# APPLICATION FOR ACADEMIC STUDY LEAVE

(Please use a separate sheet where necessary and attach any relevant supporting documentation)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| NAME: | GRADE: | | DATE OF APPOINTMENT: | |
| COLLEGE/SCHOOL: | | | | |
| Dates of any previous period of study leave: | | From | | To |
|  | |  |
|
| Dates/Duration of study leave requested: | | From | | To |
|  | |  |
| Purpose of Study Leave: | | | | |
| Details of any expenditure likely to be incurred: | | | | |
| Arrangements for funding expenditure: | | | | |
| If the Study Leave is to be financed by an external source, please attach details | | | | |
| Benefits expected to be derived by the applicant, the school and the University: | | | | |
| Brief description of the work to be undertaken: | | | | |
| Expected outcomes of the work to be undertaken, and the timescale: | | | | |
| If the work relates to the School’s research plan, please give details: | | | | |
| Details of how all the commitments of the applicant will be covered: | | | | |

Signature of Applicant …………………………………………...…... Date …………………………..

**Approval by Vice-Chancellor/Senior Pro-Vice-Chancellor/Head of School:**

I approve the above application for Academic Study Leave and am satisfied with the arrangements proposed for covering the duties of this member of staff

Signature of Vice-Chancellor/Senior Pro-Vice-Chancellor/Head of College

…………………………………………………………..……………….. Date ………………………….

cc Director of Human Resources