**SOCIAL SCIENCES DIVISION**

**Application for sabbatical leave or dispensation from APTF-C lecturing obligations**

1. **Application**

Please complete and sign one copy of this form and submit it to your head of department/faculty board secretary. Applications will be considered by your department or faculty board as part of a gathered field before being forwarded to the divisional board. **The form must be signed by your head/s of department/faculty board chairman before being submitted to HR Assistant of the Social Sciences Divisional Office, Hayes House, 75 George Street, for divisional approval.**

Your entitlement to leave can be checked with the divisional HR team before the form is submitted to division. Please contact the team at academic-hr@socsci.ox.ac.uk.

1. **Following your sabbatical leave or dispensation:**

A stipendiary form will be sent to you after each period of leave granted, on which you will be asked to state whether you consider you are financially better off than if you had not taken leave and, if so, what part of your normal university stipend in respect of the period covered by the leave you will forgo: at the same time **you will receive a request for a BRIEF REPORT on activities undertaken during the leave** (Council Regulations 4 of 2004) [Council Regulations 4 of 2004 | Governance and Planning (ox.ac.uk)](https://governance.admin.ox.ac.uk/legislation/council-regulations-4-of-2004#collapse1432841).

**1. Name of applicant……………………………………………………………………….**

**2. Faculty or Department………………………………………………………………….**

**3. College……………………………………………………………………………………**

**4. Leave applied for** (please complete **(1) *OR* (2)** below, as appropriate)
 (1) *Applicants other than APTF-C*

Term(s)……………………………………………………………………………..

***OR***

 (2) *APTF-C applicants*

***Number*** **and topic of lectures or classes** from which dispensation is sought; total must be either 8 or 16; if topics are not yet known, state the subject area in which you usually lecture

 ……… ………………………………………………………………………………

 ……… ………………………………………………………………………………

 ……… ………………………………………………………………………………

 During which term or term(s) is dispensation sought?……………………..

**5. Purpose** (including any ‘outside’ appointments[[1]](#footnote-1)1, research fellowships, etc.)

 ………………………………………………………………………………………………

 ………………………………………………………………………………………………

 ………………………………………………………………………………………………

**6. College leave[[2]](#footnote-2)2**

(Paid) Term(s)……………………… Granted/Applied for/Not applicable[[3]](#footnote-3)3

 (Unpaid) Term(s)…………………… Granted/Applied for/Not applicable[[4]](#footnote-4)3

**7. Substitute teaching** (the faculty board or department will also be asked to comment on this)

 (i) Please confirm on whether substitute teaching will be required:

 Lectures………………………………………………………………………

 Classes………………………………………………………………………..

 (ii) Do you normally provide teaching for another department or faculty board which might therefore need to consider substitute arrangements during your leave?

 **Yes/No[[5]](#footnote-5)3**

If yes, please specify.

**8. Supervision of graduate students**

 Do you intend to continue supervising your graduate students during the leave?

 **Yes/No[[6]](#footnote-6)3**

If **no**, please confirm that alternative arrangements are being/have been made

 ……….…………………………………………………………………………………

 …………………………………………………………………………………………

**9. Examining** (for the information of the faculty board/department)

 (i) Have you already accepted nomination as a public examiner during this period?[[7]](#footnote-7)4 **Yes/No3**

 (ii) If yes, would you still be able to act if leave were granted? **Yes/No3**

*Signed*……………………………………….….. **(Applicant)** *Date*…………………………..........

**10. *Statement to be completed by head of the department/faculty board chairman***

 I confirm that the arrangements for substitute teaching (and for other duties within the department) are satisfactory. Teaching will be covered by the department without cost/the cost to be met from department funds.3

 *Signed*…………………………………….…..............................*Date*...............................................

1. 1 It is particularly important to refer to any consultancy held during leave as the University expects to issue a disclaimer of liability in such cases (and to see a copy of the proposed contract if this does not conform to the University’s standard form, a copy of which can be supplied). [↑](#footnote-ref-1)
2. 2 Please specify *which* terms you have applied for or been granted leave for. In the case of college leave, it is assumed that you have ensured that there will be no teaching or other difficulties on the college side of the university leave granted. [↑](#footnote-ref-2)
3. 3 Delete whichever is inappropriate [↑](#footnote-ref-3)
4. [↑](#footnote-ref-4)
5. [↑](#footnote-ref-5)
6. 3 Delete whichever is inappropriate [↑](#footnote-ref-6)
7. 4 A person whose duties include the duty of acting as examiner or assessor is required to act ‘as and when requested to do so by a nominating committee or other competent body … unless he or she can show reasonable cause, to the satisfaction of the Vice-Chancellor and Proctors, why on a particular occasion he should not do so’. Such persons who have already accepted nomination but who wish not to act during sabbatical leave must therefore make *separate* application to the Proctors as soon as possible, since no application for leave or dispensation will be approved in such cases until the application for release from the examining obligation is resolved.

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FOR **SOCIAL SCIENCES DIVISION OFFICE** USE ONLY

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Entitlement Position:

(Terms)

Departmental/faculty board approval: …………………………………………………. (date)

Divisional Board approval: …………………………………………………………….. (signature) …………………………………. (date) [↑](#footnote-ref-7)