



## Official procedure: Research sabbaticals

Step	Task	Deadline	Responsibility
1	application form to be submitted to the department executive committee	fourth week of the preceding winter/summer semester at the latest	professorship
2	confirmation from the department that teaching responsibilities are covered; documents forwarded to the Office of the Vice Dean of Research	at the next meeting of the relevant department executive committee	department executive committee
3	decision by the Office of the Dean	at the next meeting of the Office of the Dean	Office of the Dean
4	confirmation letter sent to the professorship	following the decision	Office of the Vice Dean for Research
5	at the end of the research sabbatical: submission of a short report (publication list or short report on the content of the research) to the Office of the Vice Dean of Research	within four weeks of the end of the research sabbatical	professorship