The purpose of this policy is to enable faculty at ADU to go on paid research leave. This policy intends to improve the quality of research outcomes.

**Eligibility:** Full time regular faculty who joined Abu Dhabi University at least one year prior to the date of the research leave application.

**Leave Duration:** The eligible faculty can benefit from a paid leave for up to two months in the summer or winter terms to travel outside the country to conduct research with any university, industrial organization, governmental or non-governmental institution. The research leave is not part of the annual leave of the faculty. The research leave shall not be scheduled during the regular semesters (fall or spring), unless the faculty member’s teaching load is constituted of online courses only where his/her physical presence is not required to deliver those online courses.

**Process and Requirements:** The application has to be submitted to the Professional Development Committee of the respected College. The committee evaluates the application and forwards accepted applications to the respective college Dean for approval.

Any faculty member applying for research leave should submit the following documents:

* Completed professional development form
* Invitation letter from the host university, research center, organization, or institution.
* Summary about the collaborative research, timeline and the expected outcomes

After returning from the research leave, the faculty has to submit a summary report of the results and status of their conducted research.

**Budget:** The professional development budget, and up to the limit allocated to each faculty in his/her respective college, shall be used to cover air fare and the per diem, excluding any internal or external research funds promised by the hosting university, organization, or institution.

**Exceptions**

For any conditions/circumstances and/or exceptions outside the conditions stated in this policy, a request shall be presented to the Board of Directors for decision.