



HUMAN RESOURCES STUDY LEAVE REPORT

Complete Section 1 and forward with three copies of your study leave report to the Head of School.

What happens to the report?

Once the Head of School is satisfied with the report, it will be forwarded to the Dean for approval and acknowledgement. The Dean will forward one copy to Human Resources for placement on the staff file and a second copy to the Library for information to the University community. A third copy will be retained on the Faculty file.

SECTION 1 - STAFF DETAILS (to be completed by staff member)

Employee ID

Last Name First names

Position Title (eg, lecturer)

School/Admin Dept.

Signature (staff member) Date (dd/mm/yy)

Name (staff member) (please print)

SECTION 2 - PERIOD OF STUDY LEAVE

Total weeks on leave

Starting date of leave (dd/mm/yy)

Ending date of leave (dd/mm/yy)

SECTION 3 - DETAILS OF GRANTS RECEIVED FROM OTHER SOURCES

If applicable, please state details and amount of grants received from other sources during your, or in respect to the study leave absence:

NOTES TO ASSIST IN THE COMPLETION OF STUDY LEAVE REPORTS

All members of staff who have proceeded on study leave are required to complete a report summarising their activities and outcomes within 3 months of the completion of the leave. Failure to do so will result in suspension of accrual towards the next study leave eligibility.

Study leave reports should include the following:

- i. Your name, position (eg, Associate Lecturer, Senior Lecturer, etc), school and period of study leave.
- ii. The objectives of the leave.
- iii. The extent to which the study leave objectives were achieved.
- iv. Details of institutions and individuals visited during the leave and of the outcomes of these visits.
- v. Details of papers presented (seminars, talks, conferences, congresses, etc)
- vi. Details of conferences, congresses, workshops, seminars, etc attended.
- vii. Details of monographs, books and papers completed during the leave.
- viii. Comments on the ways in which the leave programme relates to:
 - a. previous study leave absences
 - b. current research activities
 - c. current teaching activities
 - d. other University activities (eg, administration)
- ix. Comments on the benefits anticipated from the leave programme.
- x. Details of work associated with the leave yet to be completed.
- xi. General comments, observations and recommendations.

