

## Memo

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To: The Faculties and the NTNU University Museum (VM)

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From: Rector

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Signature:

## Common policy for sabbaticals at NTNU – international mobility

### 1. Purpose

Sabbaticals are incorporated in the units' long-term plans for research strategy, human resources policy and education strategy. Financial resources are available for lengthy research visits abroad. NTNU offers comprehensive and professional guidance for academic staff on long-term visits abroad.

A sabbatical is:

- A strategic tool for promoting the quality of research, for international cooperation, and for allowing uninterrupted time for research.
- A strategic tool for academic development within the fields of education and innovation as well as societal and business.
- A human resources policy instrument for the development of academic skills and career development.

### 2. Prerequisites

#### Period of service

- All permanent academic staff in academic posts in the categories: Professor, Associate Professor and Assistant Professor are entitled to apply for a 1-year sabbatical after 4 years of qualifying service or a ½ - year period after 2 years of qualifying service.
- Where a sabbatical is refused or postponed due to lack of substitution arrangements at the department, the academic does not lose the period of qualifying service and can submit a new application by the next application deadline; see Section 7.
- A leave of absence granted in connection with childbirth and family care does not reduce the period of qualifying service. This also applies in connection with adoption.

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Please address all correspondence to the organizational unit and include your reference.

## Applications

Sabbaticals are intended to have an international dimension and the sabbatical leave should primarily be taken abroad. The academic must prepare an application that includes:

- A plan for the sabbatical of a high academic quality, linked with academic priorities and NTNU's strategic objectives (see Purpose).
- Results expected from the sabbatical.
- Plan for funding, including a plan for external funding.
- Plan for satisfactory handling of supervision and teaching duties during the sabbatical period, prepared in cooperation with the department.

### 3. Criteria for assessment of application for sabbatical.

- The departments' needs for academic development; (research, innovation, dissemination, education-and relevance to practice).
- Development of external (international) networks with universities and business.
- Long- term academic visit abroad
- Quality and feasibility of the project.
- The academic's qualifications (academic production, academic supervision, project management).

### Other factors that are emphasized

- Period of qualifying service/time since the last sabbatical.
- Strong commitment to teaching, supervision and/or intensive administrative duties.
- Projects that seek to improve the quality of education
- Young applicants who:
  - Have both their first degree and their research training from NTNU or another Norwegian university and who have not had a long-term visit abroad during their education.
  - Need career development and networking.
- Women in the position of Associate Professor in male-dominated areas

### 4. Right and obligations

The academic has leave of absence with full salary during the sabbatical and is exempted from teaching duties, the obligation to report to the workplace, as well as clinical and administrative duties, in cooperation with the department.

The academic must ensure that supervision of doctoral candidates is maintained during the sabbatical period. Tasks other than those included in the project plan for the sabbatical may not be imposed on or undertaken by the academic unless this has been approved by the manager.

The sabbatical period is usually spent at an external institution. Flexible solutions, including commuting, can be arranged if there are academic or family reasons for this.

## 5. Results and reporting

The academic must submit a short academic report no later than two months after completing the sabbatical. This must describe how the sabbatical period was used, the results of the sabbatical, and how these will contribute to other research projects at the faculty/NTNU University Museum, the department and the research group.

## 6. Financial support for sabbaticals abroad

NTNU awards mobility grants based on fixed amounts for academics who spend all or part of their sabbatical abroad if no other support has been granted. NTNU's mobility grant is intended to cover start-up and additional costs involved in travel abroad and is not intended to fund research projects.

### Rates

NTNU's mobility grant follows the Research Council of Norway's rates and is provided according to the following breakdown per month, if no other funding has been granted. (Rates for 2015)

- a. The academic travel alone = 1 person NOK 16 000 per month.
- b. The academic travel together with spouse/ registered partner or 1 child = 2 people NOK 16 000 per month + 37,5%.
- c. The academics travel together with spouse /registered partner and child = 3 or more people NOK 31 000 per month.

NTNU will also cover one return journey via the cheapest mode of travel for the academic and accompanying family/ registered partner, unless other support has been granted.

In addition, funding will be provided for the following documented expenses upon application:

- Paid-up policy to spouse/registered partner who loses their salary income during the stay abroad with a value of up to NOK 300 000 (expenses of such a policy must not exceed NOK 25 000 per year).
- Educational scholarship for spouse/ registered partner of up to NOK 20 000 per year.
- Health insurance if this is not satisfactorily covered by the Norwegian Labour and Welfare Administration (NAV)/ Norwegian Public Service Pension Fund (SPK) (for the academic/ spouse/registered partner/ children. Maximum amount NOK 30 000 per year per family).
- Tax advice from a tax expert of up to NOK 10 000 per stay (requires minimum 6 months stay abroad)

### Duty to apply for mobility funding from external sources

Academics travelling abroad have a duty to apply for mobility funding from external sources if these exist. NTNU's mobility grant will be reduced by other grants awarded to cover start-up and additional costs for the same period abroad.

## 7. Application deadline and decisions on sabbaticals

The decision on the sabbatical is normally made at Faculty level based on a recommendation from the Head of Department/ human resources manager. The Faculty can delegate this responsibility to units that have personnel and budget responsibility for the academic staff, that is, normally the Head of Department.

If the application is refused, the academics can ask for new assessment. The new assessment takes place at Faculty level.

The deadline for applying for a sabbatical is **May 2<sup>nd</sup>** for a sabbatical that starts the following academic year.

The deadline for making a decision about a sabbatical for the Faculty or unit with delegated authority is **June 20<sup>th</sup>** for sabbaticals starting the following calendar year.

## 8. Administrative support

Academics who have been granted a sabbatical with stay abroad are offered assistance in the following main areas:

- Funding schemes
- Legal and administrative applications (tax, NAV)
- Administrative, health-related and immigration-related areas
- Financial and tax-related questions, including budget and day-care facilities
- Cultural and family-related questions
- Contact system, established between NTNU employees who have been and those who are to travel abroad (primarily same country / institution).

All academics who are going for a stay abroad must sign a contract with their employer governing their stay and funding arrangements. This must be signed before the sabbatical starts.