
Signature of Supervisor

Date

Signature of Graduate Program Director

Date

Signature of Department Head/Dean in Non-Departmentalized Faculty

Date

Please send the original to the Faculty of Graduate Studies ES 1010C and copies to:

- Each student listed above
- Each interim supervisor (if applicable)
- Graduate Program Director
- Dean's Office with Leave Application

All students must have continuity of supervision during any period of official leave of a supervisor in order to make provisions for:

- Continued academic advice, committee meetings, etc.
- Continued administrative advice including signing authority

It is the view of the Faculty of Graduate Studies that the Graduate Program Director is in the best position to ensure that these arrangements are established. To this end, this form has been provided for periods of leave to guarantee that explicit arrangements are made for each student – including the appointment of an interim supervisor, if necessary – and the transfer of signing authority.

- To make sure that all parties are informed of a leave, the current supervisor, each interim supervisor (if appointed), and each student listed must sign the form.
- The Graduate Program Director signs the form to approve the overall arrangements that have been made for the students affected by the leave.
- The Department Head or Dean signs the form as part of the leave application approval.
- The Faculty of Graduate Studies receives the original form after all signatures have been obtained in order to track and record supervisory arrangements. This is with the exception of students in the Interdisciplinary Graduate Program (IGP), in which case the form requires Faculty of Graduate Studies' approval.

Before the leave commences, the supervisor, the interim supervisor (if applicable), the student and the Graduate Program Director, must decide where various responsibilities lie. A written record of the decisions must be kept at the Program Level.

It must be noted that the participation of the supervisor at an oral examination is non-delegable. The supervisor must make arrangements to participate in the oral examination (candidacy or final oral) of his or her student if the examination occurs during the period of leave. The Dean may approve a recommendation that the supervisor on a research and scholarship leave participate during an oral examination electronically, by teleconference or videoconference.

This information is collected under the Freedom of Information & Protection of Privacy Act (FOIP). It is required to ensure continuing supervision of graduate students during a supervisor's leave of absence from campus. Questions about the collection and use of this information may be directed to the FOIP Advisor, Faculty of Graduate Studies, University of Calgary, Calgary AB, T2N 1N4 or phone (403) 220-4938.