

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

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 Leave requested	
If the period of education leave period is to be financed by an external source (rather than your College) please detail the source and funds to be provided	
<p>Please provide a full programme of work below (maximum of 3 pages only and no attachments) detailing:</p> <ul style="list-style-type: none"> a) aims b) methods c) benefits d) activities e) deliverables 	

For d) and e) please provide a clear timescale for each element using the template below

Timescales	d) Activity	e) Deliverable

Please detail below how the period of education leave and your intended programme will further your professional development (200 words)

Please explain how the period of Education Leave will further your professional development and how this relates to the College's/Departmental education strategy.

PART TWO: to be completed by the applicant's Head of Department

Do you fully support this application for Sabbatical leave? Please give brief reasons why/ why not.

Please outline below any anticipated impact (e.g. resourcing) for your Department should Sabbatical Leave - Education be granted, together with brief recommendations for mitigation

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 Education.

PART THREE: To be completed after College Management Board Panel

Do you fully support this application for Sabbatical leave? If not, please explain	
Please explain how the period of Education Leave relates to the College's education strategy.	
Please explain how the period of Sabbatical Leave - Education will further the professional development of the applicant and how this relates to the College/Institute strategy on staff development	

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

Do you fully support this application for Sabbatical leave? If not, please explain

College Management Board Representative	
Date	

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