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| **A picture containing logo  Description automatically generated** |  | **Application Form for Research and Study Release** |
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This application must be received by **31 May** in the current year for research and study release the following year.

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| **Title** |  |
| **Name** |  |
| **Position** |  |
| **College or Service Area** |  |
| **Requested period for release:** | **From:** | **To:** |
| **Financial Assistance from outside sources:** (Provide details of any external financial assistance and indicate how Professorial funds will be utilised (if applicable). |

**Please attach the following with this application form:**

1. Previous Research and Study Release report (*if applicable*).
2. Research and Study Release Programme including:
* The overall academic purpose.
* The expected outcomes that will benefit Otago Polytechnic (e.g., publications, conference presentations, development of new courses/research/teaching methods, professional activity, postgraduate study, collaborative projects, changes in management or leadership).
* Activities which will lead to the accomplishment of your objectives (e.g., a summary of your research study or research project, individuals with whom you will be working, universities and other organisations you will be visiting, letters of invitation).
* Itinerary and contact details at each place.
* Your teaching/research or other employment responsibilities and state how they will be discharged during your proposed absence.
* Financial assistance or financial grants, including any applications for funding underway.
* Signed off by your Formal Leader.

**Applicant’s Declaration:**

In signing this application, I acknowledge that:

* I have read, and understand, Otago Polytechnic [**Research and Study Release policy**](https://online.op.ac.nz/about-us/governance-and-management/policy-library/research-study-release-policy)**.**
* it is my responsibility to book approved research and study release leave into ME@OP.

**Applicant’s Signature**: Date:

**Formal Leader Signature**:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

*Once application is completed send to* *researchoutputs@op.ac.nz*

*Note: applications will not be accepted without Formal Leader signature (if electronic, with time stamp).*

***FOR RESEARCH AND STUDY RELEASE PANEL TO COMPLETE***

**Application is approved.**

Name of kaimahi \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is approved for research and study release for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_months for the year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_for the following dates from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ inclusive of weekends and public holidays.

 **Additional information (if applicable)**

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**Application is declined (state reasons):**

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**Panel approval (Chair’s signature)**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

**OFFICE USE ONLY - Research and Postgraduate Studies**

Record the dates a copy of this form, indicating the outcome of this application is sent to:

* peopleandculture@op.ac.nz for the applicant’s employment file: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Kaimahi Formal Leader \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* payroll@op.ac.nz. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_