



THE FEDERAL UNIVERSITY OF TECHNOLOGY, AKURE
(Office of the Registrar)

DIRECTORATE OF ESTABLISHMENT AND HUMAN RESOURCE

REPORT OF ACTIVITIES DURING SABBATICAL LEAVE

Ref: FUTA/REG/DEHR/SL/019a

A: GENERAL INFORMATION

1. Name: (Surname First)
2. School/Department:
.....
3. Name of Institution/Department(s) where sabbatical leave was undertaken.
.....
4. Date of assumption of duty at the Institution:
5. Initial plan/purpose for going on sabbatical leave (please reflect changes if any):
.....
.....

B. SPECIAL ACTIVITIES

6. ACTIVITIES DURING SABBATICAL LEAVE: ACADEMIC ACTIVITIES:

- a) Courses taught (No. of Credit Unit):
 - i) Undergraduate:
 - ii) Postgraduate:
- b) Other activities (those in the Industries etc)
 - i) Paper(s) already accepted for publication:
.....
 - ii) Manuscript(s) submitted for publication:
 - iii) Conference(s) Workshop attended with date and paper(s) presented (if any):
.....
.....

iv) List of creative works/exhibitions:
.....
.....

v) Development/Fabrication of Equipment:
.....
.....

vi) Summary of activities during the leave (not more than 250 words):
.....
.....

7. Collaborations (stating research and other institutions/efforts made on grants for a research work/contract made):
.....
.....

8. Extra curricula activities:
a) Courses undertaken during the period of sabbatical leave:
.....
b) Service to the institution (professional exercise accreditation/ Postgraduate representative in examinations, etc)
.....
.....

9. Lesson(s) Learnt from the institution:
.....
.....

10. Benefit(s) derivable from F.U.T.A:
.....

11. List of administrative responsibilities:
Post- held:
Responsibilities:

.....
Name **Date**

12. Signature of staff.....:

13. Comments of the Head of Department:

.....
.....

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

14. Comment of the Dean:

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

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



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

REPORT OF ACTIVITIES DURING EDUCATIONAL LEAVE

FROM 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 Ph.D.

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 (attach 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?
.....

11a. State briefly the report of activities during the programme attach extra sheet if need be.
.....

11b. What is the contribution of your Research work to Technological Development
and the growth of the University?

.....

.....

.....

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:

.....

.....

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

a) Lectures, and Conference(s) attended:

b) Visit(s) and contract(s) made:

.....

c) Collaboration efforts:

.....

d) Recommendation(s):

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) Contract and e-mail addresses:

Signature Date

9. Comment of the Head of Department:

Name..... Signature/Date

10. Comment of the Dean:

Name Signature/Date.....



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

STAFF DEVELOPMENT AWARD/SERVICE AGREEMENT

THIS AGREEMENT is made this.....day of.....20.....

between THE FEDERAL UNIVERSITY OF TECHNOLOGY, AKURE
 (hereinfter 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 Guarantor/Sureties of the third part.

WHEREAS:

1. The University is conscious of the role of training to enhance staff development toward 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.
3. The Trainee/Beneficiary 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 of.....20.....to enable the beneficiary/trainee pursue a course of study leading to.....award/degree in

WHEREBY IT IS AGREED as follows:

1. That it shall be the duty of the Trainee/beneficiary to apply for and obtain an admission to an institution where the award is tenable. However, 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 Trainee/Beneficiary shall be paid his/her full salary with entitlements during the period of award.
 7. That the University may be responsible for TUITION AND EXAMINATION fee, BOOK allowances, and other fees incurred and which in the opinion of the University is reasonable and incidental to the attainment of BENEFICIARY/TRAINEE course of study.
 8. That the University where the award is tenable outside Nigeria would be responsible for the cost of a return passage after the Trainee/Beneficiary might have concluded his or her study/sponsorship.
 9. 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.
 10. That the Trainee/Beneficiary shall at the end of every year, satisfy the requirement pertaining to the attendance component, progress report from the Head of the institution or his representative.
 11. 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.
 12. That the CERTIFICATE awarded to the Trainee/Beneficiary after the completion of the programme shall be forwarded to FEDERAL UNIVERSITY OF TECHNOLOGY, AKURE, who will be in custody of the Certificate pending the compliance with the terms and conditions applicable to this award.
 13. That the University, after satisfactory compliance with the terms and conditions of the award, shall release the certificate to the Trainee/Beneficiary.

14. That where the award is tenable abroad, the Trainee/Beneficiary shall travel by an economic class an passage or a tourist air passage or such other arrangement as may be made by the University.
15. 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.
16. That at the expiration of the course of study, should the Trainee/Beneficiary refuse to serve the University in the manner hereinbefore provided, the Trainee/Beneficiary shall be liable to repay the University the TOTAL SUM expended on the Trainee while acquiring such training.
17. That the Trainee/Beneficiary shall return to the University after the completion of his training but if he or she fails to complete the stipulated period, the University shall determine the amount to be refunded by the Trainee on Pro-rata basis taking into consideration the period already spent by the Trainee after he returned to the University.
18. Failure to resume and work for the prescribed period at the end of his or her study leave without good reason shall be regarded as ABSENCE from duty for the extra period after study leave and the affected Trainee shall have his appointment determined by the Vice-Chancellor without notice.

DETERMINATION

19. This award shall be determined where the Trainee/Beneficiary fails, refuses or neglects to observe and perform any obligations hereinbefore provided for.
20. 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 the stipulated time.
21. 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 Trainee's terms of appointment.
22. A Trainee/Beneficiary may on his own volition determine this agreement. But shall indemnify the University to the tune of the amount already spent on him: save and except reasons for such determination are justified excused and accorded with reasonableness.
23. That the Sureties/Guarantors hereby undertake that if the Trainee fails to observe and performs any of the 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 shall be liable if primarily liable to the University.

24. The Sureties/Guarantors must be members of staff of the Federal University of Technology, Akure.
25. 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 accorded with reasonableness.

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

BY THE BOND:

.....
 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 bond jointly and severally to FEDERAL UNIVERSITY OF TECHNOLOGY, AKURE hereinafter referred to as "University" in the sum of

N.....and.....kobo 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 considered 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 ofyear 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/GUARANTORS

.....
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 FEDERAL UNIVERSITY OF TECHNOLOGY, AKURE.

NAME

DESIGNATION.....

SIGNATURE AND DATE.....

OVERSEAL.....

