

Federal University of Technology Minna, Nigeria



University Policy on Learning and Development Fellowships and Leaves

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CONTENTS

| | |
|--|----|
| Table of contents | i |
| Foreword by the Vice Chancellor..... | v |
| Abbreviations and definitions | 1 |
| 1 Introduction | 1 |
| 2 Policy aim and objectives..... | 2 |
| 3 Scope of policy | 3 |
| 4 General principles | 3 |
| 5 Study fellowships | 5 |
| 5.1 Type-1 study fellowship: not fully funded by the University | 5 |
| 5.1.1 Financial benefits for type-1 study fellows | 5 |
| 5.2 Type-2 study fellowships: fully funded by the University | 5 |
| 5.2.1 Financial benefits for type-2 study fellows | 7 |
| 5.3 Allowable durations and extensions for study fellowships | 7 |
| 5.3.1 Allowable durations and extensions for type-1 fellowship..... | 7 |
| 5.3.2 Allowable durations and extensions for type-2 fellowship..... | 8 |
| 5.4 General conditions for award of study fellowship | 9 |
| 5.5 Procedure for applying for study fellowship | 11 |
| 5.6 Fellowships for nonteaching staff | 12 |
| 5.7 Fellowships and change of employment cadre | 12 |
| 5.8 Conditions for extension of study fellowships and penalties for not applying for extension of fellowship as and when due | 12 |
| 5.8.1 Penalty for not applying for extension of fellowship as and when due..... | 13 |
| 5.8.2 Resumption of duty upon rejection of application for extension of fellowship | 14 |
| 5.9 Responsibility of heads of departments when recommending staff for fellowship | 14 |
| 5.10 Responsibility of heads of academic departments regarding University staff pursuing unapproved study programmes..... | 15 |
| 5.11 Responsibility of heads of units regarding University staff pursuing unapproved study programmes | 16 |

| | | |
|------|---|----|
| 5.12 | Penalty for pursuing unapproved study programmes | 16 |
| 5.13 | Study fellows who live in University accommodation..... | 17 |
| 5.14 | Promotion during study fellowship | 17 |
| 5.15 | Retention of NYSC certificates of study fellows | 17 |
| 5.16 | Failure to complete programme at expiry of second extension of fellowship | 18 |
| 5.17 | Refund of salaries and allowances by fellows who fail to complete programme..... | 18 |
| 5.18 | Ineligibility to apply for a third fellowship for the same qualification | 18 |
| 5.19 | Need for academic progress reports | 18 |
| 5.20 | Registrar to ask host institutions for confidential academic reports on study fellows | 19 |
| 5.21 | Penalty for not returning to the University at end of fellowship | 19 |
| 6 | Postdoctoral research leave | 20 |
| 6.1 | Conditions for award of postdoctoral research leaves | 21 |
| 6.2 | Procedure for application for postdoctoral research leave | 22 |
| 6.3 | Report to be submitted after postdoctoral research leave | 22 |
| 6.4 | Failure to conduct research as pledged while on leave | 22 |
| 7 | Research leave | 23 |
| 7.1 | Conditions for award of research leave | 23 |
| 7.2 | Procedure for application for research leave..... | 24 |
| 7.3 | Report to be filed after research leave..... | 25 |
| 7.4 | Failure to conduct research as pledged while on leave | 25 |
| 8 | Professional development leave..... | 25 |
| 8.1 | Procedure for applying for professional development leave..... | 26 |
| 8.2 | Report to be submitted after professional development leave..... | 27 |
| 9 | Examination leave..... | 27 |
| 9.1 | Categories of examination leave | 27 |
| 9.2 | Procedure of application for examination leave | 28 |
| 9.3 | Report to be submitted after examination leave | 28 |
| 10 | Inhouse training programmes | 29 |
| 10.1 | Identifying and aggregating staff's need for inhouse training programmes..... | 29 |

| | | |
|----------|--|----|
| 10.1.1 | Conducte Training Needs Analysis (TNA)..... | 29 |
| 10.1.2 | Categorize the training needs..... | 29 |
| 10.1.3 | Prioritize and aggregate the needs..... | 30 |
| 10.1.4 | Development and proposal of training solutions | 30 |
| 10.1.5 | Create a Feedback Loop..... | 30 |
| 10.2 | Eligibility and other conditions for inhouse training programmes..... | 31 |
| 10.3 | Procedure for applying for inhouse training programmes..... | 31 |
| 10.4 | Report to be submitted after inhouse training programmes..... | 32 |
| 11 | The bond schedule for fellowships and other learning and development leaves..... | 32 |
| 11.1 | Miscellaneous provisions for bonds | 33 |
| 12 | Policy accountability and implementation | 34 |
| 12.1 | Accountability | 34 |
| 12.2 | Implementation and monitoring | 34 |
| 12.3 | Amendments | 34 |
| 12.4 | Policy review..... | 34 |
| Appendix | | 35 |

Foreword by the Vice Chancellor

The mission of our University is to produce a skilled and innovative workforce not only for Nigeria but for the entire world. This is in keeping with the kernel of the notion of University. We offer first-rate universal knowledge in science and technology as well as unity in academic diversity. Our graduates have global outlook, and this is so that Nigeria can compete in global markets and continue to improve the wellbeing of its people. The number of foreign students studying in our institution has increased in recent years; nonetheless we still hope to step up progress in that direction. We produce fit-for-purpose graduates by focusing on excellent teaching, research, knowledge exchange, community service, digital technologies, employability and entrepreneurship. The University will continue to enhance its position as Nigeria's leading University in capacity building, service delivery and customer satisfaction.

The University is deeply conscious of the fact that its human capital is its most important asset. Investing in the training and development of our employees does contribute directly not only to the employees themselves but also to the University and the nation as a whole. By providing our employees and managers with opportunities and tools for learning and development, we enable the institution to achieve its targets in teaching, research, community service and business, as well as empower the employees to multiply and consolidate their scientific, professional and managerial skills.

Since the inception of the University, it has always had a scheme for harnessing and developing the talents and skills of its workforce. One of the means by which it achieves this is by awarding learning and development fellowships and leaves to its staff, both teaching and nonteaching. The aim has been to foster a culture of continuous staff learning and development in the University. Over the years, hundreds of employees of the University have benefitted from its learning and development fellowship and leave schemes and they have expanded and strengthened the human resource pool and capacity of the University.

For years, the University's rules and regulations governing the award of learning and development fellowships and leaves have been contained in the conditions of service for senior staff. At this juncture in the University's history it has felt the need to review, upgrade, synthesize, streamline and produce in one compact document all the rules and regulations that enable it to organize and manage the award of learning and development fellowships and leaves to its employees. This is the reason for this policy. I believe that this comprehensive policy has addressed many, if not all, of the shortcomings and grey areas that were found in the University's earlier regimen for awarding and managing learning and development fellowships and leaves. We have taken the initiative to address those shortcomings now instead of allowing them to fester and harm the excellent structure that we have built right from the inception of the University to encourage and cater for staff learning and development.

The University will vigorously enforce the provisions of this policy and related rules and regulations of the University. Of particular concern to us has been the way and manner in which some former fellows have tried to circumvent or violate the rules and their commitments in the bond schedule of our learning and development schemes. We have taken time to address this issue in this policy as much as is reasonably wise and possible to do so. Without a robust bond schedule the entire edifice of the learning and development system will continue to suffer spasms.

As with all our policies and procedures, this document will positively evolve with time by taking into account new information, requirements, experiences, developments and technologies in its evolutionary journey.

Thank you.

Professor Farouk A. Kuta
Vice Chancellor

Abbreviations and definitions

| Term | Meaning |
|------------------------------|--|
| He, his, him, etc. | The personal pronouns “he”, “his”, “him”, etc. apply to both male and female genders. |
| HND | Higher National Diploma |
| Line managers | Staff with direct managerial responsibility for particular employees and operations of the University and who report to higher authorities. For the purpose of this policy, line managers include deans, directors (including directors of directorates and research centres), heads of departments (including heads of nonteaching departments), and heads of other units. Line managers supervise and manage University workers on a daily basis and act as liaison officers between employees working under them and upper management. Line management is not synonymous with project management. |
| ND | National Diploma |
| OND | Ordinary National Diploma |
| Host country | The country in which a study fellowship or learning and development leave is, or will, be held. |
| Host institution or employer | The institution or employer at which a study fellowship or learning and development leave is, or will, be held. |
| Service category | For the purposes of this policy, there are only two service categories: teaching and nonteaching. Every staff is either a teaching or nonteaching staff. |
| The University and FUT | Federal University of Technology, Minna |

1 Introduction

This policy is intended to guide the University community in all matters specifically related to learning and development fellowships and leaves that employees are entitled to apply for. Learning and development fellowships and leaves are leaves that are available to University staff for the purpose of allowing them to acquire training and qualifications either within or outside

the University, or to initiate, progress and/or complete research activities. This document forms a part of the overall learning and development strategy for employees of the University.

As part of the University's commitment to lifelong learning and its drive to encourage its workforce to embrace creativity, enterprise, new technology and new ways of working, it has obligated itself to support employee learning and development. This document demonstrates the University's collective pledge in that respect. It expects staff to play their roles in realizing that pledge, given that learning and development are equally beneficial to both the employees and the institution.

Training, learning and development of employees play the following strategic roles in the University:

- i. they contribute to attracting and retaining talents and other resources;
- ii. they enable the University to continuously develop and upgrade its personnel base and capabilities;
- iii. they allow the University to entrench in itself a distinctive value and merit based culture;
- iv. they enhance the University's reputation as a dynamic and global employer; and
- v. they motivate employees to positively engage with the University and the community that it serves.

2 Policy aim and objectives

The aim of this policy is to provide University employees and managers with coherent and clear guidelines on the principles and processes of the University's staff development packages called learning and development fellowships and leaves.

The policy achieves its aim through the following objectives:

- i. It provides University Management and line managers a clear framework by which they can manage and support the learning and development needs of University employees through study fellowships and other learning and development leaves.

- ii. It provides an instrument that enables line managers to mentor and advise their subordinate staff on funding opportunities as well as procedures for applying for and obtaining fellowships and leaves for self-development and research, either within or outside the University, including outside Nigeria.
- iii. It provides employees with clear direction on the prospects, procedures, parameters, criteria, etc. that apply to learning and development fellowships and leaves, including funding and other support mechanisms that may be available to them.
- iv. It demonstrates the institution's commitment to equipping employees with the necessary skills that they require to discharge their roles competently and confidently, which is essential to the University's desire to prudently and consistently deliver its vision and mission.
- v. It emphasizes to University employees the fact that the University expects them to take personal responsibility for developing their skills by considering and taking the opportunities that may be available to them from time to time in that regard.

3 Scope of policy

This policy has been developed in line with the University's overall vision, mission and strategy and it reflects a conviction in the need to develop all permanent and temporary employees (those on a fixed term and agency contracts), whether they are employed on a full or part time basis. The policy applies in all units and on all campuses of the University.

Employees with temporary and fixed term contracts may attend training and development at the Vice Chancellor's discretion.

This policy does not apply to supplementary employees like partners (e.g., those employed by partner colleges), contractors, consultants, agents or visitors.

4 General principles

This policy is guided by the following principles and guidelines:

- 4.1 All eligible employees are covered by this policy without discriminating against cadre, rank or protected characteristics (namely race, gender, religion, age, pregnancy and maternity, disability, sexual orientation, socioeconomic status, trade union affiliation and participation, and political persuasion).
- 4.2 Line managers shall evaluate the success of training programmes and compliance with the provisions of this policy and related rules and regulations of the University. They, together with the Registry Department of the University, should keep records for reference and for the purposes of improving the policy.
- 4.3 All employee learning and development programmes should respect cost and time limitations, as well as individual and business needs.
- 4.4 Employees should try to make the most out of the training and development programmes that they have attended, by being creative and finding ways to use new knowledge to improve their daily routines and overall service delivery by the University.
- 4.5 Employees are encouraged to fully take advantage of the learning and development schemes to which they are eligible. The University also encourages employees to use their rights and duties for self-paced learning by acquiring for educational material and access to other resources within allocated duty schedules and budgets.
- 4.6 Employees and their line managers are responsible for finding the best ways to selfdevelopment. They can experiment with job rotation, job shadowing and other types of on-the-job training (without disrupting daily operations).
- 4.7 Employees, line managers and the Registry Department should all work together to uphold a continuous learning and development culture in the University, in the following way:
- i. it is the employee's responsibility to seek new learning opportunities;
 - ii. it is the line manager's responsibility to instruct and mentor his teams and identify development needs of his staff; and
 - iii. it is responsibility of the Registry Department to manage and facilitate staff development activities and processes.
- 4.8 It is emphasized that learning and development fellowships and leaves of the University are privileges, and not rights, granted to employees of the University whenever the University can afford to do so. Therefore, a staff of the University cannot demand a learning and development fellowship or leave from the University; neither can he seek to sue or blackmail the University for being denied the fellowship or leave.

5 Study fellowships

This is a leave granted to a teaching or nonteaching employee of the University to undertake a part-time or full-time programme of study that will lead to the award of an academic qualification, either in the University or outside the University (including abroad).

5.1 Type-1 study fellowship: not fully funded by the University

Type-1 fellowships are meant for employees who do not need from the University financial support beyond those stated in section 5.1.1 or who have secured extra funding (for intended programmes) from external sources that are acceptable to the University. Staff who have secured funding for their study programmes from, say, TETFund should apply for type-1 fellowships. This is because such funding is not directly from the internal or budgeted resources of the University.

5.1.1 Financial benefits for type-1 study fellows

The University may provide the following to awardees of type-1 fellowships, if they are not already covered by the terms of award of another funding stream available to the study fellow:

- i. full salary and service allowances, with increments at normal University rates, but less any indebtedness to the University; and
- ii. project and dissertation/thesis allowance as approved by the Governing Council of the University.

The University does not commit itself to providing other financial supports (such as programme enrolment fees or charges, transport costs, and other programme related costs) to the staff on type-1 fellowship.

5.2 Type-2 study fellowships: fully funded by the University

If and when the resources are available, the University may offer fully funded scholarships to its employees for programmes to be undertaken either within the University or outside, including abroad. The following provisions shall apply to the scheme:

- i. The scheme shall be for only master's and doctorate/doctoral degree programmes.
- ii. Priority shall be given in the scheme to academic/teaching staff of the University.
- iii. Priority shall also be given to academic departments with desperate need for academic staff development at the level of master's and doctorate/doctoral degrees.
- iv. Existing study fellows (that is, those staff already on any type of fellowship or sponsorship, either fully funded by the University or not) shall not be eligible to this type of fellowship.
- v. The fellowship will offer full salaries and the usual service allowances to its beneficiaries, as well as funding for all programme related expenses (travel costs, programme enrolment fees, examination fees, research allowance, family allowance, etc).
- vi. The fellowship cannot last more than 24 months for master's degree programmes and 48 months for doctorate degree programmes. These periods include permissible extensions (see Table 2).
- vii. The availability of funds for such a scheme shall be widely circulated in the University, and an open and competitive bidding process shall be used to select winners.
- viii. The selection process will be managed by the Committee of Deans on behalf of the Vice Chancellor.
- ix. For each funding stream or round, the Committee of Deans of the University will develop and recommend to the Vice Chancellor strict criteria that shall guide the selection process.
- x. The Committee of Deans shall also be responsible for reviewing and releasing the application form for the scheme. Since the criteria for selection of successful applicants may change with time, it may be necessary to, from time to time, review the application form in the Appendix for this type of fellowship.
- xi. The letter of award for the fellowship shall be different from the one issued to awardees of type-1 fellowship. It shall follow the format outlined in the Appendix.

- xii. The bond form and schedule for this stream of fellowship shall be as described in the Appendix.

5.2.1 Financial benefits for type-2 study fellows

The University may provide the following to the fully funded fellow, provided that they are not already covered by the terms of award of another funding stream available to the study fellow at any point in time in his programme of study:

- i. full salary and service allowances, with increments at normal University rates, but less any indebtedness to the University;
- ii. host country-linked living expenses, if the fellowship is to be held abroad, as approved by the Governing Council of the University;
- iii. tuition and examination fees;
- iv. project and dissertation/thesis allowance as approved by the Governing Council of the University;
- v. allowance for books at the rate approved by the Governing Council of the University; and
- vi. allowance for travelling and baggage at the rate approved by the Governing Council of the University.

5.3 Allowable durations and extensions for study fellowships

5.3.1 Allowable durations and extensions for type-1 fellowship

Table 1 gives the permitted normal durations and extensions for type-1 fellowships.

TABLE 1: ALLOWABLE DURATIONS AND EXTENSIONS FOR TYPE-1 FELLOWSHIPS

| Qualification sought | Normal duration of fellowship | Maximum permitted extension of type-1 fellowship | | Maximum programme duration |
|-----------------------------|---------------------------------------|--|------------------------|----------------------------|
| | | First extension | Second/final extension | |
| Full-time ND and HND | 2 years | 6 months | 6 months | 3 years |
| Part-time ND and HND | 3 years | 6 months | 6 months | 4 years |
| Full-time bachelor's degree | 4 or 5 years (depending on programme) | 12 months | 6 months | 6½ years |
| Part-time bachelor's degree | 5 or 6 years (depending on programme) | 12 months | 6 months | 7½ years |
| Full-time master's degree | 18 months | 6 months | 6 months | 2½ years |
| Part-time master's degree | 2 years | 6 months | 6 months | 3 years |
| Full-time doctorate degree | 3 years | 12 months | 12 months | 5 years |
| Part-time doctorate degree | 5 years | 12 months | 12 months | 7 years |

5.3.2 Allowable durations and extensions for type-2 fellowship

The allowable durations and extensions for type-2 fellowships are given in Table 2. It is noted in Table 2 that there are no second extensions for type-2 fellowships. This is because this stream of fellowships is supposed to be strictly merit based and the funds to the University, which will always be limited, should provide opportunities to as many potential applicants as possible.

TABLE 2: ALLOWABLE DURATIONS AND EXTENSIONS FOR TYPE-2 FELLOWSHIPS

| Permitted programme | Normal duration of fellowship | Maximum permitted extension of type-2 fellowship | |
|----------------------------|-------------------------------|--|------------------|
| | | First and final extension | Second extension |
| Full-time master's degree | 18 months | 6 months | Not applicable |
| Full-time doctorate degree | 3 years | 12 months | Not applicable |

The durations of fellowships are not extended automatically. Section 5.8 gives the conditions for extending the durations of fellowships.

5.4 General conditions for award of study fellowship

A study fellowship may be granted by the Vice Chancellor if the following conditions are satisfied as they relate to the applicant and his application:

5.4.1 Academic/teaching staff of the University can apply for study fellowships to pursue master's degree whether or not their appointments have been confirmed by the University. However, only those academic staff whose appointments have been confirmed by the University can apply for study fellowships to pursue doctorate degrees.

5.4.2 Generally, no nonteaching staff of the University can apply for study fellowships until and unless his appointment has been confirmed by the University and he has also fulfilled the conditions in section 5.6.

5.4.3 Not more than 30 percent of the departmental staff in the service category (teaching or nonteaching) of the staff who is seeking a study fellowship are currently on fellowship. That is, if the employee seeking fellowship is a teaching staff, then he will be eligible to study fellowship only if not more than 30 percent of the teaching staff of his department are currently on fellowship. The same rider applies to nonteaching staff.

5.4.4 The employee has a valid admission or placement at FUT, Minna, or an institution acceptable to the University.

- 5.4.5 For study fellowships that will be held overseas, the staff must have procured financial support from the University or a source acceptable to the University to cover programme fees as well as living, travelling and research expenses.
- 5.4.6 The Committee of Deans of the University must recommend to the Vice Chancellor that the programme the applicant is applying to undertake is relevant to his duties and the needs of his unit or department.
- 5.4.7 Every teaching staff applying for study fellowship for doctorate or equivalent degree shall have spent at least two years in the service of the University since his first appointment and his appointment must have been confirmed by the University. That is to say that teaching staff whose appointments have not been confirmed cannot apply for study fellowships for doctorate or equivalent degree.
- 5.4.8 Two or more study fellowships or leaves cannot be held concurrently. That is, no study fellow shall hold more than one fellowship or learning and development leave at a time.
- 5.4.9 Any academic staff employed in the University without a master's degree shall be required to obtain a master's degree within three years of his appointment. If he or she fails to do so, his or her appointment shall be terminated.
- 5.4.10 Any academic staff employed in the University with a master's degree shall be required to obtain his doctorate degree within seven years of confirmation of his appointment. If he fails to do so, his appointment shall be terminated.
- 5.4.11 Any academic staff of the University who has completed his master's degree on a fellowship awarded by the University shall not be granted a fellowship for his doctorate degree until he has fully served his bond for the master's degree and he has had his appointment confirmed. Article 4.4.10 will not apply to such staff, but instead he will be required to obtain his doctorate degree within seven years of the completion of the bond for his master's degree. That is, the counting of the seven year grace period for completing his doctorate degree shall start only after he has fully served the bond for his master's degree. If he fails to obtain a doctorate degree within seven years of serving the bond for his master's degree, his appointment shall be terminated.
- 5.4.12 Section 10.1 stipulates that in all except one case bonds can be discharged cumulatively, that is, one bond period can be merged with a preceding one, up to a maximum of two bonds. However, this rule on merger of bonds does not apply to bonds for master's and doctorate degrees. The reasons are given in section 10.1.

5.4.13 If an employee on study fellowship of any type takes up full-time paid employment during the study fellowship, he shall be required to inform the Vice Chancellor, who may, depending on the nature of the employment and the emoluments earned by the employee from it, reduce the payment of the employee's salary and allowances for the period of the fellowship.

5.4.14 For study fellowships that are to be held in FUT, Minna, external financial support for the fellow shall not be a condition for the award of the fellowship, but if the staff concerned acquires them, such support shall be regarded as additional source of support and shall be used in deciding or reviewing any financial support (beyond salary and usual allowances) that the University gives to the fellow. It is emphasized here that the availability of external financial support to a fellow, other than remuneration earned from external employment, shall not be used to decide the payment of salary and usual allowances to the fellow by the University.

5.4.15 Every staff on study fellowship shall be required to request his main/major programme or research supervisor at the institution where the fellowship is held to submit an annual academic progress report to the Registrar of FUT, Minna, in accordance with the provisions of section 5.19. The Registrar shall forward copies of all academic reports that he receives to the Staff Learning and Development Office (Staff Training Office) of the University and the Committee of Deans.

5.5 Procedure for applying for study fellowship

The procedure for applying for study fellowship is as follows:

- i. The first step of the application process for study fellowship is that the applicant shall complete the appropriate application form and submit it to his Head of Department for consideration.
- ii. If the application is recommended by the Head of Department, he shall forward it and his recommendation to the Dean of the School for consideration.
- iii. If the Dean of the School recommends the application, he shall forward it and his recommendation to the Committee of Deans for consideration.
- iv. The Committee of Deans will deliberate on each application for fellowship and consider it on its own merit and the needs of the department of the applicant.

- v. If the Committee of Deans recommends an application for approval, it shall forward its recommendation to the Vice Chancellor.
- vi. Applicants whose applications are approved by the Vice Chancellor shall be duly informed.
- vii. The outcome of any application that has not been approved at any of the above stages shall be communicated to the applicant and the reasons for not approving the application shall be given to him.

5.6 Fellowships for nonteaching staff

Section 5.4.2 stipulates that for a nonteaching staff of the University to be awarded a study fellowship his appointment must have been confirmed by the University. Additional requirements apply, as presented in the following items:

- i. Nonteaching staff who joined the service of the University with a school leaving certificate (WAEC, NECO or NABTEB) or National Diploma or equivalent qualification cannot be awarded a study fellowship unless and until he has spent at least five years since joining the service of the University.
- ii. Nonteaching staff who joined the service of the University with a Higher National Diploma or a bachelor's degree or equivalent qualification cannot be awarded a study fellowship unless and until he has spent at least 10 years since joining the service of the University.

5.7 Fellowships and change of employment cadre

The granting of a fellowship or any leave described in this policy to an employee of the University does not entitle the staff to change his employment cadre at the end of the fellowship or leave, even if the staff earns the qualification for which the fellowship or leave was granted. Nothing in this policy relates to change of employment cadre. There are separate regulations (available in the University's Scheme of Service for Staff) for change of employment cadre.

5.8 Conditions for extension of study fellowships and penalties for not applying for extension of fellowship as and when due

Study fellows should do all that is possible to complete their programmes in good time and within the normal durations of their programmes. They should not assume that their fellowships will be extended automatically upon they applying for extension. The University has a strict regime for granting extensions to fellowships. However, a study fellow who is unable to complete his programme within its normal duration for reasons acceptable to the University may apply for extension at least three months before the current fellowship or, where applicable, its first extension expires. Fellowships shall be extended in accordance with Table 1. Acceptable reasons and extenuating circumstances for extending fellowships shall include the following:

- i. unexpected but explainable delays in the programme of study that are beyond the fellow;
- ii. industrial actions by personnel handling the programme (such as project supervisors and laboratory staff) but not by the fellow himself;
- iii. natural disasters and other emergencies that affect the normal running of the programme at the institution at which the fellowship is held, or that severely affect the fellow;
- iv. certified ill health on the part of the fellow or his nuclear family members or his major supervisor;
- v. delays in examining the fellow at the institution at which the fellowship is held; and
- vi. other extenuating circumstances that the Committee of Deans may deem acceptable at any point in time.

The decision of the Committee of Deans as to the acceptability of an extenuating circumstance for extension of fellowship shall be subject to final determination by the Vice Chancellor. This means that while the fellow seeking extension of his fellowship can appeal the decision of the Committee of Deans to the Vice Chancellor, the Vice Chancellor's decision cannot be contested or appealed against within or outside the University.

5.8.1 Penalty for not applying for extension of fellowship as and when due

A study fellow who knows that he will not be able to complete his programme of study within its normal duration (for reasons that are acceptable to the University) may apply for extension of fellowship. The application must be made *at least three months* before the current fellowship or, where applicable, its first extension expires.

A fellow whose fellowship has expired and who has failed to apply for extension of his fellowship as and when due or return to duty in the University shall have his salary and allowances suspended until such a time when the Committee of Deans is able to determine the one of the following conditions that applies to him:

- i. the fellow has completed his study programme but has failed to return to duty in the University; ii. the fellow has dropped out of his study programme and has failed to return to duty in the University; or
- iii. the fellow is still on his study programme but has failed to apply for extension of his fellowship.

If item (i) applies, the fellow will be subject to the provisions of section 5.21 of this policy.

If item (ii) applies, the fellow will be subject to the provisions of sections 5.16, 5.17 and 5.18 of this policy.

If item (iii) applies, then

- a) The fellow will be required to apply for extension of his fellowship immediately. His salary and allowances will not be resumed unless and until his application for extension of fellowship is approved by the University and he has been informed of that approval.
- b) If the fellow was for any reason paid any salary and allowances between the time his fellowship expired and his application for extension of fellowship is approved by the Vice Chancellor, he shall be required to refund all monies paid to him as salary and allowances between the time his fellowship expired and the time his application for extension of fellowship is approved by the Vice Chancellor.

5.8.2 Resumption of duty upon rejection of application for extension of fellowship

A fellow whose application for extension of fellowship has been rejected by the University must return to his duty post within four weeks of the date of the letter intimating him of the rejection of his application for extension of fellowship. If he fails to do so, the conditions of sections 5.16, 5.17 and 5.21 shall apply to him.

5.9 Responsibility of heads of departments when recommending staff for fellowship

In recommending staff for fellowship, heads of departments should note the following:

- i. As stated in section 4.8, fellowships are privileges and not rights granted to University staff.
- ii. Heads of departments should not unduly feel obliged or pressured to recommend any staff for award of fellowship. They should not pass up their responsibilities to higher authorities. Those who do so may attract sanctions.
- iii. Heads of departments must apply a strong sense of balance and fairness in exercising their power to recommend or not recommend a staff for fellowship.
- iv. In recommending a staff for fellowship, heads of departments are implicitly committing themselves to the University that the staff can be released to assume the fellowship without the University having to recruit a replacement for him.
- v. Heads of departments cannot recommend a staff for fellowship and turn around to insist that they require a replacement for that staff, or that the absence of the staff has seriously affected the normal functioning of the department.
- vi. A staff on full-time fellowship (that is, a staff awarded fellowship to pursue a full-time programme) cannot be given any official task to perform in the department until his fellowship is fully spent.
- vii. A staff on part-time fellowship (that is, a staff awarded fellowship to pursue a parttime programme) can be assigned only 50 percent of the task that he would ordinarily be required or expected to perform in the department if he was not on fellowship.
- viii. As stated in section 5.4.3, an application for study fellowship should not be recommended if up to 30 percent of the departmental staff in the service category (teaching or nonteaching) of the staff who is seeking a study fellowship are currently on fellowship. In other words, if the employee seeking fellowship is a teaching staff, then his application cannot be recommended if up to 30 percent of the teaching staff of his department are presently on study fellowship. The same condition applies to nonteaching staff.

5.10 Responsibility of heads of academic departments regarding University staff pursuing unapproved study programmes

Heads of academic departments are under obligation not to enroll University employees onto the academic programmes of their departments unless they have written evidence that the employees have been granted fellowships for those programmes. Failure to comply with this provision shall constitute a misconduct for which disciplinary action will be taken against the offending Head of Department.

Also, because heads of academic departments are also heads of units, they are under obligation to comply with the provisions of section 5.11 concerning employees who pursue unapproved study programmes.

5.11 Responsibility of heads of units regarding University staff pursuing unapproved study programmes

The heads of both teaching and nonteaching units are required to report to the Vice Chancellor of the University employees they know have enrolled on academic programmes either in FUT, Minna, or at any other institution without the approval of the University. Heads of units who conceal information in this regard or knowingly fail to comply with this provision will be guilty of misconduct and will face disciplinary action.

5.12 Penalty for pursuing unapproved study programmes

Employees who embark upon unapproved study programmes can negatively impact the normal functioning of their units. Their attention is likely to be divided between their workplace and their study programmes, and this can lead to loss of productivity in their units, since the heads of their units will be unable to properly plan for relief of the time that employees on unapproved programmes need to devote to their programmes. There is also the need to foster uniformity, equity, accountability and organizational discipline in the University.

University employees who pursue study programmes without the approval of the Vice Chancellor will be guilty of misconduct for which disciplinary action will be taken against them. If a disciplinary committee constituted by the Vice Chancellor to investigate a prima facie case of breach of this provision upholds a case of misconduct against a staff, the staff shall be required to refund one-half of the salaries and allowances paid to him by the University for the duration of time that he was illegally enrolled or has been illegally enrolled on a study programme. The disciplinary action taken against the staff will be communicated to the institution that hosts or has hosted the study programme in question.

The staff who has been sanctioned for enrolling on an unapproved programme can file an appeal to the University's Governing Council against the decision of the Vice Chancellor. The decision of the Governing Council on the matter shall be final.

5.13 Study fellows who live in University accommodation

A staff who has been awarded a study fellowship and who lives in University accommodation or whose family lives in University accommodation is eligible to retain the accommodation for at most one year from the date of commencement of his fellowship. Thereafter, the staff must vacate the accommodation. While he or his family remain in University accommodation, the fellow shall promptly honour all taxes and utility bills and invoices that may be charged or levied on the accommodation by the University and/or the government.

5.14 Promotion during study fellowship

Every study fellow shall be entitled to promotion at most once during his fellowship, provided the rank sought is not higher than Lecturer I or its equivalent in nonteaching service category. The staff promotion guidelines of the University stipulate additional provisions for waiting periods that employees who have just completed study fellowships will have to fulfil before they are entitled to promotion.

5.15 Retention of NYSC certificates of study fellows

The Registrar of the University shall retain the original of the National Youth Service Corps (NYSC) discharge or exemption certificate of every study fellow between the time the fellow is granted fellowship and the time he resumes duty in the University after completing his study programme. When the need arises, the study fellow could always apply to the Registrar for certified copies of his certificate that has been retained by the University. The certificate shall be deposited with the Registrar and the bond form shall be duly completed before the fellow is issued with the fellowship award letter.

A fellow who does not possess HND or a bachelor's degree shall deposit his WAEC, NECO, NABTEB or equivalent certificate with the Registrar in lieu of the NYSC certificate.

5.16 Failure to complete programme at expiry of second extension of fellowship

A study fellow who is unable to complete his programme of study after the second or final extension of his fellowship (whichever applies) shall be required to return to work in the University, failing which his salary and allowances shall be stopped and his appointment terminated. He shall be entitled to apply for another fellowship, subject to the conditions of section 5.18.

5.17 Refund of salaries and allowances by fellows who fail to complete programme

Any staff who, in the judgment of the Committee of Deans, fails to obtain the qualification for which a study fellowship was granted to him within the stipulated maximum period of time shall refund one-half of all the salaries and allowances he was paid during the study fellowship. He shall also have to serve the University for the full duration of his bond. If he is awarded another fellowship, the bond period for that award shall be added to any existing bond period. Bond periods for fellowships and learning and development leaves are cumulative, except for bonds for master's and doctorate degrees, which cannot be merged into one.

In deciding whether a fellow has failed to complete his programme of study within the full period of his fellowship, the Registrar shall rely on the judgment of the fellow's Head of Department, his Dean or Director (where applicable), and the Committee of Deans. Form FUTMIN/SLD/RFFX is to be used for that purpose.

5.18 Ineligibility to apply for a third fellowship for the same qualification

No University employee shall be allowed to apply for fellowship for a third time to pursue the same or equivalent qualification for which he had previously been awarded two fellowships. In other words, no employee of the University shall be allowed to apply for fellowship to pursue the same or equivalent qualification three times, whether consecutively granted or not.

5.19 Need for academic progress reports

Every study fellow is required to ask his main/major supervisor at his host institution to send academic progress report to the Registrar of FUT, Minna, once every academic year. If one year passes from the commencement of the fellowship or from receipt of the last academic progress report about the fellow and a new report is not received by the Registrar, the fellow's salary and allowances shall be suspended until such a time when the report is received. The format of the expected academic report from the fellow's major supervisor is provided by form FUTMIN/SLD/SRSF. The academic report in reference here is in addition to the annual report of the Registrar of the host institution required in section 5.20. Copies of all such confidential academic reports received by the Registrar of FUT, Minna, shall normally be forwarded to the University's Staff Learning and Development Office (Staff Training Office) and the Committee of Deans of FUT, Minna.

5.20 Registrar to ask host institutions for confidential academic reports on study fellows

In each calendar year the Registrar of FUT, Minna, will write to the Registrar (or someone in equivalent post) of the institution at which a staff of the University is holding a study fellowship to request for a confidential academic report on the fellow. The format of the report is provided in letter FUTMIN/SLD/RRSF (see Table A1 in Appendix A). Under no circumstances shall the Registrar of FUT, Minna, channel the letter of request (for academic report to his counterpart at the institution at which the fellowship is held) through the study fellow. Copies of all such confidential academic reports received by the Registrar of FUT, Minna, shall normally be forwarded to the University's Staff Learning and Development Office (Staff Training Office) and the Committee of Deans of FUT, Minna.

5.21 Penalty for not returning to the University at end of fellowship

A study fellow who fails to return to work at the University for the period stipulated in his letter of award and bond agreement without reasonable excuse and any prior agreement of the University shall be regarded as having defaulted on his bond with the University. He shall be required to refund all salaries and allowances paid to him in the effective period of the study fellowship and may also have his appointment terminated by the Governing Council of the University without notice. The University takes seriously the commitments made in the bond form by its employees who have been granted learning and development fellowships and leaves and shall use all the legal avenues available to it to pursue employees who renege or default on those commitments.

The amount of money payable by the study fellow or his guarantors in lieu of the study fellow serving the University for a stipulated period of time at the completion of his/her studies shall include the following:

- i. the principal sum, that is, all monies directly and indirectly paid to the study fellow, including expenditure made in kind (for example, travel and accommodation costs, housing, medical care, and education for dependants);
- ii. the sum accruing on the principal from interests;
- iii. the sum accruing on the principal from inflation and devaluation of the naira between the time the cost is incurred by the University and the time of its reimbursement to the University; and
- iv. An administrative charge of two percent of the total of the sums in items (i) to (iii) of this section.

Where possible, interest rates and inflation figures used in the computations shall be those published by the Central Bank of Nigeria.

6 Postdoctoral research leave

A postdoctoral research leave is leave granted to an academic staff of the University who has completed his doctorate degree in the past five years, to enable him pursue research at FUT, Minna, or at any other institution or employer within or outside Nigeria (as approved by the University) for a maximum period of 12 calendar months. The University shall continue to pay the staff his salary and other usual allowances for the duration of 12 months, less any indebtedness of the staff to the University. The University shall not be obliged to pay any travel or leave or research related expenses to the staff on postdoctoral research leave. Hence, the postdoctoral research leave defined here differs from conventional postdoctoral fellowships that the University may decide to offer to suitable applicants whenever the opportunities arise. The University or any of its units or research teams may decide to recruit conventional postdoctoral fellows to work for it, but such category of staff is not covered by this policy.

A staff on postdoctoral research leave is entitled to receive remuneration and other payments from the institution or employer where the leave is held, in addition to his salary and usual allowances that will continue to be paid by FUT, Minna, for the 12 month duration of the leave.

6.1 Conditions for award of postdoctoral research leaves

The conditions for awarding postdoctoral research leaves are as follows:

- i. The applicant must be a full-time academic staff of the University who fulfils the following requirements:
 - a) He/she has a doctorate degree, which was awarded not more than five years before the application for postdoctoral research leave.
 - b) He/she has been in the service of the University for at least two years and his/her appointment has been confirmed by the University.
 - c) He/she has secured a place acceptable to the University within or outside Nigeria where the leave will be held and the intended research undertaken.
 - d) He/she has prepared an acceptable scheme of proposed research work to cover the period of one year being requested as leave.
- ii. The leave must not impose financial obligations on the University beyond the monthly salary and usual allowances of the applicant.
- iii. The Head of Department of the applicant must have ascertained in the application form that the applicant can be released on leave without any replacement sought for him from the University.
- iv. The Dean or Director of the applicant must have recommended the application to the Committee of Deans for consideration.
- v. All the results, products and outcomes generated in a postdoctoral research leave shall be subject to the provisions of the University's policies on research and intellectual properties.
- vi. A postdoctoral research leave cannot be awarded concurrently with research leave (which is described in section 7).
- vii. Postdoctoral research leaves cannot be extended beyond their normal duration of 12 calendar months.
- viii. No staff of the University is entitled to postdoctoral research leave more than once in his service in the University (see condition 6.1(i)(a) above).

- ix. Staff on postdoctoral research leaves are subject to two-year bond to the University at the end of their leaves, as specified in the bond form FUTMIN/SLD/BFPL.

6.2 Procedure for application for postdoctoral research leave

The procedure for application for postdoctoral research leave is as follows:

- i. In the first instance, the applicant shall submit an application using the approved format (form FUTMIN/SLD/AFPL) to his Head of Department for consideration and possible recommendation.
- ii. If the Head of Department approves the application, he will forward it to the Dean of his School for consideration and recommendation.
- iii. If the Dean recommends the application, he will forward it to the Committee of Deans for consideration.
- iv. The Committee of Deans will consider the application and make its recommendation to the Vice Chancellor.

Staff whose applications for postdoctoral research leave are approved shall be duly informed by the Registrar. If the application is not approved at any stage, the applicant shall be communicated in writing, and the reasons for not granting the application will be stated in the communication.

6.3 Report to be submitted after postdoctoral research leave

At the end of the postdoctoral research leave the beneficiary of the leave shall submit a report to the Vice Chancellor. The report will highlight where the leave was held and the main research tasks undertaken during the leave and the achievements recorded, including journal publications and, where applicable, applications for patents. The report will also include the present and future implications of the research, as well as how the research will be advanced in the future, especially in the areas of generating high quality publications, research grants, and intellectual property.

6.4 Failure to conduct research as pledged while on leave

If at the end of the postdoctoral research leave the beneficiary of the leave is unable to present to the Vice Chancellor an acceptable evidence that the research outlined in his application has been duly conducted at the establishment promised he will have to refund one-half of all the salaries and allowances paid to him while he was on the leave.

7 Research leave

Academic staff of the University who have been in the service of the University for at least two years and have had their appointments confirmed by the University may apply for and be granted up to one calendar month of research leave once in every two calendar years, subject to the condition that the applicant has prepared an acceptable scheme of proposed research work to cover the period of one month being requested as leave.

The aim of a research leave may be one of the following:

- i. to give opportunity to staff to undertake extensive field work and the collection of data;
- ii. to free the staff to write up the results of his research work;
- iii. to enable him use library or other facilities that are not available locally;
- iv. to allow the beneficiary to write up a dissertation or thesis for a higher degree; or
- v. to refresh the staff's knowledge by direct contact with work being done elsewhere.

7.1 Conditions for award of research leave

The following conditions apply to the award of research leave:

- i. Only academic staff of the University whose appointments have been confirmed may apply for research leave.
- ii. Research leaves may be granted for a maximum of one calendar month in every two calendar years of applicant's service in the University.

- iii. A research leave cannot be held concurrently with a study fellowship or postdoctoral research leave.
- iv. To be granted a research leave, the applicant must have prepared an acceptable scheme of proposed research work to cover the period of one month being requested as leave.
- v. The leave may be held anywhere, inside or outside Nigeria, including in FUT, Minna, provided that the host institution or establishment is adjudged by the University to be reputable and the leave does not impose financial obligations on the University beyond the monthly salary and allowances of the applicant.
- vi. All the results, products and outcomes generated in a research leave shall be subject to the provisions of the University's policies on research and intellectual properties.
- vii. Research leaves cannot be extended under any circumstance.
- viii. Staff on research leaves are subject to one-year bond to the University at the end of their leaves, as specified in the bond form FUTMIN/SLD/BFRL.

7.2 Procedure for application for research leave

The procedure for applying for research leave is as follows:

- i. In the first instance, the applicant shall submit an application using the approved format (form FUTMIN/SLD/AFRL) to his Head of Department for consideration and possible recommendation.
- ii. If the Head of Department approves the application, he will forward it to the Dean of his School for consideration and recommendation.
- iii. If the Dean recommends the application, he will forward it to the Committee of Deans for consideration.
- iv. The Committee of Deans will consider the application and make its recommendation to the Vice Chancellor.

Staff whose applications for research leave are approved shall be duly informed by the Registrar. If the application is not approved at any stage, the applicant shall be communicated in writing, and the reasons for not approving the application will be stated in the communication.

7.3 Report to be filed after research leave

At the end of the research leave the beneficiary of the leave shall submit a report to the Vice Chancellor. The report will highlight the main tasks undertaken during the leave and the achievements that were recorded. The report will also include the present and future implications of the research, as well as how the research will be advanced in the future, especially in the areas of generating high quality publications, research grants, and intellectual property.

7.4 Failure to conduct research as pledged while on leave

If at the end of the research leave the beneficiary of the leave is unable to present to the Vice Chancellor an acceptable evidence that the research outlined in his application has been duly conducted at the establishment promised he will have to refund one-half of all the salaries and allowances paid to him while he was on the leave.

8 Professional development leave

The aim of professional development leave is to enable staff to attend training events, programmes or workshops organized within or outside Nigeria by an agency, association or private concern that the University recognizes to be reputable.

All senior staff of the University who have been in the service of the University for at least two years and have had their appointments confirmed by the University are entitled to apply for up to two weeks of professional development leave once every two calendar years subject to the following conditions:

- i. the head of the department or unit of the staff confirms in the application form that the proposed professional development programme is relevant to the duties of the staff in the University and that the staff can be granted leave to attend the programme without a temporary replacement sought for the staff and without the department or unit suffering any adverse effect;

- ii. the applicant has prepared a relevant and acceptable scheme of proposed professional development;
- iii. an avenue does exist for realizing the development scheme and has been convincingly demonstrated by the applicant in his application; and
- iv. the planned development activity does not impose financial obligations on the University, directly or indirectly, beyond the monthly salary and allowances of the applicant.

8.1 Procedure for applying for professional development leave

The procedure for application is as follows:

- i. Applications should be made at least six weeks before the date of commencement of the professional development (training) event.
- ii. In the first instance, the applicant shall submit an application using the approved format (form FUTMIN/SLD/AFDL) to his Head of Department or unit for consideration and possible recommendation.
- iii. If the Head of Department or unit approves the application, he will forward it to the Dean of his School (in the case of applications by academic staff) or the Registrar (in the case of applications by nonteaching staff) for consideration and recommendation.
- iv. If the Dean or Registrar recommends the application, he will forward it to the Committee of Deans — through the Staff Learning and Development Office (Staff Training Office) — for consideration.
- v. The Committee of Deans will consider the application and make its recommendation to the Vice Chancellor.

Staff whose applications for research leave are approved shall be duly informed by the Registrar. If the application is not approved at any stage, the applicant shall be communicated in writing, and the reasons for rejecting the application will be stated in the communication.

8.2 Report to be submitted after professional development leave

At the end of the professional development leave the beneficiary of the leave shall submit a report to the Vice Chancellor. The report will detail the main learning objectives achieved during the leave and how they will enhance the duties and responsibilities of the officer at work. The staff may also make recommendations on how the professional development leave scheme may be improved.

9 Examination leave

9.1 Categories of examination leave

The University offers the following categories of examination leave to its employees:

9.1.1 An employee of the University may be granted a special leave on full pay (inclusive of normal allowances but exclusive of any indebtedness to the University) to enable him take an examination the passing of which will enhance his current duties in the University. The duration of such leave shall be the period necessary for him to travel to the place of examination, write the examination and return to his station, but generally it shall not be longer than two weeks in any leave year.

9.1.2 An employee of the University may be granted a special leave on full pay (inclusive of normal allowances) for up to seven days in any leave year to take an examination, the passing of which is not necessarily a condition of his current duties in the University, provided his Head of Department certifies that

- i. he is industrious, dutiful and effective in the performance of his duties; and
- ii. his passing of the examination is likely to enhance his value to the University.

9.1.3 Where the writing of an examination is not covered by the provisions of sections 9.1.1 and 9.1.2, examination leave may be granted as casual leave but shall not exceed seven days during any leave year. If the period of examination is more than seven days or the casual leave that has already been taken plus the examination leave add up to more than seven days, then any period in excess of seven days shall be deducted from the annual leave of the staff for the current year. If the current year's leave has been exhausted, then the period in excess of seven days shall be deducted from the following year's leave.

9.2 Procedure of application for examination leave

Applications for examination leave should be made at least six weeks before the commencement of the examinations for which the application is made. The procedure for applying for the leave shall be as follows:

- i. The applicant shall complete form FUTMIN/SLD/AFEL and submit it with supporting documents to his Head of Department or Unit.
- ii. The Head of Department or Unit shall determine the merit of the application and if he is satisfied with its substance he will recommend it to the Dean of his School (in the case of applications by academic/teaching staff) or the Registrar (in the case of applications by nonacademic/nonteaching staff).
- iii. In the case of applications by academic/teaching staff, if the Dean of the School approves the application he will recommend it to the Registrar for consideration.
- iv. The Registrar shall consider the application and make his recommendation to the Vice Chancellor.
- v. If the Vice Chancellor approves the application, the applicant will be duly informed by the Registrar.
- vi. If at any stage the application is not approved, the applicant shall be duly informed in writing and the reasons for turning down the application will be stated in the letter.

9.3 Report to be submitted after examination leave

At the end of the examination leave the employee who has been granted the leave shall submit a report to the Registrar through his Head of Department and the Dean. The report shall indicate that the staff has returned to work as well as detail the examinations that he has written, the venue of the examinations, his experience of the leave and the examinations, the lessons he learnt on the leave, and his suggestions for enhancing the examination leave scheme.

10 Inhouse training programmes

The aim of the inhouse training programmes shall be, to enable staff to attend training events, programmes or workshops organized by various units within the University. These programmes shall be identified according to aggregated needs of staff of the organizing unit, and which shall be recognized by the University as reputable.

10.1 Identifying and aggregating staff's need for inhouse training programmes

Identifying and aggregating staff training needs for inhouse training programmes within the university shall require a structured and inclusive approach to ensure that the training programmes are relevant, timely, and aligned with both institutional goals and individual development. This shall be achieved through the following steps:

10.1.1 Conduct Training Needs Analysis (TNA)

Any unit of the university organising inhouse training programme shall prior to that, conduct a comprehensive training needs analysis that will help determine gaps between current and desired skills, knowledge, and performance, using any (or all) of the following methods:

- i. Surveys and questionnaires, using distributed forms, asking staff about skills they need to develop, training they have found useful, and barriers they face.
- ii. Interviews and focus groups, through engaging in small group discussions or one-on-one sessions with academic, administrative, and technical staff within the university.
- iii. Performance appraisals using performance review data to highlight skill gaps or improvement areas.
- iv. Job Descriptions and role requirements, through comparison of these with actual performance or staff feedback to uncover needs.
- v. Consulting department Heads and Deans, to offer strategic insights on departmental priorities.

10.1.2 Categorize the training needs

The identified training needs shall be classified into categories, as:

- i. Pedagogical skills (for academic staff)
- ii. Research skills and grant writing

- iii. Administrative and IT skills
- iv. Leadership and management
- v. Compliance and policy (e.g., data protection, DEI, health & safety)

10.1.3 Prioritize and aggregate the needs

- i. The data shall be aggregated using a spreadsheet or database.
- ii. Common themes across departments or units shall be Identify.
- iii. The needs shall be ranked based on:
 - o Number of staff affected
 - o Urgency
 - o Strategic relevance
 - o Cost-benefit analysis

10.1.3 Aligning needs with university strategy

The training needs shall be mapped to the university's strategic goals:

- i. Teaching excellence
- ii. Digital transformation
- iii. Internationalization
- iv. Staff retention and wellbeing

10.1.4 Development and proposal of training solutions

After aggregation:

- i. In-house workshops, external trainers, peer-led sessions, or online modules shall be proposed.
- ii. Modular programs that staff can mix, and match based on need shall be considered.

10.1.5 Create a Feedback Loop

Post-training:

- i. Training effectiveness via feedback forms and impact assessments shall be evaluated.
- ii. The training need assessment shall be updated periodically to reflect changes.

10.2 Eligibility and other conditions for inhouse training programmes

All cadre of staff of the University who have been in the service of the University for at least six months are entitled to apply for inhouse training programme once every calendar year subject to the following conditions:

- i. the Head of the Department or unit of the staff confirms in the application form that the proposed inhouse training programme is relevant to the duties of the staff in the University and that the staff can be granted leave to attend the programme without a temporary replacement sought for the staff and without the department or unit suffering any adverse effect;
- ii. the applicant has prepared a relevant and acceptable scheme of proposed inhouse training programme;
- iii. an avenue does exist for realizing the inhouse training programme and has been convincingly demonstrated by the applicant in his application; and
- iv. the planned inhouse training activity does not impose financial obligations on the University, directly or indirectly, beyond the monthly salary and allowances of the applicant;
- v. the planned inhouse training activity does not impose financial obligations on the University, directly or indirectly, beyond the budgeted amount, presented by the organizing unit, and approved by the Vice Chancellor.

10.3 Procedure for applying for inhouse training programmes

The procedure for application is as follows:

- i. Applications should be made at least six weeks before the date of commencement of the inhouse training event.
- ii. In the first instance, the applicant shall submit an application using the approved format to his/her Head of Department or unit for consideration and possible recommendation.
- iii. If the Head of Department or unit approves the application, he/she will forward it to the Dean of his School (in the case of applications by academic staff) or the Registrar

(in the case of applications by nonteaching staff) for consideration and recommendation.

- iv. If the Dean or Registrar recommends the application, he/she will forward it to the Committee of Deans — through the Staff Learning and Development Office (Staff Training Office) — for consideration.
- v. The Committee of Deans will consider the application and make its recommendation to the Vice Chancellor.

Staff whose applications for inhouse training programme are approved shall be duly informed by the Registrar. If the application is not approved at any stage, the applicant shall be communicated in writing, and the reasons for rejecting the application will be stated in the communication.

10.4 Report to be submitted after inhouse training programmes

At the end of the inhouse training programme the beneficiary of the programme shall submit a report to the Vice Chancellor. The report will detail the main learning objectives achieved during the training and how they will enhance the duties and responsibilities of the officer at work. The staff may also make recommendations/suggestions on how the inhouse training programme may be improved.

11 The bond schedule for fellowships and other learning and development leaves

The award of study fellowships, postdoctoral research leave and research leave are subject to completion of the bond form by the applicant. The bond schedule for study fellowships and other learning and development leaves are given in Table 3.

TABLE 3: BOND PERIODS FOR FELLOWSHIPS AND OTHER LEARNING AND DEVELOPMENT LEAVES

| Type or purpose of leave | Maximum duration of leave — including extensions (from Table 1) | Maximum bond period |
|--------------------------|---|---------------------|
|--------------------------|---|---------------------|

| | | |
|--------------------------------|-----------------------|--|
| Full-time ND and HND | 3 years | Twice the time spent on fellowship, up to a maximum of 5 years |
| Part-time ND and HND | 4 years | |
| Full-time bachelor's degree | 6 $\frac{1}{2}$ years | |
| Part-time bachelor's degree | 7 $\frac{1}{2}$ years | |
| Full-time master's degree | 2 $\frac{1}{2}$ years | |
| Part-time master's degree | 3 years | |
| Full-time doctorate degree | 5 years | |
| Part-time doctorate degree | 7 years | |
| Postdoctoral research leave | 1 year | 2 years |
| Research leave | 1 month | 1 year |
| Examination leave | 2 weeks | Not applicable |
| Professional development leave | 2 weeks | Not applicable |

The rationale for making the bond periods for full-time and part-time programmes identical is that while staff on part-time programmes are required to serve the University throughout the duration of their programmes (albeit to the extent of only 50 percent of their normal workload), they do enjoy longer leaves than those on full-time programmes.

11.1 Miscellaneous provisions for bonds

The following provisions shall also apply to bonds and bond periods:

- i. Bonds are mostly cumulative, that is, any new bond period will be added to any existing bond period, up to a maximum of two bond periods. However, this rule on merger of bonds does not apply to bonds for master's and doctorate degrees. That is, the bonds for a master's degree fellowship cannot be merged with the bond for a doctorate degree fellowship. The reasons are that
 - a) a study fellow who has just earned his master's degree should demonstrate his commitment to the University by serving it for some time before he is granted a fellowship for doctorate degree; and
 - b) evidence has shown that the merger of such bonds is likely to increase the chances of fellows defaulting on the two bonds.

- ii. No staff of the University shall be allowed to accumulate more than two bond periods, that is, no staff shall be allowed to enjoy up to three consecutive learning and development fellowships or leaves if the bond for one of the three fellowships or leaves has not been completely served.

12 Policy accountability and implementation

12.1 Accountability

The Vice Chancellor of the University is ultimately the executive officer accountable for the implementation, monitoring and evolution of this policy.

12.2 Implementation and monitoring

The University's Committee of Deans and the Registrar are responsible for the implementation and monitoring of compliance with this policy. All awards and leaves granted under this policy shall be subject to approval by the Vice Chancellor.

12.3 Amendments

The Committee of Deans of the University shall have the power to propose amendments to this policy provided that the amendments

- i. are meant to correct errors or inconsistencies observed in this document;
- ii. do not amount to policy reviews or changes; and
- iii. are approved by the Vice Chancellor.

Reviews and changes to this policy will normally be carried out as provided for in section 11.4 of this policy.

12.4 Policy review

This policy and its procedures will be reviewed every five years, or as often as may be necessary. The Vice Chancellor will normally set up a committee to that effect. In undertaking its task, the committee will usually request for and receive memoranda from members of the University community, including the Committee of Deans, directors, heads of departments, and trade unions or their representatives. However, the work of the review committee cannot be impeded by the failure of any member of the University to submit a memorandum to the committee within the stipulated period. Where a review is necessitated by a new statutory requirement, this will happen immediately without the need for memoranda from members of the University community.

Appendix

The documents listed in the following Table A1 are available from the Staff Learning and Development Office (Staff Training Office) of the University.

TABLE A1: NOMENCLATURE FOR THE VARIOUS APPLICATION FORMS, LETTERS AND BOND FORMS

ABBREVIATIONS: SLD=Staff learning and development, AF=Application form, SF=Study fellow, SF1=Type-1 study fellowship, SF2=Type-2 study fellowship, NL= Notification letter, CL=Acceptance letter, AL=Award letter, SR=Supervisor's report form, RR=Registrar's report form, PL=Postdoctoral leave, RL=Research leave, EL=Examination leave, DL=Professional development leave, BF=Bond form, FX=Fellowship has been exhausted but the fellow has failed to earn the qualification for which the fellowship was awarded

| S/N | Name of form or letter | Number | Comment |
|--------------------|---|------------------|---------|
| STU DY FELLOWSHIPS | | | |
| 1 | Application form for type-1 study fellowship | FUTMIN/SLD/AFSF1 | |
| 2 | Notification letter for type-1 study fellowship | FUTMIN/SLD/NLSF1 | |
| 3 | Acceptance letter for type-1 study fellowship | FUTMIN/SLD/CLSF1 | |
| 4 | Award letter for type-1 study fellowship | FUTMIN/SLD/ALSF1 | |

| | | | |
|--------------------------------|---|------------------|--|
| 5 | Application form for type-2 study fellowship | FUTMIN/SLD/AFSF2 | |
| 6 | Notification letter for type-2 study fellowship | FUTMIN/SLD/NLSF2 | |
| 7 | Acceptance letter for type-2 study fellowship | FUTMIN/SLD/CLSF2 | |
| 8 | Award letter for type-2 study fellowship | FUTMIN/SLD/ALSF2 | |
| 9 | Supervisor's annual academic report form (to be submitted in respect of a study fellow) | FUTMIN/SLD/SRSF | |
| 10 | Request by the Registrar of FUT, Minna, to the Registrar of the institution at which a fellowship is held for information on the progress of the student's programme. | FUTMIN/SLD/RRSF | |
| POSTDOCTORAL RESEARCH LEAVE | | | |
| 11 | Application form for postdoctoral research leave | FUTMIN/SLD/AFPL | |
| 12 | Notification letter for postdoctoral research leave | FUTMIN/SLD/NLPL | |
| 13 | Acceptance letter for postdoctoral research leave | FUTMIN/SLD/CLPL | |
| 14 | Award letter for postdoctoral research leave | FUTMIN/SLD/ALPL | |
| RESEARCH LEAVE | | | |
| 15 | Application form for research leave | FUTMIN/SLD/AFRL | |
| 16 | Notification letter for research leave | FUTMIN/SLD/NLRL | |
| 17 | Acceptance letter for research leave | FUTMIN/SLD/CLRL | |
| 18 | Award letter for research leave | FUTMIN/SLD/ALRL | |
| PROFESSIONAL DEVELOPMENT LEAVE | | | |
| 19 | Application form for professional development leave | FUTMIN/SLD/AFDL | |

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| 20 | Notification letter for professional development leave | Not applicable | The applicant does not have to deposit any of his certificates or complete the bond form. |
| 21 | Acceptance letter for professional development leave | Not applicable | |
| 22 | Award letter for professional development leave | FUTMIN/SLD/ALDL | |
| EXAMINATION LEAVE | | | |
| 23 | Application form for examination leave | FUTMIN/SLD/AFEL | |
| 24 | Notification letter for examination leave | Not applicable | The applicant does not have to deposit any of his certificates or complete the bond form. |
| 25 | Acceptance letter for examination leave | Not applicable | |
| 26 | Award letter for examination leave | FUTMIN/SLD/ALEL | |
| BOND FORMS | | | |
| 27 | Bond form for study fellowship | FUTMIN/SLD/BFSF | |
| 28 | Bond form for postdoctoral research leave | FUTMIN/SLD/BFPL | |
| 29 | Bond form for research leave | FUTMIN/SLD/BFRL | |
| MISCELLANEOUS | | | |

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| 30 | Form for Registrar of FUT, Minna, to decide if a study fellow has failed to complete his programme of study at end of his fellowship. The Registrar of FUT, Minna, will use the form to decide if a study fellow has exhausted his fellowship (normal period and extensions) but has failed to obtain the qualification for which the fellowship was awarded. | FUTMIN/SLD/RFFX | |
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