GRADUATE PROGRAM CONFLICT OF INTEREST DECLARATION

University of Regina | Faculty of Graduate Studies and Research

Real, potential, and perceived Conflicts of Interest threaten the integrity, credibility, and reputation of graduate programs, and must be avoided or mitigated wherever possible.

A Conflict of Interest exists when someone's employment at the University of Regina compromises, has the potential to compromise, or could be perceived by others as having the **potential to compromise their ability to provide an unbiased assessment of a U of R student**. A Conflict of Interest also exists when someone's employment at the University **gives them access to U of R systems, processes, or resources that could be used to give an unfair advantage or disadvantage to a student**. Applicants must pay special attention to potential conflicts of interest with Closely Associated Persons[1].

[1] A Closely Associated Person, as defined by the University of Regina, is *A family member or other person related by blood, adoption, marriage, or common-law marriage to the member; A person with whom the member has an intimate personal relationship (or an individual with whom the member has had such a relationship)*

ALL GRADUATE APPLICANTS AND/OR STUDENTS ARE REQUIRED TO COMPLETE THIS FORM ONLINE IN SLATE OR HARD COPY BELOW.

SECTION A: EMPLOYMENT INFORMATION

ARE YOU EMPLOYED BY THE UNIVERSITY OF REGINA?

☐ **I am not employed at the U of R (complete the information below question)**

DOES YOUR EMPLOYMENT OUTSIDE OF THE UNIVERSITY OF REGINA CONSTITUTE A REAL, POTENTIAL, OR PERCEIVED CONFLICT OF INTEREST AT THE UNIVERSITY OF REGINA?

☐ **No – PROCEED TO SECTION B**

☐ **Yes – COMPLETE THE INFORMATION BELOW**

Complete this section with your employment information (outside of the University of Regina)

Your Employer (company/name):

_____

Explain how your employment outside of the University of Regina constitutes a real, potential, or perceived Conflict of Interest at the University of Regina, then **PROCEED TO SECTION B**.

If additional space is required, please use a separate sheet of paper.

☐ **I am employed by the U of R (complete the information below)**

Complete the below questions based on your employment at the University of Regina.

UofR ID: _____

Your Name: _____

Position Title: _____

Faculty/Administrative Unit:

_____

UofR Email Address:

_____

Supervisor's Email Address:

_____

For Contract Employees Only *(i.e. Term employment, Sessional instructor, Teaching/ Research Assistant, etc.)*
Employment End Date: _____

PROCEED TO SECTION B

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SECTION B: ANOTHER EMPLOYEE OF THE UNIVERSITY OF REGINA

ARE YOU AWARE OF ANOTHER EMPLOYEE OF THE UNIVERSITY OF REGINA WHOSE EMPLOYMENT COULD CONSTITUTE A REAL, POTENTIAL, OR PERCEIVED CONFLICT OF INTEREST?

☐ **I am not aware**

PROCEED TO SECTION C

☐ **I am aware (complete the information below)**

Complete the below questions based on the Other Employee's information.

Their Name: _____

Their Faculty/Administrative Unit *(if available)*: _____

Their Position title *(if available)*: _____

Their Email address *(if available)*: _____

PROCEED TO SECTION C

SECTION C: CLOSELY ASSOCIATED PERSON AT THE UNIVERSITY OF REGINA

A Closely Associated Person, as defined by the University of Regina, is *A family member or other person related by blood, adoption, marriage, or common-law marriage to the member; A person with whom the member has an intimate personal relationship (or an individual with whom the member has had such a relationship)*

ARE YOU AWARE OF A CLOSELY ASSOCIATED PERSON AT THE UNIVERSITY OF REGINA WHOSE EMPLOYMENT COULD CONSTITUTE A REAL, POTENTIAL, OR PERCEIVED CONFLICT OF INTEREST?

☐ **I am not aware**

PROCEED TO SECTION E

☐ **I am aware (complete the information below)**

Complete the below questions based on the Closely Associated Person's information.

Their Name: _____

Their Faculty/Administrative Unit *(if available)*: _____

Their Position title *(if available)*: _____

Their Email address *(if available)*: _____

PROCEED TO SECTION D

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SECTION D: CONFLICT OF INTEREST (COI) INFORMATION

BRIEFLY DESCRIBE THE ROLE OF THE UNIVERSITY OF REGINA EMPLOYEE (YOURSELF, SOMEONE YOU KNOW, OR THE CLOSELY ASSOCIATED PERSON) AND THE REAL, POTENTIAL OR PERCEIVED CONFLICT OF INTEREST.
If additional space is required, please attach this information on a separate sheet of paper.

SECTION E: DECLARATION AND ACKNOWLEDGEMENT

I confirm that I understand what constitutes a real, potential, or perceived Conflict of Interest at the University of Regina as described in this form. I have declared all real, potential, or perceived Conflicts of Interest of which I am aware. I understand that not all Conflicts of Interest can be mitigated and that I may not be offered admission to a University of Regina graduate program if a Conflict of Interest cannot be satisfactorily mitigated. I understand that failure to declare a Conflict of Interest, or the discovery of a previously unknown Conflict of Interest may lead to revocation of an offer of admission or removal from a graduate program. I agree to abide by the terms of the mitigation plan if such a plan is in place. I understand that the Dean of the Faculty of Graduate Studies and Research or their designate will make the final determination of whether a real, potential, or perceived Conflict of Interest exists, and on the suitability of all preliminary or formal mitigation plans.

I acknowledge that it is my responsibility to ensure all those who need to be aware of the real, potential, or perceived Conflict(s) of Interest will be informed as soon as the Conflict(s) of Interest are recognized.

Applicant's Signature	Date

If applicable Graduate Studies & Research Dean or Designate	Signature	Date

Email this Form to: grad.studies@uregina.ca