



REPORT ON THE OUTCOME OF STUDY LEAVE

TO BE SUBMITTED TO YOUR HEAD OF DEPARTMENT WITHIN 8 WEEKS AFTER THE COMPLETION OF YOUR PERIOD OF STUDY LEAVE, FOR SUBMISSION TO YOUR FPVC (OR DESIGNATE).

To complete the below you will need to refer to Section B of your Study Leave Application form, which details your expected objectives/outputs agreed in relation to this period of leave.

Section A:

Name:		Post Title:	
Department:		Faculty:	
Period of Study Leave Taken:			

Section B:

Please provide a brief description of what you have done and achieved with regards to the agreed objectives/outputs during this leave period as per your application (where an objective/output has not been achieved please detail reasons for this):

Detail how this work positively impacts/contributes to your role/ department's/ faculty's strategic objectives (e.g. in relation to research)

Note: Please also identify any developments/tools/information that you believe may be of interest to others within the University

SECTION C: (To be completed by the Head of Department)

- **The above is an accurate account of the output achieved:**

Agreed/Not Agreed (circle as appropriate, adding any comments below)

- **Summary of plans to build on or share these outputs. Please detail:**

Name:			
Signature:		Date:	

SECTION D: FPVC (or designate)

***I agree/do not agree** that the outputs in relation to this period of Study Leave are satisfactory (* delete as appropriate)**

Name:			
Signature:		Date:	

****Where the outputs are deemed to be unsatisfactory your concerns should first be discussed and further information sought from the relevant Head of Department. Where concerns remain please discuss with your HR Team.**

FORM TO BE RETAINED WITHIN THE FACULTY