

SIMON FRASER UNIVERSITY

S.77-100

MEMORANDUM

To..... SENATE

From..... SENATE GRADUATE STUDIES COMMITTEE

Subject..... SPECIAL ARRANGEMENTS

Date..... AUGUST 29, 1977

MOTION: "That the document establishing Special Arrangements, approved by Senate on 5 June 1972, be replaced by the attached document (Paper S.77-100), effective immediately."

SPECIAL ARRANGEMENTS FOR GRADUATE STUDENTS

This document lays out the conditions under which special arrangements can be made for an incoming graduate student who wishes to work outside or between established programs of the University.

I. General Principles

1. Special Arrangements will be made only when it is clear that:
 - (a) The student concerned is exceptionally able;
 - (b) The student's proposed course of studies cannot be pursued in any existing program;
 - (c) There is little need for additional expenditure of University funds in connection with the Arrangements; e.g. provision of new library resources, laboratory equipment, etc.
2. The Special Arrangements made for each individual student must:
 - (a) Be approved by the Senate Graduate Studies Committee;
 - (b) Be periodically reviewed by the Executive Committee of the Senate Graduate Studies Committee;
 - (c) Have a final report prepared on them by the Executive Committee regarding the value of the training the University has been able to provide.
3. The Special Arrangements must provide for the inclusion of at least one External Examiner at both the master's and doctoral level. The Executive Committee, in making its final report to the Senate Graduate Studies Committee, will seek the opinion of the External Examiner as to the value of the training the University has been able to provide for each student.
4. The Special Arrangements made for an individual student do not set a precedent for other graduate students with similar interests.

SIMON FRASER UNIVERSITY

MEMORANDUM

To..... Mr. H. M. Evans,
Registrar
Subject..... Special Arrangements

From..... Dr. Bruce P. Clayman
Associate Dean of Graduate Studies
Date..... August 29, 1977

I attach the revised document governing Special Arrangements. It has been approved by the Senate Graduate Studies Committee. There are three significant changes from the original document approved in 1972. These are in response to problems identified in my recent review of the programme:

- 1) Students will be required to establish supervisory committees at the time of application. This will provide continuity of supervision. (Section II, 1c).
- 2) The establishment of a "home department" for each student will be instituted. This will provide a base of operations (mailbox, etc.) for each student. (Section II, 3h).
- 3) No further review of the programme will be required. The programme was found to be sound in both principle and most procedures. It should continue without formal review; problems, if any, can be corrected as they are identified.

Please transmit the document to the Senate for consideration of the following motion:

"The document establishing Special Arrangements, approved by Senate on 5 June 1972, be replaced by the attached document (S77-) effective immediately."

RECEIVED

AUG 31 1977

REGISTRAR'S OFFICE
MAIL DESK

Bruce P. Clayman
Dr. Bruce P. Clayman

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- (b) The names and curricula vitae of all intended members of the Supervisory Committee. For each member, a brief statement of research interests and their relevance to the proposed Arrangements should be provided.
 - (c) A statement indicating which of the currently awarded degrees the student would be seeking and indicating which Faculty would exercise the statutory power of Faculties.
 - (d) The minimum academic requirements for the degree; e.g. courses, examinations, field experience, and thesis. A proposed timetable of the completion of these requirements should be included.
 - (e) A statement as to what University facilities will be needed, such as laboratories, with approval for their use by the appropriate authorities; a statement as to the adequacy of the Library holdings in the proposed area of work.
 - (f) Should some small additional expenditure be necessary for the Special Arrangements, the Senate Graduate Studies Committee should be assured in writing by the department chairman or chairmen or by the dean or deans involved that the cost will be met out of existing budgets. Statements about Library acquisitions must be countersigned by a University Librarian.
 - (g) A statement giving sources of income, if any, for the student.
 - (h) A statement designating the University department which is to be the student's home department, and which will provide a mailbox etc. Normally this will be the department of the intended senior supervisor; approval by the department chairman is required. If no suitable department can be found, the Office of the Dean of Graduate Studies will serve as home department.
4. The Senate Graduate Studies Committee may, at its discretion, require further information from the sponsors and may seek other assessments of the proposal from inside or outside the University.

5. If many students in the same area come before the Senate Graduate Studies Committee, it can require the relevant department or departments to submit to the procedures for the establishment of a new program as a condition of considering further students in that area.

II. Documentation and Procedures for Special Arrangements.

1. Initiation of Requests:
 - (a) Students wanting Special Arrangements should apply to the Dean of Graduate Studies Office.
 - (b) In accordance with General Principle I.1., the Dean of Graduate Studies may require the student to apply to an existing department.
 - (c) Where Special Arrangements appear to be needed, the Dean of Graduate Studies will endeavour to establish a Supervisory Committee appropriate to the student's interests. Faculty members willing to serve on the Supervisory Committee should obtain the approval of their department chairman to accept this responsibility. If no Supervisory Committee can be found, the request for Special Arrangements will be denied.
2. A specific proposal for Special Arrangements shall be submitted by the sponsors to the Senate Graduate Studies Committee through the Office of the Dean of Graduate Studies by the end of the second month of the semester before the semester in which the student wishes to enter.
3. All proposals should contain the following:
 - (a) A statement, as complete as possible, of the field of study and its core areas to be covered by the proposed Arrangements with the reasons that Special Arrangements are required. For interdisciplinary Arrangements, the statement should make clear its internal coherence, discreteness and academic merit; the departments concerned should be named.

5. The functions of a Departmental Graduate Studies Committee for a student whose Special Arrangements fall under one department shall be carried out by the actual Departmental Graduate Studies Committee of that Department. The functions of a Departmental Graduate Studies Committee for a student whose Special Arrangements fall between existing departments shall be carried out by the Executive Committee of the Senate Graduate Studies Committee.
6. Other than the exceptions stated in this document, the current Graduate Regulations approved by Senate apply to students for whom Special Arrangements are made.