**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 to:

**[CELL Graduate Program Coordinator](mailto:cell.grad@ubc.ca%20)**

**cell.grad@ubc.ca**

**Fax: (604) 822-2316**

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