


**GRADUATE STUDIES AND
POSTDOCTORAL FELLOWS**

Simon Fraser University
Maggie Benston Centre 1100
8888 University Drive
Burnaby, BC V5A 1S6

TEL 778.782.3042
FAX 778.782.3080

gradstudies@sfu.ca
www.sfu.ca/grad

MEMORANDUM

ATTENTION	Senate	DATE	September 15, 2015
FROM	Wade Parkhouse, Chair of Senate Graduate Studies Committee (SGSC)	No.	GS2015.32
RE:	GGR 1.9.4 Preparation for Examination of Doctoral Thesis GGR 1.9.5 The Role of the External Examiner GGR 1.9.6 Notification of Doctoral Thesis Examination		

At its meeting of September 14, 2015, SGSC reviewed and approved GGR revisions to 1.9.4, 1.9.5 and 1.9.6. These revisions are to align the regulations with current practice and to make editorial corrections. This gives rise to the following motions, effective **Summer 2016**:

Motion 1

That Senate approve the revisions to GGR 1.9.4 (Preparation for Examination of Doctoral Thesis)

Motion 2

That Senate approve the revisions to GGR 1.9.5 (The Role of the External Examiner)

Motion 3

That Senate approve the revisions to GGR 1.9.6 (Notification of Doctoral Thesis Examination)



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MEMORANDUM

ATTENTION	SGSC Members	DATE	June 18, 2015
FROM	Peter Liljedahl, Acting Dean of Graduate Studies	PAGES	1/3
RE:	GGR 1.9.4 Preparation for Examination of Doctoral Thesis GGR 1.9.5 The Role of the External Examiner GGR 1.9.6 Notification of Doctoral Thesis Examination		

Motion 1

That SGSC approve the revisions to GGR 1.9.4 (Preparation for Examination of Doctoral Thesis)

Motion 2

That SGSC approve the revisions to GGR 1.9.5 (The Role of the External Examiner)

Motion 3

That SGSC approve the revisions to GGR 1.9.6 (Notification of Doctoral Thesis Examination)

Rationale and Revisions

The revisions to 1.9.4, 1.9.5, and 1.9.6 are to align the regulations with current practice and to make editorial corrections.

1.9.4

- The sentence on notifying the University community was moved to GGR 1.9.6 which addresses the process for notifications.
- A sentence regarding dean of graduate studies approval being required for changes to the date of the examination was added; this information was added because if the date is changed it impacts the external examiner. The dean of graduate studies office is responsible for communicating with the external examiner regarding availability and to ensure that there is enough time for the thesis review since the deadline for the external examiner report will also be changed.

1.9.5

- The current regulation doesn't state a deadline for the external examiner report but in practice there is a deadline of two weeks before the examination, so this information was added.

1.9.6

- This regulation has been revised to clarify that the chair of the graduate program committee is responsible for notifying the relevant people and the University community of the date, time, and location of the examination. In practice the expectation is that this is done at least two weeks before the examination, so the reference to 10 days has been changed to 2 weeks. If there are any changes to the date, time, or location, it is also the responsibility of the chair of the graduate program committee to communicate these changes.

Proposed revisions to GGR 1.9.4

FROM	TO
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 required format. See www.lib.sfu.ca/help/writing/theses for information. The candidate's supervisory committee shall make a recommendation to the chair of the graduate program committee concerning the composition of the examining committee (in conformity with 1.9.3) and the date, place and time of the thesis examination. Upon approval of the chair of the graduate program committee, this recommendation, with the thesis title, abstract, a digital copy of the thesis, and curriculum vitae of the external examiner, shall be sent to the Dean of Graduate Studies for final approval. These items shall reach the Dean of Graduate Studies no less than six weeks before the examination date. Upon approval from the Dean of Graduate Studies, the chair of the graduate program committee will notify the University community of the intended time and place of the examination. At this time, the Dean of Graduate Studies shall formally invite the external, and digital copies of the completed thesis shall be distributed to the examining committee by the Dean of Graduate Studies. The examination of the thesis shall take place under the regulations for thesis examination given in 1.10.1.	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 required format. See www.lib.sfu.ca/help/writing/theses for information. The candidate's supervisory committee shall make a recommendation to the chair of the graduate program committee concerning the composition of the examining committee (in conformity with 1.9.3) and the date, <u>location</u>, and time of the thesis examination. Upon approval of the chair of the graduate program committee, this recommendation, <u>along with the thesis and all relevant documentation,</u> shall be sent to the <u>dean of graduate studies</u> for final approval. These items shall reach the <u>dean of graduate studies</u> no later than six weeks before the examination date. <u>Once approved, the dean of graduate studies shall formally invite the external examiner and distribute digital copies of the completed thesis to the examining committee. Any changes to the date of the examination must be approved by the dean of graduate studies.</u> The examination of the thesis shall take place under the regulations for thesis examination given in 1.10.1.

Proposed revisions to GGR 1.9.5

FROM	TO
1.9.5 THE ROLE OF THE EXTERNAL EXAMINER (...) The external examiner shall be asked to report on the thesis, to the dean of graduate studies only, before the examination. If the report states that the thesis is ready for defence, a copy shall be sent to the chair of the examining committee by the dean of graduate studies for distribution to all members of the examining committee before the examination. The contents of the report will not be communicated to the student. If the report recommends that the examination be postponed, the dean shall send a copy to the chair of the examining committee, the senior supervisor and the chair of the graduate program committee. The chair of the graduate program committee and the senior supervisor will inform the student of the content of the report. Following discussions with the student and the supervisory committee, the chair of the graduate program committee shall report to the dean whether the examination will take place as scheduled or be postponed. (...)	1.9.5 THE ROLE OF THE EXTERNAL EXAMINER (...) The external examiner shall be asked to report on the thesis. <u>This report will normally be submitted two weeks before the examination date to the dean of graduate studies.</u> If the report states that the thesis is ready for defence, a copy shall be sent to the chair of the <u>graduate program</u> committee by the dean of graduate studies for distribution to all members of the examining committee before the examination. The contents of the report will not be communicated to the student. If the report recommends that the examination be postponed, the dean shall send a copy to the senior supervisor and the chair of the graduate program committee. The chair of the graduate program committee and the senior supervisor will inform the student of the content of the report. Following discussions with the student and the supervisory committee, the chair of the graduate program committee shall report to the dean whether the examination will take place as scheduled or be postponed. (...)

Proposed revisions to GGR 1.9.6

FROM	TO
1.9.6 NOTIFICATION OF DOCTORAL THESIS EXAMINATION At least 10 days before the proposed examination, the chair 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.	1.9.6 NOTIFICATION OF DOCTORAL THESIS EXAMINATION <u>Once the examination has been approved by the dean of graduate studies, the chair of the graduate program committee is responsible for notifying the candidate, examining committee, faculty dean(s), and the University community of the approved date, location, and time of the thesis examination. This notification should happen no later than two weeks before the examination date. If there are any changes to the date, location, and/or time of the thesis examination, the chair of the graduate program committee is responsible for informing the candidate, examining committee, faculty dean(s), and the University community. The dean of graduate studies is responsible for notifying the external examiner of any changes.</u>