Introduction

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Firstly, congratulations on starting your Graduate Degree! You are here for the love of learning and discovery, and to acquire high level research training in the fields of Biomedical Physiology and Kinesiology. We hope that as a graduate student, you will make a significant contribution to novel and innovative research within this department. During your time here, you will receive top quality research training from our Biomedical Physiology and Kinesiology international research experts, and we fully anticipate that your degree will be a highly rewarding experience. However, as Research Faculty, we also appreciate that your graduate degree may be challenging at times and that you may encounter frustration and many barriers to success. To aid your progress through the program, and to ensure that you are as successful as possible, we have constructed this Graduate Handbook, which is designed to provide a reference source for both you and your professor. It is divided into three sections:

1) Student-Supervisor expectations
2) Financial support
3) Important information to help you get started

For additional information, go to the graduate webpages at www.sfu.ca/bpk/graduate_studies or contact your:
Graduate Program Assistant, Joel Block (778-782 4061; bpkgsec@sfu.ca) or Graduate Program Chair.
Student-Supervisor Expectations

This section provides an outline of the Graduate Program Committee’s (GPC’s) expectations of both student and supervisor during your graduate degree.

Your Senior Supervisor is responsible for supervising you throughout the degree program. It is the joint responsibility of the student and supervisor to ensure timely progression of the student through the program. Your supervisor is your mentor and is committed to training you to perform high quality research and to excel throughout your studies. As such, they will be a valuable source for information, direction, support and advice during your graduate degree.

Figure 1 (A, B,C) below provides the GPC’s recommendations for efficient progress through your degree.
Figure 1. Expected timeline for progression through your degree

Please note that these are recommended time-defined milestones and not policies for deadlines in completing specific degree requirements. However, substantial delays are to be avoided, and may prompt a GPC review of your file. For regulations on maximum durations, and leaves of absence, please refer to the Graduate General Regulations in the SFU Calendar.
**M.Sc. Thesis and Ph.D. Supervisory Committee:**
With your supervisor’s assistance, you should form, and finalize with the GPC Chair, your supervisory committee by the end of your first semester. Typically, your committee will consist of three-four research faculty members with a background in your area of research. The supervisory committee’s role is to assist and help direct you in your research program and to participate in your thesis proposal defence. It is expected that you will meet with your committee once a year.

**M.Sc. Thesis Proposal:**
The GPC encourages submission of your M.Sc. thesis proposal by the end of the fourth semester. The proposal is subsequently circulated to your supervisory committee, and formally presented for discussion at an open forum. Allow two weeks for your committee members to read your proposal. Your proposal should be submitted to the Graduate Program Assistant two weeks prior to the proposal presentation and it should precede your final M.Sc. thesis defence by at least four months.

**M.Sc. Thesis Defense:**
A formal defense of your completed M.Sc. thesis is made to the examination committee at an open forum. The GPC expects that you should be defending your M.Sc. thesis by the end of your second year of studies. Note that there are important documents required to be submitted to the Graduate Program Assistant and/or circulated to the supervisory committee before the formal thesis defence:

4 weeks prior:
- Approval of Examining Committee
- Abstract
- Provide copies of appropriate human and/or animal ethics approval

2 weeks prior:
- Thesis distribution to Committee
Ph.D. Comprehensive Examinations:
Comprehensive exams should be completed within four semesters of admission to the doctoral program. You should form your comprehensive examination committee by the end of your first semester. The committee consists of your Supervisory Committee, plus an additional examiner who is external to the Supervisory Committee. The Ph.D. comprehensive exam consists of three components: (1) a research proposal, (2) an oral presentation, and (3) an oral exam.

(1) Research Proposal – Your research proposal should be written in the format of a CIHR grant application, with a maximum page limit of 11 pages, exclusive of tables, figures, and appendices. Pilot data should be included where appropriate. The research proposal is to be written independently.

(2) Oral Presentation - The 20-30 min oral presentation will provide an opportunity for you to demonstrate your ability to provide a quality presentation on the research question and your approach to a solution.

(3) Oral Exam - The oral exam follows directly after the oral presentation. It is designed to further assess your ability to understand the issues at hand, and your ability to undertake the proposed research. Additionally, constructive suggestions may be provided with respect to the proposed approach. At the oral exam, the examiners may ask the you to clarify or elaborate and may further explore your knowledge in any area relevant to the proposed research.

Ph.D. Seminars:
By the end of your ninth semester (or tenth if you have transferred from the M.Sc. program), you should have completed two research seminars. At least one of these must be a departmental seminar arranged within the normal seminar series. When planning your seminar, bear in mind that seminar schedules can fill up quickly and that the seminar series does not usually run in the summer semester.
**Ph.D. Defense:**
A formal defense of your completed thesis is made to the examination committee at an open forum. Note that there are important thesis documents required to be submitted to the Graduate Program Assistant and/or circulated before the formal defense:

8 weeks prior:
- Approval of Examining Committee
- Abstract
- Provide copies of appropriate human and/or animal ethics approval

4 weeks prior:
- Thesis distribution to Committee

The completed dissertation is judged by the candidate’s examining committee. For information and regulations, refer to the Graduate General Regulations in the SFU Calendar.

**BPK seminar series:**
Seminars are held throughout the year in BPK, and in conjunction with other Departments and Universities. These offer an excellent opportunity to hear latest research results from internationally renowned experts in Biomedical Physiology and Kinesiology research, and all graduate students are strongly encouraged to attend each week. Sometimes the research being presented may not align with your area of study, but you will still learn important points, such as how to give a good presentation, how to present clear and concise figures and slides, how to explain key points to a mixed audience, and how to respond to questions. Upcoming seminars are announced by e-mail and on the notice board by the main office.
General notes:
Every term, all Ph.D. students should register in KIN 899: Doctorate Thesis.
Tuition fees must be paid in full before registration in subsequent semesters. Enrollment can be done online at: www.go.sfu.ca

For all students, a Progress Report Form, completed collaboratively by both student and supervisor, must be submitted each year. This report will describe student progress in completing the program requirements including thesis research and coursework, challenges or barriers and proposed solutions, and plans for student financial support for research (research assistantships, scholarships) for the upcoming year. In addition, the full thesis supervisory committee is encouraged to meet at least once a year, and the results of such meetings documented in the Progress Report.

Ethical Approval and Lab Safety requirements:
Anyone who works with animals, animal tissue, fish, birds or any vertebrates requires animal ethics approval. Contact Susan Riviere, UACC Coordinator: sfu-uacc@sfu.ca or 778-782-4738.

Thesis students may be required to have human ethics approval for their thesis. SFU uses policy R20.01 (Ethics Review of Research Involving Human Subjects) when considering studies involving humans. Contact Janet Yule or Barb Ralph at SFU ORE www.sfu.ca/ore.html or call 778-782-6785 or 778-782-3447.

Completion of Lab Safety Training is mandatory for anyone who works in a laboratory setting. Modules covered are General Laboratory Safety, Chemical Safety, Biosafety, Spill Response and Fire Safety. Contact Apollonia Cifarelli, Director, Environmental Health and Safety: carchesi@sfu.ca or call 778-782-5935.
Financial Support

It is the policy of the Department of BPK that all thesis-based graduate students should, at all times, have financial support either from external awards and scholarships, teaching- or research-assistantships.

1. Teaching Assistant
The Department believes strongly that a graduate student’s professional development is enhanced by participation in the learning environment as a learning facilitator and every effort is made to place graduate students in Teaching Assistant positions. Teaching Assistantships are awarded each semester depending on the teaching requirements of the Department. Rates are set by a collective agreement between the University and the Teaching Support Staff Union (TSSU).

2. External Funding
It is strongly encouraged that M.Sc. thesis and Ph.D. students apply for financial support from external agencies for their research training. Not only are these awards of considerable financial value, offering a salary stipend and sometimes also a small research allowance, they also hold significant kudos for both student and supervisor. You should be proactive about applying for these awards and discuss the options with your supervisor well ahead of the deadline dates to allow time to plan and complete as competitive an application as possible. Below we outline some of the agencies currently funding research in the Department:
* MSFHR – Michael Smith Foundation for Health Research ([www.msfhr.org](http://www.msfhr.org)). Funds provided are “To improve BC's ability to attract, support and retain outstanding health researchers and trainees, the Foundation's career-path personnel programs provide awards to support researchers' development from trainees at the Junior and Senior Graduate Studentship levels, through to the Post Doctoral, Scholar and Senior Scholar levels”. MSFHR run information sessions on their award programs at a number of venues throughout the Lower Mainland each year. Check their website for up-to-date information on these sessions and application deadlines.

* NSERC - Natural Sciences and Engineering Research Council of Canada ([www.nserc.ca](http://www.nserc.ca)). “NSERC offers scholarships and fellowships for every stage of study, from undergraduate to postdoctoral.” Applicants who apply for NSERC postgraduate scholarships are automatically considered for the Canada Graduate Scholarship Program. Internal deadline for applications to be submitted to the Dean of Graduate Studies at SFU is updated on a semester basis at [www.sfu.ca/dean-gradstudies/scholarships_and_awards/award_forms](http://www.sfu.ca/dean-gradstudies/scholarships_and_awards/award_forms). NSERC runs information sessions for students in September of each year. You should apply online at their website by completing an “NSERC Scholarships and Fellowships University Visits Request Form”. NSERC also offers an Industrial Postgraduate Scholarship targeting students who work in collaboration with companies outside the University.

* CIHR – Canadian Institutes of Health Research ([www.cihr-irsc.gc.ca](http://www.cihr-irsc.gc.ca)). CIHR “provides funding opportunities for four themes of health research: Biomedical, Clinical, Health systems services, and Social, cultural, environmental and population health.” Internal deadline for applications to be submitted to the Dean of Graduate Studies at SFU is updated on a semester basis at [www.sfu.ca/dean-gradstudies/scholarships_and_awards/award_forms](http://www.sfu.ca/dean-gradstudies/scholarships_and_awards/award_forms).
Financial support

* HSFC - Heart and Stroke Foundation of Canada (www.hsf.ca/research). Doctoral Research Awards are provided for “Graduate students who are undertaking full-time research training in the cardiovascular or health promotion fields”.

3. Research Assistant
As a graduate student within the Department, you are entitled to one Research Assistant position per annum with your senior supervisor. You may also choose to collaborate with other faculty members by means of a Research Assistantship with someone outside of your lab.

4. Scholarships & Bursaries
There are several scholarships and bursaries that you can apply and compete for, both prior to entering the graduate program and during your graduate studies. These include: Graduate Fellowships and Graduate Entrance Scholarships. The Graduate Awards Database can be found online at www.sfu.ca/dean-gradstudies.
5. Travel Allowances
Graduate students may apply for travel/conference allowances:

* The Department of Biomedical Physiology and Kinesiology offers Travel and Minor Research Awards.

6. Need-Based Funding
* Government of BC - Student financial aid (www.bcsap.bc.ca).

* SFU Bursaries - Financial assistance to SFU students. Additional information on basic eligibility requirements, regulations and application deadlines can be found on SFU Financial Aid and Awards website: www.students.sfu.ca/financialaid/bursaries/index.html
Important information to help you get started

This section is designed as a quick guide to some important information to help you transition into the department as a Graduate Student.

1. Graduate Program Assistant and Graduate Chair
In addition to your supervisor, you can contact your Graduate Program Assistant (Joel Block, email bkgsec@sfu.ca) for support in terms of finding out information, checking on policy, application deadlines etc.
Any issues or concerns that you may have may also be addressed to the Graduate Program Chair.

2. University Ethics Committee
All research that involves human subjects in any way (including the use of personal information on humans), whether funded or not, must be directed for review and prior approval to the University Ethics Review Committee. Students proposing to conduct research involving human participants are required to complete an online ethics approval form at the following website: www.sfu.ca/ore.html.

3. Lab Safety Training
Supervisors must ensure that workers under their supervision are instructed in safe laboratory practices and be made are that this training is available. The Environmental Health and Safety (EHS) conducts Laboratory Safety Training sessions three times a year at the beginning of each semester. Mandatory sessions are those with direct applicability to the registrant’s work environment. Certificates will be issued indicating the session attended. Website: www.ehs.sfu.ca/
4. Animal Care Facilities
SFU has a centralized University Animal Care Facility that many BPK labs utilize for their research (www.sfu.ca/acf). The use and care of animals conforms to guidelines specified by the Natural Sciences & Engineering Research Council (NSERC) and the Canadian Council on Animal Care. The Department also has access to the Biological Sciences aquatic research facilities on campus.

5. Science Stores
Science Stores provides technical and scientific supplies in addition to dealing with orders from external companies. They are located at B6208 (basement level of Biology Wing) and are open daily from 8:15am-4:30pm. Supplies are charged to your Supervisor’s account. For more information on stock items and chemical waste disposal, visit their website www.sfu.ca/science-stores.

6. Computing Facilities
Students can obtain their computing logins from Computing Services (Strand Hall, lower level). You will use your SFU email address to log in to gosfu.

In the distributed computing environment at Simon Fraser University, SFULAN (the high-speed, campus-wide, fibreoptic network) allows access to Unix, PC, and Macintosh workstations, and Unix, Novell, and NT filesystems, print servers, web servers, and printers. Website: www.sfu.ca/itservices.html.
7. SFU Library
SFU’s Bennett Library is located on the Burnaby campus. It has over 300 workstations with internet connection and wireless access in most study areas. Bound journals are located on the 6th floor. Hours: 8am-11:45pm (Mon-Thurs); 8am-8pm (Fri); 10am - 10pm (Sat, Sun). SFU’s Library website (www.lib.sfu.ca) has help documents dealing with thesis formatting, regulations, etc. In addition, Joanie Wolfe (778-782-4747, thesis_assistant@sfu.ca), provides thesis support to all graduate students by appointment. She organizes and runs thesis writing workshops at times throughout the year, with notification via email. Visit the Preparing and Submitting Your Thesis website: www.lib.sfu.ca/help/writing/theses for help and information resources.

8. Biomedical Physiology and Kinesiology Graduate Students’ Association (BPKGSA)
All graduate students in the Department of BPK automatically belong to the BPKGSA. Meetings are held each term to discuss changes to the program, as well as any comments/concerns graduate students might have. Graduate student representatives are chosen for a variety of committees within the department. Social events such as hikes, dinners, evenings out are also planned by the group. Further information can also be obtained by contacting the current BPKGSA President, ask Susie Nugent for contact info.

9. The Grad Room (K8504)
The Grad Room houses some workspaces and computer stations for graduate student use. If you do not have workspace in your lab area, you can make use of those work spaces. Deskspace may have to be shared depending on the demand.
10. Centre for Students with Disabilities
The Centre for Students with Disabilities (www.sfu.ca/ccs/csd) works with other departments at SFU to ensure accessible (both physical and educational) learning environments for students with disabilities. Their office is located in MBC 1250 or by phone at 778-782-3112.

11. ID Cards
When you arrive at SFU, you can obtain your student ID/Library card from the Maggie Benson Centre (MBC) during normal working hours. Photos are taken the first week of each term. This card entitles you to borrow books from the SFU Library, as well as request journal articles/other print material online through the Library website.

12. Keys
Door keys can be obtained from Campus Security. First you must fill out a “key requisition” form (from the Main Office) and have it signed by your senior supervisor. A deposit of $10-20 is normally required for each key requested. Mailbox keys for Kinesiology can be obtained from your Graduate Program Assistant. As a graduate student, you may use your mailbox for the duration of your studies, but must return your key upon completion of your degree.

13. Tuition & Payroll
Graduate students who have financial assistance (i.e. scholarship, bursary, TA, RA, etc) should see the departmental Financial Assistant. Paydays occur every 2 weeks, and deposits can be made directly into your bank account if you request it. To do this, you will need to provide Payroll with a VOID cheque. Students may also request that tuition payments be taken off each pay cheque. If interested, look on the SFU Finance website for instruction, at the beginning of each term.
14. Photocopying & Printing
The Biomedical Physiology and Kinesiology department houses a photocopier in K9635, the room next to the Main Office. Graduate students may request a photocopy number at the beginning of their studies good for 500 copies ($25) on this machine. In addition, TA’s may also request photocopy codes for their respective course material. Contact Maggie in the Main Office for more information. The Photocopy Room also contains a black and white laser printer, accessible by most lab computers. Ask your senior supervisor if your lab computer is connected to the main printer. Any questions should be directed to the Biomedical Physiology and Kinesiology computer technician, King Chao (ext. 5780, chao@sfu.ca).

15. Room/Equipment Bookings
The BPK Seminar Room is available for many meetings, seminars. In addition, other rooms in the surrounding area may be booked for meetings, seminars, or thesis presentations. Contact your Graduate Program Assistant for more details.

16. Audio-Visual Equipment
The AV department (or Classroom Technical Assistance) loans out equipment such as projectors, computers, overhead machines, laser pointers, etc for teaching/presentation purposes. They are located at two offices on campus - AQ (ext. 4828) and West Mall (WMC, ext. 5538).

17. Health/Career Services
SFU Health and Counselling Services is located in Maggie Benson Centre (ground level). Appointments can be made by phone (ext. 27815).
18. Parking
Graduate students are entitled to parking passes at one of the SFU parking lots. Parking Services Office is located in the West Mall Complex (WMC 3110) and renewal of parking permits can be done online up to one month before the next school term (i.e. renew before March 31st for Summer term). Both B- and C-lots are located in close proximity to the Department and are commonly used by students and staff in the department. More information can be obtained by contacting Parking Services at parking@sfu.ca.

19. Housing
On-campus, SFU has a variety of residence facilities, including townhouse-style residences. Many graduate students choose to live on campus out of convenience, and additional information may be obtained from the residence website: www.students.sfu.ca/residences. Off-campus housing is also popular among graduate students, with many students living “off the hill” in rental or owned units. Available rental units may be found online at www.sfu.ca/offcampushousing.

20. International Students’ Society
Students from outside Canada can contact the International Students’ Society at www.sfu.ca/international. Services include: admission assistance, housing options, counselling, campus tours, and other SFU opportunities.

21. Human Rights
The SFU Human Rights Office is located in the Academic Quadrangle (AQ3045). Any questions or concerns may be directed to their website: www.sfu.ca/hro.