

## 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)?

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

.....

Do you recommend the application?

.....

.....

<b>DATE</b>	<b>SIGNATURE</b>
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**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?

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Do you recommend the application?

.....

.....

<b>DATE</b>	<b>SIGNATURE</b>
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**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, the Vice-Rector needs to complete this recommendation.)

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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.