

MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY



SABBATICAL/POSTDOCTORAL RESEARCH LEAVE GUIDELINES

AUGUST, 2023

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LIST OF ABBREVIATIONS

DVC ARC	Deputy Vice Chancellor - Academic, Research and Consultancy
DVC PFA	Deputy Vice Chancellor - Planning Finance and Administration
DAHRM	Director of Administration and Human Resources Management
MUST	Mbeya University of Science and Technology
VC	Vice Chancellor

1. INTRODUCTION

1.1 Background

Sabbatical leave procedures are explained in the Standing Orders for Public Service, 2009 Section H.20 that *“in order to broaden the experience of public servants and thus increase their potential value to the service, public servants may be granted special leave of absence to join and work for organizations approved by the Government, or to pay visit to institutions in the Commonwealth or elsewhere for the purpose of research”*

In addition to combating labour turnover, sabbaticals in the workplace are another area the Management can provide a valuable environment to help attract and retain employees. With stress and exhaustion being some of the primary drivers behind the staff resignation, sabbatical leave can be helpful to both staff and the Management to stay committed to the University. Hence Sabbatical/Postdoctoral Research Leave has the aim of broadening the experience of MUST Staff and therefore increasing their potential value to his/her service.

1.2 Essence of Sabbatical/Postdoctoral Research Leave Guidelines

The Sabbatical/Postdoctoral Research Leave Guidelines describes the requirements and procedures for offering Sabbatical Leave/Postdoctoral Research to the staff. Sabbatical/Postdoctoral Research Leave is the type of leave which is separate from other forms of vacation such as sick leave, annual leave or leave without pay and shall apply to the permanent and pensionable staff only. Sabbatical Leave/Postdoctoral Research Guidelines aims at encouraging staff to be innovative, gain new knowledge and pursue their interests.

1.3 Scope of Sabbatical/Postdoctoral Research Leave Guidelines

The Guidelines shall apply to staff employed under permanent and pensionable terms. Sabbatical/Postdoctoral Research Leave Guidelines describes the requirements and procedures for offering sabbatical leave. It also

covers professional development related to long-term leave of absence such as postdoctoral research/training programmes.

2. GUIDELINES AND PROCEDURES

2.1 Introduction

Mbeya University of Science and Technology provides staff with various types of leave, such as sick leave, annual leave or maternity leave. One of the less common types of leave is the sabbatical leave/postdoctoral research. Staff may request for sabbatical/postdoctoral research leave in order to broaden their experience and thus increase their potential value to the University. While on such leave staff are expected to dedicate their effort towards undertaking research, processing research data and publishing research results.

2.2 Conditions Underlying Sabbatical/Postdoctoral Research Leave

According to Standing Orders for Public Service, 2009 Section H.20; for staff to be recommended and approved for sabbatical/postdoctoral research leave, the eligibility criteria below have to be adhered to:

- (i) A staff must be on permanent and pensionable terms;
- (ii) A staff must be confirmed on his/her appointment;
- (iii) Staff serves at a level not less than the rank of Lecturer or Librarian at the University for a continuous period of at least four years after Ph.D;
- (iv) A staff has served the University for at least four years since previous sabbatical/postdoctoral research leave;
- (v) Staff should have necessary skills, qualifications and experience required by the international organization;
- (vi) Sabbatical/postdoctoral research leave shall be limited to twelve months and shall be granted once in every five-year period;
- (vii) In the event that the candidate for sabbatical/postdoctoral research leave occupies a leadership position whose absence from office undermine his proficiency in the office, an incumbent will be advised to take full sabbatical/postdoctoral research leave;
- (viii) A commitment letter on willingness to return to the University after expiry of the sabbatical/postdoctoral research leave has to be submitted to the management; and
- (ix) A staff must attach invitation proof from the hosting institution during requesting for sabbatical/postdoctoral research leave.

2.3 Conditions Underlying Sabbatical/Postdoctoral Research Leave Where More Than One Staff is Applying for Leave

- (i) In recommending such applications, relevant department/college will use objective criteria including years of service since completion of PhD studies and years of service since last sabbatical/postdoctoral research leave;
- (ii) Those who have just completed a full triennium in administrative positions will be given priority; and
- (iii) Under no circumstances will the teaching activities in the Department/College will suffer as a result of sabbatical/postdoctoral research leave.

2.4 Report Format

On completion of sabbatical/postdoctoral research leave, a staff is required to submit comprehensive report within three months in the following structure;

- (i) Preamble (introduction);
- (ii) Objectives per original statements and expectations;
- (iii) Achievements reached;
- (iv) Constraints/problems encountered (if any);
- (v) Other activities conducted if any;
- (vi) A brief conclusion of the report;
- (vii) Attachments/appendices (list of actual outputs of the sabbatical/postdoctoral research leave) accompanied with information about the institution if any; and
- (viii) Prepared manuscripts on published papers (if any).

2.5 Benefits of Sabbatical/Postdoctoral Research Leave

- (i) Sabbatical/postdoctoral research leave shall be with pay hence the staff allowed for sabbatical/postdoctoral research leave shall enjoy his/her salary for all period of absence;
- (ii) Staff on sabbatical/postdoctoral research leave, his/her employment status, contract and benefits (e.g., health insurance) remain intact;

- (iii) Travel expenses for staff who has been granted Sabbatical/Postdoctoral Research Leave in order to work for international organization may be met by the country/organization concerned;
- (iv) No subsistence allowance shall be payable from Government funds;
- (v) Staff travel expenses for sabbatical/postdoctoral research leave granted in order to enable staff to pay visits to institutions around the world may be met by the country/institution concerned, a donor or by the Government;
- (vi) Staff is expected to return to his position (or an equivalent) at the end of sabbatical/postdoctoral research leave. If the University needs to lay off employees while they are on sabbatical/postdoctoral research leave, legal requirements will be followed accordingly;
- (vii) Taking a break from the daily work-related deadlines, responsibilities, and pressures can help replenish mental energy and restore creativity of staff. Staff who take a sabbatical/postdoctoral research leave may gain fresh experiences, perspectives, and skills that can fuel their personal and professional growth;
- (viii) Sabbatical/postdoctoral research leave also benefits the University since staff allowed can return with a higher level of engagement, renewed interest in their work, and a greater sense of well-being. New ideas and professional growth gained from their experiences can be used to improve the University;
- (ix) Sabbatical/postdoctoral research leave advantages can extend to colleagues. When staff leaves for a sabbatical/postdoctoral leave, their responsibilities are covered by other team members. This creates an opportunity for other staff to step in and gain valuable experience of their own. Team members who stretch their understanding of various roles may benefit the University by shaping a workforce that is more adaptable and resilient to unexpected challenges; and
- (x) A sabbatical/postdoctoral research leave can serve as an attractive benefit and help the University stand apart from its competition in its search for talent and retaining staff. With its ability to help staff

strengthen a positive attitude and growth mindset, a sabbatical/postdoctoral research leave can play a role in nurturing a positive University culture while potentially reducing resignation expenses.

2.6 Application Procedure for Sabbatical/Postdoctoral Research Leave

Approval for sabbatical/postdoctoral research leave shall follow the following application procedures:

- (i) A staff must obtain recommendations from the Head of Department/Principal/Director/DVC-ARC/DVC-PFA before forwarding a final request to the Vice Chancellor for further recommendations;
- (ii) The sabbatical/postdoctoral research leave shall be approved by the Permanent Secretary (Establishment) for staff other than Chief Executive Officer;
- (iii) The sabbatical/postdoctoral research leave for Chief Executive Officer shall be approved by the Chief Secretary;
- (iv) Applications for sabbatical/postdoctoral research leave shall be submitted to the Permanent Secretary (Establishment) through the employer for staff other than Chief Executive Officer who shall forward with recommendations indicating clearly the benefits expected therefrom;
- (v) Applications for sabbatical/postdoctoral research leave for the case of Chief Executive Officer shall be submitted to Chief Secretary through the Permanent Secretary (Establishments) who shall forward with recommendations indicating clearly the benefits expected therefrom;
- (vi) After the permit for sabbatical/postdoctoral research leave from Permanent Secretary (Establishments)/Chief Secretary has been obtained, the staff concerned shall fill in clearance forms and handover all pending assignments and responsibilities to the immediate supervisor; and
- (vii) Staff granted sabbatical/postdoctoral research leave is required to secure necessary travelling permits from relevant authorities before departure.

2.7 Roles of Key Stakeholders

2.7.1 Individual Staff Member

All staff are required to understand and internalize the goals, objectives, and directives of this Guidelines so as to abide to the implementation procedures; specifically, staff members are supposed to:

- (i) Take primary responsibility in acquiring or improving job-related competencies;
- (ii) Provide proof of engagement to host institutions/organizations on arrival;
- (iii) Use the knowledge and skills gained from sabbatical/postdoctoral research leave diligently and effectively for the benefit of MUST;
- (iv) Comply with Sabbatical/Postdoctoral Research Leave Guidelines including among others completing leave on due time;
- (v) Submission of regular progress report to the Management contrary to which disciplinary measures may be imposed;
- (vi) Submit certificate/recommendation report from the sabbatical/postdoctoral research leave host institutions/organizations; and
- (vii) Submit a sabbatical/postdoctoral research leave report **(See a format in Appendix (SLG 1 & 2))**.

2.7.2 Principals/Directors/Head of Departments

- (i) Supervise provision of on job training to fellow staff on return from sabbatical/postdoctoral research leave;
- (ii) Support provision of sabbatical/postdoctoral research leave opportunities for staff new talent, skills and knowledge;
- (iii) Evaluate the effectiveness of activities performed by the staff during sabbatical/postdoctoral research leave;
- (iv) Recommend all applications for sabbatical/postdoctoral research leave from his/her subordinates;
- (v) Making follow up on the progress of staff attending sabbatical/postdoctoral research leave; and

- (vi) Initiating necessary procedures in the event of disciplinary issues involving his/her subordinates on sabbatical/postdoctoral research leave.

2.7.3 Human Resource Management Department

- (i) Facilitating the staff sabbatical/postdoctoral research leave issues and making sure timely reviews of Sabbatical/Postdoctoral Research Leave Guidelines;
- (ii) Following up progress of staff attending sabbatical/postdoctoral research leave within and outside the country;
- (iii) Coordinating sabbatical/postdoctoral research leave issues within and outside the country;
- (iv) Implementing Sabbatical/Postdoctoral Research Leave Guidelines according to approved recommendations;
- (v) Keeping records of all staff on studies inside and outside the country;
- (vi) Providing reports regarding to sabbatical/postdoctoral research leave in relevant meetings;
- (vii) Liaison with College/Directorates/Department and individual staff in handling sabbatical/postdoctoral research leave-related issues;
- (viii) Advise staff on sabbatical/postdoctoral research leave related issues accordingly; and
- (ix) Provide career counseling to staff.

2.7.4 Deputy Vice Chancellors

- (i) Support provision of sabbatical/postdoctoral research leave opportunities for staff;
- (ii) Recommend all applications for sabbatical/postdoctoral research leave from Principals/Heads of Departments;
- (iii) Approve sabbatical/postdoctoral research leave travel permits of the staff; and release staff timely on behalf of Vice Chancellor;
- (iv) Advise the staff accordingly when sabbatical/postdoctoral research leave permit has not been granted by the Permanent Secretary (Establishment); and

- (v) Recommending necessary procedures in the event of disciplinary issues involving staff on sabbatical/postdoctoral research leave.

2.7.5 Vice Chancellor

The major roles of the Vice Chancellor on sabbatical/postdoctoral research leave shall be to:

- (i) Provide recommendations on candidates' application for sabbatical/postdoctoral research leave to institutions;
- (ii) Recommend to the Permanent Secretary (Establishment) requests for sabbatical/postdoctoral research leave for approval;
- (iii) Approve sabbatical/postdoctoral research leave travel permits of the staff; and release staff timely;
- (iv) Advise the staff accordingly when sabbatical/postdoctoral research leave permit has not been granted by the Permanent Secretary (Establishment);
- (v) Ensure compliance with the set agreement related to sabbatical/postdoctoral research leave; and
- (vi) Allow/disallow appeals from applicants in the event the staff has not been recommended for sabbatical/postdoctoral research leave.

2.7.6 Permanent Secretary (Establishment)

The major roles of the Permanent Secretary (Establishment) on sabbatical/postdoctoral research leave shall be to:

- (i) Receive recommendations on sabbatical/postdoctoral research leave requests from institutions;
- (ii) Approve/disapprove sabbatical/postdoctoral research leave requests;
- (iii) Recommend to the Chief Secretary the Chief Executive Officer requests for sabbatical/postdoctoral research leave for approval;
- (iv) Advise the Institutions accordingly when sabbatical/postdoctoral research leave permit has not been granted;
- (v) Ensure compliance with the set Sabbatical/Postdoctoral Research Leave Guidelines; and

- (vi) Receive, deliberate and advise accordingly on appeals from employees in the event the staff is not satisfied with Institution's recommendations for sabbatical/postdoctoral research leave.

3. MONITORING AND EVALUATION

3.1 Monitoring System

Monitoring will be used as a continuous feedback system involving the overseeing of periodic review of each activity at every level of implementation of the Guidelines. Monitoring system will focus on meeting the information needs of different key stakeholders. Specifically, it will ensure: -

- (i) Staff are responsible to make relevant registration as soon as possible and is subjected to verification by the employer;
- (ii) Staff who have been released to attend sabbatical/postdoctoral research leave shall be required to prepare a final report and submit to Vice Chancellor through HoD, Principal, DVCs; and
- (iii) The Human Resource Department shall make follow-up and ensure that the progress report from the institution is obtained periodically.

3.2 Evaluation System

Evaluation of the Guidelines shall be undertaken to measure relevance, efficiency and effectiveness of sabbatical/postdoctoral research leave function at MUST, identify challenges occurring and providing possible solutions.

REFERENCES

Harmonized Scheme of Service for Academic Staff (2022).

Standing Orders for the Public Service (2009).

MUST Staff Regulations (2023).

The Public Service Regulations, 2022.

LIST OF APPENDICIES

SLG: 1

**APPLICATION LETTER FOR SABBATICAL/POSTDOCTORAL RESEARCH LEAVE
(INTERNAL)**

MR/MS.....
P.O.Box.....
Date

To:
Vice Chancellor,
Mbeya University of Science and Technology,
P.O.Box 131,
Mbeya

u.f.s DVCARC/DVCPFA
Mbeya University of Science and Technology,
P.O.Box 131,
Mbeya

u.f.s Principal
College of
Mbeya University of Science and Technology,
P.O. Box 131,
Mbeya

u.f.s Head of.....
Mbeya University of Science and Technology,
P.O. Box 131,
Mbeya

Dear Sir

**RE: APPLICATION FOR SABBATICAL/POSTDOCTORAL RESEARCH
LEAVE AT.....FOR FINANCIAL
YEAR.....**

The caption above is referred

I.....with check number.....being the employee of Mbeya University of Science and Technology as.....(designation) in the Department of; I have a great honour to request for Sabbatical/Postdoctoral Research Leave after having secured a place for research in the area ofatfor financial year

....., the duration of Sabbatical/Postdoctoral Research Leave is expected to be months starting fromto

Yours sincerely,

.....
.....

MAOMBI YA SABBATICAL/POSTDOCTORAL RESEARCH LEAVE

MR/MS.....
 S.L.P.....
 MBEYA
 TAREHE.....

KATIBU MKUU
 MENEJIMENTI YA UTUMISHI WA UMMA NA UTAWALA BORA
 MJI WA SERIKALI MTUMBA
 MTAA WA UTUMISHI
 S.L.P 670
DODOMA

KUP: MAKAMU MKUU WA CHUO,
 CHUO KIKUU CHA SAYANSI NA TEKNOLOJIA MBEYA,
 S.L.P 131,
MBEYA

**YAH: MAOMBI YA KIBALI CHA LIKIZO YA SABBATICAL/POSTDOCTORAL
 RESEARCH KWENYE TAASISI YA.....NCHINI
KUANZIA TAREHE.....HADI TAREHE
**

Tafadhali rejea mada tajwa hapo juu.

MimiMhadhiri/Mhandiri Mwandamizi/Profesa Mshiriki/Profesa mwenye cheki namba.....ninayefanya kazi katika Chuo Kikuu cha Sayansi na Teknolojia Mbeya nimefanikiwa kupata mwaliko wa kwenda kufanya utafiti katika Taasisi ya.....iliyoko nchini.....kwa muda wakuanzia tarehe.....hadi tarehe.....

Hivyo kwa barua hii, ninaleta ombi la kibali cha likizo ya Sabbatical/Postdoctoral Research Leave kwa kuzingatia sheria kanuni na taratibu zinavyoelekeza.

Wako mtiifu,

.....

Juma Abbas
Mhadhiri

**MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY
OFFICE OF THE VICE CHANCELLOR**

Telephone: +255 (0)25 2502861or 2503016/7
 Fax: +255 (0)25 2502302/0736608528
 E-mail: vc@mustnet.ac.tz
 must@mustnet.ac.tz
 Website: www.mustnet.ac.tz



P.O. Box 131,
 Mbeya,
 Tanzania.

In reply, please quote

Ref. No.

Date:

TERMS AND CONDITIONS OF SABBATICAL/POSTDOCTORAL RESEARCH LEAVE

MR/MS.....

u.f.s Head
 Department of

u.f.s Principal
 College of

Dear Mr/Ms.....,

**RE: TERMS AND CONDITIONS OF YOUR
 SABBATICAL/POSTDOCTORAL RESEARCH LEAVE**

I am pleased to inform you that the Permanent Secretary (Establishment) has been approved your request for Sabbatical/Postdoctoral Research Leave starting from.....to.....

The following are the main Terms and Conditions of your Sabbatical/Postdoctoral Research Leave and shall be read and construed together with the University Staff Training Policy and Operational Guidelines and other policies, circulars, directives, rules and regulations applicable to the University:

1. **Area of Research:**
2. **Institution and Country:**
3. **Duration:** months from to
4. **Sponsorship:** Your Sabbatical/Postdoctoral Research Leave will be fully funded by and by the Mbeya University of

Science and Technology. The University will support you by continuing paying your monthly salaries.

5. **Kindly note** that you will have to complete your Sabbatical/Postdoctoral Research Leave within this period.
6. **Submission of Comprehensive Research/Work Report:** On completion of Sabbatical/Postdoctoral Research Leave a staff member is required to submit a comprehensive Research/work report within three months to the Appointments and Human Resources Committee through Heads of Department/Principals which will review the report. Failure to submit a comprehensive Research/Work Report in time will result into disciplinary measures.
7. **Retention of University Owned Accommodation Facility:** If you are residing in a University owned facility, your family is allowed to continue residing during Sabbatical/Postdoctoral Research Leave.
8. **Completion of Sabbatical/Postdoctoral Research Leave:** To complete the research/work in accordance with the directions contained in this agreement and in accordance with such other directions as may be given to you by the University.
9. **Bond:** Upon your Sabbatical/Postdoctoral Research Leave you are expected to deliver the service to the University in a capacity appropriate to your qualifications for a period of at least three years from the date of completion of Sabbatical/Postdoctoral Research Leave failure of which you will be liable to reimburse salaries paid to you during your research work.
10. **Salary:** You will receive your full salary less statutory deductions.
11. **Leave:** You will not be eligible for your annual leave.
12. **Authorization to the Employer:** You are hereby authorizing the employer to enquire your research work progress directly from your institution.
13. **Annual Performance Appraisal:** You are required to fill in OPRAS Forms and submit timely to the Head of your Department as per laid down procedures.
14. **Proof of Engagement;** you are required to submit to the undersigned a copy of proof of engagement in the host institution not later than three (3) months from the date of your Sabbatical/Postdoctoral Research Leave contract letter.
15. **Acceptance:** If you accept the offer under these Terms and Conditions, we kindly request you to sign three copies and return two copies to the undersigned.

The Mbeya University of Science and Technology wishes you success in your academic pursuits.

Yours sincerely,

Prof.
Deputy Vice Chancellor – ARC

- c.c: Vice Chancellor – on file
- c.c: Deputy Vice Chancellor - PFA
- c.c: DF – on file
- c.c: Director, AHRM – on file
- c.c: CIA – on file

Acceptance of Terms and Conditions for Sabbatical/Postdoctoral Research Leave

I,accept/do not accept the Terms and Conditions of the Sabbatical/Postdoctoral Research Leave as stipulated in this letter.

Signature: Date:

Signed before: *(To be signed in the presence of the Head, Legal Unit)*

Name.....

Designation.....

Signature.....

Date.....

**STAFF SABBATICAL/POSTDOCTORAL RESEARCH LEAVE CONTRACT /
BONDING AGREEMENT**

THIS AGREEMENT is made on the _____ day of _____, 20____.

BETWEEN:

1. Mbeya University of Science and Technology of P.O. Box Mbeya
(Hereinafter called the “EMPLOYER”)

And

_____ with Check **No.** _____ of P.O. Box _____
(hereinafter called the “STAFF”)

NOW THIS AGREEMENT WITNESSETH as follows:

1. The Staff agrees:

- (a) To report back after successful completion of Sabbatical/Postdoctoral Research Leave and work for the Authority at least 3 or 5 years after completion research work or refund MUST total amount of money remitted for the purpose.
- (b) Not to terminate his employment while on study leave or immediately after Sabbatical/Postdoctoral Research Leave.
- (c) A staff will not be allowed to change the work Institution without prior consultation with the employer when this happens disciplinary measures against the staff will be instituted.
- (d) Staff will be required to submit a compressive research work accomplished to the Employer at the end of Sabbatical/Postdoctoral Research Leave.
- (e) Submission of compressive research work accomplished shall not guarantee promotion alone, other Governmental directives shall be considered.

2. The employer agrees:

- a) To assign successfully staff related responsibilities upon reporting back so as to enhance the skill gained.
- b) To assign successful staff a pay relevant to the skill and capabilities gained whenever the need arises and as per Government directives.
- c) To continue pay salaries to eligible staff before and after return from Sabbatical/Postdoctoral Research Leave.

IN WITNESS WHEREOF the said parties hereto have hereunto set their hands and seal the day and year first above written.

Signed, sealed and delivered by;

Employee name

Signature

Date

Witness Name

Signature

Date

Employer name

Signature

Date

Witness Name

Signature

Date

APPROVAL

At its 33rd Meeting held on 10th day of August 2023, the Appointment and Human Resource Management Committee (AHRMC) of Mbeya University of Science and Technology RECEIVED, DISCUSSED and APPROVED the Sabbatical/Postdoctoral Research Leave Guidelines.

Prof. Aloys N. Mvuma

CHAIRPERSON

Devota Sanga

SECRETARY

