
Postgraduate Study Abroad Unpaid Leave Regulations & Procedure

This document contains the regulations and procedure to follow for BUE Teaching Assistants to receive unpaid leave to pursue postgraduate studies abroad. Consistent with the University strategic objectives, this benefit has been approved by the University Board to provide BUE with academic staff in specialties which are in need at the university Faculties, and with postgraduate education at high profile international institutions around the world.

Regulations

1. Full time Teaching Assistants employed for at least one year may apply to receive postgraduate study abroad unpaid leave (PUL) to pursue a single Master degree and/or a single PhD degree. Professional degrees are excluded and so are courses not leading to a degree.
2. No restriction on the number of Assistant Lecturers who wish and qualify to pursue a PhD degree abroad.
3. The number of Demonstrators who wish and qualify to pursue a Master degree abroad is to be determined by their department according to teaching needs, such that it doesn't exceed 25% of the total number of Teaching Assistants in the department.
4. Applicants must present a letter of admission from an accredited postgraduate program offered abroad and proof/certification of financial support, together with approval from BUE home department, Faculty, the University Research & Postgraduate Studies Committee and the University Board. Applicants may not commence the unpaid leave before receiving the University Board approval.
5. PUL is approved for a maximum of one year at a time, to expire annually on August 31, and may be renewed upon request and presentation of a progress report from the applicant's advisor abroad. The total duration for unpaid leave may not exceed three years for a Master degree and four years for a PhD degree.

Procedure

I. Initial Application

A new application must be submitted according to the following procedure for pursuing each of a Master degree and a PhD degree.

1. The applicant submits the following documents to the Head of Department at least three month prior to the start date of the study abroad programme:
 - a) Application form with Parts A and B fully completed.
 - b) Letter of admission from the university abroad.
 - c) Proof/certification of financial support.
2. The application is considered by the Department Council and forwarded to the Vice Dean for Research & Postgraduate Studies upon approval.
3. The application is considered by the Faculty Research & Postgraduate Studies Committee and forwarded to the Dean upon approval.
4. The Dean informs the Faculty Council and forwards the application to the Vice President for Research & Postgraduate Studies.
5. The application is considered by the University Research & Postgraduate Studies Committee and forwarded to the President upon approval.

6. The application is considered by the University Board and if approved a decree granting the applicant Postgraduate Study Abroad Unpaid Leave up to 31 August of the current academic year is issued.
7. The applicant's Faculty and BUE business offices are notified of the University Board decree related to the applicant's PUL.
8. The applicant is granted leave on proper BUE forms and is permitted to commence the PUL.

II. Renewal

A Postgraduate Study Abroad Unpaid Leave (PUL) expires annually on August 31 and may be renewed according to the following procedure as long as the entire leave duration does not exceed three years for a Master degree and four years for a PhD degree. Extension beyond these periods must be discussed with the Head of Department at BUE and must be justified with evidence for circumstances beyond the control of the applicant.

1. The applicant submits the following documents to the Head of Department at least three month prior to expiration of the study leave:
 - a) Application form with Parts A, D fully completed if the applicant is continuing at the programme and university approved for the initial PUL; or Parts A, B if continuing at a new programme.
 - b) Progress report from the Advisor abroad.
 - c) Proof/certification of continued financial support.
2. The renewal is considered by the Department Council and forwarded to the Vice Dean for Research & Postgraduate Studies upon approval.
3. The renewal is endorsed by the Dean and the Vice President for Research & Postgraduate Studies for one year, to expire on 31 August.
4. The applicant's Faculty and BUE business offices are notified of the renewal.

Application Form
Postgraduate Study Abroad Unpaid Leave (PUL)

Part A - Applicant's Information

Full name	
BUE ID no.	
Position	
Date joined BUE	
Department	
Faculty	
Highest degree, University, Country	
Mailing address	
Phone no.	
Email	
Name and phone of contact person in Egypt	

Applicant Signature

Date

Application Form
Postgraduate Study Abroad Unpaid Leave (PUL)

Part B – Initial Application (or renewal at a new university)

Applicant name	
Degree pursued	
University, Country	
Faculty	
Department	
Specialisation	
Name and title of Advisor	
Intended date of starting the PUL	
Expected length of study	

 Applicant Signature

 Date

Part C – Review & approval of initial application

	Title/Name	Signature	Date	Comment
<input type="checkbox"/> Approved <input type="checkbox"/> Declined	<u>Head of Department</u>			
<input type="checkbox"/> Approved <input type="checkbox"/> Declined	<u>Vice Dean for R&PG</u>			
<input type="checkbox"/> Approved <input type="checkbox"/> Declined	<u>Dean</u>			
<input type="checkbox"/> Approved <input type="checkbox"/> Declined	<u>Vice President for R&PG</u> Prof. Yehia Bahei-El-Din			
<input type="checkbox"/> Approved <input type="checkbox"/> Declined	<u>President</u> Prof. Ahmed Hamad			

Application Form
Postgraduate Study Abroad Unpaid Leave (PUL)

Part D – Renewal

Applicant name		
Degree pursued		
University registered at		
Date of previous PUL approval		
Are you continuing at the program and university approved initially?	<input type="checkbox"/> Yes	Sign & date at the bottom of this table
	<input type="checkbox"/> No	Complete Part B in full

Applicant Signature

Date

Part E – Review & approval of PUL renewal

	Title/Name	Signature	Date	Comment
<input type="checkbox"/> Approved <input type="checkbox"/> Declined	<u>Head of Department</u>			
<input type="checkbox"/> Approved <input type="checkbox"/> Declined	<u>Dean</u>			
<input type="checkbox"/> Approved <input type="checkbox"/> Declined	<u>Vice President for R&PG</u> Prof. Yehia Bahei-El-Din			
<input type="checkbox"/> Approved <input type="checkbox"/> Declined	<u>President</u> Prof. Ahmed Hamad			