



School of Nursing
University of Victoria
PhD Program

LEAVES OF ABSENCE WITH PERMISSION, WITHDRAWAL FROM GRADUATE PROGRAMS AND DEFERRALS

A. LEAVES OF ABSENCE WITH PERMISSION

Leaves of absence are available to students for a variety of reasons or circumstances after completion of a minimum of one term. Normally, tuition fees are not assessed during leaves. While students are on a leave, all supervisory processes are suspended as students are normally expected, and may be required, not to be involved in any academic or research work during the period of the leave. Additionally, students may not use any of the University's facilities during the period of the leave. All leave arrangements must be discussed as early as possible with supervisors so that appropriate adjustments can be made prior to the beginning of the leave. Leaves of absence are normally granted in 4-month blocks, to coincide with the usual registration terms. Short-term leaves of less than one term should be managed with the student's academic unit.

There are five types of leaves of absence:

1. Personal Leave
2. Parental Leave
3. Medical Leave
4. Compassionate Leave
5. Leave with Permission of the Dean

Students granted parental, medical or compassionate leave, or leave with permission of the Dean will retain the full value of a University of Victoria Graduate Fellowship or other award whose terms and conditions are established by the Faculty of Graduate Studies. Such awards will be suspended at the onset of the leave and reinstated when the student reregisters. Other awards will be paid according to the conditions established by the donor or granting agency.

A Graduate Academic Concession form is required to request Parental, Medical or Compassionate leave is available [online](#).

1. PERSONAL LEAVE

Students who are not on approved program extensions may take leaves for personal reasons. Students planning to take personal leave must inform their supervisor in writing in advance of the planned absences, and make appropriate arrangements for care of ongoing research projects if necessary before initiating personal leaves through the UVic portal. The deadline for students to register in a personal

leave is the 100% fee reduction date for registration each term. Procedures for taking a personal leave are available [online](#). The time taken for personal leave will be counted toward the maximum time allotted to degree completion. All program requirements, academic unit expectations and deadlines will remain the same.

- Students in **Doctoral degree programs** may take a maximum of 6 terms within the maximum 7-year period allowed.
- Students in **regular Master's degree programs** may take a maximum of three terms within the maximum 5-year period allowed.
- Students in approved **one-year master's programs** may take only one term of personal leave unless a second term of leave has been approved by the Dean of Graduate Studies.
- Students enrolled in **Diploma programs** may take a maximum of two terms of personal leave.
- Students enrolled in **Diploma and Certificate** programs are entitled to one term of personal leave but may take further terms of personal leave with the approval of the program. Students must be mindful of the overall time limits for completion (see [Time Limits](#)).

2. PARENTAL LEAVE

A graduate student who is bearing a child, and/or who has primary responsibility for the care of a child immediately prior to or following birth or an adoption is entitled to request parental leave. Parental leaves may be granted for a minimum of one term (four months) to a maximum period of three terms (12 months). Requests should be submitted to Graduate Admissions and Records via a completed Graduate Academic Concession form. This type of leave period is not included in the time period for completion of the degree, and deadlines will be adjusted accordingly. All other program requirements and academic unit expectations will remain the same.

3. MEDICAL LEAVE

Graduate students are entitled to request medical leave. Students should submit their request via a completed Graduate Academic Concession form to Graduate Admissions and Records. This type of leave period is not included in the time period for completion of the degree, and deadlines will be adjusted accordingly. All other program requirements and academic unit expectations will remain the same.

For information on applying for a leave of absence for reasons associated with a disability, contact the Centre for Accessible Learning at 250-472-4947 or infocal@uvic.ca.

4. COMPASSIONATE LEAVE

Students suffering personal or family affliction may take a leave of absence for compassionate reasons. Such leaves may normally be granted up to a maximum of three terms. Students requiring additional time after three terms may wish to withdraw officially or request a personal leave (see Personal Leave) from the Faculty of Graduate Studies. Students should forward their requests and appropriate documentation (see below) to the Graduate Admissions and Records Office. This type of leave period is not included in the time period for completion of the degree, and deadlines will be adjusted accordingly. All other program requirements and academic unit expectations will remain the same.

Documentation required: a completed 'Leave of Absence with Permission Request' form stating the required duration of the leave, a letter from the student outlining the circumstances and written acknowledgement from the student's supervisor and the graduate advisor (usually through signature on the Leave of Absence request form). Students are advised not to include any documents containing sensitive personal information.

5. LEAVE WITH PERMISSION OF THE DEAN

Leave with Permission of the Dean is granted at the sole discretion of the Dean of Graduate Studies in cases where the Dean has been notified by a supervisor, graduate advisor, chair, director or other University, health or civil authority that a student is required to suspend their studies but is not able to apply personally for a leave due to illness, affliction or some other circumstance. This type of leave period is not included in the time period for the completion of the degree and deadlines will be adjusted accordingly. All other program requirements and academic unit requirements will remain the same. Documentation may be required by the Dean of Graduate Studies depending on the attendant circumstances.

B. WITHDRAWALS FROM GRADUATE PROGRAMS

There are three types of withdrawals:

1. Official Withdrawal
2. Withdrawal Without Permission
3. Withdrawal for Failing to Meet Academic Standards

1. OFFICIAL WITHDRAWAL

After completion of a minimum of one term, students who wish to withdraw indefinitely from their program in the Faculty of Graduate Studies must submit a written request to the Dean and send the request to the Graduate Admissions and Records Office. A supporting memo from their supervisor (or graduate adviser if there is no supervisor) should accompany the request. The notation "Officially Withdrawn" will be placed on their permanent record. Should a student return to the program, the time spent "Officially Withdrawn" is not counted as part of the normal time allowed for completion of their program (see [Time Limits](#)). Students who have outstanding fees cannot be officially withdrawn.

Readmission is not guaranteed and requires the approval of both the academic unit concerned and the Faculty of Graduate Studies. Readmission does not guarantee that any courses or fee installments from the terminated program will be transferred to the reactivated program. Upon readmission, any courses from the abandoned program will be reviewed and may be transferred to the new or reactivated program on the recommendation of the academic unit and approval from the Dean of Graduate Studies.

The first step in re-establishing a program of study is to examine the work that has been done previously in order to determine whether it still provides a foundation for the research in the field at the time of re-admission and to establish what is needed to ensure currency and comprehensiveness of knowledge. Completed courses which are more than 10 years old are considered to be out of date.

2. WITHDRAWAL WITHOUT PERMISSION

Students who withdraw without permission prior to reaching the maximum time limit for their graduate degree program are considered to have abandoned their program. Students who wish to have their abandoned program reactivated must complete an application for reinstatement through the online My UVic Application system. A reinstatement application fee will be assessed.

Readmission is not guaranteed and requires the approval of both the academic unit concerned and the Faculty of Graduate Studies. Readmission does not guarantee that any courses or fee installments from the terminated program will be transferred to the reactivated program. Upon readmission, any courses from the abandoned program will be reviewed and may be transferred to the new or reactivated program on the recommendation of the academic unit and approval from the Dean of Graduate Studies.

The first step in re-establishing a program of study is to examine the work that has been done previously in order to determine whether it still provides a foundation for the research in the field at the time of re-admission and to establish what is needed to ensure currency and comprehensiveness of knowledge. Completed courses which are more than 10 years old are considered to be out of date. In all cases the time spent "Withdrawn Without Permission" will be counted as part of the total allowable time to degree completion.

3. WITHDRAWAL FOR FAILING TO MEET ACADEMIC STANDARDS

A student whose dissertation, thesis or project is not progressing satisfactorily, or who otherwise fails to meet academic standards, will be withdrawn from the Faculty of Graduate Studies. Normally, such students will not be eligible for re-admission to any graduate program in the Faculty of Graduate Studies. Such withdrawals require approval by the Dean of Graduate Studies, and departments may consult with an Associate Dean of Graduate Studies where a withdrawal for failure to meet academic standards is being considered. Withdrawals may not be initiated by a department while a student is on an approved leave of absence.

C. DEFERRALS

A student admitted to the **PhD program** will not be allowed deferral into the program if requested. In the event that a student is unable to accept the offer into the PhD program in the year it is offered, the student will be invited to reapply for the next admission date.