



Research Leave Policy

1. A period of paid research leave is normally granted to tutors of the College after four years of continuous service.
2. The normal duration of this leave is four months and usually relates to the summer term and summer vacation. When more than one tutor requests a period of research leave within the same academic year, or in exceptional circumstances, other periods of the year or spacing may be considered.
3. Research leave is not guaranteed or a right. Each tutor is required to apply initially to the Principal and formally for such leave to the Academic Board with an appropriate programme of study and the first and last days of their intended period of leave.
4. At the conclusion of the research leave, the tutor is required to submit a written report of their activities to the Academic Board, setting out the results and providing an evaluation of the experience.
5. The Leadership Team advises the Governors of periods of leave granted.
6. The College recognises that there is a diversity of academic needs among the tutors (such as the completion of doctoral research) and may look sympathetically on requests for extended leave of absence for study (though this will normally be unpaid outside the terms of this policy).
7. The Principal is also normally granted research leave after four years of continuous service. The Principal is required to apply in the same way as members of the teaching staff but the period of research leave is up to six months. This can also be taken in broken periods.
8. Leave is never absolute and if the interest of the College requires this, the Principal (or in the Principal's absence, the Leadership Team) can ask the colleague to interrupt their leave briefly to fulfil specific duties.

-0-0-0-

Document control box			
Title	Research Leave Policy		
Date approved	June 2016	Implementation date	June 2016
Next review date			
Version	2	Supersedes version	1 (2011)
Approving body	Academic Board		
Quality Code consulted	TBC		
Member of staff responsible	Principal		