

# SIMON FRASER UNIVERSITY

## MEMORANDUM

S.87-25

As amended by  
Senate 2/11/87

To.....Senate.....

From Office of the Dean of Graduate Studies.

Subject.....Examining Committee Approval.....

Date.....September 28, 1987.....

Action undertaken by the Senate Graduate Studies Committee, at its Meeting on September 21, 1987, gives rise to the following motion:

### MOTION:

"That Graduate Regulation 1.9.4 be modified as follows:

#### 1.9.4 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 of the General Regulations - Graduate Studies.

At least two months before the proposed date for the thesis examination, the candidate's Supervisory Committee shall make a recommendation concerning the composition of the Examining Committee (in conformity with 1.9.3) and the date of the thesis examination. This recommendation, which shall also 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, then to the Faculty Graduate Studies Committee for approval, then to the Office of the Dean of Graduate Studies for consideration by the Senate Graduate Studies Committee. The recommendation must reach the Dean of Graduate Studies at least five weeks before the examination date. After the recommendation is approved, the Dean of Graduate Studies shall invite the External Examiner and provide information on the examination date and procedures.

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 also be made generally available for inspection by interested faculty members and students. The completed thesis shall be thus distributed no later than one month before the examination date and in no case prior to the approval of the Examining Committee by the Senate Graduate Studies Committee. The ~~Chairman~~ of the Examining Committee shall inform the Dean of Graduate Studies in writing when the thesis has been distributed."



B.P. Clayman  
Dean of Graduate Studies.

mm/  
encl.

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

MEMORANDUM

DEAN OF GRADUATE STUDIES

TO:           Senate Graduate                               FROM:   B.P. Clayman  
              Studies Committee

SUBJECT:   EXAMINING COMMITTEE                       DATE:   27 July 1987  
              APPROVAL

---

Discussion at the meetings of the SGSC on 23 March 1987 and 20 July 1987 leads to this suggestion of changes to the regulations governing the approval of the Examining Committees for Ph.D. candidates. Please refer to my memorandum to the SGSC (15 January 1987, attached) which describes the logical inconsistency of the present regulations.

If this suggestion is accepted, Graduate Regulation 1.9.4 would be modified to read:

"1.9.4 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 of the General Regulations - Graduate Studies.

At least two months before the proposed date for the thesis examination, the candidate's Supervisory Committee shall make a recommendation concerning the composition of the Examining Committee (in conformity with 1.9.3) and the date of the thesis examination. This recommendation, which shall also 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, then to the Faculty Graduate Studies Committee for approval, then to the Senate Graduate Studies Committee for final approval. The recommendation must reach the Dean of Graduate Studies Office at least five weeks before the examination date. The Dean of Graduate Studies shall invite the External Examiner and provide information on the examination date and procedures.

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 also be made generally available for inspection by interested faculty members and students. The completed thesis shall be thus distributed no later than one month before the examination date and in no case prior to the approval of the Examining Committee by the Senate Graduate Studies Committee. The Chairman of the Examining Committee shall inform the Dean of Graduate Studies in writing when the thesis has been distributed."

A copy of the present regulation is attached for your reference. You will note two significant changes:

- (1) The Examining Committee recommendation would have to arrive in my office at least 5 weeks before the defence (instead of the present one month).
- (2) The thesis could not be distributed until the Examining Committee was approved.

These minor changes will remove the logical inconsistency in the present regulations while presenting no new difficulties for students or supervisors.

This matter will be on the agenda of the next meeting of the SGSC.



B.P. Clayman

BPC/rb  
m-sgsc9

Enclosures

cc: M. McGinn

F

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

M E M O R A N D U M

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

TO:            Senate Graduate  
               Studies Committee

FROM:   B.P. Clayman

SUBJECT:   Ph.D. DEFENCES

DATE:   15 January 1987

---

There is a logical inconsistency in the Preparation for the Examination of a Doctoral Thesis (regulation 1.9.4). You will note that the proposal for the composition of the Examining Committee is to reach my office at least one month before the date of the examination. If I approve of the proposal, I am to invite the External Examiner.

Meanwhile, in the next paragraph under 1.9.4, the completed thesis is to be distributed to the Examining Committee, also at least one month before the examination date.

It seems illogical to send a thesis to a proposed but not necessarily approved, External Examiner.

In the majority of cases, this creates no serious problems in that I am able to approve the composition of the Examining Committee and my letter of invitation reaches the Examiner at roughly the same time as the thesis. However, over the last year, there were a number of cases in which I was initially unable to approve the proposed committee because insufficient evidence of the Examiner's qualifications accompanied the recommendation. In a smaller number of cases, I could not approve the recommendation because the proposed Examiner was not appropriately qualified. In both these circumstances, the potential for extreme embarrassment to the Department and the University was present. In one case, regrettably, that potential was realized. In the others, it probably just provided some amusement to the External Examiners who received the thesis weeks before the formal invitation and information on the date of defence.

I therefore seek the advice of this committee in eliminating this logical inconsistency which carries the potential for negative consequences. I suggest that the Dean's approval of the Examining Committee must precede distribution of the thesis.

One means of accomplishing this would be to move the whole approval process back two weeks so that it begins 10 weeks prior to the proposed date of defence. Another would be to eliminate approval of the Examining Committee by the Faculty Graduate Studies Committee. Both of these would have the recommendation of the committee reach my office about six weeks before the defence and about two weeks before thesis distribution.

A third approach would keep the present schedule and in addition, require approval of the Examining Committee to occur prior to thesis distribution (which would still have to occur at least a month prior to the actual defence date). I prefer this approach.

This matter will be on the agenda of the next meeting of the SGSC.

A handwritten signature in black ink, appearing to read "B.P. Clayman", with a long horizontal line extending to the right.

B.P. Clayman

BPC/rb  
phd-def

cc: M. McGinn

#### **1.9.4. 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 of the *General Regulations — Graduate Studies*.

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 1.9.3. 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 provide information on the examination procedures and 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.