

RAIC Syllabus Program

Policy Title: Leave of Absence Policy

Revision History

Issued Date	Review Date	Approved Date	Approved By
June 23, 2017	June 26, 2017	June 26, 2017	Don Ardiel
	September 5, 2017	September 5, 2017	Don Ardiel
	October 24, 2018	October 24, 2018	Brynne Campbell
	February 5, 2019	April 1, 2019	Don Ardiel

Summary

The purpose of the February 5, 2019 revision to the RAIC Syllabus Leave of Absence Policy is to reflect national and provincial regulations and contemporary attitudes on family compassionate, pregnancy, maternity, and parental leaves.¹ The RAIC Syllabus Program acknowledges the realities and changes of a student's life commitments during this extensive learning path.

Educational Leave of Absence

Purpose

The purpose of the Educational Leave of Absence policy is to provide a consistent framework for a student to temporarily suspend studies and then re-enter the Syllabus program in good standing.

A student may, in writing, request the RAIC Syllabus Director to grant an Educational Leave of Absence from studies according to leave types listed below.

- Parental Leave
- Family/ Compassionate Leave
- Personal Emergency/ Medical Leave
- Administrative Leave
- Financial Hardship/ Loss of Employment

¹ Government of Canada. "Employment Insurance maternity and parental benefits." <https://www.canada.ca/en/employment-social-development/programs/ei/ei-list/reports/maternity-parental.html>, 2019-01-18 (accessed 2019-03-21).



Conditions

The following conditions apply to an Educational Leave of Absence:

1. During the Leave of Absence from studies, a student is not permitted to participate in Syllabus Program design studio activities with the exception that the Student may attend design studio group critique sessions as a guest.
2. Students may continue their studies with Athabasca University. AU transcripts may not be submitted to the Syllabus Program office. It is the student's responsibility to follow the Syllabus Program curriculum sequence chart even during an Educational Leave of Absence.²
3. Neither Syllabus transcripts nor work experience records will be updated.
4. Students who are working and accruing qualified experience hours must continue to record work experience hours and submit experience books during the leave of absence. However, students are required to pay an administrative fee upon submission of each book. Work experience books may also be submitted upon return to the Syllabus Program, however submitted books will be treated as late submissions.³ Policies regarding the late submission of work experience books will apply.⁴
5. Work experience hours accumulated during a leave of absence will be treated as back logged hours. The policies and rules regarding backlogged hours will apply.⁵
6. During an Educational Leave of Absence a Student is exempt from all RAIC Syllabus administrative and course fees as applicable.

Duration of the Educational Leave of Absence

A student may take a leave from studies for up to three (3) years, dating from the last completed course, either theory or design studio.

A leave of absence that extends to between four (4) to ten (10) years inclusive, is subject to an annual application for extension. A student who does not submit an application for extension after the 4th year will be required to reapply to enter the program.

² Please refer to the Syllabus Curriculum Sequence Chart available online: Royal Architectural Institute of Canada. "Curriculum Sequence Chart." <https://raic-syllabus.ca/curriculum-sequence-chart> (accessed 2019-03-21).

³ Please refer to the RAIC Syllabus Fees information available online: Royal Architectural Institute of Canada. "Fees, Payment Schedule & Allocation of Expenses." <https://raic-syllabus.ca/fees-payment-schedule-allocation-expenses> (accessed 2019-03-21).

⁴ Please refer to the Submission and Enforcement of Architectural Experience Policy, published August 2, 2017. Royal Architectural Institute of Canada. "Submission and Enforcement of Architectural Experience." <https://raic-syllabus.ca/submission-and-enforcement-architectural-experience> (accessed 2019-03-21).

⁵ Ibid.

Re-entering the Syllabus Program from an Educational Leave of Absence

A student must notify the Registrar in writing of their intent to resume studies and pay applicable fees. For information on Fees, Payment Schedule & Allocation of Expenses please refer to the Syllabus Fees webpage.⁶

The following conditions apply to an Education Leave of Absence:

A student who returns to the Program within the three (3) year period may resume studies from the point of the last completed courses. A student may not resume a partially completed course.

A student who applies to re-enter the Program in the four (4) to ten (10) year period is subject to a review of their academic performance and program requirements. The assessment may result in the student being required to take additional courses to prepare for Program re-entry at the same point at which the Leave of Absence was granted.

If a request for extension is not received within twelve (12) months of either the end of the three (3) year Leave of Absence period or a previous application for extension, the student is deemed to have left the Program.

A leave of absence of more than ten (10) years does not qualify an individual to retain student status or re-enter the program from the point at which they terminated their studies. A Student would be required to submit a new application to enter the program. Advanced standing for successfully completed past Syllabus courses may or may not be granted.⁷ Each application for advanced standing would be reviewed on an individual basis. The reason for the individual review is that in the 10-year period, many courses will have been updated to the point where revised learning objectives and new content would have substantially change expectations.

⁶ Please refer to the RAIC Syllabus Fees information available online: Royal Architectural Institute of Canada. "Fees, Payment Schedule & Allocation of Expenses." <https://raic-syllabus.ca/fees-payment-schedule-allocation-expenses> (accessed 2019-03-21).

⁷ Students who would like to resume studies must apply for credit (Advanced Standing) of previously completed RAIC Syllabus courses. Please refer to the policies on Credit Assessments and Studio Advanced Standing. Royal Architectural Institute of Canada. "Credit Assessments: Theory, History and Technical Courses." <https://raic-syllabus.ca/credit-assessments-theory-history-and-technical-courses> (accessed 2019-03-21). Royal Architectural Institute of Canada. "Studio Advanced Standing." <https://raic-syllabus.ca/studio-advanced-standing> (accessed 2019-03-21).

Work Experience Leave of Absence

Purpose

The purpose of the Work Experience Leave of Absence policy is to provide a consistent framework for a student to temporarily suspend work experience requirements while continuing their studies.

A student may, in writing, request the RAIC Syllabus Director to grant a Leave of Absence from work experience according to leave types listed below.

- Parental Leave
- Family/ Compassionate Leave
- Personal Emergency/ Medical Leave

The following conditions apply to a Work Experience Leave of Absence:

1. During the Leave of Absence from work experience, students may continue their studies.
2. Work experience may not be accrued, and any work experience hours submitted during the Work Experience Leave of Absence will not be entered into the work experience log.
3. During a Leave of Absence from work experience a student is required to pay all RAIC Syllabus administrative and course fees as applicable.

Duration of the Work Experience Leave of Absence

A student may take a leave from work experience for a maximum of eighteen (18) months. If the student does not re-enter employment under the supervision of an architect, the student is required to apply for an Educational Leave of Absence. All conditions of an Educational Leave of Absence apply.

A student may apply for a second Work Experience Leave of Absence following an initial leave if a circumstance different from the first leave occurs. As an example, a Work Experience Leave of Absence is granted to a student for parental leave for a first child and a second leave may be granted for a second child.

Re-entering the Syllabus Program from a Work Experience Leave of Absence

A Student must notify the Registrar in writing of their intent to resume employment under the supervision of an architect. If the student has changed employers and/or mentor, confirmation of the changed employer or mentor must be submitted.

A Student who returns to their work experience within the eighteen (18) month period will not be penalized for a break in their work experience record requirements.

