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## University Governance

### University Ordinances

#### Ordinance XV

##### Study Leave and Leave to Accept an Externally-Funded Award

*(Version effective from 1 August 2011 until 17 March 2016)*

##### Study Leave

1. Every member of the Academic Staff may apply to the Dean of School 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.

2. The Dean will seek the views of the School senior management team on the application and then consult with the PVC(R). The PVC(R) has the authority to grant study leave subject to the following conditions:

**(a)** The purpose of the study leave shall be to further the academic interests and standing of the applicant and the University.

**(b)** In granting study leave the academic activity of the University shall not thereby be unreasonably impaired. Study leave can be taken for a period of up to six months and between dates agreed with the Dean.

**(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)** As defined in paragraph 1, Members of academic staff may apply for study leave in the proportion of one month of leave in respect of every six months of eligible service completed by the date of commencement of the proposed study leave.

**(e)** The maximum period of study leave granted to a member of the Academic Staff at any one time shall not exceed six months.

3. Application for study leave (including leave to accept an externally-funded award, see paragraph 10 below) shall normally be made in writing to the Dean at least six months before the first day of the period for which study leave is sought. Should a Dean apply for Study Leave, the application shall be made to the Pro Vice-Chancellor (Research) who shall thereafter act in place of the Dean in all provisions of this Ordinance. The Deputy Vice-Chancellor will act in place of the PVC(R) in these circumstances. In all cases, the application shall state the purposes for which study leave is desired and the proposed arrangements for achieving those purposes.

4. No more than one tenth of the Academic Staff of a School should normally be recommended for study leave and leave to accept an external award during a given period.
5. In the event of the PVC(R) refusing an application for study leave, the applicant may appeal to the Deputy Vice-Chancellor to override the PVC(R)'s decision. In the case of a Deans' application, if the Deputy Vice-Chancellor refuses, appeal may be made to the Vice Chancellor. In the event of the PVC(R) refusing to grant study leave, he/she shall make known to the applicant his/her reason for such a refusal (Deputy Vice-Chancellor in the case of a Dean). The applicant may not again apply for study leave within six months from the date of the refusal.
6. All decisions made 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 the activity and deliverables during the period of said leave to the PVC(R) and Dean of School.
8. A member of academic staff on study leave should keep in touch with his/her School and will expected to comply with reasonable instructions including the submission of Personal Research Plans. Normally, staff will be expected to continue research student supervision arrangements whilst on study leave.
9. If an applicant elects to retire from the University within a two year period subsequent to a period of study leave the University reserves the right to recover the salary costs of the study leave period.

#### **Leave to Accept an Externally-Funded Award**

10. 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 six 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 Deputy Vice-Chancellor.
11. A period of leave to accept an externally-funded award shall be excluded from the qualifying period of service for University-funded study leave.

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