

ESW Research Study Leave Guidelines

updated October 2022

ESW's Research Study Leave Guidelines were agreed following School-wide consultation in January/February 2017. They are consistent with university guidance on study leave for research (<http://www.sussex.ac.uk/humanresources/personnel/policies>) and meet the particular needs of the School.

The guidelines combine a **rights-based approach to 'standard research study leave'** with a **needs-based approach to 'exceptional research leave'** in order to maximise short-term flexibilities when required. They are intended to ensure transparency of the decision-making process, and the spirit of collegiality in which research study leave is resourced and undertaken.

The guidelines have been updated for purposes of clarification and are subject to regular review.

Standard research study leave:

- Will be called 'research study leave', reflecting University Guidance that it is awarded on the basis of:
 - i. The benefit of the Leave to the School's research strategy;*
 - ii. The benefit of the Leave to the individual member of staff's Research Plan*
- **Staff on teaching + research contracts** are eligible to apply
- Will follow a rights-based approach – the normal expectation is that staff with teaching + research contracts have one period of research study leave per 9 terms, with some flexibility to accommodate workload, resource etc.
- Will normally be for 1 term (or 3 months if taken total or in part out of term time) with clear start and end dates specified. There will be some discretion on duration in recognition of individual roles.
- Prior to submitting an application, staff should discuss research study leave proposals (including timing) with their ESW research mentor, and flag these in Individual Research Plans.
- In advance of making an application, staff should notify their Head of Department in order to enable discussion of workload planning.
- Staff planning to apply for study leave are required to complete the full application form and submit by Friday 16 December 2022 when teaching ends in the year prior to the academic in which study leave is being requested. The form is available here (<http://www.sussex.ac.uk/esw/internal/forstaff/forms>)
- Full applications should be submitted to the Assistant Research Manager (j.beck@sussex.ac.uk), using the form provided. This allows research study leave to be factored into the workload planning cycle.
- Applications for research study leave should include clear plans and deliverables.
- The ESW Research Study Leave Committee, comprised of HoS, HoDs, DRKEs will meet in early January each year, to consider applications and decisions will be communicated after the panel meets.
- The Committee will prioritise applications and allocation of research study leave, using clear criteria (including, but not limited to, resource, workload, REF and other strategic priorities). If the number of eligible staff applying exceeds the capacity of the School to provide replacement cover for all who are eligible, prioritisation (in line with available resources) will take account of

the timing of any prior study leave as well as the allocation criteria detailed above. If it is not possible for an eligible applicant to take study leave when requested, this will be taken into account in prioritisation of future applications.

- Staff should provide a post-leave report to their HoD and HoS outlining the research activities, outputs and outcomes achieved, within three months of the end of the research study leave period

Exceptional research study leave:

- Will be guided by a needs-based approach – allowing flexibility to free up fixed period of time exceptionally, for a specific research task or tasks to be met within a short deadline.
- Applications can be made at any time by staff on teaching + research, or staff with research only contracts
- Will be for maximum 3 months duration, usually much shorter
- May involve retaining some other workload tasks, but release from others
- A brief application, with statement of case, should be submitted direct to HoD and DRKE
- Applications will be considered on a case-by-case basis by the HoS, HoD and DRKE, in light of the strength of case, workload and resource practicalities.

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