

**Report 1 on sabbatical leave: activities**

To be completed 2 months after the end of leave. This report should provide a broad overview of the activities undertaken during the sabbatical.

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| **Section 1 –sabbatical report** |
| Surname |  | First name |  |
| Department |  | Dates of sabbatical |  |
| Report on activities during the period of sabbatical leave, including institutions visited and new collaborations and networks*(max 300 words)* |  |
| Signature of applicant:Date: *(An electronic signature or your name typed is sufficient)* |
| **Section 2 – Head of Department/Group review** |
| *For Head of Department/Group to Complete:* |
| *Review of 2 month report:* |
| *Signature of Head of Department/Group:**Date:**(An electronic signature or your name typed is sufficient)* |
| ***Section 3 – Dean’s (or Institute Director’s) comments*** |
| *For the Dean/Institute Director to complete:* |
| *Comments to the attention of the Sabbatical Committee:* |

**Guidance notes**

**Section 1**

Please note that the 2 month report should briefly summarise your main activities during the visit and list any institutions visited. Include outputs if appropriate but the main outputs and outcomes should be included in report 2 at 12 months after the leave, as most of these would not be available so soon after the sabbatical but please include any plans for publication, grant capture (and institute engagements, if applicable) in this report.

**PLEASE NOTE: After you have completed section 1, please sign (or add your electronic signature to) the report and pass it to *the Executive Officer (Research) (via Sue Eglinton on*** ***s.m.eglinton@bath.ac.uk******) in the Vice-Chancellor’s Office*. She will send the report to your Head of Department/Group after noting its receipt.**

**Section 2**

The Head of Department should review the report against the original aims of the application (a copy of the application form is available from Emma Perry at the VC’s Office, if required) and state whether s/he considers the sabbatical leave to have been a success in terms of the person’s career development and in providing strategic benefits to the Department and the University.

**PLEASE NOTE: After you have completed section 2, please sign (or add your electronic signature to) the report and pass it to *the Executive Officer (Research) (via Sue Eglinton on*** ***s.m.eglinton@bath.ac.uk******) in the Vice-Chancellor’s Office*. She will send the report to the Dean/Institute Director after noting its receipt.**

**Section 3**

The Dean/Institute Director is asked to provide comments as appropriate to the Sabbatical Committee on the above two sections to enable the Committee to assess the sabbatical leave.

**PLEASE NOTE: After you have completed section 3, please sign (or add your electronic signature to) the report and pass it to *the Executive Officer (Research) (via Sue Eglinton on*** ***s.m.eglinton@bath.ac.uk******) in the Vice-Chancellor’s Office* who will bring it to the next meeting of the Sabbatical Committee. If applicable, a copy will also be passed to the Institute Coordinator.**