



OFF CAMPUS REQUEST FORM

Name: _____ Department: _____

Supervisor: _____ Degree: _____

Date of Departure: _____ Date of Return: _____

Reason you will be away from campus:

Research Activities Attending a Conference Vacation Medical*

Other: _____

Do you have TA responsibilities during this period? Yes No

Course name and number: _____

Instructor: _____

If yes, what coverage have you arranged? Please explain:

If you are participating in **Research Activities**, please provide a brief description:

Emergency Contact

Name: _____ Phone Number: _____

Signature of Student Date

Signature of Supervisor Date

Signature of Course Instructor Date
(if applicable)

**For medical leaves, you are required to provide medical documentation to your home department supporting your request.*

**SUBMIT THIS FORM TO YOUR GRADUATE COORDINATOR
FORMS MUST BE COMPLETED 1 WEEK PRIOR TO DEPARTURE**

Vacation

Full-time graduate students are expected to be active in the program for all three terms of the university year. In addition to statutory holidays and the week-long closing of the University from late December until early January, normal vacation entitlement is two weeks of vacation during the year, to be scheduled by mutual agreement between graduate student and advisor or supervisor or graduate chair, as appropriate. In the Faculty of Engineering, we require the completion of this form and submission to the student's home department.

Attending a Conference

When attending a conference related to your research for any length of time, please include the Name and Location of the conference. Speak with your supervisor prior to registering to ensure both you and your supervisor are in agreement regarding expenses and time away from your research.

Research Activities

If you will be away from campus for more than 14 days conducting research activities outside of Western, please include a brief description of the type of activities you will participate in, the name of the facility (university, industry partner, laboratory, etc.), and the location.

Leave of Absence

Students who are on a leave of absence are not recognized as active students and therefore are not covered by University liability insurances. They are expected to be away from normal graduate student activities, including research, writing, coursework, lab work and studying. Moreover, because of liability issues, students do not have approval to partake in various activities while on leave; for example, data collection, conferences, and any other University sponsored event. Students may not submit their thesis while on a leave of absence.

Students may apply for a leave of absence by completing an online request via the [Graduate Student Web Services Portal](#). The request is then reviewed by the Graduate Program. If approved by the Program, it is reviewed by the School of Graduate and Postdoctoral Studies for final approval.

Medical

Graduate students may apply for a medical leave by providing a Medical Certificate completed by a health care practitioner. This Medical Certificate must be submitted to your home department, in addition to the online request form.

Pregnancy/Parental Leave

Pregnancy/Parental Leave is intended to recognize the need for leave at the time of pregnancy, birth or adoption, and to permit a pause in studies in order to provide full-time care in the first year of parenting a new child. Either parent may request up to three terms of leave, which must be started within twelve months of the date of birth or custody.

Compassionate

Graduate students may apply for a compassionate leave for care and support of a seriously ill family member. This leave is not intended to cover circumstances related to travel, employment or other financial concerns.