

**BABCOCK UNIVERSITY
HUMAN RESOURCES DEPARTMENT
RESEARCH & STUDY LEAVE APPLICATION FORM**

1. Name of Employee _____
Surname *Other names*
2. Telephone no: _____ E-mail Address: _____
3. Date work began: _____ Employment Status: _____ Position/Rank: _____
4. School/Division: _____ Department _____ Unit: _____
5. Study Provider/Admission date: _____ Course study: _____
 Semester: _____
6. Dates requested:
- Start date of study leave: Year _____ Month _____ Day _____
- End date of study leave: Year _____ Month _____ Day _____
7. Title of thesis: _____
- _____

Previous leave already taken this year/period of annual leave

TYPE OF LEAVE	DATE STARTED	DATE FINISHED	REASON (S)

State how research is expected to improve the university

Please list all undergraduate, Masters and other postgraduates students that you supervise, and detail what alternative arrangements have been made for supervising them in your absence. Please note that another staff member must be identified to act as mentor/counsellor for each postgraduate student during your absence though you may be intending to continue academic supervision via email or other forms of communication.

List current FTE (Faculty)

Courses	Unit	Indicate arrangement made for classes

List current Job Description (Staff)

Duties	Indicate arrangement made for to cover obligations

List all itineraries of proposed activities for research in chronological order covering the whole period of absence, precise activities and location

S/N	DAY & DATE	ACTIVITIES	LOCATION

Employee Declaration

I understand that I am required, within three (3) months of return from study leave, to provide two (2) copies of the Study Leave Report and I understand that approval of this application is not automatic and depends on the assessment of the criteria.

Applicant Name

Signature **Date**

Approved By

HOD/Supervisor Signature: _____ Date: _____

Dean/Division Head Comment & Signature:

Signature : _____ Date: _____