



Royal Holloway, University of London is committed to providing an environment which nurtures research, learning and teaching of the highest quality, and which advances knowledge, the personal development of its students and staff, and the public good, locally, nationally and throughout the world.

Application to Take Part in a Staff Development Activity

This form should be completed for any Staff Development Activity

Name: _____ Tel. No. _____

Department/Division: _____ Section/Team: _____

Event Title: _____

Date(s): _____ Venue: _____
(please attach booking form/course/event details where applicable)

A To be completed by the Applicant

Was this activity identified during your last Annual Staff Appraisal? **Yes / No**

If not, why has this requirement arisen?

What do you hope to gain from this activity/event?

(Please include reference to the Department and/or College Learning and Teaching Strategy in your response if you are an academic member of staff)

Do you intend to give feedback from this event to colleagues? **Yes / No**

If yes, what arrangements have been made to do this?

Signed by Applicant: Date ___/___/___

B To be completed by the Line Manager

Does this activity/event contribute directly to the department and/or College's Learning and Teaching Strategy? If yes, please give details. If not, please specify the benefit to the department of participation in this activity/event.

Title:

Signature: Date ___/___/___

C Allocation of Costs

| | £ | Departmental Contribution (£) | Central Contribution (£) (SDT/ADS) ¹ |
|-------------|---|-------------------------------|--|
| Fees | | | |
| Travel | | | |
| Subsistence | | | |
| Other | | | |
| Total | | | |

Departmental Approval: Date: ___/___/___

Staff Development Approval: Date: ___/___/___

Once completed this application should be forwarded to EITHER:

Staff Development Team, Personnel Department, Huntersdale

OR

Academic Development Services, FE132, Founder's Building

¹ SDT = Staff Development Team
ADS = Academic Development Services