

MEMORANDUM

Senate

From John M. Webster

Chairman, Graduate Studies Committee

Subject Graduate Studies Regulations

Date July 17, 1970

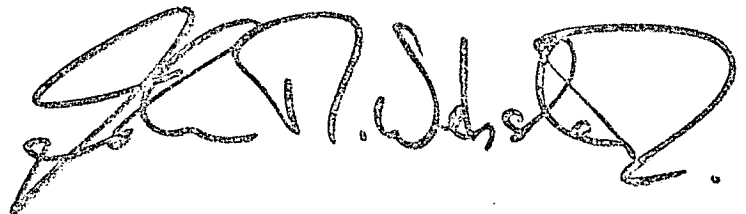
The attached copy of the proposed General Regulations for Graduate Studies, which results from discussions with and recommendations from Departments and Faculties during the last few weeks, has been approved by the Senate Committee on Graduate Studies and is now forwarded to Senate for approval.

I request Senate to consider motion #1 and, if it passes, motion #2.

1. Senate approves the new General Regulations for Graduate Studies.
2. These procedures be implemented by the Departments, Faculties and Registrar's Office commencing in the Fall semester 70-3. Students already registered in a graduate program will be covered by these procedures but in special instances where full application of the procedures would be impractical, waiver in favour of the student may be made by the Executive Committee of the Senate Committee on Graduate Studies.

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John M. Webster



SIMON FRASER UNIVERSITY

MEMORANDUM

Senate Committee on Graduate Studies

From Dr. J. M. Webster, Chairman

Graduate Studies Committees

Subject Graduate Studies - General Regulations

Date July 8, 1970

The attached copy of the new General Regulations appertaining to Graduate Studies has been approved by the Executive Committee of the Senate Committee on Graduate Studies.

Please note:

- 1) The italicized sections indicate that these regulations already are approved by Senate.
- 2) These regulations will form the basis of the Graduate Calendar entry and handbook on Graduate Studies.
- 3) The graduate student must satisfy Faculty and Departmental regulations as well as the General Regulations of the University.

J. M. Webster

/olm

Encl.

July 7, 1970

S I M O N F R A S E R U N I V E R S I T Y
G R A D U A T E S T U D I E S

GENERAL REGULATIONS

1. Admission Requirements

The minimum University requirements for a student to enter a graduate programme at Simon Fraser University normally are:

- a) A Bachelor's degree with a Cumulative Grade Point Average (CGPA) of at least 3.0 or its equivalent from a recognized university, and
- b) acceptance by the Department in which the applicant wishes to do the major study.

2. Application for Admission

2.1 Application forms for entry into the graduate degree programme may be obtained from the Registrar's Office or from the Department in which the major study is proposed.

2.2 The forms should be completed and returned, together with an official transcript of the applicant's undergraduate and graduate (if any) record, to the Chairman of the Department in which the applicant will do the major study. The applicant is recommended to apply at least three months prior to the beginning of the semester in which the applicant wishes to commence graduate studies. Applicants from outside North America are recommended to attach official statements of the subject matter covered in their degree record.

2.3 *An applicant whose native language is other than English or whose previous university instruction has been in a language other than English may be required to provide evidence of competence in the understanding and use of English before arrival on this campus. Such students are normally required to take the Test of English as a Foreign Language (TOEFL) of the Educational Testing Service, and further information on this test can be obtained from:*

Foreign Language Educational Testing Service
Department of English
Princeton University
Princeton, New Jersey 08540, U.S.A.

2.4 Graduate Record Examinations. In certain instances, Departments may require applicants to submit scores on the aptitude and advanced sections of the Graduate Record Examinations of the Educational Testing Service. Applicants who have already written these tests are urged to submit their scores with their application for admission. Details of this Examination can be obtained from:

The Graduate Record Examinations
Educational Testing Service
1947 Centre Street
Berkeley, California 94704, U.S.A.

3. Classification of Graduate Students

The applications will be considered and classified by the Department of the student's declared major subject and by the Senate Committee on Graduate Admissions. Students admitted will be categorized as follows:

3.1 Regular Student: *An applicant who has met the admission requirements of the University, Faculty and Department as approved by the Senate and who is granted admission to the graduate degree*

programme. Where required, such students may do up to 12 semester hours of qualifying courses as specified by the Department prior to or concurrent with the graduate degree programme. Admission as a Regular Student may be contingent on satisfying certain stipulations other than course requirements (e.g. obtaining an official statement verifying a degree or a language test) and where this is so the applicant must meet these stipulations before formal registration in the degree programme.

- 3.2 Qualifying student: An applicant who is not acceptable as a Regular Student but who is granted admission into a special programme of studies, defined by the Department, in order to prepare the student for graduate work. When such a deficiency is remedied satisfactorily, the Department concerned may recommend admission to a graduate programme with transfer to Regular Student status. A maximum of thirty semester hours of undergraduate qualifying work may be taken by a Qualifying Student before final consideration for admission to the graduate programme as a Regular Student. The Departmental Graduate Studies Committee of the Department in which the student intends to do the major study will arrange for the general guidance of the student during the period as a Qualifying Student.
- 3.3 The grade points obtained by Qualifying Students in undergraduate courses which are required as qualifying work before clear admission to a graduate programme will appear on the student's undergraduate transcript. They will not be used to calculate the CGPA necessary for continuance in the graduate programme or for the award of the graduate degree. There will be no waiving

of the graduate residence requirements for the time spent as a Qualifying student.

3.4 Refusal of Admission: Notwithstanding the admission requirements set out above the University may, at its discretion refuse admission to any applicant. For example, shortages of funds, space, facilities or personnel may necessitate rejection of an otherwise acceptable candidate.

3.5 Visiting Student.

A student who is admitted to the University who, as a bona fide student of another accredited institution, is permitted to take courses only for credit towards a degree or diploma programme in his home institution.

Registration is allowed on receipt of a letter of permission from the Registrar or the Dean of the Faculty at the home institution. This must be received at least four weeks before the first day of registration for the semester indicated.

Registration will be permitted, on a space available and Departmental approval basis, only in those courses specified by the responsible officer of the home institution. Grades for all courses taken will be forwarded to the Registrar of the home institution.

A Visiting Student wishing to become a Regular Student of the University, must make application for admission and meet all admission requirements, as set forth by the University.

3.6 Special Student.

Any student normally meeting the formal admission requirements of the University may be granted permission to register in certain

specific courses on the understanding that he is not registered for any credit towards a degree. Admission is granted only on the recommendation of a Department which must specify the courses in which registration will be permitted. For students who wish to take graduate courses, admission is controlled by the Senate Committee on Graduate Admissions.

A Special Student may register in a maximum of 30 semester hours while on that status. Registration is on a space available basis. Courses taken while on Special Student status will normally not be considered when evaluating eligibility for admission to Graduate Studies.

A Special Student wishing to become a Regular Student must make application for admission and meet all admission requirements, as set forth by the University. The use of courses completed whilst on Special Student status for credit towards a degree, is at the discretion of the Committee approving transfer to Regular Student status.

4. Registration

4.1 Date of Entry. The graduate programme may commence in any semester, but some Departments recommend that students begin their registered programme in specific semesters.

4.2 Registration Procedure. During the week prior to the commencement of classes in each semester *the student shall register preferably in person, on the forms obtainable from his Department for the courses for that semester.* Note that newly registering students may register during the first two weeks of classes without penalty. The completed form, together with the necessary

fees, must be submitted to the Registrar's Office during the specified Registration Period (see the University Graduate Calendar). It should be approved by the student's Senior Supervisor (once he is appointed) and by the Chairman of the Departmental Graduate Studies Committee. In special circumstances a student may register up to two weeks after the Registration Period. *A late registration fee is imposed for registration after the normal Registration Period: \$20.00 for the first day and \$5.00 for each subsequent day (to a maximum of \$50.00).* This fee is paid, together with the Graduate Student fees at the time of the registration.

- 4.3 Regular Students will register through the Department in which the major study is being taken. The Senior Supervisor shall be a member of the Department in which the student is registered. In certain instances the area of the student's major study may cross recognized Departmental boundaries in which case the student's Supervisory Committee should be composed of faculty from each associated Department.
- 4.4 Continuity of Registration. To maintain candidature for a degree Regular Students must be registered every semester until the degree programme is completed and application for graduation is made. Failure to register will be regarded as withdrawal from the graduate degree programme. A student who wishes to resume candidature must apply for re-admission and, if re-admitted, will be required to conform to the current regulations and to pay a reinstatement fee of \$10.00 (See Section 6.0 Residence).
- 4.5 On-leave Status. A student who for a special reason finds it

necessary to interrupt studies towards a graduate degree must apply in advance of the interruption through the Supervisory Committee for "On-leave" status stating the period and the reason for which leave is requested. The student must obtain approval by the Supervisory Committee, Departmental Graduate Studies Committee and the Faculty Graduate Studies Committee in order to be eligible for the "On-leave" status. Registration will be maintained during the period of leave by regular semester payments of \$10.00. Failure to establish "on-leave" status may lead to cancellation of the student's registration in the graduate degree programme.

4.6 Withdrawal from Graduate Studies or Graduate Courses.

A student wishing to withdraw fully from the graduate degree programme should, in his own interest, see the Chairman of the Departmental Graduate Studies Committee prior to submitting a letter of withdrawal to the Registrar's Office. If a student withdraws from all courses before the end of a semester, refunds will be based on the date the student officially notifies the Registrar in writing of his withdrawal from the programme (see Section on Fees). If a student who withdraws fully from any semester desires to recommence graduate study, he is required to reapply for admission to graduate studies under regulations then pertaining.

A student who desires to withdraw from one or more courses or thesis work in a given semester may withdraw without academic penalty by filing with the Registrar's Office the appropriate course change (withdrawal) forms not later than the end of the

ninth week of lectures (see University Graduate Calendar for specific dates). In such cases the specific courses from which withdrawal is made are deleted from official records. If withdrawal is made from any course after that date a grade of "N" is assigned, which counts as a failure (see Section 7.1). A graduate student is advised to see the Senior Supervisor before completing any course withdrawal forms.

5. Initiation and Supervision of Graduate Programme.

- 5.1 As soon as the applicant has been admitted as a Regular Student to the graduate degree programme the Departmental Graduate Studies Committee of the Department in which the student will do the major study, will arrange for the student to be advised regarding the initiation and development of a graduate degree programme.
- 5.2 Senior Supervisor. In consultation with the graduate student the Departmental Graduate Studies Committee will name a Senior Supervisor as soon as possible after a Regular Student's admission to the graduate degree programme, and before the commencement of the second semester of study. *The Senior Supervisor is the person principally responsible for supervising the student through the graduate degree programme and he acts as a channel of communication between the student and the Departmental and administrative organization. Senior Supervisors must hold the rank of Assistant Professor or above and must not be engaged in a degree programme at this or any other University.*
- 5.3 Supervisory Committee. In consultation with the graduate student the Senior Supervisor will form a Supervisory Committee composed

of at least two persons, *as soon as possible but not later than the middle of the second semester after admission as a Regular Student to the graduate degree programme.* The composition of the Supervisory Committee of which the Senior Supervisor is Chairman, shall be approved by the Departmental Graduate Studies Committee and by the Faculty Graduate Studies Committee. The Supervisory Committee is specifically responsible a) for helping the student develop a programme of study and b) in aiding in the evaluation of the student so as to best meet the requirements of the Department, Faculty and University.

5.4 The Supervisory Committee in consultation with the student will define the student's programme of studies *which will include the area of research and those graduate and undergraduate courses that the student will be expected to take for credit in keeping with the Calendar requirements for the degree.* The student's programme must be approved by the Departmental Graduate Studies Committee and transmitted to the Faculty Graduate Studies Committee for their information no later than the end of the second semester of study. *Any subsequent changes in the composition of the Supervisory Committee, area of research or course programme will be approved by the Departmental Graduate Studies Committee and transmitted, with reasons for the change, to the Faculty Graduate Studies Committee for information.*

5.5 Departmental Graduate Studies Committee. *The Departmental Graduate Studies Committee is charged specifically with:*

- a) *Recommending admission of graduate students*
- b) *Appointment of Supervisory Committees*

- c) Appointment of the final Examining Committee
- d) *Evaluation of the progress of individual graduate students*
- e) *Provision of information on the above matters to appropriate persons in accordance with general administrative procedures developed by the Senate Committee on Graduate Studies.*

The composition of the Departmental Graduate Studies Committee on the above matters will consist only of faculty members who have demonstrated high scholarly ability with experience in supervising graduate work, and who must not be candidates for higher degrees. On other matters the Committee may include graduate students and other faculty members up to a maximum of 50% of the Committee.

6. Residence

- 6.1 To satisfy the academic residence requirements for a graduate degree at this University the student must be recognized by the Supervisory Committee to be actively pursuing full-time an approved programme of studies in the number of semesters specified for the degree.
- 6.2 It is recognized that a graduate student may be absent from this campus during part of a semester whilst attending a short course at another institution or visiting libraries, doing field courses or other activities approved by the Supervisory Committee as necessary for adequate fulfilment of the graduate degree programme. Such absences from campus would normally be expected not to exceed a total of four weeks in any one semester, and periods in excess of this in a semester must be approved by the Supervisory Committee and by the Departmental Graduate Studies

Committee prior to the initiation of the work.

6.3 Residence Credit for Study off the Campus. *When one or more semester's credit is requested by a registered student toward the residence requirement for study relating to the graduate degree programme such as either field or library research outside Greater Vancouver, or for courses taken at any other institution, the student's Supervisory Committee must obtain approval of the Senate Committee on Graduate Studies prior to the initiation of the work.*

6.4 No part of the residence requirement for a degree can be waived for research performed prior to admission to the graduate degree programme at this University.

7. Academic Standing for Degree Programme.

7.1 Grading System. *For graduate level courses taken at Simon Fraser University the following grades and point values shall apply:*

A - 4 points

B - 3 points

P - 2 points

F - 0 points

N - 0 points

IP - Work in progress acceptable
(applies to thesis only,
not included in calculation
of GPA)

(In exceptional circumstances the grading of DEF (deferred) may be assigned temporarily but is not included in the calculation of the GPA.

7.2 *Grades for graduate students are due in the Registrar's Office by the date given in the University Graduate Calendar, near the close of the semester concerned. Courses for which a student is registered in the official records of the Registrar's Office and for which*

grades are not declared will be entered as "N" by the Registrar, with the exception of courses for which a deferred grade (DEF) has been submitted.

Under exceptional circumstances a deferred grade (DEF) may be recorded temporarily but the DEF will be converted to a failure (F) at the end of the next University semester if not cleared by the final date (see University Graduate Calendar) for graduate grade submissions that semester.

When a student is registered as working upon a thesis which is incomplete by the end of the semester the Senior Supervisor will submit an "In Progress" grade (IP) providing that the work is acceptable. This grading will not be utilized directly in calculating grade-point averages but will appear on transcripts and will be utilized in determining whether or not the student has fulfilled requirements to continue in graduate studies.

- 7.3 *Grades will be mailed to graduate students each semester.*
- 7.4 Graduation Grade. *To receive a graduate degree, a student must have a Cumulative Grade Point Average (CGPA) of at least 3.0, calculated on the results of all courses taken at this University required for the degree as specified on the student's registered programme approved by the Supervisory Committee.*
- 7.5 Course at another Institution. *A student may register in a course(s) at another institution of higher learning for this degree programme. For such work the Supervisory Committee must seek prior approval of the Faculty Graduate Studies Committee. If the course is to be used for credit towards the degree, the student must obtain a grade point of at least 3.0 (or its equivalent).*
- 7.6 Grade for Continuation. *Unless specifically exempted by the*

Faculty Graduate Studies Committee, a student shall be required to maintain a 3.0 CGPA to continue in the graduate programme. This CGPA will be calculated on all courses taken in this University subsequent to the student's admission as a Regular Student to the graduate degree programme. Students failing to maintain this average will be critically evaluated by the Supervisory Committee and if this Committee judges the student to be making satisfactory progress they will so advise the Departmental Graduate Studies Committee who may recommend to the Faculty Graduate Studies Committee that the student continues in the graduate degree programme.

7.7 Progress Evaluation. The progress of students will be critically evaluated by the Supervisory Committee at the end of the second (for the Master's) or third (for a Ph.D.) semester of graduate studies in order to assess the student's competence to complete the degree programme. Their report will be submitted to the Departmental Graduate Studies Committee.

8. Application for Graduation.

8.1 Every candidate for a graduate degree is responsible for applying for graduation, on forms available at the Registrar's Office. This application should be submitted to the Registrar by the last date specified for each semester in the University Graduate Calendar for the student to graduate that semester, and failure to do so may delay its processing and presentation to Senate.

8.2 If degree requirements are not satisfied in the semester in which the application is made, a new application must be completed in a subsequent semester.

9. 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. No transcript will be issued to or for a student who has not made arrangements satisfactory to the Bursar's Office to meet outstanding indebtedness.

10. Ph.D. Degree

In addition to the general regulations the following specific regulations apply for the Ph.D. Degree.

10.1 Admission. Applicants for admission to a Ph.D. programme must satisfy the Senate Committee on Graduate Admissions that they are competent to proceed with a programme of research and must have completed:

- 1) a Master's Degree (or equivalent) or
- 2) a Bachelor's Degree with CGPA of at least 3.5 (First Class Honors) or the equivalent, or
- 3) at least two successful semesters in a Master's programme.

10.2 It should be noted that the possession of the minimum qualifications outlined in 10.1 does not of itself ensure admission to a Ph.D. programme.

10.3 Transfer from a Master's Programme. A student who has demonstrated potential as a researcher and who has successfully completed at least the first two semesters and at least nine semester hours of study (with a CGPA of a least 3.5) of a Master's programme may apply for transfer to a Ph.D. programme. At the recommendation of the student's Supervisory Committee and with the approval of the Departmental Graduate Studies Committee the Senate Committee on Graduate Admissions may approve the transfer of a student's registration from a Master's to a Doctoral programme.

10.4 Residence. The Ph.D. Degree requires that a student be registered

in an approved programme and undertaking full-time study at this University as a Regular Student for a minimum of five semesters following completion of the Master's Degree. At least eight semesters are required for those students who are permitted to proceed from the Bachelor's First Class Honors Degree level without completing the Master's Degree (see also 10.7).

- 10.5 Time Limit. To be recommended for a Ph.D. Degree a student must complete all of the requirements of the programme within eight calendar years of the time at which study being credited toward the graduate programme first commenced. This includes residence credited for residence at other institutions. The approval of the Senate Committee on Graduate Studies is necessary for any extension beyond this period.
- 10.6 Transfer credit. Except as provided below, students may not count for credit toward a degree course work which forms part of another degree, diploma or equivalent programme. A student entering a Ph.D. programme with a Bachelor's Degree or higher may have qualifications which duplicate courses given at the graduate level, but the programme will be planned, so that unnecessary duplication in course material does not occur.
- a. a Master's student registered at Simon Fraser University who transfers to a Ph.D. programme, and Master's graduates registered at Simon Fraser University who proceed to a Ph.D. programme at this University, may count as credit towards their Ph.D. course requirements all graduate course work taken at this University and recommended by the Departmental Graduate Studies Committee and approved by the Senate Committee on Graduate Admissions.

b. A Ph.D. student who enters this University either from a Master's or a Ph.D. programme or with a Master's Degree from another University may obtain credit towards the Ph.D. for a maximum of half of the semester hours of course work required by the Simon Fraser University programme on the recommendation of the Departmental Graduate Studies Committee and approval of the Senate Committee on Graduate Admissions. Such approval normally should be obtained at the time of admission and must be obtained by the end of the second semester at this University.

10.7 *On transfer of course credit from another institution the maximum number of semesters from other institutions which may be credited towards the residence requirements is three semesters out of the eight for those entering from the Bachelor's level or two out of the five for those entering from the Master's level. This may be recommended by the Departmental Graduate Studies Committee and approved by the Senate Committee on Graduate Admissions.*

10.8 Course Requirements. The course work requirements in different subjects and Departments varies greatly and so the precise amount required cannot be specified in a uniform fashion. Appropriate graduate courses numbered 600 or above offered in the Department or Departments concerned can be taken for credit towards the graduate programme. Certain upper level undergraduate courses to a maximum of one quarter of the course requirements, may be approved by the Faculty Graduate Studies Committee at the recommendation of the Supervisory Committee and Departmental

Graduate Studies Committee for credit towards the graduate programme.

10.9 Thesis. A Ph.D. student must present a thesis embodying the results of original research.

10.10 The thesis must be written and produced in the style and format outlined under Section 13 of the general regulations. The student will be required to do an oral exam, the "Ph.D. Thesis Defence", at a time and place approved by the Departmental Chairman.

11. Master's Degree

In addition to the general regulations the following specific regulations apply for the Master's Degree.

11.1 Residence. The Master's Degree requires that a student be registered in an approved programme and undertaking full-time study at this University as a Regular Student for a minimum of three semesters (see also 11.4). This is additional to any time which may have been required for a student to complete qualifying work as a Qualifying Student.

11.2 Time Limit. To be recommended for a Master's Degree a student must complete all of the requirements of the programme within five calendar years of the time at which study being credited toward the graduate programme first commenced. This includes residence credited from other institutions. The approval of the Senate Committee on Graduate Studies is necessary for any extension beyond this period.

11.3 Transfer Credit. Students transferring into a Master's programme after having completed some graduate courses at

another institution may have these courses (up to a maximum of half of the total course hours required by the programme) recommended by the Departmental Graduate Studies Committee and approved by the Senate Committee on Graduate Admissions for course credit towards the Master's Degree providing that they have not been used previously towards a degree, diploma or equivalent. Approval normally should be obtained at the time of admission and must be obtained by the end of the second semester at this University.

11.4 *A maximum of one semester's credit towards the residence requirements for a student transferring into a graduate programme from another university may be recommended by the Departmental Graduate Studies Committee and approved by the Senate Committee on Graduate Admissions.*

11.5 Course requirements. The Master's Degree requires a minimum of 30 semester hours of credit as specified in the student's degree programme. Courses and the thesis may contribute to this amount of study.

11.6 Thesis. Where a thesis is written toward fulfilment of the degree requirements it shall be written and produced in the style and format outlined under Section 13 of the general regulations. The student will be required to do an oral exam, a "Master's Thesis Defence", following submission of a thesis

12. Examinations

The number and type of examinations required for the Master's and Doctoral programmes varies according to the subject and Department. At the conclusion of the candidate's programme

the Supervisory Committee will meet to consider the work done by the candidate and to make recommendations to the Departmental Graduate Studies Committee and the Departmental Chairman regarding the awarding of the degree. In those instances where a thesis forms part of the programme the Supervisory Committee will make recommendations regarding the Thesis Defence.

- 12.1 Initiation of the Thesis Defence. Provided that the Supervisory Committee is satisfied that the student is ready to conclude the degree programme it shall report on the candidate to the Chairman of the Departmental Graduate Studies Committee at least two months (for a Ph.D. candidate) or one month (for a Master's candidate) prior to the proposed date of the Thesis Defence for the candidate. *By this time the Supervisory Committee shall have recommended to the Chairman of the Departmental Graduate Studies Committee, for its approval, a tentative date for the Thesis Defence and the composition of the Examining Committee, including an External Examiner for a Ph.D. candidate. The thesis title, an abstract of the thesis and, for a Ph.D. candidate, a short biography of the External Examiner should accompany the submission.*
- 12.2 *After approving the date of the Thesis Defence and composition of the Examining Committee, this information shall be transmitted to the Departmental Chairman for information, to the Faculty Graduate Studies Committee for their approval and thence to the Senate Committee on Graduate Studies for their approval (Ph.D.) or information (Master's).*
- 12.3 Copies of Thesis. Unbound copies of the completed thesis must be submitted by the candidate to the Departmental Chairman not

later than one month before the date of the Thesis Defence.

These copies will be made available to members of the Examining Committee and in the case of a Ph.D. candidate, the Departmental Chairman will send one of the copies immediately to the External Examiner.

12.4 Examination Committee. The approved Examining Committee for the Thesis Defence shall have the following minimum composition:

a. Chairman, who shall be the Chairman of the Departmental Graduate Studies Committee, or his designate, who shall be non-voting.

If the Chairman of the Departmental Graduate Studies Committee is also the Senior Supervisor he shall appoint another member of the Examining Committee.

b. External Examiner required for a Ph.D. candidate, who shall not be an employee of this University.

c. The Supervisory Committee.

d. A professor from the University other than included under a. and c.

12.5 The Role of the External Examiner. The External Examiner should be chosen as a distinguished scholar with particular experience in the field of the thesis research. He shall submit a written Report on the thesis to the Chairman of the Examining Committee at least two weeks prior to the Thesis Defence. The Chairman will give the Report to the Senior Supervisor for consideration by the Supervisory Committee.

12.6 Notification of Thesis Defence. Providing that the External Examiner (for a Ph.D. candidate) and the Supervisory Committee agree that the thesis is ready for the Thesis Defence, the Senior Supervisor shall request the Departmental Chairman to

notify the candidate, Examining Committee, all members of the Department, all Deans of Faculties and, for Ph.D. candidates, all Departmental Chairmen of the date of the Thesis Defence at least ten days prior to the date of its occurrence. At this time at least one unbound copy of the thesis should be made available in the Departmental Office for general examination.

- 12.7 If the Supervisory Committee and the External Examiner cannot agree to proceed with the Thesis Defence it is cancelled and the candidate, Departmental Chairman, Faculty Graduate Studies Committee and Senate Committee on Graduate Studies are so informed. The Supervisory Committee is responsible for preparing the student and the thesis for a second submission under similar procedures to those followed initially.
- 12.8 Conduct of Thesis Defence. The candidate will give an oral presentation on the research and the Examining Committee will conduct an oral examination designed to test the candidate's knowledge of the thesis subject and of related fields.
- 12.9 Thesis Defence. If an External Examiner cannot attend the "Ph.D. Thesis Defence," because of exceptional circumstances, the Chairman of the Examining Committee will ask any questions raised by the External Examiner in his Report which are not raised by other members of the Examining Committee. The External Examiner's Report will be made known to the Examining Committee by the Chairman when the Committee is in camera prior to a decision on the Thesis Defence.

12.10 The Ph.D. Thesis Defence is open to any member of the University community. A Master's thesis defence may be open at the discretion of the Departmental Graduate Studies Committee.

12.11 Copies of the thesis abstract shall be available, as far as possible, to those attending the examination; and the Chairman of the Examining Committee shall allow due opportunity for questions on the thesis to come from the floor.

12.12 Classification of the thesis. At the conclusion of the Thesis Defence the Examining Committee in camera will classify the thesis as "passed" or "failed" or "deferred".

- i) When a candidate is "passed", any minor revisions required by the Examining Committee should be completed by the candidate and checked by the Senior Supervisor within three weeks of the Thesis Defence.
- ii) When a candidate is "deferred", the Examining Committee will adjourn and the candidate must amend the thesis and resubmit it in an acceptable form and within the time determined by the Examining Committee.
- iii) When a candidate is "failed" the candidate is ineligible for further candidacy in that degree programme at this University.

12.13 For the thesis to be "passed" by the Examining Committee, the "Certificate of Approval" of the thesis must be signed by the majority of the Examining Committee. For a Ph.D. candidate, the signatories must include the External Examiner.

12.14 The "deferred" candidate shall make appropriate amendments to the thesis in consultation with the Supervisory Committee who

will then request the Departmental Chairman to reconvene the Examining Committee. Copies of the amended thesis will be circulated to all the examiners. The second Thesis Defence will conform with the regulations of the first excepting that if the candidate is not "passed" then no further adjournment can be allowed, and the candidate is "failed".

12.15 Recommendation of Candidate. Providing the candidate satisfies all the requirements of the registered graduate degree programme including the Thesis Defence (when one is required) the Supervisory Committee may send to the Departmental Chairman on the appropriate form a recommendation for Award of the Degree and the Certificate of Approval and a Thesis Abstract (when a thesis is required). The forms, after approval by the Departmental Chairman, will be sent to the Faculty Graduate Studies Committee and subsequently to the Senate Committee on Graduate Studies, and finally to the Senate. The Recommendation for Award of the Degree form must be signed by all members of the Supervisory Committee and by the Departmental Chairman before it can be considered by the Faculty Graduate Studies Committee. For a Ph.D. candidate the External Examiner's Report must accompany the Recommendation for Award of the Degree.

12.16 The title of the thesis will be recorded on the student's transcript.

13. Regulations for Thesis Presentation.

It is important that the findings of written theses are available for use and that sound academic standards are adhered to in their preparation and presentation. The following regulations are

provided for the guidance of candidates for a graduate degree who are required to do a thesis. More specific information may be obtained from the Library, and from the Department in which the candidate is doing the major study.

- 13.1 It is the responsibility of the candidate in consultation with the Senior Supervisor that the submitted copies of the thesis conform with the standards required (summarized below) by the Senate Committee on Graduate Studies.
- 13.2 Consistency of Presentation. Consistency and clarity of style and format is the keynote to an acceptable presentation.
- 13.3 Typing. Theses normally should be typewritten in black on one side of the paper. One size and style of type (preferably pica) must be used throughout and care should be taken to ensure evenness of impression and type.

The typing normally must be double-spaced except for quotations of more than one sentence, footnotes, tables and bibliography, all of which may be single-spaced.
- 13.4 Regulation bond 8½" x 11" of about 20 lb. stock paper should be used. Paper with holes punched is not acceptable except for computer printout. Clean, clear copies, whether carbon, photocopy or offset, are acceptable.
- 13.5 A minimum left hand margin of 1½ inches is required. Other margins must be at least ¾ of an inch. This refers to the illustrations and page numbers as well as to the text.
- 13.6 Special care should be taken in presenting and duplicating figures and the candidate is advised to consult the Audio Visual Centre for guidance.

- 13.7 Pagination. Typewritten consecutive Arabic numerals should be at the top of each page for the body of the thesis. Small Roman numerals at the bottom of the page must be used for the preliminary pages: The title page is not numbered though technically it is (i).
- 13.8 Format. The Senior Supervisor oversees preparation of the thesis and checks to see that it is complete and in good literary form. The format of the thesis normally should be within the guidelines outlined below but the specific format is left to the discretion of the Departmental Graduate Studies Committee. A consistent style for footnotes must be used throughout the thesis. The candidate is urged to consult a style normally suited to the discipline concerned.
1. Title page: must include the title, the date of submission, degree expected and the candidate's full name.
 2. Examining Committee's Certificate of Approval.
 3. Abstract: normally not more than 600 words.
 4. Dedication (if any).
 5. Acknowledgement (if any).
 6. Table of Contents, including main divisions of the text, bibliography, and appendix(ces)
 7. List of tables (if any).
 8. List of figures or illustrations (if any).
 9. Body of text.
 10. Bibliography.
 11. Appendix(ces) (If any)

- 13.9 Copies for Binding: After the "passed" thesis has been corrected by the candidate as required, confirmed by the Senior Supervisor and accepted by the Department concerned, the candidate must present a letter of confirmation from the Senior Supervisor and two unbound copies to the University Library. These two copies will be bound, catalogued and retained by the Library, one for the General Collection and one for the University Archives. One bound copy may be required by the Department concerned and, if so, it should be bound at the same time as those for the Library. If the degree is the result of inter-departmental study sufficient copies must be prepared to ensure one being available for each Department concerned.
- 13.10 Submission of Thesis to Library. A candidate may submit a "passed" thesis to the Library at any time but unless it is submitted on or before the date given for each semester in the University Graduate Calendar it is unlikely that the degree can be awarded that semester.
- 13.11 Microfilming. A signed agreement form is required authorizing the National Library to microfilm the thesis. This form which is available from the Library, should be completed and submitted to the Library together with the two unbound copies of the student's thesis.
- 13.12 Publication - Dissertation Abstracts. Doctoral candidates are required to submit with the thesis to the Library an extra copy of the abstract and a signed agreement form (forms available from the Library) to University Microfilms authorizing publication

in Dissertation Abstracts.

13.13 Publication in microfilm does not preclude the further publication of the thesis or any part of it. The author, in consultation with his Senior Supervisor and with Senate approval, shall have the right to request postponement of publication by microfilm (but not by abstract) for a period of up to five years. Copies of the dissertation shall have in a prominent place on the title page the international copyright notice, namely a letter "C" enclosed in a circle, the full name of the copyright holder (the author) and the year.

13.14 Receipt of Thesis. When the Library has accepted the "passed" thesis it will notify the Registrar and a copy of the notification will be sent to the candidate. No degree will be approved until the Registrar has been so notified.