

UNIVERSITY OF SUSSEX

STUDY LEAVE

GUIDANCE NOTES FOR THE REQUEST AND GRANTING OF STUDY LEAVE FOR RESEARCH

1. Purpose

- a. These Guidance Notes have been drawn up to assist members of Teaching Faculty in making an application for Study Leave and Heads of School in making decisions on whether to grant a request for Study Leave, in order to help ensure clarity, consistency and transparency in the process, both within and across Schools.

2. General Guidance

- a. Applications for Study Leave ("Leave") will be considered on the bases 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;
 - iii. Whether the Leave can be accommodated without detrimental impact on the teaching and other needs of the School;
 - iv. The outputs achieved through any previous Leave granted to the individual member of staff;
 - v. The School's staffing and financial resources, including the leave (study or otherwise) of other members of Teaching Faculty.
- b. Leave will be granted in blocks of a term or more and not shorter periods.
- c. Whilst on Leave, the individual will be relieved from teaching and administrative duties although will normally continue to supervise PhD students, unless the Head of School and the individual agree that some duties other than or as well as PhD supervision remain in place.
- d. It should not be assumed that the School will employ additional staff to cover the teaching and/or administrative duties of the individual on Leave.
- e. On return from Leave, the individual will not be required to "make-up" the teaching or other duties from which he/she was relinquished during the Leave. However, the individual may be required, as may other academic members of the School to cover the teaching or other duties of a colleague for various reasons, as may be reasonable in the circumstance. Any such cover would be accounted for in accordance with a School's system for the allocation of teaching and other duties, e.g. via its workload model.
- f. Leave may be spent on campus or elsewhere. If spent on campus, this should be discussed with the Head of School to ensure clarity of the situation. If any of the research leave will be spent overseas, this will require prior authorisation from the School as there may involve significant additional cost. There is not a requirement for the individual to travel, e.g. to another HEI, whilst on Leave.

- g. Leave should not be used for the primary purpose of consultancy or teaching elsewhere; any such work would require the written approval of the Head of School.

3. Guidance for Applicants

- a. Applications for Leave in the immediately following academic year should be made by the stated deadlines published the School.
- b. Applicants should use the University's Study Leave for Research Form when making their requests and clearly state their case for Leave, addressing the criteria at paragraph 2 (a) (i) – (v) above.
- c. It is a condition of Leave being granted that the individual submits a post-leave report to his/her Head of School in relation to the outputs from the Leave, within three months of the end of the Leave.
- d. If a request for Leave is not agreed, the individual may re-apply the following year, if he/she so chooses.
- e. There is no right of appeal against an application for Leave being turned down.

4. Guidance for Heads of School

- a. Consideration of an application for leave should normally wait until the deadline for receipt of all Leave applications by the Head of School.
- b. In considering all applications, the Head of School will consult with relevant personnel within the School, e.g. members of the School's Research Committee, the Head of Department, the head of a research group, before deciding on outcomes.
- c. The Head of School should provide clear written reasons to the applicant when either granting or turning down a request. In the case of granting a request, any specific requirements or comments from the School in relation to the Leave should be clearly stated.
- d. For approved applications, the Head of School should pass the application form back to the applicant to confirm approval of the leave. A record of the leave should be held in the School and a copy of the form should be emailed to the Human Resources department.

These Guidance Notes set out an overall, non-contractual framework in relation to the application and granting of Leave, the principles of which are applicable to all Schools although the detailed operation may vary between Schools. The University may vary these Guidance Notes from time to time.