

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.

Annex (A)

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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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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