



Wayamba University of Sri Lanka

Kuliyapitiya

APPLICATION FOR STUDY LEAVE

Lecturer (Probationary) / Senior Lecturer

1.0 Personal Information

1.1	Name :					
1.2	Designation :					
1.3	Department :					
1.4	Faculty :					
1.5	Date of first appointment	Day	Month	Year	1.7	No. of years of service
1.6	Date of Birth	Day	Month	Year	1.8	Age (Years)

2.0 Record of previous leave taken during the current academic year.

Duration with dates	Type of Leave (Conference/Training/Study/Sabbatical/Vacation)	Place
(a)		
(b)		
(c)		
(d)		
(e)		
(f)		
(g)		

(Particulars to be checked and certified by the Senior Assistant Registrar/Assistant Registrar Academic Establishments)

3.0 Information on the Award/Fellowship/Scholarship/Training Programme

3.1	Title of the Award (Fellowship/Scholarship/Training Programme etc.)					
3.2	Donor Agency					
3.3	Source of funding (Please tick only one box)	Through	From	Donor	Self	GOSL
		ERD	Project	Direct	Financed	
3.4	If Source of funds is from a project please indicate the name of the project					
3.5	Country and place of training					
3.6	Field of study					
3.7	Procedure adopted for selection					
3.8	Date of commencement of leave					
3.9	Date of completion of leave					

4.0 Arrangements made to cover applicants work during the period of leave, in respect of.

Description	Name of the person nominated	Signature
(a) Teaching		
(b) Administrative Work		
(c) Other		

5.0 A brief description of how applicant intends to make use of the experience he/she gains to further his/her academic development and also benefit the University.

6.0 Applicants Declaration.

I undersigned certify that details provided in this form are accurate.

--	--

--	--

--	--	--	--

.....

6.1 Date

Month

Year

6.2 Signature of the applicant

7.0	Recommendation of the Head of the Department																
	<table style="width: 100%;"> <tr> <td style="width: 70%;">(i) Whether adequate staff available for Programmes during the period of applicant's leave</td> <td style="width: 30%;">Yes</td> </tr> <tr> <td></td> <td>No</td> </tr> <tr> <td>(ii) Whether satisfactory agreements can be made to Cover applicant's teaching programme and other</td> <td>Yes</td> </tr> <tr> <td></td> <td>No</td> </tr> <tr> <td>(iii) Whether applicant has completed all requirements Regarding examinations and other work</td> <td>Yes</td> </tr> <tr> <td></td> <td>No</td> </tr> </table> <table border="1" style="width: 100%; margin-top: 5px;"> <tr> <td style="width: 35%;">Leave is recommended</td> <td style="width: 10%; text-align: center;"> <input type="checkbox"/> </td> <td style="width: 55%;">Not recommended</td> <td style="width: 10%; text-align: center;"> <input type="checkbox"/> </td> </tr> </table>	(i) Whether adequate staff available for Programmes during the period of applicant's leave	Yes		No	(ii) Whether satisfactory agreements can be made to Cover applicant's teaching programme and other	Yes		No	(iii) Whether applicant has completed all requirements Regarding examinations and other work	Yes		No	Leave is recommended	<input type="checkbox"/>	Not recommended	<input type="checkbox"/>
(i) Whether adequate staff available for Programmes during the period of applicant's leave	Yes																
	No																
(ii) Whether satisfactory agreements can be made to Cover applicant's teaching programme and other	Yes																
	No																
(iii) Whether applicant has completed all requirements Regarding examinations and other work	Yes																
	No																
Leave is recommended	<input type="checkbox"/>	Not recommended	<input type="checkbox"/>														
If not recommended please give reasons																	

--	--

--	--

--	--	--	--

.....

7.1 Date

Month

Year

7.2 Signature of the Head of the Department

8.0	Recommendation of the Dean of the Faculty				
	(Please tick a box)				
	<table border="1" style="width: 100%; margin-top: 5px;"> <tr> <td style="width: 35%;">Leave is recommended</td> <td style="width: 10%; text-align: center;"> <input type="checkbox"/> </td> <td style="width: 55%;">Not recommended</td> <td style="width: 10%; text-align: center;"> <input type="checkbox"/> </td> </tr> </table>	Leave is recommended	<input type="checkbox"/>	Not recommended	<input type="checkbox"/>
Leave is recommended	<input type="checkbox"/>	Not recommended	<input type="checkbox"/>		
If not recommended please give reasons					

--	--

--	--

--	--	--	--

.....

8.1 Date

Month

Year

8.2 Signature of the Dean

9.0	Verification by the Academic Establishment Branch		
Information provided above is verified correct according to personal file <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <input type="checkbox"/> <input type="checkbox"/> </div>	Name of the Subject Clerk: Signature: Date:		
Observation of SAR/AR (Academic Establishment) 1. Surety Bond signed by the applicant <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Yes No </div> 2. Bond Value Rs..... (in words)	Names and Addresses of Guarantors 1..... 2..... 3..... 4.....		

--	--

--	--

--	--	--	--

.....

9.1 Date

Month

Year

9.2 Signature of the SAR/AR (AE)

10.0	Recommendation of the Vice-Chancellor		
(Please tick a box)			
Leave is recommended		<input type="checkbox"/>	Not recommended
If not recommended please give reasons			

--	--

--	--

--	--	--	--

.....

10.1 Date

Month

Year

10.2 Signature of the Vice-Chancellor