

## ACADEMIC POLICY FRONT COVER SHEET

Name of Policy:





#### **4.6 End of sabbatical progress reporting**

Employees granted sabbaticals will be expected to produce a written report detailing the work undertaken and progress against the achievement of agreed deliverables, within 3 months of its end.

A further report may also be required up to 12 months after completion to report on progress where longer term deliverables were the focus.

**ACADEMIC SABBATICAL APPLICATION FORM**

Applicant Name:	
College/School:	
Position:	
Start Date with University:	

Brief Description of Proposal (no more than 20 words):

Sabbatical Proposal: (summarise in no more than 750 words what you intend the project or activities you are intending to undertake during the requested sabbatical and how it will contribute to the School/College/University strategic objectives):

Identify the academic value of the proposal and the likely outputs/resources (eg publications,

**Record of Decision:**

Date of Panel:	
Decision:	
Terms agreed or conditions applied:	
Feedback on application:	