



## Research and education sabbatical NMBU - guidelines

Established by the Rector by authority on the 27th of April 2018. P360 ref 17/04249.

### 1 Purpose

The purpose of the research and education sabbatical for NMBU is to encourage competence development in research, education and innovation by providing scientific staff with the opportunity and time for coherent research, development of educational activities and educational development. The research and educational sabbatical is to be used to concentrate on research projects, the development of international contacts, academic renewal, development of education, subjects and study programmes and study quality work with the aim of future academic activities at NMBU.

The arrangement with a research and educational sabbatical may also be used for academic restructuring, researcher mobility and career development. Part of the sabbatical may also be used in the business and/or public sectors (relevance sabbatical).

The scheme may be used flexibly within the faculty's economic framework and on condition that the faculty's responsibility for instruction and guidance is safeguarded in a proper manner.

### 2 Who can apply

The scheme applies for permanent scientific staff in combined teaching and research positions. Employees in positions without research and/or professional development duties are not covered by the scheme. It is a pre-condition that the employee has conducted research, teaching and/or administrative tasks throughout the qualifying period.

### 3 Qualifying period

The calculation of the qualifying period: Permanent scientific employees accrue two months of seniority per service year when research duties, teaching duties, and administrative duties pertaining to the position are taken care of.

### 4 Application for a research and education sabbatical

Permanent scientific staff with a position of at least 80% may apply for a research and education sabbatical with full pay for up to 12 months. Normally, a 12-month research- and education sabbatical is granted every 7th year after a qualifying period of 6 years, or 6 months of research and education after a period of 3 years.



For associate professor positions where a gender is clearly under-represented, a research and education sabbatical may be granted every 5 years, after a qualifying period of 4 years, as a step in qualifying for a top position.

It is possible to apply for, and be granted, shorter research and education sabbaticals, with a corresponding reduction of the qualifying period.

The scientific staff who are awarded a research and education sabbatical will be exempt from teaching and any other duties/offices. In collaboration with the Dean, the scientific staff should clarify how externally-funded projects can be pursued, and ensure that the mentoring of Ph.D. students is taken care of during the research and education sabbatical. The research and education sabbatical may be organized differently if the applicant so wishes, and if the Dean finds that it is possible to do so taking into account the faculty's teaching and mentoring duties and the conduct of externally-funded projects. It is also possible to apply for coverage of expenses associated with the research and education sabbatical.

Leave in connection with external assignments does not normally count as qualification time. Statutory maternity leave (paid) is not deducted from the qualification time.

### 5 Special conditions related to employment in managerial positions

The Rector is entitled to a one-year research and education sabbatical for academic updating once the term of office expires.

Scientific staff at NMBU, who are employed in fixed-term posts as Pro-rector or Dean, are entitled to a one-year research and education sabbatical for academic updating once the term of office expires. The research and education sabbatical for employees and persons elected to fixed terms of office in the rectorate are financed over the university's general budget, while the research and education sabbaticals for dean positions are funded from the respective faculty's budget.

### 6 Application procedure

Application for a research- and education sabbatical should be sent to the Dean. The application should include a plan for the research and education sabbatical, and the plan should, among other things, include:

- Information on the schedule and duration of the research and education sabbatical
- Objectives and academic plan for the research and education sabbatical, including a project description. The plan should be linked to academic priorities and NMBUs strategic objectives.
- Plan for reporting and follow-up of the work



- If the research and education sabbatical is to be used in full or in part in the business and/or public sectors (relevance sabbatical) there should be written confirmation from the relevant body, and a description of the expected result
- Funding plan
- Account of how the applicant's duties will be attended to during the period, including the follow-up of any externally-funded projects and mentoring of Ph.D. students.

## 7 Application Processing

Applications for research- and education sabbaticals are decided by the Dean. The Dean establishes more detailed guidelines for consideration of the applications. A comprehensive evaluation of the application should be undertaken in which the following main points should be included:

- The quality and relevance of the work plan
- Conformity between the work plan and the implementation- and funding plan, as well as the realism of the plan based on the duration of the research and education sabbatical
- Correlation with the faculty's academic strategy and budgetary constraints
- How the applicant's duties in respect of the faculty are planned to be taken care of during the leave of absence
- Applicant's academic production
- The extent of the applicant's teaching, including the mentoring of Ph.D. students and master's degree and bachelor degree students
- Applicant's administrative work at the institution
- Any qualification requirements

A written agreement should be entered into on the conduct of the research and educational sabbatical based on the application and the Dean's handling of it. The agreement is signed by the Dean and the employee who is granted a research and education sabbatical.

## 8 Rights and obligations

The employee receives full pay during the research and education sabbatical, but is exempt from teaching and administrative tasks.

The person who is granted a research and educational sabbatical determines the place of work in accordance with the proposed plan and attendance commitment.

The person who is granted a research and educational sabbatical is obliged to concentrate his work effort on the professional field that formed the basis of the application for a research sabbatical

It is not permitted to take on employment, assignments, teaching, examinations, mentoring, duties or anything else that may reduce the planned outcome from the research and education sabbatical without the written consent of the Dean.



A concise report of the findings should be sent to the Dean within two months of the conclusion of the research and education sabbatical.

#### 9 Application deadline

The application deadline is determined by the individual faculty. The application deadline cannot be set any later than 15th April. A response should be given to the applicant as soon as possible, and without undue delay, after the application deadline.

#### 10 Postponement of the granted research sabbatical

Employees who have been granted a research and education sabbatical, but who for various reasons would like to postpone the intended period, must submit a reasoned application to the Dean.

#### 11 Refusal of application - right of appeal

Refusal of an application for a research and education sabbatical may be appealed to the Rector within two weeks from the applicant being informed in writing of the decision. Reasons for the appeal must be given.