



**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:
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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.

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APPLICANT DATE SIGNATURE OF

PART II

(To be completed by Dean/Head of Department)

- 1. Deans/Heads of Department are requested to comment extensively on:
 - a) The requirement for advancement in his/her profession
 - b) Ability to profit from the course/training
 - c) Sense of responsibility, judgment and commitment, intelligence, imaginative thought and capacity for sustained work at the desired level.

2. RECOMMENDATION BY THE HEAD OF DEPARTMENT

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SIGNATURE OF HEAD OF DEPARTMENT

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DATE

RECOMMENDATION BY THE DEAN OF THE SCHOOL

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SIGNATURE OF DEAN

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DATE