

**PROFESSIONAL DEVELOPMENT/STUDY LEAVES/SABBATICALS  
APPLICATION FORM**

**NAME OF APPLICANT**

**PROPOSED PROFESSIONAL DEVELOPMENT EVENT OR STUDY  
LEAVE/SABBATICAL, AND AMOUNT OF FINANCIAL SUPPORT REQUESTED**  
(please itemise)

**DETAILS OF REQUEST** (please describe the event/study programme/sabbatical  
period and proposed dates, explaining how it will benefit your professional  
development in general and the College in particular)

**Applicant's Signature and Date**

**Line Manager's Signature and Date**

**Academic Registrar's/Chief Financial Officer's Signature and Date**

**Principal's Signature and Date** (for study leaves/sabbaticals and/or amounts  
over that in force at the time, approved by SLT)



**ADVANCED STUDY PROGRESS REPORT FORM**

**NAME OF STAFF MEMBER**

**COMMENCEMENT DATE/ACADEMIC YEAR REPORTED ON/ESTIMATED COMPLETION DATE**

**WHAT SPECIFIC OBJECTIVES DID YOU FULFIL AND WHAT PROGRESS DID YOU MAKE? (Please also attach a report from your Supervisor.)**

**WHAT WORK REMAINS TO BE COMPLETED?**

**WHAT CHANGES IN YOUR OBJECTIVES DID YOU MAKE, AND WHAT ARE YOUR SPECIFIC OBJECTIVES FOR NEXT YEAR?**

**Signature and Date**

**Principal's Signature and Date**

