



**ACCRA
TECHNICAL
UNIVERSITY**

STAFF DEVELOPMENT POLICY

SEPTEMBER, 2022



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SUMMARY DETAILS TABLE

Version	0.2
Short description	This Policy provides principles and procedures on staff development and training.
Relevant to	All staff of Accra Technical University
Issuing Authority (Approved by)	All staff of Accra Technical University
Responsible officer	University Registrar
Responsible office	Registry
Date Introduced	March, 2022
Date Modified	September, 2022
Related Technical University documents	University's Current Strategic Plan, University Statutes, Scheme of Service for Technical Universities. GTEC Harmonised Statutes for Technical universities
Related legislation	Technical University Act
Key words	Study leave, sponsorship, Conferences, Seminars and Workshops, In-service Training and Refresher Courses, Industrial Training



SECTION ONE

1. DEFINITION OF TERMS

1. **Study Leave:** Study leave is a particular period of leave, which may be available to full-time employees who are undertaking approved studies.
2. **Full Time Study:** It is a type of study leave that the staff is relieved of official duties during the period of study.
3. **Part Time Study:** It is a mode of study leave granted to a staff at Post during the period of study.
4. **Full Sponsorship:** This is where all expenses of the programme are borne by the University; payment of salary and allowances, tuition, thesis allowance etc.
5. **Part Sponsorship:** This is where part of the cost of the programme is taken care of by the institution (example study leave with pay only)
6. **Guarantor:** A next kin and a permanent staff of the same or higher grade who guarantees to pay the financial obligation of a beneficiary in case of a default.



SECTION TWO

POLICY

2.1 INTRODUCTION

A University's ability to achieve its strategic vision and mission hinges on the effectiveness and efficiency of the staff, hence the need to incorporate staff development strategies in its policies and practices. It behooves on the University therefore to exhibit commitments in providing staff development and training opportunities.

2.2 POLICY STATEMENT

Accra Technical University recognizes its staff as the most valuable resource and that their competencies, commitments and capabilities are fundamental to the successful achievement of its goals as enshrined in its Strategic Plan.

The University acknowledges its responsibilities in supporting individual staffs' continuous development, training and re-training in line with the strategic objectives.

2.3 PURPOSE

The purpose of this policy is to provide clear guidelines on the principles and regulations governing personal and professional training and development to all employees of Accra Technical University.

2.4 SCOPE

The policy shall apply to:

- a. All full-time teaching and non-teaching staff of Accra Technical University who have served the institution for at least three (3) years or two (2) years in the case of Assistance Lecturers (For Study Leave Only);

- b. Academic and professional certification programmes within or outside Ghana;
- c. Training and development opportunities provided by the University and other institutions.

2.5 OBJECTIVES OF THE POLICY

This policy is to guide the human resource development of the University.

Some of the specific objectives are to:

- i. Support Accra Technical University's strategic objectives;
- ii. Maintain and improve organizational effectiveness and efficiency;
- iii. Train and develop staff members with the intend of dealing effectively with the demands that internal and external changes bring;
- iv. Provide staff with developmental opportunities;

2.6 STRATEGIES FOR STAFF DEVELOPMENT

Accra Technical University intends to develop its staff through the following main strategies:

- i. Study Leave
- ii. Conferences
- iii. Training and Refresher Courses
- iv. Industrial Training



PROCEDURE

3.0 STUDY LEAVE

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

- a) Full time Study Leave with Full sponsorship
- b) Full time Study leave with Part/partial sponsorship
- c) Part time Study leave with Full sponsorship
- d) Part time study leave with Part / partial sponsorship
- e) Full time study leave without sponsorship

3.1 PRINCIPLES ON STUDY LEAVE

3.1.1 Eligibility for Study Leave with Sponsorship

- i) The need of the department shall be determined by the Head of department and approved by the departmental board together with the Dean of the Faculty with the approval of the Vice-Chancellor.
- ii) The grant of study leave with sponsorship is offered to staff who have served Accra Technical University for not less than three (3) years and must not be more than thirty-five (35) years of age for masters and forty-five (45) years for PhD.
- iii) Application 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.
- iv) Any request for support or sponsorship which has no direct relevance to the individual's specific role in the University will not be considered.
- v) The Committee may approve a request for sponsorship to study abroad when it is established that the programme of study is not

offered by any institution in Ghana. However, staff will be encouraged to make programmes in Ghana their first preference. Under exceptional circumstances the staff may go outside the country for the programme.

vi) Sponsorship may be granted to an employee to pursue an approved course of study for a defined period ranging from six (6) months to four (4) years. In exceptional cases such leave may be extended on application with justifiable reasons for a maximum period of one year with sponsorship.

vii) A staff applying for an extension of study leave must send the request at least three (3) months before the end of his/her study period. He/she should complete the progress report form. (form B)

viii) The certificate obtained can be considered for a higher grade only when there is a vacancy.

ix) The ultimate responsibility for personal development rests with each staff. However, Heads of Faculties/Directorates/Departments/Units are expected to provide career guidance and counseling for their subordinates. This should be in line with the University's strategic objectives, Staff Establishment Levels and also reflect on the individual's performance assessment.

x) Applications should include a clear proposal and explicit statement of activities and proposed outcomes. The proposal should reflect the Academic Department's research plan as well as the research development needs of the applicant, or the developmental objectives of the Faculties/ Departments.

3.1.2 Types of Sponsorship

Members of Staff who have the intention of pursuing further education are encouraged to seek external sponsorship (for example Ghana Government Scholarship, GETFund Scholarship, Commonwealth Scholarship, European Union Scholarship, among others). However, where the University is sponsoring the staff, there are two types of sponsorship, namely, full sponsorship and partial sponsorship.

a) Partial Sponsorship

- i. Partial sponsorship applies only when the institution absorbs some aspects of the cost of the programme or the staff is granted only study leave with pay.
- ii. It shall be the prerogative of the institution to determine which part of the cost it intends to absorb.

b) Full Sponsorship

Full sponsorship is where the University pays for all expenses connected to the programme in addition to salary.

c) Financial Obligations

- i. Funds shall be made available on an annual basis to support staff development and training.
- ii. The University shall not bear the living expenses of staff on study leave sponsored with the University's internally generated funds.
- iii. No funds shall be released to an applicant without the submission of completed relevant documents, (Sponsorship letter, Staff Clearance Form, Bond Form, progress report for continuing student, etc.)

3.1.3 Role of the Department Board

- i. The departmental board shall meet on all applications received and submit the reports to the Dean.
- ii. Support from the Department board shall be consistent with the applicant's research record, including outcomes of previous periods of Study Leave.
- iii. Heads of Departments should 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.
- iv. Sponsorship shall not be granted to staff to pursue a study programme equivalent to their existing qualification.
- v. Staff serving the mandatory bond period shall not be eligible for another study leave.
- vi. The Department board and the employee prior to the Head of Department making a recommendation on the employee's application for study assistance, should discuss and clearly establish an agreement on the following:

- a. The employee's academic and work-related objectives in undertaking the proposed course of study;
- b. That the proposed course of study is a component of the employee's development program.
- c. The employee's and institution's role and responsibilities in respect of study assistance support.
- d. The number and length of proposed absences; whether for attendance at classes or private study;
- e. Any proposal to combine study leave with other leave to increase the length of absence;
- f. Identification of reasonable costs / estimates.

3.1.4 Determining the suitability of a program of study for approval

In determining the suitability of a program of study 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 towards enhancing the performance of the employee;
- c. The benefits of the program to the University, the Department and the employee in relation to the cost in time and impact on departmental services.

3.1.5 Programme for approval should meet the following criteria:

At least one of the following should be met before approval is given:

- i. Leading to a recognized qualification, (based on list of accredited Institution from GTEC website).
- ii. Accredited by the appropriate body in the respective countries.
- iii. Leading to membership of a registered professional association, if any.

3.1.6 Monitoring study leave time

Dean should ensure that employees granted study leave:

- i. Have completed their registration and should submit progress report by the end of the first quarter ;

ii. Are continuing with the programme approved for the study leave for which the leave was granted.

3.1.7 Study Leave Report

i. All members of staff who are granted Study Leave are required to submit annual progress report 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 for leave.

ii. 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 activities in the original proposal have not been carried out (without good reason), or
- c. Reveals that the proposal milestones have been insufficiently achieved (without good reason).

3.1.8 Unsuccessful study leave applications

In the event that an applicant is not successful:

- i. Timely Feedback and advice are given to the applicants to allow them to consider alternatives;
- ii The reasons for not recommending are clearly and promptly stated, in writing, to the applicants;
- iii. The applicants are encouraged to re-apply in future.

3.2 PROCEDURE

3.2.1 INTENTIONS FOR SPONSORSHIP

3.2.1.1 Teaching and Support Staff

i. Teaching Staff intending to go on study leave shall notify the HOD in writing at least twelve (12) months before the commencement of the intended programme and copy DHRD.

ii. On receipt of the notification, the HOD considers the notification and

makes recommendations on it and submits to the Dean and reports to the departmental board at its next sitting.

iii. The Dean shall consider the recommendations from the HOD and shall forward comments on the recommendations through the Registrar to the Staff Development Committee at least six (6) months before the commencement of the intended programme. Dean then will inform faculty board at its next sitting.

3.2.1.2 Administrative/Professional Staff

i) Administrative/Professional Staff intending to go on study leave shall in writing notify the Deputy Registrar HR at least twelve (12) months before the commencement of the intended programme.

ii) The Registrar shall forward the application to the Staff Development Committee at least six (6) months before the commencement of the intended programme.

3.2.2 Bond Period and Default

On approval of the application, the applicant shall complete and submit a Bond Form signed by guarantors to the registrar.

i. Bond Period for Study Leave

Period of Study	Bond Period	
	Full Time	Part Time
1 year and up to 2 years	2 years	1 year
2 years and up to 3 years	3 years	2 years
3 years and less than 4years	4 years	2years
4 years or more	5years	3years

ii) Default:

Any staff who enjoys sponsorship from the Technical University cannot work in any government institution unless he/she has finished serving the bond contained in his/her sponsorship letter.

iv. Any member of staff who benefits from sponsorship of the Technical University without serving the bond contained in his or her sponsorship letter shall be asked to refund the full cost of the sponsorship, together with interest at the prevailing commercial rate.

A graphic consisting of two blue curved lines, one above the other, forming a partial arc that points towards the right.

SECTION FOUR

4.0 CONFERENCE

4.1 ELIGIBILITY FOR SPONSORSHIP

- i. A grant of sponsorship to attend a conference is offered to non-probationary staff of the University.
- ii. The grant includes air ticket, conference registration fee, and per-diem covering the number of days. However the package may be full or partial subject to availability of funds.
- iii. Any request for support or sponsorship which has no direct relevance to the individual's specific role in the University will not be considered.
- iv. Support or sponsorship to a research conference may be granted for refereed conferences with published conference proceedings.
- v. 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.
- vi. 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.

4.2 FINANCIAL OBLIGATIONS

- i. Funds will be made available on an annual basis to provide some financial assistance for members of staff who are invited or have applied to attend conferences, seminars and workshops.
- ii. When Accra Technical University delegates a member of staff to attend on 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.

- iii. When a member of staff is participating with an accepted paper by the programme organizers, he/she is entitled to full financial support.
- iv. A member of staff is entitled to only 'Partial Support' if his/her participation is financially supported partially by other official parties/sources.
- v. A member of staff is entitled to 'Paid Absence Working Days' if his/her participation is financially supported fully by other official parties/sources.

4.3 LIMITS AND CONDITIONS

- i. If the Conference/Workshop/Training organizers or the member of staff bear all the expenses, the University may approve the participation of the member and deem the participation period as only 'Paid Absence Working Days'.
- ii. No member of staff is entitled to pay financial support if he/she has less than expected or unsatisfactory results in the previous year's appraisal system.
- iii. In all cases, the decision to grant full or partial support shall rest on the availability of funds in the University budget allocated for attending programmes.

4.4 PROCEDURES

4.4.1 Applications

- i. Application for sponsorship to attend a programme will be considered on an on-going basis.
- ii. Staff applying for sponsorship to attend a programme outside the University campus must apply in writing through their immediate Head at least four (4) clear weeks before the commencement of the programme.
- iii. The immediate Head shall consider the application and make recommendations which shall be forwarded with the application to the Dean/Registrar.
- iv. The Dean/Registrar shall consider the recommendations and shall forward his/her comments on the recommendations to the Registrar (in the case of academic staff) to the Committee at least three (3) weeks before the commencement of the intended programme.
- v. Requests shall be considered on a first-come, first-served basis. If

applications exceed available funds, staff who have not received an award in previous years will have priority.

vi. 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/Faculty's research strategy.

vii. 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).

viii. Travel arrangements should be made through the University's Transport Officer.

4.4.2 Responsibility of the Head of Department

In determining the suitability of a program for approval, the Department head should consider:

- i. The relevance and value of the program to the department;
- ii. The contribution the program is likely to make to enhance the employability of the employee;
- iii. The benefits of the program to the University the department and the employee in relation to the costs in time and impact on departmental services.

4.4.3 Unsuccessful applications

In the event that an applicant is not successful:

- i. Timely feedback and advice shall be given to the applicants to allow them to consider alternatives;
- ii. The reasons shall be clearly and promptly stated, in writing, to the applicant;
- iii. The applicants are informed of their right to have the decision reviewed if they so wish.

4.5 OBLIGATIONS

i. No application shall be considered by the Committee unless it is accompanied by a comprehensive report from the Head of Department.

ii. 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

i. A staff member who is sponsored to attend a programme must submit the report to the Committee through the Registrar within two weeks of the member's return.

ii. A staff member who is sponsored to attend a programme must give a repeat session for Department

iii. 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 University.

iv. 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 Faculty Research Committee when deciding which applications will be funded.

4.6 RESUMPTION OF DUTY

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

4.7 DEFAULTS

i. 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 the programme with interest at the prevailing Bank of Ghana rate.

- ii. Staff who fail to return to post after the programme would have disciplinary action instituted against them in accordance with the Conditions of service.
- iii. Staff who attend another programme other than the approved one without the written approval of the University shall refund all the moneys the University spend on them on the programme with interest at the prevailing Bank of Ghana rate and shall be required to resume duty immediately.



TRAINING AND REFRESHER COURSES

5.0 TRAINING AND REFRESHER COURSES

5.1 TRAINING

In-service training is all those activities (workshops and refresher courses) which aim at enhancing and strengthening the professional knowledge, interest and skills of staff. Thus, In-service training is a process of staff development for the purpose of improving the performance of an incumbent holding a position with assigned job responsibilities and providing them with new skills, methods, and processes required. The activity of training employees is carried out by the internal or external facilitators or resource persons. The training is designed to strengthen the competencies of staff while on the job through the teaching of work-related skills or knowledge to employees with the aim of improving their efficiency and productivity for the University as a whole.

The objectives are to;

- i. Provide job-related knowledge to staff.
- ii. Provide skill and knowledge systematically.
- iii. Enhance competencies
- iv. Maintain safety standards.
- v. Improve equipment handling practices.
- vi. Update skills in new technologies
- vii. Promote continuous development of skills
- viii. Increase professional efficiency
- ix. Keep the staff updated with the latest trends.

5.2 PROCEDURE

Staff may be required by the University to participate in certain educational or training programs for the following reasons: To meet the requirements of applicable law or regulations; to maintain or improve the skills and knowledge required of their position and to meet the requirements of any licensure or certification specified for their positions.

- i. The Head of department in consultation with DHROD, shall consider the employee's need for development as reflected in the employee's performance review and strategic objectives of the University.
- ii. The head of department shall consider employee training needs in budgetary planning.
- iii. The DHROD shall undertake annual training needs analysis to broadly identify priorities for staff training and development in the University.
- iv. The DHROD shall publish an annual Staff Training Programme covering mandatory (staff orientation, summer school, etc.) and other training opportunities available for staff, in the year ahead.
- v. The DHROD and the registrar shall submit an all-inclusive training needs and programmes to the committee for approval.
- vi. Implementation of an approved program, shall be the responsibility of the department head and the human resource director.
- vii. The University shall ensure that sufficient resources are committed to staff training and development such that the aims and objectives of this policy can be achieved.
- viii. Funds may be expended for staff to participate in training and development programs upon committee's approval.
- ix. Out of campus travel expenses shall be paid in accordance with the University's laid down procedures.

5.3 DUTIES AND RESPONSIBILITIES

5.3.1 Staff

- i. Have the primary responsibility for their own training professional development.

- ii. Make professional development interests known to their heads.
- iii. Initiate requests to participate in programs relevant to the training and developmental goals identified jointly with their heads of department.
- iv. Attend and participate in training and development activities as approved or required by their departmental heads.

5.3.2 Departmental Head

- i. In consultation with DHROD as appropriate, assess employee professional development needs.
- ii. Approve/deny training requests of staff.
- iii. Consider staff training and development activities in budgetary planning.
- iv. Ensure staff are attending relevant mandatory training
- v. To assist with delivery of staff training and development activities where appropriate.
- vi. Where possible, make recommendations for training and development opportunities
- vii. Provide on-the-job training

5.3.3 Director for Human Resource Organizational Development (DHROD)

- i. Assess and manage annual University-wide training and development needs analysis process.
- ii. Organize appropriate development programs based on availability of resources,
- iii. Monitor training programs and provide consulting training assistance to departments as resources allow, particularly in regard to In-Service Training Programs.
- iv. Monitor and report attendance and staff compliance regarding mandatory training events.
- v. Maintain University training records and files

5.4 ELIGIBILITY

An employee is eligible for the benefits provided by this policy for position or job related programs and activities if the employee has completed his or her probationary period, if required, and their job performance is rated as satisfactory or better.

5.5 DEFAULT

Where staff fail to attend the necessary training activity, it is proposed that the following sanctions should be applied:

- i. Staff will not be able to access training funds for their personal development or attend other training events necessary for their development for an academic year
- ii. Staff may not be eligible to apply for internal positions



INDUSTRIAL TRAINING FOR STAFF

OVERVIEW

Industrial training imparts knowledge and practical skills to persons engaged in industry through various forms of on-job training. It entails placement of trainees and lecturers from training institutions as well as workers in industry in order to gain practical exposure, knowledge and work ethics in organization relevant to their areas of specialization. Participating in internship programs allows the staff of an organization to develop leadership and mentoring skills, create exposure for the company, bring new perspectives and fresh ideas into the work environment. Industrial training incorporates Industrial Attachment that creates opportunities for trainees to improve skills relevance to the labor market.

6.1 POLICY STATEMENT

Accra Technical University is committed to ensuring that its academic and technical staff develop the competencies and skills to enable them deliver quality teaching and research. This will ensure that the university's overall strategic vision is achieved.

The academic staff internship programme is to enhance competencies and skills development of staff.

6.2 PURPOSE

To provide lecturers and technical staff with guidelines to undertake industrial internship in related industries to broaden their outlook, experience and keep abreast with the latest development in technology and also to facilitate knowledge transfer between the University and Industry.

6.3 SCOPE

This policy applies to all full time teaching, research and technical staff of the University.

6.4 OBJECTIVES

The objectives identified are to:

1. provide opportunities for staff to develop and build their skills and knowledge continuously to meet the appropriate standards for teaching and assessment.
2. enhance the knowledge of staff on current environment, trends and work culture of the industry and develop experience in specific skills as well as 'hands-on' expertise.
3. Improve skills in research, group and interpersonal communication and observation.
4. establish and enhance the academic programmes of the university and to make it more dynamic and relevant to fulfill industries requirement.
5. provide networking, mentoring opportunities and technical support for research and development of the organization.

It shall be based on the following:

- i. Academic staff Internship Policy.
- ii. Shall be offered by public and private institutions, and training providers accredited by professional bodies where applicable.
- iii. May take formal approach where curriculum is used in the training. Skills up-grading for staff shall be coordinated and approved by the University.
- iv. The informal approach to industrial training involves unstructured learning and attachment which entails working closely with persons practicing in certain trades and skills.
- v. The training may be through a number of schemes, namely, Skills Up-grading; practical skills; Industrial Attachment; Management and Supervisory Training.
- vi. Industrial Training Needs Assessment for staff maybe undertaken by the head of department in consultation with the staff. This is particularly so because of the rapidly changing technology and emerging occupations.
- vii. The training should be beneficial to the staff and the department and the area of research interest and teaching should be considered

before approval is given.

- viii. Staff shall liaise with the Industrial Liaison Officer through the Head of Department to identify the appropriate organization for the industrial training and write to inform the registrar.
- ix. The Registrar shall write to the organization identified, guaranteeing the University's support for the staff to undertake the industrial training.
- x. Industrial training period shall be at the convenience of the staff, however, staff shall undertake industrial training during school vacation to be able to concentrate on academic work and also for effective monitoring by the Industrial Liaison Office.
- xi. The university shall make funds available for industrial training (transportation cost, etc.)
- xii. Staff shall submit a report to the registrar through the Head of Department and a copy to the industrial liaison office indicating the competencies acquired from the industrial training.
- xiii. Competencies and needs analysis shall be undertaken by the department through the liaison office to the Vice-Chancellor. This analysis will be based on the industrial training data/report submitted by staff.
- xiv. The University shall not tolerate any act of impropriety such as stealing, disclosing confidential information, assault, absenteeism, lateness, sexual harassment, etc. by a staff on industrial training.
- xv. There shall be standardized assessment of skills and competencies for trainees to be certified by accredited bodies

6.5 DEFAULT

A staff who fails to attend the training after approval by the University shall face the disciplinary committee and in addition refund any cost incurred by the institution on the programme.

ACCRA TECHNICAL UNIVERSITY

REQUEST FOR STAFF DEVELOPMENT FUND (FORM A)

PART A: TO BE FILLED BY APPLICANT

1. Name of Applicant: Date of Birth:
2. Date of Appointment:
3. Current Grade/Position: Department:
4. Telephone No:..... E – mail
5. Title of Proposed Programme of Study:.....
6. Certificate to be Awarded: HND/BSc/MSc/MPhil/MBA/PhD/ Other
.....
7. Duration of Program (Year and Month): From/..... To
...../.....
8. Institution (Name, City, Country):
9. Mode of Study: Full-Time ; Part-Time ; Sandwich :Distance
10. Sponsorship Required:
 - i. Full time Study Leave with full sponsorship
 - ii. Full time Study leave with part/partial sponsorship
 - iii. Part time Study leave with full sponsorship
 - iv. Part time study leave with part / partial sponsorship
 - v. Full time study leave without sponsorship

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

	Amount	Funding Agency
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¢.....	

16. Indicate the year for which the application should be considered:.....
17. For applications for Study Leave abroad attach evidence showing that the programme is not available in any institution in Ghana; or that the cost of funding to study abroad would be less than to study in Ghana.

18. Previous Study Leave

When was your previous period of Study Leave (if any)?

(Year and Month): From/..... To/.....

What was achieved? (Please attach a copy of the Study Leave Report you submitted).

19. Current Proposed Study Leave

What is the main purpose?

Upgrading

Other: give details

Show how your proposed Study Leave fits with your personal and/or research development plan and with Accra Technical University's Strategic objectives (append additional sheet if appropriate).

20. Resourcing implications	
What work would you expect to be carried out whilst on Study Leave? Do you have any suggestions as to how this could be covered while you are absent?	
What current 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 whilst 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?	
<p>In signing this form, I agree to submit to the Registrar a "Report on Study Leave" not later than four weeks after completion of the programme.</p> <p>.....</p>	
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/Research/Administrative/ Managerial duties).

Please provide details how these will be covered.

Show how the proposed Study Leave fits with the Departments strategic objectives (append additional sheets if appropriate).

Are there any outstanding "Reports on Study Leave" from the Department?
Yes No.....

If yes, explain.

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

PART D: RECOMMENDATIONS AND APPROVAL

TO BE COMPLETED BY IMMEDIATE SUPERVISOR (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 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)

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

TO BE COMPLETED BY DEAN OF FACULTY/ REGISTRAR / PRO VICE-CHANCELLOR / VICE-CHANCELLOR

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

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

COMPLETED FORMS MUST BE SUBMITTED TO:

The General Office, Human Resource Department, Room 208, Second Floor Administration Block.

TO BE COMPLETED BY DIRECTOR FOR HUMAN RESOURCE

Applicants Grade/Position on completion of the programme:

.....

- The application is in line with Accra Technical University's Staff Establishment Levels.
- The application is NOT in line with Accra Technical University's Staff Establishment Levels.

COMMENTS

.....

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

PART E: REMARKS BY THE COMMITTEE FOR STAFF DEVELOPMENT

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Chairman's Name **Signature:**

Date:

ACCRA TECHNICAL UNIVERSITY

STAFF DEVELOPMENT

FORMAT FOR SUBMISSION OF PROGRESS REPORT (FORM B)

1. Name of Staff :
2. Rank/Grade :
3. Department :
4. Programme of Study:
5. Institution of Study :
6. Start Period :
7. Completion Period :
8. Brief Report of the Programme include the Course Structure (Please indicate on a separate sheet).
9. The report must state the plan of work (timelines) and the percentage completed.
10. An official report from the Supervisor or Head of Department.
11. Any other relevant information. (Please indicate on a separate sheet).
12. Signature :
13. Date :

ACCRA TECHNICAL UNIVERSITY

STAFF DEVELOPMENT COMMITTEE

REPORT ON STUDY LEAVE (FORM C)

PART A: TO BE FILLED BY BENEFICIARY

1. Name of Applicant:Date of Birth:
2. Date of Appointment:
3. Current Grade/Position: Department:
4. Telephone No:..... E – mail
5. Title of Proposed Programme of Study:
6. Certificate to be Awarded: HND/BSc/MSc/MPhil/MBA/PhD/ Other
.....
7. Duration of Program (Year and Month): From/..... To/.....
8. Institution (Name, City, Country):
9. Mode of Study: Full-Time ; Part-Time ; Sandwich :Distance
- 10 Sponsorship granted:
 - vi. Full time Study Leave with full sponsorship
 - vii. Full time Study leave with part/partial sponsorship
 - viii. Part time Study leave with full sponsorship
 - ix. Part time study leave with part / partial sponsorship
 - x. Full time study leave without sponsorship

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.

*Detailed description of activities undertaken during the period of Study Leave
Please note that this report should 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 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**

SUBMISSION:

1. Original copy through the Registrar to the Staff Development Committee
2. Duplicate copy to the Department of the beneficiary.

ACCRA TECHNICAL UNIVERSITY

Application Form to Attend Programme (Conferences/Workshops/Seminars /Short Courses) (FORM D)

PART A: TO BE FILLED BY APPLICANT

- 1: Applicants Details
- i Name of Applicant:.....
- ii Date of Appointment:
- iii Job Title:
- iv Department:..... Faculty:
- v 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 <input type="checkbox"/>
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):

Type of the Programme:
<input type="checkbox"/> Conference <input type="checkbox"/> Workshop <input type="checkbox"/> Seminar <input type="checkbox"/> Training course
Others –
Venue, City, Country of the Programme:
Title of Programme: Purpose: Research Training Networking Other
Provide a statement to the "International Standing" of the programme.
Organizer(s):
Date: From: To:
Nature of Participation:
Keynote speaker Chair/lead a session Make a presentation Attendance Only Other - please explain
Attending as: Individual Staff Official Representative of Accra Technical University
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)					
Country & venue of programme	Name of Programme	Nature of participation	Date of Programme	Type of Support	
				Financial support (GHC)	Work days
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			
Registration fee:		Financial support from other sources? Additional amount received?	
Travel costs:			
Accommodation:			
Other:			
Total			

5. Provide a detailed travel itinerary		
Date	Location	Activity

6. Research / Professional Profile Development
<p>In the space below, explain how this programme will:</p> <p>a) Assist you in developing your research / professional profile.</p> <p>b) Lead to high quality research outcomes (for research conferences. Provide details of the journal/publisher)</p>

7. Supporting Documents Checklist (ensure all are attached otherwise assessment for your application cannot occur)

1. Flyer from programme: Yes No
2. A copy of your Research /Professional Development Plan endorsed by your immediate Head for the current year, and if available for the previous year.
 Yes No
3. Abstract/Paper to be presented: Yes No
4. Acceptance letter/email: Yes No
5. Other invitation letter (e.g. request to chair session): Yes No
6. Your approved Staff Clearance Form: Yes No
7. Letter informing your supervisor of your impending leave (and copied to the appropriate officers)

8. Applicant Certification

I hereby declare that the information provided in this form and attached documentation is true and correct. I will comply with the conditions associated with the sponsorship and within two weeks of my return submit a report to the following: My Head of Department; the Faculty Dean; and through the Registrar to the Staff Development Committee.

Name Signature..... Date

Part B: Report from the immediate Head

Explain how the proposed programme fits with the Section's/Department's objectives (append additional sheet if appropriate).

What is the research productivity and quality of research outputs of the applicant? (For research conferences only).

What is the international standing of the programme?

Part C: Recommendations and Approval

Part B: Report from the immediate Head

TO BE COMPLETED BY IMMEDIATE HEAD OF DEPARTMENT

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

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

Recommendations (tick one box only)

- 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.
- 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)

Name Signature..... Date

TO BE COMPLETED BY RESEARCH AND INNOVATION CENTRE (if applicable)

- The article/poster is approved
- The article/poster is NOT approved
- Special conditions (attach details)
- Not approved (attach a memo stating reasons)

Name Signature..... Date

Part E: Committees Recommendation

1. How has the institution benefited from sponsoring him/her to previous programmes?
2. Check item B4 of Programme Attendance Report Form submitted by applicant on previous programme(s).

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

Remarks of the Committee for Postgraduate Scholarship/Staff Development

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Chairman:

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

ACCRA TECHNICAL UNIVERSITY

PROGRAMME ATTENDANCE REPORT (FORM E)

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: Faculty:
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.	
Organizer(s):	
Date: From: To:	
Nature of Participation:	
Keynote speaker Chair/lead a session Make a presentation At-attendance Only	
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
(Figures)	Amount (in words)
State the type of support 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 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 Staff Development Committee
2. Duplicate copy to the Department.