

Graduate Program in Economics

POLICY ON ACADEMIC LEAVES

- The Graduate Program in the Department of Economics is a full-time program, and in the absence of a valid reason students are expected to be in the Department during the entire academic year that goes from September 1 to June 30 and that includes all exam periods, both at the undergraduate and the graduate level.
- Valid reasons include spending research time at other academic institutions in the context of a student's academic training (something the PhD program very much encourages) or a medical problem.
- A student who wishes to take a leave of more than 5 days should:
 - Send an email to the PhD Director and to the student's advisor (with copy to the PhD Secretary) explaining the reasons for the planned leave and the dates of the leave.
 - Get approval from both the PhD Director and the student's advisor.
- If the leave is planned (e.g., research visit), the student should ask for the leave sufficiently in advance. If the leave is unplanned (e.g., medical problem), the student should still send an email to the Director of the PhD program and to his/her advisor (with copy to the PhD Secretary) explaining the reasons for the unplanned leave and the dates of the leave.
- The criteria used in evaluating academic leaves include, amongst others, the academic interest of the leave, the student's progress, and the student's standing in terms of teaching and other Departmental duties. Students who wish to take a leave during the regular class period improve their chances of getting approval if they have accumulated teaching and other duties in the past.
- Nonacademic leaves are dealt with on a case by case basis.
- Absences that are not communicated or are not approved will affect a student's funding and his/her standing in the Department.

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