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## RESEARCH SABBATICAL LEAVE SCHEME

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### Definitions

1. Research sabbatical leave is defined as a period of paid leave to enable a member of academic staff on a permanent full-time or fractional contract to carry out specific research often free from teaching and administrative duties. It is normally granted for a period of up to 12 weeks but may be available for up to 15 weeks.
2. The Research Sabbatical Leave Scheme is to be distinguished from leave which is funded from external sources. Members of staff who apply for externally funded research projects, which may include a sabbatical period, should do so in consultation with their line manager, their Head of School and the Head of Research independently of this process, through the External Funding Approvals Process.

### Eligibility

3. Academic staff on full-time or fractional academic contracts and who have a minimum of three years' continuous service at BGU at the point of application are eligible to apply, providing they are not employed on research-only or teaching-only contracts.
4. Sabbatical research leave should not be regarded as a right in itself. However, all eligible members of academic staff have the right to apply for sabbatical research leave.
5. A successful applicant to the Research Sabbatical Leave Scheme will not be eligible for a further period of leave under this scheme for another four years.
6. Length of service is not in itself sufficient to gain sabbatical research leave, although it may be considered as an additional positive criterion in an application after consideration of research-related criteria.

### Eligible Activities

7. Applications to the Research Sabbatical Leave Scheme are considered only if they demonstrate that the leave will be used to undertake a clearly defined piece of research with identifiable and substantial research output(s) relevant to the University's Research and Innovation Strategy.

8. The following are illustrative of research outputs which are considered 'substantial' and therefore eligible for sabbatical research leave:
  - the submission of research papers/articles of at least national significance, publishable in refereed academic journals and eligible for entry to the Research Excellence Framework;
  - a research-based, professional or academic book (authored or co-authored) which is eligible for entry to the Research Excellence Framework;
  - other forms of practice-based output such as those related to performances and exhibitions which are eligible for entry to the Research Excellence Framework;
  - an external research grant of significant size (normally > £250,000);
  - completion of a doctoral thesis.
  
9. Please note that these are *examples* of substantial output and not strict definitions of eligible output. Other related outputs which enhance research reputation (for example, conference presentations, seminars, unpaid secondments or fellowships, policy briefings, and impact and public engagement activities) will strengthen applications, but are not in themselves sufficient research outputs to support an application.
  
10. Applicants are asked to take particular note if applying to complete a doctoral thesis as this will normally be interpreted as a summative act leading directly to submission for examination. As such, applicants, by requesting sabbatical leave, are indicating to the University that their doctoral research will normally require no further financial support or other resources, including a contribution from the University towards fees.

### **Application Procedure**

11. Potential applicants should discuss intended applications with their line manager and Head of School/Department. The Executive Dean for Research and Knowledge Exchange and the Head of Research can offer additional advice. The discussion should cover ways in which their application might be appropriate to their career development and to contributing towards the University's Research and Innovation Strategy.
  
12. Applicants must have the support of their line manager and Head of School/Department for any application to ensure that the financial and practical implications of the applicant's leave in terms of covering their teaching and administrative roles are fully considered in detail by the applicant, their line manager, Head of School and other colleagues on programme teams before an application is submitted. The cost of a period of sabbatical leave is one of the factors considered in determining the success or otherwise of an application and, therefore, a full list of costs associated with the period of sabbatical leave should be included.
  
13. The applicant is required to make a case that the research to be conducted cannot be undertaken by routine management of time available.
  
14. Applications should be made on the relevant application form and submitted to the Head of Research. A final decision will be reached by a panel normally comprising the Deputy Vice-Chancellor, the Executive Dean for Research and Knowledge Exchange, Head of Research and the applicant's Head of School/Department.

15. The annual deadline for receipt of applications is midnight on 1<sup>st</sup> March for the following academic year.
16. If an application is rejected, the applicant can take advantage of feedback and advice from the Executive Dean of Research and Knowledge Exchange regarding the reasons for rejection and the possibilities of further applications.

### **Research Resources**

17. Research resources are distinct from the resource implications of being granted a sabbatical. They are defined here as the resources necessary for the actual conduct of research, for example, travel and subsistence expenses, conference fees, library fees, research support, and so on. The applicant must show that he or she has identified appropriate means of covering these research resources.
18. Applicants may also apply for support from the relevant University funds in relation to the research to be undertaken on any sabbatical but are encouraged to seek external funding for research resources, where available, for the conduct of research.
19. Applications to the Research Sabbatical Leave Scheme should state whether the conduct of the research in question is dependent on the success of supporting applications for research resources and where it is proposed these applications are to be made.

### **Monitoring and Reporting Procedures**

20. Applicants who offer their resignation to the University prior to, or during, the period of sabbatical leave may be required to return to the University to undertake normal or equivalent teaching and administrative duties commensurate with their role, for either all or part of the sabbatical period.
21. Successful recipients will be required to submit a formal report of outcomes of the period of sabbatical research leave to the Head of School/Department, the Executive Dean RKE and the Head of Research and will be expected to present their work at the University.
22. Successful recipients will be required to discuss the outcomes of the period of sabbatical leave with their line manager and Head of School/Department upon completion of the sabbatical leave. Staff who do not fulfil the agreed outcomes of the sabbatical will normally be required to repay the costs incurred through covering their duties, as well as any additional costs incurred to facilitate the research project.
23. Staff who leave the University of their own accord e.g. through resignation or retirement within six months of completing their sabbatical will normally be required to repay the costs incurred through covering their duties, as well as any additional costs incurred to facilitate the research project.
24. All peer-reviewed published outputs, which are eligible for entry into the Research Excellence Framework (or equivalent successor), must be submitted to BG Research Online in accordance with the University's Open Access Policy and will remain the property of Bishop Grosseteste University for the purposes of REF submission.<sup>1</sup>

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<sup>1</sup> Subject to final confirmation of HEFCE's REF criteria and policy on non-portability of outputs.




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## RESEARCH SABBATICAL LEAVE SCHEME

### APPLICATION FORM

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Applications must be submitted via email to the Executive Dean of Research and Knowledge Exchange by midnight on 1 March for sabbatical leave to be taken in the following academic year.

|  |  |
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| Name   |  |
| Role   |  |
| School/Department  |  |
| Period of continuous service at BGU at time of application |  |
| Proposed start and end dates of the sabbatical             |  |
| Date of the last sabbatical leave at BGU (if relevant)     |  |

Brief statement of the research activity to be conducted during the sabbatical leave.  
(max 500 words)

List expected research outputs directly linked to the sabbatical leave. For publications, list intended journals or publishers.

Indicate why the proposed work cannot be performed as part of your research unit allocation in the workload model.

Please detail the cost of the hours required to cover your normal teaching and administrative duties using the standard costings for VT cover available on SharePoint. Specify the modules and tasks which require cover.

<https://bgnet.bishopg.ac.uk/Docs/VT%20Contract%20Requests/Forms/Regeust%20Contract.aspx>

Will any additional resources beyond staff cover costs be required to conduct this research activity? If so, please state how these expenses will be met and from where.

Please provide a work plan (e.g. activities with time plan) for the sabbatical period.

How will this leave benefit your own personal research development and the aims of the Research and Innovation Strategy?

Please also attach a summary (no more than 1 side of A4) of your current research interests and key outputs/achievements over the last three years.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Line manager: I support this application Yes  No

Signature of line manager: \_\_\_\_\_ Date: \_\_\_\_\_

Head of School/Dept: I support this application Yes  No

Signature of HoS/Dept: \_\_\_\_\_ Date: \_\_\_\_\_