

THE FEDERAL UNIVERSITY OF TECHNOLOGY, AKURE
OFFICE OF THE REGISTRAR
DIRECTORATE OF ESTABLISHMENT AND HUMAN RESOURCE



APPLICATION FOR SABBATICAL LEAVE

(COMPLETE 30 COPIES)

1. Name:
2. Department:
3. School:
4. Date of first appointment:
5. Present position held:
6. Period of sabbatical leave required:
7. Is the request of sabbatical leave with or without pay:
8. Date of any previous leave:
9. Purpose of sabbatical leave being requested:
10. Places that desire to have me from which letters are expected:
 - (a)
 - (b)
11. Undertaking:
.....
.....
12. Comment of Head of Department:
.....
.....

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

.....
Name of Head of Department

.....
Signature and date

13. Comments and Recommendation of dean:

.....
.....

.....
Name of Dean

.....
Signature and date

THE FEDERAL UNIVERSITY OF TECHNOLOGY, AKURE

REGISTRY DEPARTMENT

(Directorate of Establishments And Human Resource)



OVERSEAS STUDY LEAVE/SERVICE AGREEMENT FORMS **WITHOUT PAY**

THIS AGREEMENT is made the day of20.....
BETWEEN THE FEDERAL UNIVERSITY OF TECHNOLOGY, AKURE (hereinafter referred to as "THE UNIVERSITY" of the one part).

AND

OF.....

Hereinafter referred to as the BENEFICIARY/TRAINEE of the second.

WHEREAS:

1. THE UNIVERSITY is conscious of the role of training to enhance staff development towards effective and productive performance on the job.
2. THE UNIVERSITY in order to achieve high level of performance among members of staff has embarked on efficient utilization of meager resources accruing to it to promote staff development. However, this study leave without pay since the Beneficiary/Trainee has secured alternative means for funding.
3. THE Beneficiary/Trainee therefore being a member of staff of the University granted/accorded the opportunity by the University to embark on study leave for (month, years) with effect from day of20..... to day of20.....to enable the beneficiary/trainee pursue a course of study leading toaward/degree in

WHEREBY IT IS AGREED as follows:

1. That it shall be the duty of the Beneficiary/Trainee to apply for and obtain an admission to an institution where the award is tenable but such institution must be approved in writing by the University.
2. That the award is tenable at
3. That the award shall not be held at the same time with another award.
4. That during the period of the course of study, the Beneficiary shall not pursue any other course of study or undertake/engage in any employment whatsoever except with the prior notification and approval of the University.
5. That the Beneficiary/Trainee shall not change, abandon or modify his/her course of study other than as approved by the University in writing.
6. That the Beneficiary shall not be paid his/her salary during the period of award having secured alternative means of funding.

7. That the University where the award is tenable outside Nigeria would be responsible for the cost of a return passage after the Beneficiary/Trainee might have concluded his or her study/sponsorship.
8. That the Trainee/Beneficiary shall at all time conduct himself or herself as a honest and faithful student and shall observe, obey and perform such lawful instructions and directions as shall be given from time to time by the head of the institution or those in authority in the institution.
9. That the Trainee/Beneficiary shall at the end of every year satisfy the requirement pertaining to the attendant comportment and progress report from the Head of the institution or his representative.
10. That the Trainee/Beneficiary shall sit for and pass any prescribed examination or approved group of examinations within the time fixed by the authorities of the institution of his study or the awarding authority. Save and except where he is prevented or incapacitated by sickness to do so, then in such a case a certificate under the hand of a recognized medical practitioner shall be good evidence of such sickness.
11. That the Trainee/Beneficiary after the expiration of the study shall return to the University in continuation of his employment.
12. Should the Trainee/Beneficiary refuse to serve the University at the expiration of the course of study in the manner herein provided, the Trainee/Beneficiary shall have his appointment terminated from the University.
13. In the event that the Trainee/Beneficiary failed to resume duty at the end of his or her study leave, the decision of the University to terminate the appointment of such staff shall be communicated to the host institution and his current employer (if any).

DETERMINATION

14. This award shall be determined where the Trainee/Beneficiary fails, refuses or neglects to observe or perform any of the obligations hereinbefore provided for.
15. This award shall lapse where after a Trainee/Beneficiary has been awarded such scholarship he fails, refuses or neglects to take the benefit of the same within in the stipulated time.
16. In the event of the Trainee/Beneficiary becoming unfit or unable to complete his studies owing to illness or other factors whatsoever, the University may determine this agreement in accordance with the Trainees term appointment.

.....
TRAINEE'S SIGNATURE AND DATE

THE FEDERAL UNIVERSITY OF TECHNOLOGY, AKURE
EDUCATIONAL LEAVE FORM
(Complete three copies)

Please fill in block letters

PART A

..... SURNAME OTHER NAMES TITLE
1. SCHOOL:.....		
2. DEPARTMENT:.....		
3. DATE OF FIRST APPOINTMENT IN THE UNIVERSITY:.....		
4. GRADE ON FIRST APPOINTMENT IN THE UNIVERSITY:.....		
5. PRESENT GRADE:.....		
6. DATE APPOINTED OR PROMOTED TO PRESENT GRADE:.....		
7. GRADE LEVEL/STEP:.....		

PART B

8. TYPE OF EDUCATIONAL LEAVE:.....	
9. LOCATION:.....	
10. DEPARTURE DATE:.....	
11. EXPECTED DATE OF RETURN:.....	
12. PURPOSE OF LEAVE:.....	
13. CONTACT ADDRESS:.....	
14. E-MAIL/TELEPHONE ADDRESS:.....	
15. NEXT OF KIN:.....	
16. NEXT OF KIN'S ADDRESS (Including E-mail & GSM):.....	
17. WHO TO CONTACT IN CASE OF EMERGENCY (if different from next of kin):.....	
18. ADDRESS OF WHO TO CONTACT IN CASE OF EMERGENCY (Including E-mail & GSM):	

I certify that the information provided above is correct to the best of my knowledge.

.....
SIGNATURE

.....
DATE

THE FEDERAL UNIVERSITY OF TECHNOLOGY, AKURE

REGISTRY DEPARTMENT

(Directorate of Establishments And Human Resource)



OVERSEAS STUDY LEAVE/SERVICE AGREEMENT FORMS **WITH PAY**

THIS AGREEMENT is made the day of20.....

BETWEEN THE FEDERAL UNIVERSITY OF TECHNOLOGY, AKURE (hereinafter referred to as "THE UNIVERSITY" of the one part).

AND

OF.....

Hereinafter referred to as the BENEFICIARY/TRAINEE of the second part with the following persons (not below the rank of Senior Lecturer in The Federal University of Technology, Akure) willing and ready to be the Guarantor/Sureties of the Beneficiary/Trainee.

.....

of.....

and

of.....

Hereinafter referred to as Guarantors/Sureties of the third part.

WHEREAS:

4. THE UNIVERSITY is conscious of the role of training to enhance staff development towards effective and productive performance on the job.
5. THE UNIVERSITY in order to achieve high level of performance among members of staff has embarked on efficient utilization of meager resources accruing to it to promote staff development.
6. THE Beneficiary/Trainee therefore being a member of staff of the University granted/accorded the opportunity by the University to embark on study leave for (month, years) with effect from day of20..... to day of20.....to enable the beneficiary/trainee pursue a course of study leading toaward/degree in

WHEREBY IT IS AGREED as follows:

1. That it shall be the duty of the Beneficiary/Trainee to apply for and obtain an admission to an institution where the award is tenable but such institution must be approved in writing by the University.
2. That the award is tenable at
3. That the award shall not be held at the same time with another award.
4. That during the period of the course of study, the Beneficiary shall not pursue any other course of study or undertake/engage in any employment whatsoever except with the prior notification and approval of the University.
5. That the Beneficiary/Trainee shall not change, abandon or modify his/her course of study other than as approved by the University in writing.

6. That the Beneficiary shall be paid his/her full salary with entitlements during the period of award except for those on probationary study leave who are entitled to half salary
7. That the University where the award is tenable outside Nigeria would be responsible for the cost of a return passage after the Beneficiary/Trainee might have concluded his or her study/sponsorship.
8. That the Trainee/Beneficiary shall at all time conduct himself or herself as a honest and faithful student and shall observe, obey and perform such lawful instructions and directions as shall be given from time to time by the head of the institution or those in authority in the institution.
9. That the Trainee/Beneficiary shall at the end of every year satisfy the requirement pertaining to the attendant comportment and progress report from the Head of the institution or his representative.
10. That the Trainee/Beneficiary shall sit for and pass any prescribed examination or approved group of examinations within the time fixed by the authorities of the institution of his study or the awarding authority. Save and except where he is prevented or incapacitated by sickness to do so, then in such a case a certificate under the hand of a recognized medical practitioner shall be good evidence of such sickness
11. That where the award is tenable abroad, the Trainee/Beneficiary shall travel by an economic class air passage, sea passage or a tourist air passage or such other arrangement as may be made by University.
12. That the Trainee/Beneficiary after the expiration of the study shall return to the University in continuation of his employment and shall serve the University for one academic year for every one year spent on study leave.
13. At the expiration of the course of study, should the Trainee/Beneficiary refuse to serve the University in the manner herein provided the Trainee/Beneficiary shall have his appointment terminated from the University and the guarantor shall be liable to repay the University the TOTAL SUM expected on the trainee while acquiring such training.
14. In the event that the Trainee/Beneficiary failed to resume duty at the end of his or her study leave, the decision of the University terminate the appointment of such staff shall be communicated to the host institution and his current employer (if any).

DETERMINATION

15. This award shall be determined where the Trainee/Beneficiary fails, refuses or neglects to observe or perform any of the obligations hereinbefore provided for.
16. This award shall lapse where after a Trainee/Beneficiary has been awarded such scholarship he fails, refuses or neglects to take the benefit of the same within in the stipulated time.
17. In the event of the Trainee/Beneficiary becoming unfit or unable to complete his studies owing to illness or other factors whatsoever, the University may determine this agreement in accordance with the Trainees term appointment.
18. That the Sureties/Guarantors hereby undertake that if the Trainee fails to observe and performance of obligations herein before contained, he shall indemnify the University against all the cost expended occasioned by such failure and non-observance and in particular the Sureties shall indemnify the University up to the amount spent on the Trainee and he shall be liable if primarily liable to the University.
19. The Sureties/Guarantors must be member of staff of The Federal University of Technology, Akure.
20. The Trainee/Beneficiary and the Sureties agree to enter into a bond for the repayment of the amount spent on the Trainee if the Trainee shall refuse to serve the University in the manner hereinbefore provided or determine this agreement in a manner which is justified, excused or according with reasonableness.

.....
 TRAINEE'S SIGNATURE AND DATE

(CAVEAT: IF ON STAFF DEVELOPMENT DO NOT COMPLETE THE BOND AGREEMENT PORTION)

BOND FOR THE REPAYMENT OF AMOUNT OF MONEY SPENT ON THE TRAINEE/BENEFICIARY

BY THE BOND WE:

.....

NAME

of.....(hereinafter called the Trainee/Beneficiary)

and.....

NAME

of.....(hereinafter called the Surety/Guarantor)

and.....

NAME

of.....(hereinafter called the Surety/Guarantor).

Are held firmly bonded jointly and severally to The FEDERAL UNIVERSITY OF TECHNOLOGY, AKURE hereinafter referred to as "University" in the sum of

N..... andkobo to be paid to The Federal University of Technology, Akure for which payment shall be made jointly and severally.

WHEREAS the University has guaranteed an award of sponsorship to

..... for

training at and under the form of the said award he/she required to enter into a bond duty to comply with the condition of bond to the sponsorship agreement.

NOW THE CONDITION of the above written bond/sponsorship Agreement are Conditioned to be void in case the shall

- (a) Complete the course for which the sponsorship was awarded and follow the direction laid down in the sponsorship agreement and the University staff development programme in general.
- (b) Accept any appointment as directed by the University for a period of years after the completion of his/her training but in the event the Trainee/Beneficiary shall refuse or neglect to perform and observe any of the obligations set out in the agreement the above written shall be in full force and the said sum expended on the Trainee/Beneficiary shall forthwith become payable to the Bursary Department of the University.

SIGNED SEALED AND DELIVERED BY THE TRAINEE/BENEFICIARY AND THE SURETIES/GUARANTOR

.....
TRAINEE'S SIGNATURE AND DATE

In the presence of the Sureties/Guarantors

(1) NAME OF FIRST SURETY/GUARANTOR

.....

ADDRESS:.....

OCCUPATION:.....

SIGNATURE AND DATE:.....

OVERSEAL:.....

(2) NAME OF SECOND SURETY/GUARANTOR

.....

ADDRESS:.....

OCCUPATION:.....

SIGNATURE AND DATE:.....

OVERSEAL:.....

SIGNED SEALED AND DELIVERED BY THE REGISTRAR FOR AND ON BEHALF OF THE FEDERAL UNIVERSITY OF TECHNOLOGY, AKURE

NAME:.....

DESIGNATION:.....

SIGNATURE AND DATE:.....

OVERSEAL:.....

THE FEDERAL UNIVERSITY OF TECHNOLOGY, AKURE
EDUCATIONAL LEAVE FORM
(Complete three copies)

Please fill in block letters

PART A

..... SURNAME OTHER NAMES TITLE
1. SCHOOL:.....		
2. DEPARTMENT:.....		
3. DATE OF FIRST APPOINTMENT IN THE UNIVERSITY:.....		
4. GRADE ON FIRST APPOINTMENT IN THE UNIVERSITY:.....		
5. PRESENT GRADE:.....		
6. DATE APPOINTED OR PROMOTED TO PRESENT GRADE:.....		
7. GRADE LEVEL/STEP:.....		

PART B

8. TYPE OF EDUCATIONAL LEAVE:.....
9. LOCATION:.....
10. DEPARTURE DATE:.....
11. EXPECTED DATE OF RETURN:.....
12. PURPOSE OF LEAVE:.....
13. CONTACT ADDRESS:.....
14. E-MAIL/TELEPHONE ADDRESS:.....
15. NEXT OF KIN:.....
16. NEXT OF KIN'S ADDRESS (Including E-mail & GSM):.....
17. WHO TO CONTACT IN CASE OF EMERGENCY (if different from next of kin):.....
18. ADDRESS OF WHO TO CONTACT IN CASE OF EMERGENCY (Including E-mail & GSM):

I certify that the information provided above is correct to the best of my knowledge.

.....
SIGNATURE

.....
DATE



THE FEDERAL UNIVERSITY OF TECHNOLOGY, AKURE

RESUMPTION FROM LEAVE FORM

KINDLY COMPLETE THIS FORM IN TRIPLICATE

(A) PERSONAL DETAILS

1. NAME (surname first) : (*Prof, Dr, Mr, Mrs, Miss*)
.....
PRESENT STATUS:
2. DEPARTMENT:
3. TYPE OF APPOINTMENT: (*Permanent, Casual, Temporary, Contract, Sabbatical, Visiting Lecturer e.t.c.*)
4. STAFF CATEGORY: (*Junior, Senior, Academic, Others*)
5. SEX:
6. MARITAL STATUS:
7. MAIDEN NAME:

(B) LEAVE DETAILS

1. TYPE OF LEAVE:
2. TYPE OF PROGRAMME (*For Educational Leave-PhD, M. Tech, etc.*):
.....
.....
3. STATUS OF LEAVE (*With Pay/Without Pay*):
4. COMMENCEMENT DATE:
5. EXPECTED DATE OF RESUMPTION:
6. DATE OF RESUMPTION:
7. DURATION OF LEAVE:
8. INSTITUTION WHERE LEAVE WAS SPENT:

(C) COMMENT OF THE HEAD OF DEPARTMENT

I confirm that
..... assumed duty on
.....

SIGNATURE:

DATE:

(D) REGISTRAR'S COMMENT

.....
.....

SIGNATURE:

DATE:



**THE FEDERAL UNIVERSITY OF TECHNOLOGY, AKURE, NIGERIA
INTERNATIONAL OFFICE**

STAFF DEVELOPMENT APPLICATION FORM

PART 1

SECTION A

1. Name of Applicant:.....
2. Date of Birth:.....
3. E-mail Address:.....
4. School/Department:.....
5. Nationality:.....

SECTION B

6. Date of First Appointment:.....
7. Post and Designation of Appointment:.....
8. Salary Grade Level on Appointment:.....
9. Date of Last Appointment/Appointment:.....
10. Present Post and Designation:.....
11. Present Salary:.....

SECTION C

12. Educational Qualification with Dates and Places of Study:
.....
.....
.....

SECTION D

13. Title of the proposed course/training programme:.....
14. Duration of course/training programme:.....
15. Date of course/training programme:.....
16. Organizer of the proposed course/training:.....
.....
17. Place and Institution of the proposed course/training:.....
(Please attach evidence of admission)

SECTION C

18. I, hereby give an undertaking to return to work promptly at the expiration of the staff development leave, if approved.

.....
DATE

.....
SIGNATURE OF APPLICANT



THE FEDERAL UNIVERSITY OF TECHNOLOGY, AKURE

(Office of the Registry)

DIRECTORATE OF ESTABLISHMENT AND HUMAN RESOURCE

REPORT OF ACTIVITES DURING EDUCATIONAL LEAVE

FORM B

FUTA/REG/DEHR/SL/019b

SECTION A

To be completed by all categories of staff on educational leave

1. Name of Staff:.....
2. School/Department:.....
3. Date of First Appointment:.....
4. Date of Confirmation:.....
5. Present Post:.....
6. Date of Last Promotion:.....

SECTION B

To be completed by staff on educational leave that will lead to the award of a degree (e.g. Certificate, Masters, PGD and PhD)

1. Type of degree (sought) :.....
2. Date of commencement of educational programme:.....
3. Expected period of completion/duration:.....
4. Any approval from the University (state date and ref. Letter of approval) :.....
.....
5. Any extension (state period of extension and Ref. Letter of approval):.....
.....
6. Were you bonded? (if no, state reason) :.....
7. Type of degree obtained (attached photocopy) :.....
8. Are you on Staff Development:.....
9. Were your salaries being paid and for what period:.....
10. Were you visited or contacted during the period of the programme by the University:.....
.....
11. State briefly the report of activities during the programme attached extra sheet if need be:.....
.....
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.....

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12. What are the contribution of your Research to Technological Development and the growth of the University:.....

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SECTION C

To be completed by staff on educational leave that does not lead to the award of degree (e.g. Postdoctoral Staff Exchange, Short Fellowship/Workshop)

1. Name of Institution:.....

2. Duration of stay:.....

3. Purpose of leave:.....

.....
4. Brief introduction of the Institution:.....
.....
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.....

5. Write details of activities under the following sub-heading:

a. Lectures and Conference attended:.....

b. Visit(s) and contact(s) made:.....

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

c. Collaboration efforts:.....

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

Recommendation(s):.....

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

6. Were you sponsored by the University? (if not by which organization):.....

.....

7. What is the degree of financial support received:.....

8. Provide information on important contacts made:

(i)

(ii)

(iii)

.....
Signature

.....
Date

9. Comment of the Head of Department:

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

.....
Name:

.....
Signature/Date

10. Comment of the Dean:

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

.....
Name

.....
Signature/Date

BOND FOR THE REPAYMENT OF AMOUNT OF MONEY SPENT ON THE TRAINEE/BENEFICIARY

BY THE BOND WE:

.....
NAME

of.....(hereinafter called the
Trainee/Beneficiary)

and.....
NAME

of.....(hereinafter called the
Surety/Guarantor)

and.....
NAME

of.....(hereinafter called the
Surety/Guarantor).

Are held firmly bonded jointly and severally to The FEDERAL UNIVERSITY OF TECHNOLOGY, AKURE hereinafter referred to as "University" in the sum of

N..... andkobo to be paid to the Federal University of Technology, Akure for which payment shall be made jointly and severally.

WHEREAS the University has guaranteed an award of sponsorship to

..... for training at and under the form of the said award he/she required to enter into a bond duty to comply with the condition of bond to the sponsorship agreement.

NOW THE CONDITION of the above written bond/sponsorship Agreement are Conditioned to be void in case the shall

- (a) Complete the course for which the sponsorship was awarded and follow the direction laid down in the sponsorship agreement and the University staff development programme in general.
- (b) Accept any appointment as directed by the University for a period of years after the completion of his/her training but in the event the Trainee/Beneficiary shall refuse or neglect to perform and observe any of the obligations set out in the agreement the above written shall be in full force and the said sum expended on the Trainee/Beneficiary shall forthwith become payable to the Bursary Department of the University.

SIGNED SEALED AND DELIVERED BY THE TRAINEE/BENEFICIARY AND THE SURETIES/GUARANTOR

.....
TRAINEE'S SIGNATURE AND DATE

In the presence of the Sureties/Guarantors

(1) NAME OF FIRST SURETY/GUARANTOR

.....

ADDRESS:.....

OCCUPATION:.....

SIGNATURE AND DATE:.....

OVERSEAL:.....

(2) NAME OF SECOND SURETY/GUARANTOR

.....

ADDRESS:.....

OCCUPATION:.....

SIGNATURE AND DATE:.....

OVERSEAL:.....

SIGNED SEALED AND DELIVERED BY THE REGISTRAR FOR AND ON BEHALF OF THE FEDERAL UNIVERSITY OF TECHNOLOGY, AKURE

NAME:.....

DESIGNATURE:.....

SIGNATURE AND DATE:.....

OVERSEAL:.....

BOND FOR THE REPAYMENT OF AMOUNT OF MONEY SPENT ON THE TRAINEE/BENEFICIARY

BY THE BOND WE:

.....
NAME
of.....(hereinafter called the
Trainee/Beneficiary)

and.....
NAME
of.....(hereinafter called the
Surety/Guarantor)

and.....
NAME
of.....(hereinafter called the
Surety/Guarantor).

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WHEREAS the University has guaranteed an award of sponsorship to

..... for training at and under the form of the said award he/she required to enter into a bond duty to comply with the condition of bond to the sponsorship agreement.

NOW THE CONDITION of the above written bond/sponsorship Agreement are Conditioned to be void in case the shall

- (a) Complete the course for which the sponsorship was awarded and follow the direction laid down in the sponsorship agreement and the University staff development programme in general.
- (b) Accept any appointment as directed by the University for a period of years after the completion of his/her training but in the event the Trainee/Beneficiary shall refuse or neglect to perform and observe any of the obligations set out in the agreement the above written shall be in full force and the said sum expended on the Trainee/Beneficiary shall forthwith become payable to the Bursary Department of the University.

SIGNED SEALED AND DELIVERED BY THE TRAINEE/BENEFICIARY AND THE SURETIES/GUARANTOR

.....
TRAINEE'S SIGNATURE AND DATE

In the presence of the Sureties/Guarantors

(1) NAME OF FIRST SURETY/GUARANTOR

.....

ADDRESS:.....

OCCUPATION:.....

SIGNATURE AND DATE:.....

OVERSEAL:.....

(2) NAME OF SECOND SURETY/GUARANTOR

.....

ADDRESS:.....

OCCUPATION:.....

SIGNATURE AND DATE:.....

OVERSEAL:.....

SIGNED SEALED AND DELIVERED BY THE REGISTRAR FOR AND ON BEHALF OF THE FEDERAL UNIVERSITY OF TECHNOLOGY, AKURE

NAME:.....

DESIGNATURE:.....

SIGNATURE AND DATE:.....

OVERSEAL:.....

THE FEDERAL UNIVERSITY OF TECHNOLOGY, AKURE

Office of the Registrar

DIRECTORATE OF ESTABLISHMENT AND HUMAN RESOURCE



CONTRACT APPOINTMENT FOR RE-ENGAGED PERSONS

Contract appointment shall not be longer than two (2) years in the first instance, subject to renewal. A Contract Officer may be allowed to respond to new advertisements and negotiate a new contract appointment with the University if his appointment is successful. A Contract Officer shall be assessed towards the end of his contract appointment and if he merits a higher post according to the University Regulations, a new contract appointment at the level of the higher post may be offered to him.

PERIOD OF CONTRACT

The number of years a contract officer could serve should remain open as long the University may require the services of such a contract officer, subject to the Federal Government guidelines on re-engagement of retired officer, but he/she shall not be eligible for gratuity and pension.

VEHICLE LOAN TO CONTRACT STAFF

Contract staff may be granted loan to purchase vehicle or to refurbish an old one but such loans shall be repaid within the period of their contract.

PROMOTION

Staff on contract appointment shall not be promoted like the permanent staff but could in between the contract period have their appointment renewed on a higher salary grading, provided that such a renewal shall not carry the notion of promotion.

THE FEDERAL UNIVERSITY OF TECHNOLOGY, AKURE

AGREEMENT made the day of 20

Between the FEDERAL UNIVERSITY OF TECHNOLOGY, AKURE (herein after called the University and herein after called ("The person engaged")

1. The person engaged agrees to proceed to the Federal University of Technology, Akure, Nigeria when directed by the University (or Nigeria Universities Offices abroad) and undertake the he will there diligently and faithfully perform the duties of For the terms of this engagement and will act in all respects according to the instruction or directions given to him by the University through the Head of his Department or other duty authorized officers. In this agreement, the term "Head of Department" shall mean the person for the time being acting as Head of Department.
2. The Basic salary of the Officer is at the rate of ₦..... Kobo (₦ K) a year rising by annual increment to (₦.....K) a year on CONTISS/CONNUASS
3. This agreement is subject to the conditions set forth in the schedule attached hereto and the schedule shall be read and construed as part of the Agreement.
4. Nothing in this Agreement shall impose any liability on the University Officer in his personal capacity.

AS WITNESS OUR HANDS THE DAY AND YEAR ABOVE WRITTEN

Signed

By:

.....

REGISTRAR

On behalf of the University in the presence of:

1.

2.

Signed by:

(NAME OF PERSON ENGAGED)

In the presence of

Name:

Signature:

.....

Address:

.....

Occupation:

.....

THE FEDERAL UNIVERSITY OF TECHNOLOGY, AKURE
SCHEDULE OF CONTRACT AGREEMENT

1. TERMS OF ENGAGEMENT:

- i. The term of the appointment of the person re-engaged is
Years residential service commencing from the date of arrival at the Federal University of Technology, Akure to take up appointment. The term may be extended as provided for in Clause 11, the length of a tour within the limits mentioned above shall be fixed by the Vice-Chancellor of the Federal University of Technology, Akure. Any tour of residential service may also, in exceptional circumstance, be extended by the University beyond twenty four months, provided that the person engaged is certified as physically fit to prolong his tour, and such period of further service shall be deemed as part of his tour, and the provisions of this Agreement shall apply accordingly.
- ii. The term of the engagement shall be deemed to be completed on the date on which any leave granted to the person engaged in respect of such tour(s) of service expires.

2. DUTIES:

The duties of the person engage shall include the usual duties of the office in which he is engaged andanyother suitable duties which the University may call upon him to perform. The person re-engagedshall resideinsuch place and occupy himself in such manner as the University through its dulyauthorized officers shall directand he shall not, either directly or indirectly engage or be concerned in any other services or business or receivecommissions or profits of any kind but shall devote the whole of his time and attention to the interest of theUniversity and shall use this utmost exertions to promote the interest of the University.

3. SALARY:

The term 'Salary' wherever it appears in this schedule (except in clause 4) shall be deemed to include contract addition where this is payable under the Agreement.

4. QUARTERS:

University quarters are provided when available in respect of which the person engaged will be required to pay rent at the following rates;

S/N	LOCATION	STAFF STATUS	TYPE	ECONOMIC REVIEW PER MONTH
1	OBANLA	SENIOR	4 BD	N 14, 683 : 00
2	OBANLA	SENIOR	3 BD	N 11, 317 : 00
3	OBAKEKERE	SENIOR	3 BD	N 8, 550 : 00
4	OBAKEKERE	JUNIOR	2 BD	N 5, 903 : 00
5	OBAKEKERE	JUNIOR	1 BD	N 3, 750 : 00

The rate is subject to review by the Governing Council from time to time. The person re-engaged will be required to meet the usual charges in respect of rates and similar out-goings.

5. TRAVELING ALLOWANCE:

When traveling on duty away from his/her station, the person re-engaged shall be subject to such regulations with regard to the provisions of transport or traveling allowance to such regulations with regard to the provisions of transportation of traveling allowance as the University may decide.

6. PASSAGE:

'Passages' in this Agreement means economy air passage or first class road or rail transportation from his place of domiciliary to Akure or such other place as he may be assigned. If the re-engaged officer travels in private motor vehicle, he shall be entitled to 50k per kilometer allowance by the shortest route up to a maximum of ₦5000.00 or a minimum claim of ₦1000.00. The re-engaged officer shall also be entitled to the same transportation allowance at the end of the contract tour in accordance with the terms of his appointment or subsisting regulations.

7. ILL-HEALTH:

- i. If the person re-engaged shall be compelled by reason of ill-health (not caused by his own misconduct) to resign his appointment, or if at any time it shall be certified by a qualified medical officer employed by the University or by Consulting Physician to the Nigerian High Commission, that he is incapable by reason of any infirmity of mind or body of rendering further efficient service in the University, the University shall pay up him such salary as may be due to him up to the date of such resignation or certification.
- ii. Where the re-engaged person is outside the country at the time of resignation, a certificate signed by a duly qualified medical officer employed by the University or by conclusive evidence on the question whether or not the person re-engaged was compelled to resign his/her office by reason of ill-health within the meaning of this clause.

8. DISMISSAL:

If the person re-engaged shall at any time neglect or refuse from any cause (excepting ill-health not caused by his own misconduct) become unable to perform any of his duties or to comply with any order or shall disclose any information respecting the affairs of the University to any authorized person, or shall in any manner misconduct himself, the University may dismiss him and on such dismissal all rights and advantages reserved to him by this Agreement shall cease, and he shall be

liable to repay on demand the amount paid for the passage provided for him in accordance with clause 6.

9. DETERMINATION OF ENGAGEMENT:

- i. The University may at any time determine the engagement of the person re-engaged on giving him three (3) month's notice in writing or in paying him one month's salary.
- ii. The person re-engaged may at any time after the expiration of three (3) months from the commencement of the contract appointment determine his engagement on giving to the University three (3) months' notice in writing or in paying to the University one (1) months' salary.
- iii. The person re-engaged may also, while on leave of absence outside Nigeria, determine his engagement by giving notice to the University not less than on before his leave is due to expire, in which case the determination shall take effect from the date of expiration of such leave (including sick-leave or any extension of such leave) as he may have been granted. He shall, however, unless he has completed the term of service provided for in the Agreement, be
liable to pay on demand the amount paid as passage to Nigeria provided for himself and his wife in accordance with clause 6.
- iv. If the person re-engaged terminated his engagement otherwise than in accordance with the Agreement he shall be liable to pay the University as liquidated damage three (3) months' salary.

10. LIABILITY TO MAKE GOOD DAMAGE:

In the event of any pecuniary damage arising from the person engaged disregarding or failing, to comply with any other, standing order or departmental instruction or from any neglect of duty or assignment whatsoever on his part, he may be liable to a deduction from his salary to make good the damage, or any part thereof, the amount of which shall be fixed by the University.

11. FURTHER EMPLOYMENT:

Three (3) months before the date on which the contract appointment is due to expire under this agreement, the person engaged shall give notice in writing to the University as to whether or not he deserves to remain in its employment in which case the re-engagement will be on such terms and for such period as may be mutually agreed.

12. CONTRACT ADDITION & CONTRACT GRATUITY:

Officer on contract will not be eligible for the normal gratuity and pension scheme operated by the University.

13. POWERS OF NIGERIAN HIGH COMMISSIONER:

When the person re-engaged is not in Nigeria the Nigerian Commissioner when by the Government shall be entitled to exercise any of the powers of the University under this Agreement.

14. CAR LOAN:

Contract staff could be given loan but such a loan should be repaid within the period of their contract

15. LEAVE:

The engaged person shall be entitled to annual vacation leave at the rate applicable to his/her grade and he/she shall be paid.

16. INTERPRETATION:

This Agreement is to be interpreted with the Laws of Nigeria.

**OFFICE OF THE REGISTRAR
FEDERAL UNIVERSITY OF TECHNOLOGY, AKURE
DATE:**