# Instructions for Setting up your Supervisory Committee

This CSM-GSE Supervisory Committee Set-Up form must be completed and submitted to the Graduate Program Administrator (GPA) **no later than three (3) months after the student’s initial registration in the program.**

Supervisory committees are required for all thesis-based graduate students in the Cumming School of Medicine to which roster membership **should consist of:**

* The primary supervisor;
* A co-supervisor (if applicable); AND
* A minimum of 2 additional members with the appropriate research expertise needed to support the student’s developing thesis project.

## Committee member eligibility

Eligibility for committee participation is governed by the [CSM-GSE Supervisory Policy, which requires all proposed individuals to **hold their own** pre-approved Faculty of Graduate Studies (FGS)-recognized ***graduate supervisory privileges*** or if not, **at least *graduate committee member/examiner* privileges**.](https://cumming.ucalgary.ca/sites/default/files/teams/13/Graduate%20Program%20Supervisory%20Policy%20CSM%20programs_May%2019%2C%202021.pdf)

* *Supervisory Committees for Doctoral students* must have at least one academic staff member who holds a PhD if either the supervisor or applicable co-supervisor do not.

Supervisors must ensure that committee members understand their responsibility to the student and should plan to be available for all planned committee meetings, as required by the program.

* See [FGS’s Best Practices for Supervisory Committees](https://grad.ucalgary.ca/services/faculty-and-staff/supervisor-resources/best-practices-supervisory-committees).

## Supervisory Committee Meeting Frequency

Students must plan to meet with their formed supervisory committee at **least twice within their first year in-program** and subsequently **hold a minimum of one meeting per subsequent year thereafter**, including the final year of defense. It is additionally recommended that more frequent meetings occur as the student proceeds into writing their thesis.

Meetings must be documented using the *CSM-GSE Supervisory Committee Meeting Progress Report* template which must be submitted to the program GPA upon the adjournment of each meeting.

* *Minutes* must be taken by the supervisor during the meeting and approved by all committee members before they are submitted to the GPA.

Once this form is submitted, your GPA will create a Supervisory Committee Appointment form which must be signed by the student and supervisor(s).

Questions regarding committee composition should be directed to the Graduate Program Director (GPD).

# CSM-GSE SUPERVISORY COMMITTEE SET UP FORM

***Due to the program GPA by the end of the student’s third (3rd) month in program***

Choose an item.

Choose an item.

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| **Student Information** | | |
| Student Name: | UCID: | |
| Graduate Program: (Select Graduate Program) | Degree Stream: (Select Deg Stream) | |
| Research Topic or Proposal Title: | | |
| **Committee Information** | | |
| Note: External to UofC committee members may be considered, but will require a memo of rationale + an up-to-date CV to be included with this set up form | | |
| **Proposed Supervisory Committee** | PhD holder? | MD holder? |
| Supervisor (required): |  |  |
| Co-Supervisor (if applicable): |  |  |
| Committee Member (required): |  |  |
| Committee Member (required): |  |  |
| Committee Member (if applicable): |  |  |
| Lack of Conflict of Interest Declaration | | |
| In accordance with the [Faculty of Graduate Studies’ Conflict of Interest Policy](https://grad.ucalgary.ca/services/faculty-and-staff/supervisor-resources/best-practices-supervisory-committees), the following situations are all considered to be actual, potential, or perceived conflicts of interest and ***should be avoided***:   * Supervisor-supervised students, Co-supervisors, members of a supervisory committee or examining committee who have **a close intimate personal relationship (i.e. romantic, sexual, marital/spousal, co-habiting, or familial)**. * Supervisor-supervised students, Co-supervisors, members of a supervisory committee or examining committee who have **a financial/business relationship (i.e. employer-employee or business co-owners).** * Co-supervisors, members of a supervisory committee or examining committee who have **a close personal friendship**. * Members of an examining committee, who are **close research collaborators, or** have **a** **potentially influential hierarchical/direct reporting relationship** (e.g. Department Head and junior faculty member).   **Supervisor(s)** confirms that there are no COIs between themselves and the proposed committee members.  **Student** confirms that there are no COIs between themselves and the proposed committee members. | | |