

LEAVE APPLICATION FOR RESEARCH OPPORTUNITY

Employee Number

Department / Division

Title..... Name Surname

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):

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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.)

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DATE

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APPLICANT

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 line manager needs to complete this recommendation.)

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DATE

SIGNATURE

Decision of the Senior Director: Research & Innovation
(only in the case of Executive Management)

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DATE

SIGNATURE

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: Research & Innovation for approval where the application is for an Executive Manager.

For office use:

Number of working days available: