

SIMON FRASER UNIVERSITY

S.73-3

MEMORANDUM

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To SENATE

From CHAIRMAN

SENATE GRADUATE STUDIES COMMITTEE

Subject REVISED GENERAL REGULATIONS -
GRADUATE STUDIES

Date DECEMBER 19, 1972

- MOTION 1: That SGSC 121, being proposed graduate regulations with Appendices and an Attachment, be approved.
- MOTION 2: That SGSC 121 including the Appendices but less the Attachment be published in the booklet entitled 'General Regulations - Graduate Studies.'
- MOTION 3: That SGSC 121 less the Appendices and the Attachment, be published, with editorial revisions, in the 1973-74 Graduate Calendar. (The editorial changes will involve such things as changing references to the Appendices into references to 'General Regulations - Graduate Studies.')
- MOTION 4: (Implementation) That the new regulations be distributed by the Dean of Graduate Studies to all Graduate Program Committees as soon as possible but in any case before February 1, 1973. That the booklet, 'General Regulations - Graduate Studies,' be printed and distributed as soon as possible; that the distribution include all newly applying students. That the new regulations take effect as of February 1, 1973 with the following two exceptions:
- a) no students accepted under the old regulations shall be penalized by the change over to the new regulations;
 - b) no students who have already applied on the basis of the old regulations be seriously penalized by the change in regulations.
- MOTION 5: That, under the constraints of the last clause, other regulations which have previously passed Senate, where they are in conflict with SGSC 121 are amended by this document.

These motions were approved by the Senate Graduate Studies Committee at its meeting on December 18, 1972.

ORIGINS OF THIS DOCUMENT

Over a year ago, the Senate Graduate Studies Committee elected a Drafting Committee to write up new regulations and to review all existing regulations.

The first document to come out of this Committee to Senate through the Senate Graduate Studies Committee, was the Special Arrangements document, passed by Senate June 1972.

The second document was that for the Establishment of New Graduate Programs, passed by Senate July 1972.

This is the third document. The Committee has asked me to give some account of how the Committee worked. It was, in the first place, concerned with principles and secondly with clarity. We started from existing principles embodied in the regulations and discussed those. In most cases the decision was to stay with existing principles but there are exceptions to this. The Committee then started working on wording. The whole document went through eight complete drafts before being forwarded to the Senate Graduate Studies Committee. As Chairman I must thank the Committee for the truly monumental amount of work they put in.

The composition of the Committee was as follows:

R. Jennings	Philosophy, replaced in September '72 by
D. Finn	Philosophy
J. Koepke	Psychology
K. Peter	PSA
N. Reilly	Mathematics
N. Robinson	Education
J. Wheatley	Dean of Graduate Studies, Chairman of the Drafting Committee
E. Bonsall	Dean of Graduate Studies Office.

A GUIDE TO THIS DOCUMENT

Immediately following this page, the table of contents for revised graduate regulations will be found, followed by the proposed regulations. Attached to them is Appendix A, on the required format for a thesis, and Appendices B, and C which are abstracted from the regulations and give pertinent information (who recommends what to whom by when etc.) most needed by faculty. There follows an Attachment, which defines Graduate Program Committee (a new concept). In one way or another, this whole package is for action by Senate (see MOTIONS).

Following the items for action by Senate, there is a fairly detailed rationale for proposed changes in the regulations. Senators are advised to read the proposed revised regulations in conjunction with the rationale for the revision.

GENERAL REGULATIONS - GRADUATE STUDIES

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1. DEGREES OFFERED

The following are the degree programs currently offered by the University:

Faculty of Arts

Archaeology	M.A., Ph.D.
Economics & Commerce	M.A., M.B.A., Ph.D.
English	M.A.
Geography	M.A., Ph.D.
History	M.A., Ph.D.
Modern Languages	M.A., Ph.D.
Philosophy	M.A.
Political Science, Sociology and Anthropology	M.A., Ph.D.
Psychology	M.A., Ph.D.

Faculty of Education

Education	M.A.(Education), M.Sc.(Education)
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Faculty of Science

Biological Sciences	M.Sc., Ph.D.
Chemistry	M.Sc., Ph.D.
Mathematics	M.Sc., Ph.D.
Physics	M.Sc., Ph.D.

Faculty of Interdisciplinary Studies

Communication Studies	M.A. (Communication Studies)
Kinesiology	M.Sc. (Kinesiology)

Inquiries about these programs should be sent to the department concerned.

It is also possible to apply for work between or outside these programs at the University under Special Arrangements (see paragraph 3.4).

Inquiries should be sent to the Dean of Graduate Studies.

2. ADMINISTRATION OF GRADUATE STUDIES

The Committees responsible for the supervision of graduate students are the Senate Graduate Studies Committee and its Executive Committee, the Faculty Graduate Studies Committees, the Graduate Program Committees and the Supervisory Committees. The functions of these committees in relation to individual students are as follows:*

Supervisory Committee. The student's Supervisory Committee is composed of two or more faculty members who help the student define his program of studies and report on his progress to the Graduate Program Committee. The Supervisory Committee forms part of the student's final examining committee.

Graduate Program Committee. The Graduate Program Committee in the area in which the student elects to work is responsible for recommending admission, reviewing the student's progress and arranging for the supervision and examination of the student. For most graduate programs, the Graduate Program Committee is the Departmental Graduate Studies Committee. In the Faculty of Education, the Graduate Program Committee is the Faculty Graduate Studies Committee.

Faculty Graduate Studies Committee. This committee makes recommendations to the Senate Graduate Studies Committee on such matters as the awarding of degrees, the examining committees for Ph.D. candidates, the changes to established programs and the establishment of new programs.

Senate Graduate Studies Committee and its Executive Committee. This Committee has the final authority on admissions and the administration of Senate Regulations which concern graduate work at the University. Applications to work

*(This footnote is not for publication.) These statements are not, and are not intended to be, legal terms of reference of these committees: they are merely descriptive outlines for student information. The Attachment defines Graduate Program Committee.

under Special Arrangements go before this committee.

The administrative officers of the University who are responsible for the supervision of graduate students are the Assistant Registrar for Graduate Studies and the Dean of Graduate Studies.

Assistant Registrar for Graduate Studies. The Assistant Registrar is responsible for the registration of students, the collection of fees, maintenance of records, and other administrative duties.

The Dean of Graduate Studies. The Dean is responsible for the general supervision of graduate work at the University and is Chairman of the Senate Graduate Studies Committee and its Executive Committee.

The Dean of Graduate Studies, the Assistant Registrar, and the Chairmen of Graduate Program Committees are available to students for consultation.

3. ADMISSION

3.1 General

A student may seek admission to the University to either a Master's or Doctoral program. A student who is not qualified to enter a Master's or a Doctoral program may seek admission to the University as a Qualifying Student under 3.5.

Before applying for admission, the student should write to the Chairman of the Graduate Program Committee in the department in which he wishes to study to inquire about special admission requirements for that program.

3.2 Admission to a Master's Program

The minimum University requirements for admission to a Master's Program are as follows:

- a. a Bachelor's Degree with a Cumulative Grade Point Average of at least 3.0 from a recognized University, or the equivalent;

- b. submitted evidence, usually in the form of references from qualified referees, of the student's ability to undertake advanced work in his area of interest.

In exceptional circumstances, a student may be admitted with lower formal qualifications than in a. above but with professional experience of significance to his proposed area of research.

In addition, the student must satisfy any further requirements set by the Graduate Program Committee in his area of interest. If his native language is not English, he may be required to satisfy the University and his Graduate Program Committee as to his command of English.

3.3 Admission to a Doctoral Program

The minimum University requirements for admission to a Doctoral Program are as follows:

- a. either (i) a Bachelor's Degree with a Cumulative Grade Point Average of at least 3.5 from a recognized University, or the equivalent; or
 - (ii) a Master's Degree from a recognized University, or the equivalent; or
 - (iii) at least two semesters in a Master's Program at this University with a Cumulative Grade Point Average of at least 3.5 in nine semester hours of course work.
- b. submitted evidence, usually in the form of letters of reference from qualified referees, of the student's ability to undertake substantial research in his area of interest.

In addition, the student must satisfy any further requirements set by the Graduate Program Committee in his area of interest. If his native

language is not English, he may be required to satisfy the University and his Graduate Program Committee as to his command of English.

3.4 Admission under 'Special Arrangements'

Exceptionally able applicants who wish to work for a Master's or Doctoral Degree outside or between existing programs at the University may apply to work under Special Arrangements. A student applying for Special Arrangements must have a well developed plan of studies in an area which can be shown to have internal coherence and academic merit and in which the University has appropriate expertise and interests among its faculty members.

Graduate Students applying or working under Special Arrangements are required to conform to Senate Regulations for Graduate Students. However, there are additional regulations which concern only students applying or working under Special Arrangements. Inquiries about these regulations should be sent to the Dean of Graduate Studies at least one semester before the semester in which the student wishes to enter the University.

3.5 Admission as a Qualifying Student

A Qualifying Student will normally be working either to improve his Cumulative Grade Point Average in order to meet the minimum University requirement or to make up deficiencies in his background to satisfy the Graduate Program Committee in his area of interest. An applicant may be recommended for admission as a Qualifying Student when it is expected that with no more than 30 semester hours of specified courses he can fulfil admission requirements for a Master's or a Doctoral Degree program. A Qualifying Student who has completed his make-up work may then apply under 3.2 or 3.3 for admission to a Master's or Doctoral Program.

The minimum University requirements for admission as a Qualifying

Students are as follows:

- a. a Bachelor's Degree, or the equivalent;
- b. submitted evidence, usually in the form of references from qualified referees, of academic ability.

3.6 Admission as a Special Student

A Special Student at the graduate level is a person who normally has at least a Bachelor's Degree, or the equivalent, and who wishes to take specified courses but is not seeking a degree from this University. Permission is required from the instructor in each course. No credit will be given towards any degree offered by the University for courses taken as a Special Student except, under unusual circumstances, on petition to the Senate Graduate Studies Committee. Application may be made through the Graduate Program Committee in the department in which the student wishes to work or through the Dean of Graduate Studies.

3.7 Application for Admission

Application forms may be obtained from the Registrar's Office or from any Graduate Program Committee. The completed forms should normally be returned to the Assistant Registrar for Graduate Studies. All students are advised to make formal application at least three months before the semester in which they wish to register. A complete record of the applicant's previous university work will be required at this time, as well as letters of reference.

Admission is by resolution of the Senate Graduate Studies Committee on the recommendation of a Graduate Program Committee or, under special circumstances, on the recommendation of the Dean of Graduate Studies. Decisions on admissions made by the Senate Graduate Studies Committee are final.

3.8 Application to take a Second Master's or Doctoral Degree

Students who have a Master's or a Doctoral degree can apply to take a second Master's or Doctoral degree under the following constraints:

- a. No course work taken for the first degree shall count towards the second;
- b. None of the research done for the first degree shall be used for the second degree;
- c. None of the time spent in residence for the first degree shall count towards the residence for the second degree.

4. REGISTRATION

4.1 Date of Entry

University Regulations permit a graduate student to start his program at the beginning of any semester. However, some programs require students to start in a specific semester.

4.2 Registration

All students should arrive on campus one week before the beginning of classes in each semester. Registration takes place during that week. The course or thesis work for which the student registers must have the approval of his Graduate Program Committee and of his Senior Supervisor once the Senior Supervisor is appointed. Students who are going on leave are required to register.

4.3 Registration in Discontinuous Programs

Students who are enrolled in programs which are designed to be discontinuous are not required to go on leave during the semester or sessions the program does not run nor to register during those semesters. However, if they have to miss one or more of the semesters in the design of their program, the normal leave regulations apply (see 8.4).

4.4 Continuity of Registration

With the exception of students in discontinuous programs, all students are required to register in every semester from admission until all requirements for the degree have been fulfilled. A student permitted to go on leave shall register during each semester he is on leave. If a student does not register, he is considered to have withdrawn from the University. (See 8.2 and 8.4 for regulations on student withdrawal and leave.)

5. ACADEMIC STANDING

5.1 Normal Grading System

For grading at the graduate level in the University, the following grades are normally used:

A	=	4 points
B	=	3 points
P	=	2 points
F	=	0 points

For a student to be allowed to continue in his program he must maintain a Cumulative Grade Point Average (CGPA) of 3.0. The CGPA is the cumulative average of the grade points earned in all the courses accepted towards a Master's or Doctoral degree at this University.

When a student is working on a thesis, extended essay or project as part of the requirements for the degree, the notation of IP (In Progress) shall be entered on his transcript. The IP notation is not a grade and is not used in calculating the student's CGPA.

In exceptional circumstances, the grade for a course can be deferred. This shall be entered as 'DE' in the student's record. If the grade is not

received by the Assistant Registrar for Graduate Studies by the last day for submitting grades in the next semester, the DE grade will automatically be converted to an F. When a grade for a course is not deferred and no grade is received by the Assistant Registrar for Graduate Studies, the notation 'N' will be placed on the student's record. For the purposes of calculating the CGPA, 'N' counts 0 points.

5.2 Satisfactory/Unsatisfactory Grading (S/U)

A department, recommending through the standard channels to Senate, may, with Senate approval, require that a designated course be graded Satisfactory/Unsatisfactory (S/U) for all students in the course.

An individual student may request to take a course in his program on an S/U basis by applying to his Supervisory Committee. If that Committee concurs, the request will be submitted to the Graduate Program Committee for final approval. If the course is outside the student's department, the approval of the other Graduate Program Committee concerned must also be obtained.

Once having registered in a course on any grading basis, a student may not change to another grading basis for that course.

None of the student's minimum course work requirement under 7.2 may be taken S/U. Neither an S nor a U will count in the CGPA, but the grade received shall be recorded on the transcript.

5.3 CGPA Required for Continuation and Graduation

A graduate student is required to maintain a 3.0 CGPA to continue in his program. A student failing to maintain a CGPA of 3.0 is automatically dropped from the program and required to withdraw from the University unless his Supervisory Committee or the Chairman of his Graduate Program Committee recommends that he be allowed to continue in the program. Such recommendation is made to his Graduate Program Committee which, if it concurs, sends it to the Faculty Graduate Studies Committee for final approval.

Under no circumstances will a student whose CGPA is below 3.0 be awarded a graduate degree.

5.4 Graduate Students Retaking a Course

A graduate student may retake a course under the following conditions:

- a. When the same numbered course covers different material in different semesters (many Special Topics and Directed Readings courses are of this nature).
- b. When he wishes to improve his grade and he has the permission of his Graduate Program Committee.

Under a., both grades are recorded on the student's transcript, the grade and the semester hours credit for both iterations of the course are used for the calculation of the CGPA and towards the semester hours required for the degree.

Under b., both grades are recorded on the student's transcript with the notation that the course was retaken to improve his grade. However, only the better grade is used in calculating the student's CGPA and the semester hours credit for the course are used only once towards the requirements for the degree.

A student must indicate at the time of registration under which of the two conditions he is retaking a given course. The correctness of this indication must be certified by the Chairman of the Graduate Program Committee.

6. SUPERVISIONS

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 Chairman of the Graduate Program Committee or a faculty member designated by the Chairman, until a Senior Supervisor has been appointed.

6.2 Supervision of a Qualifying Student

A Qualifying Student comes under the general supervision of his Graduate Program Committee exercised through the Chairman of that Committee or a faculty member designated by the Chairman.

6.3 Senior Supervisor

In consultation with the graduate student, the Graduate Program Committee will appoint a Senior Supervisor as soon as possible after his admission to the graduate program. This appointment shall be made no later than the beginning of the third semester after the student's admission. The Senior Supervisor is the person principally responsible for supervising the student throughout his degree program. A Senior Supervisor must hold the rank of Assistant Professor or above.

If the Senior Supervisor is planning to be off-campus for any length of time, he shall arrange for proper supervision of the student during his absence. The Graduate Program Committee and the Dean of Graduate Studies shall be informed in writing of any such arrangement.

6.4 Supervisory Committee

In consultation with the graduate student, the Senior Supervisor shall recommend a Supervisory Committee composed of himself and at least one other faculty member. This recommendation shall be made as soon as possible after the Senior Supervisor is appointed but in no case later than the middle of the third semester after the student's admission. The composition of the Supervisory Committee, of which the Senior Supervisor is Chairman, 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 reporting on the progress of the student's work. The Committee, in consultation with the student, will design the student's program of studies which will include the area of research and those courses that the student will be required to take. The Committee shall be available for consultation while the student is working on his thesis, extended essays or project.

6.5 Change in the Supervisory Committee

Continuity of supervision is important in all graduate work. As a consequence, a change in Supervisory Committee, especially a change in Senior Supervisor, can be made only on the basis of strong reasons.

A request for a change in the Supervisory Committee may come from the student, any member of the Supervisory Committee or any member of the Graduate Program Committee. It shall be sent to the Graduate Program Committee accompanied by the reasons, in writing, for the proposed change. If the Graduate Program Committee concurs in the request it shall be sent to the Dean of Graduate Studies for final approval.

7. RESIDENCE AND COURSE REQUIREMENTS

Master's Students

7.1 Residence Requirement for the Master's Degree

The aim of the residence requirement is that a student should spend a period of time in contact with faculty members and with other students at the University. To this end a student shall be registered in an approved program and undertaking study at this University as a Master's Student for a minimum of three semesters. Normally this residence requirement will be fulfilled in consecutive semesters but exceptions to this general rule are permitted for students registering in programs which are discontinuous by design (see 4.3)

and for students who go on leave (see 8.4).

No part of the residence requirement can be waived for work performed before admission to the University as a Master's Student.

Under exceptional circumstances, a Master's Student at the University may apply for residence credit for work to be done off-campus. Such applications shall be made at least one month before the beginning of the semester in which the student proposes to work off-campus and shall be approved by the student's Supervisory Committee and Graduate Program Committee and shall be sent to the Senate Graduate Studies Committee for final approval. While doing work off-campus under these provisions, the student shall maintain normal registration at this University.

7.2 Course Requirements for the Master's Degree

Master's candidates are required to complete a minimum of 30 semester hours work in one of the following ways:

- a. Take a minimum of 12 semester hours of course work and submit an original thesis.
- b. Take a minimum of 20 semester hours of course work and submit at least two extended essays, or a project.

According to the requirements of the program in which he is enrolled, a student may have a choice between these two alternatives or he may not. A Graduate Program Committee may require work in addition to the minimum requirements, either on an individual basis or, with Senate ratification, for all students in its program.

The following constraints apply to the minimum course work requirement (whether 12 or 20 semester hours):

One half of the minimum must be taken at this University.

Up to one half of the minimum may, on the recommendation

of the Graduate Program Committee and approval of the Senate Graduate Studies Committee, be transfer credit from another institution.

None of the minimum may be taken on an S/U basis.

None of the minimum may be courses taken in order to qualify for admission.

None of the minimum may be undergraduate courses.

A graduate student may apply to take one or more courses at another university for credit towards a degree at this University. Such applications shall be made at least one month before the course or courses start and shall be approved by the student's Supervisory Committee and Graduate Program Committee and sent to the Senate Graduate Studies Committee for final approval. No more than one half of the minimum course work requirement for the Master's Degree may be taken at another university. While taking a course or courses at another University under these provisions the student shall maintain registration at this University.

Doctoral Students

7.3 Residence Requirement for the Doctoral Degree

The aim of the residence requirement is that students should spend a period of time in contact with faculty members and with other students at this University. The following regulations apply:

- a. Doctoral Students entering the program with a Master's Degree shall be in residence for five semesters.
- b. Doctoral Students entering the program with a Bachelor's Degree shall be in residence for eight semesters.
- c. Students who have transferred to the Doctoral Degree program

from a Master's Degree program at this University without completing a Master's Degree shall be in residence for eight semesters in the combined programs, at least five of which must be in the Doctoral Degree program.

While in residence a student shall be registered in an approved program at this University. Normally, the residence requirement will be fulfilled in consecutive semesters but exceptions to this general rule are permitted for students who go on leave (see 8.4).

No part of the residence requirement can be waived for work performed before admission to the Doctoral Degree program.

Under exceptional circumstances a Doctoral Student at the University may apply for residence credit for work to be done off-campus. Such applications shall be made at least one month before the beginning of the semester in which the student proposes to work off-campus and shall be approved by the student's Supervisory Committee and Graduate Program Committee and sent to the Senate Graduate Studies Committee for final approval. While doing work off-campus under these provisions, the student shall maintain normal registration at this University.

7.4 Course Requirements for the Doctoral Degree

There are no University course requirements for the Doctoral Degree. However, a student's Supervisory Committee or the Graduate Program Committee under which the student has elected to work may require a student to take specified courses as part of his degree program.

8. PROGRESS, WITHDRAWAL AND LEAVE

Both Master's and Doctoral Students

8.1 Progress Evaluation

At least once each year, the student's Supervisory Committee will

report on his progress. This report will be sent, in writing, to the Graduate Program Committee with a copy to the student.

8.2 Procedure for Review of Unsatisfactory Progress

If a student's progress appears to be unsatisfactory, the Supervisory Committee or the Chairman of the Graduate Program Committee shall make a written report to the Graduate Program Committee. Should the student's progress be found to be unsatisfactory by the Graduate Program Committee, the Committee, in consultation with the Supervisory Committee, if one has been appointed, can

- a. require the student to withdraw, or
- b. inform the student that his progress has not been satisfactory and require him to improve his work in specific ways in a specified amount of time.

The student concerned has the right to appear before the Graduate Program Committee when his case is considered and he may submit any materials relevant to his case. If the student is required to withdraw, he shall be informed in writing with copies to the Dean of Graduate Studies and the Assistant Registrar for Graduate Studies. If he is required to improve his work within a specific amount of time, he shall be informed in writing as to what precisely is required of him with copies to the Dean of Graduate Studies and the Assistant Registrar for Graduate Studies.

8.3 Withdrawal from Courses and from the University

Permission of the Senior Supervisor is required to withdraw from a course. If the Senior Supervisor is not yet appointed, permission of the Chairman of the Graduate Program Committee is required. If such permission is granted, a student may withdraw from a course without academic penalty up to the end of the ninth week of classes in any semester.

A student may withdraw from the University at any time by notifying the Chairman of his Graduate Program Committee and the Assistant Registrar for Graduate Studies.

A student who has withdrawn from the University and who wishes to re-enter shall apply for admission under the same condition as any other applicant.

8.4 Application to Go On Leave

One constituent of graduate work is that a considerable length of time is devoted to concentrated work in one particular area of research. It is therefore desirable that a graduate degree involve several consecutive semesters of uninterrupted research. However, a student may apply to go on leave under the following circumstances:

- a. When a situation arises which makes it necessary or desirable for him to interrupt his work.
- b. When he will make no substantial use of University facilities.

Applications for leave shall be made by the student to his Supervisory Committee at least two weeks before the beginning of the semester in which he proposes to go on leave. The Supervisory Committee, if it approves the application, will send it to the Graduate Program Committee for final approval. Approved applications shall be sent for information to the Assistant Registrar for Graduate Studies and the Student Society.

Students on leave are required to register during the normal registration period for every semester they are on leave. If a student does not register, he is considered to have withdrawn from the University.

9. PREPARATION FOR EXAMINATIONS

Master's Students

9.1 Examining Committee for a Master's Degree Candidate

Each candidate for a Master's Degree shall be examined on his thesis,

extended essays or project. Each Examining Committee shall have the following minimum composition:

- a. The Chairman of the student's Graduate Program Committee, or his designate, who shall be a non-voting Chairman of the Examining Committee. If the Chairman of the Graduate Program Committee is also on the student's Supervisory Committee, he shall designate a member of faculty at this University who is not a member of the student's Supervisory Committee as Chairman.
- b. All members of the student's Supervisory Committee.
- c. A member of faculty at this or another university, or a person otherwise suitably qualified, who is not a member of the Supervisory Committee. For those students seeking a degree under Special Arrangements, this person shall be from outside the University.

9.2 Preparation for Examination of Master's Thesis

Preparation for the examination of a Master's thesis shall not take place until the thesis is substantially complete and in the format laid down in Appendix A.

At least one month 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 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 two weeks before the examination date.

Unbound copies of the completed thesis shall be given to the Chairman 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 Chairman 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 Chairman 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.

The examination of the thesis shall take place under the regulations for 'Thesis Examination' given in 10.1.

Doctoral Students

9.3 Examining Committee for Doctoral Thesis

Each candidate for a Doctoral Degree shall be examined on his thesis. Each Examining Committee shall have the following minimum composition:

- a. The Chairman of the Graduate Program Committee, or his designate, who shall be a non-voting Chairman of the Examining Committee.

If the Chairman of the Graduate Program Committee is also on the student's Supervisory Committee, he shall designate a member of faculty at this University who is not a member of the student's Supervisory Committee as Chairman.

- 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 Super-

visory Committee.

- d. An External Examiner who shall be specifically qualified in the field of the thesis and not be a member of faculty at this University.

9.4 Preparation for Examination of Doctoral Thesis

Preparation for the examination of a Doctoral thesis shall not take place until the thesis is substantially complete and in the format laid down in Appendix A.

At least two months 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 9.3. This recommendation, which shall include the thesis title, an abstract of the thesis, and a short biography of the proposed External Examiner, shall be sent to the Graduate Program Committee and the Faculty Graduate Studies Committee for approval, and to the Senate Graduate Studies Committee for final approval. The Examining Committee proposal must reach the Dean of Graduate Studies Office at least one month before the examination date. The Dean of Graduate Studies shall formally invite the External Examiner and inform him of the examination date.

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

9.5 The Role of an External Examiner

The External Examiner shall be chosen as a distinguished scholar with particular experience in the field of the thesis research. He should submit a written report on the thesis to the Dean of Graduate Studies at least one week prior to the examination. The Report, which should indicate the general quality of the thesis, shall be sent immediately to the Senior Supervisor for consideration by the Supervisory Committee.

The External Examiner should be present for the examination of the candidate. In exceptional circumstances, this may not be possible. In such cases, application shall be made to the Dean of Graduate Studies for permission for the External Examiner to examine the candidate in absentia. If such permission is granted, the External Examiner's report should be quite extensive and give a specific recommendation as to whether or not the thesis ought to pass, fail or be subject to extensive revision as under 10.2. This report shall be given to the other members of the Examining Committee before the examination. Specific questions raised by the External Examiner in his report shall be directed to the candidate during the examination.

9.6 Notification of Doctoral Thesis Examination

At least ten days before the proposed examination, the Chairman of the Graduate Program Committee will 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.

10. EXAMINATIONS

Both Master's and Doctoral Students

10.1 Thesis Examination

The candidate shall give an oral account of the research on which the thesis is based and defend the thesis itself. The candidate must be prepared to answer questions on the field of research in which he is working and related fields.

Thesis examinations are open to the University community. Copies of the thesis abstract shall be made available to all those attending the examination. The Chairman of the Examining Committee shall allow proper opportunity for questions on the thesis to come from persons who are not members of the Examining Committee but are attending the examination.

10.2 Classification of the Thesis

The thesis is either passed or failed. However, if the Examining Committee judges that the thesis could pass with additional work, it may defer making a judgment until this work has been completed. A thesis upon which judgment is deferred in this way shall come forward for formal re-examination under 10.1 within a period specified by the Examining Committee; the Examining Committee may not defer judgment a second time. When a thesis is passed but needs minor revisions, these shall be completed to the satisfaction of the Senior Supervisor before the candidate can be recommended for the degree. The title of a thesis which passes shall be recorded on the student's transcript. If the thesis is failed, then the student is required to withdraw from the University. Decision of the Examining Committee is by simple majority vote except that a thesis may not be passed without the concurrence of the External Examiner.

10.3 Recommendation for the Award of Degree

When a student has successfully defended his thesis and made any minor revisions required, the Supervisory Committee shall recommend award of the degree. This recommendation goes for approval respectively to the Graduate Program Committee, the Faculty Graduate Studies Committee, the Senate Graduate Studies Committee and Senate, which has the final authority to award the degree.

10.4 Submission of Thesis to the Library

If the Examining Committee has required minor revisions to a thesis, these will be completed as soon as possible after the examination and checked by the Senior Supervisor. Two unbound copies of the final draft of the completed thesis shall be sent to the Library together with a memorandum from the Senior Supervisor certifying that all required revisions have been made. These two copies will be bound, catalogued and retained by the Library, one for the General Collection and one for the University Archives. Graduate Program Committees may also require not more than two bound copies for departmental files and these should be submitted for binding at the same time.

When the Library representative of the Dean of Graduate Studies has checked the thesis and accepted the format, he will notify the Registrar and a copy of the notification will be sent to the candidate. No degree will be approved by Senate until the Registrar has been so notified.

Master's Students

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 essays of a successful candidate shall be deposited in the Library in the same format as for a thesis (see Appendix A).

10.6 Examination of Projects Submitted in Partial Fulfilment of Degree Requirements

Examination of projects 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.

11. PARTIAL PUBLICATION OF THESIS

Both Master's and Doctoral Students

When the thesis is submitted to the Library the student shall authorize the copying and publication of the thesis as follows:

11.1 Partial Copyright License

Except as noted in 11.3, the student shall sign a partial Copyright License which grants to the University the right to lend the thesis to users of the Library, and to make partial or single copies for such users. Multiple copying is not permitted without written permission from the author except that, if the author is unobtainable, the Dean of Graduate Studies may give this permission.

11.2 Microfilming

Except as noted in 11.3, the student shall sign an agreement form authorizing the National Library to microfilm the thesis and to sell microfilm copies on request.

11.3 Postponement of Publication

The thesis can be withheld from circulation and from copying for a period of six months from the date of defence of the thesis in order to protect

patentable material, pending application, or where immediate commercial publication is in view. In unusual cases this period might be extended for a further six months. At the time of the thesis defence, a Thesis Withholding Document requesting and authorizing such delay shall be signed by the student, the Senior Supervisor, and the Dean of Graduate Studies. The official copies of the thesis and all pertinent forms shall be deposited in the Library along with the Withholding Document. A copy of the thesis shall not be sent to the National Library during the restricted period but the Abstract of the doctoral thesis shall be sent to Dissertation Abstracts International with the period of restriction duly noted.

Doctoral Students

11.4 Publication of Doctoral Thesis Abstracts

Doctoral Students shall sign an agreement form authorizing University Microfilms to publish the thesis abstract in Dissertation Abstracts International.

Master's and Doctoral Students

11.5 Publication of the Thesis by the Student

None of the clauses above preclude the student from publishing the thesis in any form at any time.

12. MAXIMUM TIME FOR COMPLETION OF THE REQUIREMENTS FOR THE DEGREE

12.1 Maximum Time for the Completion of the Requirements for the Master's Degree

A student shall complete all of the requirements for a Master's Degree within five calendar years of his first semester of enrolment as a Master's Student.

12.2 Maximum Time for the Completion of the Requirements for the Doctoral Degree

A student shall complete all the requirements for a Doctoral Degree within eight calendar years of his first semester of enrolment as a Doctoral Student.

13. AWARD OF THE DEGREE

13.1 Application for Graduation

Every candidate for a graduate degree is responsible for applying for graduation on forms available from the Registrar's Office.

13.2 Award of the Degree

Award of the degree is by resolution of Senate.

13.3 Transcripts

Certified official transcripts of the student's graduate academic record may be obtained from the Registrar's Office. Only individually signed copies with the University seal are valid.

14. CONVOCATION CEREMONY

Convocation occurs annually in May. A student may have his degree conferred at the convocation ceremony following award of the degree by Senate.

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APPENDIX A

Preparation of Graduate Theses

GENERAL

All theses should be clear and consistent in content. Students are advised to consult:

The Preparation of Term Essays, D. Blakey and A. C. Cooke,
Vancouver 1966 (PE 1408 B5 1966)

Government of Canada Styles Manual for Writers and Editors,
R. Duhamel, Ottawa, Queen's Printer, 1962.
(Z 253 C 277).

Student's Guide for Writing College Papers, Kate L. Turabian,
Chicago, University of Chicago Press, 1963.
(LB 2369 T 82 1963).

A Manual of Style, Chicago, The University of Chicago Press,
1969 (Z 253 C 57 1969).

The Elements of Style, William Strunk, Jr., New York, The
Macmillan Company, 1959 (PE 1408 S 772 1959).

Dictionary of Modern English Usage, editor Henry Watson
Fowler, Oxford University Press, 1969 (PE 1628 F 65 1965).

The following are guidelines which may be varied in special cases.

Permission for variations may be given by the student's Graduate Program Committee and should accompany the thesis in memo form with reasons for the desirability of the variations given.

PAPER

1. A good bond paper of rag content, 8½ x 11 inches, must be used. The paper should be of 20 pound stock. The University Bookstore or any stationer can supply the names of acceptable brands.

2. Paper with holes punched is not acceptable, except where the thesis consists in whole, or in part, of computer printout.

MARGINS

It is important that the margin be not less than $1\frac{1}{4}$ inches on the left of each sheet and of not less than $3/4$ inch at the other edges. Everything (including page numbers, illustrations, graphs) must be within these margins. The pages are trimmed when bound.

TYPING

1. A thesis should be ordinarily typewritten, using one side of the paper only and carbon ribbon or a good black cloth ribbon. Pica type is preferable but elite type may be used; in either case, the entire work must be in uniform type face and care should be taken to ensure evenness of impression and type (especially in the case of a cloth ribbon).
2. All typing must be double spaced, except for quotations of more than one sentence, footnotes, tables and bibliography, all of which may be single spaced.
3. No interlineations, crossing out of letters or words, strike-overs, "kor-rec'type" or extensive erasures are permissible. Mathematical equations, complex tabular matter, exponents, and other characters not available on standard typewriters may, at the discretion of the department concerned, be neatly executed by hand with black ink. Liquid correction fluid such as "Snopake" is strongly recommended since there is no shadow and reproduction is clear.
4. Special care should be taken in duplicating figures (such as charts, diagrams, drawings, graphs, photographs, maps). While copies of acceptable quality may be obtained through photoduplication, the candidate is advised to

consult the Audio Visual Centre for guidance in selecting the most appropriate means of duplication. Reducation can be used to fit charts within the margins; large ones can be folded within the margins and affixed to the page.

PAGING

Typewritten consecutive numbers should be used for each page. Arabic numerals should appear in the same place at the top of the page for the body of the thesis, including text, inserts, appendices, articles, bibliography, and so on. Facing pages should be noted as such as it is recommended that they are lettered "a" and "b" (i.e. pages 2a and 2b would be facing and the typing would be still only on one side). Small Roman numerals should be used for the "preliminary pages" (and appear at the bottom of the page).

FORMAT

The order of the pages of the thesis should occur as listed below, although not every thesis would include all of these items. The Senior Supervisor oversees preparation of the thesis and checks to see that it is complete and in good literary form. A consistent style for footnotes must be used throughout the thesis. The candidate is urged to use a style normally suited to the discipline concerned.

1. Preliminary Pages

(a) Title Page

The form of the title page must follow the sample attached. It must give the title, the candidate's name in full, the degree expected, the department, the month and year of the thesis defence. Appearing also on the title page must be the international copyright indication consisting of three elements on the same line: the letter "C" enclosed in a circle; the full name of the copyright owner, and the year of acceptance. The following warning must appear below:

All rights reserved. This thesis may not be reproduced in whole or in part, by photocopy or other means, without permission of the author.

(b) Approval

See sample page. The title page is not numbered though technically it is (i) so this page is (ii).

(c) Abstract

The abstract is normally under 600 words. NO PAGES CAN SEPARATE (a) Title Page, (b) Approval, and (c) Abstract.

(d) Dedication (if any).

(e) Quotation(s) (if any).

Special in significance, usually alone on page.

(f) Acknowledgment

This section, if included, should be a brief acknowledgment of assistance given to the candidate in his research and writing.

(g) Table of Contents

Each thesis must have a table of contents setting forth the principal topics or subdivisions (including as main divisions, the preliminary pages, the titles, appendix(ices), bibliography, and index, if any) and the page numbers on which they occur.

(h) List of Tables

The tables are numbered consecutively with large (or upper case) Roman numerals. For each table, the table's number, its exact caption or title, and the number of the manuscript page on which it appears are given.

(i) List of Figures or Illustrations

If any illustrations, plates, or graphs are used, they are numbered

with Arabic numerals and listed separately. If there are several illustrations of any one kind - for example, maps - there should be a distinct series for them, numbered separately, and separately listed.

2. Text

(a) The text, which would preferably begin with an introduction, should outline the purpose, methods, and scope of the investigation. If the thesis consists of a lengthy explication de texte, the full play or poem may be typed as published (single spaced) facing the narrative (double spaced).

(b) If illustrations larger than 8½ x 11 inches are used, they should be submitted flat, mounted on the same paper as the text, and folded to lie within the stated margins. This ensures edges or folds are not cut when the copy is trimmed and bound. Items such as illustrations, clippings, and articles may be placed within the text when small enough or can be reduced, if legible, to fit within the margins. Such things as cellophane tape and staples must not be used in mounting photographs or illustrations. Information on the mounting of illustrations may be obtained from the Audio Visual Centre.

(c) Footnotes may be numbered throughout the thesis or throughout each main division. They may appear at the bottom of the page, at the end of the chapter, or at the end of the entire text (in the last case they would be called a List of References. As an alternative see Bibliography.). Footnotes at the bottom of each page must be set off from the body of the text by a line. A consistent style for footnotes must be followed throughout. The candidate's Graduate Program Committee is expected to require him to follow the practice of a style manual suited to his discipline; he may also wish to consult the appropriate subject division of the Library.

3. Reference Matter

(a) Appendix(ices)

This section should be continuously paged with the text, although it may be lettered as well.

(b) Bibliography (and/or List of References)

The bibliography is a very important part of the thesis, and care should be given to its preparation. It should be typed single spaced, with double spacing between the entries. Journal titles should normally be written in full, but standard abbreviations may be used (e.g. from World List of Scientific Periodicals). As in the case of footnotes, the candidate should follow the style manual required by his department and may wish to consult the appropriate subject division of the Library. The bibliography is alphabetical and paged continuously with the text. The candidate may choose to cite the literature under headings such as monographs, serials, newspapers, unpublished works or articles, and letters. If a full bibliography is considered too lengthy by the Senior Supervisor, then a selected bibliography may be given instead and so noted. Many submissions will have footnotes (or a List of References) as well as a bibliography. At the discretion of the Graduate Program Committee it may be desirable to combine the two by (i) simply referring to the author (and page) in the text, and the reader can refer to the author in the bibliography, or by (ii) numbering the bibliography and referring to the work by number (and adding the page) in the text. Thus it is possible to have a bibliography but no footnotes (citing literature) or List of Reference. It is also possible that a List of Reference (and no bibliography) is adequate if only direct references are cited.

NOTE: You are strongly advised to consult your Graduate Program Committee and

follow the style of Bibliography/List of References they recommend in your discipline.

(c) Printouts

It is preferable that printouts be reduced (providing they remain legible) to 8½ x 11 inches and that the pages of the printout be numbered consecutively.

(d) Articles, Clippings, Maps

If 8½ x 11 inches, the above and similar items are to be numbered consecutively; if large, folding applies as above (see above under "Text"). These may be placed in or after the text.

ABSTRACT

Each thesis must include an abstract as part of the "preliminary pages." The abstract is a summary or condensation of the thesis; it states the problem, the methods of investigation followed, and the general conclusions. It should not normally exceed 600 words.

APPROVAL (BY EXAMINING COMMITTEE)

The Approval page immediately follows the title page (see sample page). It must state the candidate's name, the degree sought, the title of the thesis, the signature and name of the members of the Examining Committee, and the date approved and signed. The position and institution (with address) of any examiner not at Simon Fraser University must also be indicated. Note that the Chairman is a non-voting member of the Examining Committee and, therefore, is not required to sign the Certificate of Approval.

NUMBER OF COPIES

The number of copies required will be determined by the candidate's Graduate Program Committee. Copies may be made by the offset process or, if few are needed, clean photocopies will be accepted. (Please note that the Library prefers to have the original. It is considered a manuscript so clear,

clean corrections are accepted.)

SUBMISSION TO THE LIBRARY

If the Examining Committee has required minor revisions to a thesis, these will be completed as soon as possible after the examination and checked by the Senior Supervisor. Two unbound copies of the final draft of the completed thesis must be sent to the Library (each in a folder or binder with a memorandum from the Senior Supervisor certifying that all required revisions have been made. At the same time, a signed microfilm authorization form for the National Library and a signed Partial Copyright License (both forms available from the department and the Library) must be submitted.

Two copies of a tape, film, printout (or any item considered part of the thesis) must also be submitted and, of course, an extra copy of a doctoral abstract as stated above. The final date for acceptance of theses by the Library in order to graduate during a particular semester may be obtained from the University Graduate Calendar.

MICROFILMING

All theses submitted to the Library in partial fulfillment of the graduate degree are microfilmed by the National Library. Each student must complete and sign a microfilm authorization form (obtainable from the department and the Library). A negative and a positive film is made of each thesis. The negative is kept by the National Library for use in producing positive copies for sale. The positive becomes part of its collection for consultation on the premises or for lending on interlibrary loan. The National Library is not authorized to publish the thesis in any form other than microfilm. Moreover, theses are returned to the University after microfilming so that the National

Library does not have copies of theses available for other kinds of reproduction. The positive copies of the microfilms, as they become available, are listed in Canadiana, the monthly and annual national bibliography published by the National Library. Each title appears in its appropriate place in the subject arrangement but all are gathered together in the index to Canadiana under the series heading "Canada. National Library. Canadian theses on microfilm, no. - ."

The Canadiana entry includes the sale price and the source from which to purchase a copy of the microfilm, viz. the Cataloguing Division of the National Library. Theses which the National Library publishes on microfilm include a copyright statement and are protected in the same way as a published book and the same rules govern copying without the author's permission.

PARTIAL COPYRIGHT LICENSE

The student must sign a partial Copyright License which grants to the University the right to lend the thesis to users of the Library, and to make partial or single copies for such users. Multiple copying is not permitted without written permission from the author. If the author is unobtainable, the Dean of Graduate Studies may give this permission.

PUBLICATION IN DISSERTATION ABSTRACTS INTERNATIONAL

This applies only to doctoral candidates. An extra separate copy of the abstract of a doctoral thesis including the title, the student's name, and the Senior Supervisor's name typed at the top must be submitted to the Library. The Library will forward the thesis abstract to the publishers of Dissertation Abstracts International (together with their agreement form completed and signed). The abstract, which should not be more than 600 words, will be printed in Dissertation Abstracts International, and availability of the thesis in film

form at the National Library will be noted. Arrangements can be made at an additional cost for off-prints at the time of printing. Notations will also be made by the Library and sent to University Microfilms for publication in American Doctoral Dissertations.

BINDING

Once the Library is notified that the student's degree has been granted by Senate, the original (when provided) or a copy of the thesis is sent to the National Library for microfilming. When returned to the Library, the thesis is bound. Graduate Program Committees may require not more than two bound copies for departmental files. The student can arrange for binding of those copies with the Library.

CATALOGUING

Once bound, the theses are cataloged and classified according to the Library of Congress classification system. The original (or 'first' copy) lodges in the University's Archives and the (second) copy is shelved in the general collection where it is also available for Interlibrary Loan.

STUDIES IN TRANSLOCATION OF
PHOTOSYNTHETIC PRODUCTS IN YOUNG
SOYBEAN PLANTS USING $^{14}\text{CO}_2$ & $^3\text{H}_2\text{O}$

by

Robert George Thompson
B.Sc., Queen's University, 1964

A THESIS SUBMITTED IN PARTIAL FULFILLMENT OF
THE REQUIREMENTS FOR THE DEGREE OF
MASTER OF SCIENCE
in the Department
of
Biological Sciences

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SIMON FRASER UNIVERSITY

June 1966

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EUROPEAN INFLUENCES ON MODERN HEBREW

by

RICHARD JOHN DOE

B.Sc., Dalhousie University, 1964
M.Sc., University of Victoria, 1966

A DISSERTATION SUBMITTED IN PARTIAL FULFILLMENT
OF THE REQUIREMENTS FOR THE DEGREE OF
DOCTOR OF PHILOSOPHY
in the Department
of
History

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SIMON FRASER UNIVERSITY

April 1968

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APPROVAL

Name: Richard John Doe

Degree: Master of Arts

Title of Thesis: European influences on modern Hebrew

Examining Committee:

Chairman: David Williams

John Smith
Senior Supervisor

James Bloggs

Diane Small

Gordon P. Geen
External Examiner
Associate Professor
University of Timbuktoo, Transylvania

Date Approved: _____

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Title of Thesis/Dissertation:

Author: _____
(signature)

(name)

(date)

APPENDIX B

How Decisions Are Made Relating to Graduate Students

<u>Decision</u>	<u>Who Recommends</u>	<u>Who Must Approve</u>	<u>Who Has Final Approval</u>
1. Admission of a graduate student (Section 3 of the Regulations)	The G.P.C., or in special circumstances, the Dean of Graduate Studies		The S.G.S.C.
1a. Admission of a graduate student under Special Arrangements (Regulation 3.4)	Two sponsoring faculty members		The S.G.S.C.
2. Appointment of a Senior Supervisor (Regulation 6.3)	The G.P.C. and the student		The G.P.C.
3. Formation of Supervisory Committee (Regulation 6.4)	The Senior Supervisor and the student		The Dean of Graduate Studies
4. Change in Supervisory Committee (Regulation 6.5)	Either the student, a member of the Supervisory Committee or a member of the G.P.C.		The Dean of Graduate Studies
5. Application by a Master's Student for residence credit for work to be done off campus (Regulation 7.1)	The Supervisory Committee		The S.G.S.C.
6. Application by a Master's student to take courses at another institution (Regulation 7.2)	The Supervisory Committee		The S.G.S.C.
7. Application by a graduate student to take a course on an S/U basis (Regulation 5.2)	The Supervisory Committee		The G.P.C. and, if the course is outside the student's department the approval of the other G.P.C. concerned must also be obtained

*See next page for list of abbreviations

APPENDIX B continued

<u>Decision</u>	<u>Who Recommends</u>	<u>Who Must Approve</u>	<u>Who Has Final Approval</u>
8. Application by a graduate student to go on leave (Regulation 8.4)	The Supervisory Committee		The G.P.C.
9. Permission for student whose C.G.P.A. falls below 3.0 to remain in the program (Regulation 5.3)	The Supervisory Committee or the Chairman of the G.P.C.	The G.P.C.	The F.G.S.C.
10. Procedure for review of unsatisfactory progress (Regulation 8.2)	The Supervisory Committee or the Chairman of the G.P.C.		The G.P.C.
11. Appointment of an Examining Committee for a Master's thesis (Regulation 9.2)	The Supervisory Committee	The G.P.C.	The Dean of Graduate Studies
12. Appointment of an Examining Committee for a Doctoral thesis (Regulation 9.4)	The Supervisory Committee	The G.P.C.	The S.G.S.C.
13. Award of degree (Regulation 10.3)	The Examining Committee and the Supervisory Committee	The G.P.C. and F.G.S.C.	Senate

Key to Abbreviations

- S.G.S.C. — Senate Graduate Studies Committee
- F.G.S.C. — Faculty Graduate Studies Committee
- G.P.C. — Graduate Program Committee

See section 2 of the Graduate Regulations for a description of these committees.

APPENDIX C

The Timing of a Graduate Degree for Students Who

Have Completed Course and Thesis Requirements

The Body or Action

Who Must Be Informed or Who
Must Approve

The Time Notice Given in
the Graduate Regulations

1. For Both Master's and Doctoral
Students

Student's submission of application
to graduate (Regulations .1)

Assistant Registrar for
Graduate Studies

2. For Master's Student:

Recommendation by the Supervisory
Committee concerning date of thesis
examination and composition of
the Examining Committee as defined
in 9.1 (Regulation 9.2)

To the Graduate Program
Committee and to the Dean
of Graduate Studies for
final approval

One month before the proposed
examination date

3. For Master's Student:

Distribution of completed thesis by
the Chairman of the Examining
Committee to the members of that
Committee (Regulation 9.2)

The Dean of Graduate Studies
must be informed in writing
that distribution was made

Two weeks before the
examination date

4. For Master's Students:

Notification by the Chairman of
the Graduate Program Committee as
to the date, time, and place of
thesis examination (Regulation 9.2)

The candidate, the members of the
Examining Committee, the Dean or
Deans of Faculty concerned, and
the Dean of Graduate Studies

Ten days before the
examination date

5. For Doctoral Students:

Recommendation by the Supervisory Committee concerning the date of the thesis examination and composition of the Examining Committee as defined in 9.3 (Regulation 9.4)

To the G.P.C.,* the F.G.S.C. and to the S.G.S.C. for final approval

Two months before the proposed examination date

6. For Doctoral Students:

Distribution of completed thesis by the Chairman of the Examining Committee to the members of that Committee (Regulation 9.4)

The Dean of Graduate Studies must be informed in writing that distribution was made.

One month before the examination date.

7. For Doctoral Students:

Notification by the Chairman of the G.P.C. as to the date, time and place of the thesis examination (Regulation 9.6)

The candidate, members of the Examining Committee, the Dean or Deans of Faculty concerned and the Dean of Graduate Studies (who will notify the University Community)

Ten days before the examination date.

8. For Both Master's and Doctoral Students:

After a successful thesis examination the Supervisory Committee recommends award of the degree (Regulation 10.3)

To the G.P.C., the F.G.S.C. and to the S.G.S.C. for final approval

9. For Both Master's and Doctoral Students:

Students will submit two unbound copies of the corrected thesis to the Library (Regulation 10.4) along with appropriate forms pertaining to copying and publication of thesis (Section 11)

To the Library Representative of the Dean of Graduate Studies

*See next page for list of abbreviations

10. For Both Master's and Doctoral Students:

The Library will send notification when the thesis has been accepted (Regulation 10.4) To the Registrar and to the candidate

11. For Both Master's and Doctoral Students:

Award of the Degree (Regulation 12.2) Senate

Key to Abbreviations

S.G.S.C. -- Senate Graduate Studies Committee

F.G.S.C. -- Faculty Graduate Studies Committee

G.P.C. -- Graduate Program Committee

See section 2 of the Graduate Regulations for a description of these committees.

ATTACHMENT
DEFINITION AND IMPLEMENTATION OF GRADUATE PROGRAM COMMITTEES

1. Graduate Program Committees within departments are the Departmental Graduate Studies Committees. The Graduate Program Committee in the Faculty of Education is the Faculty Graduate Studies Committee. Other Graduate Program Committees can be established by action of Senate under S 72-83.
2. For Graduate Program Committees within departments, the method of appointment for the Committee and its Chairman, the terms of office of its members, and the qualifications of its members shall be as specified in Senate document S-245, as amended by S-294 and S-299.
3. For students working under Special Arrangements, the Graduate Program Committee is the Executive Committee of the Senate Graduate Studies Committee under S. 72-73.

N.B.

The Drafting Committee of the Senate Graduate Studies Committee is presently working on amplified terms of reference for Graduate Program Committees but is not yet ready to make a recommendation to the Senate Graduate Studies Committee for transmission to Senate. As these recommendations are not for inclusion in the Calendar there are not the same time constraints in this area as there are on the other documents now before Senate.

RATIONALE FOR PROPOSED CHANGES

IN GRADUATE REGULATIONS

The aim of this revision of the regulations is three fold:

- a) to make them clearer and more informative (it should be remembered that often a student's first contact with the University is through this document)
- b) to cover cases not covered in the previous regulations
- c) to make a few desirable changes of principle, e.g. stiffer doctoral entrance requirements

Section 1 simply lists the degrees offered at S.F.U. and the places to which inquiries should be addressed. It is included for the information of students.

Section 2 gives a brief description of the committees and people at the University chiefly responsible for the supervision of graduate students. The only change from the current situation is the introduction of the concept of a Graduate Program Committee, on which there is a special Attachment and a rationale at the end of this rationale. In general, a Graduate Program Committee has the powers and responsibilities presently associated with a Departmental Graduate Studies Committee but

- a) it does not have to be a Departmental Graduate Studies Committee nor does it have to be in a department,
- b) the chairman of a Graduate Program Committee, unlike the chairman of a Departmental Graduate Studies Committee, does not sit ex officio on the Senate Graduate Studies Committee.

It is because of the b) condition that it is imperative to have the distinction between the two sorts of committees.

Section 3 concerns admission of students. There is the following change in 3.2 on the admission of Master's Students: that in exceptional circumstances students who do not have the required 3.0 GPA but who do have professional experience of significance for the proposed area of research may be admitted. This has already been ratified for MBA students by Senate and it is the current practice in the Executive Committee of the Senate Graduate Studies Committee acting as an admissions committee.

There is also a change in 3.3 on the admission of Doctoral Students: the net effect is to raise the stated entrance requirements for Doctoral Students. This, it seemed to the Drafting Committee, is as it should be. Several Commissions lately have recommended it. In addition, it seemed to the Drafting Committee that, though some students can reasonably plead that they made a mess of their bachelor's degree for non-academic reasons, no student can reasonably plead the same thing for a Master's degree. If Senate accepts the higher entrance requirements the Dean of Graduate Studies has undertaken to implement them as follows: he will recommend to the Executive Committee of the Senate Graduate Studies Committee that

- a) all doctoral applications shall come before him and he will refer all unclear cases to the Executive Committee, notifying the department concerned that he has done so,
- b) the referees required of a doctoral candidate seeking admission with a Master's degree shall include a written assessment of the research work done for the Master's degree.

Sections 3.4 and 3.5 apply to the admission of Qualifying Students and those entering under Special Arrangements. There are no alterations of principle from documents Senate has already passed in these sections.

Section 3.6 on Special Students has been changed to more nearly meet the needs of this category of students. The safeguards now in force against

Special Student status being used as a back door into programs at the University are still included.

Section 3.7 on admission procedures has one change to accommodate the changes in 3.6 and Special Arrangements students, namely that the Dean of Graduate Studies may recommend admission in special cases.

There are some changes implicit in Section 3 as a whole. The category of Audit Student has been abolished. The Drafting Committee felt that the introduction of Satisfactory/Unsatisfactory grading (see Section 5.2) takes care of the needs the Audit Student category previously took care of. Another consequence of Section 3 is that the concept of a Regular Student has been abolished. Instead students, under these regulations, will be Qualifying, Master's, Doctoral or Special Students and no students will be, by implication, 'irregular.' Equally, there will be no Visiting Students. Students wishing to take courses at this University for a degree at another University can do so as Special Students.

Section 4, on Registration, embodies no changes of principle. 4.3, on registration of students in discontinuous programs, accommodates a current arrangement in the MBA program. There is another program coming forward which, if it passes Senate, will also require this arrangement.

Section 5.1, on academic standing, contains no changes of principle. In 5.2 the notion of Satisfactory/Unsatisfactory (S/U) grading is introduced. The need for this sort of grade is widely felt in the University and is, in effect, used for all thesis work at the University. Senate should notice, however, that there are very close checks proposed on the use of the S/U grade:

- a) Courses to be given on a compulsory S/U basis must pass Senate so designated.

- b) None of the minimum course work required by Senate for the degree may be S/U.
- c) No Department need use S/U grading (except in effect on thesis work) if that is its preference.

However, the introduction of S/U grading allows the abolition of Auditing courses in a formal way (i.e. recorded on the transcript) which seems desirable.

The new regulation governing a graduate student retaking a course (5.4) is slightly different from current practice: previously a student who retook a course received the average of the two grades where under this proposal he receives the better grade.

Section 6, on graduate supervision, contains the following two changes:

1) On the basis of faculty requests, the dealines for the appointment of Senior Supervisors and Supervisory Committees have been loosened somewhat. As this avoids the necessity of appointing 'stand in' Supervisors before a student knows what he wants to do, it is a sound measure.

2) On the other hand, the regulations as regards the duties of Senior Supervisors and changes in the Supervisory Committees have been stiffened considerably. If these regulations pass Senate, these changes will be reflected in the various documents used for recommending the appointment of these persons or bodies.

The addition of 6.2 gives the current practice for the supervision of Qualifying Students recognition in the regulations.

Section 6.4 cuts out the necessity of reporting students' programs to Graduate Program Committees. This practice is widely regarded as a nuisance with no compensating advantages.

Section 7.1 on residence contains only one change: that it is envisaged that some programs could run discontinuously (discussed under 4.3). In all other respects 7.1 represents a minor stiffening of existing requirements.

Section 7.2, on course requirements, accommodates the earlier proposal allowing Satisfactory/Unsatisfactory grading in some courses. In other respects it represents a minor stiffening of existing regulations. Senators should notice that the conditions here outlined apply only to the minimum course requirements set by Senate for all students and are, for instance, stiffened by excluding the possibility of allowing any undergraduate courses. Other courses the student may be required to take by his Graduate Program Committee (and it is typically the case that Graduate Program Committees do require additional course work) are under no restriction in this document. This is entirely deliberate. It allows the supervising committee to design highly individual programs once the Senate minimum requirements and the Senate-ratified departmental minimum requirements have been met. The Drafting Committee takes this as being desirable.

Section 8.1 and 8.2 on student evaluation embody two changes, the second of which is major.

1) In the existing regulations a student's progress must be evaluated once in his progress towards the degree. It is here proposed that he be evaluated once a year and that he receive a copy of the evaluation in writing.

2) Section 8.2 lays down a procedure for requiring a student to withdraw. Already, under existing regulations, and under 5.3 in these regulations, he may be required to withdraw if his CGPA falls below 3.0. However, 8.3 is designed for the student who does maintain a CGPA of 3.0 at a minimum level (e.g. a student who gets nothing but marginal B's) or for the student who is not making satisfactory progress on his thesis work. Such a student should

be required to withdraw for the protection of both the student and University standards. As such a requirement to withdraw is rather like a thesis defence, though serving the opposite purpose, the student may face the Graduate Program Committee and may submit work for review by that Committee.

Section 8.3 embodies one change. Previously a student only needed permission of his instructor to withdraw from a course. The new provision is that he requires the permission of his Senior Supervisor rather than that of the instructor.

Section 8.4 contains changes of detail rather than principle. The Student Society is informed of students going on leave because students on leave pay no student activity fee, which is unfair if the student is using Student Society facilities.

Section 9, on preparation for examination, contains no large changes from existing regulations. One small change is that the deadlines for preparation of a thesis examination have been loosened somewhat while the methods of enforcing the new deadlines have been strengthened. The regulations for External Examiners examining in absentia have been stiffened.

Section 10, on examinations, also contains few changes. However, additional regulations have been added (10.5 and 10.6) on the examination of extended essays and projects. The requirement that extended essays be examined as a thesis is new and clearly desirable. The ambiguity in the present regulations as to what gets deposited in the Library is cleared up in favor of depositing all material there.

Section 11, on the release of requirements on thesis material in the Library, is essentially the embodiment of the recommendations of a tri-university library committee. The Librarian has agreed to speak to this change. However, the recommendations seem merely sensible and have had the

input of a law librarian, himself an attorney.

There are no changes in the maximum time for completion of the degree or in the conditions for the award of the degree.

Appendix A was prepared by the Library and embodies provisions usual for theses. Appendices B and C are merely abstractions from the body of the regulations for particular purposes.

Rationale for implementation dates (Motion 4)

The reasons for most of Motion 4 are obvious enough. One point needs remarking. The fast changeover is possible because most substantive changes in the regulations either concern what committees, faculty members or officers of the University have to do, not what students have to do or embody in the regulations what is already current practice.

In addition, many of the new regulations could not be considered to penalize students in any way, e.g. to have their progress evaluated more often than presently required should be an advantage, not a penalty.

RATIONALE FOR GRADUATE PROGRAM COMMITTEES

It is clear that, in the evolution of Universities, multidisciplinary work between traditional departments is going to become more common. At Simon Fraser we already have programs of this nature at the undergraduate level and, at the graduate level, some Special Arrangements are of this nature. As such, the committees with the responsibility for overseeing student's work at the discipline (or multidiscipline) level should not be semantically tied to individual departments. The term, Graduate Program Committee, rather than Departmental Graduate Studies Committee satisfies this principle although both terms may refer to the same group of people. If the proposal now before Senate passes, the following will be the case.

- a. Every Departmental Graduate Studies Committee will also be a Graduate Program Committee
- b. There is the possibility that for some students the Graduate Program Committee is not a Departmental Graduate Studies Committee (realized in the case of some Special Arrangements)
- c. All chairmen of Departmental Graduate Studies Committees will continue to sit ex officio on the Senate Graduate Studies Committee but Chairmen of Graduate Program Committees which are not Departmental Graduate Studies Committees will not so sit.