make sure that the Graduate Secretary receives a copy of all waybills from couriers incoming and outgoing.

### ***Photocopying:***

The department has 2 photocopiers that you may use; one in the copy room and one in the Seminar Room. Please see Matt and/or Rodney for access information to the photocopiers. Feel free to ask office staff for assistance if you have any problems with the machine. For photocopying 15 or more copies e.g. exams or handouts for classes, you may want to consider Reprographics. They require at least 5 working days to complete your order. It is cheaper than using the machine in our office and also saves on wear and tear. See EASC office staff for details.

The library also has card operated photocopiers. See Tarja to acquire one of these cards if so authorized by your supervisor. Cards are charged to the supervisor's grant.

### ***Access Copyright:***

Your institution has a print photocopying licence through Access Copyright, The Canadian Copyright Licensing Agency. These guidelines are for you to follow for your incidental print photocopying and your printing and compilation of coursepacks.

#### **INCIDENTAL PRINT PHOTOCOPYING**

#### **What is a copy?**

A "copy" is a print copy made in the form of a photocopy, fax, acetate, or slide. For the sole purpose of making classroom presentations, a digital copy may be made for inclusion in, for example, a PowerPoint presentation (no further copying or transmission is allowed).

**What can you copy?**

You can copy up to 10% of a published work or the following, whichever is greater:

- 10% of a publication or an entire essay, poem, play, article, or short story
- an entire single item of print music from a book or periodical issue containing other kinds of work
- an entire chapter, provided it is 20% or less of a book
- an entire reproduction of an artistic work (including drawing, sculpture, painting, prints, architectural works of art or works of artistic craftsmanship) from a book or periodical

**Copying guidelines**

- One copy per student plus two for the instructor and such number as are required for administrative (Please see attachment for further details)

**Stationery:**

Office Supplies (letterhead, envelopes, overheads, etc.) are available from the General Office for department related activities only i.e. courses. Taking items for personal use is not permitted.

**FAX Machine:**

There is a FAX machine in the General Office. FAX cover sheets are available on the shelf

When faxes are received, they are distributed to the appropriate mailbox by office staff.

You will know your fax has gone through by a long beep produced by the machine. If it doesn't go through, it will print a report that will be placed in your mailbox.

**Booking of Earth Sciences Seminar Room:**

Contact Graduate Secretary at 2-5387 or email [eascgsec@sfu.ca](mailto:eascgsec@sfu.ca) to check availability and reserve the room.

**Booking Faculty of Science Seminar Room:**

The Dean of Science offers one room that we can book for seminars, Thesis defences etc. Contact Graduate Secretary at 2-5387 or [eascgsec@sfu.ca](mailto:eascgsec@sfu.ca) to check for availability and to reserve the room.

**6. Departmental (Research) Services/Facilities****Departmental Seminar Series:**

The department hosts a seminar series in which speakers discuss topics that are of interest to EASC Faculty and students. Seminar announcements are posted on various notice boards and are also sent out via email. Graduate students and faculty are encouraged to attend. This is the setting where students would present their EASC 900 & 901 seminars.

**Facilities:**

There is a tour of the facilities at the beginning of each semester as part of the EASC 600 course. Please make sure you take the tour.

**Computer Room:**

The Department has a computer lab located in TASC1-7006. You will need to consult the departmental technician for an access code.

**Science Stores:**

Technical and scientific supplies and stationary (tubing, pumps, valves, vials etc.) are available in Science Stores (<http://www.sfu.ca/science-stores/>) on the 6000 level below the Biology General Office (B6208).

To purchase supplies you require an account. You will need an authorization form and your supervisor will need to sign it. Materials will be charged to your supervisor's account. (see form attached) Once your supervisor has signed off on the authorization form, please see Tarja at this time.

Science Store hours are (9:00am - 4:30pm). You must bring your student card to make a purchase from Science Stores.

If you require something that is not a regular stock item, it can be ordered from a chemical or scientific supply company provided the item you require is listed on one of the Science Stores lists.

**\*Please note: Student ID cards are required in order to make purchases through Science Stores.**

***LCD Projector, Slide Projector and Carousel Tray and Laser Pointer:***

Equipment for seminar presentations and thesis defenses can be checked out from Matt. It is a good idea to reserve these items in advance.

***Audio Visual Services (IT Services)***

Audio/Visual IT Services provides computers, data projectors, sound systems, and other related A/V equipment to SFU's lecture theatres and classrooms. Additionally, equipment loans are available for classes, department meetings, and conferences. IT Services is located in SSC P9301, 2-4828 or [avservices@sfu.ca](mailto:avservices@sfu.ca)

***Microcomputer Store:***

Microcomputer Store is now located in the SFU Bookstore in the Maggie Benston Centre. They sell educationally-priced computer hardware, software, supplies and accessories to current SFU students, staff and faculty. Faculty and departments may make purchases using departmental or research grant accounts. Account authorization forms are required by our department for purchases. Account purchases may be made in person or by fax (4783). (See form attached) For general inquiries about our products and services, please contact [techshop@sfu.ca](mailto:techshop@sfu.ca) or call 778-782-8324.

**7. Earth Sciences Graduate Caucus (CONG):**

The EASC graduate caucus (CONG) represents EASC graduate students with the objective of improving the quality of student life in the Department. The caucus is involved in organizing student hosted seminar speakers, social events, electing representatives to various committees, etc. (for more information please visit their website at <http://www.sfugradsociety.ca/Caucuses.html>)

There is a new organization for the Graduate Students and it is GSS (Graduate Student Society) as the Grad students have split off from the Undergrad student. So there will be some overlap between the SFSS and the GSS. <http://www.sfugradsociety.ca/News/News.html>

**8. University Services:**

***Library:***

The library is located across the mall from the Maggie Benston Centre. Requests for new journal subscriptions, books, etc., not available in the Library can be submitted to the library staff.

Being a graduate student at SFU also entitles you to get a card from UBC. Also, if our library does not carry a journal or have a book that you need, you can request them through Interlibrary Loans (ILL). This accesses libraries across Canada. Any book received through ILL can be kept for 2 weeks. Journal articles are copied and sent to you. Any books that you take out personally from UBC can be returned via the ILL office in the library. Make sure material you need is not available at SFU before placing a request for an ILL. If it is available at SFU you will be charged for it, otherwise there is no cost to graduate students for this service.

***The SFU Library's Understanding and Avoiding Plagiarism:***

This interactive tutorial is designed to help students understand what plagiarism is and how to avoid committing it. Working through the tutorial, students will learn to recognize different types of plagiarism and be introduced to various practical skills citing, note-taking, quoting, and paraphrasing that will assist them in the writing process. The tutorial takes about 30 minutes to complete and includes two interactive quizzes to test students' comprehension. For more information on the Plagiarism tutorial, please visit the website at <http://www.lib.sfu.ca/researchhelp/tutorials/interactive/plagiarism/tutorial/introduction.htm>

***Health and Counseling Services:***

SFU Health Services is located on the bottom floor of the MBC and offers quality health care to all SFU students.

The Health and Counselling Services provides quality confidential health care, counseling, health promotion and Physiotherapy at Burnaby Mountain.

They provide primary health care, specialist clinics, urgent care, first aid and health education and outreach to SFU students. They also offer a Physiotherapy Clinic in the Athletic Complex and a BC Biomedical Laboratory at Burnaby Mountain. Patients are seen by appointment or on a walk-in basis.

- In an emergency, call 911 or go immediately to the nearest hospital's emergency room or on campus call 24500. Emergency calls are free from any phone.
- If you require a specialist, your doctor may give you a referral (make an appointment with the specialist). It is usually not possible to see a specialist without a referral.
- Mild medicines are available over the counter at the pharmacy, or your doctor will write you a prescription
- No one can see your medical records without your permission
- Feel free to ask the doctor questions, even if he/she is in a hurry. If you have more than one concern, be sure to address them all.
- It is common to seek a second opinion and your doctor should not be offended.

If you do not have insurance coverage through the Medical Services Plan of British Columbia (MSP), you will be required to pay for the services you receive at the time of your visit.

**Please note that the Board of Governors requires students to have valid medical insurance as a condition of registration.**

The Counseling Service provides Personal Counseling, Career Counseling, Learning Skills, and Peer Counseling to assist students with the challenges of university life. One-on-one consultations, individual counseling, workshops, groups, drop-ins, resource information, and outreach activities are offered to enhance your potential and help you meet your academic, personal and career goals.

Crisis intervention services are available to all people on campus during operating hours and may be accessed either through Campus Security or by calling or walking into Counseling

Services. After hours crisis intervention is available by calling SFU Nightline. The Counseling Service is staffed by a multidisciplinary team including Enrolled Psychologists, Counselors, Counselor Trainees, a Learning Skills Coordinator and Peer Educators. Students are seen by appointment or on a walk in basis. Personal counseling and learning skills assistance are also available at the SFU Surrey campus.

For more information on SFU Health and Counseling Services, please check <http://students.sfu.ca/health/>. You are strongly encouraged to visit them or check out their services online— waiting to figure out how the Canadian health system works when you are ill or injured can cause you additional and unnecessary stress.

If you or your family wishes to use other services, check the College of Physicians and Surgeons of BC to find a family doctor: <https://www.cpsbc.ca/node/216>. To find a dentist, contact the Association of Dental Surgeons of BC at <http://www.bcdental.org/index.htm>

You are under no obligation to commit to the first person you visit so take your time to find someone who makes you feel confident and comfortable. It may be possible to find someone who speaks your native language if it is one that is commonly spoken on the Lower Mainland.

### **Housing:**

On Campus Housing:

Living in residence or “rez” is a great way to get involved in the many programs and activities, meet new people who will become life-long friends, have easy access to classes and the library and live in an environment conducive to studying. Students live on campus in traditional dormitory-style residences, townhouses, studio suites, and one and two-bedroom apartments for families. For information on the costs and deadlines for applying to Residence, please see [students.sfu.ca/residences](http://students.sfu.ca/residences). If you have not already applied for and been accepted into residence this term and have missed the deadline, call the Residence office at 778.782.4201 to see if space is available. They can also advise you how to apply for a future semester.

### **Off Campus Housing:**

Welcome to Off-Campus Housing 101 and Roommate Finder, Simon Fraser University's Off-Campus Housing Services partner, providing valuable tools for you.

Using the Simon Fraser University's OCH101 housing database, students can review various types of property such as houses, apartments, shared accommodations, townhouses, room in a private home, room & board, home-stay and several other popular property categories. New listings are reviewed and posted in real-time often so check back often for new listings. If you are looking for a roommate, visit our [SFU Roommate Finder](#) to help you find a great roommate. All OCH101 and Roommate Finder services is **FREE** for students.

<http://www.sfuoffcampushousing.com/>

This site also lists some helpful information on things to consider when starting your search and gives information about average costs and types of accommodation. It also has a comprehensive list of places currently available for rent or people looking for roommates.

Other avenues for finding accommodations:

- Notice boards: You can find notices of rooms for rent on bulletin boards at SFU International and around campus.
- Newspapers: Check the two daily Vancouver newspapers: The Province and The Vancouver Sun for their classified ads (under rental accommodation, sorted by neighbourhood). Listings for both papers are also available online at <http://classifieds.canada.com/vancouver.html> (click on “real estate rentals”). There are also some rental listings in The Georgia Straight, a free weekly arts and entertainment

newspaper distributed every Thursday. Check these listings early in the morning and call right away because rentals go quickly in August and September.

- Rental services: There are services that will provide you with a list of vacancies that meet your criteria. These services are often advertised in the rental listing sections of newspapers. They can be helpful and may save time, but there is a charge for this service.
- Word of mouth: Ask other students if they know of any vacancies. There are often many suites in a building, and someone living there already would be among the first to hear about a vacancy.

### **Parking:**

Parking on campus is very limited and semester parking is by permit only. Undergraduate students must enter a lottery! Fortunately, graduate students are guaranteed parking. When you apply for parking the first time they require you to present your car registration papers and proof that you are registered in graduate courses (a copy of your unofficial transcript will suffice). Parking rates are \$365.92 per semester for B lot (closest lot to the TASC 1). Any traffic fines must be paid before you can renew your parking permit.

### **Eligibility:**

To be eligible to purchase parking you must be:

- Enrolled in graduate studies at Simon Fraser University
- Able to provide documentation of enrolment in graduate studies(mandatory)(i.e. letter, copy of course listing from Registrar's office)

### **Parking Areas:**

If you are eligible to obtain parking, you may purchase parking in any of the following areas:

- B or G Lot search spaces (subject to availability)
- Motorcycle Reserved spaces in West Mall Parkade
- Motorcycle Search spaces in C lot
- Reserved parking in West Mall Parkade (through open sale)

Visitor parking is also available for \$3.25 per hour or \$13.00 for the day.

There are notice boards about campus where one can join a car or van pool. For further information on parking, please visit the following website <http://www.sfu.ca/parking.html>

### **Food:**

There are many places on campus for food. This includes two cafeterias, White Spot, Mr. Sub, Tim Hortons, and many coffee shops. Consult the calendar under Dining Services for a full listing of food services available on campus and their operating hours. There is food and other services open in the Cornerstone Building (north of parking lot B).

Meal cards: It is possible to purchase a prepaid Meal Card which can be used at any food service on campus. Contact Dining Services at their office in AQ3176 of the Academic Quadrangle (AQ), or visit their website at [www.dineoncampus.ca/sfu/](http://www.dineoncampus.ca/sfu/)

### **Daycare:**

The Children's Centre is a provincially licensed facility operated by the SFU Childcare Society. It provides full and part time services for children of students, staff and faculty of Simon Fraser University and families from the broader community.

Daycare bursaries are available to eligible students, staff and faculty. For information and/or visit call the Daycare office between 8.30 am and 5 pm. Website is: <http://www.sfu.ca/childcare-society/>

***Maggie Benston Centre (MBC):***

Most student services are located in the MBC across from the library. These include a pub, print shop, ombudsman, cashier's office, volunteer centre, Simon Fraser Student Society (SFSS) office, Graduate Studies Office, bookstore, employment centre, native student centre, registrar, centre for students with disabilities, health services, counseling, a chaplaincy and much more.

***Cornerstone Building:***

Simon Fraser University's Cornerstone Building, a mixed residential and commercial development next to the B-lot parking lot, has become a focus of the campus community's interest as its retail businesses are growing.

Cornerstone merchants are Renaissance Coffee, Ichibankan Express, Nature's Garden Organic Deli, Himalayan Peak Restaurant, Donair Town and a pizza place.

Other businesses that are now open include, a Bell store, a bubble tea shop, a print shop, a dollar store and a hair salon. Nester's Market has now opened a grocery store next to the Cornerstone building.

***Recreational Services:***

Our Burnaby Recreation services and programs are available to students, staff, faculty, UniverCity, families, and general community members. Memberships are included for most students, staff and faculty – see eligibility information. Others are invited to purchase a membership, at a very competitive price. Facilities include fitness centre, pools, weight rooms, courts, sports drop-in, squash and racquetball court bookings, etc. Intramural sports ranging from softball to floor hockey to badminton are available to all members of the campus community. For further information, please visit the following website <http://students.sfu.ca/recreation/>

***Postal Services:***

Nester's Market operates a full service Canada Post postal outlet. We sell stamps, envelopes, boxes, courier service, postcards, and other mailing supplies. We can also process your federal, BC, Alberta, Saskatchewan, Ontario, New Brunswick, and Newfoundland and Labrador student loan agreement forms. Need a passport application form or a tax return package? Come to us! We are also the location to pick up undeliverable parcels and registered mail, and international shipments with duties charged, from SFU Burnaby and UniverCity.

***Student Society:***

The GSS (Graduate Student Society at Simon Fraser University) is the student society for SFU grad students.

The GSS is happy to help SFU grads find the information and assistance they need to navigate and enjoy their experience at SFU. Feel free to [contact us](#) with questions, problems, or suggestions. If we can't address it ourselves, we'll help connect you with the right people. For further information on the GSS, please visit their website at <http://www.sfugradsociety.ca/>

***Travel Agency:***

Travel CUTS (Canadian University Travel Service) has an office in the Cornerstone Building. If you are planning a trip, they can often find the cheapest way of getting you there.

***International and Exchange Student Services:***

SFU International provides support to graduate and undergraduate visa students and their families. It is located in MBC 1200 and is open from 9.00 am – 4.30 pm or at <http://students.sfu.ca/international/>

They can help you with the following:

- Canada Immigration to clarify regulations and procedures.
- Information on appropriate medical coverage
- Housing options, tenant rights and group sharing
- Temporary mail facilities for new students
- Liaison with academic departments and units in support of international student issues
- Orientation – full and mini-orientations prior to the start of the semester, to familiarize students with the University followed by reunions approximately six weeks later
- Social Insurance Number – How to obtain one and what information you will need

**International Teaching Assistant Seminar:**

A graduate seminar specially designed for teaching assistants and graduate students who speak English as an additional language. Time and place will be announced.

**Prior supervisory and departmental approval required before Registration.**

For more information, please contact ita@sfu.ca or 604.291.3380. Also visit the website at <http://www.sfu.ca/cstudies/lang/ita/>

**9. Other Important Information and Amenities:****Citizenship and Immigration**

Please note that immigration regulations and procedures listed below are subject to change. You should consult the Citizenship and Immigration Canada (CIC) website at <http://www.cic.gc.ca/> for any updated information prior to making any applications.

It is your responsibility to ensure that you maintain your immigration status and obey immigration regulations while studying at SFU and in Canada. Check your immigration documents (study permit, work permit and/or Temporary Resident Visa) to ensure that they are accurate and valid for study at SFU and note when they need to be renewed.

Please feel free to consult with an International Student Advisor at SFU International if you have questions or concerns. Taking immigration advice from friends or unauthorized consultants and agents is not recommended. Web [www.sfu.ca/international](http://www.sfu.ca/international)

Full-time international students who graduate from post-secondary institutions in Canada are eligible to apply to work in Canada for up to a year after graduation. To be eligible for a work permit under this program, you must meet all of the following conditions:

- Have a valid study permit when you apply for the work permit
- You must have studied **full time** in Canada and you must have completed a program of study that lasted at least eight months.
- you must have graduated from a public post-secondary institution, such as a college, trade/technical school or university
- You must have completed and passed the program of study and received a notification that you are eligible to obtain your degree, diploma or certificate.

- You must apply for a work permit within 90 days of receiving written confirmation (for example, a transcript or an official letter) from your institution indicating that you have met the requirements for completing your academic program.

Applications are made through the CIC Case Processing Centre in Vegreville, Alberta. These regulations are subject to change. If this is an opportunity which interests you, you are advised to make an appointment with an International Student Advisor at least one term before you graduate to discuss your options.

## **Banks Close to the University**

### ***Scotia Bank***

- |                                      |   |
|--------------------------------------|---|
| 1. Burnaby Campus at the Cornerstone | 2. 6715 E. Hastings at Sperling Ave<br>North Burnaby, BC V5B 1S6<br>Phone: 604.668.3717 |
|--------------------------------------|---|

### ***Bank of Montreal***

- |  |   |
|--|---|
| 1. Lougheed Town Centre<br>167A-9855 Austin Road<br>Burnaby, BC<br>Phone: 604.665.3745 | 2. Brentwood Mall<br>72-4567 Lougheed Hwy<br>Burnaby, BC<br>Phone: 604.665.6660 |
|--|---|

### ***Royal Bank of Canada***

- |  |  |
|--|--|
| 1. Hastings & Kensington Branch<br>6570 East Hastings St<br>Burnaby, BC V5B 1S2<br>Phone: 604.665.5925 | 2. Bainbridge & Lougheed Branch<br>2840 Bainbridge Ave<br>Burnaby, BC V5A 3W7<br>Phone: 604.665.8500 |
|--|--|

### ***CIIBC***

- |  |   |
|--|---|
| 1. Burquitlam Plaza<br>546 Clarke Road<br>Coquitlam, BC<br>Phone: 604.933.2133 | 2. Lougheed Mall<br>195-9855 Austin Ave<br>Burnaby, BC<br>Phone: 604.257.1175 |
|--|---|

Other large financial institutions include HSBC and Toronto Dominion (TD).

### **Public Transportation:**

Buses run regularly to SFU from about 6.00 am to 12:30 am. This is an economical, environmentally conscious and fairly reliable method of getting to and from campus.

The Greater Vancouver Regional District (GVRD) has a transit system (known as TransLink) which includes buses, SkyTrain (an elevated rapid transit train), SeaBus (passenger-only catamaran ferries between downtown and the North Shore), community shuttles and the West Coast Express commuter train (between downtown Vancouver and Mission). Visit [www.translink.bc.ca](http://www.translink.bc.ca) for schedules, trip planners, route maps and further information on public transportation. You can also call 604.953.3333 between 6:30am and 11:30pm for information.

How to get to the SFU Burnaby Mountain Campus:

- 135 SFU/Burrard Station
- 143 Coquitlam Station/SFU
- 144 SFU/Metrotown Station
- 145 SFU/Production Way Station

**SkyTrain:**

The SkyTrain is a rapid elevated transit train. SkyTrain links with a network of buses at many stations and with the SeaBus at Waterfront Station in downtown Vancouver. Daily SkyTrain service is provided every three to five minutes. Three lines are currently in operation:

- SkyTrain's Expo Line trains operate from Waterfront to King George Station. Four downtown stations are underground and marked at street level.
- Millennium Line trains make the same stops from Waterfront to Columbia, before branching to Sapperton, Braid, Lougheed Town Centre and beyond to Commercial Drive, adjacent to the Broadway Station.
- The Canada Line connects downtown Vancouver to the Vancouver International Airport (YVR) and the City of Richmond

Due to heavy traffic. Rush hours vary from where you are but will usually be between 7am to 9am and again from 3pm to 6:30pm. During these hours you might find that public transportation moves more slowly, so plan for a little extra time when travelling or driving during rush hours.

***Driver's License:***

As Simon Fraser University is on a list of recognized BC institutions, full-time international students who normally reside out of the province may drive in BC with valid international driving licenses. While driving, you must carry your valid International Driving permit or your valid home drivers license (and an official translation if it is not in English), your valid SFU student card and your study permit. Translation services are available through MOSAIC. Visit [www.mosaic-trans.com](http://www.mosaic-trans.com).

If you become a resident of Canada, are no longer a full-time international student, or wish to apply for a BC license, varying rules apply. Visit [www.icbc.com](http://www.icbc.com) for details.

Automobile insurance: ICBC (Insurance Corporation of British Columbia) provides universal auto insurance to all BC motorists as well as being responsible for driver licensing, vehicle enrollment and licensing. All BC motorists must have "Basic Autoplan" coverage. It provides the minimum insurance coverage that the law requires.

If you are bringing your car into BC from another province or country and are a full-time student from outside of BC who is attending school here, you may need a permit to operate your vehicle here. You must get the permit within 30 days of your arrival. It will be good for up to six months, or until your existing insurance expires, whichever happens first. If you don't have any insurance, you'll have to buy some.

Contact ICBC at (604) 661-2800 or toll-free at 1-800-663-3051 for more information.

***BC Identification Cards***

In order to purchase alcohol or attend events where alcohol will be served, you may need to prove that you are 19 years or older. You will need one piece of official ID with your name, photo, date of birth and picture on it (passport, driver's license or BC ID) and a second piece of ID (Care Card, SIN, credit card, bank card). If you don't have a driver's license, you can obtain an official BC identification called a BCID card. You can get a BCID card at any driver licensing office.

1. Bring one piece of primary and one piece of secondary identification to any Driver Licensing office. For a list of offices, visit [www.icbc.com](http://www.icbc.com).
2. Pay the BCID card fee (about \$35) and get your photo taken.

**Outside Advising and Counseling:**

SFU has a Human Rights office located in AQ3045 where students can turn for legal advice, counseling, and assistance if they experience professional, sexual, racial or other discriminatory harassment. There is also an ombudsman office for legal advice and mediation in the event of any case of academic or non-academic dispute.

**Visas and Re-Entry Visas:***Temporary Resident Visa:*

A Temporary Resident Visa (TRV or entry visa) is a sticker which is placed in your passport if you are a citizen of a country which requires a visa to visit Canada. This visa is either single or multiple-entry. If this is a requirement for citizens of your country, a valid TRV must be shown along with a valid immigration document (study or work permit) in order to re-enter Canada from any country outside of Canada or the continental United States.

Please note that International Student Advisors do not offer advising for students on how to become permanent residents or citizens of Canada. If you are interested in this information, check the website at [www.cic.gc.ca](http://www.cic.gc.ca).

*Tips for success!*

- Check the expiry date of your study permit—mark the date 90 days prior in your calendar to remind you to renew!
- Check the expiry date of your temporary resident (entry) visa if applicable. If you are planning to travel outside of Canada or the continental US, check the processing times on the website of the visa office abroad you plan to apply at to be certain you have enough time to get your paperwork processed.

*Plan ahead!*

- Your MSP (BC medical insurance) and Social Insurance Number (SIN) will also expire at the same time as your Study Permit. Make note on your calendar to renew it when you get your new permit.
- Check the expiry date of your passport too! If it will expire while you are in Canada, contact your consulate or embassy to find out how to extend it.
- Fill in Citizenship and Immigration Canada's "Application to Change Terms and Conditions or Extend My Stay in Canada." You may download the guide and application forms from the web at [www.cic.gc.ca](http://www.cic.gc.ca) or pick up a copy from SFU International.
- If you were previously studying at another institution in Canada, ensure that your current Study Permit is updated and valid.
- When leaving the country, be sure you travel with a letter from SFU showing your continuing status.

It is your responsibility to ensure that your study permit remains valid during your studies in Canada. If you need to extend your study permit, you should apply 30 to 90 days in advance of expiration, but not earlier. Typically, processing times are 4 to 12 weeks. As there have been long delays recently, we recommend applying 90 days in advance if possible, however the Case Processing Centre in Vegreville, Alberta will typically accept all complete applications as long as they are received before the expiration date of the study permit.

When you receive your new Study Permit, remember to renew your Care Card (Medical Services Plan) and Social Insurance Number (SIN). If you are planning to travel outside of Canada, check your Temporary Resident (Entry) Visa too, if you have one. See the related sections on the International Students website for procedures. (<http://www.sfu.ca/international/>)

**Off Campus Telephone Service:**

To set up a new telephone service at your personal home, contact Telus at 778.782.3100 or online at [www.telus.com](http://www.telus.com)

**Attachments: (Forms are online or at General Office)**

1. Social Insurance Number Application - <http://www.servicecanada.gc.ca/cgi-bin/search/eforms/index.cgi?app=prfl&frm=nas2120&ln=eng>
2. Obtaining a Social Insurance Number - <http://www.servicecanada.gc.ca/eng/sc/sin/index.shtml>
3. SIN Office Information - <http://www.servicecanada.gc.ca/cgi-bin/hr-search.cgi?ot=&ln=eng>
4. Medical Services Plan Application for Enrollment - <https://www.health.gov.bc.ca/exforms/msp/102fil.pdf>
5. David Cummings – Health Plan for International Students and Application – <http://www.david-cummings.com/>
6. Guide to your SFU Library/ID Card - <http://students.sfu.ca/content/dam/sfu/students/pdf/guide-to-library-id-card.pdf>
7. TSSU Members – Memo from Human Resources regarding Medical/Dental Benefits - <http://www.sfu.ca/human-resources/tssu/benefits/summary-of-tssu-benefit-plans.html>
8. Frequently asked Questions on Health Care for TSSU <http://www.sfu.ca/human-resources/tssu/benefits/frequently-asked-questions.html>
9. MSP Group Application - <https://www.health.gov.bc.ca/exforms/msp/167fil.pdf>
10. TSSU Membership Benefit Plan <http://www.sfu.ca/human-resources/tssu/benefits/tssu-member-benefit-plan.html>
11. Graduate Benefit Plan - [http://www.ihaveaplan.ca/rte/en/IHaveAPlan\\_SFUSimonFraserUniversitygraduatestudentsGSS\\_Home](http://www.ihaveaplan.ca/rte/en/IHaveAPlan_SFUSimonFraserUniversitygraduatestudentsGSS_Home)
12. Graduate Benefit Plan for International Grad Students - [http://students.sfu.ca/international/FAQ/documents/HealthInsurance\\_002.pdf](http://students.sfu.ca/international/FAQ/documents/HealthInsurance_002.pdf)
13. Graduate Benefit Plan Enrolment Form - [http://www.ihaveaplan.ca/RTEContent/Document/EN/Enrolment\\_Forms/Fall\\_11/SFU\\_GSS.pdf](http://www.ihaveaplan.ca/RTEContent/Document/EN/Enrolment_Forms/Fall_11/SFU_GSS.pdf)
14. Opt Out Information for Benefit Plan - [http://www.ihaveaplan.ca/rte/en/IHaveAPlan\\_SFUSimonFraserUniversitygraduatestudentsGSS\\_ChangeofCoverage\\_OptOuts](http://www.ihaveaplan.ca/rte/en/IHaveAPlan_SFUSimonFraserUniversitygraduatestudentsGSS_ChangeofCoverage_OptOuts)
15. Guidelines for Safety in Field Research - [http://www.sfu.ca/content/dam/sfu/ehs/field\\_research/Fieldwork%20Guidelines%202010.06.03.pdf](http://www.sfu.ca/content/dam/sfu/ehs/field_research/Fieldwork%20Guidelines%202010.06.03.pdf)
16. Approval of Supervisory Committee – <http://www.sfu.ca/content/dam/sfu/dean-gradstudies/currentstudents/Supervision/SupervisoryCommittee.pdf>
17. MSc. Thesis Proposal and Colloquium Guidelines - <http://www.sfu.ca/earth-sciences/graduate/Guide/ColloquiumGuidelines.pdf>
18. PhD Oral Candidacy Examination Guidelines - <http://www.sfu.ca/earth-sciences/graduate/Guide/PhDOralCandidacyExam.pdf>
19. Western Dean’s Agreement Processing for SFU Students - <http://www.sfu.ca/earth-sciences/graduate/Guide/WDAProcess.pdf>
20. Western Dean’s Registration form – <http://www.sfu.ca/content/dam/sfu/dean-gradstudies/currentstudents/Registration/WDA.pdf>
21. Guidelines for Research Seminars (EASC 900 & 901) - <http://www.sfu.ca/earth-sciences/graduate/Guide/EASC900901SeminarGuide.pdf>
22. Annual Progress Report - <http://www.sfu.ca/earth-sciences/graduate/Guide/ProgressReport.pdf>
23. Examining Committee Form – <http://www.sfu.ca/content/dam/sfu/dean-gradstudies/currentstudents/Examination/ExamMast.pdf>  
<http://www.sfu.ca/content/dam/sfu/dean-gradstudies/currentstudents/Examination/ExamPhD.pdf>
24. Deadlines – Thesis Defence - <http://www.lib.sfu.ca/help/writing/theses/thesis-submission-deadline-dates>
25. Earth Sciences Graduate Fellowship Adjudication Policy - <http://www.sfu.ca/earth-sciences/graduate/Guide/GFFASCAjudicationRevised01Dec2008.pdf>
26. List of Scholarships/Awards - <http://www.sfu.ca/dean-gradstudies/awards.html>
27. Travel and Business Expense Claim Form - <http://www.sfu.ca/finance/departments/research-accounting/travel-expense.html>
28. Cheque Requisition - <http://www.sfu.ca/finance/forms.html>
29. Access Copyright - [http://www.sfu.ca/archives/documents/cprt\\_faqs.pdf](http://www.sfu.ca/archives/documents/cprt_faqs.pdf)
30. Science Stores Account form - <http://www.sfu.ca/science-stores/>

31. SFU Microstore -

[http://sfu.collegestoreonline.com/ePOS?this\\_category=197&store=472&form=shared3%2fqm%2fmain%2html&design=472](http://sfu.collegestoreonline.com/ePOS?this_category=197&store=472&form=shared3%2fqm%2fmain%2html&design=472)

32. Instructions to View Pay Statement -

[http://www.sfu.ca/content/dam/sfu/finance/Payroll/How\\_to\\_Access\\_Your\\_T4\\_T4A\\_Online.pdf](http://www.sfu.ca/content/dam/sfu/finance/Payroll/How_to_Access_Your_T4_T4A_Online.pdf)