

SABBATICAL LEAVE



Eligibility: Staff members who have completed five years of service with the Secretariat within the last six years at the time of the application, and will have at least two more years of service after completion of the sabbatical leave. You need a proposal for your research and the approval of your supervisor.



Each year selected staff members have the opportunity to pursue research or study projects for a period of up to four months at recognized universities or independent institutions worldwide. Proposals are evaluated based on the following criteria:

- importance,
- feasibility and quality of the proposed study;
- appropriateness of the methodology;
- suitability of the candidate to undertake the proposed study;
- expected usefulness of the study for the United Nations.

The ASG for Human Resources Management, assisted by a selection committee, reviews the proposals submitted and makes a final selection in accordance with the criteria set out in ST/AI/2011/1. Up to 15 applications may be approved each year.



The Sabbatical Programme is an opportunity for staff members to

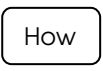
- add value to their contribution to the Organization and enhance their intellectual growth through research on issues relating to the work of the UN;
- enhance dialogue and contacts between the UN and other organizations and institutions engaged in related work worldwide; and
- gain exposure to state-of-the-art research and practices on issues on the international agenda.



You are responsible for identifying the institution or organization where you propose to carry out the study or research project, for securing acceptance by that institution for a specified time and for ascertaining the type of support services and facilities that the institution is willing to provide. You may choose from universities recognized by the UN; independent institutions worldwide; participating research and training centres of the UN University; or institutions that are members of the Academic Council on the United Nations System. See the full list in the Information Circular.



The annual programme is announced in August and the deadline for applications is near the end of October. See the current Information Circular for the exact dates. All applicants are notified of the results by the end of December. Your research report must be submitted to OHRM within 6 months of completion of the sabbatical leave.



When your proposed project has been accepted by the institution, follow the procedures for applying for the leave as outlined in the sabbatical leave policy and current Information Circular. Submit the following documentation to OHRM through your Head of Department/Office/Mission:

- Completed application form (from the Information Circular)
- Proposal (maximum four pages) describing the research or study project
- Written endorsement by the Head of Department/Office/Mission
- Two signed letters of recommendation from professionals and/or subject-matter experts in the field of your research/study
- Correspondence on potential acceptance from the proposed institution.

Detailed information on application procedures is provided in: ST/ AI/2011/1, Sabbatical leave and the current IC on the programme