

Appendix | Graduate Program Roles & Responsibilities

Associate Director, Graduate Programs

Summary of Responsibilities

- Oversees all aspects of Criminology graduate programs including Criminology graduate policies, curriculum, recruitment and admission, scholarships and awards, and student progress.
- Advises graduate students.
- Recommends recipients for scholarships, fellowships and awards.
- Reviews student annual progress reports.
- Acts as Supervisor for new students until a regular Supervisor is appointed.
- Chairs the Graduate Program Committee and represents the School on FASS and Senate graduate studies committees.

Students contact the Associate Director, Graduate Programs for:

- Help with approaches for conflict resolution.
- Concerns or complaints.

Graduate Program Committee (GPC)

Summary of Responsibilities

- Develops Criminology graduate program policy and curriculum.
- Participates in the recruitment of students and ranking applications for admission.
- Participates in the recommendation of recipients for scholarships, fellowships, awards.
- Supports the Associate Director, Graduate Programs in the administration of the Graduate Programs.

Supervisor

Summary of Responsibilities:

- Meets regularly with the student to discuss goals and progress, including research, coursework, professional development, teaching and financial needs, and selection of a Supervisory Committee.
- Recommends the Supervisory Committee to the Associate Director, Graduate Programs.
- Submits the annual progress report to the Associate Director, Graduate Programs.
- During an extended absence, arranges for proper supervision of the student and informs the Associate Director, Graduate Programs.

Further information can be found on the Graduate Studies [Supervision](#) and [Student Responsibilities](#) pages.

Students contact the Supervisor with questions about:

- Guidance on an academic path.
- Whether to seek a TA or RA appointment.
- Achieving balance in coursework, research, and teaching.



Student

Summary of Responsibilities:

- Takes responsibility for understanding the policies, rules, regulations of SFU as [outlined by Graduate Studies](#) including those regarding student conduct, academic integrity and ethics.
- Takes responsibility for understanding the requirements of the Criminology graduate program per the [SFU Calendar](#) and the policies of the School per the Criminology website.
- Consults regularly with the Supervisor and agrees on expectations.

Further information can be found in the [GS student handbook](#).

Graduate Program Assistant

Summary of Responsibilities:

- Maintains all administrative records for Criminology graduate programs including graduate student files, website updates, and minutes of GPC meetings.
- Provides administrative support for graduate student processes including admission, enrollment, scholarships and awards, supervisory committees, annual reviews, and defenses.
- Provides administrative support to the Associate Director, Graduate Studies and the GPC.
- Responds to requests for information from applicants, students, supervisors, GPC and Associate Director, Graduate Studies regarding graduate processes and regulations.

Students contact the GPA with questions about:

- The procedure for confirming a supervisor and supervisory committee.
- Enrollment and the deadlines for course registration.
- SFU and School awards and how to access the scholarship application system (GA3).