

APPLICATION FOR SABBATICAL / STUDY LEAVE

Please submit the leave application to your respective Divisional Director by 1 December (e.g. application for leave in AY2019/2020 to be submitted by 1 December 2018) for planning purposes. The signed and completed form should be forwarded to Faculty Human Resources (FHR) for processing immediately after endorsement by the Divisional Director and the Dean of Faculty.

PART A – To Be Completed by Faculty Member			
1. Faculty Member's Particulars			
Name	Staff No.	Division	
Present Appointment	Period of Present Contract (if applicable)		
Joint Appointment (if any)	From	to	
2. Leave Period (Please indicate proposed period of sabbatical or study leave and other leave to be taken consecutively. Note that vacation leave eligibility will have to be pro-rated for sabbatical or study leave that is not considered resident service.)			
Type of Leave	Duration of Leave	Period of Leave	
		From	To
3. Proposed Sabbatical / Study Leave Programme Please provide the following details where applicable in your own format (appended). Language should be appropriate to a non-specialist audience:			
(a) Outline the programme of work intended for the sabbatical or study leave, including: <ul style="list-style-type: none"> • Research objectives and expected outcomes • Phases of work (with approximate dates, highlight time to be spent outside Singapore) • Collaborators and their role (if any) • Required permissions (if any, e.g. ethics, and whether obtained) • Facilities required (if any, including location: abroad/Yale-NUS /elsewhere in Singapore) 			
(b) Describe the significance of the work with respect to your current research profile and its relationship to the outcomes of previous annual faculty reviews. Please also include a copy of your current C.V.			
(c) Please attach letters of agreement concerning collaboration and external hosting institutions.			
4. Financial Assistance			
(a) Finance support from external funding (e.g. host institution)			
<input type="checkbox"/> No <input type="checkbox"/> Yes (To give details and attach copies of relevant correspondence)			

(b) Finance support from College-managed funding (e.g. Start-up Grant, Annual Travel & Research Fund)

No

Yes (Please select the item below and provide the estimated amount in the right columns)

	Start-Up Grant (SUG)	Travel & Research Fund
Airfare by the most economical means and direct route:		
Overseas / Subsistence allowance:		
Course/ registration fees:		
Others:		
Total:		

5. Other Information

Sabbatical/Study Leave History

Type of Leave	Duration of Leave	Period of Leave	
		From	To
Last sabbatical/study leave taken			
Recent absence (e.g. unpaid leave)			

Service obligation Information (Please indicate if you are presently serving a service obligation with the College and/or any other organization.)

Organization	Duration of Bond	Period of Bond	
		From	To

6. Contact Information for the period of sabbatical or study leave

Overseas Address	Telephone
Email Address	Fax

7. Declaration

(a) I declare that:

- the information submitted complies with eligibility requirements; and
- there is no disruption to Division functions and teaching commitments (where applicable).

(b) I accept that I may be contacted for consultation on urgent College matters during leave granted.

(c) I accept that I may be asked to postpone the leave detailed in this application

(d) I undertake to retain relevant supporting documents (applications, awards, research data, reports) for three (3) years.

(e) I will submit a report to the Dean of Faculty on the relevant activities undertaken within 2 months of return from my sabbatical/study leave.

(c) Should my sabbatical or study leave exceed 180 calendar days I undertake to serve the College for one year upon completion of my sabbatical or study leave. In the event that I leave the service of the College before completing this obligation I shall refund to the College all monies disbursed to me by the College during and/or in connection with the sabbatical or study leave, including salary, allowances and benefits, and funding received since the end of the sabbatical or study leave.

Signature of applicant:

Date:

PART B – To Be Completed by Divisional Director

(a) Application is supported Yes (If so, please complete (c) below.) No

(b) Reasons:

(c) Comments on the program of research proposed including academic merit, value to the individual, and value to the College.

Signature of Divisional Director:

Date:

PART C – To Be Completed by Dean of Faculty

(a) Application is supported Yes (If so, please complete B below.) No

(b) Reasons/Comments:

Signature of Dean Faculty:

Date: