

 CAPILANO UNIVERSITY		POLICY	
Policy No.	Officer Responsible		
S2024-02	Vice President Academic and Provost		
Policy Name			
Graduate Studies, Final Project/Capstone/Thesis			
Approved by	Replaces	Category	Next Review
Senate		Academic	October 2027
Date Issued	Date Revised	Date in effect	Related Policies
October 1, 2024	NEW	October 1, 2024	S2021-02 Research Ethics Policy S2024-03 Graduate Supervision

1. PURPOSE

The purpose of the Graduate Studies Final Project/Capstone/Thesis policy is to uphold the conformity to regulations and standards at Capilano University (“the University”) and provide direction to faculty and students in graduate level programs at the University regarding the completion of a final project that demonstrates a student’s advanced understanding of their field of study.

2. SCOPE

2.1 This policy applies to graduate students in graduate studies programs with a final project, capstone, and/or thesis.

3. POLICY STATEMENT

3.1 **Research and ethics.** Any research conducted involving human participants must have approval from the Capilano University Research Ethics Board (REB) prior to commencing research, as outlined in Research Ethics Policy S2021-02.

3.2 **Supervision.** The Graduate Studies Supervisory Committee will appoint a supervisor (see S2024-03 Graduate Supervision) to support the graduate student in their graduate program and final project, capstone and/or thesis. Depending on the graduate program, not all graduate students will have a supervisor.

3.3 **Review for authenticity.** All work submitted by graduate students may be reviewed for authenticity and originality. Reviews may include the use of software tools and third-party services.

3.4 **Continuous registration requirements.** All graduate students will remain continuously registered until their degrees are completed unless they are taking an approved leave of absence.

3.5 **Examination of final project, capstone, thesis.** The Graduate Studies Examining Committee will review and evaluate the final project, capstone, and/or thesis. The oral defense, if required, will take place after the student has successfully passed the evaluation of their project.

- 3.6 **Submission to the University's Institutional Digital Repository.** As part of the graduation requirements, the results of research conducted at the University should be available freely to the public. Accordingly, graduate students' final projects, capstones, or theses will be placed in the University's digital repository immediately following final revisions and subject to the supervisor or Chair of the Graduate Studies Supervisory Committee being in receipt of a signed Non-Exclusive Distribution License and notification from the library.
- 3.7 **Copyright.** Students hold copyright to their final project, capstone, or thesis regardless of the method of submission. Electronic versions are subject to the same copyright protection as paper documents.

4. DESIGNATED OFFICER

The Vice President, Academic and Provost is the Policy Owner, responsible for the oversight of this Policy. The Administration of this Policy and the development, subsequent revisions to and operationalization of any associated procedures is the responsibility of the Associate Vice President, Creative Activity, Research and Scholarship (CARS) & Graduate Studies.

5. RELATED POLICIES AND GUIDANCE

S2017-05 Academic Integrity

S2021-02 Research Ethics Policy: Research with Human Participants

S2017-04 Graduation

Graduate Studies Guidelines