

Policy

Title: STUDY& RESEARCH LEAVE FOR ACADEMIC STAFF

Ref: HR/RT/Version 1

Last updated: 1 December 2008

THIS POLICY IS THE LATEST VERSION & SUPERSEDES ANY OTHER POLICY THAT YOU MAY HAVE IN YOUR TERMS & CONDITIONS BOOKLET

1. Introduction

Members of academic staff who have been in post for three years or more may apply for study/research leave for the purpose of furthering research or other study related to their duties in the University. This policy is not applicable to research staff.

The study/research leave provision is a maximum of one semester in every four years of service. Such leave may not normally be carried over from one 4-year period to the next. An application setting out the purpose of the leave requested must be submitted well in advance of the proposed leave period (and in sufficient time to allow for any consequent planning adjustments to be made) to the Head of School who will comment on the research or the study proposed, comment on the implications for the School bearing in mind that no additional funding will be made available and indicate support or otherwise for the proposed leave.

If research/study leave is approved the member of staff will be informed accordingly. Such leave will normally be on full pay although the University may, in certain circumstances, require a less generous financial arrangement.

If leave is not approved the member of staff concerned will be notified of the reasons why leave cannot be granted at that time. A Deputy Vice-Chancellor will consider an appeal in exceptional circumstances.

You may, with the approval of your Head of School/Department and of Senate, register for a higher degree. If approved, you will be required to pay the appropriate fees laid down in the regulations. Further information may be found in the University Calendar.

2. Special leave of absence

Special leave of absence may be granted to members of the academic staff to enable them to accept temporary appointments elsewhere or to carry out a piece of research, or other study related to their duties in the University. Such leave will not normally exceed two years.

Special leave of absence will not be regarded as services to be counted for entitlement to study/research leave.

The method of applying for such leave of absence will be the same as that for research/study leave but the financial arrangements during such leave will be at the discretion of the Vice-Chancellor on the recommendation of the Deputy Vice-Chancellor and Director of Human Resources. The usual reason for applying for special leave is the offer of temporary appointment elsewhere; in these circumstances the University will not normally maintain salary payments.

3. Reports

Members of staff granted either study/research or special leave of absence will be required to submit to the Head of School a report on the work undertaken during that leave and such a report must normally be submitted within three months of the return from leave.