



THE FEDERAL UNIVERSITY OF TECHNOLOGY, AKURE

(Office of the Registrar)

DIRECTORATE OF ESTABLISHMENT AND HUMAN RESOURCE

REPORT OF ACTIVITIES 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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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:

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- 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:

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

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c. Collaboration efforts:

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Recommendation(s):

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

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7. What is the degree of financial support received:

8. Provide information on important contacts made:

(i)

(ii)

(iii)

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Signature

.....
Date

9. Comment of the Head of Department:

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Name

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Signature/Date

10. Comment of the Dean:

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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

₦..... 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.

.....
TRAINEE'S SIGNATURE AND DATE

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

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:.....

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BY THE BOND WE:

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In the presence of the Sureties/Guarantors

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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:.....