



## ACADEMIC RESEARCH AND STUDY LEAVE POLICY AND PROCEDURES

*For those involved in a University of Notre Dame Australia (UNDA) degree or course, UNDA policies and procedures also apply. Where there is a conflict between this policy and the UNDA policies, the UNDA policies should be followed.*

### Purpose

Te Kupenga supports high quality research and study. Staff members are given opportunities for leave in order to promote their research and publication activities, enhance teaching performance, and strengthen the knowledge held within Te Kupenga. This includes the academic tradition commonly termed the ‘sabbatical’.

The policy should be read in conjunction with the Performance Growth and Goal Setting Policy and the Academic Conferences Policy, which cover training and conference attendance separate to research and study leave.

### Principles

- Te Kupenga supports academic staff to engage in research and study and fosters an environment which supports this.
- Te Kupenga values research excellence and promotes the dissemination of research outcomes.
- Te Kupenga endorses research-led teaching and study which supports teaching effectiveness.
- Te Kupenga expects ethical behaviour in research.
- Funding of research and study leave is based on available budget, and prioritises:
  - high quality research publications and/or gaining competitive grant income, and
  - research or study which will clearly advance Te Kupenga’s strategic academic objectives.

### Eligibility

To be eligible for ‘sabbatical’ leave, a staff member must:

- Be appointed to a permanent position with Te Kupenga.
- Be employed as lecturer or lecture as part of your usual work duties.
- Hold a PhD degree or equivalent.
- Have a verifiable research profile before applying for a sabbatical.
- Have taught for Te Kupenga for a *minimum* of 6 semesters subsequent to being appointed to a permanent position, and (if applicable) since being granted previous sabbatical leave. Leave without pay (LWOP) does not count as teaching service.
- In general, expect to continue to work at Te Kupenga for the three years following the sabbatical leave. (Staff members who have contributed to current PBRF funding may be exceptions to this).

Staff members of Te Kupenga who do not meet the eligibility criteria for a ‘sabbatical’ may apply for other research and study leave and will be considered on a case-by-case basis. This could include

staff members who wish to work on their PhDs and staff members who are not employed as lecturers.

### **Guidelines**

1. Approval of research and study leave is always discretionary and will be dependent on available budget.
2. 'Sabbatical' leave will usually only be granted for up to 6 months (one semester), but up to 12 months may be considered for projects which require additional time and are considered exceptional.
3. 'Sabbatical' leave will normally be fulltime but will be on a pro-rata basis for part time lecturers and for those in management positions who are not teaching fulltime.
4. For other research and study leave, the amount of leave will be determined on a case-by-case basis.
5. The overall budget for research and study leave will be approved as per the Budget Policy. Each year the Chief Executive will consult with the Dean as part of this process. The projected itemised and total financial costs in most cases of 'sabbatical leave' should not total more than \$10,000. Any shortfall will need to be met from other external sources.
6. Staff are encouraged to seek external academic research and study grants/donations to fund their activity.
7. Eligibility for all research and study leave will take into account service, published outputs and the time previously granted for research and study leave.
8. There must be verifiable outputs expected from the time spent away.
9. Te Kupenga expects staff to enhance organisational learning as appropriate following their leave.

### **Procedures**

1. An application from Catholic Theological College staff for 'sabbatical' leave or other research and study leave should first be made to the Dean. Applications from National Centre for Religious Studies or Nathaniel Centre staff should be made to the appropriate Director. The Dean (or Director) will review all applications, and may consult with the Assistant Deans, the Academic Advisory Board, the Research Committee, or other experts in the field of study as appropriate.
2. For budgetary purposes the application must be made by June 30 of the year prior to the proposed leave.
3. The staff member must provide a detailed proposal for their application using the appropriate Application Form attached to this policy.
4. The Dean (or Director) will consider the application and make a recommendation to the Chief Executive. In doing so, the Dean (or Director) will have regard to the teaching and operational requirements of Te Kupenga and the perceived value to the organisation of the leave period.
5. The Chief Executive will consider the recommendation of the Dean/Director and have the authority to grant, grant in part, defer or decline an application.

### **Review and approval**

The Academic Research and Study Leave Policy and Procedures are subject to the normal three-year review cycle. Review is the responsibility of the Academic Advisory Board, with approval by the Te Kupenga Governance Board.

Approved: 24 March 2023

Next review: March 2026



## APPLICATION FOR “SABBATICAL” LEAVE

Name	
Sabbatical Period Requested	

### ELIGIBILITY

Criteria	YES / NO
Are you appointed to a permanent position at Te Kupenga?	
Have you taught at Te Kupenga for a minimum of six semesters since being appointed permanently or since you last had sabbatical leave? <i>(Details needed below)</i>	
Are you employed as a lecturer or lecture as part of your usual work duties?	
Do you hold a PhD or equivalent?	
Do you have a verifiable research profile? <i>(Details needed below)</i>	
Has your work met the threshold for the upcoming PBRF funding?	
Are you aware that in most cases those granted sabbatical leave should expect to continue working at Te Kupenga for six semesters after the proposed leave?	

### PROPOSAL

Please give details of what you propose to do during the sabbatical period. (Include any planned attendance at seminars/conferences and any travel required)
What do you hope to achieve in terms of outputs?
How will the sabbatical activities assist you in developing your research profile?
What value will your work bring to Te Kupenga?
What value will your work bring to other stakeholders?

### ANTICIPATED COSTS

	Details	Total cost
<b>Fees</b>		
<b>Travel</b>		
<b>Accommodation</b>		

<b>Other</b>		
<b>TOTAL</b>		

### TE KUPENGA WORK RECORD

Date of permanent appointment	
Fulltime or part time FTE	
If in a management position – proportion of time spent teaching/lecturing	
Date of last sabbatical (if applicable)	
Total service at Te Kupenga (including fixed term appointments)	

### RESEARCH PROFILE

All research published in the last six years (Title and where published?)	Did this contribute to PBRF? Y/N

### APPLICATION CONDITIONS

	YES /NO
I am expecting to still receive my salary/stipend while on sabbatical leave.	
I understand that Te Kupenga is not expected to hire a relieving lecturer while I am on leave.	
I understand that any application for sabbatical leave is subject to budget constraints.	
I understand that the maximum costs allowed for is \$10,000 and that I need to find other grant income to cover any shortfall.	

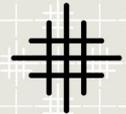
I have discussed the details and the suitability of this application with my immediate line manager.	
The Te Kupenga Research Committee is aware of my application and have had the opportunity to comment on my application.	
I have attached further information in support of my application. (Please list)	

**SIGNED**

Applicant Signature	Date

**APPROVAL**

Signature	Date



## APPLICATION FOR RESEARCH AND STUDY LEAVE

This form is to be used for requesting leave that does not qualify for “sabbatical” leave. It is suitable (for example) for staff who are not employed as lecturers and/or who wish to apply for leave to complete PhDs. Applications are dealt with on a case-by-case basis.

Name	
Leave period requested ( <i>details needed below</i> )	

### PROPOSAL

Please give details of what you propose to do while on research and study leave. (Include any planned attendance at seminars/conferences and any travel required).

Please give details of the amount of leave requested. (This may for example be 1 day per week for a period in order to complete your PhD).

What do you hope to achieve in terms of outputs?

How will the research and study leave activities assist you in developing your research profile?

What value will your work bring to Te Kupenga?

What value will your work bring to other stakeholders?

### ANTICIPATED COSTS

	Details	Total cost
<b>Fees</b>		
<b>Travel</b>		
<b>Accommodation</b>		
<b>Other</b>		
<b>TOTAL</b>		

**TE KUPENGA WORK RECORD**

Date of appointment at Te Kupenga	
Permanent or fixed term tenure	
Fulltime or part time FTE	
Date of last research and study leave (if applicable)	
Total service at Te Kupenga (including fixed term appointments)	

**RESEARCH PROFILE**

All research published in the last six years (Title and where published)

**APPLICATION CONDITIONS**

	YES /NO
I am expecting to still receive my salary/stipend while on research and study leave.	
I understand that Te Kupenga is not expected to hire a relieving staff member while I am on leave.	
I understand that any application for research and study leave is subject to budget constraints.	
I understand that I may need to find other grant income to cover costs.	
I have discussed the details and the suitability of this application with my immediate line manager.	
The Te Kupenga Research Committee is aware of my application and have had the opportunity to comment on my application.	
I have attached further information in support of my application. (Please list)	

**SIGNED**

Applicant Signature	Date

**APPROVAL**

Signature	Date