



## PERMISSION TO TEACH (Sessional and Extra-Sessional)

<b>STUDENT INFORMATION:</b>		<b>Student Number:</b>	
<b>Given Name:</b>		<b>Family Name:</b>	
<b>Address: PLEASE ENSURE ADDRESS IN THE SSC IS CURRENT.</b>			
<b>Email:</b>	<b>Degree (e.g. PhD):</b>	<b>Program:</b>	

A Board of Governors appointment is required for a doctoral student to teach a Sessional or Extra-Sessional course. **Master's students are not eligible.** Please see <http://www.grad.ubc.ca/faculty-staff/policies-procedures/permission-teach> for information on employing graduate students.

According to UBC Board of Governors Policy #75, doctoral students must satisfy the following eligibility criteria in order to be appointed as a Sessional Lecturer:

- must have been admitted to candidacy
- must not be on financial hold due to outstanding tuition fees
- must not be on extension to time in program

Doctoral students may:

- teach undergraduate level courses only
- teach a maximum of six course credits per term, and a maximum of nine credits per Academic year (July 1 – June 30), or summer and winter terms combined

<b>Department Offering Course:</b>	
<b>Course Name, Number, and Section (e.g. ECON 101 L1A):</b>	
<b>Course Start Date:</b>	<b>Number of Credits:</b>

- The student has achieved candidacy      Date candidacy achieved: \_\_\_\_\_
- The student is not on financial hold
- The student is not on extension to time in program
- The course is an undergraduate course
- The number of credits to be taught does not exceed either of the maximums given above

If one or more of these cannot be ticked, **the Supervisor or Graduate Advisor must provide justification for requesting an exception** to Policy #75. Please attach a memo if the space below is not sufficient.

I give my permission for the above student to teach the course(s) listed above.

### Approval of Research Supervisor:

\_\_\_\_\_  
Signature    Name (please print)    Program    Date (yyyy/mm/dd)

### Approval of Graduate Advisor or Head of the Graduate Program:

\_\_\_\_\_  
Signature (must be different from above)    Name (must be different from above)    Program    Date (yyyy/mm/dd)

#### Graduate Studies use only:

\_\_\_\_\_  
Date of Approval    Signature of Associate Director (SAS) or G+PS clerk    Email notification sent by G+PS clerk