|  |  |  |  |
| --- | --- | --- | --- |
| **1.1 Name:**  |  | **1.2 Grade:** |  |
| **1.3 School/Unit:** |  | **1.4 Date of Appointment:** |  |

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| --- |
| **2. Period for which leave is requested**  |
| **From:** |  | **To:** |  |

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| ***3. If you have availed of sabbatical leave prior to this application, please attach report from same.*** |

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| **4. Purpose of leave: (attach relevant correspondence where appropriate).** |
| **4.1 General purpose of leave:**  |
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| **4.2 Give details if any teaching duties will be involved (if appropriate):** |
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| **4.3 Give details if any consultancy work is anticipated:** |
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| **5. Institutions/organisations or place where leave will be spent:** |
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| **6. Give details of fellowship, award, grant, or emoluments receivable by applicant during the proposed period of leave:** |
| **6.1 Nature:**  |  |
| **6.2 Amount:** |  |
| * 1. **Name of paying Authority:**
 |  |

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| **7.1 Normal teaching duties of applicant in the period of proposed leave (hours per week):** **(see attached tables)** |
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| **7.2 Arrangements proposed for carrying out these duties:** |
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| * 1. **No. of Postgraduates supervised by applicant:**
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| * 1. **Arrangements proposed for the continued supervision of these Postgraduates**
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| * 1. **In so far as these arrangements depend on colleagues, has the consent of these colleagues been given:**
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| **If services of a substitute are required** |

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| * 1. **Give details of the duties in respect of which substitution arrangements will be necessary:**
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| * 1. **Estimate the cost of the proposed substitution arrangements:**
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| **8. Give details of previous Sabbatical Leave application: (please attach outline description):** |
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**Signed by:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Applicant** |  | **Date:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Head of School/Director of Unit** |  | **Date:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Executive Dean of Faculty** |  | **Date:** |  |

**Note:**

It is not necessary at this stage to supply the name(s) of any substitute(s) that may be required. However, such name(s), together with a statement of qualifications and experience, must be submitted to the Personnel Officer and must have the approval of both the Head of School/Director of Unit and Personnel Officer before final travel arrangements or any other final commitments are made.

Personnel Office

May, 1996

**Term 1**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Types of Teaching*** | ***Course*** | ***Duration*** | ***Subjects*** | ***Hours*** | ***Other Comments*** |
| **Lectures** |  |  |  |  |  |
| **Tutorials** |  |  |  |  |  |
| **Practicals** |  |  |  |  |  |
| **Other Formal Contracts** |  |  |  |  |  |

**Term 2**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Types of Teaching*** | ***Course*** | ***Duration*** | ***Subjects*** | ***Hours*** | ***Other Comments*** |
| **Lectures** |  |  |  |  |  |
| **Tutorials** |  |  |  |  |  |
| **Practicals** |  |  |  |  |  |
| **Other Formal Contracts** |  |  |  |  |  |