



MEMO

Dean of
Graduate Studies

STREET ADDRESS

Maggie Benston Student Services
Centre 1100
Burnaby BC V5A 1S6
Canada

MAILING ADDRESS

8888 University Drive
Burnaby BC V5A 1S6
Canada

TO: Senate

TEL

FROM Wade Parkhouse, Dean, Graduate Studies

RE SFU Exchange Program: Outbound Graduate Students criteria
[GS2011.31]

CC

DATE December 8, 2011

For information

Acting under delegated authority at its meeting of 5 December 2011, the SGSC approved the eligibility requirements for SFU graduate students to participate in exchange programs.
[GS2011.31]

Senators wishing to consult a more detailed report of curriculum revisions may do so by going to Docushare:

<https://docushare.sfu.ca/dsweb/View/Collection-12682>

If you are unable to access the information, please call [778-782-3168](tel:778-782-3168) or email shelley_gair@sfu.ca.

GS2011.31

Background

SFU International, in consultation with the Dean of Graduate Studies, is proposing the introduction of eligibility requirements for SFU graduate students to participate in the exchange program at SFU.

The Senate Committee on International Activities (SCIA) was asked to review the proposed eligibility criteria for recommendation to the Senate Graduate Studies Committee (SGSC). At the February 9, 2011 SCIA meeting the following criteria were approved for submission to the SGSC.

The review and approval of the SGSC is requested.

If the SGSC agrees to the recommendations, the SGSC is asked to then recommend the criteria to Senate for final approval. Assuming final approval is achieved in the Spring 2011 term, an implementation date of September 2011 is recommended.

Exchange Eligibility Criteria

At present, the exchange eligibility criteria that are published in the SFU Calendar are only relevant to undergraduate degree students. Graduate students have been permitted to apply to participate in SFU's formal exchange program in an ad-hoc fashion, with selection loosely based on the undergraduate edibility criteria. No formal eligibility criteria currently exist for Graduate students.

Given this, based on consultation with the Dean of Graduate Studies, the following eligibility criteria are proposed for graduate applicants to SFU's exchange program.

At the time of application, all graduate exchange applicants must

- *have the approval of both their graduate supervisor (or faculty advisor in the case where no graduate supervisor is appointed) and the chair of their graduate program;*
- *normally have achieved a minimum 3.5 cumulative grade point average (CGPA), or higher as required by partner institutions;*
- *be in good standing and making satisfactory progress in their program of study; and*
- *be enrolled as an active Simon Fraser University graduate degree student (note: graduate visiting students, non-degree students, and diploma students are not eligible for the SFU Exchange Program).*

Exchange Units

In addition to the above requirements, it is recommended that SFU also include text in the calendar regarding the number of exchange units that a graduate student may apply toward their SFU credential.

At present time, there is no formal policy regarding the number of *exchange* units that graduate students are permitted to include in their program of study at SFU, though there is a policy regarding minimum coursework requirements. Undergraduate students are permitted 30 exchange units, in addition to 60 transfer credits. Of the 30 exchange units up to 15 exchange units may count toward their SFU degree residency requirements. The approval of a similar policy for Masters and PhD students at SFU is recommended.

Based on the graduate minimum coursework requirements, the proposed text to include with the graduate eligibility criteria is as follows:

Participants on all exchanges must meet certain academic and residency requirements. The graduate residency requirement for Masters and PhD students completing a credential at Simon Fraser University may include up to half of the minimum course work of the University or departmental degree requirements completed at an SFU partner institution on a formal exchange program. (as per GGR 1.7.6).

Coursework

In addition to the above text regarding the number of units that can be transferred from course work successfully completed on a formal exchange, clarification regarding undergraduate coursework taken at an exchange partner is proposed as follows:

Graduate students approved for participation in an SFU exchange may, in special cases, be granted permission to take undergraduate courses at a partner institution. However, in most cases, undergraduate coursework taken by graduate students while on exchange will not be counted toward their graduate degree requirements at SFU. (as per GGR 1.7.6)