College of Science & Engineering Study Leave Guidelines

University Regulations for Study Leave
http://www.gla.ac.uk/services/humanresources/policies/h-o/leave/academicleave/

Each College and School should have a study-leave programme that has regard to the following guidelines:

(a) Study leave is an absence of three months or more whose purpose is to enable a member of academic staff to further his/her research or to gain significant new professional experience relevant to his/her duties. Thus it is expected that both the member of staff and his/her School/RI will benefit from the study leave.

(b) Study leave is not an entitlement. However, a member of academic staff may reasonably expect to be granted paid study leave in accordance with College procedures and needs on the basis of one semester in four years or one academic year in eight years. In addition, subject to its academic value and staffing needs of the School/RI, unpaid study leave may be granted more frequently.

(c) A probationer may apply for study leave, provided that he/she can meet his/her probation objectives and Learning and Teaching Centre course requirements within the specified probationary period. Probationary service counts towards the number of academic years stated in clause (b).

(d) The period of study leave normally includes the immediately-following vacation.

The following procedure must be followed:

(1) A member of academic staff who wishes to be considered for study leave must apply in writing to the College, setting out specific goals and a plan of work for the proposed study leave. The application must be made on a standard form, and must normally be submitted at least six months before the start of the proposed study leave. The application must be endorsed by the Head of School/RI.

(2) In considering the application, the College must take into account how well the proposed study leave accords with the strategies and commitments of the College and School/RI, and what resources if any will be needed to cover the member of staff's absence.

(3) The College's decision to approve or reject the application must be reported to the Human Resources Service, Admin Section.

(4) Within three months of the end of study leave, the member of staff must submit a report to the College, setting out the study leave's outcomes and relating them explicitly to the goals stated in the application.

(5) The College shall inform the Human Resources Service, Admin Section whether the report is satisfactory or unsatisfactory. The HR Manager shall consider what action to take in the event of an unsatisfactory report.

(6) Study leave can be either fully or partially paid by the University.
Note: For the purposes of this procedure, "the College" shall mean whatever internal mechanism the College has put in place for the consideration of study-leave matters.

**College Guidelines governing the award of study leave**

1) The award of study leave is governed by University regulations above. In particular it should be noted that that academics are eligible to be awarded leave for 1 year in 8 or pro rata for shorter periods. This, however, defines eligibility and is not an entitlement.

2) In an increasingly semester based teaching system, our expectation is that leave should normally be based on semester periods, July to December and January to June. This has the advantage that in many cases it will not be necessary to re-arrange a whole year’s teaching or administration for the applicant, and suggests that he/she will be able to retain some teaching duties through the academic year in which leave is taken.

3) Given the financial demands upon the College budget, there is an expectation that all staff, and particularly Professors and Readers, seeking leave should apply for externally funded teaching relief from the The Royal Society, The Royal Society of Edinburgh, The Leverhulme Trust or other similar bodies. (Winning such support is also an indicator of esteem within the context of the REF, and general external perception of research excellence). Staff wishing to travel during their study leave should also consider applications to funding bodies to finance such travel.

4) The failure to win external funding for study leave should not debar staff from taking such leave, but in such cases it would normally be restricted to one semester, and still require a coherent written justification.

5) The University advice about early application, preparing a coherent case for the period of leave and writing a suitable report at the end of the period, should apply to each application for leave.

6) Salary recovery through FEC charged on normal research grants is not to be seen as a route to claiming a de facto sabbatical (Such commitments are reflected within the WLM). In practice FEC recovery is part of our core income. It enables the College/School to finance such things as the University contribution to e.g. research pooling and provides seed-corn money for proleptic appointments and future development.