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Procedure for Sabbatical at Department of Computer Science

Background

To promote and strengthen researcher mobility internationally and collaboration with the business world, scientific staff employed at the Department of Computer Science can apply for a continuous research stay at a foreign university or company. The stay must be based on concrete research activities and contribute to these through strengthened international collaborations or business networks.

Purpose of sabbaticals

A sabbatical is defined as a paid leave for the purpose of engaging in research or other activities that will advance the scientific staff's scholarly achievement or that will strengthen collaborative networks, enhance the reputation of or otherwise benefit the department.

The purpose of a sabbatical is to:

1. Intensive study and research
2. Exchange knowledge with other institutions and companies
3. Consolidate, strengthen, and expand networks and collaboration
4. Support strategies of the research groups and the strategy of the department
5. Acquire organizational knowledge
6. General competence enhancement and personal development

Eligibility

Scientific staff who completed three years of full-time service with the department may request sabbatical for up to six months, whilst six years of full-time service with the department allows scientific staff to request sabbatical for up to one year.

Terms and compensation

A sabbatical can be fully or partly funded through externally funded projects, through specific funds supporting scientific exchange or by the host institution. A sabbatical can also be fully or partly funded by the department.



The department will pay salary to the staff member on sabbatical according to the degree of employment upon application.

If the staff member applying for sabbatical will be engaged in externally funded activities during the sabbatical, then the employee must continue to register hours on the project.

Procedure for requesting sabbatical

The applicant should apply for a sabbatical prior to the academic semester in which they wish to take leave. The request is to be formulated in a letter to the Head of Department. Applications will be evaluated by the CS management team, and sabbaticals will be granted by the head of department. The Dean of the TECH Faculty must also approve.

Information about specific deadlines will be announced through the department's normal information channels.

The application letter should include the following information:

1. Motivation and plan

- Description of the dates and proposed study, or research, to be conducted during the sabbatical
- Research plan describing information about work tasks/areas of responsibility as well as the success criteria for the stay
- Explanation of the impact and strategic relevance/importance for the department and/or research group, including an explanation of how the sabbatical fits with the research group strategy
- An explanation of how the sabbatical is part of a career development plan for the VIP
- Endorsement by head of research group
- Potential other endorsements of the request for sabbatical

2. Host

- A description of the host university
- A letter of invitation from the host or confirmation that they will host the applicant during the sabbatical, and under which circumstances

3. Plan for coverage in the research group

- A plan for coverage of teaching, advising, and administrative responsibilities during the sabbatical, and identification of activities that will require coverage during the sabbatical

4. Budget

- An overall budget for the sabbatical period
- Information about funding to cover travel and living expenses
- Information about funding that will be used to supplement or replace salary funds from the department.

If approved, an agreement is formulated based on the provided information and signed by the applicant and the head of department. The agreement will then be sent to the Dean for final approval. A copy of the agreement will be shared with the group coordinator.



Procedure upon return from sabbatical

At the conclusion of the sabbatical, the staff member will submit a short report of activities carried out during the leave, and their results, to the research group and Head of Department. The staff member is further expected to give a talk on experiences related to the sabbatical upon return.

Contact

Sabbatical requests should be directed by email to Head of Department at institutleder@cs.aau.dk

This document extends "Sabbaticals for Academic Staff at the Technical Faculty of IT and Design", 3rd December 2018.