



DATE: \_\_\_\_\_

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Professor Krishna Sen  
Dean  
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**MEMO**

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**STUDY LEAVE REPORT**

I have checked \_\_\_\_\_ Study Leave Objectives against  
the Outcomes in his/ her Study Leave Report covering the period \_\_\_\_\_ to  
\_\_\_\_\_ as follows:

	Objectives	Outcomes	Additional to Objectives
1			
2			
3			
4			
5			

I am satisfied that \_\_\_\_\_ met his/ her study leave  
objectives and was extremely productive.

\_\_\_\_\_  
Professor Ian Saunders  
Head of School