## Application form for research leaves

Name:

Position:

Institute:

Appointed in a permanent academic position from:

The application concerns the following semester(s)

I have previously been granted a research leave:

I have previously submitted an application that was not granted:

The following questions/sections must be answered: The boxes will expand as you write.

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| Research project:       |
| Brief description of the research project. (Can be enclosed as a separate document if required):      |
| Specify the project’s end products / the project’s objective. Example: Artistic research/work, traditional research (monograph, biography, textbook, articles etc.) and/or dissemination (exhibition, TV documentary etc.).      |
| Work schedule for the research leave:      |
| Have you held any particular offices or had a special work load or are there any other special considerations you believe should be considered in relation to prioritising your application?      |
| Previous research work and/or other academic activities conferring merit. A list of publications can be enclosed:      |
| Academic network. State whether the research project is anchored in an academic network, whether there are any plans for a stay at a foreign institution or similar:      |
| Have you applied for funding for the research project in other contexts?      |
| Have you previously been granted a research leave funded by external sources? If yes, list the leaves, the type of research project, the source of funding, and what/how much was freed up:      |
| Specify what obligations you are applying to be released from (teaching, supervision, exams, offices):      |
| Specify the tasks you wish to continue doing during the research leave (e.g. supervisory relationship, project management, other tasks): |

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

## The head of institute's assessment

Institute:

The application is supported: (yes/no)

The institute's prioritisation:

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| **Academic assessment of the application** |
| *The quality of the application*      |
| *The research project’s relevance to the institute. How is the project positioned in relation to the institute’s R&D efforts / existing research initiatives?*      |
| **Practical and financial assessment of the application** |
| *How will the institute cover the applicant’s teaching duties? Substitute arrangement, if relevant*      |
| **Grounds for the head of institute's support/rejection of the application and prioritisation** |

Signature, head of institute: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_