# SCHOLARSHIP AND PROFESSIONAL

**PRACTICE LEAVE/**

**APPLICATION**

# Uok_Logo_PMS294_PC_RGB

# Section A: Applicant Details

|  |  |
| --- | --- |
| **Name:** |  |
| **Job title:** |  |
| **Date of Appointment:** |  |
| **Date of Application:** |  |
| **Employee Number for Equal Opportunities Monitoring:** **[[1]](#footnote-1)** |  |

# Section B: Previous Leave

### Most recent Study, Scholarship and Professional Practice, or Research and Innovation Leave period:

|  |  |
| --- | --- |
| **Dates of previous leave:** |  |

Please supply the following:

* A copy of the submitted report
* Any further outcomes related to the leave period since the report was submitted.

# Section C: Request for Study, Scholarship and Professional Practice

Applications for all forms of Study, Scholarship and Professional Practice activity are welcomed, please use the headings outlined below to detail the activities you will undertake, the expected outcomes and the alignment with the Divisional Education and Student Experience priorities.

It is recognised that for some activities, the outcomes will fall outside the period of leave. Please be as detailed as possible.

|  |  |
| --- | --- |
| **Period Requested:** | *eg. Autumn Term 2023*  |
| Proposed activities: |  |
| Proposed outcomes: |  |
| Any mitigating factors the panel should be aware of[[2]](#footnote-2): |  |
| Alignment with Divisional Education and Student Experience priorities: |  |

# Section D: Panel Decision and Feedback

|  |  |
| --- | --- |
| Date completed: | *eg. Autumn Term 2023*  |
| Panel Members:  |  |
| Approved/Not approved: |  |
| Commentary from the Divisional Panel: |  |
| Outcomes agreed: |  |

# Section E: Reporting

|  |  |
| --- | --- |
| Date completed: | *eg. Autumn Term 2023*  |

## 3 months following the period of leave:

* Outline the activities undertaken and progress towards the agreed outcomes; this should be as detailed as possible. Please also include any mitigating circumstances or situations that arose during the leave. This can be recorded as a conversation with an appropriate member of the Divisional panel.
1. Please see attached Equal Opportunities Monitoring document for how this will be used. [↑](#footnote-ref-1)
2. This can be recorded as a conversation with an appropriate member of the Divisional panel. [↑](#footnote-ref-2)