THE UNIVERSITY OF MANCHESTER

**SCHOOL OF SOCIAL SCIENCES**

**APPLICATION FORM FOR ACADEMIC LEAVE T&S ROUTE**

To be submitted, along with a current CV, to [SoSS-Research@manchester.ac.uk](mailto:SoSS-Research@manchester.ac.uk)

## **Please refer to the University Policy on Academic Leave prior to completing this application** (<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=7>)

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| **Name of Applicant:** |
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| **Commenced employment at Manchester University on:** |
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| **Dates of academic leave taken since joining the School:** |
| **Preferred semester/s of requested leave (subject to HoD approval):** |
| ***A statement describing your ongoing scholarship activities.*** *This should be a one-page (approximately) description of the scholarship activities that you are currently undertaking with a particular focus on how this activity contributes to the enhancement of the Department’s/School’s teaching and student experience.* |
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| **A statement of the objectives of the proposed project.** *This should be a one-page (approximately) description of the scholarship activities that you intend to carry out during the period of academic leave. Further, explain in a couple of short paragraphs how an extended period with focussing on this work, and with minimal time spent on other activities, will contribute to your professional development and how it will enhance the Department's and/or Schools standing in teaching and student experience in relation to the University’s* [*strategic priorities*](https://www.manchester.ac.uk/discover/vision/)*.* |
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| **An indication of the expected outcomes and a realistic timetable of what it is hoped to achieve during the period of leave.** *Provide a list of outputs (see Appendix 2), with approximate dates, that you expect to produce during your academic leave period. The post-leave report will be expected to contain evidence that these outputs have been delivered. While it is accepted that research plans may alter during the period of academic leave, it is expected that overall deliverables will be similar to the ones originally proposed.* |
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| **Details of your teaching, supervisory, administrative and other duties.** *Provide a list of current duties and “suggestions” of how these can be covered by other colleagues, if necessary.* |
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| **A summary of any previous academic leave from this University (or its predecessors), which must include any outcomes.** *Provide the dates of previous leave with outcomes listed aside, and explain why it is essential to have academic leave now as opposed to one year later. This may come from your summary report, which you handed in following your previous academic leave period.* |
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| **Details of any external funding obtained/applied for.** |
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I confirm that I have discussed the implications for teaching and PGR supervision with my Head of Department and any other relevant colleague:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HoD Declaration:**

I confirm that the plans, activities and outputs have been agreed and the application has my support:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return the form to [SoSS-Research@manchester.ac.uk](mailto:SoSS-Research@manchester.ac.uk)