• A Confirmation and Supervisory Panel (CSP) must be set up within 6 weeks of commencement. It is the joint responsibility of the student and supervisor(s) to ensure this occurs.

• Students should read the Department Policy on the CSP: Research Students Supervision (*included in induction packet*).

• To set up the CSP use the Members of Confirmation and Supervisory panel Form (*included in induction packet*).

• The CSP must meet once a year.

• For PhD students the first annual meeting is a Confirmation meeting. This has special duties. (*See Policy*)

• The School of Graduate Studies (SGS) Confirmation Form is sent directly to the student six months prior to confirmation due date.
  – Must be completed between 9 and 12 months after commencement.

• In subsequent years a SGS Progress report form is due once a year.

• Either the forms from SGS must be signed by all the Panel members, including non-supervisors OR the Department’s Annual Meeting Supervisory Panel Form (*included in induction packet*) must be completed in addition to the SGS form at every annual meeting.