

**SABBATICAL LEAVE – EDUCATION**

**APPLICATION FORM**

**PART ONE: to be completed by the applicant**

*Please note this scheme is very competitive and it is essential that your application is peer reviewed within your College/Institute*

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| **Date of application** |  |
| **Name of applicant** |  |
| **Department and College** |  |
| **Position** |  |
| **Date appointed** |  |
| **Dates of previous Sabbatical Leave** Please state whether this was research, education of professional leave |  |
| **Duration of Sabbatical Leave - Education requested** |  |
| **Dates of Sabbatical Leave - Education requested** |  |
| **If the Sabbatical Education Leave period is to be financed by an external source (rather than your College) please detail the source and funds to be provided** |  |

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| **Please provide a full programme of work below (3 pages only and no attachments) detailing:**1. aims
2. methods
3. benefits
4. activities
5. deliverables

For d) and e) please provide a clear timescale for each element using the template below |
| **Timescales** | **d) Activity** | **e) Deliverable** |
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| **Please detail below how the education leave and your intended programme will further your professional development (200 words)** |
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| **How will the research detailed in this application contribute to (i) research outputs; (ii) demonstrating socio-economic, policy and/or cultural impact; and (iii) contributing to the research environment? (100 words each)** |
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PART TWO: **to be completed by the applicant’s Head of Department**

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| **Do you fully support this application for Sabbatical leave? If not, please explain** |
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| **Please outline below the consequences for your Department should Education Leave be granted.**  |
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| **Head of Department** |  |
| **Date** |  |

***All applications (both supported and unsupported) to be sent to Linda Hazell, Planning & Policy for monitoring; all applications will be forwarded to Vice-Dean Research and Institute Director (where appropriat*e).**

PART THREE**: to be completed after College Panel**

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| **Do you fully support this application for Sabbatial leave? If not, please explain** |
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| **How do the research outputs listed above relate to the College/Institute Research Plan?** |
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| **Please explain how the period of education leave will further the professional development of the applicant and how this relates to the College/Institute strategy on staff development** |
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| **College Panel Representative** |  |
| **Date** |  |

Unsupported applications should be discussed with the applicant as soon as possible, giving appropriate feedback

**PART FOUR: To be completed by College Management Board**

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| **Do you fully support this application for Sabbatical leave? If not, please explain** |
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| **College Management Board Representative** |  |
| **Date** |  |

***All applications should be sent to Linda Hazell, Planning & Policy for issue of confirmation letters/monitoring purposes.***