

Introduction

Fusion is the key concept which underlies BU's Vision & Values 2018 and the University operates a central Fusion Investment Fund (FIF) to support a range of practical initiatives and pump-priming funds around Fusion at BU. The overarching aim is to transform the academic footprint at BU while remaining a similar size.

The SL strand is led by the PVC (Research, Enterprise and Internationalisation) and administered by the Research & Knowledge Exchange Office (R&KEO). The SL Committee is responsible for running and monitoring the allocation process – call, review, allocation and reporting. They also have responsibility for developing detailed application criteria as appropriate and developing FAQs. Applications will be assessed on their merits and quality alone.

The Study Leave (SL) strand provides up to 50 opportunities per annum for paid study leave for staff to undertake or participate in:

1. A period(s) of business or industrial secondment.
2. In international staff exchange or periods of overseas research, professional practice or educational activity.
3. In staff exchange or periods of research, professional practice or educational activity at other Universities or Government research establishments in the UK.
4. Secondments within different parts of BU, for example within different Schools.

The fund may also be used exceptionally to fund the inward mobility of overseas academics or industry figures, where there is a clear benefit to Fusion and it will lead to reciprocal visits taking place in the future and a clear benefit to partnership development or collaborative activity. Study leave normally, with the exception of internal secondment, involves 'study' away from BU and is not normally available for those simply wishing to seek teaching relief for writing purposes, although the committee is prepared to exercise some flexibility here where there is clear 'added value' to BU from that activity. For example, the primary purpose of a period of study leave may be to complete a book or monograph, write a large collaborative research grant, or engage in developing a new educational product. However, in doing so there must be clear evidence of external engagement with, for example professionals practising in a given field, such that there are clear secondary benefits to Fusion and to BU from that collaborative engagement.

The grants are designed to buy individuals out of one semester/term of teaching and provide support for overseas travel and subsistence or for expenditure associated with distance working within the UK. Periods of study leave need not be contiguous but can consist of a series of short visits or secondments at one or more institutions. An application for Study Leave may be combined or linked to a bid to the Staff Networking and Mobility Strand where additional travel and subsistence costs are required. Periods of Study Leave are normally between 2 or 6 months, but some flexibility for both shorter and longer periods will be exercised by the committee where there are good reasons for doing so. The size of the grant may also be exceptionally increased beyond the maximum threshold for longer periods of Study Leave.

The SL Committee who administers the fund would like to strongly encourage applications from:

1. Staff seeking personal development and promotion such as Early Career Academics, and staff in the final stages of completing doctorates. In the case of staff working on doctorates the committee is interested in supporting those staff who are close to completion and need a period of rest-bright from teaching to achieve submission, or to write the prime facie case or narrative around a PhD by publications. In all these cases the output during the period of Study Leave would normally be submission.
2. Staff wishing to develop their leadership capability through secondments within and beyond BU.
3. Staff wishing to maintain their Professional Practice, develop new skills, or staff wishing to refresh industrial/commercial awareness.
4. Staff wishing to dedicated blocks of time to a research or practice based development leading to a significant output such as a monograph, book or major research grant which demonstrates added value to Fusion and BU through external liaison.
5. Staff wishing to engage and collaborate with colleagues both with the UK and overseas via a series of short collaborative visits.
6. Staff who have just finished a period administrative duty such as Programme Coordinators or Framework Leaders and wish to rekindle or re-fresh their research, education or practice activity.

The normal cycle of applications is two per year – June and December – however the Committee recognises that opportunities arise at other times and is prepared to take out of cycle applications at any point during an academic year.

Key information about the SL strand

Eligibility	Permanent academic members of staff at BU with a minimum of one year's service
Project budgets	Awards made will be up to £15k
Project duration	Normally between 2 and 6 months One term only (staff are not permitted to be absent for both Term 1 and Term 2) and study leave will normally be taken as a continuous period of absence. The start date for a period of study leave must be agreed in advance and in writing with the Dean and cannot be changed without their subsequent approval.
Retrospective applications	No applications for retrospective funding will be considered
Permitted expenditure	Includes but not limited to: replacement teaching, travel and subsistence
Payment of salary	Staff on study leave will continue to be paid as normal (this does not form part of the grant)
Contact during study leave	Staff on study leave must make every effort to remain in contact with their Academic Group and if required be available to attend urgent or critical meetings as requested by their line manager

Deadlines	1 December and 1 June each year. Out of cycle applications are welcomed by the Committee as appropriate and will normally be evaluated within 1 month of submission.
How to apply	<p>Staff applying should complete an online application form and include a copy of their BU Academic CV, along with any supporting letters of invitation from host institutions as appropriate. To email CV's and letters separately please use the email address: FusionFund@bournemouth.ac.uk. You should make this clear in your online application if you are doing this.</p> <p>Following receipt of an application a confidential reference from the applicant's line manager and Dean will be sought. The applicant will have the right to view these references as part of the feedback process should they choose. All applicants are strongly encouraged to speak to their line manager to discuss their application in advance, for example during appraisals and regular meetings.</p>
Assessment	<p>Peer review panel: Matthew Bennett (Chair), Adele Ladkin, Stuart Allan, Zulfiqar Khan, Ann Hansford, Keith Hayman, Jane Murphy, Jim Andrews, Deborah Sadd. Administrator: Sam Furr</p> <p>Criteria: Quality of proposal, Project Viability, Contribution to Fusion, Impact / Benefits to Stakeholders, Value to the Individual.</p>
Decisions	Within 1 calendar month of the deadline with oral feedback provided to applicants if requested a member of the Professoriate
Appeals	Appeals must be made in writing to the DVC (Tim McIntyre-Bhatty) within 1 calendar month of a decision being made.
Financial management	Payments will be made in accordance with current BU financial regulations. RKE will set up an activity code for the project and the School will be responsible for administering the expenditure using this code. Expenditure can be carried forward between financial years providing this is agreed as part of the award set up.
Reporting	<p>Upon completion award-holders are required to produce a written report and a video/pod cast for the BU website (support with the video/pod cast will be provided). This must be submitted within 4 weeks of the end of a funded project.</p> <p>The outcomes from completed projects will be tracked for three years after the end of the project.</p>

Other information	<p>An award is made to a member of staff subject to the principle that: <i>no student or fellow staff member will be adversely disadvantaged by their absence</i>. It is the applicant's responsibility to work with their line manager and peers to make appropriate cover arrangements both for teaching and administrative duties both within and beyond their School. The University reserves the right to withdraw an award where these arrangements have not been adequately made. We draw specific attention to the following points:</p> <ul style="list-style-type: none">• Where coursework and examinations have been set based on material that an individual has already taught, they are required to undertake the necessary marking and assessment personally irrespective of whether they are on study leave. For example, if a member of staff teaches a unit in Term 1 they are be required to undertake the assessment even if they have started a period of study leave in Term 2.• Staff are required without fail to provide on-going support to doctoral students and other project students either in person or via Skype as appropriate.• Should a member of staff give notice during a period of study leave they are required to return the award immediately and return to work.
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