



GHANA ATOMIC ENERGY COMMISSION

3. Give your assessment, even if it is of a preliminary nature, of the program so far. Please comment specifically on the extent to which the program has impacted and prepared you to contribute to the advancement of the Commission on your return (or to your institute, if applicable):

Start date for next semester:

End date for next semester:

Signed:

Date:

*Name of Supervisor:

*¹Name of Department Head

Position of supervisor:

Email/Telephone No.

Email/Telephone No:

¹ Either one will be suitable



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Supervisor's comments:

Signed:

Date:



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NOTES

1. Note that this document serves as a cover paper for the member of staff's periodic Academic Study Leave report. Members of staff shall at all times attach a detailed report a completed Academic Study Leave Output Form before same will be considered by the Commission.
2. The report must be typewritten, cover the summary of activities/courses undertaken in reasonable detail, and should be contained within the single page format. The form is available from the Commission website. All reports should be submitted electronically to the institutes with OLA in copy @ ola@gaecgh.org
3. Members of staff who have been granted Academic Study Leave should provide the Commission through the Head of Department/Institute and the Office of Legal Affairs, within one month of the completion of the applicable semester, an account of what has been achieved during that period in relation to the programme set out in the application for leave. Ideally, the report should be structured round (a) original aims, (b) work undertaken, and (c) outcomes achieved/expected. If the activities undertaken during the period of Academic Study Leave have been substantially different from those contained in the original proposal, a clear explanation of the reasons for the change must be provided.
4. All reports must be submitted within one month of the completion of the semester of Academic Study Leave; failure to do so will result in an individual's eligibility to enjoy all employee benefits including but not limited to salaries.
5. Staff should indicate all publications to date that have resulted or will result from Academic Study Leave (indicating prospective dates). It should be made clear whether a publication has been submitted or accepted or is in press.
6. The report must be completed by the member of staff and passed to the Supervisor, who must be satisfied that the objectives originally set out in the Academic Study Leave have been substantially met or, if not, that the reasons for any substantial change are acceptable and that publications or other agreed outcomes will result. The Supervisor's comments should be recorded on the form before it is forwarded to the Commission for onward processing.
7. Where a member of staff has not been assigned a supervisor or the assigned supervisor is not available for various reasons, evidence of same must be attached to the report and the report signed by the Head of Department in his/her stead.
8. A member of staff must have had all the report from a previous period of Academic Study Leave accepted by the Commission in order to be eligible to apply for future leave.