

## LEAVE APPLICATION FOR RESEARCH OPPORTUNITY

UT Number ..... Department/Division .....

Title..... Name ..... Surname .....

Rank.....

*For office use:*

Current cycle date: .....

Number of working days available: .....

Next cycle begins on: .....

**Intended period of research:**

Number of working days: .....

Date of commencement: .....

Date of completion: .....

**Place(s) where research will be undertaken including date(s), address(es), telephone number(s):**

.....

**Research programme (provide details in a separate annexure):**

- Title of research programme
- Justification/aims
- Methodology/procedure you will be following
- Schedule for programme
- Expected output/manner in which results will be released (e.g. articles in professional journals, academic book, papers, dissertation, thesis, course renewal).

*(The reports you must submit by the middle and at the end of your research opportunity for recommendation by your Chair/Head/Director and for approval by your Dean/Chair of Managing Committee/Vice Rector will be evaluated in the light of this information.)*

.....

**DATE**

.....

**APPLICANT**

**Confidential recommendation by Chair/Head/Director:**

Are you satisfied with the academic merits of the research programme (in terms of the scope and depth of the proposed research)?

.....

Have satisfactory arrangements been made for the continuation of the applicant’s work during the period of research?

.....

Do you recommend the application?

.....

.....  
**DATE**

.....  
**SIGNATURE**

**OFFICE:** .....

**This section applies to research applicants from the Faculty of Medicine and Health Sciences only.**

**Confidential recommendation of partner employer (NHLS OR PGWC) in the case of joint staff in the Faculty of Medicine and Health Sciences:**

Have satisfactory arrangements been made for the continuation of the applicant’s clinical service delivery work during the period of research?

.....

Do you recommend the application?

.....

.....  
**DATE**

.....  
**SIGNATURE**

**OFFICE:**  
.....

**Confidential recommendation by the Dean/Chair of the Management Committee:**

Please state clearly whether you recommend the application. (In the case of an applicant at the level of a Dean, only paragraph 10 needs to be completed – by the Vice-Rector.)

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.....  
**DATE**

.....  
**SIGNATURE**

**OFFICE:** .....

**Decision of the Senior Director of Research Development:**

.....  
**DATE**

.....  
**SIGNATURE**

**OFFICE:** .....

**Procedure for application for research opportunity**

- After approval of the Dean, he/she sends it to Human Resources (HR) to control the days.
- Thereafter HR sends the application to the Senior Director of Research for approval.
- Applications for Research Opportunity for staff on the new leave system must reach HR about 2 months ahead of time to obtain all the necessary approvals after which HR will send a letter to you for final confirmation of your application.