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MEMORANDUM

ATTENTION	Senate	DATE	January 18, 2018
FROM	Jeff Derksen, Chair of Senate Graduate Studies Committee (SGSC)		
RE:	Graduate General Regulation (GGR) Revisions: GGR 1.3.5, GGR 1.3.5a, GGR 1.4, GGR 1.9.1, GGR 1.9.3, GGR 1.9.4, GGR 1.9.5, GGR 1.9.6, GGR 1.10.2, GGR 1.10.3, GGR 1.10.4, GGR 1.11.3		

At its meeting of January 8, 2018, SGSC reviewed and approved the revisions to GGR 1.3.5, GGR 1.3.5a, GGR 1.4, GGR 1.9.1, GGR 1.9.3, GGR 1.9.4, GGR 1.9.5, GGR 1.9.6, GGR 1.10.2, GGR 1.10.3, GGR 1.10.4, GGR 1.11.3. This gives rise to the following motions, effective **Fall 2018**.

Motion 1:

That Senate approve the revisions to GGR 1.3.5 (Admission Under Special Arrangements), GGR 1.3.5a (Cohort Special Arrangements), GGR 1.4 (Enrollment), 1.9.4 (Preparation for Examination of Doctoral Thesis) and GGR 1.9.6 (Notification of Doctoral Thesis Examination)

Motion 2:

That Senate approve the revisions to GGR 1.9.1 (Preparation for Examination) and GGR 1.9.3 (Examining Committee for Doctoral Thesis)

Motion 3:

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

Motion 4:

That Senate approve the revisions to GGR 1.10.2 (Classification of the Thesis)

Motion 5:

That Senate approve the revisions to GGR 1.10.3 (Recommendation for the Award of the Degree)

Motion 6:

That Senate approve the revisions to GGR 1.10.4 (Submission of the Thesis to the Library)

Motion 7:

That Senate approve the revisions to GGR 1.11.3 (Postponement of Publication)



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MEMORANDUM

ATTENTION Senate Graduate Studies Committee DATE December 14, 2017
FROM Jeff Derksen, Dean and Associate
Provost of Graduate and Postdoctoral
Studies
RE: Graduate General Regulations (GGR) Revisions.

The following GGRs have editorial revisions which are being recommended to be revised for clarity.

Motion 1:

That SGSC approve revisions to GGR 1.3.5a, 1.4, 1.9.4 and 1.9.6 effective **Fall 2018**.

The following GGRs relate to the examining committee for master's and doctoral defences. Terminology used for the various roles on the examination committee has caused confusion. The proposed revisions "rename" the existing roles, reorganize the sections and update the regulation to incorporate the modern thesis submission.

Motion 2:

That SGSC approve the revisions to GGR 1.9.1 and 1.9.3, effective **Fall 2018**.

The following GGR relates to the role of the external examiner and an addition has been made to the regulation to provide more clarity on what is expected when the external is participating in absentia.

Motion 3:

That SGSC approve the revision to GGR 1.9.5 effective **Fall 2018**.

The following GGR relates to the classification of a thesis examination. For the purpose of this regulation it also includes projects examined as a thesis. The proposed revision includes reordering the outcomes and the creation of a submission deadline.

Motion 4:

That SGSC approve the revision to GGR 1.10.2 effective **Fall 2018**.

The following GGR relates to the recommendation for the award of degree. The proposed revision provides clarity regarding types of revisions and when the recommendation should be made.

Motion 5:

That SGSC approve the revision to GGR 1.10.3 effective **Fall 2018**.

The following GGR relates to the library submission. The proposed revision provides clarity regarding which capstones follow Library submission and requirements for revisions.

Motion 6:

That SGSC approve the revision to GGR 1.10.4 effective **Fall 2018**.

The following GGR relates to postponement of publications. The proposed revision is largely editorial and provides clarity that this GGR includes all Library submissions not only thesis.

Motion 7:

That SGSC approve the revision to GGR 1.11.3 effective **Fall 2018**.



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MEMORANDUM

ATTENTION Jeff Derksen,
Chair of Senate Graduate Studies
Committee (SGSC)
FROM Ed Park, Graduate Program Chair of
Special Arrangements (SAR)
RE: Program Changes

DATE December 14, 2017

Special Arrangements program would like to change the program name from *Special Arrangements* (SAR) to *Individualized Interdisciplinary Studies* (INS) to reflect the focus of the program and help prospective students, staff and faculty distinguish the program from Cohort Special Arrangements.

Motion 1:

That SGSC approve revision to GGR 1.3.5 effective **Fall 2018**.

Motion 2:

That SGSC approve the creation of the new acronym INS (Individualized Interdisciplinary Studies) effective **Fall 2018**.

Motion 3:

That SGSC change the course acronym from SAR to INS for all SAR courses effective **Fall 2018**.

Attached is a list of our graduate courses with the required editorial changes noted.

Thank you,

Dr. Ed Park
Graduate Program Chair, Special Arrangements

Summary of change:

Change title of “Special Arrangements” program to “Individualized Interdisciplinary Studies”

Rationale for change: We propose this revision as it is reflective of the program, and is used at many Canadian institutions including UBC, University of Calgary, Waterloo (Joint interdisciplinary), and UVic. The program title Special Arrangements (SAR) was perceived to imply that students in the program needed additional assistance or a modified program to suit their needs. The title caused confusion for students, staff and faculty as the name is similar to Cohort Special Arrangement which is separate and distinct type of program. Additionally, the proposed title highlights the student’s program of study is individualized and that admission for one student does not set a precedent for other graduate students with similar interests.

FROM	TO
1.3.5 Admission Under Special Arrangements Exceptionally able applicants who wish to work for a master’s or doctoral degree outside or between existing programs at Simon Fraser University may apply to work under special arrangements. A student applying for special arrangements must have a well developed plan of studies in an area that can be shown to have internal coherence and academic merit, and in which the university has appropriate expertise and interest among its faculty members. Graduate students applying or working under special arrangements are required to conform to Senate regulations for graduate students. However, there are additional regulations which concern only those applying or working under special arrangements. For more details, go to the Special Arrangements (SAR) website. Students working under special arrangements may be required to complete a selection of courses from existing programs.	1.3.5 Admission Under Individualized Interdisciplinary Studies Exceptionally able applicants who wish to work for a master’s or doctoral degree outside or between existing programs at Simon Fraser University may apply to work under Individualized Interdisciplinary Studies. A student applying for Individualized Interdisciplinary Studies must have a well developed plan of studies in an area that can be shown to have internal coherence and academic merit, and in which the university has appropriate expertise and interest among its faculty members. Graduate students applying or working under Individualized Interdisciplinary Studies are required to conform to the Graduate General Regulations. However, there are additional regulations which concern only those applying or working under Individualized Interdisciplinary Studies. For more details, go to the <u>Individualized Interdisciplinary Studies</u> website. Students working under Individualized Interdisciplinary Studies may be required to complete a selection of courses from existing programs.

MOTION 1: Calendar Entry Change for GGR 1.3.5a

Summary of change:

Editorial

Rationale for change: Editorial change to clarify that CSAR programs have their tuition fees posted in the Calendar

Will this change impact current students?

The current practice is not changing, merely, a clarification in the GGR

FROM	TO
1.3.5a Cohort Special Arrangements Cohort-based special arrangements programs are designed to meet the educational needs of specific student groups in fulfilling the requirements for a graduate credential (certificate, diploma or master's degree) where these needs cannot be met within existing programs. Each program will be comprised of a curriculum and a set of program requirements recommended by each program's graduate program committee, approved by the faculty graduate studies committee and by the senate graduate studies committee. Students may undertake this program only through specific admission to the cohort program. Admission criteria, credential requirements and any other special conditions for a particular cohort special arrangements program must be approved in advance by the senate graduate studies committee; these may not be below the minimum admission and graduate credential requirements of regular graduate programs. In some instances, tuition fees may differ from the regular graduate fee schedule published in the Calendar, and will be announced separately.	1.3.5a Cohort Special Arrangements Cohort-based special arrangements programs are designed to meet the educational needs of specific student groups in fulfilling the requirements for a graduate credential (certificate, diploma or master's degree) where these needs cannot be met within existing programs. Each program will be comprised of a curriculum and a set of program requirements recommended by each program's graduate program committee, approved by the faculty graduate studies committee and by the senate graduate studies committee. Students may undertake this program only through specific admission to the cohort program. Admission criteria, credential requirements and any other special conditions for a particular cohort special arrangements program must be approved in advance by the senate graduate studies committee; these may not be below the minimum admission and graduate credential requirements of regular graduate programs. In some instances, tuition fees may differ from other programs in the same academic unit, please consult the Graduate Tuition Fees in the Calendar.

MOTION 1: Calendar Entry Change for GGR 1.4

Summary of change:

Editorial changes: change credit to unit and units completed to enrollment

Rationale for change: Editorial change to keep terminology consistent and to clarify that students pay their tuition based on enrollment and not completion

Will this change impact current students?

The current practice is not changing, merely, a clarification in the GGR

FROM	TO
1.4 Enrollment Students are enrolled in one of two different types of programs. In 'per term fee' programs, students are charged a standard fee for each term of enrollment. In 'per credit fee' programs, students are charged a fee based on the number of units completed . (See <u>Graduate Fees</u> for current tuition fee rates.) All students are in per term fee programs except for students in per credit fee programs as listed under Graduate Fees.	1.4 Enrollment Students are enrolled in one of two different types of programs. In 'per term fee' programs, students are charged a standard fee for each term of enrollment. In 'per unit fee' programs, students are charged a fee based on the number of units enrolled in for the term (See <u>Graduate Fees</u> for current tuition fee rates.)

MOTION 1: Calendar Entry Change for GGR 1.9.4

Summary of change:

Editorial

Rationale for change: Editorial change to reflect the current practice that it is the Dean's designate that may approve a doctoral examining committee and distribute the thesis.

Will this change impact current students?

The current practice is not changing, merely, a clarification in the GGR

FROM	TO
1.9.4 PREPARATION FOR EXAMINATION OF DOCTORAL THESIS [...] 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, location, and time of the thesis examination. Upon approval of the chair of the graduate program committee, this recommendation, along with the thesis and all relevant documentation, shall be sent to the dean of graduate studies for final approval. These items shall reach the dean of graduate studies no later than six weeks before the examination date. 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. The examination of the thesis shall take place under the regulations for thesis examination given in <u>1.10.1</u>.	1.9.4 PREPARATION FOR EXAMINATION OF DOCTORAL THESIS [...] 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, location, and time of the thesis examination. Upon approval of the chair of the graduate program committee, this recommendation, along with the thesis and all relevant documentation, shall be sent to the dean of graduate studies or designate for final approval no later than six weeks before the examination date. Once approved, the dean of graduate studies or designate 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 or designate. The examination of the thesis shall take place under the regulations for thesis examination given in <u>1.10.1</u>.

MOTION 1: Calendar Entry Change for GGR 1.9.6

Summary of change:

Editorial

Rationale for change: Editorial change to reflect the current practice that it is the Dean's designate that may approve a doctoral examining committee and distribute the thesis.

Will this change impact current students?

The current practice is not changing, merely, a clarification in the GGR

FROM	TO
1.9.6 NOTIFICATION OF DOCTORAL THESIS EXAMINATION 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.	1.9.6 NOTIFICATION OF DOCTORAL THESIS EXAMINATION Once the examination has been approved by the dean of graduate studies or designate, the chair of the graduate program committee or designate 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 or designate is responsible for informing the candidate, examining committee, faculty dean(s), and the University community. The dean of graduate studies or designate is responsible for notifying the external examiner of any changes.

MOTION 2: Calendar Entry Change for GGR 1.9.1 and 1.9.3

Summary of change:

- Change in terminology for the examining committee (removal of the term internal examiner)
- Clarification of the type of programs that need to follow the examination regulations listed within this section
- Editorial changes to eliminate self-references to that same subsection within the GGR (ie. Referral to policy 1.9.1 within 1.9.1)
- Reordering within the section for clarity
- Removal of reference to physical copies of a project being required

Rationale for change:

In doctoral examining committees there is an internal examiner (or internal external examiner in FASS) and an external examiner. Examinations for master's thesis require only an internal examiner, however, it is often that this examiner is not from within SFU. Therefore, the proposed change will clarify the consistency between the doctoral and master's examining committee and aid in the understanding of the flexibility for who is eligible to be an examiner for the different types of examination.

Will this change impact current students?

The current practice is not changing, merely, a clarification in the GGR

FROM	TO
1.9.1 EXAMINING COMMITTEE FOR A MASTER'S DEGREE CANDIDATE Each candidate for a master's degree shall be examined on the thesis, extended essays, field or comprehensive examination, or project. The nature of the examination and the composition of the examining committee of a student's extended essay, field or comprehensives, or project examined by two readers, shall be as designated by the appropriate faculty graduate studies committee with the approval of the dean of graduate studies. Examination of projects (as per 1.9.1) for all graduate programs shall be as for the examination of theses with the same requirements for committee composition unless a different examination process has been designated by the appropriate faculty graduate studies committee with the approval of the dean of graduate studies. Examination of projects (as per 1.9.1) for all other graduate programs shall be as for the examination of theses with the following exceptions: when the project is live, taped or filmed, only one presentation is required for examination, and only one recording is required for deposition in the library. The one copy deposited in the library shall be the property of the University. The student	1.9.1 EXAMINING COMMITTEE FOR A MASTER'S DEGREE CANDIDATE Each candidate for a master's degree under 1.7.2a, 1.7.2b, or 1.7.2c will have an examination.

~~shall have the right to copy the original, and the right to borrow it for external showing at the discretion of the librarian.~~

~~Where such an examination is required for a thesis the examining committee shall have the following minimum composition.~~

a) the chair of the student's graduate program committee, or designate, who shall be a non-voting chair of the examining committee. If the chair of the graduate program committee is also on the student's supervisory committee, the chair shall designate a member of faculty at this University, who is not a member of the student's supervisory committee, as chair.

b) all members of the student's supervisory committee.

c) a member of faculty at the university, or a person otherwise suitably qualified, who is not a member of the student's supervisory committee. ~~For those seeking a degree under special arrangements, this person shall be from outside the University.~~ For a thesis examination in the Faculty of Arts and Social Sciences, a master's examiner may not be a member of the same department as the one granting the degree, unless a waiver is granted by the Dean of Arts and Social Sciences or designate.

The examining committee for examinations under 1.7.2a and 1.7.2b shall have the following minimum composition:

a) the chair of the student's graduate program committee, or designate, who shall be a non-voting chair of the examining committee. If the chair of the graduate program committee is also on the student's supervisory committee, the chair shall designate a member of faculty at this University, who is not a member of the student's supervisory committee, as chair.

b) all members of the student's supervisory committee.

c) **an examiner who is** a member of faculty, or a person suitably qualified, who is not a member of the student's supervisory committee. For a thesis examination in the Faculty of Arts and Social Sciences, normally **the examiner may not be a member of the student's department, unless a waiver is granted by the dean of arts and social sciences or designate.**

Examination of projects (under GGR 1.7.2b program requirements) may have a different examination process if it has been designated by the appropriate faculty graduate studies committee with the approval of the dean of graduate studies. When the project is live, taped or filmed, only one presentation is required for examination, and a digital copy is required for deposition in the library.

All examinations under 1.7.2a and b shall follow publication and copyright outlined in GGR 1.11.

For students' completing under 1.7.2c the examination is examined by two readers, designated by the appropriate

[...]

Doctoral Students

1.9.3 EXAMINING COMMITTEE FOR DOCTORAL THESIS

Each candidate for a doctoral degree shall be examined on the thesis. Each examining committee shall have the following minimum composition:

- a) the chair of the graduate program committee, or designate, who shall be a non-voting chair of the examining committee. If the chair of the graduate program committee is also on the student's supervisory committee, the chair shall designate a member of faculty at the University, who is not a member of the student's supervisory committee, as chair.
- b) all members of the student's supervisory committee
- c) a member of faculty ~~at the University~~ or a person ~~otherwise~~ suitably qualified, who is not a member of the student's supervisory committee. For a thesis examination in the Faculty of Arts and Social Sciences, normally ~~the 'internal-external' examiner will not be a member of the same department as the one granting the degree.~~
- d) an external examiner who shall be specifically qualified in the field of the thesis and not be a member of faculty at the University

faculty graduate studies committee with the approval of the dean of graduate studies or designate. Examinations under 1.7.2c may be required to be submitted to the library. If mandatory this requirement will be listed on the program requirements in the Calendar and shall follow publication and copyright outlined in GGR 1.11.

[...]

Doctoral Students

1.9.3 EXAMINING COMMITTEE FOR DOCTORAL THESIS

Each candidate for a doctoral degree shall be examined on the thesis. Each examining committee shall have the following minimum composition:

- a) the chair of the graduate program committee, or designate, who shall be a non-voting chair of the examining committee. If the chair of the graduate program committee is also on the student's supervisory committee, the chair shall designate a member of faculty at the University, who is not a member of the student's supervisory committee, as chair.
- b) all members of the student's supervisory committee
- c) **an examiner who is** a member of faculty, or a person suitably qualified, who is not a member of the student's supervisory committee. For a thesis examination in the Faculty of Arts and Social Sciences, normally **the examiner may** not be a member of the **student's** department, unless a waiver is granted by the dean of arts and social sciences or designate.
- d) an external examiner who shall be specifically qualified in the field of the thesis and not be a member of faculty at the University

MOTION 3: Calendar Entry Change for GGR 1.9.5

Summary of change:

- Editorial changes regarding the external examiner's requirement to be present or attend the examination remotely.
- Clarification of the requirement if the external examiner is examining in absentia

Rationale for change:

- The changes are currently outlined in a best practice documentation which is sent to external examiners. Including the specifics in the GGRs will allow all students, staff and faculty to be aware of these requirements and alleviate confusion of responsibilities.

Will this change impact current students?

The current practice is not changing, merely, a clarification in the GGR

FROM	TO
1.9.5 THE ROLE OF THE EXTERNAL EXAMINER The external examiner should be a distinguished scholar with particular research and supervisory experience in the field of the thesis research. The examiner shall be free from potential conflict of interest which may arise, for example, from research collaboration with the student or prospective employment of the student. Whether the external examiner will participate in person or in absentia, including the possibility of a conference telephone connection or similar means, will be determined by the dean of graduate studies who will take into account the departmental views. The external examiner shall be asked to report on the thesis. This report will normally be submitted two weeks before the examination date to the dean of graduate studies. If the report states that the thesis is ready for examination, a copy shall be sent to the chair of the graduate program 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	1.9.5 THE ROLE OF THE EXTERNAL EXAMINER The external examiner should be a distinguished scholar with particular research and supervisory experience in the field of the thesis research. The examiner shall be free from potential conflict of interest which may arise, for example, from research collaboration with the student or prospective employment of the student. The external examiner may participate in person, video/telephone conference or in absentia. The external examiner shall be asked to report on the thesis. This report will normally be submitted two weeks before the examination date to the dean of graduate studies or designate. In the event the external examiner is examining in absentia, the report should be extensive and give a recommendation for the examination outcome 1.10.2. The report may contain specific questions the external examiner would like posed to the candidate. Those questions shall be directed to the candidate during the examination by the chair of the examining committee or members of the examining committee selected by the chair.

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. Once the examination has taken place, and if the thesis is passed, the external examiner shall send a brief report to the senior supervisor which indicates the general quality of the thesis. That report (which may be either a copy of the initial report to the dean of graduate studies or a report prepared after the thesis examination) shall accompany the recommendation for award of the degree.

In the event of examination in absentia, the report of the external examiner should be quite extensive and give a specific recommendation as to whether the thesis ought to pass, fail, or be subject to revision as under 1.10.2. The report may contain specific questions the external examiner would like posed to the candidate. The report shall be copied, by the dean of graduate studies, to the chair of the examining committee, for distribution to all members of the examining committee before the examination. Specific questions raised by the external examiner in that report shall be directed to the candidate during the examination by members of the examining committee selected by the chair of the examining committee.

If the report states that the thesis is ready for examination, a copy shall be sent to the chair of the graduate program committee for distribution to all members of the examining committee before the examination. The contents of the report will not be communicated to the student **until after the defence with permission of the examiner.**

If the report recommends that the examination be postponed, the dean **or designate** 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. The chair of the graduate program committee shall report to the dean or designate whether the examination will take place as scheduled or be postponed.

MOTION 4: Calendar Entry Change for GGR 1.10.2

Summary of change:

- Reordering the different classifications and outlining what is necessary when a re-examination is required
- Adding in a deadline to complete thesis submission to the library

Rationale for change:

- When outcome 3 occurs there has been confusion regarding the options. By clarifying the requirements and procedure, we anticipate it will allow examining committees to make more informed decisions on selecting outcome 3a or 3b.
- Adding a deadline for library thesis submission will prohibit students from staying enrolled in their program after completing their degree requirements.

Will this change impact current students?

Students in thesis programs will need to be informed prior to scheduling their defence what the implications are regarding the submission deadline.

FROM	TO
1.10.2 Classification of the Thesis There are four possible outcomes of the thesis examination. 1. the thesis may be passed as submitted 2. the thesis may be passed on the condition that revisions be completed to the satisfaction of the senior supervisor 3. the examining committee may defer making judgment if it judges that the thesis could pass after additional work by the candidate. A thesis upon which judgment is deferred shall come forward for re-examination within a period specified by the examining committee. The examining committee may require formal re-examination under section 1.10.1 or may reach its decision by examination of the revised thesis. The examining committee may not defer judgment a second time. 4. the thesis may be failed. In this case, the candidate is required to withdraw from the University. The decision of the examining committee is by simple majority vote except that, in the cases of doctoral candidates or candidates	1.10.2 Classification of the Thesis There are four possible levels of classification of thesis examination. 1. the thesis may be passed as submitted 2. the thesis may be passed on the condition that revisions be completed to the satisfaction of the senior supervisor 3. the examining committee may defer making judgment if it judges that the thesis could pass after additional work by the candidate The examining committee for the re-examination must remain the same, must set an end date for completion and may not defer judgment a second time. The examining committee may a) reach its decision by individual examination of the revised thesis or b) formal re-examination under section 1.10.1. The preparation for the re-examination does not follow 1.9.4. A date and time for the re-examination is set by the examination committee and may not be postponed once set. The revised thesis is distributed to the

enrolled under special arrangements, the classification of the thesis may not be at a higher level than that of the external examiner. A decision to pass the thesis or to defer making judgment may not be reached on a tie vote of the examining committee. If at first a majority vote to pass the thesis cannot be reached, and subsequently, if a majority vote to defer judgment cannot be reached, the thesis will be failed.

examining committee including the external examiner by the chair of the graduate program committee or designate. No pre-defence report will be required from the external examiner.

4. the thesis may be failed. In this case, the candidate is required to withdraw from the University.

The decision of the examining committee is by simple majority vote. However, in the cases of doctoral candidates or candidates enrolled under special arrangements, the classification of the thesis may not be at a higher level than that recommended by the external examiner. A

decision to pass the thesis or to defer making judgment may not be reached on a tie vote of the examining committee. If at first a majority vote to pass the thesis cannot be reached, and subsequently, if a majority vote to defer judgment cannot be reached, the thesis will be failed.

Upon a successful completion, the thesis must be submitted to the library no later than the end of the subsequent term.

MOTION 5: Calendar Entry Change for GGR 1.10.3

Summary of change:

Recommendations for Award of degree should not be completed until the thesis has been approved by the examining committee or revisions completed as required. Clarity has been added as there should be no distinction between revisions and minor revisions.

Rationale for change:

This change is proposed to ensure the academic unit is aware of when a student still has their thesis revisions outstanding. The previous version required the thesis minor revisions to be complete, however, did not include what occurs with what previously was considered major revisions.

Will this change impact current students?

This will impact graduate staff which will be informed and assisted with the change.

FROM	TO
1.10.3 Recommendation for the Award of the Degree When a student has successfully defended the thesis and made any minor revisions required, the supervisory committee shall recommend award of degree. This recommendation goes for approval respectively to the graduate program committee, the faculty graduate studies committee, the senate graduate studies committee and senate, which has the final authority to award the degree. The title of the thesis, extended essays, professional paper or project(s) will be recorded on the student's transcript.	1.10.3 Recommendation for the Award of the Degree When a student's program requirements include an examination as per 1.9.1 the recommendation for the award of degree will not take place until after the supervisory committee has approved any revisions to the thesis or project. When a student has successfully completed the degree requirements the recommendation for the award of the degrees goes for approval respectively to the graduate program committee, the faculty graduate studies committee, the senate graduate studies committee and senate, which has the final authority to award the degree. The title of the thesis, extended essays, paper or project will be recorded on the student's transcript.

MOTION 6: Calendar Entry Change for GGR 1.10.4

Summary of change:

- Clarification that a library submission is deemed final and normally may not be changed after submission
- Addition of the deadline for submission after successful examination
- Clarification of library administrative procedure

Rationale for change:

This change is proposed to ensure the academic unit is aware of when a student still has their thesis revisions outstanding. The previous version required the thesis minor revisions to be complete, however, did not include what occurs with what previously was considered major revisions.

Will this change impact current students?

Students in thesis programs will need to be informed prior to scheduling their defence what the implications are regarding the submission deadline.

FROM	TO
1.10.4 Submission of the Thesis to the Library If the examining committee has required minor revisions to a thesis, these will be completed as soon as possible after the examination and checked by the senior supervisor. A digital copy of the final draft of the completed thesis shall be sent to the library together with a memorandum from the senior supervisor certifying that all required revisions have been made. The thesis will be deposited into the library's institutional repository. When the library's assistant for theses has checked the thesis and accepted the format, the representative will notify the director of graduate programs, admissions and records. No degree will be approved by senate until the director of graduate programs, admissions and records has been so notified.	1.10.4 Submission to the Library Theses and projects under GGR 1.7.2a and 1.7.2b are required to be submitted to the Library no later than the end of the subsequent term after their successful examination. Projects completed under GGR 1.7.2c and capstones required to be submitted to the Library will follow the requirements for a thesis below. A digital copy of the final completed thesis shall be sent to the Library together with a memorandum from the senior supervisor certifying that all required revisions have been made. Once submitted, the thesis is considered final and normally may not be changed. The Library's Assistant for Theses will review thesis formatting and upon approval the thesis will be deposited into the Library's institutional repository. No degree examined as per 1.7.2a and 1.7.2b will be approved by senate until the thesis is submitted to the Library.

MOTION 7: Calendar Entry Change for GGR 1.11.3

Summary of change:

Removal of technical names of forms and institutional repository (as they may change).

Rationale for change:

Clarification of the process and requirements for the postponement of publication

Will this change impact current students?

No

FROM	TO
1.11.3 Postponement of Publication [...] A postponement will delay the inclusion of a thesis in the institutional repository and from copying for a period of 12 months from the date of examination of the thesis, in order to protect confidential commercial information, patentable material, pending application, or where immediate commercial publication is anticipated. At the time of the thesis examination, Thesis Postponement of Publication Request Form shall be signed by the student, the senior supervisor, and the dean of graduate studies. The thesis and all pertinent forms shall be submitted to the library along with the postponement document. A copy of the thesis shall not be sent to Library and Archives Canada during the restricted period. In rare and exceptional circumstances a postponement of publication may be extended for an additional 12 month period. Requests for such extensions should be submitted 60 days prior to the expiration of the current postponement using the Thesis Postponement of Publication Request form. This form should be accompanied with documented evidence justifying the extension.	1.11.3 Postponement of Publication [...] A postponement will delay the inclusion of a thesis in the institutional repository and from copying for a period of 12 months from the date of examination of the thesis, in order to protect confidential commercial information, patentable material, pending application, or where immediate commercial publication is anticipated. A postponement request must be made in writing prior to the submission to the Library. The submission process and timeline remains the same, however, a copy of the thesis or project shall not be made available in the Library institutional repository during the restricted period. In rare and exceptional circumstances a postponement of publication may be extended for an additional 12 month period. Requests for such extensions should be submitted 60 days prior to the expiration of the current postponement.