**Sabbatical Leave Program: Notice of conclusion**

Submission date: MM/DD/YYYY

#### To: Director of Division of Research,

#### Ritsumeikan University

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| Faculty & Staff No. |  |  | |
| Affiliation/Position |  | Name |  |

I am pleased to report that I have concluded my Sabbatical Leave Program as follows.

The "Sabbatical Leave Program: Outcome report (Form 7)," which describes the outline, etc. of the research outcome, will be submitted within two months.

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| Classification | | | | On-campus Domestic Overseas | | | | | |
| Sabbatical  leave period  \*Entirety | | | | MM/DD/YYYY　 ～　 MM/DD/YYYY | | | | | |
| Research schedule | Dates | | | | | | | Destination | Research institute |
| (i) | MM/DD/YYYY | | | ～ | MM/DD/YYYY | |  |  |
| (ii) | MM/DD/YYYY | | | ～ | MM/DD/YYYY | |  |  |
| (iii) | MM/DD/YYYY | | | ～ | MM/DD/YYYY | |  |  |
| (iv) | MM/DD/YYYY | | | ～ | MM/DD/YYYY | |  |  |
| (v) | MM/DD/YYYY | | | ～ | MM/DD/YYYY | |  |  |
| Research trip, return to Japan/University  (can be attached separately) | | | Dates | | | | Destination/objective/name of academic conference, etc. | | |
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| **Deadline: Within one week after the conclusion of the Sabbatical Leave Program**  Upon submission of this “Notice of conclusion,” procedures related to salary and settlement of allowances for the Sabbatical Leave Program will begin.  Please make sure to submit this form within one week of the end of the Program at the latest.  To be submitted to: [gairyu@st.ritsumei.ac.jp](mailto:gairyu@st.ritsumei.ac.jp)  Submission format: PDF or Word | | | | | | | | | |

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| Head's approval | Received by RO |
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Research Office "Original"⇒College/Graduate School to which you belong⇒Research Office⇒Office of Research Planning and Development (Suzaku Campus) "Copy"⇒To be attached to a statement of accounts⇒To be sent to the Office of Human Resources