**Application for Study Leave for Postgraduate Studies**

**(Academic/Administrative) Staff**

1. **Personal Details**

|  |  |  |
| --- | --- | --- |
| * 1. Name with initials

 | : | Click here to enter text.  |
|  1.2 Permanent Address  | : | Click here to enter text. |
| * 1. Date of Birth

  | : | Click here to enter text. |
| * 1. Designation

  | : | Click here to enter text. |
| * 1. Department/Division

  | : | Click here to enter text. |
| * 1. Faculty

  | : | Click here to enter text. |
| * 1. Date of Duty Assumption

  | : | Click here to enter text. |
| 1.8 Number of years of Service   | : | Click here to enter text. |
|  1.9 Whether Confirmed in the Post | : | Yes [ ]  No [ ]  |

1. **Scholarship Details:** *(Supporting documents should be attached)*

|  |  |  |
| --- | --- | --- |
| 2.1 Leave category  | : | Full Pay [ ]  No – Pay [ ]  |
| 2.2 Title of Leave  | : | PG. Dip ☐ Masters ☐ M. Phil ☐ PhD ☐  |
| 2.3 Period of Leave (Full Pay)  (No-Pay)  | : | From       To      From       To       |
| 2.4 Source of funds  | : | Government of SL [ ]  Direct Award [ ]  Privet Funds [ ]  Through a Project [ ]  Other ……………. |
| 2.5 Nature of the Award   | : | Scholarship [ ]  Teaching Assistantship [ ] Training [ ]  Other ……………. |
| 2.6 Name of the scholarship awarding authority (if any)   | : | Click here to enter text. |
| 2.7 Name of the host University  | : | Click here to enter text. |
| 2.8 Country of Study   | : | Click here to enter text. |
| 2.9 Field of Study   | : | Click here to enter text. |
| 2.10 Is this a relevant field for next promotion?   | : | Click here to enter text. |
| 2.11 Value of Scholarship   | : | Click here to enter text. |
| 2.12 Date of Departure   | : | Click here to enter text. |
| 2.13 Date of commencement of the Study Program   | : | Click here to enter text. |
| 2.14 Acting arrangement made relevant to the proposed study leave  | : | Click here to enter text. |
|  |  |  |
| **Declaration of the Applicant** |
| I the undersigned certify that the details provided in this form are accurate. |
| ……………………….Date |  | ……………………..…….Signature of the Applicant |
| ……………………….Date |  | ……………………..…….Recommendation of the Head of the Department |
| ……………………….Date |  | ……………………..…….Recommendation of the Dean/the Registrar |

**3. Nomination of Sureties**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No** | **Name** | **University staff or not** | **Profession/ Designation** | **Whether signed as Surety before (for how many)** | **Whether under obligatory period** |
| I. |       |       |       |       |       |
| II. |       |       |       |       |       |
| III. |       |       |       |       |       |
| IV. |       |       |       |       |       |
| V. | Other Forms Bond (eg. Bank Guarantee, Mortgage Bond, etc) ………………………………………………………………………………………….      |
| VI. |

 **4. Other Obligations (if any)**

4.1 Other Details

Have you ever signed as a surety before? .......................................................

(For University employees only)

* If so Power of Attorney should be executed prior to leaving

4.2 Any dues form **Finance Department**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Loan** | **Date of grant** | **Amount** | **Period of loan** | **Outstanding balance as at.………………** |
| UPF Loan |  |  |  |  |
| Distress Loan |  |  |  |  |
| Other Loan (I).…………… |  |  |  |  |
| Other Loan (II) ……………… |  |  |  |  |
| **Mode of payment (when on no pay study leave) ………………………………………………………** |

………………………… ………………………………..

Date Head/Salaries & Loans Division

|  |
| --- |
| 4.3 Any dues from **Library**I. Yes [ ] …………………………………………….II. No [ ]  ……………………… ………………………….Date Librarian |
| 4.4 Any dues from **General Administration**I. Yes [ ]  ………………………………………………….II. No [ ]  ……………………… ………………………………..Date Head/ General Administration  |

**Declaration of the Applicant**

I the undersigned certify that the details provided in this form are accurate.

………………………….. ……………………………

Date Signature of the Applicant