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As amended by Senate
April 6, 2009

MEMO

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FROM Wade Parkhouse, Dean, Graduate Studies

RE Graduate General Regulation 1.6.3, 1.6.4, 1.9.1 [GS2009.04]

DATE 11 March 2009

At its meeting of February 9, 2009 SGSC approved the following change to **G.G.R.** 1.6.3, 1.6.4, 1.9.1 and is recommending the following motions to Senate.

Motion Number 1:

G.G.R. 1.6.3 Senior Supervisor

[SGSC 2009.04]

Motion:

That all SFU faculty members be eligible to supervise ^{candidates for Master's} ~~graduate students~~ degrees whose degree culminates in a project, extended essay, field or comprehensive examination.

Rationale:

Currently, all graduate students must be supervised by a faculty member holding the rank of assistant professor or higher. This restriction made sense when most students completing a master's degree were writing a thesis but over the last few years the capstone requirement for a master's degree has been expanded to include projects, extended essays, field or comprehensive examinations. Presently, many students are choosing capstones other than a thesis and SGSC felt that many of these capstones could be supervised by suitably qualified faculty outside the professorial ranks. As is the current practice, the academic unit's graduate program committee must approve and recommend to SGSC for approval the senior supervisor and supervisory committee composition (if needed) allowing for quality control.

Motion Number 2:

G.G.R. 1.6.4 Supervisory Committee

[SGSC 2009.04]

Motion:

That a supervisory committee not be required for students whose degree programs culminate in an extended essay, field or comprehensive examination.

Rationale:

Presently, a supervisory committee is required for all students in degree programs but not for students in diploma programs. One rationale for this distinction was that

diploma programs were essentially course-based. Similar to diploma programs, students whose degree programs culminate in an extended essay, field or comprehensive examination are also mostly course-based. In these situations, SGSC felt that the senior supervisor and the graduate program committee could provide the academic guidance needed by the student.

Motion Number 3:

G.G.R. 1.9.1 Examining Committee for a Master's Degree Candidate
[SGSC 2009.04]

Motion:

That the nature of the examination and the composition of the examining committee of a student's extended essay, field or comprehensives shall be as designated by the appropriate faculty graduate studies committee and the ~~Dean of Graduate Studies~~ Senate Graduate Studies Committee.

Rationale:

Extended essays, field and comprehensive examinations used as the capstone requirement for masters degrees are substantially different from projects and theses and do not require the same type of examination. In many instances, these capstones are embedded in courses and have already been examined or evaluated through the course evaluation process. It therefore makes sense for individual academic units to determine the best way to examine these masters capstones and to have the process approved by the Dean of Graduate Studies whose role is to ensure some consistency across the University in the way they are evaluated.

This approval also necessitates revisions to the following

G.G.Rs:

1.6.1 General (revision. no change to meaning.)

1.6.7 Human Subjects Ethics Review (text bolded)

1.10.5 Examination of Extended Essays Submitted in Partial Fulfilment of Degree Requirements (deletion of regulation in its entirety with essential elements being incorporated into G.G.R. 1.9.1)

1.10.6 Examination of Projects Submitted in Partial Fulfilment of Degree Requirements (deletion of regulation in its entirety with essential elements being incorporated into G.G.R. 1.9.1.)

Proposed changes for 2009-10 calendar

1.6 Supervision

1.6.1 General

When a graduate student has been admitted, the graduate program committee will exercise general supervision and counselling for the student through the chair of the graduate program committee or a faculty member designated by the chair, until a senior supervisor has been appointed *when appropriate*.

1.6.3 Senior Supervisor

For degrees that culminate in a thesis, the senior supervisor must be a "tenure-track" SFU 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 Graduate Program Committee. Adjunct faculty members may not serve as the senior supervisor but can be co-supervisors.

For degrees that culminate in a project, extended essay, field or comprehensive examination, the senior supervisor must be an SFU faculty member deemed to be qualified by the academic unit's Graduate Studies Committee and approved by the dean of graduate studies.

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 enrolment after the student's admission. ~~although with the permission of the senate graduate studies committee, departments may define a later date.~~ 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 program. The director of a diploma program is responsible for roles normally assigned to the senior supervisor (e.g. advising students, signing forms).

1.6.4 Supervisory Committee

A supervisory committee is not required for students in graduate diploma programs *or in degree programs that culminate in an extended essay, field or comprehensive examination.*

In degree programs in which there is a requirement for a thesis, *or a project or extended essays*, a supervisory committee, ~~constituted as described below~~, must be established. For students in master's degree programs that culminate in *an extended essay*, field or comprehensive examination, the senior supervisor alone may comprise the supervisory committee.

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.

~~For other graduate degrees designated by senate as professional degrees, the other member(s) of the committee may be other suitably qualified person(s). For other graduate degrees, a~~ 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 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.

1.6.7 Human Subjects Ethics Review

All research plans involving human subjects must receive ethics approval. Copies of the policy (R20.01), procedures and forms for this review may be obtained from the Office of Research Services or from the University web site (www.sfu.ca/policies/research/index.htm).

1.9 Preparation for Examinations

Master's Students

1.9.1 Examining Committee for a Master's Degree Candidate

Each candidate for a master's degree shall be examined on the thesis, extended essays *field or, comprehensive examination*, or project. *The nature of the examination and the composition of the examining committee of a student's extended essay, field or comprehensives shall be as designated by the appropriate faculty graduate studies committee and the Dean of Graduate Studies.*

Examination of projects for all graduate programs shall be as for the examination of theses with the same requirements for committee composition unless a different examination process has been designated by the appropriate faculty graduate studies committee and the dean of graduate studies.

Examination of projects for all other graduate programs shall be as for the examination of theses with the following exceptions: when the project is live, taped or filmed, only one presentation is required for examination, and only one recording is required for deposition in the library. The one copy deposited in the library shall be the property of the University. The student shall have the right to copy the original, and the right to borrow it for external showing at the discretion of the librarian.

Where such an examination is required for a thesis ~~With the exception of designated 'professional' master's programs (see 1.10.6), each~~ *the* examining committee shall have the following minimum composition.

- a) the chair of the student's graduate program committee, or his/her designate, who shall be a non-voting chair of the examining committee. If the chair of the graduate program committee is also on the student's supervisory committee, he/she shall designate a member of faculty at this University, who is not a member of the student's supervisory committee, as chair.
- b) all members of the student's supervisory committee.
- c) a member of faculty at the university, or a person otherwise suitably qualified, who is not a member of the student's supervisory committee. For those seeking a degree under special arrangements, this person shall be from outside the University. For a thesis defence in the Faculty of Arts and Social Sciences, a master's examiner may not be a member of the same department as the one granting the degree, unless a waiver is granted by the Dean of Arts and Social Sciences or his/her designate.

1.10 Examinations

Master's Students

~~1.10.5 Examination of Extended Essays Submitted in Partial Fulfilment of Degree Requirements~~

~~Examination for an extended essay shall be as for the examination of a master's thesis. The extended essay of a successful candidate shall be deposited in the library in the same format as for the thesis.~~

~~1.10.6 Examination of Projects Submitted in Partial Fulfilment of Degree Requirements~~

~~For degrees designated 'professional degrees' by senate (presently executive MBA, day MBA, MEd, MPM, MPP, MRM, MEng, MPub) the project will be examined in ways designated by the appropriate faculty graduate studies committee and the dean of graduate studies.~~

~~Examination of projects for all other graduate programs shall be as for the examination of theses with the following exceptions: when the project is either live, taped or filmed, only one presentation is required for examination, and only one recording is required for deposition in the library. The one copy deposited in the library shall be the property of the University. The student shall have the right to copy the original, and the right to borrow it for external showing at the discretion of the librarian.~~