

MEMORANDUM



To: All HUM Academic Staff
From: Professor Sarah Barrow, Pro-Vice-Chancellor, Faculty of Arts and Humanities
Date: 1 September 2018
Subject: Invitation for Study Leave in 2019/20

The Study Leave Committee will be meeting in November 2018 to consider applications for the 2019/20 academic year. **PLEASE NOTE: THERE IS NOW ONLY ONE MEETING PER YEAR TO CONSIDER APPLICATIONS.**

The Committee comprises:
Professor Sarah Barrow, PVC Professor
Claire Jowitt, AD, Research (Chair)
Dr John Turnpenny, AD, PGR
Linda Cole, HR Manager
Professor Nick Selby, AD, L&T

Applications

Study Leave application forms can be downloaded from the HR website at <https://www.uea.ac.uk/hr/employee-information/leave/study-unpaid>. Please ensure you use the form via the website as applications made on incorrect forms will not be considered.

- **Your Head of School will have set internal deadlines to ensure that applications reach Claire Grasby by 12 noon on Monday 5 November 2018. No applications will be accepted after this date.**
- **Applications from ATR staff should be written in consultation with your Research Director, who will provide comments on the form.**
- **Applications from ATS staff should be written in consultation with AD, L&T, who will provide comments on the form.**
- **It is important that you read the guidance notes overleaf.**

Reports

Study Leave Reports for previous will be requested separately. Any changes in the agreed objectives of an individual's study leave must have been discussed with the Associate Dean, Research (ATR staff) or Associate Dean, L & T (ATS staff) and Head of School.

A handwritten signature in black ink, appearing to be 'S. Barrow', is positioned above the typed name of the sender.

Professor Sarah Barrow
Pro-Vice-Chancellor, Faculty of Arts and Humanities

ADDITIONAL NOTES RE STUDY LEAVE APPLICATIONS

Notes for the Applicant:

- Staff should be clear about what will be achieved by the end of the study leave, and how successful completion should be assessed. Applications should only be made for ongoing and meaningful projects in line with the UEA plan that add value over and above activities that can be expected during the normal course of employment.
- Be clear about the period of time to which you are referring. Some applications include the summer period (before or after the study leave), and others do not. Therefore, the Committee would like all applications to refer to both the period of study leave **and** the adjacent summer period.
- ATR staff should have a realistic plan that is in line with the research plans that you have agreed with your School. Some applications for leave to undertake research suffer from a lack of ambition or over-promise what can be completed, so please ensure that you have *realistic and achievable goals*.
- Ensure that you make clear what will be completed during the University supported leave as distinct from leave supported by external funding (e.g. AHRC).
- Applications for external grants are strongly encouraged, with an expectation that ATR staff should submit at least one major research grant bid every five years. Please consult your Research Director if you are an early career researcher, or have any questions about what a major research bid means. If you have not submitted a major research bid within the previous five years, you should consider how a period of leave might contribute to its development plans.
- Applications to work on a project that has been supported by previous study leave will not be approved.
- ATR staff should ensure you attach a copy of your Research Activity Plan.
- ATS staff should have a realistic plan that is in line with the UEA plan, and that relates to a clearly defined project of value to the course/School/Faculty linked to innovations in areas such as learning, teaching, employability, widening participation. Please ensure you have realistic and achievable goals. Leave offered, in discussion with the Head of School, may be in the form of workload reduction, depending on the scope, scale and priorities of the project.
- Please ensure your PURE record and People Page are up-to-date.

Notes for the Research Director (for ATR staff):

- Ensure that the applicant has a realistic plan that is in line with the research plans that they have agreed with the School. Please ensure they have realistic and achievable goals.
- If someone has not submitted a major research grant within the previous five years, please consider how a period of leave might contribute to its development plans. Consequently, if someone is not planning to complete a major research grant bid within the study leave, please provide details of their previous bid including the scheme to which they submitted, the date of the submission, and the value of the overheads.

Notes for the AD, L&T (for ATS staff):

- Ensure that the applicant has a realistic plan that is in line with the UEA plan, and that relates to a clearly defined project of value to the course/School/Faculty linked to innovations in areas such as learning, teaching, employability, widening participation. Please ensure they have realistic and achievable goals.

Notes for the Head of School:

- When completing the application, please detail the implications of the study leave for both teaching and administration within the School, and explain how these implications will be addressed. Electronic copies only should be sent to Claire Grasby by 12 noon on **Monday 5 November 2018**.