THE UNIVERSITY OF BRITISH COLUMBIA

Vancouver Senate Academic Policy Committee
c/o
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September 25, 2009

To: Vancouver Senate

From: Academic Policy Committee

Re: **Graduate Student Vacation Policy (approval)**

a. Graduate Student Vacation Policy (approval) (circulated)

The Academic Policy Committee has reviewed and recommends for approval the proposed calendar entry on Graduate Student Vacation Policy. Under the new policy, graduate students are entitled to three weeks of vacation per academic year. Vacation entitlement will be prorated for the portion of the year a student is registered. The duration and timing of vacation and request for additional vacation time are subject to prior approval by the student's supervisor and any faculty member providing Graduate Research Assistantship (GRA) funding.

Motion: *That Senate approve the proposed calendar entry on Graduate Student Vacation Policy.*

Respectfully submitted,

Dr. Paul Harrison
Chair, Academic Policy Committee

UBC Calendar Proposal Form

Faculty: Graduate Studies **Faculty Approval Date: May 7, 2009** **Effective Session: for immediate Calendar publication** **Year for Change: 2009**	**Date: April 28, 2009** **Contact Person: Jim Thompson** **Phone: 7-5546** **Email: jim.thompson@ubc.ca**
URL: http://www.students.ubc.ca/calendar/index.cfm?tree=12,204,342,0 **Proposed Calendar Entry:** **Graduate Student Vacation Policy** Graduate students are entitled to three weeks of vacation (15 working days) from their academic obligations per academic year . • For the purpose of calculating vacation allotments, the academic year means the period of time from September 1 to August 31 of the following year. • Any vacation time taken during the period between the Christmas and New Year statutory holidays is not debited from the three-week vacation allotment. • Vacation allotments will be prorated for the portion of the year in which a student is registered. • Vacation leave will not interrupt disbursement of student stipends or merit-based student financial assistance. • There will be no vacation pay in lieu of any vacation time not taken. • The exact duration and timing of any vacation, including extensions of vacation, are subject to prior approval by the student's supervisor and by any faculty member providing the student with Graduate Research Assistantship (GRA)	**Type of Action:** Create Vacation Policy for graduate students. Entry to appear under **Faculty of Graduate Studies, Academic Regulations**, new entry be created below **"Academic Record"** **Rationale:** 1. There is currently no policy regarding student's vacation time entitlement. This policy is intended to set reasonable expectations for both students and supervisors about vacation provisions for graduate students. 2. This policy is also necessary because Tri-Council agencies rely on the individual university's regulations regarding vacation entitlement for graduate student award recipients. 3. UBC remains the only major university in Canada without a formal vacation policy for graduate students. This policy is not intended to hinder flexibility of arrangements between students and their supervisors.

funding. Vacations must be arranged so that there is minimal impact to the student's research and other obligations to the University. • This policy does not affect a student's employment as a Graduate Teaching Assistantship (GTA) or Graduate Academic Assistantship (GAA). This policy does not affect any vacation or leave provisions specified in the collective agreement for GTA positions. • Attendance at academic conferences shall not be considered vacation time. • Student vacation requests within these guidelines will not be unreasonably denied. • Should a conflict arise between a student's vacation request and a supervisor's expectations, the Graduate Program Advisor will make a final determination.	