

**BRAINAE UNIVERSITY**

**STAFF DEVELOPMENT POLICY**

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**Abbreviations and acronyms**

EC: Executive Council

HRD: Human Resource Development

ICT: Information and Communication Technology

BU: BRAINAE University

SCB: Staff Capacity Building

ToR: Terms of Reference

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# 1. 0. OVERVIEW

Human resource development and the building of a knowledge-based economy are fundamental pillars in any developing state, and it has become a priority issue in recent years.

Developing knowledge infrastructure by massive investments in education and training is taken as a benchmark in facilitating the acceleration and possible increases in skills, capacities, and competencies of World people,

It is from this background that BRAINAE University (BU), a private institution of higher learning takes the initiative to develop America and the entire world to achieve a much-needed human capital development suitable for driving a "knowledge-based" economy.

## 1.1. Vision, mission, and core values of BU

## 1.1. Vision

The vision of BU is to be a pole of radiance and academic excellence in quality education, research, and services to the community offering professional programs to enrich individual lives and make a difference in the Great Lakes Region.

## 1.2. Mission

The mission of BU is to provide academic training, service, and social involvement, preparing the world for thoughtful, productive lives and service in their respective professions and places.

## 1.3. Objectives

BU has the following objectives:

* Developing priority subjects that meet the Country and the region's needs,
* Using an educational system that can promote the creative and innovative spirit and favor active methods;
* Disseminating science and technology for the development of the country and the Great Lakes Region;
* Combining knowledge and wisdom to promote the World and universal cultural aspects.

## 1.4. Core Values

BU strives for excellence in all endeavors. The other core values it stands for are:

* Integrity,
* Commitment and dedication,
* Teamwork,
* Critical thinking,
* Academic freedom

These principles are shared among the members of the BU community and they provide a framework in which decisions are made.

## 1.5 BU AND THE SCB RATIONALE

Improving the knowledge and skills of its staff is one of BU's key commitments. The Institution is dedicated to the pursuit of learning and considers itself to be a "learning organization", which continually allows for learning opportunities for its staff.

The development of knowledge, skills, and attitudes enhances the performance of its staff and students in their current tasks and prepares them for emerging roles in the future. Staff Capacity Building (SCB) is a vital investment from which our staff and the BU itself will benefit.

# 2.0 OBJECTIVES OF THE SCB POLICY

## 2.1 General Objective.

SCB policy aims to assist the development of individual staff members thereby enhancing the BU’s performance through improved organizational efficiency and effectiveness.

## 2.2 Specific Objectives

* To improve the competencies of BU's academic, administrative, and supporting staff through short and long-term training programs,
* To ensure the long-term commitment of employees to BU,
* To ensure the integration and uniformity of all human resources development (HRD) practices and processes,
* To enhance staff members’ employability,
* To address the imbalances based on gender, areas of specialization, etc. resulting from the past,
* To provide support for career advancement, to allow BU to retain qualified and competent staff,
* To prepare staff for possible future responsibilities at BU,
* To enhance the standard of performance of all staff in their current jobs by allowing them to acquire Masters's and Ph.D. degrees,
* To maintain and increase job satisfaction and strengthen capacity for research,
* To develop innovative staff who can respond constructively to regional and global challenges,
* To maintain and improve organizational effectiveness and efficiency.

# 3.0 PRINCIPLES

1. Staff on Ph.D. training will either be in a full-time mode or in a sandwich mode. The BU will approve who will go for a sandwich or full-time mode upon advice from the Faculty/Directorate/school of SCB committee. A staff member on a sandwich mode will be required to carry on part of his/her usual activities (workload) at BU depending on the needs of his or her respective Faculty/Directorate of origin.
2. All staff supported to acquire academic qualifications, whether by secondment, the payment of fees, remission of time, or in any other way, must sign a training/study leave contract with the BU. Registered Staff members participating in SCB activities shall be required to submit progress report forms approved by the institution where they are engaged in further studies.
3. Staff attending external conferences and workshops shall be expected to submit a report to the Vice-Chancellor with a copy submitted to the line manager upon their return.
4. Upon completion of studies, a member of staff seconded to take a Master's degree shall work for two years for BU before being considered for secondment to take a Ph.D. However, if a member of staff on completion of their Masters's Degree obtains sponsorship to take a Ph.D. the institution shall waive this restriction. This restriction does not apply to registering for a part-time Ph.D. in the USA provided the member of staff carries a full or an agreed workload.
5. In determining which members of staff will be supported to take postgraduate programmes whether, by secondment or part-time study, the BU shall reserve the right to select staff based on the identified priority needs of the institution, in terms of both skills shortages and achieving the expatriate exit/reduction strategy.
6. An employee who is negotiating himself/herself a scholarship must inform the BU management/of two months' notice before taking up further studies.
7. The training can be carried out inside the country or abroad, in a centre or a classic training institution, in the working place, or any other place appropriate for the kind of training.
8. The training for employees of BU can be of three forms:
   * + Short or long-term professional training,
   * Upgrading training;
   * Study tour.
9. An employee of BU must be regularly trained in his/her field of work.
10. Employees may go for a study trip which is one of the ways of learning and understanding work realities while working.
11. The Deputy Vice-Chancellor for Administrative and Finance Affairs is responsible for preparing the staff training plan. The training plan is approved by the Executive Council before it is brought to the Board of Governors.
12. The expenses allocated to different types of training of BU employees (short or long-term training, upgrading training, study trip) must be planned in the Institution's annual budget.
13. Whenever the BU employee is selected for training funded by the Institution, the latter ensures expenses of the training, housing, health insurance, provisions, and transport.
14. If the employee is selected for training partially funded by external sponsors, the BU may cover the difference (ensures additional expenses for expenditures beyond money given by the sponsor).
15. If an employee is self-sponsored to study abroad on full-time or sandwich mode, and based on the identified priority needs of the institution, the BU shall cover expenses as follows:
    * Full-time: If an employee is married, he/she has the right to receive his/her gross salary minus transport allowances. If an employee is single, he/she has the right to receive his/her basic salary.
    * Sandwich mode: Staff on sandwich mode are required to work ¾ of their workload and they are entitled to the whole salary.
16. The employee trained inside the country or abroad is requested to make a report fifteen (15) days after ending the training and to address it to the Vice-Chancellor of the Institution. The employee who does not do so, cannot benefit from future training.
17. The employee selected for a Master's and Ph.D. programme must have a recommendation from the Vice-Chancellor before leaving. He/she shall follow the program and come back to put into practice acquired knowledge and skills.
18. The employee selected for a Master's or a Ph.D. training programme must inform the Institution of the timetable of the training (different phases) and eventually of all the modifications that occurred in the training together with its finance programme. Thus, he/she shall get a cover letter from the Director of research of the receiving institution or the national co-director.
19. Advantages resulting from the training are granted to the employee who has successfully finished his/her Master's or Ph.D. program by the empowered organs taking into account the acquired degree and the salary scale in the Institution.
20. Before the beginning of a Master's or Ph.D. training programme, the employee signs a contract with the Institution and commits himself/herself to remain in service:

-During three (3) years for a beneficiary of a Master’s degree training,

-During five (5) years for a beneficiary of a Ph.D. degree training. On the contrary case, the employee is obliged to refund all expenses done by the Institution by the contract signed before going on training.

1. The employee selected for Professional training signs a contract with the Institution and commits himself/herself to remain in service for:
   * Two (2) years, if he/she has done a- 6 to 12 month- training.
   * Three (3) years if he/she has done a -12 to 18 month- training.
   * Four (4) years if he/she has done more than two (2) years.

On the contrary, the concerned shall refund the BU by the contract signed before going on training. If an employee benefits from the BU scholarship, he/she must refund in all the cases after the training.

# 4.0 STAFF CAPACITY BUILDING (SCB) ACTIVITIES FOR DIFFERENT CATEGORIES OF STAFF IN THE INSTITUTION

## 4.1 Human Resources and Administration Department

This Department is primarily responsible for:

* Ensuring that the SCB strategies of the Institution are reviewed annually using a consultative process.
* Providing a needs assessment framework for workplace education, training, and career development (and mentoring) at the Institution.
* Ensuring that the priorities for skills of the Institution are identified, developed, and communicated to all staff members.
* Ensuring that human resources development initiatives are captured annually in a workplace skills report.
* Ensuring that a strategy for initiatives aimed at SCB is captured annually in a workplace skills plan.
* Facilitating institutional reaction to national SCB strategies and legislation.
* Managing the establishment and implementation of a framework for knowledge management at the Institution.

## 4.2. Line management

Management at all levels is responsible for:

* Analyzing and identifying needs for human resources development (per group and individual) using the performance management system and other appropriate means.
* Recommending departmental (group) needs for SCB to the SCB Committee.
* Motivating requests from their staff members to the relevant SCB Committee in cases where requests for training do not fall within the scope of the Institution’s skills priorities per occupational category.
* Monitoring progress on learning programmes and ensuring the nomination of a mentor or mentors, where applicable.
* Supervising a structure for mentoring new staff.
* Adhering to the policies and regulations of the Institution for the funding of learning and development interventions.
* Keeping a record of the learning and development interventions.

Registering staff members’ attendance of development initiatives on the SCB database.

* Ensuring that invoices for and reports on learning interventions are submitted to the SCB Committee or the chairperson of the such committee for approval and processing.

## 4.3. Individual staff members

In recognition of the benefits that SCB holds for both the Institution and the individual, staff members are encouraged to:

* Seek opportunities to upgrade their skills and the competencies that are relevant to their current occupations, as well as their career plans.
* Use the performance appraisal process as a mechanism for presenting their education, training and development need to line management.
* Consider upgrading their formal qualifications through further studies to prepare themselves for future responsibilities at the Institution.

# 5.0 STAFF CAPACITY-BUILDING PERFORMANCE INDICATORS

The following performance indicators can be used to assist in the assessment of the impact and benefits of staff development courses and activities:

* Number of research papers presented and published;
* Results of participant evaluation of career advancement and performance enhancement courses;
* Number and percentage of staff attending courses (Masters and Ph.D.);
* Number and percentage of Administrative and academic staff vacancies filled by internal candidates;
* Number and percentage of Administrative staff that participated in career advancement courses and were subsequently promoted (based on research papers published/completion of Masters or Ph.D.).

# 6.0 STAFF CAPACITY BUILDING COMMITTEE

## 6.1 INSTITUTION LEVEL:

A BU Staff Capacity Building Committee shall be established, reporting to the Executive Council (EC).

Members of the SCB Committee at the Institutional level shall include:

* The Vice-Chancellor / Chairperson
* The Deputy Vice-Chancellor for Academic Affairs
* The Deputy Vice-Chancellor for Administration & Finance
* Satellite Campus coordinators
* Director of Administration and Human Resource Management ( Secretary)

## 6.2 FACULTY/DIRECTORATE LEVEL SCB COMMITTEE:

A Faculty/Directorate SCB Committee shall be established. The members of the Faculty/Directorate SCB Committee shall include:

1. Dean of the faculty or Director/Chairperson
2. Vice-Dean of Faculty or Deputy Director /Secretary
   1. All Heads of Departments of the Faculty.

# 7.0 TERMS OF REFERENCE FOR THE DIFFERENT SCB COMMITTEE GROUPS

## 7.1 Terms of reference of SCB at the Institutional level

ToR for the institution SCB Committee shall be as follows:

* To develop staff development guidelines for the BU;
* To assess training needs, focusing on the outcomes of the performance appraisal process;
* To identify staff development and training needs for both academic and administrative staff;
* To propose an annual budget for central staff development activities and when funds are allocated, disperse them appropriately;
* To coordinate the BU’s staff development activities;
* To vet and approve applicants for scholarships;
* To approve applicants for study leave;
* To pinpoint and advise on problems that staff on training encounter; and
* To submit an annual report to E.C.

## 7.2 The terms of reference of SCB at the Faculty/Directorate level

ToR for the faculty/Directorate SCB Committee shall be as follows:

* To devise a realistic and effective plan for staff development;
* To ensure the quality of staff by monitoring their training progress reports and advise the Institution SCB Committee accordingly;
* To review all applications for Scholarship from the Faculty/Directorate and submit the recommendations to the BU SCB committee for approval;
* To recommend applicants for study leave to the BU SCB committee for approval;
* To propose to the Institutional committee guidelines for staff capacity building;
* To deliver an Annual Report to the BU SCB Committee showing the progress and plans for staff development.

# 8.0 STAFF CAPACITY BUILDING

## 8.1 The Framework.

1. The framework to guide the implementation of this policy shall include the recruitment, and selection of quality staff, the induction, training, and provision of opportunities for development towards appropriate career paths. A holistic and equitable approach has been adopted, rather than a narrow focus on training courses and other developmental activities.
2. Staff development may be viewed as a cycle, which is repeated at each organizational level as individuals grow personally and professionally. Some may seek to move on to the next level to further their career, once they have acquired sufficient experience and demonstrated proficiency in their current job. Others may choose to remain at the same level but might seek to become more specialized or multi-skilled to maintain interest and job satisfaction.
3. At each level, the cycle starts firstly with recruitment and selection, secondly with induction, and thirdly with training and practice. Each year ends with a performance appraisal to provide feedback and identify further developmental needs and assess suitability for career advancement. This appraisal process shall also be used to identify opportunities for lateral moves to accommodate personal aspirations or organizational needs. Developmental needs may be met through attending professional development courses, undertaking formal courses to prepare for advancement to the next level, or by attending conferences, undertaking projects, or participating in job rotation.
4. Individuals seeking career progression need to plan for their development, in conjunction with their supervisors, as part of the performance appraisal in the staff development cycle. Information regarding career paths assists staff in choosing career progression and developmental options while enabling the BU to plan for training and other developmental activities required at each level.
5. The framework for staff development provides the opportunity for staff to progress from one level to the next, having completed the appropriate steps within the staff development cycle. It should be noted that career paths are not prescribed and cannot be guaranteed for any particular individual to progress automatically.

## 8.2 Career Paths.

1. ***Academic Staff*:** Tenure and promotion requirements and procedures for academic staff to progress along a career path from Tutorial Assistant to full Professor are well established in the promotion policy. Some academic staff may also seek to progress through a series of academic and administrative leadership positions, from Academic secretary to, Head of Department, Vice Dean, Dean or Director of School, Deputy Vice-Chancellor, and ultimately Vice-Chancellor.
2. ***Administrative Staff***: Administrative staff positions are classified from the lowest level of secretaries and ICT assistants to the position of Director.
3. A need to identify and group Administrative staff positions, where duties are essentially the same, is essential to develop a consistent and comprehensive nomenclature for jobs within each category and level. This is being addressed in the context of Enterprise Bargaining. This should facilitate the identification of potential avenues for advancement, or lateral moves to broaden an individual's base of experience or facilitate a change to another job category. For example, a member of the administrative category employed in a clerical position would be aware of administrative officer positions at the next higher level across the Institution. This would enable the staff member to apply for the next available vacancy, knowing it would be an appropriate career move. Alternatively, a Laboratory Manager in the scientific and technical family might seek to move into a Departmental Manager position in the administrative category at the same level or higher.
4. It should be noted, however, that not all Administrative staff will seek advancement, nor can all be accommodated. Within some job categories, it may not be possible to progress beyond a certain level and some staff members may not wish to move into a different field.

## 8.3 Recruitment, Selection, and career advancement

The BU's Recruitment and Selection policy is detailed in the Handbook of the Institution Policies and Procedures. Internal applicants can be better prepared and made more competitive for promotion by attending the Institution's career advancement training targeted at various levels. These training opportunities are also addressed in the following sections.

## 8.4 Induction

1. Effective induction information packages and programs (to be started soon) will help introduce newly hired staff to the context and environment in which they will work at BU. Additionally, the induction process will encourage their interest and commitment to their new employer. The subject matter, appropriate to the type of staff, shall include:

* The BU mission, goals, and history;
* The context (structural, political, economic, social), within which the BU operates;
* The policy, procedures, and organization;

1. For academic staff, induction programs shall include an introduction to the theory and practice relating to student learning, curriculum planning and development, course management, course evaluation, teaching, student supervision, assessment and examination, scholarship, research, and community service. For academic staff with no previous experience, this involves mandatory program attendance by the BU's [Teaching and Learning Enhancement Plan.](http://www.uq.edu.au/hupp/contents/view.asp?s1=3&s2=10&s3=1)

## 8.5 Training

1. The ongoing training needs assessment will be conducted to validate existing training courses and identify any new requirements. The assessment should seek to identify the training required for career advancement and enhancement of the performance of academic and administrative staff in their current jobs. This will be done through the development of knowledge, skills, and attitudes complemented with the reinforcement of research capacity.
2. The training needs assessment should ensure that career advancement and performance enhancement courses meet organizational needs and identify target participants for training courses. This assessment should be used to develop the annual staff capacity-building program of courses and activities. This program will also list recommended courses offered by others, indicating target participants and comparability, if any, with the BU.
3. *Career Advancement Courses:* Administrative staff training requirements should reach a wide audience to cater to advancement for all staff levels and categories.

## 8.6 Practices on the job

Significant learning and development shall occur as staff members use their skills and qualifications on the job.

## 8.7 Performance Appraisal

Performance appraisal processes for academic and administrative staff have to be implemented through respective BU organizational structures. Performance appraisal serves the following purposes in the context of the capacity-building cycle:

* It provides clear expectations regarding duties and individual objectives with appropriate feedback to staff on their performance;
* It provides guidelines on requirements for career advancement and performance enhancement training, or participation in other developmental activities on the job.
* It provides a base for rewarding the best performers in different domains.

# 9.0. FINAL PROVISIONS

## 9.1. Update and Amendment

Any update, amendment, or addition to the present policy falls within the competence of the BU Board of Governors. Propositions of amendment fall within the competence of the Executive Council which will submit them to the Board of Governors for approval.

## 9.2. Repeals and Adoption

This Policy repeals the former and is effective from the date of its adoption by the BU Board of Governors.

**APPENDICES/ATTACHMENTS**

Appendix *:*  STUDY LEAVE APPLICATION FORM

Attach

Photo

***Section 1***: **To be filled by Applicant***(Answer all blank fields 1 - 21)*

1. Full Name: **…………………………………**…………………………………………………..
2. E-mail: **……………………………………….**
3. Tel: **......................................................**
4. Designation/Position: **……………………………………………………………………………..**
5. Faculty/School/Centre/Unit **………………………………………………………………………**
6. Date of Appointment**: ……………………….………………………………………………….**
7. Highest academic qualifications: **……………………………………………………………….**
8. Date of Graduation: **…………………………………………………………………………..**
9. Proposed Field of Study: **……………………………………………….………….…………**
10. Name and Address of University/Institution you are going to attend**……………………………………………………............................................**
11. Expected date of starting the course: **……………………………………….………….…………**
12. Expected Date of completing the course:**……..……………………………………………….**
13. Expected award: **………………………………………………………………………………**
14. Program mode :( ) Full-time ( ) Sandwich ( ) Part-time ( ) Distance learning
15. Proposed Supervisor (if available) and his/her e-mail(s): **…………………….……………….**
16. Explain briefly how relevant the proposed training is, to your present position at BU:

**………………………………………….…………………………………………**

**…………………………….…………………………………………………………………..……**

1. In what ways do you think the proposed study program will improve your performance in your present position? State the weaknesses in your previous training that make you want to advance yourself:

**………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

1. What are your expectations upon completion of your studies?

……………………………………………………………………………….

………………………………………………………………………………

…………………………………………………………………………………

1. Name and address of Sponsor (if any):

**…………………………………………………………………………………**

**……………………………………………………………………………….**

(21) Are you asking for any financial assistance from the Institution? ( ) Yes ( ) No If Yes, Specify

**……………………………………………………………………………………………………**

**…………………………….....................................**

**……………………………………………………………………………………………………**

Signed by Applicant **…………….…………………………..…………**

Date **………………………**

***Section 2.* To be Filled by the Head of Department**

*(Answer all blank fields 22- 28)*

1. For how long has the applicant been under your department? …

**……………………………………………………………………………………………………**

(22) In the applicant’s current position, does he/she need additional training? ( ) Yes ( ) No

(24) Do you support the applicant's request to proceed with further studies? ( ) Yes ( ) No

1. If Yes, Who shall take up his/her duties during the period of his/her absence? …

**……………………………………………………………………………………….…………**

1. Upon completion of studies, shall the applicant fit in his/her current position? ( ) Yes ( ) No
2. If No, is there a vacant position to which he/she may be promoted? Specify.

.……………………………………………………………………………………………………….....…

………………………………………………………………………………………………………..

1. Comments by the Head of Department, specifically on the relevance to the BU of the requested training program.

**…………………………………………………………………………………………………………**

Name of HoD…………………………… Signature…………………… Date ……………….

***Section 3***: **To be filled by the Dean/Director**

1. General comments and recommendations of the Dean/Director

.…………………………………………………………………………………………………………..….

………………………………………………………………………………………………………..……

……………………………………………………………………………………………………...

Name ……………………………… Signature…………………………. Date ……………….

***Section 4:* To be filled by the Chairperson, SCB Committee**

1. The decision reached by the SCB Committee is:

( ) The applicant's request was approved, and leave is to be granted as requested.

( ) The applicant's request was rejected.

( ) The applicant's request was approved conditionally. The conditions are stated below:-

.………………………………………………………………………………………………………….….

………………………………………………………………………

Signature………………………….……………

*Chairperson of SCB Committee*

Date ……………….

Appendix : WORK CONTRACT DURING STUDY LEAVE

**Between the undersigned:**

**The BU**, represented by the Vice-Chancellor, herein referred to as « the employer », on the one hand,

And

*(insert name of employee*),whose parents are*(insert name his/her father*), and*(insert name of his/her mother*), born on *(insert date of birth*), at*(insert name of a district of birth*)**,** World by Nationality with Identity Card Number*(insert National ID Number*), living at*(insert name of* *place of residence*), holder of *(insert name and level qualification he/she possesses*), hereafter referred to as the employee, on the other hand, agree to train for *(insert type* *of program) - (, Bachelor/Master's/PhD).*

The two parties agree on the following articles:

**Article 1:**

The Employer authorizes *(insert name of employee)* to study at *(insert name of institution)* enrolled in *(insert program name and specialization)* on a *(insert sandwich mode or full-time mode)* during the period from *(insert period of start and end)* following the advice of theBU’s Faculty/School/Centre *(insert name)*

**Article 2:**

The Employer commits himself/herself to maintain the following remunerations for the employee during his study leave while on training: The salary of (*insert amount)* minus (*insert items as transport, housing)* to remain with (*insert amount)* which shall always be deposited onthe employee’s bank account every month.

**Article 3:**

The employee’s transportation allowance shall be paid if he/she is currently in the USA during his/her sandwich mode program or if he/she is in the country and is partaking in field research approved by the employer upon the request of the candidate.

**Article 4:**

Upon completion of the training, the employee agrees to come back to the employer within thirty calendar days (30 days) and work for the employer as part of the compensation for the expenses incurred during the training for five (5) years in case of Ph.D. studies and two (3)years in case of a Masters degree**.**

**Article 5:**

If the employee decides to leave the employer, he/she shall pay the portion or whole amount of the training cost incurred by the employer within a reasonable period. For this article, the remunerations paid under article 2 are also regarded as part of the training cost.

**Article 6:**

The employee accepts and commits himself/herself, that in case of default of not reimbursing the training cost to the employer upon completion of the training or in case he/she decides to leave the employer and become employed elsewhere, the new employer shall deduct the cost of training from his/her salary.

The employee, therefore, authorizes the future employer to reimburse the BU for all the costs incurred by the BU during the staff (employee’s) training period including:

* Air tickets and
* All allowances and salaries received by the employee shall be computed.

**Article 7:**

In the case of refusal of payment by the employee after training and where the new employer refuses to deduct the cost from the salary, the case shall be referred to the competent court.

**Article 8:**

If the employee who left the employer after his/her training is living outside of the USA, the employer shall request the Diplomatic Mission of the USA in that specific country for administrative and legal assistance to reach a final decision regarding its former employee.

**Article 9:**

In case the employer has breached the agreement with the employee on training, the employee can refer the case to the SCB Committee. In case the employee is unsatisfied with the outcome of the resolution of the SCB Committee, the case shall be referred to a competent court.

**Article 10:**

By the sandwich program, the employee agrees to be available for service to the employer during the following periods:

(*Insert dates and years)*

Any alterations to the above-mentioned period shall be authorized by the BU management upon the advice of the concerned Faculty, School, or Centre where the employee is attached.

**Article 12:**

Upon completion of studies, a member of staff seconded to take a Master's degree shall work for two years for BU before being considered for secondment to take a Ph.D. However, if a member of staff on completion of their Masters's Degree obtains sponsorship to take a Ph.D. the institution shall waive this restriction. This restriction does not apply to registering for a part-time Ph.D. in the USA provided the member of staff carries a full or an agreed workload.

**Article 13:**

The employee shall submit one copy of his/her thesis/dissertation to the Vice-Chancellor, upon successful completion of the training for deposition to the BU’s library.

**Article 14:**

The employee shall register at the USA Embassy in the country of training upon arrival at the earliest convenience. The employee upon arrival at the training institution should complete *“the Registration Form for Post-Graduate Studies Abroad*” and return it to the Vice-Chancellorwithin one month of the arrival at the training institution; otherwise, no salary or other stipend shall be paid.

**Article 15:**

The employee must ensure that the office of the Director of Human Resources and Administration receives an official academic progress report through his/her academic supervisor from the training institution. The SCB Committee of the BU shall review the employee’s progress through an academic progress report submitted at the end of every six months to determine whether or not the BU should continue supporting the employee.

**Article 16:**

All modifications or alterations of part or whole of the contract shall be done in agreement in writing by both contracting parties.

**Article 17:**

Two original copies shall be given to the contracting parties.

Copies of the contract shall be given to:

1. The Director of Administration and Finance;
2. The BU's Faculty, School, or Centre where the employee works; and
3. The World Diplomatic Mission abroad where the training is taking place.

**Article 18:**

Upon signing this contract, all funding for the training abroad, whether by the BU or by any other party in collaboration with the BU, shall be understood as training cost from the BU.

**Article 19:**

Any disagreement between two parties arising out of or related to misinterpretation or implementation of the present contract shall be solved friendlily. However, if disagreement persists, it shall be forwarded to the labor inspector to agree. If no solution is found, the matter shall be taken to the court of labor in the USA.

**Article 20:**

For any issue that is not provided for in the present contract, both parties shall resort to legal provisions, regulations, and rules in force.

**Article 21: Commencement**

The contract takes effect from the date of signature.

**Names and signatures of the employer**

**-------------------------------------------------------------------------**

**Names and signatures of the employee**

**--------------------------------------------------------------------------**

Appendix : REGISTRATION FORM FOR POST-GRADUATE STUDIES ABROAD

1. Name and address of staff abroad (including email address):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Current Position at the BU: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Department at the BU: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Date of Departure from USA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Actual Arrival date at Overseas Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Degree registered for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Is the degree on Full-time or Sandwich mode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Field of specialization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. Title of thesis (if applicable):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Date of registration

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Date of Commencement of Studies: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Expected date of Completion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Your bank Account Number and Full Address abroad:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name and Address of the Institution you are going to attend (including email address):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Website of the Institution:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name and Address of Financial Sponsor:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Signature of Staff Member:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Local Supervisor (If any, to be completed before departure):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name, Address, and Signature of Supervisor (including email address):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. The Official Stamp of the Overseas Institution: