

De La Salle University

University Research Coordination Office (URCO) Guidelines

Guidelines for Sabbatical Leave Projects

Term prior to leave

- proposal must be coursed through/approved by the CRC regardless of the fund source (URCO, externally-funded/personally- funded)
 - sabbatical leave project need not source out funding from URCO or CRF; project has to pass through CRC
 - sabbatical proposal with external funding may be denied approval by the CRC
 - please observe the URCO-CRC schedule of deliberation
- sabbatical leave project (if possible) should be within the research thrust of the department or the college
- CRC must look into the proposal to evaluate if such a project necessitates/satisfies that of a sabbatical research project
- a sabbatical leave project proposal not approved by the CRC may be revised and resubmitted. CRC shall convene Ad-hoc committee for a 2nd appraisal of project.
- dissertation may be submitted for sabbatical
- the decision of the CRC is within the light of a sabbatical leave
- dissertation with prior approval by defense panel members is not automatically approved for sabbatical
- all sabbatical leave projects shall be under strict monitoring of and by URCO
- if fund source is URCO, the project must undergo the standard procedure such as evaluation, liquidation, etc.
- no 2nd sabbatical leave project may be approved for those whose prior sabbatical leave project paper has not been submitted
- sabbatical leave may be spent to enroll for post doctoral studies but should also have a research output

Term after leave

- at the end of the leave, faculty must submit a research output to VPA through URCO
- sabbatical must be a report disseminated in a forum within the year of return or published
- submission of a bound copy for a report (if sabbatical leave was used for dissertation writing)
- extension of one term after sabbatical may be given to allow researcher to consolidate findings

Sanctions for no report

- may not apply for any other URCO or CRF grant
- no support for any faculty development on research or training program
 - no other study grant may be given
 - no final defense/graduation fee
 - no toga rental fee
 - no P10,000.00 incentive
- within the year of no report or no dissemination - no chair the succeeding year