Graduate Supervision during Sabbatical Fellowships and Other Periods of Leave

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

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

It is the view of the Faculty of Graduate Studies that the Graduate Coordinator is in the best position to ensure that these arrangements are established. To this end, a 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 sabbatical or other period of leave, the current supervisor, each interim supervisor (if one is appointed), and each student listed must sign the form.
- The Graduate Coordinator signs the form to approve the overall arrangements that have been made for the graduate students affected by the leave.
- The Department Head, Graduate Program Head, or Dean of a non-departmentalized faculty signs the form as part of the leave application approval.
- The Faculty of Graduate Studies receives a copy of the 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 approval of the appropriate Associate Dean in the Faculty of Graduate Studies.

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

It must be noted that the attendance of the supervisor at an oral examination is non-delegable. The supervisor must make arrangements, if necessary at his or her personal expense, to attend the oral examination (candidacy or final oral) of his or her student if the examination occurs during a period of leave.

Sabbatical Forms, including the Graduate Studies approval form, are available on the Human Resources website at [http://www.ucalgary.ca/UofC/departments/HR/forms/index.html](http://www.ucalgary.ca/UofC/departments/HR/forms/index.html).