

UNIVERSITY OF SUSSEX

STUDY LEAVE

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

1. Purpose

a.

- 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. _____ rm 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 _____ 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