Office of the Dean and Vice-Provost Student Academic Services grad.ubc.ca | graduate.sas@ubc.ca

LEAVE OF ABSENCE		
STUDENT INFORMATION:		Student Number:
First Name:	Last Name:	<u>;                                    </u>
Email:	Degree (e.g. PhD, MA):	Program Name:
Please see <a href="http://www.calendar.ubc.ca">http://www.calendar.ubc.ca</a> Student Leaves of Absence.	a/vancouver/index.cfm?tree	e=12,204,341,191 for Senate policy V-302 Graduate
_	·	ernational Student Advising before pursuing a Canada, study permit and future plans.
<del>-</del>		supervision, while on a leave of absence may be bc.ca/faculty-staff/policies-procedures/leave-status
accompanied by a memo from the student Students must be in good financial standi	stating his/her reasons for recong in order to be granted a Lea	Il types of leave. Requests for leave must be questing a leave of absence.  ave of Absence, i.e. they may not be on financial hold would fully resolve the financial standing, a student
Type of Leave Requested (pick one). N	OTE: ALL information is req	լuired.
Parental A graduate student who is bearing a child of parental leave. Parental leave is normally I Tip: Students requesting a parental leave of	imited to 12 months per childb	
A graduate student who encounters a hea study is eligible for a leave for health reaso	olth problem that significantly in ons. Requests for a leave for he an providing primary care for t	ing primary care or Centre for Accessibility is attached. interferes with the ability to pursue his or her course of ealth reasons must be accompanied by appropriate the health problem or a letter from the Centre for .
☐ Professional Employer or activity	:	
•	•	order to <b>take a relevant work or professional</b> onal leave is normally limited to 12 months.
IMPORTANT: International students cann Student Guide for requirements to work i		ork during a leave of absence. Visit the International
of personal leave with the	ne student, and the student ha nal circumstances that signific	and graduate advisor have discussed the implications as provided reasons for requiring a personal leave. cantly interfere with the ability to pursue his or her mally limited to 12 months.
Leave to Pursue a Second Program		Duration:
		visor, a graduate student may apply for a leave of r a second program of study may exceed 12 months.
Dates requested: A leave will normally begin on the first day	of September, January, or Ma	ay and will be granted for a period of 4, 8, or 12 months.
Leave of absence requested from:	2. September, January, or Wild	to

REQUIRED: Copy of student's request for leave of absence, giving reasons for making the request.

Month

Year

Month

Year

## THE UNIVERSITY OF BRITISH COLUMBIA **Graduate and Postdoctoral Studies** Memo or email from student attached Yes

Leave Granted: 

1L

□ 1X

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grad.ubc.ca | graduate.sas@ubc.ca Leaves may have implications for student funding. Please discuss with student before approving the leave. Does student hold any awards? No Is the leave request within UBC policy? Maximum total duration of all leaves of absence allowed (except Leave to Pursue a Second Program of Study) is 24 months for doctoral students and 12 months for master's students. Health, professional, and personal leaves are each limited to maximum of 12 months for all students. Parental leave is limited to a maximum of 12 months per child for all students. Is the leave request being submitted **before** the date on which leave will start? | Yes No Is leave within student's maximum duration for each type of leave AND the maximum total duration? No. We are requesting an exception to policy V-302.2. If the answer is "No" to either one of these two questions, a memo from grad advisor is attached stating reasons for requesting an exception. By signing below, we confirm that we have read Senate Policy V-302.2. We understand that: Access to the University's facilities and resources (including faculty supervision), and to resources provided to students from outside UBC, is limited when students are on leave. Some resources may only be available under certain circumstances, while others may not be available at all. Students on leave are responsible for ensuring that they understand what resources will and will not be available to them. The student is expected to not undertake any academic or research work related to his/her program while on leave. Awards payments will be suspended until return from leave. There may be some exceptions for students on parental leave. See https://www.grad.ubc.ca/current-students/scholarships-awards-funding/award-holders-guide#leave from program Students may need to repay any awards or funding they may have received if the leave request is submitted after the start of the academic term in which the leave will begin. The student cannot hold student service appointments (TA, RA) or sessional teaching appointments while on leave. **Student Affirmation: Domestic Students** Signature Name (please print) Student number Date (yyyy/mm/dd) Student Affirmation: International Students Only (mandatory) In addition to the above five points, I confirm that I have read "Take time away from your studies" and I am aware of the implications of my leave of absence on my Canadian study permit and future post-graduation plans. Date (yyyy/mm/dd) Signature Name (please print) Student number **Confirmation and Approval of Supervisor:** Signature Name (please print) Program Date (yyyy/mm/dd) Confirmation and Approval of Graduate Program Advisor or Head of the Graduate Program: Date (yyyy/mm/dd) Signature (must be different from above) Name (must be different from above) Program **Graduate Studies use only:** Signature of G+PS Clerk Date of Approval □ 2L

New Program End Date:

□ 2X