

Form Title : APPLICATION FOR SABBATICAL LEAVE			
Form Number : FM-DHR-TD-017	Rev No: 1	Effective Date: 29/07/2024	Page No: 1 of 4

Name of Applicant _____ Staff No _____

Designation: _____ Faculty _____

Date of Appointment : _____ Years of Service _____
(as at date of sabbatical leave)

Date and Duration of Previous Sabbatical (if any) _____

Date(s) of Research Leave Taken During the Year (if any) _____

Beginning Date of Sabbatical Leave _____ Ending Date _____

Total number of days of Sabbatical Leave (exclude Saturday, Sunday & public holidays) _____

Purpose of Sabbatical Leave

Please give details of any applications for external research funding you will be applying or have applied for during the period of the sabbatical leave.

Name of Organization(s)	Type of Funding	Amount

Publication(s) likely to follow - proposed topic / title	Proposed output (eg book & publisher, journal, etc)	Proposed date of submission

I understand that this leave is for the purpose specified above and I will devote the entire leave period to such purpose.

I also agree to return to service at the expiration of the sabbatical leave and thereafter to serve UTAR for a service bond period of twelve (12) months or I shall refund an amount equivalent to the salaries received by me during the sabbatical leave.

Attached is my Sabbatical Plan.

Signature of Applicant

Date

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Please attach Sabbatical Plan as per format below.

FORMAT OF SABBATICAL PLAN

1. Detailed written statement of plan of proposed study, research, etc., for sabbatical leave. (Indicate clearly and distinctly what the applicant hopes to achieve during sabbatical period).
2. State the potential for sabbatical work including benefits that may accrue to the University and to the applicant and anticipated significance.
3. Where sabbatical plan involves work at any institution outside the University submit documentation of permission to visit and work at such institution(s).
4. Timetable of planned activities.
5. Relationship of proposed research to area of expertise. (Indicate clearly if the plan is within the applicant's demonstrated area of competence and attainable within the sabbatical period or if the sabbatical application is for courses of study leading to the development of new areas of teaching. Approval by the approval Senate committee should be noted and the agreement by the Dean or his/her designate that there are potential openings for teaching in such course should be enclosed).
6. Other. Additional relevant comments the applicant may wish to make in support of, or clarification of the application (e.g. grants applied for and grants received in each of the past three years, title of project, granting agency and amount received).

Note: If the request for sabbatical leave is for the completion of a doctorate, attach a written statement to indicate the stage to which the doctoral work has advanced with confirmation from the university involved and a timetable for completion of the doctoral program with confirmation from the supervisor.

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This section is to be completed by Head and Dean/ Director
ASSESSMENT ON STAFF APPLICATION FOR SABBATICAL LEAVE

PLEASE CIRCLE THE RELEVANT SCORE POINT/RESPONSE

No.	Items	Score Points	
		Head	Dean/ Director
	Is the application for sabbatical leave to conduct a research study funded by a research grant?	Yes / No	
	Is the application for sabbatical leave to complete PhD studies?	Yes / No	
	Kindly indicate the possible date of completion of the studies.		
1	Technical merits of the sabbatical project		
	The extent the sabbatical project contributes to scientific and technical excellence and also the advancement of knowledge within its field		
i	Excellent	3	3
ii	Good	2	2
iii	Average	1	1
iv	Poor	0	0
2	Contribution to UTAR for the past 3 years of service		
2.1	Amount of External Research Grant obtained		
i	External research grants of RM80,000 and above	3	3
ii	External research grants of between RM20,000 to RM80,000	2	2
iii	External research grants less than RM20,000	1	1
iv	No external research grant	0	0
2.2	Publication		
	Number of international journal papers published		
i	7 papers and above	3	3
ii	4 to 6 papers	2	2
iii	1 to 3 papers	1	1
iv	None	0	0
2.3	Consultancy/Patent/Commercialisation		
	The amount of consultancy or the number of patents awarded or commercialized services/productions		
	i. Consultancy amount more than RM30,000 in the last 3 years, or		
	ii. Patent, or		
	iii. Commercialized products		
i	All of the above	3	3
ii	Only two (2) of the above	2	2
iii	Only one (1) of the above	1	1
iv	None	0	0
3	Applicant's Work Performance		
	(based on latest Performance Rating for staff with Annual Performance Appraisal)		
i	Excellent	3	3
ii	Exceeds Expectation	2	2
iii	Meets Expectation	1	1
iv	Need Improvement/ Unacceptable	0	0
4	Comments (HOD):	Comments (Dean/Director):	
	Total Score Points		
	Average Total Score Point [(HOD + Dean)/2]		
	Average Score Point (Average Total Score Points/5)		

- ☐ Sabbatical leave is recommended
- ☐ Sabbatical leave is **NOT** recommended

- ☐ Sabbatical leave is recommended
- ☐ Sabbatical leave is **NOT** recommended

Signature of Head
Name :
Date:

Signature of Dean/Director
Name:
Date:

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Verification by Institute of Postgraduate Studies & Research

Based on the information provided in the Sabbatical Plan submitted,

☐ Sabbatical leave is supported ☐ Sabbatical leave is **NOT** supported

Comments: _____

 Signature of Director, IPSR Date
 Name:

Verification by Division of Human Resource

Assessment Score Point = Staff is eligible for Sabbatical Leave ☐ Yes ☐ No

Staff has already been granted research leave from _____ till _____

Checked by

Confirmed by

 Signature of Officer in charge
 Name
 Date:

 Signature of Officer in charge
 Name:
 Date:

Recommendation by Staff Development Committee

☐ Sabbatical Leave from _____ to _____ is recommended

☐ Sabbatical Leave is **NOT** recommended

☐ Refer to Minutes of _____ Staff Development Committee Meeting, MIN _____

☐ By circulation (see Circular _____ attached)

 Signature of Chairman
 Name:

 Date

Approval by President

☐ Application is approved

☐ Application is **NOT** approved

 Signature of President

 Date