
CONFLICT OF INTEREST DECLARATION:

APPLICANTS FOR GRADUATE PROGRAMS WHO ARE, OR ARE CLOSELY ASSOCIATED WITH, U OF R STAFF



Faculty of
Graduate Studies
and Research

Applicants for Graduate Programs who Are, or Are Closely Associated with, U of R Staff

University of Regina staff members may be applicants for any graduate program in the Faculty of Graduate Studies and Research.

Conditions under which staff become students are stated in the collective bargaining agreements of the University of Regina Faculty Association, the Administrative Professional and Technical Employees Bargaining Unit, and the Canadian Union of Public Employees.

Those who are [closely-associated](#) with a U of R staff member may also be considered for admission to U of R graduate programs provided that a plan can be formulated and implemented to mitigate the Conflict of Interest.

The perception of a possibility of, or the occurrence of, a conflict of interest is considered to be a major threat to the integrity of a graduate program. It is the responsibility of a prospective applicant to declare this prior to entering a graduate program, or if not evident until after that point, as soon as it becomes evident. Details of a conflict are to be reported, in writing, to the Dean of the Faculty of Graduate Studies and Research (FGSR).

Examples of conflict of interest include, but are not limited to, the following:

- A relationship between an employee and an applicant that imperils or could compromise a fair and impartial review in an academic sphere would normally be prohibited.
- A relationship between an applicant to a graduate program and a [closely-associated](#) person who works in the academic unit offering the program.
- A person seeking to complete a graduate degree in an academic unit in which they are employed full-time.
 - A person employed by an academic unit should not take courses or a degree program in that academic unit.
 - Similarly, a person taking a graduate program in an academic unit should not become a full-time employee in that unit until the program of studies has been successfully completed or formally terminated. While such an arrangement might, under certain circumstances, be regarded as acceptable in the case of a support staff member, the situation would be regarded as unacceptable for a faculty position.

If reasonable remedies to avoid or minimize a possible conflict of interest are not found, the Dean of FGSR may rule to reject an application. If this situation arises after an applicant has been accepted as a candidate for a graduate program, and ways of avoiding or offsetting a conflict of interest are not found, the Dean of FGSR may decide to implement remedies that could include discontinuation of the student's program at this University.

Right of Appeal

A student wishing to appeal a decision is first directed to the Dean of the Faculty of Graduate Studies and Research. If the appellant is not satisfied with the outcome of the Dean's review, the next level is to request that the matter be addressed by the PhD Committee, a sub-committee of the Council Committee on the Faculty of Graduate Studies and Research (CCFGSR).

Exemptions

Exemptions from these terms include those employees/applicants who are not full-time or are hired full-time on an interim (i.e., semester) basis. For example, graduate teaching assistants, and department research and teaching assistants would normally be exempt from review according to the terms of this policy.

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Faculty of Graduate Studies and Research

Employee/Applicant Name: _____ ID Number: _____

Graduate Program of Study: _____

Faculty/Department/Academic Unit of Employment: _____

- As outlined in the [Applicants for Graduate Programs who Are, or Are Closely Associated with, U of R Staff Policy](#), I declare that **I am aware of a real or perceived conflict of interest** arising from my employment or that of a closely associated person **and have attached a mitigation plan**.
- As outlined in the [Applicants for Graduate Programs who Are, or Are Closely Associated with, U of R Staff Policy](#), I declare that **I am unaware of a real or perceived conflict of interest** arising from my employment, or that of a closely associated person.

I, _____, have read the [Applicants for Graduate Programs who Are, or Are Closely Associated with, U of R Staff Policy](#), and understand that this declaration is given in accordance with that Policy. Should any real or perceived conflicts appear in the future, I will bring them to the attention of my/my close associate's Supervisor/Manager, Dean or Designate of my Graduate Program of Study and of the Dean or Designate of the Faculty of Graduate Studies and Research immediately. I declare that the information contained in this Conflict of Interest Declaration is true and correct to the best of my knowledge.

Employee/Applicant Signature Date

* UR Employee's Supervisor/ Manager _____
Signature Date

* If you **are not** a UR Employee, the above signature from a Supervisor/Manager **is not** required. If you **are a UR Employee**, the above signature from your Supervisor/Manager **is required** and a final copy of this form will be sent to the primary Academic or Administrative Unit for information.

Program of Study's Dean or Designate _____
Signature Date

Graduate Studies & Research Dean or Designate _____
Signature Date

Email the Form, **and Mitigation Plan if necessary**, to: grad.studies@uregina.ca.