**Sabbatical Application Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Application** | | | |
| Name |  | Faculty / Institute / Academic Service |  |
| Department |  | Start Date |  |
| Length of Service - Sabbatical Start |  | Previous Sabbatical Leave Date |  |
| Description of Sabbatical Proposal: *(the “pitch”)* | | | |
| Strategic Benefit for the University / Faculty or Institute: *(relevant KPIs / Faculty or Institute research, enterprise, T&L strategy links)* | | | |
| Identifiable Outputs / Impact from the Sabbatical: | | | |
| Plan for Sabbatical: *(time and resources, support, dependencies, deadlines etc.)* | | | |
| Duration of Sabbatical: (normally 1 teaching block) | | | |
| Start Date |  | End date |  |
| Costed Financial Support Required: | | | |
| Impact on Student Experience and Mitigations Planned: *(handover and covering teaching commitments)* | | | |
| Applicant Name |  | Date |  |
|  | | | |
| **Head of Department** | | | |
| I support the application |  | I do not support the application |  |
| Comments | | | |
| HoD Name |  | Date |  |
|  | | | |
| **Faculty / Institute Research or Management Team** | | | |
| Approved / Declined |  | Funded by Faculty / Institute / Acad Service (amount) |  |
| Comments / Feedback | | | |
| Name |  | Date |  |
|  | | | |
| **University Research Committee / Academic Development Committee**  **(as appropriate)** | | | |
| Approved |  | Declined |  |
| Comments / Feedback | | | |
| Name |  | Date |  |