

Ordinance XV

Study Leave and Leave to Accept an Externally-Funded Award

(Version effective from 30 March 2007 until 31 July 2011)

- [Study Leave](#)
- [Leave to Accept an Externally-Funded Award](#)

Study Leave

1. Every member of the Academic Staff may apply via the Faculty Directorate to the Dean for study leave, with full salary or on such other terms as may be agreed, any such leave to be taken after the completion of thirty-six months' service as a member of the Academic Staff of the University. Absence from the University, including leave of absence, study leave, leave to accept an externally-funded award, compassionate leave, absence due to sickness, or leave of any other description except authorised holidays and maternity/paternity leave shall not normally be counted in the qualifying period. Exceptionally, short periods of study leave may be approved before the completion of thirty-six months' service in accordance with paragraph 2(e) below.
2. The Dean or his/her nominee acting on the recommendation of the relevant Directorate shall have the authority to grant study leave subject to the following conditions:
 - (a) The purposes for which study leave is sought shall be to further the academic interests and standing of the applicant and the University and the applicant's proposals for achieving these purposes must be acceptable to the Dean.
 - (b) The Dean must be satisfied that in granting study leave the academic work of the University or any part thereof shall not thereby be unreasonably impaired, and to that end study leave shall be taken at a time to be determined by the Dean. Nevertheless, in any case in which the Dean has signified his/her approval of the purposes for which study leave has been applied, such study leave shall commence not later than twelve months from the date of the application for study leave.
 - (c) A member of the Academic Staff on study leave shall not undertake remunerated employment elsewhere without the permission of the Dean. If permission is granted by the Dean, the Dean may stipulate that part or all of the study leave shall be without salary.
 - (d) Members of the academic staff may apply for study leave in the proportion of one month of leave in respect of every six months of eligible service as defined in paragraph 1 hereof, which has been completed by the date of commencement of study leave for which application is made. A period of qualifying service shall normally cease to confer eligibility for leave after the elapse of six years of service, the six years to exclude any period of ineligible leave as defined in paragraph 1.
 - (e) The maximum period of study leave granted to a member of the Academic Staff at any one time shall not exceed twelve months and the minimum shall normally be two months. Exceptionally, study leave may be taken for periods of between

two weeks and two months where such leave assists the research strategy of the Department and the University. In exceptional cases, such short periods of study leave may be taken within the initial thirty-six month qualifying period for study leave, as long as the staff member has accrued sufficient service to qualify for the period of leave requested.

- (f) In any case in which an application for study leave is made on the basis of the applicant's expectation of being able to make certain arrangements, study leave will be granted on condition that before the commencement of such study leave, the applicant shall certify that he/she will be able to carry out the arrangements referred to in his/her application, or such alternative arrangements as the Dean may accept as serving the purposes for which study leave was originally granted.
 - (g) In any case in which the applicant is unable to make the arrangements described in his/her application, or such alternative arrangements as may be acceptable to the Dean, or in any case in which the approved arrangements become incapable of performance for any reason, the granting of study leave shall become void forthwith.
3. Application for study leave (including leave to accept an externally-funded award, see paragraph 8 below) shall normally be made in writing to the Dean of Faculty at least six months before the first day of the period for which study leave is sought. Should a Dean of Faculty apply for Study Leave, the application shall be made to the Vice-Chancellor who shall thereafter act in place of the Dean in all provisions of this Ordinance. Applications less than six months in advance may be made in exceptional circumstances with the support of the Head of Department. In all cases, the application shall state the purposes for which study leave is desired and the proposed arrangements for achieving those purposes. The applicant's Head of Department shall be required to express an opinion to the Dean on the application, particularly in regard to the proposed date of commencement and duration of study leave. No more than one fifth of the Academic Staff of a Department should normally be recommended for study leave and leave to accept an external award during a given period.
 4. In the event of the Dean refusing an application for study leave, the applicant may appeal to the Vice-Chancellor to override the Dean's decision. In the event of the Vice-Chancellor or his/her nominee refusing to grant study leave, he/she shall make known to the applicant his/her reason for such a refusal. The applicant may not again apply for study leave within six months from the date of the refusal of the previous application by the Dean.
 5. While on study leave in excess of three months a member of the Academic Staff shall not, except at the invitation of Senate, undertake any teaching, examining or associated duties within the University. He/she shall normally be deemed to have resigned from any committees or other bodies of the University to which he/she may have been elected, appointed or co-opted with effect from the first day of his/her study leave, and he/she shall forego active participation in the affairs of any committee or University body of which he/she is an ex-officio member during the period of his/her study leave. However, if the period of study leave is such that the applicant will be unable to attend the committee or other body on one date only, the individual concerned and the committee or other body may agree that such resignation is unnecessary.
 6. All decisions made by Deans of Faculties on applications for study leave shall be reported to Senate.

7. All staff who take study leave are required at the expiry of that study leave to submit a report on it to the relevant Faculty Directorate via the Head of Department.

- [Study leave application form not archived]

Leave to Accept an Externally-Funded Award

8. Members of the Academic Staff may apply for leave to accept an externally-funded award in accordance with the purposes and procedures established above for study leave. Where the external award includes at least replacement teaching costs for the applicant, such leave may be additional to the study leave entitlement as defined in paragraph 2(d) hereof and it may be in excess of twelve months if the external award provides for the longer period. Where an external award is conditional upon approval of a period of University-funded study leave, the University-funded period of leave shall be approved prior to application for the external award (in accordance with paragraph 3 above). Where the external award covers the costs of the applicant's full salary, leave to accept an externally-funded award shall normally be without payment by the University. Should the external award fail to cover the full costs of the applicant's salary, the meeting of the shortfall shall be determined by the Dean in consultation with the Head of the applicant's Department and Operations Sub-Committee.
9. Unless it is a condition of the external award, study leave or leave of absence as defined in the applicant's Conditions of Service will not normally be granted to the applicant in the twelve month period immediately before or after the period of leave to accept an externally-funded award.
10. A period of leave to accept an externally-funded award shall be excluded from the qualifying period of service for University-funded study leave.

(remade March 2007)