

SIMON FRASER UNIVERSITY

MEMORANDUM

S.87-17

As amended
by Senate
14/09/87

To..... Senate

From Office of the Dean of Graduate Studies.

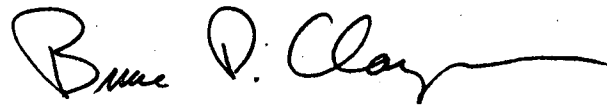
Subject..... Special Arrangements for Graduate...
Studies

Date..... June 23, 1987.....

Action undertaken by the Senate Graduate Studies Committee, at its Meeting on June 22, 1987, gives rise to the following motion:

MOTION:

"That Senate approve and recommend approval to the Board of Governors, as set forth in S.87-17, the revised Terms of Reference for Special Arrangements for Graduate Studies as outlined in the attached paper."



B.P. Clayman
Dean of Graduate Studies.

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SIMON FRASER UNIVERSITY

SPECIAL ARRANGEMENTS FOR GRADUATE STUDIES

This document specifies the conditions under which Special Arrangements can be made for a potential 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:
 - (a) the applicant is exceptionally able, and
 - (b) the applicant's proposed course of studies cannot be pursued in any existing program, and
 - (c) there is little need for additional expenditure of University funds in connection with the Arrangements.
2. The Special Arrangements made for each individual student must:
 - (a) Be approved by the Senate Graduate Studies Committee, and
 - (b) Be periodically reviewed by the Senate Graduate Studies Committee.
3. The Special Arrangements made for an individual student do not set a precedent for other graduate students with similar interests.
4. If several students in the same area come before the Senate Graduate Studies Committee, it may require the relevant department or departments to initiate the establishment of a new graduate program as a condition of considering further students in that area.

II. Documentation and Procedures for Special Arrangements

1. Initiation of Requests:
 - (a) Students seeking admission under Special Arrangements should apply to Office of the Dean of Graduate Studies.
 - (b) In accordance with General Principle I.1.b., the Dean of Graduate Studies may require the applicant to apply to an existing department.
 - (c) Where Special Arrangements appear to be needed, the Dean of Graduate Studies will advise the applicant about possible members of a Supervisory Committee appropriate to the applicant's interests. It will be the responsibility of the applicant to endeavour to establish an appropriate Committee. If an appropriate Supervisory Committee cannot be found, the request for Special Arrangements will be denied.

2. **Deadline:** The complete proposal for Special Arrangements must be submitted by the applicant to the Senate Graduate Studies Committee through the Office of the Dean of Graduate Studies by the end of the first month of the semester preceding the semester in which the applicant wishes to enrol.
3. All proposals shall 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 and the reasons that Special Arrangements are required. For interdisciplinary Arrangements, the statement should make clear the internal coherence and academic merit; the departments concerned must be identified and should provide evidence that the proposed program cannot be pursued within any existing SFU graduate program. Normally, statements from the Chairmen of the Graduate Program Committees in related disciplines will comprise the evidence.
 - (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 must be provided. Each member and the relevant department chairman should indicate willingness to participate.
 - (c) A statement indicating which of the currently awarded degrees the applicant 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 work, and thesis. To the maximum extent possible, the academic requirements should resemble those of graduate programs (in related disciplines) already in existence at S.F.U. and should include regular S.F.U. graduate courses. Comprehensive examinations (or equivalent) are required for Doctoral programs and are recommended for Master's programs. A proposed timetable for the completion of the requirements should be included. Applicants should be aware that the Examining Committee, which will be established prior to the thesis defence, must include at least one examiner from outside of S.F.U.
 - (e) A statement as to what University facilities will be needed, such as laboratories, with approvals of their use by the appropriate authorities.

- f) Should any 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 known, for the applicant over the duration of the proposed program.~~ *deleted by Senate*
- (h) A statement designating the University department which is to be the applicant's home department, and will provide a mailbox, etc. Normally this will be the department of the intended senior supervisor; a memorandum from the department Chairman indicating approval is required. If no suitable department can be found, the Office of the Dean of Graduate Studies will serve as home department.
4. The proposal should be accompanied by the regular Application for Admission to graduate studies and complete transcripts from each post-secondary institution attended. Letters of recommendation from at least three persons familiar with the academic work of the applicant should be sent directly to the Office of the Dean of Graduate Studies.
5. The Senate Graduate Studies Committee may, at its discretion, require further information from the sponsors and may seek assessments of the proposal from inside or outside the University.
6. The functions of a Departmental Graduate Program Committee for a student whose Special Arrangements fall under a department which has a graduate program shall be carried out by the Graduate Program Committee of that Department. In a case where the Special Arrangements are between existing departments or within a Department which does not have a graduate program, the functions of a Departmental Graduate Program Committee shall be carried out by the Senate Graduate Studies Committee; the Dean of Graduate Studies will serve as the Graduate Program Chairman in such a case.
7. Other than the exceptions stated in this document, the current Graduate Regulations approved by Senate apply to students for whom Special Arrangements are made.

Originally approved by Senate in June, 1972

Amended and approved by Senate on October 3, 1977

Amended and approved by Senate on 1987

SIMON FRASER UNIVERSITY

MEMORANDUM

DEAN OF GRADUATE STUDIES

TO: SGSC FROM: B.P. Clayman
SUBJECT: SPECIAL ARRANGEMENTS DATE: 13 April 1987

As promised at our meeting March 23, 1987, I have made a number of revisions to the document "Special Arrangements for Graduate Students." They incorporate the outcomes of the review of Special Arrangements concluded at that meeting. In addition to numerous editorial changes, made to improve the clarity and usefulness of the document, the principle changes are:

- (1) Elimination of the report on the Special Arrangements by the Executive Committee regarding "the value of the training" provided. (Old Items I.2.(c) and I.3.).

Rationale:

- a) The Executive Committee no longer exists.
- b) Even when it did, the requirement for such reports was not consistently fulfilled.
- c) I believe that reports on "the value of the training" are of little value themselves.

- (2) Changing the person responsible for finding a supervisory committee from the Dean of Graduate Studies to the applicant. (Item II.1.(c)).

Rationale:

This reflects past and current practices and places the responsibility where it belongs.

- (3) Advancing the deadline for submission of proposals by one month. (Item II.2.).

Rationale:

The previous deadline left too little time for evaluation of the proposal in my office and by the SGSC.

- (4) Specifying more clearly the evidence needed to establish that Special Arrangements are required. (Item II.3.(a)).

Rationale:

The SGSC found that some proposals contained no clear evidence that the program could not be carried out within an existing program.

- (5) Specifying more clearly the necessary contents of the description of the academic requirements for the degree and specifying that they should resemble those of existing graduate programs. (Item II.3.(d)).

Rationale:

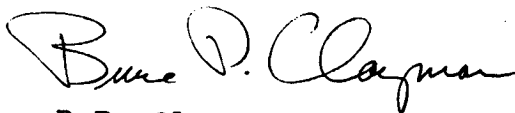
The SGSC found that proposals were often too vague and/or relied too heavily on Special Topics courses when existing courses (participation in which was deemed preferable) would have sufficed and would have been beneficial to the student.

- (6) Describing the documentation that must accompany the proposal and its routing (New Item II(4).)

Rationale:

Clarification of procedures.

A copy of the current version of the document is attached for ease of comparison with the proposed one. This matter will be on the agenda of the next SGSC meeting.



B.P. Clayman

BPC/rb
m-sgsc5

Enclosure

cc: M. McGinn

SIMON FRASER UNIVERSITY

Originally approved by Senate in June, 1972

Amended and approved by Senate on October 3, 1977

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.

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.

- (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. 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.