Application for Research Leave

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| 1. **Details**
 |
| Name  | Click or tap here to enter text. |
| Department | Click or tap here to enter text. |

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| 1. **Term(s) of proposed research leave taken (please give term and year, e.g., Spring 2024, for each term).**
 |
| Term 1 | Click or tap here to enter text. |
| Term 2  | Click or tap here to enter text. |
| Term 3  | Click or tap here to enter text. |

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| 1. **Concise statement of purpose of research leave (100-200 words).**
 |
| Click or tap here to enter text. |

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| 1. **Proposed output and time scale for production[[1]](#footnote-1)**
 |
| Click or tap here to enter text. |

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| 1. Research student responsibilities
 |
| **Student** | **Replacement Supervisor** | **Student** | **Replacement Supervisor** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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| 1. **Member of staff signature**
 |
| [ ]  I am aware of the provisions of Ordinance 40 and I apply for research leave. |
| Signed |  |
| Date  | Click or tap to enter a date. |

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| 1. **Arrangements made to cover teaching and other duties of applicant (including teaching on Faculty-based courses and on cross departmental modules and/or joint degree courses).**
 |
| Click or tap here to enter text. |

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| 1. **Comments by Departmental Director of Research OR Head of Department on the planned use of the research leave with reference to the departmental research strategy and the applicant’s research performance and previous research leave success.**
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| Click or tap here to enter text. |

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| 1. **Approval by the Faculty Dean (Education) UG and/or PG of arrangements made to cover teaching on Faculty-based courses, if applicable (please include comments below).**
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| Comments  | Click or tap here to enter text. |
| Signed |  |
| Date  | Click or tap to enter a date. |

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| 1. **Head of Department Signature**
 |
| Choose an item. |
| Signed |  |
| Date  | Click or tap to enter a date. |

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| 1. **Executive Dean Signature**
 |
| Choose an item. |
| Signed |  |
| Date  | Click or tap to enter a date. |

The completed form, including signatures, should be sent to the REO Research Planning Team (reo-research-planning@essex.ac.uk) by the Faculty Office.

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| 1. **Pro-Vice Chancellor (Research) Signature**
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| I approve the application subject to applicant eligibility (to be checked by People and Culture) |
| Signed |  |
| Date  | Click or tap to enter a date. |

The form is to be sent to the People and Culture (Employment Relations) (hremployeerelations@essex.ac.uk) in order to:

1. check eligibility;
2. inform applicant of the outcome of the application;
3. report to Senate.

We will comply with the UK General Data Protection Regulation and the Data Protection Act 2018 when processing personal data about members of staff for the purposes of research administration, monitoring and promotion.  These data will be kept secure and accurate and will only be disclosed to those where required in accordance with the University’s registration under the legislation, our [Privacy Notice](https://www.essex.ac.uk/staff/your-information-your-rights/privacy-notice-staff) and [retention schedule](https://www.essex.ac.uk/staff/your-information-your-rights/privacy-notice-staff).

1. There is an expectation that one of the outcomes of a period of research leave will be an application for research funding. If you do not include this as an output, you must provide the reason(s) for the omission. [↑](#footnote-ref-1)