

8888 University Drive
Maggie Benston Centre, RM
1100 Burnaby B.C. Canada V5A
1S6

TEL +1 778 782 3042
SFU.CA/GRADUATE-STUDIES

MEMORANDUM _____

ATTENTION Senate **DATE** August 21, 2025

FROM Mary O'Brien,
Chair of Senate Graduate Studies
Committee (SGSC)

RE: Graduate General Regulation 1.2 Administration of the Faculty of Graduate Studies

**For Approval:**

At its meeting on July 7, 2025, Senate approved changes to Graduate General Regulation (GGR) 1.2 Administration of the Faculty of Graduate Studies, effective Spring 2026. The changes approved at that date clarified the supervisory requirements for students completing their degrees through coursework or other intellectual work that is not externally examined.

For the September 8, 2025 meeting, we requested that Senate approve very small changes to bring the paragraph defining the Examining Committee into alignment with the changes approved for the paragraph on Supervision at the previous meeting.

Given the timing of approval of related GGRs, the Faculty of Graduate Studies also requests that all of the changes be effective in Summer 2026. This gives rise to the following motion:

Motion:

That Senate approve the revisions to Graduate General Regulation 1.2 Administration of the Faculty of Graduate Studies effective Summer 2026.

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 Mary O'Brien, Chair of Senate **DATE** 16 May 2025
Graduate Studies Committee (SGSC)
FROM Pamela Stern, Graduate Studies
Associate Dean, Curriculum
and Policy
RE: Graduate General Regulation Change:
1.2 Administration of the Faculty of
Graduate Studies



Motion:

That SGSC approve the addition to GGR 1.2 Administration of the Faculty of Graduate Studies

Summary and Rationale:

The proposed change follows a recommendation of the Working Group for the Regulation of Professional Graduate Program. It takes note of the fact that Supervisors and Supervisory Committees are not required for all degree programs. Additionally, it identifies the faculty role in providing academic advising to those graduate students.

Recommendations:

That SGSC approve this addition to GGR 1.2 Administration of the Faculty of Graduate Studies

GGR 1.2 Administration of the Faculty of Graduate Studies

Dean and Vice-Provost, Faculty of Graduate Studies

The dean is responsible for the general supervision of graduate work at the university and chairs the Faculty of Graduate Studies assembly and the senate graduate studies committee.

Associate Director, Graduate Admissions, Records and Registration

The associate director is responsible for enrollment of students, assessment of fees, maintenance of records, and other administrative duties.

Committees

The committees responsible for the supervision of graduate students are the supervisory committee, graduate program committee, the faculty graduate studies committee, the Faculty of Graduate Studies assembly and the senate graduate studies committee. The functions of these committees in relation to individual students are as follows.

Supervisory Committee (see [1.6.4](#))

The student's supervisory committee helps the student define and develop a program of studies and reports on the student's progress to the graduate program committee. The supervisory committee forms part of the student's final examination committee. **Students enrolled in programs with course work (1.7.2c) or capstone (1.7.2b) completion options do not require a supervisor or supervisory committee. In those cases, advising functions rest with the graduate program committee or a faculty member designated as program director (also called program advisor, program coordinator or academic director).**

Examining Committee (see 1.9)

The purpose of the examining committee is to ensure that the student receives a fair and rigorous examination and that the university's policies and requirements are met. Examining committees for students completing program requirements as per GGR 1.7.2a and GGR 1.7.2b include a chair, a supervisory committee and an examiner. Doctoral examining committees include the above with the addition of an external examiner. Examining committees for students completing program requirements as per 1.7.2be include two readers.