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MEMORANDUM

ATTENTION	Senate	DATE	May 2, 2019
FROM	Jeff Derksen, Chair of Senate Graduate Studies Committee (SGSC)		
RE:	Graduate General Regulation (GGR) Revisions: GGR 1.2, GGR 1.6.3, GGR 1.6.4, GGR 1.6.5, GGR 1.10.2		

At its meeting of April 12, 2019, SGSC reviewed and approved the revisions to GGR 1.2 (Administration of Graduate Studies), GGR 1.6.3 (Senior Supervisor), GGR 1.6.4 (Supervisory Committee), GGR 1.6.5 (Co-supervision), and GGR 1.10.2 (Classification of the Thesis). This gives rise to the following motions, effective **Spring 2020**.

Motion 1:

That Senate approve the revisions to GGR 1.2 (Administration of Graduate Studies)

Motion 2:

That Senate approve the revisions to GGR 1.6.3 (Senior Supervisor)

Motion 3:

That Senate approve the revisions to GGR 1.6.4 (Supervisory Committee)

Motion 4:

That Senate approve the revisions to GGR 1.6.5 (Co-supervision)

Motion 5:

That Senate approve the revisions to GGR 1.10.2 (Classification of the Thesis)



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MEMORANDUM

ATTENTION Jeff Derksen, DATE April 3, 2019
 Chair of Senate Graduate Studies
 Committee (SGSC)
FROM Zoë Druick, Associate Dean,
 Academics
RE: Graduate General Regulation (GGR) Revisions: GGR 1.2, GGR 1.6.3, GGR 1.6.4,
 GGR 1.6.5, GGR 1.10.2

Motion 1:

That SGSC approve revisions to GGR 1.2 (Administration of Graduate Studies) effective **Spring 2020**

Motion 2:

That SGSC approve revisions to GGR 1.6.3 (Senior Supervisor) effective **Spring 2020**

Motion 3:

That SGSC approve revisions to GGR 1.6.4 (Supervisory Committee) effective **Spring 2020**

Motion 4:

That SGSC approve revisions to GGR 1.6.5 (Co-supervision) effective **Spring 2020**

Motion 5:

That SGSC approve revisions to GGR 1.10.2 (Classification of the Thesis) effective **Spring 2020**

Revisions to GGR 1.2 Administration of Graduate Studies

<p>Rationale for change: Currently, there is no description of the examining committee in 1.2</p>	
FROM	TO
<p>1.2 Administration of Graduate Studies</p> <p>Dean and Associate Provost, Graduate and Postdoctoral Studies</p> <p>The dean is responsible for the general supervision of graduate work at the University and chairs the senate graduate studies committee.</p> <p>Associate Director, Graduate Admissions, Records and Registration</p> <p>The associate director is responsible for enrollment of students, assessment of fees, maintenance of records, and other administrative duties.</p> <p>Committees</p> <p>The committees responsible for the supervision of graduate students are the supervisory committee, graduate program committee, the faculty graduate studies committee and the senate graduate studies committee. The functions of these committees in relation to individual students are as follows.</p> <p>Supervisory Committee (see <u>1.6.4</u>)</p>	<p>1.2 Administration of Graduate Studies</p> <p>Dean and Associate Provost, Graduate and Postdoctoral Studies</p> <p>The dean is responsible for the general supervision of graduate work at the University and chairs the senate graduate studies committee.</p> <p>Associate Director, Graduate Admissions, Records and Registration</p> <p>The associate director is responsible for enrollment of students, assessment of fees, maintenance of records, and other administrative duties.</p> <p>Committees</p> <p>The committees responsible for the supervision of graduate students are the supervisory committee, graduate program committee, the faculty graduate studies committee and the senate graduate studies committee. The functions of these committees in relation to individual students are as follows.</p> <p>Supervisory Committee (see <u>1.6.4</u>)</p>

The student's supervisory committee helps the student define and develop a program of studies and reports on the student's progress to the graduate program committee. The supervisory committee forms part of the student's final examination committee.

The student's supervisory committee helps the student define and develop a program of studies and reports on the student's progress to the graduate program committee. The supervisory committee forms part of the student's final examination committee.

Examining Committee (see 1.9)

The purpose of the examining committee is to ensure that the student receives a fair and rigorous examination and that the University's policies and requirements are met. Examining committees for students completing program requirements as per GGR 1.7.2a and GGR 1.7.2b include a chair, a supervisory committee and an examiner. Doctoral examining committees include the above with the addition of an external examiner. Examining committees for students completing program requirements as per 1.7.2c include two readers.

Motion 2: Calendar Entry Change for GGR 1.6.3

Rationale for change:

The proposed revision renames the role of the senior supervisor to supervisor as the terminology “senior supervisor” is unique to SFU and has caused confusion as it was assumed to be related to experience. By revising the naming convention we anticipate faculty, staff and students may better understand the roles and responsibility level.

The revision also includes a widening of those eligible to act as supervisors to take into account faculty members not in tenure track positions.

FROM	TO
<p>1.6.3 Senior Supervisor</p> <p>For degrees that culminate in a thesis, the senior supervisor must be a 'tenure-track' Simon Fraser University faculty member at the rank of assistant professor or above. Associate members may serve as the senior supervisor in their affiliated academic units at the discretion of the academic unit's graduate program committee. Adjunct faculty members may not serve as the senior supervisor but can be co-supervisors.</p> <p>For degrees that culminate in a project examined by two readers, extended essay, field or comprehensive examination, the senior supervisor must be a Simon Fraser University faculty member deemed to be qualified by the academic unit's graduate studies committee and approved by the dean of graduate studies.</p> <p>In consultation with the student, the graduate program committee will appoint a senior supervisor as soon as possible after admission to the graduate program. Normally, this appointment shall be made no later than the beginning of the second term of full-time equivalent enrollment after the student's admission.</p>	<p>1.6.3 Supervisor</p> <p>For degrees that culminate in a thesis or a project examined as a thesis, the supervisor must be a continuing Simon Fraser University faculty member at the rank of assistant professor or above including professor emeriti. Associate members may serve as the supervisor in their affiliated academic units at the discretion of the academic unit's graduate program committee. Where a co-supervision arrangement is created, the co-supervisors jointly act as a supervisor as per 1.6.5.</p> <p>For degrees that culminate in a project examined by two readers, extended essay, field or comprehensive examination, the supervisor must be a Simon Fraser University faculty member deemed to be qualified by the academic unit's graduate studies committee and approved by the dean of graduate studies.</p> <p>The appointment of a supervisor should occur as soon as possible after the student's admission to the graduate program, but normally no later than the student's second term.</p>

~~The senior supervisor is the person principally responsible for supervising the student throughout the degree program. A senior supervisor must hold the rank of assistant professor or above at Simon Fraser University.~~

~~A senior supervisor who is planning to be off campus for more than three months shall arrange for proper supervision of the student during this absence. The graduate program committee and the dean of graduate studies shall be informed in writing of the arrangement.~~

~~A senior supervisor is not required for students in a graduate diploma or certificate program. The director of a diploma or certificate program is responsible for roles normally assigned to the senior supervisor (e.g. advising students, signing forms).~~

An interim supervisor may be permitted as needed. A supervisor who will be unable to perform their regular duties for more than three months is required to arrange for proper supervision of the student by another supervisor, co-supervisor or committee member during this absence. The graduate program committee and the dean of graduate studies shall be informed in writing of the arrangement.

A supervisor is not required for students in a graduate diploma or certificate program. The director of a diploma or certificate program is responsible for roles normally assigned to the supervisor.

Motion 3: Calendar Entry Change for GGR 1.6.4

<p>Rationale for change: The proposed revision includes restructuring of the GGR in order to be more succinct and group the types of supervisory committees based on program requirements. There are no changes to the composition or role of the supervisory committee.</p>	
FROM	TO
<p>1.6.4 Supervisory Committee</p> <p>A supervisory committee is not required for students in a graduate certificate, diploma, or degree program that culminates in an extended essay, field or comprehensive examination, or project examined by two readers.</p> <p>In degree programs in which there is a requirement for a thesis or a project (examined as per 1.9.1), a supervisory committee must be established. For students in master's degree programs that culminate in an extended essay, field or comprehensive examination, or project examined by two readers, the senior supervisor alone may comprise the supervisory committee.</p> <p>Where a supervisory committee requires members in addition to the senior supervisor, the senior supervisor, in consultation with the student, shall recommend the composition of the supervisory committee. The supervisory committee consists of the senior supervisor and at least one other person. Normally, this recommendation shall be made during the same term in which the senior supervisor is appointed.</p> <p>At least one member of the committee (in addition to the senior supervisor) must normally be a faculty member or an adjunct professor or a research associate at Simon Fraser University. When deemed</p>	<p>1.6.4 Supervisory Committee</p> <p>The supervisory committee mentors and helps the student develop a program of study leading to a degree. The committee reports to the graduate program committee at least once a year on the student's progress. The supervisory committee shall be available to the student for consultation on a regular basis.</p> <p>A supervisory committee is not required for students in a graduate certificate, diploma or in master's degree programs with program requirements as per 1.7.2d.</p> <p>For master's degree programs with program requirements as per 1.7.2c the supervisor alone may comprise the supervisory committee.</p> <p>In master's degree programs with program requirements as per 1.7.2a and 1.7.2b and any doctoral program, a supervisory committee must be established. The minimum composition for the supervisory committee consists of the supervisor (or co-supervisors) and at least one committee member chosen in consultation with the student. The committee member must be a faculty member, adjunct professor or research associate at Simon Fraser University. A suitably qualified</p>

appropriate by the faculty graduate studies committee and the dean of graduate studies, other member(s) of the supervisory committee may be other suitably qualified person(s). A recommendation for a supervisory committee that includes a person who is not a faculty member at Simon Fraser University should be accompanied by a curriculum vitae of that person.

The composition of the supervisory committee, for which the senior supervisor is chair, shall be approved by the graduate program committee and sent to the dean of graduate studies for final approval. It shall be sent to the faculty graduate studies committee for information.

The supervisory committee is responsible for helping the student develop a program of study leading to a degree and for reporting to the graduate program committee at least once a year on the student's progress towards completing the degree requirements. The supervisory committee shall be available to the student for consultation on a regular basis.

individual may be eligible to serve as an additional committee member.

Motion 4: Calendar Entry Change for GGR 1.6.5

<p>Rationale for change:</p> <p>The proposed revision removes the procedure from the policy and places the emphasis on the collaborative nature of co-supervisory arrangements. Those who are eligible to serve as co-supervisors has expanded to include non-tenure track faculty.</p>	
FROM	TO
<p>1.6.5 Co-supervision</p> <p>A co-supervisor may be designated when a member of the supervisory committee exercises a degree of supervision and support similar to that of a senior supervisor. Normally, a co-supervisor will be appointed if:</p> <p>a) the person is a Simon Fraser University faculty member holding the rank of assistant professor or above (see 1.6.3); or holds an appointment as an adjunct professor (see policy A12.08) at Simon Fraser University in the same department as the student and senior supervisor; or holds an appointment as an associate member (see policy A12.07) at Simon Fraser University in the same department as the student and senior supervisor; and</p> <p>b) the department graduate program committee satisfies the faculty graduate studies committee and the dean of graduate studies that the level of supervision and/or support to be provided by the co-supervisor is greater than normally expected from regular members of a supervisory committee.</p> <p>Reasons for approving co-supervision will vary, but could include: co-investigator with the senior supervisor of a research grant funding the student's research; providing significant supervision in a field</p>	<p>1.6.5 Co-supervision</p> <p>A co-supervision arrangement may be created when two individuals exercise the degree of supervision and support of a supervisor. When a co-supervision arrangement is created, all documentation must be approved by both co-supervisors.</p> <p>Appointment as co-supervisor recognizes a significant contribution of time, expertise or financial resources. The supervision of the student remains a joint responsibility of the co-supervisors.</p> <p>Adjunct faculty member, practitioner faculty, lecturers, visiting faculty, limited-term research faculty, and an off-campus professional who is academically qualified to advise graduate students all may serve in the capacity of a co-supervisor.</p> <p>One of the co-supervisors must be a continuing Simon Fraser University faculty member, at the rank of assistant professor or above, or professor emeriti. Departments and faculties are responsible for setting criteria and standards appropriate to their disciplines.</p> <p>Co-supervisory status may be terminated by the dean of graduate studies if one or both of the co-supervisors are unable to fulfill their responsibilities in</p>

~~outside the senior supervisor's area of expertise, supervising a laboratory where the student undertakes research.~~

Appointment as co-supervisor recognizes a significant contribution of time, expertise or financial resources. However, the supervision of the student remains the responsibility of the senior supervisor, who must perform all of the activities normally expected of a senior supervisor. The co-supervisor will not take on any of the administrative responsibilities of the senior supervisor. The co-supervisor may not substitute for the senior supervisor, except under circumstances described in 1.6.3.

~~Co-supervisory status is recommended by the department graduate program committee to the faculty graduate studies committee. Departments and faculties are responsible for setting criteria and standards appropriate to their disciplines. If the faculty graduate studies committee supports the appointment, it shall be forwarded to the dean of graduate studies for approval. Status as co-supervisor will be noted on all relevant documents, and on the approval page of the thesis.~~

Co-supervisory status may be terminated by the dean of graduate studies if either condition a) or b) (above) is no longer met, or if the co-supervisor is unable to comply with Simon Fraser University policies and procedures relevant to graduate supervision.

It is the responsibility of the co-supervisor to inform the department chair (at Simon Fraser University) or employer (off campus) status as co-supervisor.

compliance with Simon Fraser University policies and procedures relevant to graduate supervision.

Revisions to GGR 1.10.2

<p>Rationale for change:</p> <p>Revisions to the procedures for category three and four defences outcomes in case a student fails to defend.</p>	
FROM	TO
<p>1.10.2 Classification of the Thesis</p> <p>There are four possible levels of classification of thesis examination.</p> <ol style="list-style-type: none"> 1. the thesis may be passed as submitted 2. the thesis may be passed on the condition that revisions be completed to the satisfaction of the senior supervisor 3. the examining committee may defer making judgment if it judges that the thesis could pass after additional work by the candidate. The examining committee for the re-examination must remain the same, must set an end date for completion and may not defer judgment a second time. The examining committee may <ol style="list-style-type: none"> a) reach its decision by individual examination of the revised thesis or b) formal re-examination under section 1.10.1. The preparation for the re-examination does not follow 1.9.4. A date and time for the re-examination is set by the examination committee and may not be postponed once set. The revised thesis is distributed to the examining committee including the external examiner by the chair of the graduate program committee or designate. No 	<p>1.10.2 Classification of the Thesis</p> <p>There are four possible levels of classification of thesis examination.</p> <ol style="list-style-type: none"> 1. the thesis may be passed as submitted 2. the thesis may be passed on the condition that revisions be completed to the satisfaction of the senior supervisor 3. the examining committee may defer making judgment if it judges that the thesis could pass after additional work by the candidate. The examining committee for the re-examination must remain the same, must set an end date for completion and may not defer judgment a second time. The examining committee may <ol style="list-style-type: none"> a) reach its decision by individual examination of the revised thesis or b) formal re-examination under section 1.10.1. The preparation for the re-examination does not follow 1.9.4. A date and time for the re-examination is set by the examination committee and may not be postponed once set. The revised thesis is distributed to the examining committee including the external examiner by the chair of the graduate program committee or designate. No pre-defence report

pre-defence report will be required from the external examiner.

4. the thesis may be failed. In this case, the candidate is required to withdraw from the University.

The decision of the examining committee is by simple majority vote. However, in the cases of doctoral students or students enrolled in Individualized Interdisciplinary Studies, the classification may not be at a higher level than that recommended by the external examiner. A decision to pass the thesis or to defer making judgment may not be reached on a tie vote of the examining committee. If at first a majority vote to pass the thesis cannot be reached, and subsequently, if a majority vote to defer judgment cannot be reached, the thesis will be failed.

Upon a successful completion, the thesis must be submitted to the library no later than the end of the subsequent term.

will be required from the external examiner. **If the revised thesis is failed, follow the steps for the category 4 outcome (see below).**

4. the thesis may be failed. In this case, the candidate **has to receive a written report from the examining committee. The student will then be** required to withdraw from the University.

The decision of the examining committee is by simple majority vote. However, in the cases of doctoral students or students enrolled in Individualized Interdisciplinary Studies **master's program**, the classification may not be at a higher level than that recommended by the external examiner. A decision to pass the thesis or to defer making judgment may not be reached on a tie vote of the examining committee. If at first a majority vote to pass the thesis cannot be reached, and subsequently, if a majority vote to defer judgment cannot be reached, the thesis will be failed.

Upon a successful completion, the thesis must be submitted to the library no later than the end of the subsequent term.