be supported across MAH. Faculty/Subject sta f ng and f nancial resources, including the

3. PROCESS

3.1 Leave Applications are sent by the applicant to mah-research@sussex.ac.uk by the deadline advised by the Leave Committee, as circulated in the Faculty Update. Late applications without mitigating circumstances will not be considered. In the case of mitigating circumstances, these will need agreement from the Head of Subject or Executive Dean before an application can be considered.

3.2 The application will then be sent to the relevant Head of Subject for their recommendation, who will return it to the MAH Leave Committee. The full application, including aims for the leave period, will be evaluated by the MAH Leave Committee, after which the applicant will be informed of the result.

3.3 If the applicant wishes to share supplementary information in support of their leave