

SIMON FRASER UNIVERSITY

OFFICE OF THE VICE-PRESIDENT, ACADEMIC

MEMORANDUM

To: Senate

From: D. Gagan, Chair *David Gagan*
Senate Committee on Academic Planning

Subject: Master's Examining Committees

Date: October 17, 1996

Action undertaken by the Senate Graduate Studies Committee and the Senate Committee on Academic Planning gives rise to the following motion:

Motion:

"That Senate approve, as set forth in S.96 - 65, change to Graduate Regulation 1.9.2 - Master's Examining Committees."

OFFICE OF THE DEAN OF GRADUATE STUDIES

MEMORANDUM OFFICE

Memorandum

05 JUL -5 PM 2:51
TO: Alison J. Watt, Secretary
Senate Committee on Academic Planning

FROM: Bruce P. Clayman
Dean of Graduate Studies

SUBJECT: Master's Examining Committees DATE: July 4, 1996

In reviewing the responsibilities and authorities of the office of the Dean of Graduate Studies, I concluded that it is appropriate for the final approval of Master's examining committees to occur at the Departmental level. At the same time, responsibility for advertising the defence to the community will be given to the Department.

Eleven years of experience considering these recommendations from Departments in our office has revealed that only very rarely is there need to question the recommendation and these instances have resulted in only a handful of changes to the recommendations over that period.

There should be no resultant net increase to Departmental workload, since departments already advertise defences locally and advertising to the community can be done via photocopies of the approved recommendation sent to Media and Public Relations *et al.*

The Senate Graduate Studies Committee considered and approved these changes at its meeting of March 25, 1996. Although they constitute a delegation of authority of the Dean of Graduate Studies to the Departmental Graduate Program Committee, they should be reflected in calendar language and therefore require the approval of Senate and the Board of Governors. I therefore submit the attached proposed change to graduate regulation 1.9.2 for consideration by SCAP.



c. M. McGinn

Proposed Change to Graduate Regulation 1.9.2

Present Regulation 1.9.2

At least six weeks before the proposed date for the thesis examination, the candidate's Supervisory Committee shall make a recommendation concerning the date of the thesis examination and the composition of the Examining Committee in conformity with 1.9.1. This recommendation, which shall include the thesis title and an abstract, shall be sent to the Graduate Program Committee for approval and to the Dean of Graduate Studies for final approval. The Examining Committee proposal shall reach the Dean of Graduate Studies Office at least one month before the examination date.

Unbound copies of the completed thesis shall be given to the Chair of the Examining Committee for distribution to that Committee, and one copy shall be made generally available for inspection by interested members of faculty and students. The completed thesis shall be distributed no later than two weeks before the examination date and the Chair of the Examining Committee shall inform the Dean of Graduate Studies in writing that this has been done.

At least ten days before the examination, the Chair of the Graduate Program Committee shall notify the candidate, the Examining Committee, the Dean or Deans of Faculty concerned, and the Dean of Graduate Studies of the date, place and time of the thesis examination; this date shall not be earlier than the originally proposed date. The Dean of Graduate Studies will notify the University community.

Proposed Regulation 1.9.2

At least six weeks before the proposed date for the thesis examination, the candidate's Supervisory Committee shall make a recommendation concerning the date of the thesis examination and the composition of the Examining Committee in conformity with 1.9.1. This recommendation, which shall include the thesis title and an abstract, shall be sent to the Graduate Program Committee for final approval and to the Assistant Director - Graduate Studies in the Office of the Registrar for entry into the university's records. The Examining Committee composition shall reach the Assistant Director - Graduate Studies at least one month before the examination date. At this time, the Chair of the Graduate Program Committee will notify the University community of the intended time and place of the examination.

Unbound copies of the completed thesis shall be given to the Chair of the Examining Committee for distribution to that Committee, and one copy shall be made generally available for inspection by interested members of faculty and students. The completed thesis shall be distributed no later than two weeks before the examination date.

At least ten days before the examination, the Chair of the Graduate Program Committee shall notify the candidate, the Examining Committee, the Dean or Deans of Faculty concerned, and the Assistant Director - Graduate Studies of the date, place and time of the thesis examination; this date shall not be earlier than the originally proposed date. If the date or place has been changed, the Chair of the Graduate Program Committee will notify the University community.