

ACCRA TECHNICAL UNIVERSITY



POLICY ON STAFF DEVELOPMENT

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SUMMARY DETAILS TABLE

Version	1.0
Short description	The purpose of this Policy is to support continuous work-related skills development of Accra Technical University staff.
Relevant to	All full-time teaching and non-teaching staff of the Technical University who have served the institution for at least three (3) years.
Issuing Authority (Approved by)	These Guidelines have been approved by the Council.
Responsible officer	Accra Technical University Registrar
Responsible office	Registry
Date Approved	Monday, May 23, 2016
Date(s) amended	
Next scheduled review date	1st, April 2018
Related Technical University documents	Accra Technical University statutes, Technical University Scheme of Service
Related legislation	Technical University Act
Key words	Study Leave, Guarantor, Bond Form

SECTION ONE

1. DEFINITION OF TERMS

- Study Leave - Study leave is a particular period of leave which may be made available to full-time employees who are undertaking approved studies.
- Guarantor - A person who guarantees to pay the debt of the beneficiary of a Study Leave shall the beneficiary default on meeting the obligations of the Study Leave.
- Post-Graduate Scholarships & Staff Development Committee - A subcommittee of Academic Board mandated to examine and take appropriate actions on all applications for grants for research, conferences, scholarships and staff developments.

SECTION TWO

2. POLICY

2.1. POLICY STATEMENT

The Technical University recognizes its staff as the most valuable resource and that their competences, commitment, and capabilities are fundamental to the successful achievement of its goals as enshrined in its Strategic Plan. It therefore acknowledges its responsibilities in partnering with individual staff to encourage and to support their development, training and re-training in line with the Technical University's objectives. This is designed to develop the knowledge, skills and competencies of staff in order to improve upon their effectiveness and efficiency on the job to give the institution a competitive edge.

2.2. PURPOSE

The purpose of this Policy is to support continuous work-related skills development of Technical University staff so that the staff would be more efficient.

2.3. SCOPE

- 2.3.1. This policy shall apply to all full-time teaching and non-teaching staff of the Technical University who have served the institution for at least three (3) years.
- 2.3.2. This policy shall not apply to temporary staff (including Part- Time, National Service Persons and those on attachment).

2.4. TYPES OF STUDY LEAVE

Staff may apply for only one of the following options at a time.

- 2.4.1. Study Leave with Pay and with Sponsorship
- 2.4.2. Study Leave with Pay and without Sponsorship; may be granted in circumstances where the Technical University is unable to sponsor a staff.

2.5. PRINCIPLES ON STUDY LEAVE

2.5.1. Eligibility for Study Leave

- 2.5.1.1. The grant of study leave with pay and/or sponsorship is offered to staff who have served Accra Technical University for not less than three (3) years.
- 2.5.1.2. Applications for study leave shall be considered for applicants who after completion of the programme shall be able to serve the mandatory bond period before retirement.
- 2.5.1.3. Any request for support or sponsorship which has no direct relevance to the individual's specific role in the Technical University will not be considered unless it is justified by the relevant authority.
- 2.5.1.4. Sponsorship shall not be granted to pursue a study programme equivalent to their existing qualification.
- 2.5.1.5. Staff who have benefited before from a paid study leave, with or without sponsorship, are not eligible to apply for another study leave until they complete serving the mandatory bond.
- 2.5.1.6. The committee may approve a request for sponsorship to study abroad only when it is certain that the programme of study is not offered by any institution in Ghana.

2.5.2. Financial obligations

- 2.5.2.1. Funds shall be made available on an annual basis to support staff development and training.
- 2.5.2.2. The Technical University shall not bear the living expenses of staff on study leave sponsored by the Technical University's internally generated funds.
- 2.5.2.3. No funds shall be released to an applicant without the submission of a completed Staff Clearance Form (see 5.2) and Bond Form (see 5.3) by the applicant.

2.5.3. Meetings of the Committee

- 2.5.3.1. The Post-Graduate Scholarship and Staff Development Committee of the Academic Board shall be responsible for the review of all applications made under this Policy
- 2.5.3.2. The Post-Graduate Scholarship and Staff Development Committee shall sit once every quarter to consider the applications before it.

S/N	Quarter	Date
1	First	31 st January
2	Second	30 th April
3	Third	31 st July
4	Fourth	31 st October

2.5.4. Documentation

- 2.5.4.1. No application for study leave shall be granted by the Committee unless it is accompanied by a comprehensive report from the Head of Department on a **Request for Staff Development Funds Form**.
- 2.5.4.2. A successful applicant shall process a **Bond Form** before proceeding on study leave.
- 2.5.4.3. A successful applicant shall process a **Staff Clearance Form** before proceeding on study leave.
- 2.5.4.4. The Registrar shall formally request for a Progress Report at the end of each academic year from the institution of study. Non-performing staff shall be recalled back to the Technical University to their original positions or rank at which were before the study leave.
- 2.5.4.5. Upon completion of a sponsored study leave, the beneficiary shall submit to the Committee through the HOD to the Registrar a formal Report on a **Study Leave Report Form** not less than four (4) weeks to the end of the programme.

2.5.5. Resumption of Duty

- 2.5.5.1. Staff shall report to duty on completion of their programme as specified in the approval letter for Study Leave.
- 2.5.5.2. The Technical University shall not be obliged to upgrade self-sponsored staff on completion of their programmes.

2.5.6. Application for Extension of Study Leave Period

- 2.5.6.1. All applications for extension of study leave shall reach the Committee through the Registrar not less than three (3) months before the expiration of the study leave period. All such applications must be justified with appropriate documentary evidence.
- 2.5.6.2. Where the application for extension of study leave period is granted, the Registrar shall notify the guarantors.

2.5.7. Duties and Responsibilities of Staff on Approved Study Leave

- 2.5.7.1. Staff on approved study leave shall be provided with time-off from regular duties for programme participation.
- 2.5.7.2. Staff on full-time study programmes shall not be expected to perform their regular duties unless they are officially invited to do so.
- 2.5.7.3. Staff on part-time study programmes sponsored by the institution shall be expected to perform their regular duties as scheduled, during the period of their study.
- 2.5.7.4. Staff on sandwich study programmes shall ensure that their job schedules are not disrupted.
- 2.5.7.5. Staff must notify their HOU/HODs/Deans in writing before participating in any Technical University sponsored programme.

2.6. DEFAULTS ON STUDY LEAVE

- 2.6.1. Any staff who is sponsored for a programme of study and fails to bring a certificate from the programme due to his / her own actions or inactions shall be required to refund all the moneys the institution spent on them plus 50% penalty on the total amount of money spent by the institution on the staff.
- 2.6.2. Staff who default on their bond terms shall be required to refund all the monies the institution has spent on them plus 50% penalty on the total amount of money spent by the institution on the staff.
- 2.6.3. Staff who change their study programmes without the approval of the Post-Graduate Scholarship and Staff Development Committee shall refund all the moneys the institution spent on them plus 50% penalty on the total amount of money spent by the institution on the staff and shall be required to resume duty immediately.
- 2.6.4. Staff who fail to return to post after their programme of study would have their names removed from the payroll. In addition, the terms of the bond shall be enforced.

SECTION THREE

3. PROCEDURES

3.1. INTENTIONS FOR STUDY LEAVE

3.1.1. Academic Staff and Teaching Support Staff

- 3.1.1.1. Academic staff and Teaching Support Staff intending to go on study leave shall notify the Department Board in writing at least twelve (12) months before the commencement of the intended programme.
- 3.1.1.2. On receipt of the notification, the Department Board at its next sitting shall consider the notification and make recommendations which shall be forwarded with the notification letter to the School Board.
- 3.1.1.3. The School Board at its next sitting shall consider the recommendations from the Department Board, and shall forward its comments on the recommendations through the Registrar to the Committee at least six (6) months before the commencement of the intended programme.

3.1.2. Non-Teaching Staff

- 3.1.2.1. Non-Teaching Staff intending to go on study leave shall in writing notify the Registrar at least twelve (12) months before the commencement of the intended programme.
- 3.1.2.2. The Registrar shall forward the application to a three (3)-member Registry Review Committee. The Recommendations of the Committee shall be forwarded by the Registrar to the Post-Graduate Scholarship and Staff Development Committee at least six (6) months before the commencement of the intended programme.

3.2. MODE OF STUDY

The applicant shall indicate the mode of study, whether:

- 3.2.1. Full Time
- 3.2.2. Part Time
 - 3.2.2.1. Evening
 - 3.2.2.2. Weekend
- 3.2.3. Sandwich, or
- 3.2.4. Distance

3.3. BOND PERIOD

On approval of the application the applicant shall complete and submit a Bond Form.

3.3.1. Bond Period for Full Time Programmes

S/N	Period of study	Bond Period
1	1 year and more but less than 2 years	2 years
2	2 years and more but less than 3 years	3 years
3	3 years and more	5 years

3.3.2. Bond Period for Part Time Programmes

S/N	Period of study	Bond Period
1	1 year and more but less than 2 years	1 year
2	2 years and more but less than 3 years	2 years
3	3 years and more	4 years

3.3.3. Bond Period for Sandwich Programmes

S/N	Period of study	Bond Period
1	1 year and more but less than 2 years	1 year
2	3 years and more	2 years

SECTION FOUR

4. GUIDELINES

4.1. Responsibility for Personal Development

- 4.1.1. The ultimate responsibility for personal development rests with each staff. However, Heads of Departments/Units are expected to provide career guidance and counseling for their subordinates. This shall be in line with the Technical University's objectives and also reflect on the individual's performance assessment.
- 4.1.2. Applications shall include a clear and explicit statement of activities and proposed outcomes. These activities and outcomes shall reflect the Department's research plan and the research development needs of the applicant.

4.2. Role of the Department Board

- 4.2.1. In general the Department Board shall make request for additional resources to the Academic Board for approval.
- 4.2.2. Support from the Department Board shall be consistent with the applicant's research record, including outcomes of previous periods of Study Leave.
- 4.2.3. Departments shall have a policy for workload allocation. Staff with a poor record of research activity shall not be encouraged to apply for Study Leave unless their application focuses on a scholarly activity other than research. A poor record of research activity is not specified; it shall be judged by the Department Board in relation to a member of staff's career stage and history and in the context of a given Department at a given time.
- 4.2.4. The Department Board shall produce a complete plan of Study Leave for a year or more and submit applications which they support complemented by such a plan showing how it is viable for the applicants to be absent on the dates for which they have applied.
- 4.2.5. The Department Board and the employee prior to the Department Board making a recommendation on the employee's application for study assistance shall discuss and clearly establish an agreement on the following:
 - 4.2.5.1. The employee's academic and work-related objectives in undertaking the proposed course of study;
 - 4.2.5.2. That the proposed course of study is a component of the employee's development program.
 - 4.2.5.3. The employees and institution's role and responsibilities in respect of study assistance support.
 - 4.2.5.4. The number and length of proposed absences, whether for attendance at classes or private study;
 - 4.2.5.5. Any proposal to combine study leave with other leave to increase the length of absence;
 - 4.2.5.6. Identification of reasonable costs / estimates.

4.3. Determining the Suitability of a Program of Study for Approval

4.3.1. The Department Head shall consider:

- 4.3.1.1. The relevance and value of the program to the department or the Public Service;
- 4.3.1.2. The contribution the program is likely to make to enhancing the employability of the employee;
- 4.3.1.3. The benefits of the program to the Service, the department and the employee in relation to the costs in time and impact on departmental services.

4.3.2. Appropriate courses for approval shall meet the following criteria:

- 4.3.2.1. Leading to a recognized qualification;
- 4.3.2.2. Accredited by the appropriate body in the respective country; and/or
- 4.3.2.3. Leading to membership of a registered professional association.

4.4. Monitoring Study Leave Time

Departments shall ensure that employees granted study time leave:

- i. have completed their enrolment;
- ii. are continuing with the course for which the leave is granted.

4.5. Study Leave Report

4.5.1. All members of staff who are granted Study Leave shall be required to submit a report within one month to the end of the leave detailing how the time was spent and what was achieved during the period of leave. The Reports shall address the activities which were contained in the application for leave. Heads of Departments shall be responsible for providing an evaluative commentary on Study Leave reports.

4.5.2. The productivity or otherwise of a period of leave, as reflected in the Report, shall influence decisions on subsequent applications for leave. A report shall be judged to be unsatisfactory if it:

- 4.5.2.1. Provides insufficient information for full evaluation, or
- 4.5.2.2. Reveals that the original proposed activities have not been carried out (without good reason), or
- 4.5.2.3. Reveals that the proposed outcomes (or equivalent outcomes) have been insufficiently achieved (without good reason).

4.5.3. Refusal of Study Leave Applications

Where a department decides to refuse an application for study leave, it shall ensure that:

- 4.5.3.1. Timely advice is given to the applicant to allow them to consider alternatives;
- 4.5.3.2. Feedback is available to assist applicants in considering alternatives;
- 4.5.3.3. The reasons for refusal are clearly and promptly stated, in writing, to the applicant; and
- 4.5.3.4. The applicant is informed of their right to have the decision reviewed.

SECTION FIVE

5. FORMS AND TEMPLATES

- 5.1. Request for Staff Development Funds Form**
- 5.2. Staff Clearance Form**
- 5.3. Bond Form**
- 5.4. Study Leave Report Form**

SEE THE FOLLOWING PAGES

ACCRA TECHNICAL UNIVERSITY
5.1 REQUEST FOR STAFF DEVELOPMENT FUND FORM



Part A: To be filled by Applicant

1. Name of Applicant:..... Date of Birth:
2. Date of Appointment:
3. Job Title:
4. Telephone No:..... E-mail:.....
5. Department:..... School:
6. Proposed Program:
7. Duration of Program: Date: (From:..... To:
8. Institution:
9. Mode of Study: Full-Time ; Part-Time ; Sandwich
10. Study Leave Required: Study Leave with Pay and Sponsorship
Study Leave with Pay but without Sponsorship
Study Leave without Pay

Part B: Costs of Programme: To be filled by Applicant (Attach supporting documents)

	<u>Amount</u>	<u>Funding Agency</u>
11. Tuition fee:	GH¢.....
12. Air Fare (if any):	GH¢.....
13. Accommodation:	GH¢.....
14. Living Expenses:	GH¢.....
15. Other Expenses (Specify)	GH¢.....
Total Cost:	GH¢.....

When was your previous period of Study Leave (if any) and what was achieved? (Please attach a copy of your Study Leave report submitted)

What is the purpose of your current proposed Study Leave and what do you hope to achieve:
 Upgrading
 Other: give details.....
.....

Explain how your proposed Study Leave fits with your personal development plan and with School/College Research Strategy or Teaching Strategy, where appropriate (append additional sheet if appropriate).

Part B: Resourcing implications of the leave (To be completed by the applicant)	
What teaching/tutorial/ assessment work would you expect to carry out were you not to be on Study Leave? Do you have any suggestions as to how this could be covered while you are absent?	
What current research projects on which you are Principal Initiator or Collaborator will need to continue while you are absent? How will this work be covered while you are absent?	
What student supervision would you carry out were you not on Study Leave? Do you intend to continue this, and if not how could this be fully covered in your absence?	
What other duties (e.g. administrative/managerial/ consultancy) would you expect to carry out were you not to be on Study Leave? Do you have any suggestions as to how these could be covered while you are absent?	
..... Applicants Name	Signature Date.....

Part C: Comprehensive report from the Head of Department	
What duties will require cover during this period of Study Leave? (Include teaching/tutorial/ assessment work; management of research staff; PGR supervision; any administrative/managerial duties).	
Please detail how these will be covered	
Explain how the proposed Study Leave fits with the Departments academic objectives (append additional sheet if appropriate).	
Head of Department's Approval	Signature..... Date.....

Part D: Recommendations and approval

(To be completed by the Head of Department and passed to the Dean, Vice Rector and Rector as appropriate)

TO BE COMPLETED BY HEAD OF DEPARTMENT

Study leave purpose and applicant eligibility (all boxes must be ticked in order to proceed)

- The proposed Study Leave purpose is relevant to progressing the applicant's professional development
- The applicant will be able to make effective use of the proposed Study Leave
- The applicant and the Technical University will gain academic benefit from the Study Leave
- The applicant's eligibility for Study Leave has been confirmed

Recommendations (tick one box only)

- The application is supported; I am satisfied that the recommended Study Leave programme may be arranged at the time specified by the applicant without jeopardy to the essential functions of the School, and that it meets the eligibility requirements set out in paragraph 7 of the Study Leave guidance.
- The application is supported, but it is not possible to accommodate the request at the time specified by the applicant. Deferral is recommended (attach a memo stating reasons).
- The application is not supported (attach a memo stating reasons)

Head of Department (signed)..... Date:.....

TO BE COMPLETED BY DEAN OF SCHOOL

- Approved in principle
- Special conditions (attach details)
- Not approved (attach a memo stating reasons)

Dean of School (signed)..... Date:.....

TO BE COMPLETED BY VICE-RECTOR

Vice-Rector: NameSigned..... Date.....

TO BE COMPLETED BY RECTOR

Final approval

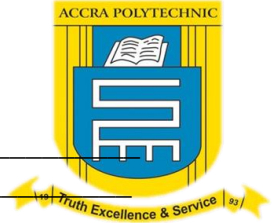
Rector: NameSigned..... Date.....

Part E: Remarks of the Committee for Postgraduate Scholarship/Staff Development

.....
.....
.....
.....

Chairman's Signature: **Date:**

ACCRA TECHNICAL UNIVERSITY
5.2 STAFF CLEARANCE FORM



Employee's Name: _____ Employee No: _____
Department/Program: _____ Date of Leaving: _____
Signature: _____

EMPLOYEE'S DEPARTMENT

1. All Department/Program's facilities handed over: Yes No If No, explain. _____

2. All keys or work files/documents handed over (soft and hard copies): Yes No
If No, explain.

3. Any other

(Head of Department) Signature: _____ Date: _____

FINANCE OFFICE

1. All Financial obligations to the institution settled: Yes No If No, explain. _____
If No, explain.

(Finance Officer) Signature: _____ Date: _____

LIBRARY

1. All books/documents returned: Yes No If No, explain. _____

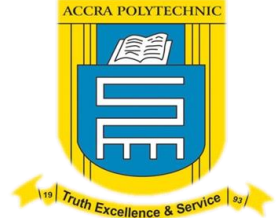
(Librarian) Signature: _____ Date: _____

HUMAN RESOURCE DEPARTMENT

1. This Clearance form completed. Yes No If No, explain _____

(HOD HR) Signature: _____ Date: _____

ACCRA TECHNICAL UNIVERSITY
5.3 REPORT ON STUDY LEAVE FORM



PART A: TO BE FILLED BY BENEFICIARY

1. Name of Beneficiary:
2. Date of Appointment:
3. Job Title:
4. Telephone No: E-mail:
5. Department: School:
6. Program:
7. Duration of Programme: Date: (From:..... To:
8. Institution:
9. Mode of Study: Full-Time ; Part-Time ; Sandwich
10. Study Leave Required: Study Leave with Pay and Sponsorship
Study Leave with Pay but without Sponsorship
Study Leave without Pay

PART B: DETAILED REPORT BY BENEFICIARY

The report shall be up to 500 words in length and shall state the objectives of the Leave proposed in the original application and the extent to which these have been achieved.

Detailed description of activities undertaken during the period of Study Leave

Please note that this report shall be type-written or word-processed.

(Continue on a separate sheet if necessary).

Full details of publications and other output arising from the Study Leave.

(Continue on a separate sheet if necessary).

Were there any significant deviations from the application for Study Leave which have not already been approved by the Post-Graduate Scholarship and Staff Development Committee?

Yes No. If yes, explain.

(Continue on a separate sheet if necessary).

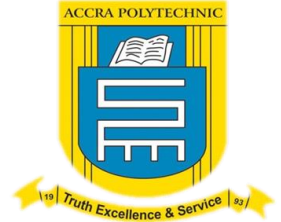
PART C: HEAD OF DEPARTMENT'S COMMENTS

If objectives have not been met, or there has been a deviation from the original objectives, please provide comments (continue on a separate sheet if necessary).

Signature..... Date

ACCRA TECHNICAL UNIVERSITY

5.4 STUDY LEAVE BOND FORM



UNDERTAKING

By

.....
Having accepted an award of Study Leave for (....) Years, in accordance with the terms of the "Regulations for Study leave for Senior Members and Senior Staff of Technical Universitys".

I

(Full Name)

of

(Full Address)

Hereby, undertake to comply with the following directions:

- a) To complete the course for which the Study Leave was awarded.
- b) To return to the services of Accra Technical University immediately after the conclusion of the course of study for which the Study Leave was awarded and to serve for not less than (..) academic year(s).

I also understand and agree that failure to comply with the undertakings shall render me liable to refund to the Technical University the whole amount spent on me by the Technical University during the period of the Study leave. Refund will include salary, passages, and allowances paid by the Technical University.

IN WITNESS WHEREOF we have hereunto set hands and seal

This day of

Signed, Sealed and Delivered by:

.....
(Name and Address of Beneficiary)

.....
(Signature)

GUARANTORS

1.

.....
Signature

.....
(Name)

.....
Date

.....
.....
(Permanent Address)

2.

.....
Signature

.....
(Name)

.....
Date

Signature:

Technical University Registrar

Date:

TABLE OF AMENDMENTS

Version Number	Date	Short Description of Amendment