Guidelines for One Day Study Leave (Teaching Assistants)

The BUE entails that staff members are required to be on-camps for a five day workweek. Teaching Assistants completing either their Master’s and/or PhD degrees are entitled to one day study leave.

Guidelines for one day study leave are as follows:

1. One day study leave is a granted privilege to those who are committed and progressing in their graduate studies. This privilege is valid for a maximum of three years for Master’s degrees and for a maximum of four years for PhD degrees as per the EG decision (EG#25, Item 6) and R&PS Committee meeting No. #1 for the academic year (2012 – 2013).

2. TAs are eligible for such a privilege if they satisfy the following:
   a. Enrolled in an accredited university for postgraduate studies.
   b. Has a full time workload, i.e., a minimum of eight contact hours (no office hours to be included) in addition to supporting students in dissertations, research and/or design projects.

3. Study leaves are not allowed during the following weeks (Except on scheduled graduate programme exams days):
   a. Revision weeks
   b. Exam periods
   c. The Three months probation period (TAs will be allowed to take these days off their annual leave)

4. Unused study leaves are not redeemable, i.e., these days can’t be made up in future weeks.

5. Accumulation of study leaves is not allowed.

6. TAs who wish to apply for a one day study leave must fill the study leave application form attached in appendix (A), and available under the BUE research portal accessible through the BUE website. The application form must be endorsed by the Head of Department (HOD) the Faculty Research Coordinator and the Dean, accompanied by the following documents:
   a. Workload with a detailed time table for the remaining four days, endorsed by the HOD.
   b. Registration notification letter from the awarding university.
c. TAs must also choose a **BUE Supervisor** and include his/her name on their application form in the specified field after acquiring his/her approval to supervise their studies.

7. Study leave forms, with supporting documents, need to be submitted to the office of Vice President for Research & Community Services, for final approval.

8. TAs are allowed to apply for more than one day study leave to cover their exams period, provided they submit a valid exams time table.

9. **Newly** submitted study leave requests are effective from the registration date indicated on the registration letter for the postgraduate studies (MSC/PhD).

10. If the study leave is granted, it is valid for one academic year (31st of August).

11. For **renewals**, and even if the TA’s previous approval has not expired yet, all are requested to submit a study leave request attached with all required supporting documents during the first two weeks of the semester *within which their previous approval will expire*; any applications submitted after the second week, will be deferred to the following semester. The supporting documents for renewal shall include:

   a. A recent registration notification letter referring to the new academic year.

   b. A performance report to be prepared by the TA by the end of the year.

   c. A progress report, signed by the external examiner and endorsed by the HOD, Faculty Research Coordinator and the Dean, indicating a summary of achievements in previous year.

   d. In case the TA is engaged in post graduate courses, a transcript for the previous year would act as a progress report.

   e. Workload with a detailed time table for the remaining four days, endorsed by the HOD.

12. In case the required registration letter is not available by the deadline, applications could be submitted, indicating the reasons for not attaching the missing paperwork. Any missing documents could be submitted within a *Maximum of four weeks period*.

13. A priority structure shall be implemented, by the respective departments, to avoid multiple and/or overlapping study leave days within the same department.

14. Faculties and underlying departments may resort to any additional measures in order to ensure the seriousness of their teaching assistants and to prevent any potential misuse of this privilege.