**Applying for Academic Sabbatical Leave, EEE Department**

Sabbatical leave can be a valuable exercise for academic staff, and the department is very supportive of them. Staff wishing to take a sabbatical should read the relevant section of the College’s [HR policy on Special Leave](https://www.imperial.ac.uk/human-resources/leave/special-leave/) and apply to the HoD in writing, attaching the College’s ‘Application for Leave of Absence / Sabbatical Leave’. Please take note of the following guidance when completing the form:

**Section 1 (a)**

* What you propose to do and what are your aims

Sabbaticals should have specific purposes, such as to develop a new research idea, transition into a new topic, build strong collaborative links with your hosts, and so on. Indicate the expected effect on, for example, publications and grant submission, both during the sabbatical and the longer-term effect.

* Where you propose to go

Where you will spend your sabbatical; if multiple places how long at each; whether you have agreements already in place with your proposed hosts. How you chose your host(s). Note that sabbaticals taken mainly here at Imperial miss much of the potential benefit, and are less likely to be approved, as do multiple short visits – visits of a few weeks can usually be incorporated within a normal working year, and do not provide the learning that is possible when embedded in another organisation for a period of months. Note that sabbatical visits can be to companies as well as to other universities or research institutes.

**Section 1 (c)**

* How will your departmental duties be affected and proposed cover arrangements?

Proposals for covering teaching and admin duties, and details of any arrangements already agreed, e.g. with the DUGS or with those proposed to cover. It is not necessary to have organised cover for everything before applying. Some duties may be continued remotely or by regular visits back to the department, or rescheduled to take place outside the sabbatical period, or the sabbatical arranged around them

**Section 1 (d)**

* How will your sabbatical be funded?

Costs, particularly for travel and accommodation, and proposals for how these will be met, e.g. by host, staff account, letting of own accommodation, house swap. Indicate whether there is an external fellowship or grant you can apply for which can help with costs, or help pay for cover of your duties while away.

**Other points:**

* Proposed start and end dates: a sabbatical should normally between 6 and 12 months in duration and be continuous.
* Have you discussed this with your direct line manager, e.g. group head? If so and they are supportive, that person can attach a supportive note.

**Departmental Process**

Requests covering the points above should be submitted to the HoD via Anna McCormick. These should be submitted by the end of the autumn term of the academic year before the year in which the sabbatical is proposed to be taken, or by the end of the preceding spring term for sabbaticals commencing in the spring or summer term of the following year. The HoD will consult with the head of group and the directors of undergraduate and postgraduate studies, so consultation with these individuals before submission is advised. If there is a large number of applicants for any one year, the HoD may appoint a panel to assess and prioritise the proposals. You should expect a decision by the 4th week of the term after which you submit your proposal.