



OFFICE OF THE ASSOCIATE VICE-PRESIDENT, ACADEMIC

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MEMORANDUM

ATTENTION	Senate	DATE	May 6, 2016
FROM	Gordon Myers, Chair	PAGES	1/1
	Senate Committee on		
	Undergraduate Studies		
RE:	Visiting Undergraduate Research Course (SCUS 16-18)		

A handwritten signature in black ink, appearing to read 'Gordon Myers', is written over the signature line of the memorandum.

For information:

Acting under delegated authority at its meeting of May 5, 2016 SCUS approved the following curriculum program effective Spring 2017.

1. Visiting Undergraduate Research Course

(i) New Course Proposal: UGRAD 400



MEMORANDUM

ATTENTION Senate Committee on Undergraduate Students (SCUS) **DATE** March 21, 2016

FROM Rummana Khan-Hemani, Registrar & Executive Director *pro tem*, Student Enrollment **PAGES** 1

CC Rella Ng, Associate Registrar, Information, Records & Registration Services

RE: Visiting Undergraduate Course

Motion:

“that SCUS approve under delegated authority the creation of an undergraduate visiting research course (UGRAD 400) that denotes full-time engagement in academic research at the undergraduate level and that all Undergraduate Visiting Research Students must register for this course.”

Rationale

For many years, SFU faculty members and departments have been inviting undergraduate students, many of them international who are normally enrolled in institutions outside of Canada, to conduct short-term research under their supervision. Examples of these include Mitacs Globalink Research interns, DAAD RISE interns, and undergraduate students conducting research as part of their educational requirements for their home institution (e.g. from France, Germany, United Kingdom, etc.).

Ensuring that these visiting undergraduate researchers are admitted and enrolled as students engaged in full-time research allows them to apply for a Canadian Study Permit, facilitating SFU's ability to properly report their activities as part of our enrollment reporting to Citizenship and Immigration Canada (CIC). There have been many recent changes to Federal immigration policies and procedures relating to international students and workers in Canada, and the continually evolving situation makes it necessary for SFU to have greater oversight over international students being invited to SFU in order to ensure compliance with immigration and employment law, and SFU policies. In 2006 Senate approved the establishment of GRAD 800-0 to accommodate visiting graduate students in a similar fashion.

Formalizing the admission of these visiting undergraduate research students provides SFU with the opportunity to better vet, track and support these students, as well as these types of activities, as part of SFU's research and internationalization agenda. Many of these visiting students and researchers often apply to become degree seeking students at SFU, making the short-term visit a useful recruitment pathway.

Notes:

1. Students will be provided with a transcript listing this course, and that will be official confirmation of their participation in research activity at SFU.
2. Visiting research students will not be charged tuition fees, but they will pay student services and recreation-athletics fees, because they will have the opportunity of accessing those services. It may be possible for them to obtain U-Pass, but this will depend upon their date of arrival.
3. Visiting research students may not take other courses. Should they wish to do this, they would be admitted as exchange students.

COURSE SUBJECT UGRAD

NUMBER 400

COURSE TITLE

LONG — for Calendar/schedule, no more than 100 characters including spaces and punctuation

Visiting Undergraduate Research

AND

SHORT — for enrollment/transcript, no more than 30 characters including spaces and punctuation

Visiting Undergraduate Research

CAMPUS where course will be normally taught: ☐ Burnaby ☐ Surrey ☐ Vancouver ☐ Great Northern Way ☐ Off campus

COURSE DESCRIPTION (FOR CALENDAR). 50 WORDS MAXIMUM. ATTACH A COURSE OUTLINE TO THIS PROPOSAL

Visiting research course for international undergraduate students who are invited by SFU faculty members and departments to conduct short-term research under their supervision. This is a place-holder course and will not appear in the Academic Calendar.

REPEAT FOR CREDIT ☐ YES ☒ NO How many times? Within a term? ☐ YES ☐ NO

LIBRARY RESOURCES

NOTE: Senate has approved (S.93-11) that no new course should be approved by Senate until funding has been committed for necessary library materials. Each new course proposal must be accompanied by a library report and, if appropriate, confirmation that funding arrangements have been addressed.

Library report status, see lib.sfu.ca/collections/course-assessments

RATIONALE FOR INTRODUCTION OF THIS COURSE

If more space is needed, please use the provided text box on page 4 of this document

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Ensuring that these visiting undergraduate researchers are admitted and enrolled as students engaged in full-time research allows them to apply for a Canadian Study Permit, facilitating SFU's ability to properly report their activities as part of our enrollment reporting to Citizenship and Immigration Canada (CIC). There have been many recent changes to Federal immigration policies and procedures relating to foreign students and workers in Canada, and the continually evolving situation makes it necessary for SFU to have greater oversight over the foreign nationals being invited to SFU in order to ensure compliance with immigration and employment law, and SFU policies.

Formalizing the admission of these visiting undergraduate research students provides SFU with the opportunity to better vet, track and support these students, as well as these types of activities, as part of SFU's research and internationalization agenda.

Many of these visiting students and researchers often apply to become degree seeking students at SFU, making the short-term visit a useful recruitment pathway. All undergraduate visiting research students must register for this course.

SCHEDULING AND ENROLLMENT INFORMATION

Term and year course would first be offered (e.g. FALL 2014) Term(s) in which course will typically be offered ☒ Spring ☒ Summer ☒ Fall☐ Other (describe) Will this be a required or elective course in the curriculum? ☐ Required ☐ Elective

What is the probable enrollment when offered? Estimate:

UNITS

Indicate number of units:

Indicate no. of contact hours for:

Lecture

Seminar

Tutorial

Lab

Other – please explain

OTHER**FACULTY** Which of your present CFL faculty have the expertise to offer this course?**WQB DESIGNATION** (attach approval from Curriculum Office)**PREREQUISITE AND / OR COREQUISITE****EQUIVALENT COURSES**

Does this course replicate the content of a previously-approved course to such an extent that students should not receive credit for both courses?

COURSE – LEVEL EDUCATIONAL GOALS (OPTIONAL)**FEES**

Are there any proposed student fees associated with this course other than tuition fees?

☐

YES

☒

NO

RESOURCES

List any outstanding resource issues to be addressed prior to implementation: space, laboratory equipment, etc:

OTHER IMPLICATIONS

Final Exam required: ☐ YES ☒ NO

Criminal Record Check required: ☐ YES ☐ NO

OVERLAP CHECK

Checking for overlap is the responsibility of the Associate Dean.

Each new course proposal must have confirmation of an overlap check completed prior to submission to the Faculty Curriculum Committee.

Name of Originator

Rella Ng, Associate Registrar, Information, Records and Registration Services