

The Graduate Program in Cell and Developmental Biology

Supervisor on Leave

A specific responsibility of a graduate supervisor is to make arrangements to ensure continuity of student supervision when he or she will be absent for an extended period, *i.e.* two months or longer.

In these cases, supervisors must:

- Appoint an interim supervisor who is knowledgeable in the graduate student's area of research. This person will also serve as interim chair of the student's Advisory Committee.
- Stay in close contact with the Advisory Committee and follow the progress of the research.
- Stay in regular contact with the student through e-mail, telephone or web conferencing.

Please provide details of the arrangements that have been made to ensure adequate supervision for the duration of a sabbatical away from the University or other leave.

Name of Student: _____

Student #: _____

Name of Supervisor: _____

Dates of leave (from – to): _____

Name of interim Supervisor: _____

Specific arrangements made for continuity of supervision:

Supervisor's signature: _____

Date: _____

Interim Supervisor's signature: _____

Date: _____

Student's signature: _____

Date: _____

Please return completed form (scan or fax) to:

Peggy Faulkner
CELL Graduate Program Coordinator
cell.grad@ubc.ca
Fax: (604) 822-2316