

Instructions for Setting up your Supervisory Committee

This 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 students in the Cumming School of Medicine. Committees should consist of a supervisor, co-supervisor (if applicable) and **two additional members** who can support the student's research.

Committee member eligibility

Eligibility for committee participation is governed by the [GSE Supervisory Policy](#). **Supervisory Committees for Doctoral students must have at least one academic staff member who holds a PhD if the supervisor and co-supervisor do not.**

Conflict of Interest

As per the [Faculty of Graduate Studies' Best Practices for Supervisory Committees](#):

Supervisors, Co-Supervisors and members of the supervisory committee must not have spousal or other intimate personal relationships with each other, as this constitutes a conflict of interest. Co-Supervisors, supervisory committee members, as is the case with all Supervisors, must not have a personal relationship with the student.

Supervisors should ensure that committee members understand their responsibility to the student and will be available for committee meetings as required by the program.

Supervisory Committee Meeting Frequency

Students must meet with their committee at least twice within the student's first year in program and a minimum of once per year in subsequent years. It is recommended that more frequent meetings occur as the student proceeds into writing their thesis.

Meetings must be documented using the **Committee Meeting Progress Report** which must be submitted to the program GPA, along with minutes of the 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.

GSE SUPERVISORY COMMITTEE SET UP FORM

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

Student Information	
Student Name:	UCID:
Program:	Degree:
Committee Information	
Supervisory Committee	Does this person hold a PhD?
Supervisor:	
Co-Supervisor:	
Committee Member:	
Committee Member:	
Committee Member:	
Confirmation of Lack of Conflict of Interest	
<p>As per the Faculty of Graduate Studies' Conflict of Interest Policy, the following situations are all considered to be actual or perceived conflicts of interest and should be avoided:</p> <ul style="list-style-type: none"> • Supervisor-Supervised students, Co-supervisors, members of a supervisory committee or examining committee who have personal relations, such as a romantic, sexual, marital or familial relationship. • Supervisor-Supervised students, Co-supervisors, members of a supervisory committee or examining committee who have financial relations, such as an employer-employee or business co-ownership relationship. • Co-supervisors, members of a supervisory committee or examining committee who have close personal friendship relationship. • Members of an examining committee, who are close research collaborators, or have potentially influential hierarchical relationship such as a Department Head and junior faculty member. <p><input type="checkbox"/> Supervisor(s) confirms that there is no conflict of interest between themselves and the committee members.</p> <p><input type="checkbox"/> Student confirms that there is no conflict of interest between themselves and the committee members.</p>	