



কুমিল্লা বিশ্ববিদ্যালয়

কোটবাড়ী, কুমিল্লা

Study Leave Rules of Comilla University


Approved at the 89th Syndicate meeting

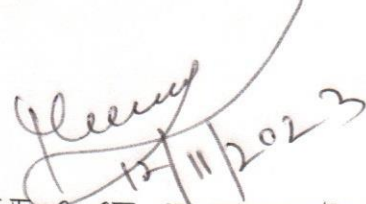
Date of meeting: 09.10.2023

Art. No.	
1.	Study leave may be granted to the teachers of Comilla University (excluding those who are appointed against study leave or any other leave vacancy or ad-hoc basis) for the purpose of pursuing a particular course of study/research/research program in a subject connected with his/her work in the university.
1.1	Provided that no teacher of the University will be granted study leave unless he/she can produce satisfactory evidence that he/she has got himself/ herself admitted to a recognized University/Institution to pursue a course of study/research/ research program.
1.2	An application for study leave must be routed through the Chairman of the Planning Committee of the concerned Department, followed by the Dean of the respective faculty, and placed before the Syndicate for approval.
2.	Study leave will not be granted to a teacher who has not completed at least two (02) years of active service at this university.
3.	For a Master's or equivalent degree, a teacher may be granted a maximum of two years of study leave with full average pay depending on the duration of the program. Following which no other leave will be granted for Master's program.
3.1	For a Master's or equivalent degree leading to a Ph.D. program, a teacher may be granted a maximum of five (5) years of study leave with full average pay. If needed, a teacher may be granted a maximum of twelve (12) more months of study leave, following which no other leave will be granted for Master's or equivalent degree leading to a Ph.D. program.
3.2	Master's or equivalent degree leading to a Ph.D. program means conversion of Master's program into a Ph.D. program or commencing a Ph.D program immediately after successful completion of the Master's program.
3.3	For a Ph.D. degree, a teacher may be granted four (4) years of study leave with full average pay. If needed, a teacher may be granted a maximum of twelve (12) more months of study leave, following which no other leave will be granted for Ph.D. program.
3.4	If a teacher returns to work at Comilla University leaving his/her course incomplete, no further study leave will be granted to undertake the same course.
3.5	A teacher who is on study leave must mention Comilla University as his/her affiliation when publish any articles during his/her study leave period
3.6	No teacher will be allowed study leave on average pay for the purpose of study (Masters and Ph.D. program) for a total period exceeding six years during his service career, that this period of six years will not include earned leave which may be prefixed or suffixed with vacations and the study leave.
3.7	The leave will be initially granted for one year and will be extended on a yearly basis on receipt of an application for extension duly recommended by the supervisor/tutor along with a satisfactory progress report which should be sent to the Registrar, Comilla University. All such progress reports must be enclosed along with a testimony of the Registrar or concerned officer of the University/Institution stating that the person concerned is duly registered with the University/Institution. None of the teachers will lose his/her seniority only in the tier from which he/she goes on leave.

Art. No.	
4.	For Postdoctoral research, a teacher of the university holding a Ph.D. degree may be allowed a maximum of two years leave on full average pay. If a teacher does not serve the bond period (totally/partially) will pay back the money (totally/partially) received during his/her study leave. During the Postdoctoral leave, the salary and allowances will be deposited in a separate account operated by the university authority. After serving his/her bond period the deposited salary and allowances will be refunded to the teacher.
5.	Teachers who are granted study leave will not proceed on study leave without receiving a release order from the Registrar of this University on the production of clearance on a prescribed proforma from the concerned departments and offices.
6.	Teachers who are granted study leave will have to sign a bond in a prescribed form and enter into an agreement with this University in the non-judicial stamp paper in accordance with the approved terms and conditions to be authenticated by a Notary public before they proceed on leave. The teachers going on study leave will bear all costs in this regard.
7.	Teachers on study leave will be entitled to retain University residential quarters for one year, if already allotted, during the period of study leave if their families (wife/husband/children) are left behind. If they do not occupy University residential quarters they will be entitled to draw the usual house rent allowance as admissible under the rules.
8.	Teachers who are granted study leave will not materially change the courses, field of studies and change the University/Institute without prior permission of the University. If they do so, the University will take such measures against them as it deems fit.
9.	After enjoying study leave, a teacher normally will serve the University for the bond period. But in the case of pursuing a PhD, the bond period of the previous (Masters) study leave can be readjusted with the fresh study leave bond period (maximum six years) so that he/she can serve the previous due period after the completion of the PhD.
9.1	A teacher who is granted study leave on full average pay will be required to serve this university for a period equal to the period of his/her study leave, failing of which he/she will have to refund the entire amount, with the prevailing bank rate, drawn by him/her during the period of study leave. Provided that a proportionate deduction shall be made from the total compensation payable for the period of service rendered by the teacher after returning from the study leave. If he/she fails to do so, his/her guarantor has to pay the money to Comilla University. The payment procedure, total payable amounts and the number of installments to pay may be decided by the Syndicate.
10.	If the teachers on study leave with pay, discontinue the course/program for which they are sent or are unsuccessful, they will have to refund the money spent by the University for their studies. The University authority will determine the manner of refund. In no case, a refund is to be exempted.
11.	Applications for extension of study leave beyond the sanctioned period should be made three months before the expiry of the sanctioned leave to the Registrar along with a recommendation from the supervisor/tutor clearly mentioning the duration of extension required for the study.
12.	The Syndicate can cancel granted study leave, if the progress report is not considered satisfactory or if there is any other genuine cause.
13.	Teachers returning from study leave must report to the Registrar within five working days. They will have to furnish a course-leaving certificate from the concerned person of the Department/Organization/Institution in which the study was undertaken.

Art. No.	
14.	The period of study leave on average pay granted to a teacher shall be treated as on regular service and counted as qualifying service for the purpose of pension and calculation of increments of pay in the time-scale with all monetary benefits, according to government rules and regulations. The incumbent shall, however, not earn any kind of leave during the period of study leave. In the above context, all monetary benefits as a result of a fresh appointment to a higher post or change in pay scale during the period of study leave will be admissible to the incumbent with effect from the date of his resumption of duties but without any arrear financial benefit.
15.	Teachers on study leave abroad to apply for higher posts; the applications will be processed duly. The promotion/up-gradation to the higher post will be given in the absence of the candidate without facing the selection board either at the level of Assistant Professor or Associate Professor. Financial benefits will be made with effect from the date of joining the promoted/upgraded post.
16.	Other than teachers' (Doctor/Engineer) leave applications will be considered case by case for higher studies program. The general officers and staff's applications for a second Master's degree will not be considered but applications for a PhD program may be considered depending on the necessity of their work.
17.	The Syndicate will ensure granting study leave, due consideration is given to the respective needs of the Department.
18.	Lien, Leave without pay and Extra-ordinary leave will not be considered as active service.


 12.11.2023
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 12/11/2023
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