



SD DOMBO UNIVERSITY OF
BUSINESS AND INTEGRATED
DEVELOPMENT STUDIES

(SDD-UBIDS)

STAFF DEVELOPMENT AND CONFERENCES POLICY

MAY, 2024

FOREWORD

The Staff Development and Conferences Policy is a comprehensive document designed to facilitate the growth and professional development of our university staff, embodying our commitment to excellence and continuous learning.

In an era where educational demands and the skills required for effective university administration and teaching are rapidly evolving, our policy seeks to ensure that our staff not only keep pace with these changes but also lead in innovation and expertise. The formulation of this policy reflects the collaborative efforts of our distinguished committee members and the invaluable guidance of our Vice-Chancellor, Prof. Emmanuel Kanchebe Derbile, and Ag. Pro Vice-Chancellor, Prof. Osumanu Issaka Kanton.

This policy outlines various opportunities for our staff, including study leaves, sabbaticals, fellowships, and participation in conferences and workshops, all aimed at enhancing their capabilities and aligning with the strategic objectives of SDD-UBIDS. We believe that investing in our staff's development is not just an investment in their personal growth but in the broader academic and administrative excellence of the University.

As we implement this policy, we reaffirm our commitment to fostering an environment of fairness, equal opportunity, and strategic development, which we trust will contribute significantly to both personal and institutional achievements. Our ultimate goal is to cultivate a workforce that is not only highly skilled and knowledgeable but also motivated and equipped to meet the challenges of the future.

Thank you for engaging with this forward-looking policy, which promises to shape a vibrant and dynamic future for all at SDD-UBIDS.

Prof. Emmanuel Kanchebe Derbile

Vice-Chancellor

May, 2024

CONTENTS

Foreword	ii
Acknowledgement	vii
Preamble	viii
Policy Statement	ix
Objectives of the Policy	x
Purpose of the Policy	xi
1. Responsibilities for Staff Development	1
1.1 Policy Implementation	1
1.1.1 Responsibilities of Managers	1
1.1.2 Responsibilities of the Directorate of Human Resource	2
1.1.3 Responsibilities of Individual Staff Members	2
Approval by the University	3
Coverage	3
Staff Development and Conferences Committee	3
Study Leave	3
1.2 Study Leave with Pay	3
1.2.1 Eligibility for Study Leave with Pay:	4
1.2.2 Procedure for the Grant of Study Leave with Pay	4
1.2.3 Conditions for the Grant of Study Leave with Pay	6
1.3 Study Leave without Pay	7
1.3.1 Eligibility for the Grant of Study Leave without Pay	7
1.3.2 Procedure for the Grant of Study Leave without Pay	7

1.3.3	Conditions for the Grant of Study Leave without Pay	9
1.4	Sabbatical Leave and Fellowship for Senior Members	10
1.4.1	Eligibility for Sabbatical Leave and/or Fellowship	11
1.5	Procedure for Sabbatical/Fellowship for Senior Members	11
	Other Forms of Training Programmes	12
1.5	Part-Time Study, Distance, Week-End, Parallel, Virtual/ Online and Sandwich Programmes	12
1.6	Staff-initiated Training	12
1.6.1	Eligibility for Staff-Initiated Training	13
1.6.2	Guidelines and Procedure for Staff-Initiated Training	13
1.7	In-Service Training and Refresher Courses	14
1.8	Conferences, Workshops and Seminars	15
1.9	Bonding Period for Further Studies/Fellowship for Senior Members	18
1.10	Budget	20
1.11	Review of Policy	20
	Bibliography	21

LIST OF TABLES

Table 1: Bonding period for full sponsorship	18
Table 2: Bonding period for partial sponsorship	18

ACKNOWLEDGEMENT

The Staff Development and Conferences Policy Committee would like to thank the Management of the University for the opportunity to serve the SD Dombo University of Business and Integrated Development Studies (SDD-UBIDS). The Committee is particularly grateful to the Vice-Chancellor, Prof. Philip Duku Osei and the Pro Vice-Chancellor, Prof. Emmanuel K. Derbile for their support in preparing this document. All members of the Committee are duly acknowledged for their selfless and dedicated service in the development of the Staff Development and Conferences Policy for SDD-UBIDS. They are: Prof. Africanus L. Diedong (Chairman), Prof. George E. Ditsa, Dr. John Bosco B. Sumani, Dr. Adams Abdulai, Mr. Paul T. Saayir, Mr. Abdul-Moomen Pantah, Mr. Laryea Jonas Sowah, Mr. Lwanga S. Bagonluri, Mr. Miller William Appau, Mr. Mumuni Abdul-Kadiri and Mr. Fidelis Z. Tang (Secretary).

It is also with great pleasure and honor that we introduce to you that, the comprehensive report was meticulously reviewed by the esteemed members of the academic board sub-committee. The panel, made up of Prof. William Angko (Chairman), Prof. Abdul-Kadir Yahaya, Dr. Lea Anzagra, Dr. Adams Abdulai, and Mr. Fidelis Z. Tang (Secretary), dedicated their expertise and time to assess the contents of this report. Their collective knowledge and discerning insights have undoubtedly enriched the quality and credibility of the document. We are confident that their thoughtful review has further solidified the integrity and significance of the findings presented.

PREAMBLE

Staff development covers all the policies, practices and procedures used to develop the knowledge, skills and competencies of staff to improve the effectiveness and efficiency of individual staff and the University. Staff development and conferences policy covers all guidelines, practices and measures used to advance staff knowledge, skills, and aptitudes to increase the efficacy and productivity of both employees and the University. These may include self-study, professional conferences, accredited online learning, workshops, seminars, on-the-job learning or training and planned experiences. The University will assist its staff through diverse means, based on the availability of funding and identified needs of the University. The gaining of skills, knowledge, competencies and the development of managerial and leadership know-how is critical for the effective management of the University.

In line with the Act establishing the University (SDD-UBIDS Act 1001, 2019), the University recognises that human resource development is not only important to achieve set goals, but also contributes to the growth of a responsive, supportive and well-managed University. The University is keen to ensure a continuous learning environment for its employees. This is to ensure that all stakeholders of the University are served by a skilled, well-trained and professional workforce.

POLICY STATEMENT

The Staff Development and Conferences Committee shall review all applications for further training and for conferences and fellowships and make recommendations to the Vice-Chancellor for further action. Employees have the responsibility of consulting their supervisors about their training and career needs. Therefore, it is important that Heads of Departments/Units/Sections have workforce development plans and coordinate such plans well in consultation with the Directorate of Human Resource of the University.

As much as possible the management of SDD-UBIDS shall afford training and development opportunities to all employees in a fair and equitable manner, to enable them to be more productive and professionally effective. Approval of applications for further studies, conferences, fellowships and refresher programmes will be based on department/unit/section prioritized needs, applicant's qualifications, annual assessment results and availability of funds.

OBJECTIVES OF THE POLICY

- i. To provide a mechanism for staff to gain skills, knowledge, experiences and expertise to contribute to the growth of the University and their careers.
- ii. To offer suitable learning opportunities to meet the professional needs of employees and help the University to fulfil its mission.
- iii. To create favourable conditions for the University to attract, retain, motivate and develop its staff.
- iv. To fashion out an encouraging work atmosphere and increase employee fulfilment and engagement.

PURPOSE OF THE POLICY

This policy applies, with the exception of adjunct, post-retirement, and part-time employees, to all groups of employees, regardless of service differences, seniority levels, work designs, and any other characteristics. The application of this policy will take into account the SDD-UBIDS' commitment to equal opportunity. As a guide, for resourcing purposes, at least five (5) working days per year are recommended for individual employees to engage in knowledge and growth activities based on the needs of the University. Developmental activities that are not related to an employee's work role or the goals of the University are not addressed in this policy.

1. RESPONSIBILITIES FOR STAFF DEVELOPMENT

Deans/Directors/Heads of Departments/Unit Heads/Section Heads (herein referred to as “Managers”) are primarily responsible for development of their staff.

1.1 POLICY IMPLEMENTATION

Deans/Directors/Heads of Department/Unit/Section are primarily responsible for implementing the Staff Development and Conferences Policy by ensuring that staff under them are given appropriate opportunities to develop in line with laid down rules and regulations, processes and procedures of the University.

1.1.1 RESPONSIBILITIES OF MANAGERS

Managers are responsible for the following:

- i. Taking cognizance of strategic pillar two (2) - human resource of the Strategic Plan of SDD-UBIDS, 2021-2025 and the unified condition of service of unionized staff of public universities of Ghana (2008). It shall be the duty of managers to identify and prioritise learning and development needs of their respective faculties, directorates, departments, units and sections in tandem with their respective workforce development plans.
- ii. Managers are responsible for assessing individual employee’s learning and training needs.
- iii. In relation to current and future job requirements, managers shall take proactive steps aimed at fostering the academic and professional development needs of their respective faculties, departments/units/sections.

1.1.2 RESPONSIBILITIES OF THE DIRECTORATE OF HUMAN RESOURCE

The overarching goal of the Directorate of Human Resource of SDD-UBIDS shall be geared toward building and sustaining a well-coordinated and integrated relationships with internal providers in order to:

- i. Provide appropriate support to all internal providers to enhance their response to staff development needs.
- ii. Provide consulting services to internal providers and university staff in the area of employee development.
- iii. Sustain active collaboration with internal providers and unions to ensure that individual and team goals are driven by suitable development activities.
- iv. Provide mechanisms to ensure correct training records are preserved.
- v. Advise on outsourcing staff development interventions.
- vi. Evaluate employee development activities to assure quality and cost-effectiveness.
- vii. Report to the Staff Development and Conferences Committee on employee development activities and issues.

1.1.3 RESPONSIBILITIES OF INDIVIDUAL STAFF MEMBERS

- i. Employees need to take initiatives towards their professional development by making feasible proposals to their supervisors for further action.
- ii. Employees need to be open and transparent by sharing relevant information about staff development needs in their areas of expertise with their supervisors to enable them (supervisors) take informed decisions on paving the way for staff to access learning and training opportunities.
- iii. Employees who are offered learning and training opportunities are required to submit periodic reports on the progress of their learning activities to their supervisors for further action.

APPROVAL BY THE UNIVERSITY

Individuals pursuing academic/training programmes without the approval of SDD-UBIDS shall not be upgraded after their programme. Such individuals may apply and compete for higher positions in case there is a vacancy in the University

COVERAGE

The policy covers all confirmed Junior/Senior Staff and Senior Members of SDD-UBIDS.

STAFF DEVELOPMENT AND CONFERENCES COMMITTEE

In line with the operational procedures of SDD-UBIDS and Schedule B 16 of the Statutes of the University, the Staff Development and Conferences Committee shall review all applications submitted by staff to go for further studies, a fellowship, a sabbatical leave or to attend a conference geared towards enhancing workforce performance and the overall development of the University. Therefore, the Committee shall vet all applications and report their recommendations to the Vice-Chancellor for further action.

STUDY LEAVE

There shall be two types of study leaves:

- a. Study leave with pay, and
- b. Study leave without pay.

1.2 STUDY LEAVE WITH PAY

A staff shall benefit from study leave with pay for programmes in local or overseas educational institutions. Such staff shall be deemed to be on duty and is therefore entitled to salary, other benefits and entitlements as specified in the condition of service of the University while on the programme. Such staff should not hold any position of responsibility.

The authority for approving the grant of study leave with pay is the Vice-Chancellor, working on the recommendation of the Staff Development and Conferences Committee.

1.2.1 ELIGIBILITY FOR STUDY LEAVE WITH PAY:

A staff is eligible for study leave with pay if such staff:

- a. is a permanent staff;
- b. has been confirmed in the appointment;
- c. has served the University for a period of not less than three (3) continuous years;
- d. has completed serving a previous bond where applicable;
- e. However, the requirement in paragraph (1.2c) may be waived in the case of beneficiaries of scholarship or fellowship awarded by the Ghana Government or local and international bodies.
- f. In determining eligibility for study leave with pay, preference shall be given to a staff who is a first-time applicant over a previous beneficiary as well as on first come, first serve basis.

1.2.2 PROCEDURE FOR THE GRANT OF STUDY LEAVE WITH PAY

- a. A staff shall apply for the grant of study leave, at least three months before the commencement of the programme, with the following supporting documents:
 - i. admission letter for the programme;
 - ii. first appointment letter; and
 - iii. last promotion letter, if necessary.
- b. statement of the objectives and scope of the programme and its relevance to the mandate of the University and the duties and responsibilities of the applicant.
- c. In the case of academic staff, the Head of Department shall thoroughly examine the application in the first instance and

forward it with comments to the Staff Development and Conferences Committee through the Dean for consideration. The comments of the Head of Department shall cover the following:

- i. the applicant's status (whether confirmed or not);
- ii. the number of years of service with the University;
- iii. the place, content and duration of the course;
- iv. the relevance of the course to the applicant's work and the University's core mandate;
- v. the details of courses attended by the applicant within the last one (1) year;
- vi. the cost of funding for participation in the programme;
- vii. the details of the applicant's outstanding financial or other obligations to the University and Government, if applicable;
- viii. whether there is a pending disciplinary case against the applicant;
- ix. an undertaking by the applicant to successfully complete the course and return to the University and
- x. whether a bonding agreement between the University and the applicant has been signed by both parties to the agreement.

In the case of non-academic staff, the Director of Human Resource shall thoroughly examine the application in the first instance and forward it with comments to the Staff Development and Conferences Committee through the registrar for consideration. The HR Director comments shall cover provision of C i-x.

After consideration by the Staff Development and Conferences Committee, the application shall be forwarded to Vice-Chancellor for approval at least one month before the commencement date of the course. The applicant shall prepare and submit handing over notes to a designated staff.

1.2.3 CONDITIONS FOR THE GRANT OF STUDY LEAVE WITH PAY

- a. Study leave with pay may be granted on condition that the programme of study is relevant and well aligned with the strategic academic and professional goals and plans of SDD-UBIDS and the applicant's Department/Unit/Section in particular.
- b. Study leave approval shall be subject to the signing of a bonding agreement by the employer and the applicant.
- c. The approved programme shall not be changed without the written permission of the University.
- d. A beneficiary shall not, on completion of the approved programme pursue an additional programme of study without explicit approval from the University.
- e. The facility will be enjoyed for the normal duration of the course and the continued enjoyment of the facility is dependent on the beneficiary's satisfactory performance while on the programme.
- f. The beneficiary shall cause to be transmitted by the training institution to the Registrar of SDD-UBIDS, semester/trimester reports on the performance of the beneficiary during the programme of the training.
- g. A beneficiary shall not modify the duration of the programme without the written permission of the University.
- h. In the event of a breach of the conditions spelled out above, the promotion of the beneficiary shall be put on hold for the number of years that the beneficiary was on the study leave and similarly, a certificate acquired by the beneficiary in the event of a change in programme may be considered based on the needs of the University; and
 - i. The period of study leave with pay is leave-consuming and not leave-earning, that is, no leave credits are earned for the period of the study leave.

- ii. The beneficiary shall complete the programme within its duration. However, staff may apply for extension between six (6) months and one (1) year depending on the level of the programme (i.e., up to six (6) months for non-PhD and its equivalent programmes and up to one (1) year for PhD and its equivalent programmes. The decision to apply for extension must be communicated to the Staff Development and Conferences Committee at least three months to the commencement of the extension requested through the applicant's head of Department/Section/Unit. The applicant shall attach to the notice, a progress report from his or her supervisor indicating the work done, what remains to be done and the time within which the remaining work is expected to be completed.

1.3 STUDY LEAVE WITHOUT PAY

A staff shall be granted a study leave without pay as an alternative in a situation where study leave with pay cannot be granted. The grant of study leave without pay is subject to the approval by the Vice-Chancellor based on the recommendation of the Staff Development and Conferences Committee. Such staff should not hold any position of responsibility.

1.3.1 ELIGIBILITY FOR THE GRANT OF STUDY LEAVE WITHOUT PAY

A staff is eligible for study leave without pay if such staff meets the criteria specified in subsection 1.2.1.

1.3.2 PROCEDURE FOR THE GRANT OF STUDY LEAVE WITHOUT PAY

The following procedure shall apply for the grant of Study Leave without pay:

- a. The application for the grant of Study Leave without pay shall be accompanied with the following supporting documents:
 - i. admission letter for the programme;

- ii. first appointment letter into the University;
 - iii. last promotion letter, if necessary;
 - iv. a statement of the objectives and scope of the course and its relevance to the mandate of the University and the duties and responsibilities of the applicant.
- b. In the case of academic staff, the Head of Department shall thoroughly examine the application in the first instance and forward it with comments to the Staff Development and Conferences Committee through the Dean for consideration. The Head of Department's comments shall cover the following:
- i. applicant's status (whether confirmed or not);
 - ii. number of years of service with the University;
 - iii. place, content, and duration of the programme;
 - iv. details of courses attended by the applicant within the previous one (1) year;
 - v. statement or evidence of ability to fund the course;
 - vi. the details of the applicant's outstanding financial or other obligations to the University and Government, if applicable and
 - vii. whether there is a pending disciplinary case against the applicant.
- c. In the case of non-academic staff, the Director of Human Resource shall thoroughly examine the application in the first instance and forward it with comments to the Staff Development and Conferences Committee through the Registrar for consideration. The HR Director comments shall cover provisions of Ci-x (see p.5):
- d. After the consideration of the application by the Staff Development and Conferences Committee, the application shall be forwarded to Vice-Chancellor for consideration at least one month before the commencement date of the programme.

- e. On approval of the application, the Head of Finance shall be requested to initiate the necessary steps to suspend payment of the salary of the applicant.
- f. The applicant must prepare and submit handing over notes to a designated staff.

1.3.3 CONDITIONS FOR THE GRANT OF STUDY LEAVE WITHOUT PAY

- a. Study leave without pay may be granted on condition that the programme of study is relevant and well aligned with the strategic academic and professional goals and plans of SDD-UBIDS and the applicant's Department/Unit/Section in particular.
- b. Approval of study leave without pay shall be subject to the signing of a bonding agreement by the employer and the applicant.
- c. The approved programme shall not be changed without the written permission of the University.
- d. A beneficiary shall not, on completion of the approved programme pursue an additional programme of study without explicit approval from the University.
- e. The facility will be enjoyed for the normal duration of the course and the continued enjoyment of the facility is dependent on the beneficiary's satisfactory performance while on the programme.
- f. The beneficiary shall cause to be transmitted by the training institution to the Registrar of SDD-UBIDS, semester/trimester reports on the performance of the beneficiary during the programme of the training.
- g. A beneficiary shall not modify the duration of the programme without the written permission of the University.
- h. In the event of a breach of the conditions spelled out above, the promotion of the beneficiary shall be put on hold for the number of years that the beneficiary was on the study leave and similarly, a certificate acquired by the beneficiary in the event of

a change in programme may be considered based on the needs of the University; and

- i. The period of study leave without pay is leave-consuming and not leave-earning, that is, no leave credits are earned for the period of the study leave.
- j. The beneficiary shall complete the programme within its duration. However, staff may apply for extension between six (6) months and one (1) year depending on the level of the programme:
 - i. (i.e., up to six (6) months for non-PhD and its equivalent programmes, and
 - ii. up to one (1) year for PhD and its equivalent programmes.
 - iii. The decision to apply for extension must be communicated to the Staff Development and Conferences Committee at least three months to the commencement of the extension requested through the applicant's head of department/section/unit.
 - iv. The applicant shall attach to the notice, a progress report from his or her supervisor indicating the work done, what remains to be done and the time within which the remaining work is expected to be completed.

1.4 SABBATICAL LEAVE AND FELLOWSHIP FOR SENIOR MEMBERS

From time to time, the University grants leave of absence of various types to Senior Members who have become eligible for such leave. The general principles governing the granting of study/fellowship leave of any kind is subject to the staffing position and the schedule of work of a department. Study/Fellowship leave will not be granted merely because it is provided for in the Conditions of Service. Such staff should not hold any position of responsibility.

1.4.1 ELIGIBILITY FOR SABBATICAL LEAVE AND/OR FELLOWSHIP

- a. One-year Sabbatical Leave with pay may be granted after six years' continuous service without study leave;
 - i. Grantees are required to return to the service of the University for at least two academic years immediately after such leave.
 - ii. The period of absence under such leave shall be taken into account in calculating benefits under the superannuation scheme.
- b. Two-year sabbatical leave with pay may be granted after ten years' continuous service without study leave;
 - i. Grantees are required to return to the service of the University for at most three academic years immediately after such leave.
 - ii. The period of absence under sabbatical leave shall be taken into account in calculating benefits under the superannuation scheme.

1.5 PROCEDURE FOR SABBATICAL/ FELLOWSHIP FOR SENIOR MEMBERS

- a. A Senior Member who intends to take fellowship leave should consult his/her Head of Department/Unit/Section in the early stages of his/her plans (at least six months' notice should normally be given to the Head of Department) and thereafter submit an application to the Vice- Chancellor through the Head of Department.
- b. Such an application should include a statement of what the applicant expects to do, that the duration of the proposed programme, the time he/she wants to take the leave and any other necessary information.
- c. The Head of Department will forward the application through the Dean of the Faculty/School with his/her detailed comments to the Vice-Chancellor.

- d. No study/sabbatical leave or leave of absence will normally be granted within two academic years of recruitment or of return from study/fellowship leave.
- e. Where study leave of more than one year has been granted, the Senior Member concerned should send annual progress reports on his/her work to the Vice-Chancellor through his/her Head of Department.

OTHER FORMS OF TRAINING PROGRAMMES

1.5 PART-TIME STUDY, DISTANCE, WEEK-END, PARALLEL, VIRTUAL/ONLINE AND SANDWICH PROGRAMMES

- a. Staff pursuing part-time, distance, week-end, parallel, virtual/online or sandwich programmes are advised to inform the University before commencing the programme by writing to the Registrar through his or her Head of Department/Unit/Section.
- b. The applicant's department with the assistance of the Directorate of Academic Planning and Quality Assurance shall verify from the Ghana Tertiary Education Commission, the accreditation status of the programme and the institution.
- c. Staff pursuing part-time programme, leading to an award of a doctorate degree shall be given less course load or schedules to accommodate for his or her studies.
- d. The granting of scholarship for staff pursuing part-time and sandwich programmes shall be considered by the Staff Development and Conferences Committee after satisfying itself that it fits well into the professional and academic prospects of the applicant in particular and the Department/Unit/Section as a whole.

1.6 STAFF-INITIATED TRAINING

- a. In view of the growing desire of staff to add value to themselves to remain competitive in an environment of limited job

opportunities, there is an increasing number of staff who, through their own individual efforts, gain admission into institutions of higher learning and take up the payment of tuition and other fees themselves.

- b. This category of staff may be eligible for the payment of their salaries under this policy. The University may consider applications for part-time Staff-Initiated Training (SIT). The part-time training may include short-time courses, professional courses, sandwich undergraduate and postgraduate programmes, which are relevant to the staff's current job, duties, and responsibilities as well as the future career development of the staff.

1.6.1 ELIGIBILITY FOR STAFF-INITIATED TRAINING

An applicant should:

- a. have served the University for not less than two years (inclusive of the probation period).
- b. have exhibited good performance and conduct for the last two years.
- c. provide proof or justification that the proposed programme is relevant to the individual's current job or to a higher job in the University for which the individual has demonstrated potential.

1.6.2 GUIDELINES AND PROCEDURE FOR STAFF-INITIATED TRAINING

- a. A staff shall submit an application together with a duly completed training form and admission letter from the relevant training institution to the Director of Human Resources through the Head of the Department/Section/Unit, at least three months before the commencement of the programme and where the admission letter is not available within the specified period, it shall be submitted to the Director of Human Resource not later than the date of the commencement of the course.
- b. The Director of Human Resource shall collate all applications for training for submission to the Staff Development and Conferences

Committee and for the latter to send its recommendations to the Vice-Chancellor of the University for consideration within a month.

- c. The staff shall not, under any circumstances proceed with any training without the approval of the appropriate authority.
- d. The acquisition of a qualification through SIT shall place the staff at appropriate level of the qualification. However, where the programme is considered relevant, promotion, upgrading or conversion shall be based on the availability of vacancy.
- e. In the case of a staff who undertakes part-time study, that staff shall redeem the financial assistance and or time taken off the job by serving the University for at least one year after attaining the relevant qualification.

Staff who have already enrolled on master's or doctorate programme before joining SDD- UBIDS as new staff or from UDS shall be allowed to continue their programme. Staff are however, advised to inform the University about the programme by writing to the Registrar through their Heads of Department/Section/Unit. After completion of studies, they shall be given due consideration for upgrade, promotion, placement or conversion with the new certificate. The staff is, however, expected to complete his or her mandatory probationary period before submitting the additional certificate to the University.

1.7 IN-SERVICE TRAINING AND REFRESHER COURSES

- a. The University shall develop its staff through in-service training and refresher courses in order for staff to be introduced to new processes, trends and methodologies through continuous professional education.
- b. The University shall organise in-service training and allow employees to attend refresher courses after needs assessment has been conducted.
- c. It shall be the responsibility of Heads of Department/Section/Unit to identify their employees' training needs.

- d. Heads of Department shall submit training needs of their staff for the ensuing year to the Human Resource Director so that it can be factored into the University's budget.
- e. The Dean in consultation with each Head of Department/Section/Unit shall identify and draw the appropriate training programme(s) for the Department/Section/Unit.
- f. The HR Director shall submit comprehensive training objectives, needs and programmes of the University to the Staff Development and Conferences Committee through the Registrar for consideration and necessary action.
- g. Where a training programme is approved, it shall be the joint responsibility of Heads of Department/Section/Unit and the Human Resource Director to see to its implementation.
- h. Employees who benefit from the University in-service training or refresher courses shall be required to submit a written report to their Heads of Department/Section/Unit after the programme.
- i. It shall be the responsibility of the Head of Department/Section/Unit, working in consultation with the Human Resource Directorate, when necessary to identify appropriate resource persons/facilitators to address the staff training needs identified.

1.8 CONFERENCES, WORKSHOPS AND SEMINARS

- a. The University shall provide opportunity for all staff to attend both academic and professional conferences, workshops and seminars as a way of developing their capabilities and adapting to changes in the working environment. Such opportunities given to staff by the University shall be in the form of partial or full sponsorship. They shall be deemed to be relevant and pertinent for the realisation of the vision, mission and strategic plans of SDD-UBIDS.
- b. In the case of full sponsorship, SDD-UBIDS shall pay all expenses in connection with the conference, workshop or the seminar. For partial sponsorship, the University shall pay the registration fees and transportation cost. In both instances, the quantum

of sponsorship package shall be determined subject to the availability of funds budgeted for such conferences, workshops and seminars

- c. To qualify for full sponsorship, the applicant should have served SDD-UBIDS for not less than four (4) years, while partial sponsorship shall be given to employees who served for not less than three (3) years. Employees serving on the probation period as per their appointment letters shall not enjoy such benefits.
- d. Notwithstanding the provision in '1.6c', it must be emphasised that the University shall determine whether a full or partial sponsorship should be awarded to any staff depending on the availability of funds and cost of the conference, workshop or seminar.
- e. To apply for sponsorship, the applicant shall complete a conference, workshop or seminar application form which can be obtained from the Human Resource Directorate of the University
- f. The applicant shall submit the completed application form to the Staff Development and Conferences Committee through his or her Head of Department/Section/Unit.
- g. For academic conferences, the Staff Development and Conferences Committee shall prioritise applications where there is evidence that the applicant is presenting a paper and he/she is the lead author in case of joint authorship. The paper to be presented at the conference shall be attached to the application. This is applicable to both academic and non-academic staff.
- h. For professional conferences, the Staff Development and Conferences Committee shall prioritise applications where there is evidence that the applicant is a qualified member in good standing with the professional body for both academic and non-academic staff.
- i. For international conferences, the University shall not sponsor more than two (2) persons in the same department. This is to ensure even distribution of funds so that no department is disadvantaged.

- j. Notwithstanding the provision in '1.6i', if the total applications received came from one department, consideration may be given to more than two applicants.
- k. SDD-UBIDS shall sponsor applicants once in a year for local conferences, workshops and seminars while international conferences shall be once in every two years.
- l. The sponsorship package for local conferences would cover conference registration fees, transportation and accommodation costs to be charged against the allocated budget funds of the applicant's Department/Section/Unit.
- m. The sponsorship package for international conferences covering conference registration, transportation and accommodation costs would be charged against the Staff Development Fund of SDD-UBIDS. Based on an approved formula/criteria by the Budget Committee subject to the approval of the Academic Board of SDD-UBIDS and the University Council for the disbursement of funds from the Staff Development Fund. The Staff Development and Conferences Committee would consider applications for international conferences and make recommendations to the Vice-Chancellor for further action.
- n. The criteria to be used by the Staff Development and Conferences Committee for vetting papers presented by applicants to attend conferences shall be based on the relevance of the paper, relevance of the conference, length of service of the applicant, service to community and the time the applicant is attending the conference. In addition, the criteria should place premium on those who have not benefited from such opportunities and also on first come, first serve basis. The weight assigned to each criterion shall be 40 marks for relevance of the paper, 10 marks for relevance of the conference, and 15 marks for service to community while 10 marks shall be assigned to the time the applicant is attending the conference. The weight assigned to the 'length of service' of the applicant shall be between 10 to 25 marks depending on how long the applicant had served the University.

To qualify for sponsorship, the applicant should score points in all the areas and the total score of the applicant shall be 60% or more of the total marks.

1.9 BONDING PERIOD FOR FURTHER STUDIES/ FELLOWSHIP FOR SENIOR MEMBERS

A staff who receives sponsorship from SDD-UBIDS shall be bonded. Depending on the nature of sponsorship, the bonding of the employee shall be in two folds as stipulated in Table 1 and 2.

Table 1: Bonding period for full sponsorship

Years of study	Bonding period
One year award	Two years bonding
Two years award	Three bonding
Three years award	Four years bonding
Four years award	Five years bonding

Table 2: Bonding period for partial sponsorship

Years of study	Bonding period
One year award	One year bonding
Two years award	Three years bonding
Three years award	Four years bonding
Four years award	Five years bonding

A staff who enjoys sponsorship from SDD UBIDS cannot work in any other government or private institution, unless he or she has finished serving the bonding period contained in the sponsorship letter

A staff who receives sponsorship from the university and failed to serve their bond period as contained in his or her sponsorship letter shall be asked or made to refund the full cost of the sponsorship together with interest at the prevailing commercial rate.

As part of its core mandate, the University shall endeavour to do the following:

- a. The University shall, on an annual basis, budget for critical manpower development.
- b. The University shall offer sponsorship to staff - partial sponsorship or full sponsorship. In the case of partial sponsorship, the University shall consider paying tuition fee and living expenses (Stipend). In the case of full sponsorship, the University shall bear all expenses connected to the programme.
- c. To afford all staff of the University the opportunity to develop their skills, a maximum amount should be given per employee and per year, reviewed annually by the Staff Development and Conferences Committee and other stakeholders responsible for the budget. This is to ensure that all employees benefit and that no one or a select few deplete the entire annual budget allotted for employee development purposes.
- d. Training towards full credentials such as degrees and diplomas are to be funded from the Staff Development Fund on a pro-rata basis in the form of study leave with pay under the following conditions:
 - i. the availability of funds;
 - ii. continuous financial support would be tied to satisfactory progress by the member of staff towards completion of the qualification;
 - iii. candidates are mandated to disclose whether their studies are as well sponsored by another source.
- e. The University shall also endeavour to source funding for training opportunities and sponsorship from both local and international bodies, in collaboration with the Ministry of Education, the Ministry of Finance, the Scholarship Secretariat, and other development partners.

1.10 BUDGET

Heads of Department/Unit/Section shall budget for staff development needs per the approved guidelines of the University for the preparation of annual budgets. The Budget Committee of the University shall make adequate annual budgetary provisions for the Staff Development Fund in line with the Statutes of SDD-UBIDS and the Strategic Plan of the University.

1.11 REVIEW OF POLICY

From the effective date of its implementation, the policy shall be reviewed every five years barring any unforeseen situation in the University.

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**SIMON DIEDONG DOMBO UNIVERSITY OF BUSINESS
AND INTEGRATED DEVELOPMENT STUDIES**

(Office of the Registrar)

**PERMISSION TO ATTEND
CONFERENCE/FELLOWSHIP/SEMINAR/WORKSHOP**

Name of Staff:

Staff ID Number:

Faculty/Directorate/Centre:

Department/Section/Unit:

Phone Number:

(Please tick the one applicable):

Conference Fellowship Seminar Workshop

Sponsored Not Sponsored

Venue/Place:

Name/Description of Conference/Fellowship/Seminar/Workshop:
.....

Conference/Fellowship/Seminar/Workshop Start Date:

Conference/Fellowship/Seminar/Workshop End Date:

Permission Start Date: Permission End Date:

Resumption Date:

HEAD OF DEPARTMENT

(Please tick the one applicable)

Recommended Not Recommended

Remarks:

.....
.....
.....

Designation:

Signature: Date:

DEAN/DIRECTOR

(Please tick the one applicable)

Recommended Not Recommended

Remarks:

.....
.....
.....

Designation:

Signature: Date:

REGISTRAR

(Please tick the one applicable)

Approved Not Approved

Recommended Not Recommended

Remarks:

.....

.....

.....

Signature: Date:

VICE-CHANCELLOR

(Please tick the one applicable)

Approved Not Approved

Remarks:

.....

.....

.....

Signature: Date:

STAFF DEVELOPMENT COMMITTEE CONFERENCE AND FELLOWSHIP ONLY

(Please tick the one applicable)

Approved Not Approved

Remarks:

.....
.....
.....

Designation:

Signature: Date:

For Office Use Only

DIRECTORATE OF HUMAN RESOURCE MANAGEMENT

.....
.....
.....

Designation:

Signature: Date:



**SIMON DIEDONG DOMBO UNIVERSITY OF BUSINESS
AND INTEGRATED DEVELOPMENT STUDIES**

STUDY LEAVE BOND FORM

THIS AGREEMENT IS SIGNED

BETWEEN

**SD DOMBO UNIVERSITY OF BUSINESS AND INTEGRATED
DEVELOPMENT STUDIES**

AND

NAME OF BENEFICIARY

DATED

**SIMON DIEDONG DOMBO UNIVERSITY OF BUSINESS AND
INTEGRATED DEVELOPMENT STUDIES**

STUDY LEAVE BOND FORM

The University may sponsor an eligible serving officer to undertake various programmes of study. The sponsorship shall be in the form of a fellowship, scholarship or the continued payment of salary to the officer during the entire period of the study.

The Vice Chancellor is the final authority for approving the grant of study leave. The Vice Chancellor may, however, delegate this responsibility to Pro-Vice Chancellor or the Registrar.

A beneficiary of the study leave facility shall be bound by the rules and conditions laid out in this

bond form.

i) Declaration

Mr./Ms/Mrs./Dr./Prof/

agree to be sponsored by the

(Name of the organisation) under the terms stated to pursue

(Name of training programme) at

(Name of training institution or venue) for a period of years.

I agree also to avail myself to serve the

(Name of organisation) for a period of years immediately after the completion of my programme of study.

In the case of default, I agree to pay the full bond sum which would be equivalent to the cost of sponsorship package as spelt out in the conditions of the bond.

The
(Name of organisation) shall take legal action against me to redeem the bond, in the event that I breach any of the conditions.

Signature Date

Address

.....

Email

Tel.

THIS BOND is made on this day of 20

We, the undersigned:

1. Principal Obligor (Beneficiary of the award)

Name Staff ID No.

Staff Category Rank

Faculty/School/Directorate

Department (where applicable)

2. Second Obligor (Guarantor)

Name

Occupation/Position

Organisation

3. Third Obligor (Guarantor)

Name

Occupation/Position

Organisation

We, the obligors (Names of all three obligors) hereby acknowledge ourselves to be jointly and severally bound as heirs or executors to the (Name of organisation) in the entire cost of sponsorship including salaries and/or allowances received during the period of study of the Principal Obligor, revised for inflation and currency fluctuation plus a compound interest at the prevailing interest rate to be paid by us to the obligee (name of organisation).

The condition of this bond as stated above is that, if the Principal Obligor serves the required bond period after being sponsored by the organisation, then the obligation of the obligors under this bond shall be void, otherwise it shall remain in full force and effect.

PRINCIPAL OBLIGOR

Name Staff ID No.

Staff Category Rank

Faculty/School/Directorate

Department (where applicable)

Address

.....

Email Tel.

Ghana Card No. (Attach a colour copy of ID)

GUSS/SSNIT No.

Signature Date

SECOND OBLIGOR

Name

Occupation/Position

Organisation

Address

.....

Email Tel

Ghana Card No (Attach a colour copy of ID)

GUSSS/SSNIT No

Signature Date

THIRD OBLIGOR

Name

Occupation/Position

Organisation

Address

.....

Email Tel

Ghana Card No (Attach a colour copy of ID)

GUSSS/SSNIT No

Signature Date

****WITNESS**

Name

Occupation/Position

Organisation

Address

.....

Signature & Stamp Date

**The witness shall be a Senior Public Servant not below the rank of a Director, a legal practitioner, or a head of religious organisation.

SIGNED AND SEALED by

VICE CHANCELLOR

(For and on behalf of the University)

