

SABBATICAL LEAVE REPORT

This report must be submitted every three months (where applicable) and at the end of the leave to the HoD, Executive Dean and Research Directorate

COMPLETION OF THE FORM

1. This form is electronically available on my VUT under Research.
2. Applications must be completed in typescript (electronically).
3. After all relevant parties have signed the report a copy must be submitted to the Research Directorate.

SECTION A: PARTICULARS OF APPLICANT						
Surname			Initials		Title	
Faculty/Division			Department			
Telephone (work)			Email address			
Period of Sabbatical	From			To		

SECTION B: SABBATICAL LEAVE REPORT BASED ON APPROVED SABBATICAL LEAVE (If targets for outputs were not met, provide reasons)

SECTION C: PROOF OF OUTPUT(S) / PROGRESS

Attach proof as indicated below, where applicable:

1. Acknowledgement of receipt of article (s) submitted for publication to accredited journal (s).
2. A letter from the study leader/ promoter confirming output / progress.
3. A letter from the editor / publisher confirming receipt of chapters / books.
4. Other

SECTION D:

STATEMENT BY THE APPLICANT AND RECOMMENDATION BY HOD AND EXECUTIVE DEAN/LINE MANAGER(FOR ACADEMIC/PROFESSIONAL STAFF AND ACADEMIC STAFF)

STATEMENT BY THE APPLICANT

I declare that:

- The foregoing information is to the best of my knowledge, complete and correct.
- I will inform the HoD and Executive Dean of any changes that may occur with regard to the information submitted above.

Signature of applicant		year		month		day	
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Signature and comment of Line Manager (Professional staff)		year		month		day	
Signature and comment of HoD (Academic staff)		year		month		day	
Signature and comment Executive Dean (Academic staff)		year		month		day	

*Format taken from NMMU – Acknowledgement in this regard is made.