

SOUTH EASTERN UNIVERSITY OF SRI LANKA
ESTABLISHMENT DIVISION

Application for Study Leave to follow a Master Degree / PhD Programme (Academic Support Staff)

1.1 Name :

1.2 Designation :

1.3 Department :

1.4 Date of Appointment :

1.5 Previous Service, if any :

Details of 1st Degree (Name and the University):

1.6 Date of obtaining 1st Degree :

1.7 Have you confirmed in your post (YES / NO) :
(If so please annexed a copy of certificate)

2.1 Name of the Postgraduate you intend to follow :

2.2 Any Scholarships, etc. available to follow the programme :
(Give details)

2.3 Field of proposed Study :

2.4 Place of Study
(Mention the name of University etc.)

2.5 Whether you have been registered for the postgraduate programme
(Please annexed Registration Details)

2.6 Period of leave : From: To:

2.7 Financial assistanceship or other aids available for proceeding studies Local/abroad:

2.8 Whether travel assistance is available:

2.9 Other relevant information if any:

3.1 Period of Study leave availed previously: From : To :

3.2 Name of the postgraduate programme:

Date.....

.....
Signature of Applicant

Recommendation of Head of the Department of

- 3.1 Whether Mr./Ms/ is entitle for study leave to follow this postgraduate programme: YES/ NO
- 3.2 Please specify the arrangements made to cover up the duties during his/ her absence:
- 3.3 Whether he/she is fulfilling the obligations regarding his duties and other work:
- 3.4 Please indicate whether the proposed field of study of the applicant is relevant to the Department: Yes / No
- 3.5 Any other comments:
- 3.6 Study leave is recommend/ not recommend.

Date :-.....

.....
Head of Department
(seal)

Observation of the Registrar / Dean Faculty of

- 4.1 Any other comments:
- 4.2 Whether study leave is recommended/not recommended :-

Date :-

.....
Dean/Registrar
(seal)

Recommendation of The Vice - Chancellor

Study Leave is recommended/ not recommended,
Please place this application to the next Leave & Awards Committee & Council.

Date :-.....

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Vice - Chancellor
(seal)