



UNIVERSITY OF
CALGARY

Community Health Sciences

Graduate Supervisor Workshop

Dr. Elizabeth Oddone Paolucci, Graduate Program Director

Darlene Sibilleau, Graduate Program Administrator

August 30, 2017 10:00am – 11:30pm

- Agenda
 - Overview
 - Best Practices
 - Supporting Applicants
 - Program Timeline & Milestones
 - Resources

- Requesting Privileges
 - With Board Appointment vs. Without Board Appointment
 - Restrictions on Privileges
 - Renewal of Privileges
- Program & Professional Responsibilities
 - Faculty of Graduate Studies Expectations
 - MDCH Expectations

- **Guidance**
 - Senior co-supervisors
 - Support: GPD, Specialization
 - Chair & GPA
- **Student Supervision**
 - Frequency of meetings
 - Role in student's research
 - Dealing with issues

Specialization Chairs

Biostatistics	Tolulope Sajobi
CRDS	Katrina Milaney
Epidemiology	Tanis Fenton
Health Economics	Eldon Spackman
HSR	Paul Ronksley
Medical Education	Kent Hecker
PHPM (Residency)	Jason Cabaj
PPH	Gavin McCormack

- Application
 - Prospective Applicants seeking supervisory support
 - Admission requirements & process
 - Funding obligations
 - Supervisory Support Letter
 - Review Process
 - Offers of Admission

Program Timeline & Milestones

	MSc – Rec. 2 years / Max 4 years	PhD – Rec. 4 years / Max 6 years
Term 1	Submission of initial forms Set up of Supervisory Committee Course Plan Approval	
Year 1	Supervisory Committee Meetings (at least 2) Research Integrity Day Annual Progress Report	
Year 2	Completion of courses Supervisor Committee Meeting (at least 1) Thesis Proposal Approval Permission to Write Defense	Completion of courses Supervisory Committee Meeting (at least 1) Thesis Proposal Approval Candidacy (within 28 months)
Annually	Annual Progress Report Supervisory Committee Meeting (at least 1 per year)	

- Special Cases
 - Transfer from MSc to PhD
 - Change of Specializations
 - Change of Supervisors
 - Leave of Absence
 - Request for Extensions
 - Withdrawals (Voluntary and Involuntary)

- Resources
 - [GSE/CHS website](#)
 - [Faculty/Staff section](#)
 - [FGS website](#)
 - [Graduate Calendar](#)