Guidelines for One Day Study Leave

*Assistant Lecturers, Teaching Assistants & Research Assistants*

The BUE entails that staff members are required to be on-camps for a five day workweek. Teaching Assistants, or Research Assistants completing either their Master’s and/or PhD degrees are entitled to one-day study leave. The term applicant is used in this document to refer to the following categories, i.e., Demonstrators, Assistant Lecturers, Research Assistants and Teaching Assistants.

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&PGS Committee meeting No. #1 for the academic year (2012 – 2013).**

2. **This privilege is awarded to the eligible applicant at BUE, for acquiring a single M.Sc. degree and/or a single PhD degree with the defined time limitations as set in point (1) above.**

3. **Applicants 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, for TAs.
   
c. Is employed, full time, as a research assistant in one of the BUE research centres.

4. **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 and RAs ONLY will be allowed to take these days off their annual leave upon approval of a complete application and to be considered as study leave retroactively after successful completion of probation period)

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

6. Accumulation of study leaves is not allowed.

7. **Applicants who wish to submit a request for a one day study leave must fill the study leave application form (BUE-TASTUD-001 in Annex (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 Associate Dean for Research, or Research Coordinator, and the Dean of Faculty, accompanied by the following documents:

a. Approved registration request (BUE-PGREG-002), approved by the Faculty Research Committee and/or the Dean (for new applications).

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

c. Registration notification letter from the awarding university.

d. TAs and RAs 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.

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

9. Applicants are allowed to request more than one day study leave to cover their exam periods, provided they submit a valid exams time table.

10. **Newly** submitted study leave requests are effective **retroactively** from the registration date indicated on the registration letter for the postgraduate studies (M.Sc./PhD).

11. If the study leave is granted, it is valid for one calendar year (ending on 31st of August of the same year).

12. For **renewals**, and even if the applicant’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; 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 applicant by the end of the year.

   c. A progress report, prepared and signed by the external and internal supervisors and endorsed by the HOD, Associate Dean for Research & PG studies or Faculty Research Coordinator and the Dean, indicating a summary of achievements in previous year.

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

   e. A complete background and research capacity survey form, if not current.

   f. Workload with a detailed time table for the remaining four days, endorsed by the HOD.
13. 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 and approval shall be granted retroactively.

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

15. Faculties, research centres and underlying departments may resort to any additional measures in order to ensure the seriousness of its applicants and to prevent any potential misuse of this privilege.

16. In case an applicant has exceeded the allowed duration for experiencing the study leave privilege without completing his/her post-graduate studies, as outlined in point (1) above, s/he shall submit a request for extension of study leave privilege to the Faculty Research committee which shall consider the following criteria in reaching a recommendation:

   a. The availability of the student’s supervisor which might have affected the rate of progress of the teaching assistant during his/her studies.

   b. The location of the awarding University, especially in the case of part-time registrations in foreign universities.

   c. Any complications regarding the experimental setup, if applicable, which could have delayed the experimental programme of the degree.

   d. Any political circumstances that could have affected the regular engagement of the teaching assistant in his/her studies in the awarding University.

   e. Any change in the supervising team of the degree which might have necessitated any redirection of the research activities.

   f. Any unforeseen results that may have emerged during the scheduled research work which might have resulted in redirection or alterations to the research objectives of the study.

17. The request for extension shall be submitted to the Faculty Research Committee, complete with a progress report written by both supervisors, external and internal, of the degree and accompanied by a clear explanation of the circumstances that have lead to the delay of the completion of the degree in question.

18. The Faculty Research Committee shall investigate the case carefully and submit a recommendation to the University Research Committee for a final decision regarding the request for extension of the study leave privilege.

19. Any extensions to the study leave privilege shall be awarded with a maximum of six months that could be extended once.
One Day Study Leave Request Form

BUE-TASTUD-001:

Applicant’s Name: .......................................................................................................................... 

BUE E-mail: ........................................... Mobile: ................... Ext.: .................. 

Position: .......................................................... Department:........................................... 

Faculty: ...................................................... BUE Supervisor:......................................... 

Date of Employment:...................................................

**Master’s Degree:**  .......... In Progress .......... Graduate

Registration Date: ___/_____/______

Graduation Date (Expected): ___/_____/______

Department:............................................. External Supervisor: ..................................... 

Faculty: ..................................................... University: ..................................................... 

Registered Graduate Modules (if current):
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.................................................................................................................................
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**PhD Degree:**

Registration Date: ___/_____/______

Graduation Date (Expected): ___/_____/______

Department:............................................. External Supervisor: ..................................... 

Faculty: ..................................................... University: ..................................................... 

Registered Graduate Modules (if applicable):
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**Qualifying Exam Completion Date: ____/_____/______**

Requested Day Off: ................................................................. 

Applicant Signature: .................................................................
One Day Study Leave Request Form

For Official Use:

Applicant’s Name: .........................................................................................................................

Approval Effective from: _____/_____/_______  To: _____/_____/_______

HoD’s Approval: ..........................................................................................

Registration Date at BUE: ..........................................................................................

FPG&RC Review: ..........................................................................................

Associate Dean for Research & PGS Approval: ..............................................................

Dean’s Approval: ..........................................................................................

VP for Research & Post-Graduate Studies Approval:

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