



University  
of Victoria

## Research Stream Faculty Members Study Leave Application

2020/21 Academic Year

The application must be submitted to your department head no later than **Tuesday, October 1, 2019**

Name: V# V00  
Academic Unit: Rank:  
Faculty:

### REQUESTED LEAVE

# of months requested: ☐ Six ☐ Twelve

Starting on: ☐ 1 July, 2020 ☐ 1 January, 2021  
and ending on: ☐ 31 Dec, 2020 ☐ 30 June, 2021 ☐ 31 Dec, 2021

Comments:

### PRIOR STUDY LEAVE(S)

Will this be your first study leave? ☐ Yes ☐ No

If not, what were the dates of your last study leave? to

Is the report from your least study leave attached? ☐ Yes ☐ No

If not, give reason:

As per the provisions of the Collective Agreement, if leave is granted, I agree to return to my duties at the University for not less than a period of time that is equal to the length of the leave (unless waived by the Provost); and, upon return, to file the prescribed report prior to the next salary adjustment review as per Article 34.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

## QUALIFYING SERVICE PERIOD DETAILS

*The 'qualifying service period' is the length of time since either your initial appointment or return from the most recent study leave, and the day before the start day of your current leave request.*

Qualifying service period start date:

End date:

Number of months in qualifying service period:

Were any previously approved study leaves deferred?

☐

No

☐

Yes, at my request

Reason:

☐

Yes, at the request of the University

Do you have a study leave credit that was previously granted?

☐

No

☐

Yes, at recruitment

# of months:

☐

Yes, due to previous deferral

# of months:

Were you on a Reduced Workload/part-time appointment at some time during the qualifying service period?

☐

Yes

☐

No

*The Collective Agreement stipulates that certain leaves are not counted as eligible years of service. Please indicate if you have taken a leave during your qualifying service period:*

Type of leave taken:

1. Start date:

End date:

2. Start date:

End date:

3. Start date:

End date:

All of the following sections must be completed. If necessary (or you'd prefer), you may attach supporting documents to your application. Please ensure that you have indicated where there is an attachment and that it is clearly labeled with the section heading.

I. ABSTRACT

attachment:

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Yes

☐

No

*Provide an abstract explaining the proposed project for the leave, including an indication of the relationship between the objectives of the project and your duties and scholarly activities at the University.*

II. PLANNED ITINERARY

attachment:

☐

Yes

☐

No

III. USE OF FACILITIES AT UVIC

attachment:

☐

Yes

☐

No

*Provide a statement outlining the proposed use of any space or facilities at Uvic during the leave.*

IV. COLLABORTATION WITH OTHER INSTITUTIONS

attachment:

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Yes

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No

*Where collaboration or use of facilities at other institutions is an integral element of the proposed project, provide either a) documentation with respect to arrangements that have been completed; or b) requests for the use of facilities or plans for collaboration.*

V. FUNDING OPPORTUNITIES

attachment:

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Yes

☐

No

*Provide a statement indicating the availabilities of fellowships, travel grants, grants-in-aid (received or pending), and other outside support for the leave.*

VI. SUPERVISION OF GRADUATE STUDENTS

attachment:

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Yes

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No

*State arrangements made for the supervision of graduate students. Please name the interim supervisors, or indicate how you will continue to be involved in their supervision while on leave.*

VII. SCHOLARLY UPDATE

attachment:

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Yes

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No

*Provide an update of scholarly developments resulting from your previous leave, if applicable.*