**Sabbatical Application Form**

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| **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 |  |