



# LiM Commitment & Attendance Policy

Attendance is not mandatory at any LiM events throughout the year. However, student participation is tracked by sign-in sheets at our Professional Development, TRSS, and Journal Club sessions, as well as through abstract submission to the Symposium. Participation in LiM events is expected in order to have the best experience with your joint degree program. Furthermore, engagement within the program will be used by the Program Director in order to determine a student's suitability for LiM funding.

A copy of the most up-to-date LiM commitment letter for joint degree students is appended below. The affiliate student letter is very similar. All students would have received and signed a version of this letter upon entry to the LiM program.



# Leaders in Medicine Program Joint Degree Commitment Letter

**LIM PROGRAM VISION:** Innovating the Future of Healthcare.

**LIM PROGRAM MISSION STATEMENT:**

The Leaders in Medicine (LIM) joint degree program is a physician-scientist training program at the University of Calgary's Cumming School of Medicine. The program is designed to support motivated and passionate students of medicine to achieve excellence in research, scholarship and patient-care.

**The LIM Program will provide:**

- Translational Research Seminar Series and Professional Development sessions
- Mentorship
- Seminars with local and guest speakers
- Involvement in the LIM Program Annual Research Symposium
- Inclusion in LIM social events
- Involvement in LIM meetings concerning LIM Program executive planning
- Opportunities to present your research work
- Opportunities to compete for LIM funding (LIM Travel Award, MD/MSc Excellence Award, AIMS LIM Award, etc.)
- If required, deferral to start the MD Program to complete current UofC graduate work. Deferral request must be made and approved through direct request to LIM Program administration ([mdgrad@ucalgary.ca](mailto:mdgrad@ucalgary.ca)).
- Opportunities to hone your knowledge, skills and abilities as a clinician-scientist through active participation in the LIM Program.



<p><b>All LIM Joint Degree Students are expected to complete the following.</b></p> <p><b>I will...</b></p>	<p><b>Please initial to show agreement:</b></p>
<b>Graduate Program and MD Program:</b>	
<ul style="list-style-type: none"> <li>• Inform both the LIM program and the MD program if my plans for study change (ex. If I require an extra year in graduate studies before entering into the MD program).</li> </ul>	
<ul style="list-style-type: none"> <li>• Meet with and receive written permission from the LIM Program Director, the Associate Dean of Undergraduate Medical Education and my Graduate Program supervisor when planning to work in both programs concurrently rather than to defer the start to the MD Program. I will also ensure that funding isn't out of compliance.</li> </ul>	
<ul style="list-style-type: none"> <li>• Contact the LIM Program administration <b>immediately</b> (<a href="mailto:mdgrad@ucalgary.ca">mdgrad@ucalgary.ca</a>) if there are plans to step into the MD Program <b>before</b> completing my graduate program.</li> </ul>	
<ul style="list-style-type: none"> <li>• Notify in writing the LIM Program Director and LIM Program Advisor when I defend my graduate thesis. I will follow the Faculty of Graduate Studies' policy for Thesis Examination and Thesis Submission (<a href="https://grad.ucalgary.ca/files/grad/thesis-exam-policy-comparison-2018.pdf">https://grad.ucalgary.ca/files/grad/thesis-exam-policy-comparison-2018.pdf</a>).</li> </ul>	
<ul style="list-style-type: none"> <li>• If my thesis exam and/or submission is delayed, I will notify the LIM Program Director and Program Advisor, in writing, the reason for the delay and a plan for completion. If delayed, I am responsible for any compliance regarding funding and responsible for any fee assessments.</li> </ul>	
<ul style="list-style-type: none"> <li>• Maintain a high level of academic achievement. Any questions/concerns about this, please contact <a href="mailto:mdgrad@ucalgary.ca">mdgrad@ucalgary.ca</a></li> </ul>	
<ul style="list-style-type: none"> <li>• If I anticipate or encounter any situation that can impact the completion in my graduate program and/or MD program, I will immediately inform the LIM administration via <a href="mailto:mdgrad@ucalgary.ca">mdgrad@ucalgary.ca</a></li> </ul>	
<b>Funding:</b>	
<ul style="list-style-type: none"> <li>• Understand and adhere to the terms of any funding received (Alberta Innovates scholarships, CIHR, etc.).</li> </ul>	
<ul style="list-style-type: none"> <li>• Be responsible for notifying the LIM Graduate Program Advisor and Director of all grants and awards I receive and if any of that funding precludes receiving funding from the LIM program.</li> </ul>	
<ul style="list-style-type: none"> <li>• Notify the LIM Program of any funding changes.</li> </ul>	
<ul style="list-style-type: none"> <li>• Understand and accept that LIM funding is competitive and not guaranteed. I will submit an application each year I require the funding and am eligible for it.</li> </ul>	
<ul style="list-style-type: none"> <li>• Understand and agree to submit an application and/or annual progress report by the deadline given.</li> </ul>	



<p><b>All LIM Joint Degree Students are expected to complete the following.</b></p> <p><b>I will...</b></p>	<p><b>Please initial to show agreement:</b></p>
<p><b>LIM Program and Activities:</b></p>	
<ul style="list-style-type: none"> <li>• Participate actively every year in the LIM Program (ex. LIM student committee, professional and communicative development, mentorship, visiting speaker series, etc.). An average time commitment is 2-4 hours per month.</li> </ul>	
<ul style="list-style-type: none"> <li>• Continue to participate in LIM Program activities during clerkship year as clerkship placements permit. I will continue to update the LIM office with information about all grants, awards and publications during this time.</li> </ul>	
<ul style="list-style-type: none"> <li>• Complete LIM Program updates and annual reports for each year I'm in the LIM program. <b>The LIM administration will review these reports to determine continuation in the program.</b></li> </ul>	
<ul style="list-style-type: none"> <li>• Inform the LIM Program about any publications, grants and awards received.</li> </ul>	
<ul style="list-style-type: none"> <li>• Present my research at the annual LIM Symposium at least once during my time in my graduate program <b>and</b> in the MD program.</li> </ul>	
<ul style="list-style-type: none"> <li>• Continue to complete research during medical school training as much as possible. This includes (and not limited to): publications, conference attendance, and participation in the annual LIM Symposium.</li> </ul>	
<ul style="list-style-type: none"> <li>• Provide access to and usage of my name, contact information (email address and phone number) and <b>basic</b> academic information (in grad or MD program, grad specialty and year in program) for communication within the LIM Program for LIM student committee events, mentorship, and maintaining alumni connections.</li> </ul>	
<ul style="list-style-type: none"> <li>• Maintain professionalism. I will be respectful towards my peers, LIM Program administration, and all associated with the LIM Program. Opinions will be made in a respectful manner with further explanations. Unprofessionalism can result in discontinuation in the LIM Program.</li> </ul>	
<ul style="list-style-type: none"> <li>• Follow through with completing my graduate program and MD program so that I graduate with both degrees at the same time. Once I have submitted the LIM application for joint degree students and is accepted into the LIM Program, I will uphold this commitment and accept the consequences if I break this commitment.</li> </ul>	



**Annual review assessments will be conducted in keeping with the above expectations. A satisfactory review evaluation will be required to continue a trainee's funding (if granted) and privileges of inclusion in the Program.**

We look forward to having you involved in the program and we are committed to making your training in the Leaders in Medicine program both enjoyable and rewarding.

**I agree to the stipulations indicated in the Leaders in Medicine Program Commitment Letter**

Student Name:

Student's Signature:

Student UCID:

Date:

Student's Graduate Program Supervisor(s)'s Name(s):

Student's Graduate Program Supervisor(s)'s Signature(s):

\*to indicate their understanding of the applicant's involvement in the LIM Program.

Leaders in Medicine Director's Signature:

Date:



# Leaders in Medicine Program Affiliates Commitment Letter

**LIM PROGRAM VISION:** Innovating the Future of Healthcare

**LIM PROGRAM MISSION STATEMENT:**

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**The LIM Program will provide:**

- Translational Research Seminar Series and Professional Development sessions
- Mentorship
- Seminars with local and guest speakers
- Involvement in the LIM Program Annual Research Symposium
- Inclusion in LIM social events
- Involvement in LIM meetings concerning LIM Program executive planning
- Opportunities to present your research work
- Opportunities to compete for LIM Travel Award (up to \$1,000)
- Opportunities to hone your knowledge, skills and abilities as a clinician-scientist through active participation in the LIM Program.



<b>All LIM Affiliate Students are encouraged to complete the following.</b> <b><u>I will...</u></b>	<b>Please initial to show agreement:</b>
<ul style="list-style-type: none"> <li>Participate actively in the LIM Program and events (ex. LIM student committee, professional and communicative development, mentorship, visiting speaker series, etc.). An average time commitment is 2-4 hours per month.</li> </ul>	
<ul style="list-style-type: none"> <li>Continue to participate in LIM Program activities during clerkship year as clerkship placements permit. I will continue to update the LIM office with information about all grants, awards and publications during this time.</li> </ul>	
<ul style="list-style-type: none"> <li>Present my research at the annual LIM Symposium at least once during my time in the MD program.</li> </ul>	
<ul style="list-style-type: none"> <li>Continue to complete research during medical school training as much as possible. This includes (and not limited to): publications, conference attendance, and participation in the annual LIM Symposium.</li> </ul>	
<ul style="list-style-type: none"> <li>Inform the LIM Program about any publications, grants and awards received.</li> </ul>	
<ul style="list-style-type: none"> <li>Complete LIM Program updates and annual reports for each year I'm in the LIM program. <b>The LIM administration will review these reports to determine continuation in the program.</b></li> </ul>	
<ul style="list-style-type: none"> <li>Provide access to and usage of my name, contact information (email address and phone number) and <b>basic</b> academic information (grad specialty and year in MD program) for communication within the LIM Program for LIM student committee events, mentorship, and maintaining alumni connections.</li> </ul>	
<ul style="list-style-type: none"> <li>Maintain professionalism. I will be respectful towards my peers, LIM Program administration, and all associated with the LIM Program. Opinions will be made in a respectful manner with further explanations. Unprofessionalism can result in discontinuation in the LIM Program.</li> </ul>	

<p><b>Annual review assessments will be conducted in keeping with the above expectations. A satisfactory review evaluation will be required to continue a trainee's privileges of inclusion in the LIM Program for Affiliates.</b></p> <p>We look forward to having you involved in the program and we are committed to making your training in the LIM Program for Affiliates both enjoyable and rewarding.</p>	
<p><b>I agree to the stipulations indicated in the Leaders in Medicine Program Affiliates Commitment Letter</b></p>	
Student Name:	
Student's Signature:	
Student UCID:	
Date:	
Leaders in Medicine Director's Signature:	
Date:	

