



For International Graduate Students: To see how applying for a Leave of Absence may affect your status as a student with Immigration, Refugees and Citizenship Canada, please seek guidance with an International Student Advisor at the International Centre <http://umanitoba.ca/international/> prior to completing an application with your department/unit.

Regular Leave

A regular leave is intended to allow students to meet responsibilities/plans related to family, travel or employment and circumstances not covered by the parental or exceptional leaves. At the student's request, the Head of the unit may recommend to the Dean of the Faculty of Graduate Studies that a student be granted a leave of absence for a period of time not to exceed one year. While on a regular leave of absence, a student is not expected to conduct study and/or thesis research work. A student on a regular leave of absence is required to maintain continuous registration. A student on a regular leave of absence will not be assessed program fees, if any are owing, during the period of the leave; however, the appropriate continuing fee will be assessed. Any program fees deferred as a result of a regular leave will be assessed when the student returns from leave. A regular leave of absence status does not extend time limits as outlined in Faculty of Graduate Studies regulations.

Note: At the time of approval of an application for leave, the procedures for the return of the student to the unit at the completion of the leave must be stipulated.

Fees: The continuing fee in effect at the time of the granting of the leave will be levied. However, if the student returns from leave in January, the normal tuition fee will be levied less the continuing fee already paid.

Parental Leave

A graduate student who is expecting a child or who has primary responsibility of the care of an infant or young child immediately following a birth or adoption of a child is eligible for parental leave. The request should be made through the unit, to the Faculty of Graduate Studies for a period of time not to exceed one year. Supplemental documentation should support the requested dates of the leave. Parental leaves must correspond with the start and end of (an) academic term(s). While on leave of absence for parental reasons, a student is not permitted to maintain study and/or thesis research work. The leave period is not included in the time period allowed for completion of the degree.

Note: At the time of approval of an application for leave, the procedures for the return of the student to the unit at the completion of the leave must be stipulated.

Fees: Students are not expected to pay fees for the term in which they have been granted a parental leave. Upon return from the parental leave students will be assessed fees as determined by the Registrar's Office.

Exceptional Leave

In exceptional circumstances for medical or compassionate reasons (e.g. the need to care for an ailing family member), at the request of the student the Head of the unit may recommend to the Dean of the Faculty of Graduate Studies that a student be granted an exceptional leave of absence for a period of time not to exceed one year. Supplemental documentation should support the requested dates of the leave. Exceptional leaves must correspond with the start and end of (an) academic term(s). While on an exceptional leave of absence, a student is not permitted to maintain study and/or thesis research work, and is not required to maintain continuous registration, nor pay tuition fees. In addition, the leave period would not be included in the time period allowed for the completion of the degree. This leave is not intended to cover circumstances related to travel, employment or financial concerns.

Note: At the time of approval of an application for leave, the procedures for the return of the student to the unit at the completion of the leave must be stipulated.

Fees: Students are not expected to pay fees for the term in which they have been granted an exceptional leave. Upon return from the exceptional leave, students will be assessed fees as determined by the Registrar's Office.

Awards & Leave of Absence

Students granted exceptional leave will retain the full value of a University of Manitoba Graduate Fellowship or other award whose terms and conditions are established by the Faculty of Graduate Studies. Such an award will be suspended at the onset of the leave and reinstated at the termination of the leave period (4 to 12 months) provided that the student returns to full time study at that time.

Students on an approved parental leave will have their UMGF extended for the time of the parental leave, normally not to exceed one year.

Note: Other awards will be paid according to the conditions established by the donor or granting agency.



Part A | Student Information

Name (LAST, First) _____ Student Number _____

Street _____ City _____ Province/State _____ Postal/Zip Code _____

Student@myumanitoba.ca Email _____

Department/Unit _____

Program of Study Master's Ph.D. Diploma

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Part B | Leave Request Information

Leave requested from _____ to _____

*(Beginning and end of leave **must** coincide with the start of a term - e.g. September - December, January - April, May - August)*

- | | | |
|-------------------------|-------------------|---|
| Type of Leave Requested | Regular Leave | <i>(Attach further statement or other information in support of request)</i> |
| | Parental Leave | <i>(Attach supplemental documentation that supports the requested dates of the leave)</i> |
| | Exceptional Leave | <i>(Attach supplemental documentation that supports the requested dates of the leave)</i> |

- Note:**
- **Regular Leave:** Does not extend time limits as outlined in the Faculty of Graduate Studies regulations. Registration must be retained.
 - **Parental Leave:** The leave period is not included in the time period allowed for the completion of the degree. Registration is removed.
 - **Exceptional Leave:** The leave period is not included in the time period allowed for the completion of the degree. Registration is removed.

I will / did not work (i.e. coursework, research, write thesis) on my degree program during the dates of my requested leave.

Notice Regarding Collection, Use, and Disclosure of Personal Information by the University

Your personal information is being collected under the authority of *The University of Manitoba Act*. The information you provide will be used by the University for the purpose of determining your eligibility for a leave of absence, to administer your leave of absence (if approved), and for communication. Your personal information will not be used or disclosed for other purposes, unless permitted by *The Freedom of Information and Protection of Privacy Act (FIPPA)*. If you have any questions about the collection of your personal information, contact the Access & Privacy Office (tel. 204-474-9462), 233 Elizabeth Dafoe Library, University of Manitoba, Winnipeg, MB, R3T 2N2.

Student Signature _____ Date _____
(MM/DD/YYYY)

Advisor Signature _____ Date _____
(MM/DD/YYYY)

Co-Advisor Signature _____ Date _____
(if applicable) *(MM/DD/YYYY)*

Department/Unit Approval _____ Date _____
(MM/DD/YYYY)

Note: *It is the Department/Unit's responsibility to ensure the student's space and advisorship are in place upon the student's return to the program.*

Part C | Office Use Only

Leave granted from _____ to _____

New deadline for completion of degree requirements: _____