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:

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

REVISED: July 2016