

**GRADUATE STUDIES AND
POSTDOCTORAL FELLOWS**

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MEMORANDUM

ATTENTION Senate
FROM Wade Parkhouse, Chair of Senate
Graduate Studies Committee (SGSC)
RE: Faculty of Applied Sciences

DATE November 17, 2016
No. GS2016.36

A handwritten signature in blue ink, appearing to read 'Wade Parkhouse'.

For information:

Acting under delegated authority at its meeting of November 7, 2016, SGSC approved the following curriculum changes, **effective Fall 2017**:

School of Mechatronic Systems Engineering

- a) New course: MSE 890 Qualifying Examination
- b) Course change (prerequisite): MSE 899



MEMORANDUM

Attention Dr. Wade Parkhouse Date October 18, 2016
Dean, Graduate Studies

From Dr. Mirza Faisal Beg mfbeg@sfu.ca
Faculty of Applied Science, Graduate Studies Committee

Re: 1) Professional Master of Science Program (conversion from special cohort to regular program)
2) MSE PhD Qualifying examination course MSE 890

The faculty of Applied Sciences Graduate Studies Committee would like to send the following two items for consideration by SGSC. These have been approved by FGSC by electronic vote.

- 1) ~~Professional Master of Science in Computer Science in the area of 'Big Data'~~
- 2) Creation of a MSE PhD Qualifying Examination via a course MSE 890

Documents for the above items are attached with this memo. I request you to please place these on the agenda for the next SGSC meeting.

Cc: Dr. Greg Mori, Director, School of Computing Science
Dr. Glenn Chapman, Director, School of Engineering Science
Dr. Farid Golnaraghi, Director, School of Mechatronic Systems Engineering



SIMON FRASER UNIVERSITY
SURREY

SCHOOL OF MECHATRONIC SYSTEMS ENGINEERING

October 5, 2016

250-13450 102 Avenue
Surrey, BC V3T 0A3
Canada

Memorandum

Tel: 778-782-8456
Fax: 778-782-7514

From: Dr. Mehrdad Moallem, MSE Graduate Program Committee Chair

A handwritten signature in black ink, appearing to read 'M. Moallem'.

To: Dr. Faisal Beg, Associate Dean, Faculty of Applied Sciences

Subject: PhD Qualifying Exam as a course and a pre-requisite for PhD thesis

To provide better control of our PhD program and ensure timely completion of thesis requirements, we have discussed the introduction of Qualifying Exam.

The proposed course will serve as a pre-requisite for enrollment in the PhD Thesis. The faculty unanimously approved introduction of the above measure in our meeting on September 23, 2016.



New Graduate Course Proposal

Please save the form before filling it out to ensure that the information will be saved properly.

Course Subject (eg. PSYC) MSE	Number (eg. 810) 890	Units (eg. 4) 0
Course title (max 100 characters including spaces and punctuation) PhD Qualifying Examination		
Short title (for enrollment/transcript - max 30 characters) PhD Qualifying Exam		
Course description for SFU Calendar * The candidacy exam enables the Supervisory Committee and the School to determine if the student is properly prepared to embark on the proposed research program. Upon admission to the PhD program, each student must enroll in this course each semester. A SATISFACTORY grade is granted once the student submits a written research proposal and successfully defends it during an oral presentation before her/his supervisory committee. The candidacy exam must be completed after 6 terms enrollment. Under special circumstances, and subject to approval by the Supervisory and Graduate Program committees, a student who does not pass the exam (UNSATISFACTORY grade) may be given a second chance by enrolling in MSE890 one more time. This course is a prerequisite for MSE899 (PhD Thesis).		
Rationale for introduction of this course To provide further program control for PhD students and their supervisors to formalize their respective research programs at an early stage and accelerate the time to completion.		
Effective term and year Fall 2017	Course delivery (eg 3 hrs/week for 13 weeks) NA	
Frequency of offerings/year 3 times, every year	Estimated enrollment/offering 40	
Equivalent courses (These are previously approved courses that replicate the content of this course to such an extent that students should not receive credit for both courses.) NA		
Prerequisite and/or Corequisite ** PhD Students in the School of Mechatronic Systems Engineering (MSE)		
Criminal record check required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, then add this requirement as a prerequisite.		
Campus where course will be taught <input type="checkbox"/> Burnaby <input checked="" type="checkbox"/> Surrey <input type="checkbox"/> Vancouver <input type="checkbox"/> Great Northern Way <input type="checkbox"/> Off campus		
Course Components <input type="checkbox"/> Lecture <input type="checkbox"/> Seminar <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Research <input type="checkbox"/> Practicum <input type="checkbox"/> Online <input type="checkbox"/>		
Grading Basis <input type="checkbox"/> Letter grades <input checked="" type="checkbox"/> Satisfactory/Unsatisfactory <input type="checkbox"/> In Progress/Complete	Capstone course? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Repeat for credit? *** <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Total completions allowed? <u>2</u>	Repeat within a term? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Required course? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Final exam required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Additional course fees? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Combined with an undergrad course? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, identify which undergraduate course and what the additional course requirements are for graduate students:		

* Course descriptions should be brief and should never begin with phrases such as "This course will..." or "The purpose of this course is..." If the grading basis is satisfactory/unsatisfactory include this in the description.

** If a course is only available to students in a particular program, that should be stated in the prerequisite.

*** This mainly applies to a Special Topics or Directed Readings course.

RESOURCES

If additional resources are required to offer this course, the department proposing the course should be prepared to provide information on the source(s) of those additional resources.

Faculty member(s) who will normally teach this course All MSE faculty supervising PhD graduate students
Additional faculty members, space, and/or specialized equipment required in order to offer this course NA

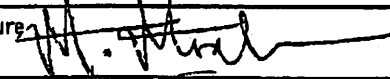
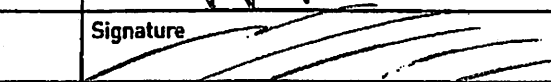
CONTACT PERSON

Department / School / Program Mechatronics/Applied Science	Contact name Mehrdad Moallem	Contact email mmoallem@sfu.ca
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DEPARTMENTAL APPROVAL

REMINDER: New courses must be identified on a cover memo and confirmed as approved when submitted to FGSC/SGSC. Remember to also include the course outline.

Non-departmentalized faculties need not sign

Department Graduate Program Committee M. Moallem	Signature 	Date Oct 3, 2016
Department Chair Farid Golnaraghi	Signature 	Date 10/3/16

LIBRARY REVIEW

Library review done? YES N/A

Course form, outline, and reading list must be sent by FGSC to lib-courseassessment@sfu.ca for a review of library resources.

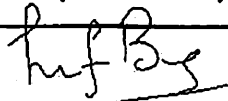
OVERLAP CHECK

Overlap check done? YES N/A


The course form and outline must be sent by FGSC to the chairs of each FGSC (fgsc-list@sfu.ca) to check for an overlap in content. An overlap check is not required for some courses (ie. Special Topics, Capstone, etc.)

FACULTY APPROVAL

This approval indicates that all the necessary course content and overlap concerns have been resolved, and that the Faculty/Department commits to providing the required Library funds and any other necessary resources.

Faculty Graduate Studies Committee (FGSC) Mirza Faisal Beg	Signature 	Date October 18, 2016
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SENATE GRADUATE STUDIES COMMITTEE APPROVAL

Senate Graduate Studies Committee (SGSC) Wade Parkhouse	Signature 	Date NOV 17 2016
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ADMINISTRATIVE SECTION (for DGS office only)

Course Attribute: _____
 Course Attribute Value: _____
 Instruction Mode: _____
 Attendance Type: _____

If different from regular units:
 Academic Progress Units: _____
 Financial Aid Progress Units: _____



Graduate Course Change

Attach a separate document if more space is required.

Course Subject/Number	MSE 899	Units	6	Effective Term and Year	Fall 2017
Course Title	PhD Thesis				
Rationale for Change:	To provide a new prerequisite course entitled "PhD Qualifying" (MSE 890) to be successfully completed before registering in PhD Thesis MSE899				

Proposed Changes (Check all that apply)

Course number
 Units*
 Title
 Description
 Prerequisite
 Other _____

Complete only the fields to be changed

FROM	TO
Course Subject/Number	Course Subject/Number
Units	Units*
Course Title	Course Title (max 100 characters)
Course Short Title	Course Short Title (max 30 characters)
Description	Description
Prerequisite	Prerequisite MSE 890
Other	Other

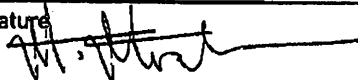
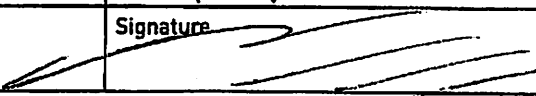
* Program requirements may need to be revised when course units are changed. Please review the calendar and submit any relevant program revisions resulting from this course change.

REMINDER: All course changes must be identified on a cover memo and confirmed as approved when submitted to FGSC and SGSC.

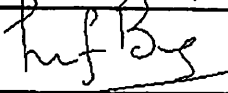
CONTACT PERSON

Department / School / Program Mechatronic Systems Engineering	Contact name Mehrdad Moallem	Contact email mmoallem@sfu.ca
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DEPARTMENTAL APPROVAL

Department Graduate Program Committee M. Moallem	Signature 	Date Oct 3, 2016
Department Chair Farid Golnaraghi	Signature 	Date 10/3/16

FACULTY APPROVAL

Faculty Graduate Studies Committee (FGSC) Mirza Faisal Beg	Signature 	Date Oct 18, 2016
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SENATE GRADUATE STUDIES COMMITTEE APPROVAL

Senate Graduate Studies Committee (SGSC) Wade Parkhouse	Signature 	Date NOV 17 2016
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ADMINISTRATIVE SECTION (for D&S office only)

Course Attribute: _____
 Course Attribute Value: _____
 Instruction Mode: _____
 Attendance Type: _____

If different from regular units:
 Academic Progress Units: _____
 Financial Aid Progress Units: _____