**APPLICATION FOR COLLEGE OF SCIENCE AND ENGINEERING FEMALE SABBATICAL SCHEME**

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| **1. Name** |
| **2. Proposed dates of Study Leave (note the normal expectation)**  **Please note:** Semester-based sabbaticals run from January to June or July to December. Staff on sabbatical are required to keep in touch with the School; specifically they are required to reply to communication from HoS and engage with the TO over BoE attendance, the Teaching Allocation process and any outstanding teaching preparation. |
| **3. Please describe the proposed activity (max 1,000 words)** |
| **4. Please detail the expected output from the Study Leave (this may include e.g. papers, books, conferences, grant applications, impact case study development, curriculum innovation, HEA accreditation).** |
| **5. Please describe how this sabbatical will further your case for promotion to the next grade. Please map your proposed activities against the relevant grade profile for which you are preparing promotion:** [**https://www.ed.ac.uk/files/atoms/files/grade-profiles\_updated\_august\_2018\_v.6.pdf**](https://www.ed.ac.uk/files/atoms/files/grade-profiles_updated_august_2018_v.6.pdf)  **6. Please complete the table indicating which courses you contribute to and how, and by whom, your usual duties could be undertaken include information on dissertation supervision/marking if a reduction in this teaching is sought**  *(If appropriate, please also attach a letter detailing how postgraduate student supervision will be provided during the study leave period. The letter should be signed by the student(s) and the primary and second supervisors.)*   |  |  |  |  | | --- | --- | --- | --- | | **Course code** | **Contribution** | **Nominated cover (2 suggestions)** | **Discussed (Y/N)** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |
| **7. If you are unlikely to be able to maintain contact with the School or undertake normal teaching preparation duties (see policy statement) whilst on study leave, please explain why.** |

**Signatures:**

|  |  |
| --- | --- |
| Applicant | Date |
| Line Manager | Date |
| Director of Teaching | Date |
| Head of School | Date Approved |

**REPORT ON STUDY LEAVE**

“A short (<3pp of A4) report on activities and outcomes should be sent to the Head of School and the College Dean of Diversity and Inclusion within 3 months of return from study leave.”

**Name:**

**Attach your Report to this Form**

**Signatures:**

|  |  |
| --- | --- |
| Applicant | Date |
| Line Manager | Date |
| Head of School | Date |