
Academic Staff Research Leave

Regulations & Procedure

This document contains the regulations and procedure to follow for the award of leave of absence to BUE Academic staff for research activities at international institutions located outside Egypt. It includes all research leave opportunities available to academic staff including modifications to those which have been previously approved and are currently implemented.

The regulations included in this document are the sole reference for academic staff leave and replace any other regulations related to this benefit.

I. Research Leave Types

1. Postdoctoral Leave

- 1.1 Unpaid leave of no more than twelve months.
- 1.2 Awarded to full-time, non-secondment Lecturers who have been appointed as academic staff following a minimum of three academic years of continuous service at BUE as Assistant Lecturer.
- 1.3 PhD is earned from a university in Egypt.
- 1.4 Awarded as a one-time period to commence no later than twenty-four months from the date of appointment as Lecturer and cannot be extended.
- 1.5 Periods spent outside Egypt in support of Assistant Lecturers' research pursuing PhD in Egypt are deducted from the allowed period for postdoctoral leave.

2. Summer Research Leave

- 2.1 Paid leave of no more than two summer months within the period from May 15 to September 15 (amended).
- 2.2 Awarded to full-time academic staff serving a full academic year from September 1 to August 31 or from February 1 to January 31.

3. Sponsored Early Career Research Leave

- 3.1 Unpaid leave funded by international programs such as Fulbright's Junior Faculty Development Program and DAAD Junior Researcher Program, among others.
- 3.2 Awarded to full-time, non-secondment Lecturers appointed at this level for a continuous period of no more than five calendar years at BUE or any other institution, such that the appointment is at BUE for the twelve months immediately preceding the application date.

4. Sabbatical Leave

- 4.1 Unpaid leave awarded to full-time, non-secondment Academic Staff following a minimum of six calendar years of continuous service at BUE plus the sum of all periods of research leave received after a previous sabbatical leave, if any.
- 4.2 Awarded for a continuous period between six and twelve months.

5. Semi-Sabbatical Leave

- 5.1 Unpaid leave awarded to full-time, non-secondment Academic Staff following a minimum of three calendar years of continuous service at BUE plus the sum of all periods of research leave received after a previous sabbatical or semi-sabbatical leave, if any.
- 5.2 Awarded for a continuous period of up to six months.

II. General Requirements

1. Research leave applicants must have a demonstrated research track record.
2. Applications for research leave must be supported by an invitation or appointment letter from the host institution, which clearly details the terms of hosting the applicant including duration, and remuneration, and includes a statement of the research work to be performed.

3. Research leave must be solely dedicated for research activities. Teaching in any shape or form is not permitted.
4. Academic staff awarded research leave must demonstrate the benefits of the collaboration in terms of publications, proposals, etc. in order to be considered for a future research leave.
5. Award of a research leave is contingent upon continuation of the applicant's contract with BUE for at least one year beyond the leave period.
6. Academic staff who are serving as Principal Investigators of funded projects may only be granted a summer research leave unless the PI role is transferred to a Co-PI and approval of the funding agency of such transfer is secured. In any case, travel of PIs must be in support of the research grant and must be approved by the funding agency.
7. Research leaves are not available for Academic Staff serving in key university administration posts, including Heads of Departments, Vice Deans, Deans, and Vice Presidents.

III. Eligibility

Regulations

1. Research leave is applicable to full time Academic Staff (PhD).are eligible for paid summer research leave of up to three months during the period from June 1 to August 31.
2. This benefit applies to academic staff employed full time at BUE for a minimum period of twelve months.
3. Summer Research Leave must be supported by an invitation letter from a university or research center abroad, which clearly defines the work of the academic staff while on leave.
4. Academic staff awarded Summer Research Leave must demonstrate the benefits of the collaboration in terms of publications, proposals, etc. in order to be considered for future summer research leave.
5. Academic staff who are serving as Principal Investigators of funded projects must demonstrate a direct correlation between the Summer Research Leave and the project tasks and output, and must secure approval of travel from the funding agency if mandated by the contract.
6. This benefit is not available for Academic Staff serving in key university administration posts, including Heads of Departments, Vice Deans, Deans, and Vice Presidents.

Procedure

1. Academic staff shall submit an application form (Annex A) to the Head of Department (HoD) at least one month prior to the start date of the leave.
2. The application form should be accompanied by the following documents:
 - a. Invitation letter from the host institution.
 - b. A statement signed by the applicant and endorsed by the HoD indicating alternate arrangements for any obligations and/or responsibilities during the summer leave period.
3. The application is considered by the Department Council and forwarded to the Vice Dean for Research & Postgraduate Studies upon approval.
4. The application is considered by the Faculty Research & Postgraduate Studies Committee and forwarded to the Dean upon approval.
5. The application is considered by the Dean and forwarded to the Vice President for Research & Postgraduate Studies upon approval.
6. The application is considered by the University Research & Postgraduate Studies Committee and forwarded to the President upon approval.