Application for Admission to Honours Program

Student Name (Print): ________________________________    Student Number: ___________________

SFU Email Address: ________________________________    Phone Number: ________________________________

Number of Units Completed: ______  ___

Cumulative GPA: _______ Upper Division GPA: _______    FHS Major GPA: _______

Proposed Honours Thesis Title (Print): ______________________________________________________
                                                                                           __________________________________________________________________________________

Background statement (150-300 words):  __________________(date received)

Applying for admission to Honours Program beginning: ________(fall, spr, sum semester) _______ (year)

I am applying to the Faculty of Health Sciences Honours Program and understand that if my
Cumulative GPA, Upper Division GPA or Health Sciences Major GPA drop below 3.0, I will revert to
the Major program in Health Sciences.

Student’s Signature: _______________________________      Date: ______________________________

I have discussed with the student the research and thesis proposed above, and the course list on
page 2 and, provided that the application is approved by the Undergraduate Studies Committee, I
am prepared to supervise the student throughout the completion of the three courses required for
the Honours program.

Faculty Supervisor Name (print): __________________________   Signature: _______________________
                                            Date: ______________________________

Secondary Supervisor Name (print):_________________________ Signature: ______________________
(if applicable)
                                            Date: ______________________________

Office Use Only

Approved ☐                     Not Approved ☐

Director, Undergraduate Programs ___________________________ Date ___________________________

If application approved, program changed to Honours in SIMS ☐ _______ (Initial here)
Application for Admission to Honours Program: Page 2

Student Name (Print): ________________________________    Student Number: ___________________

I am in the Health Sciences □ BA □ BSc program.

Courses

I have agreed with my supervisor that my Honours program will consist of the following courses:

HSCI ________  Please register me for this course in the following semester: ___________________

HSCI ________  Please register me for this course in the following semester: ___________________

HSCI ________  Please register me for this course in the following semester: ___________________

Checklist for Written Deliverables

Written deliverables due at end of HSCI _______ (course 1)    _______________(date received)
___________________________________________________________(Educ. Programs staff signature)

Written deliverables due at end of HSCI _______ (course 2)    _______________(date received)
___________________________________________________________(Educ. Programs staff signature)

Written deliverables due at end of HSCI _______ (course 3)    _______________(date received)
___________________________________________________________(Educ. Programs staff signature)
Honours Program – Guidelines

The Honours Program provides an opportunity for qualified undergraduate students in Health Sciences to become involved in original research through engaging in a two- or three- semester research project. Some honours projects originate entirely with students; others are closely related to ongoing faculty research programs. Most projects are developed during discussions between a student and his or her supervising faculty. It is the faculty member's prerogative to accept or decline any request to supervise an Honours student.

A faculty member who agrees to supervise an Honours student commits to providing regular supervision through participating in the design and completion of each Honours course, meeting regularly, providing timely feedback for all deliverables and assessments, and otherwise serving as a mentor to the student. The supervisor ensures that the Honours Program is devoted to advancing the student’s knowledge and competencies, and that the standard for expectations for the student’s work is set appropriately.

The primary goals of the Honours Program are to develop the student's research competence through participation in original research and to demonstrate the level of research competence achieved. Although the results of Honours projects could be presented at scientific meetings or published, producing publishable research is not a key goal of the Honours Program.

The Faculty of Health Sciences has a vested interest in assuring that its Honours graduates acquire a high level of knowledge and competence in the health sciences. The Honours Program is designed to accommodate varied research activities conducted in diverse settings. Therefore, the procedures governing the evaluation of honours projects are based on a system of individual judgment and common criteria.

Entrance into the Honours Program

A minimum 3.0 cumulative grade point average (CGPA), a minimum 3.0 upper division grade point average (GPA), and a minimum 3.0 health sciences major grade point average is required for entry and must be maintained to graduate with honours.

Students who obtain both a program and graduation GPA of 3.5 are eligible for the designation first class.

Students not meeting the requirements may be dropped from the Program, but may apply for readmission at a later date.

A prospective Honours student must identify and invite an appropriate faculty member to serve as his or her supervisor. Note that faculty are not obligated to serve as an Honours supervisor, and that failure of the student to secure a supervisor implies not being admitted into the Honours program.

The student will work with a secondary as well as main Honours Thesis supervisor. The student and supervisor will agree on a second faculty member to serve on the committee by the end of proposal preparation for the HSCI 490 course at the latest.

Prior to initiating the project, the student and instructor should discuss and mutually agree upon the requirements and expectations. Students and faculty are advised to make their arrangements well in advance. In consultation with the instructor, the student is responsible for preparation and submission of the Application and a detailed plan for accomplishment of objectives and timeline for deliverables.

Students can apply for admission to the Honours Program when they have at least 90 units completed. Students may apply for admission to the Honours Program to begin any semester.

At least 2 weeks prior to the semester in which a student plans on enrolling in the Honours Program, an Honours Program Application, prepared in consultation with the intended supervisor, must be submitted to the Undergraduate Program Assistant (BLU 10701) for approval by the Undergraduate Studies Committee. The application includes the proposed Honours Thesis title, a brief background statement about it (150-300 words), an advising transcript and confirmation of a faculty supervisor.
If there are questions or concerns about the nature of the proposed Honours project, these should be identified by the end of the second week of classes and resolved in a timely manner.

Requirements and Expectations for Completion of the Honours Program

1. Students must complete at least 132 units, including at least 60 in the upper division, and all the requirements for the major program.

2. Students need to complete courses as shown below:

   For students in the BA Program:
   
   - HSCI 490-3 Research Proposal
   - HSCI 492-3 Honours Research Thesis
   
   and one of
   
   - HSCI 491-3 Independent Research
   - HSCI 493-6 Extended Independent Research

   For students in the BSc Program:
   
   - HSCI 490-3 Research Proposal
   - HSCI 491-3 Independent Research or HSCI 493-6 Extended Independent Research
   - HSCI 492-3 Honours Thesis

   OR
   
   - HSCI 490-3 Research Proposal
   - HSCI 492-3 Honours Thesis
   - HSCI 494-9 Independent Laboratory Research

   All three courses from the chosen group cannot be taken in just one semester, but may be taken over the course of either two or three semesters.

3. Evidence must be provided that the honours project meets all criteria of SFU’s Research Ethics Board (REB). Many theses will reflect original data collection involving human subjects or use of secondary data from humans, and these projects will require ethics approval. If the thesis project does not meet criteria for REB review, such as data collection involving human subjects, the Supervisor may submit a memo explaining that no ethics approval is required for the project. Students and their supervisors are responsible for knowing about and adhering to REB standards; see [http://www.sfu.ca/vpresearch/ethics/index.html](http://www.sfu.ca/vpresearch/ethics/index.html).

4. At the end of HSCI 490, the student must submit a copy of the Research Proposal to the Undergraduate Studies Committee. The proposal should include the proposed Honours Thesis title, background and research objectives, a rationale for the project, proposed methods, and timeline/workplan.

5. The student and their faculty supervisor commit to regularly scheduled meetings (e.g., biweekly).

6. The course work for the Honours Thesis and its completion must be accomplished within a one year time frame, and the typical timeline is over two semesters. HSCI 490 is taken in the first semester. The independent research and HSCI 492 are completed in the second semester.

7. Students must complete an Honours Thesis to the satisfaction of their supervisor and secondary committee member.
8. The thesis defence will customarily take place in the form of an individual oral defence event. The faculty member and student are responsible for booking room for the defense, and organizing audio-visual equipment. An alternative that may be available some semesters is a group poster presentation event in which Honours students finishing that semester will take part. The student will present their work and respond to questions from their supervisor and secondary committee member.

9. The final report should be submitted to the supervisory committee a minimum of three days prior to the thesis defense. It should adhere to the thesis guidelines.

**Faculty Obligations:**
A faculty member is not obligated to accept a request to direct an Honours project. A faculty member who agrees to assist should have a background appropriate for supervising the student on the selected topic or research area. He or she commits to providing regular supervision of the student’s work through participating in the design of the three courses, meeting regularly throughout (i.e., meetings at least every three weeks if not more often), and providing timely feedback for deliverables and assessments, including any approvals from the Research Ethics Board (see [http://www.sfu.ca/vpresearch/ethics/index.html](http://www.sfu.ca/vpresearch/ethics/index.html)). Faculty must ensure that an Honours project is devoted to advancing the student’s knowledge, addresses a well defined topic, meets all criteria of SFU’s Research Ethics Board (REB), and has an intellectual level that is at least equivalent to that of HSCI 400-level courses.

Although students may become involved in data collection, coding, and data analyses of a faculty member’s research in the context of Honours projects, students must not be used as unpaid research assistants.

**Honours Project Requirements:**
The student must satisfy the obligations specified in the application form and the plan agreed upon with the supervisor about the work to be performed, deliverables, and timeline. As well, the student should perform sufficient work to justify the credit hours in each of the courses, which are normally a minimum of three hours per week for each credit hour. For example, a 6 credit hour course over a regular semester implies about 18 hours of work each week on the part of the student, including time meeting with the instructor. The student is expected to meet with the instructor on a regular basis, and is responsible for setting up these appointments. Specific requirements vary, but at a minimum the student is required to submit substantial written products in each of the three courses (e.g., proposal, annotated bibliography or literature review, data analysis interim report, research report, final thesis).

Upon completion of each course, copies of the major deliverables for that course’s work must be filed with the Undergraduate Studies Office. Failure to do so may result in the course being disallowed as an approved course.