



**HUMAN RESOURCES  
APPLICATION FOR STUDY LEAVE  
(PART 1 OF 2)**

Submit this application to the Head of School for approval by the Dean. Applications must be submitted at least 6 months prior to the intended commencement of the leave.

Part 2 of this application must be submitted no less than 2 months before intended commencement of the Study Leave period in order to formally book the leave and pay any Study Leave Grant.

A late application for study leave will be considered only in very exceptional circumstances.

**SECTION 1 - APPLICANT DETAILS**

Employee Number

Family Name  Given Names

Appointment Status    Tenured/     Fixed-term  →    Appointment End Date (dd/mm/yy)

Tenurable

Position Title (eg, lecturer)

School/Admin Dept.

**SECTION 2 - PERIOD OF THE PROPOSED LEAVE**

For Study Leave purposes, annual recreation leave and Long Service Leave cannot be booked on ESS.

- Annual Recreation Leave will be processed by Human Resources on the details provided below.
- Long Service Leave must be submitted on a Staff Leave Application Form.

Total weeks on leave                       Total days on annual recreation leave

Starting date of study leave (dd/mm/yy)     Ending date of study leave (dd/mm/yy)

Starting date of annual rec leave (dd/mm/yy)     Ending date of study leave (dd/mm/yy)

Annual recreation leave must be taken within the study leave period based on the standard 20 days annual recreation leave per 12 months service and a pro-rata amount for lesser periods of study leave (eg, 10 days for six months).

**SECTION 3 - PRINCIPAL ACTIVITY**

Please indicate in order of importance (1,2,3 etc) the principal activities for the proposed leave. If not applicable, indicate NA. For further information, you should refer to the policy statements "Purpose of Study Leave" and "Definition of Study Leave" which can be found in the study leave procedures

Research/Scholarship

Visiting other institutions                       (including attendance at conferences)

Improvement of teaching                       (including study of teaching techniques or acquisition of data for the improvement of teaching capability)

Professional practice                       (including work undertaken in a professional practice for the purpose of keeping abreast of developments within a profession)

Other

Please describe briefly:

**HUMAN RESOURCES  
APPLICATION FOR STUDY LEAVE 1/2 - page 2**

**SECTION 4 - RESEARCH PLAN & OUTCOMES**

On a separate sheet, please provide a detailed Research Plan for the period of Study Leave indicating work to be undertaken and anticipated outcomes.

Please also attach an up-to-date copy of your Curriculum Vitae (as prepared for the Academic Portfolio).

**SECTION 5 - COMPOSITION OF THE PROPOSED LEAVE**

**Planned absence from the University during study leave**

Weeks away from Perth  = **A**

Please indicate the locations at which your proposed study leave absence will take place:

LOCATION 1

Institution/department  City  Country   
Date From (dd/mm/yy)       Date To (dd/mm/yy)

LOCATION 2

Institution/department  City  Country   
Date From (dd/mm/yy)       Date To (dd/mm/yy)

LOCATION 3

Institution/department  City  Country   
Date From (dd/mm/yy)       Date To (dd/mm/yy)

LOCATION 4

Institution/department  City  Country   
Date From (dd/mm/yy)       Date To (dd/mm/yy)

**NOTE:** For any additional locations, please provide information on a separate sheet.

**Activities to be conducted within the University**

Weeks in Perth  = **B**

A + B = Total of Study Leave period.

**HUMAN RESOURCES  
APPLICATION FOR STUDY LEAVE 1/2 - page 3**

**SECTION 6 - TRAVEL ASSISTANCE—STUDY LEAVE GRANT**

Will you be seeking a study leave grant for any of the following (tick as appropriate)?

Yourself                      No                       Yes

Your partner                      No                       Yes

Dependent children\*      No                       Yes  →      Number of dependent children

Full details regarding travel assistance can be found [HR P&P Part B.35.3.2.6](#).

(‘dependent child’ means either a child under 16 years of age who has no separate net taxable income and who is normally dependent on the staff member, or a child 16 to under 18 years who is undergoing full time education and is normally dependent on the member. The age is taken as the age at the time of departure. A travelling allowance for adult dependants with a disability will be considered favourably on application.

**SECTION 7 - RETROSPECTIVE ACCOUNT OF PREVIOUS STUDY LEAVE**

Please provide a retrospective view of the outcomes of your previous study leave (if applicable) incorporating a brief account of your scholastic activities and achievements. Include details of any publications (use a separate page if required):

- Identify the contribution that is attributable directly or indirectly to your previous leave, and indicate any connection with the activities planned for the proposed leave.
- Mention also benefits which can now be seen to have accrued in terms of your own teaching contribution and to the work of the School in general.

**SECTION 8 - APPLICANT’S SIGNATURE**

Signature

Date (dd/mm/yy)

--	--	--	--	--	--	--

**Name (Please print)**

NOTE: (a) You should complete an “Application for Study Leave Part 2 of 2” form no less than 2 months prior to commencement of study leave.  
(b) Before proceeding on study leave, you will be required to sign an undertaking confirming a return of service to the University equivalent to the study leave applied for.  
(c) Any major changes to the study leave programme must be approved by the Head of School and Dean.

**HUMAN RESOURCES  
APPLICATION FOR STUDY LEAVE 1/2 - page 4**

**SECTION 9 - ACTION BY HEAD OF SCHOOL**

**PROPOSED PROGRAMME** (please tick appropriate boxes)

- The proposed programme is relevant to progressing the applicant's research and scholarly work.
- The applicant has the capacity to make effective use of the proposed programme.
- The applicant and the University will gain academic benefit from the study leave.
- The portion of the leave programme to be carried out outside the University is one which cannot be done as effectively within the University.
- The applicant will be able to provide a return of service to the University equivalent to the period of study leave applied for.

**Certification** (please tick one box only)

- The applicant's eligibility for study leave has been confirmed
- Not eligible
- Deferral recommended. A memo, signed by the Dean, outlining the reason(s) for deferral is attached.

**Recommendation on proposed programme** (please tick one box only)

- Support application. I am satisfied that the recommended programme may be conveniently arranged at the time specified by the applicant without jeopardy to the essential functions of the School and that it meets the eligibility requirements of the study leave policy.
- Support application, but additional information required.
- Do not support (reasons must be stated in an attached memo).

Deferral of leave is discouraged, although the Senior Deputy Vice-Chancellor, on recommendation of the Dean may, in exceptional circumstances give approval when it is deemed to be in the best interests of the School. Exceptional circumstances might include duties as a Head of School or unavoidable School teaching commitments. Any deferral of study leave will ordinarily be for no more than twelve months and, in no case, will it extend beyond three years. Where credit is allowed to accumulate, it cannot be added to existing leave credits, it merely brings forward the next due date for study leave.

Signature (Head of School)

Date (dd/mm/yy)

--	--	--	--	--	--

**SECTION 10 - ENDORSEMENT BY DEAN**

This application for study leave is:  Approved  Not approved (Reasons must be stated. See comments below)

General comments

Signature (Dean)

Date (dd/mm/yy)

--	--	--	--	--	--

*In approving this application, I confirm that I am the Approved Delegate and funds are available.*

**Note: Once a decision has been made, the Dean will advise the applicant by letter and forward a copy of the approved application to Human Resources for the personal file.**