



**HUMAN RESOURCES
NOTIFICATION OF INTENT TO APPLY FOR STUDY LEAVE**

This form is used to advise the Head of School that you plan to apply for a period of study leave. This is not the formal application but rather an indication for planning purposes. It must be submitted by 30 April in the year preceding the year for which the leave is proposed. An "Application for Study Leave" form must be submitted at least 6 months prior to the intended commencement of the leave.

SECTION 1 - STAFF DETAILS

Family Name Given names

Employee ID

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

 Tenurable

Position Title (eg, lecturer)

School/Admin Dept.

SECTION 2 - 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

Countries which you propose to visit

Full details regarding travel assistance can be found in the [Policy & Procedures Manual part 6.0, Study Leave](#).

(*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 handicapped children over the age of 18 will be considered favourably on application)

SECTION 3 - ANTICIPATED PERIOD OF THE PROPOSED LEAVE

Total weeks on leave

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

SECTION 4 - 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:

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SECTION 4 - OBJECTIVES & OUTCOMES

Please state briefly your study leave objectives. Indicate how these will be achieved and what you see as the expected outcome for each objective. (This information is for reporting purposes, eg Faculty, Senate):

OBJECTIVE	ACTIVITY	OUTCOME
eg 1.0 To enhance my knowledge of 'X' which will benefit students who attend first year lectures 2.0 I am currently doing research on 'X'. This activity will provide the opportunity to learn about new techniques in this area.	eg 1.1 Carry out collaborative research with person 'Y' at the University of 'Z' 1.2 Visit person 'W' at the University of 'T' who is teaching a similar unit. 2.1 Visit a colleague at the University of 'X' who is conducting similar research. 2.2 Spend time with a research group at the University of 'T' conducting latest research in 'P'.	eg 1.1 Further development of lecturing skills. 1.2 Delivery of latest information on subject 'X' to first year students. 2.1 Completion of a research project. 2.2 Imparting research skills to UWA staff. 2.3 Better able to attract research grants related to the field.

OBJECTIVE	ACTIVITY	OUTCOME

NOTE: (1) Study leave approval is subject to completion of an "Application for Study Leave" form at least six months prior to the commencement of leave.

SECTION 5 - STAFF MEMBER'S SIGNATURE

Signature Date (dd/mm/yy)

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Name (please print)

SECTION 6- HEAD OF SCHOOL'S SIGNATURE

This notification of intent to proceed on study leave is: Supported Not supported

Signature (Head of School) Date (dd/mm/yy)

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Name (Head of School) (please print)

NOTE: It is a condition of study leave that applicants provide a return of service to the University equivalent to the study leave applied for.

SECTION 7- APPROVAL BY DEAN

This notification of intent to apply for study leave is: Approved Not approved to proceed to the formal application stage

Signature (Dean) Date (dd/mm/yy)

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Name (Dean) (please print)

NOTE: (1) A copy of this completed form should be forwarded to the staff member. The original should be retained by the School;
 (2) If this expression of interest is not supported or not approved, a statement outlining the reason(s) should be attached to this form;