

BABCOCK UNIVERSITY
HUMAN RESOURCES DEPARTMENT
EMPLOYEE CLEARANCE FOR POSTGRADUATE STUDIES

AIM OF PG SCHOOL (Manpower development perspective):

1. Upgrade current capable Faculty to obtain up to a terminal degree
2. Select current capable and qualified Staff to transit into Faculty in needed academic areas
3. Upgrade current capable Staff in their areas of assignment

POLICY GUIDELINE (STAFF)

4. New employee (Level 8 and above) work at least two years before applying to study
5. After Completion of BA/BSc/MA/MSc work for two years before applying to study for additional qualification (Else, take Leave of absence, sponsor self and re-apply).

EMPLOYEE INFORMATION

6. Full Names of Employee _____
SURNAME First Middle
7. Cell Phone Number _____ E-Mail Address _____
8. Residential Address _____

BU WORK PROFILE:

9. Date you began work at Babcock University as a Regular Worker _____
10. Qualification at employment _____ Date obtained _____ Rank _____
11. Post employment qualification _____ Date Obtained _____ Attach ADCOM approval _____
12. Promotions at BU: Year _____ Rank _____ Year _____ Rank _____
13. Have you been Queried/Disciplined at BU? Yes _____ No _____ If yes,
14. State the Date _____ and Incident _____
(continue overleaf)
15. Have you ever been given an Award at BU? Yes _____ No _____
16. State the Date _____ and Nature of Award _____

PERSONAL WORK HISTORY AT BU (17)

Dates	Designation	Department	Head of Dept	Division	Principal Officer
_____ to _____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

EDUCATIONAL RECORD: (18)

Year	Cert/Dip/Degree Std/Prm 6 WAEC/NECO	Institutional Name & Address	Field of Study
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

POSTGRADUATE APPLICATION:

- 19. Current academic/professional Dept of work assignment _____
- 20. Academic Department of Postgraduate application _____
- 21. Department you intend to work in after Postgraduate Studies _____
- 22. Attach one page type-written proposal on how the Postgraduate work in your chosen area will enable you to contribute maximally to the advancement of Babcock University.
- 23. Are you currently on any Postgraduate programme? Yes _____ No _____
- 24. Date you began programme _____ Date of ADCOM approval _____ (attach copy)
- 25. Name of Institution _____ Course of Study _____
- 26. What do you intend to do with the programme? _____

27. Clearance from intended New Department to guarantee relevance and future placement
New HOD/U _____ Comment _____
Signature and Date _____

28. Clearance from intended New Division Principal Officer
Division Principal Officer _____ Comment _____
Signature and Date _____

29. Recommendation from current Department to guarantee release and future replacement
Current HOD/U _____ Comment _____
Signature and Date _____

30. Recommendation fo current Division Principal Officer
Current Division Principal Officer _____ Comment _____
Signature and Date _____

“I, _____ certify that all the information I have given above are true.”

Signature _____ Date _____

31. RECOMMENDATION OF HUMAN RESOURCES COMMITTEE TO ADCOM:
(Based on Employee track record, policy compliance and service record)

Application Recommended by HRC: Action No. _____ Date _____

Application Denied by HRC: Action No. _____ Date _____

Signed by Director, Human Resources (HRC) _____ Date _____

32. APPROVED BY BABCOCK UNIVERSITY ADCOM: Action No _____ Date _____

33. DISAPPROVED BY BABCOCK UNIVERSITY ADCOM: Action No _____ Date _____

Signed by Registrar (for ADCOM) _____ Date _____

N.B. A BOND DOCUMENT WILL BE SIGNED BY ALL BENEFICIARIES.