

21.3.19

FOIA request (ref.32/1394)

1) annual leave entitlements for academic staff and annual leave entitlements for administrative staff;

Academic staff

35 days per annum

Administrative staff

Length of service	Entitlement
Basic entitlement on appointment*:	27 days
After completion of 5 years continuous service**:	28 days
After completion of 10 years continuous service**:	29 days
After completion of 15 years continuous service**:	30.5 days
After completion of 20 years continuous service**:	32 days
After completion of 25 years continuous service**:	34 days

2) research and/or scholarly activity leave entitlements for academic staff, and for administrative staff;

Academic staff

Our contract sets out that academic staff engage in scholarly activity throughout the academic year and it is integrated into the overall pattern of their activities.

The period of time outside the normal teaching and administrative year and their holiday entitlement will be primarily devoted to such scholarly activity. The extent of such activity will depend upon the type of scholarly activity they are engaged in, which will be determined after consultation between their line manager and them.

Research and scholarly activity are considered as part of the annual appraisal process. Objectives for the coming year (or other appropriate period) are set and achievements over the past year (or other appropriate period) assessed.

Administrative staff

Research and scholarly activity are not included in their contract.

Staff development opportunities are available all staff and proposed activities should be discussed as part of the annual appraisal process.

3) external examining and/or moderation roles outside the employing institution for academic staff and for administrative staff;

We have no rules or guidance other than our external examiners handbook, which covers those external examiners who come here and do external examining for us. External examiner roles are dealt with by our Academic Quality and Development (AQD) Unit.

4) access to the employing institution's own doctorates or equivalent for academic staff and for administrative staff and what fee might be payable by academic staff and by administrative staff.

All staff have the same access to fee waivers for our courses as set out in our Fee waiver policy. For doctorates, staff are asked to make a contribution of £1,100 per annum towards the supervision costs.