



**HUMAN RESOURCE  
APPLICATION FOR STUDY LEAVE**

*This application form should be completed in triplicate and submitted to the office of the Vice-Chancellor at least 30 days before commencement of study leave.*

1. Name:.....P/FNo.....

Date of appointment:..... Designation.....

Date of Confirmation:.....

School/Department/Section:.....

2. I wish to apply for study leave from the University from ..... to ..... to enable me pursue..... at.....

3. Sponsor.....

4. Since joining the University, I have been granted the following study leave(s):

STUDY LEAVE PERIOD	PLACE OF STUDY	COURSE (CERT/MASTERS/PHD, ETC)

5. a) Comments by the Head of Department on relevance of the training to the .....  
.....

b) Impact of applicant's absence from the /section .....  
.....

While away his/her duties will be performed by.....

Recommend/Do not recommend study leave

Signature.....

Date.....

6. Comments by Head of Department

I Recommend/ Do not recommend study leave

Reasons for not recommending

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.....  
.....

7. Recommendations by the Staff Development Committee

Recommended/Not Recommended

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.....

Signature.....

Date .....

8. APPROVED /NOT APPROVED BY VICE-CHANCELLOR, RONGO UNIVERSITY

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Reasons for non-approval

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**Copies to:**

**Vice-Chancellor**

**Deputy Vice-Chancellor (AFP)**

**Deputy Vice-Chancellor (ASA)**

**Head of Unit**

