

ACCRA TECHNICAL UNIVERSITY



POLICY ON STAFF DEVELOPMENT (CONFERENCES/WORKSHOPS/ SEMINARS/SHORT COURSES)

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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 Technical University staff.
Relevant to	All full-time teaching and non-teaching staff of the Technical University who have completed their probation period.
Issuing Authority (Approved by)	These Guidelines have been approved by the Academic Board.
Responsible officer	Technical University Registrar
Responsible office	Registry
Date adopted	1st, April, 2014
Date(s) amended	
Next scheduled review date	1st, April 2018
Related Technical University documents	Technical University statutes, Technical University Scheme of Service
Related legislation	Technical University Act
Key words	

SECTION ONE

1. DEFINITION OF TERMS

Post-Graduate Scholarships and 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 as approved by the Academic Board.
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SECTION TWO

2. POLICY

2.1. POLICY STATEMENT

Conferences, workshops, and seminars are an important part of the academic and community engagement of the Technical University. There are significant benefits for the Technical University and staff through appropriate involvement in conferences, workshops, and seminars from the sharing of knowledge, and enhancement of the image of the Technical University.

Presenting papers at professional conferences is important to academic careers and growth as professionals, and is relevant experience for careers both inside and outside of academia. The knowledge gained from attending a conference, workshop, or seminars when shared with peers, contributes to the scholarly development of the Technical University.

2.2. PURPOSE

The purpose of this Policy is to outline the procedures for sponsoring staff to conference, workshop, and seminars.

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 completed their probation period.

2.3.2. This policy shall not apply to temporary staff (including Part- Time, National Service Persons and those on attachment).

2.4. PRINCIPLES

2.4.1. Eligibility for sponsorship to attend programmes

2.4.1.1. The grant of sponsorship to attend a programme is offered to non-probationary staff of Accra Technical University.

2.4.1.2. 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.

2.4.1.3. For Academic Staff any request for support or sponsorship to a research conference which has no direct relevance to the individual's research agenda will not be considered unless it is justified by the relevant authority.

- 2.4.1.4. Support or sponsorship to a research conference shall be granted for only refereed conferences with published conference proceedings.
- 2.4.1.5. It is the responsibility of the beneficiary to a research conference to ensure that the conference is refereed and that there will be published proceedings.
- 2.4.1.6. Although two staff members may be co-authors of a research paper, only one presenter of a given paper will be funded to attend a conference. However, if two staff members are co-authors of two different papers to be presented at a conference, then both may be funded. This may not be applied retrospectively.

2.4.2. Financial Obligations

- 2.4.2.1. Funds will be made available on an annual basis to provide some financial assistance for members of staff who are invited to attend conferences. It is intended that the funds should be used for short visits specifically to attend conference at which the staff member will play a significant role.
- 2.4.2.2. No funds shall be released to an applicant without the submission of a completed Staff Clearance Form (see 5.2) by the applicant.
- 2.4.2.3. When Accra Technical University delegates a member of staff to attend an international or regional conference, meeting, a training course or a workshop, it is deemed an official mission for which the member is entitled to full financial support.
- 2.4.2.4. When a member of staff is participating with an accepted paper by the programme organizers, he/she is entitled to full financial support.
- 2.4.2.5. A member of staff, not on probation year status, is entitled only once during his/her employment at Accra Technical University an "attendance only" participation with full financial support to a programme (conference/workshop/training courses/etc) hosted in Ghana.
- 2.4.2.6. A member of staff is entitled for only "Partial Support" if his/her participation is financially supported partially by other official parties/sources.

2.4.2.7. A member of staff is entitled only for "Paid Absence Working Days" if his/her participation is financially supported fully by other official parties/sources.

2.4.3. Limits and Conditions

2.4.3.1. Unclaimed allocation from one financial year cannot be carried forward and combined with claims in any following year.

2.4.3.2. Research awards are made from a finite fund which can close at any time in the programme of over-subscription. Applicants are therefore advised to apply early to avoid any unnecessary disappointment.

2.4.3.3. If the conference/workshop/training course organisers or the member of staff bear all the expenses, Accra Technical University may approve the participation of the member and deem the participation period as only "Paid Absence Working Days".

2.4.3.4. No member of staff is entitled to any financial support if he/she has less than expected or unsatisfactory results in the previous year's appraisal system.

2.4.3.5. In all cases, the decision to grant full or partial support shall rest on the availability of funds in the Accra Technical University budget allocated for attending programmes and on the allocation quota assigned to each Department.

2.5. MEETINGS OF THE COMMITTEE

2.5.1. The Post-Graduate Scholarship and Staff Development Committee of the Academic Board will be responsible for the review of all applications made under this Policy.

2.5.2. The Post-Graduate Scholarship and Staff Development Committee shall sit once every quarter to review applications and sponsorships made under this policy.

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

2.6. DOCUMENTATION

- 2.6.1. No application shall be considered by the Committee unless it is accompanied by a comprehensive report from the Head of Department (see 5.1. b).
- 2.6.2. Applications submitted for sponsorship to make a presentation at a programme will not be considered without the following attachments:
 - I. Acceptance letter in case of participation with a paper or poster.
 - II. Full copy of the submitted paper or poster.
- 2.6.3. A successful applicant shall process a Staff Clearance Form (see 5.2) before proceeding to the programme.
- 2.6.4. A staff member who is sponsored to attend a programme must
 - 2.6.4.1. submit to the Committee through the Registrar within two weeks of the member's return:
 - A report about the attended programme (see 5.3).
 - A copy of the presentation/ report of the programme
 - 2.6.4.2. Give a repeat session for Department colleagues as/when requested by the Head of Department.
 - 2.6.4.3. If a beneficiary fails to submit a report on the programme to the Committee as specified, the beneficiary will not be eligible to be considered for any other sponsorship by the Technical University.

2.7. RESUMPTION OF DUTY

- 2.7.1. Staff shall report to duty as specified in the letter granting approval to attend the programme.

2.8. DEFAULTS

- 2.8.1. A staff who is sponsored to a programme where certificates are issued to participants and fails to bring a certificate from the programme due to his / her own actions or inactions will be required to refund all the moneys the institution spent on them on the programme with interest at the prevailing Bank of Ghana rate.
- 2.8.2. Staff who fail to return to post after the programme would have disciplinary action instituted against them in accordance with the Conditions of Service.
- 2.8.3. Staff who attend another programme other than the approved one without the written approval of institution shall refund all the moneys the institution spent on them on the programme with interest at the prevailing Bank of Ghana rate and shall be required to resume duty immediately.

SECTION THREE

3. PROCEDURES

3.1. APPLICATIONS

- 3.1.1. Applications for sponsorship to attend a programme will be considered on an on-going basis.
- 3.1.2. Staff applying for sponsorship to attend a programme outside campus must apply in writing through their immediate Head at least five (5) clear weeks before the commencement of the programme.
- 3.1.3. The immediate Head shall consider the application and make recommendations which shall be forwarded with the application to the Dean/Vice Rector/Registrar/Rector (as applicable).
- 3.1.4. The Vice Rector/Registrar/Rector shall consider the recommendations and shall forward his/her comments on the recommendations through the Registrar to the Committee at least two (2) weeks before the commencement of the intended programme.
- 3.1.5. Requests shall be considered on a first-come, first-served basis. If applications exceed available funds, staff who have not received an award in previously years will have priority.
- 3.1.6. For research conferences, the committee will assess applications in terms of the importance of the conference with respect to the applicant's personal research activity and also with regard to the Department's/School's research strategy.

3.2. AFTER THE PROGRAMME

Submit the following to the Head of Department not later than two weeks after the programme:

- 3.2.1. A Programme Attendance Report
- 3.2.2. Evidence of participation in the conference (e.g., a copy of the program showing participants name and title of the paper delivered).

SECTION FOUR

4. GUIDELINES

4.1. Responsibility of the applicant

- 4.1.1. Applications must be accompanied by a copy of the programme or other evidence of the nature of the programme and the applicant's participation. Applications and outcomes must be detailed on the application form.
- 4.1.2. Travel arrangements should be as economical as possible and a breakdown of expenses given on the form. Travel costs awarded are normally based on economy class travel. Applicants are expected to obtain the most favourable costing and to submit quotations with their application (details supplied in the "other information" box on the application form).
- 4.1.3. Travel arrangements should be made through the Technical University's Transport Officer.
- 4.1.4. The relevance of the conference to the applicant's field of research and subject area's research strategy should be explained in the application. This information will be used by the School Research Committee when deciding which applications will be funded.

4.2. Responsibility of the Head of Department

- 4.2.1. In determining the suitability of a program for approval, the Department Head should consider:
 - a) The relevance and value of the program to the department;
 - b) The contribution the program is likely to make to enhancing the employability of the employee;
 - c) The benefits of the program to the Technical University, the department and the employee in relation to the costs in time and impact on departmental services.

4.3. Programme Report

- 4.3.1. All beneficiaries are required to submit a report within two weeks of the member's return detailing how the time was spent and what was achieved during the period of leave. The reports should address the activities which were contained in the application. Heads of Departments are responsible for providing an evaluative commentary on the reports.
- 4.3.2. The productivity or otherwise of a period of leave, as reflected in the report, will influence decisions on subsequent applications for sponsorship. A report will be judged to be unsatisfactory if it
 - a) Provides insufficient information for full evaluation, or
 - b) Reveals that the original proposed activities have not been carried out (without good reason), or
 - c) Reveals that the proposed outcomes (or equivalent outcomes) have been insufficiently achieved (without good reason).

4.3.3. Refusal of applications for Travel Grants

Where a department decides to refuse an application, it should ensure that:

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

SECTION FIVE

5. FORMS AND TEMPLATES

- 5.1. Sponsorship Application Form to Attend Programmes** (see page 13)
- 5.2. Staff Clearance Form** (see page 17)
- 5.3. Programme Attendance Report Form** (see page 18)

ACCRA TECHNICAL UNIVERSITY

Sponsorship Application Form to Attend Programmes



(Conferences/Workshops/Seminars/Short Courses)

Part A: To be filled by Applicant

1: Applicants Details

1. Name of Applicant:.....
2. Date of Appointment:
3. Job Title:
4. Department:..... School:
5. Telephone No:..... E-mail:.....

2. Programme Details (attach programme flyer)

Type of the Programme:	
<input type="checkbox"/> Conference <input type="checkbox"/> Workshop <input type="checkbox"/> Seminar <input type="checkbox"/> Training course <input type="checkbox"/> Others –	
Venue, City, Country of the Programme:	
Title of Programme:	
Purpose: Research <input type="checkbox"/> Training <input type="checkbox"/> Networking <input type="checkbox"/> Other	
Provide a statement to the “International Standing” of the programme.	
Organizer(s):	
Date: From: To:	
Nature of Participation:	
Keynote speaker <input type="checkbox"/> Chair/lead a session <input type="checkbox"/> Make a presentation <input type="checkbox"/> Attendance Only Other - please explain	
Attending as: Individual Staff <input type="checkbox"/> Official Representative of Accra Technical University <input type="checkbox"/>	
Paper or poster title (if applicable):	
Is your participation funded by other official parties/sources?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Amount (in words)	(Figures)
State the type of support by from the other official parties/sources (if applicable):	
Have you been awarded any sort of sponsorship from Accra Technical University for participating in any programmes in the last three academic years? No <input type="checkbox"/> Yes <input type="checkbox"/> (if yes please fill in the following table)	

Date of Programme	Nature of participation	Name of Programme	Country & venue of programme	Type of Support	
				Work days	Financial support (GHC)

How has the institution benefited from sponsoring you to previous programmes? (Attach documentary evidence of publications, increased work output, etc)

3. The measures that you are going to take to cover your teaching/other duties during your absence:

Name of Substitute staff	Signature of Substitute staff	Group Number	Course title & Code	Time	Date

It is the staff's responsibility to arrange cover for his/her duties during the absence and to notify the Head of Department about such arrangements before departure.

.....
Applicant

.....
Signature

.....
Date

4. Budget to attend the programme						
	GHC	\$	<u>Financial support from other sources?</u> Additional amount received?			
Registration fee:						
Travel costs:						
Accommodation:						
Other:						
Total						

5. Provide a detailed travel itinerary		
Date	Location	Activity

Part C: Recommendations and Approval

<p>TO BE COMPLETED BY IMMEDIATE HEAD OF DEPARTMENT</p> <p>Programme purpose and applicant eligibility (all boxes must be ticked in order to proceed)</p> <p><input type="checkbox"/> The proposed programme is relevant to progressing the applicant's professional development</p> <p><input type="checkbox"/> The applicant will be able to make effective use of the proposed programme</p> <p><input type="checkbox"/> The applicant and the Technical University will gain academic benefit from the programme</p> <p><input type="checkbox"/> The applicant's eligibility for sponsorship has been confirmed</p> <p>Recommendations (tick one box only)</p> <p><input type="checkbox"/> The application is supported; I am satisfied that the recommended programme may be arranged at the time specified by the applicant without jeopardy to the essential functions of the Institution, and that it meets the eligibility requirements under this policy.</p> <p><input type="checkbox"/> 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).</p> <p><input type="checkbox"/> The application is not supported (attach a memo stating reasons)</p> <p>Name Signature..... Date</p>
<p>TO BE COMPLETED BY RESEARCH AND INNOVATION CENTRE (if applicable)</p> <p><input type="checkbox"/> The article/poster is approved</p> <p><input type="checkbox"/> The article/poster is <u>NOT</u> approved</p> <p><input type="checkbox"/> Special conditions (attach details)</p> <p><input type="checkbox"/> Not approved (attach a memo stating reasons)</p> <p>Name Signature..... Date</p>

Part D: Committees Recommendation

How has the institution benefited from sponsoring him/her to previous programmes?

*Check item B4 of **Programme Attendance Report Form** submitted by applicant on previous programme(s).*

Type of Support:		
<input type="checkbox"/> Not Approved	<input type="checkbox"/> Only Paid Absence Working Days	<input type="checkbox"/> Approved Amount is: GHC _____
<u>Justification:</u>		

Remarks of the Committee for Postgraduate Scholarship/Staff Development

.....

.....

.....

Chairman:

Name **Signature**..... **Date**

ACCRA TECHNICAL UNIVERSITY 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 PROGRAMME ATTENDANCE REPORT 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. Programme Details (attach programme flyer and copy of poster/paper)

Type of Programme:	
<input type="checkbox"/> Conference <input type="checkbox"/> Workshop <input type="checkbox"/> Seminar <input type="checkbox"/> Training course <input type="checkbox"/> Other	
<input type="checkbox"/> Others – please specify	
Venue, City, Country of the Programme:	
Title of Programme:	
Provide a statement to the “International Standing” of the conference.	
Organiser(s):	
Date: From: To:	
Nature of Participation:	
Keynote speaker <input type="checkbox"/> Chair/lead a session <input type="checkbox"/> Make a presentation <input type="checkbox"/> Attendance Only <input type="checkbox"/>	
Other - please explain	
Paper or poster title (if applicable):	
Was your participation funded by other official sources?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Amount (in words)	(Figures)
State the type of support by from the other official parties/sources (if applicable):	

PART B: DETAILED REPORT BY BENEFICIARY

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

1. Detailed description of activities undertaken during the period of leave

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

(Continue on a separate sheet if necessary).

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

Yes No. If yes, explain.

3. Itemized Expense Descriptions (attach receipts)

S/N	Date of Expense	Describe each expense including the purpose.

(Continue on a separate sheet if necessary).

4. BENEFITS TO THE INSTITUTION

State at least one specific activity you would undertake to ensure that Accra Technical University benefits from your participation in the programme.

NB: This would be assessed in your next application for sponsorship to a programme.

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).

Name Signature..... Date

SUBMISSION:

- 1.Original copy through the Registrar to the Post-Graduate Scholarship and Staff Development Committee
- 2.Duplicate copy to the Department

TABLE OF AMENDMENTS

Version Number	Date	Short Description of Amendment