



**REGULATIONS DETERMINING MODALITIES FOR
GRANTING STUDY LEAVE AND MISSION CLEARANCE
FOR STAFF OF RWANDA POLYTECHNIC**

©August 06th, 2025



TABLE OF CONTENTS

INTRODUCTION.....	1
CHAPTER 1: GENERAL PROVISIONS	2
Article 1: Purpose.....	2
Article 2: Definitions of terms.....	2
Article 3: Scope.....	2
CHAPTER 2: MODALITIES FOR GRANTING STUDY LEAVE	3
Section 1: Conditions for awarding study leave.....	3
Article 4: Staff Development Plan	3
Article 5: Recommendation to apply for training and further studies.....	3
Article 6: Eligibility for study leave.....	3
Section 2: Functioning of the Staff Development Committee	3
Article 7: Composition of staff development committee (SDC)	3
Article 8: Responsibilities of Staff Development Committee (SDC).....	4
Article 9: Functioning of staff development committee (SDC).....	4
Section 3: Procedures for study leave application and award	4
Article 10: Procedure for study leave application	4
Article 11: Study leave application documents.....	4
Article 12: Timelines for study leave application	5
Section 4: Rights and obligations related to study leave.....	5
Article 13: Rights of RP staff during the study leave period	5
Article 14: Obligation of the staff during and after study leave.....	5
Article 15: Study leaves extension	7
CHAPTER 3: PROCEDURES AND GUIDELINES FOR GRANTING MISSION CLEARANCE TO THE STAFF OF RWANDA POLYTECHNIC	8
Article 16: Plan for official missions abroad.....	8
Article 17: Conditions for granting a mission clearance to RP staff.....	8
Article 18: Nomination of RP staff to attend events abroad organized by external stakeholders...8	
Article 19: Modalities for granting mission clearance for mission abroad.....	8
Article 20: Application for mission clearance for official mission abroad	9
Article 21: Application file for mission clearance	9
Article 22: Consideration of request for missions abroad	9
Article 23: Content of an official mission clearance	9
Article 24: Competent authorities to authorize official missions abroad	9
Article 25: Validity of the mission abroad	9
Article 26: Allowances for official missions abroad	10
Article 27: Calculation of allowances for official mission abroad	10



Article 28: Requirement to be granted mission allowance	10
Article 29: Mission aviation class.....	10
Article 30: Official mission report.....	10
Article 31: Validity of other laws regulating Study leave and mission abroad authorization	10
Article 32: Commencement.....	10
ANNEXES	11
Annex 1: Training Application Form	11
Annex 2: RP study leave authorization letter format	13
Annex 3: RP Short-Term Training Authorization letter format.....	14
Annex: 4: Mission Clearance Request Format.....	15
Annex 5: Self declaration form	17
Annex 6: RP Mission Clearance format.....	18
Annex 7: Planning format for official events abroad to be attended by Rwanda Polytechnic Staff.	19



INTRODUCTION

Pursuant to the Law N° 054/2024 of 07/06/2024 governing Rwanda Polytechnic (RP).

Pursuant to the Presidential Order N° 44/01 of 24/02/2017 regulating official missions abroad.

Pursuant to the Prime Minister Order N° 016/03 of 03/06/2025 establishing the special statute governing employees of Public Institutions of Higher Learning, especially in articles 25 and 28.

Pursuant to the Prime Minister Order N° 017/03 of 03/06/2025 relating to the Organs of Rwanda Polytechnic.

Considering the Ministerial Order N° 006/19.20 of 17/03/2020 determining modalities for training of employees.

Recognizing the need to create an enabling work environment for RP staff development.

The following regulations provide guidance for granting study leave and mission clearance to the staff of Rwanda Polytechnic.



CHAPTER 1: GENERAL PROVISIONS

Article 1: Purpose

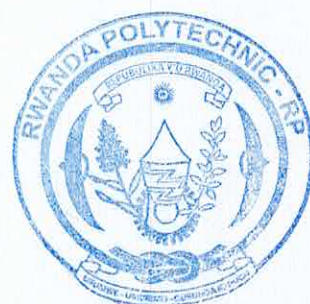
The purpose of these regulations is to provide a framework for RP staff development and to streamline modalities for granting study leave and mission clearance. Additionally, these regulations are intended to inform RP Management and staff on the procedures for application and approval of study leave and mission clearance.

Article 2: Definitions of terms

1. **Study Leave** - refers to time off from work with pay for RP staff to pursue a course of study or training for career development.
2. **Staff Development Committee (SDC)** - refers to the internal committee responsible for the review and evaluation of study leave applications related to the learning and development needs of staff in the College.
3. **Refund** - refers to the amount to be paid by a staff in case of failure to fulfil the obligations in relation to the training contract signed with RP.
4. **Period of Study Leave** - refers to the number of months granted, as shown in the application for leave and training contract.
5. **Training Contract** – refers to a binding agreement between RP and its staff that states the conditions under which the training will be undertaken.
6. **RP staff**- refers to administrative, academic or academic support staff on either permanent or contractual employment status.
7. **Staff development**-refers to the process of enhancing staff knowledge, skills, and abilities to improve their performance and to contribute to RP mandate.
8. **Long-Term training**- refers to a training lasting for a period of six (6) months or more, leading to an award of the conventional academic certifications.
9. **Short-Term Training**- refers to training lasting for a period of less than six (6) months and which does not lead to an award of the conventional academic certifications.
10. **Mission clearance**- refers to an official document issued by a competent authority that authorizes RP staff to travel abroad.

Article 3: Scope

The study leave regulations shall apply to all RP staff; except contractual staff whose terms and conditions are determined in their employment contracts. However, the mission clearance regulations shall apply to all RP staff.



CHAPTER 2: MODALITIES FOR GRANTING STUDY LEAVE

Section 1: Conditions for awarding study leave

Article 4: Staff Development Plan

Each college shall develop its own staff development plan aligned with RP strategic plan. The staff development plan will serve as reference for the relevance of the study leave application.

Article 5: Recommendation to apply for training and further studies

1. A staff who intends to apply for any type of training program on full-time basis shall seek recommendation from the College Principal through Head of Department or Head of Unit. For staff at RP HQ, an endorsement from the line manager shall be required. However, the provision of recommendation letter for scholarship application does not guarantee the endorsement for study leave application.
2. The management of RP or college may recommend a staff to attend a training or further studies based on the nature of training and specific skills need, or upon request by any competent authority or partner.
3. RP staff who is authorized to attend training inside or outside the country in accordance with provisions of these guidelines is required to sign a training contract with Rwanda Polytechnic. The contract specifies that after training, the staff is required to come back and work for Rwanda Polytechnic.
4. For short-term training, a staff will be given a “*Short-Term Training Authorization*”, while for long term training, a staff will be given a “*Study Leave Authorization*”.

Article 6: Eligibility for study leave

1. A staff becomes eligible for study leave for short-term training after completion of probation period. A staff becomes eligible for study leave for long-term training after completion of the probation period and serving for a minimum period of two (2) years. However, depending on circumstances and need of staff capacity development in specific areas, the study leave granting authority may waive the two years serving period.
2. Upon approval by the Board of Directors, a targeted recruitment may be conducted for direct recommendation for study leave, particularly to address urgent staffing gaps or in cases where no suitable candidates meet the requirements for the strategic capacity building opportunities.
3. For administrative staff, a study leave is granted only if it is in line with the staff’s professional development and position requirements.
4. A staff who has previously been granted study leave may become eligible for a second study leave award. In this condition, a staff will be required to return and proceed a new application for study leave. If granted, the staff shall serve RP for a period equivalent to the number of months he or she agreed to serve in the first and the second training contract.
5. A staff with pending disciplinary proceedings is not eligible for study leave.
6. Study leave for self-sponsored training is only granted if it is to be conducted within Rwanda.

Section 2: Functioning of the Staff Development Committee

Article 7: Composition of staff development committee (SDC)

Each college will have an internal committee responsible for the review and evaluation of study leave applications related to the learning and development needs of staff in the college. The staff development committee members shall be appointed by the Principal. The SDC is composed by:

- Deputy Principal in charge of Academics and Training (Chair)
- Corporate Services Division Manager
- Heads of Departments and Deans of Schools (Secretary)



- Director for Research and Innovation,
- Director of Center of Excellence
- Director of Administration and Finance
- Legal Affairs Officer

Article 8: Responsibilities of Staff Development Committee (SDC)

The responsibilities of the SDC are as the following:

- To review and make recommendation report on staff applications for study leave or training authorization in reference to the staff development plan approved by the college management committee.
- To assess and approve progress reports of staff on study leave.
- To assess and approve recommendations on study leave extension requests.
- To prepare annual report on staff development to be submitted to the office of the Vice Chancellor.

Article 9: Functioning of staff development committee (SDC)

The functioning and procedures for the SDC are as follow:

- The SDC shall convene once a month and any time deemed necessary
- The Quorum shall be 50% including Chair
- The committee shall elect a Deputy Chair in its first meeting
- The Office of the Deputy Principal in charge of Academics and Training shall be responsible for the reception and filing of the committee files and documentations.

Section 3: Procedures for study leave application and award

Article 10: Procedure for study leave application

1. RP staff who wish to pursue a training course, shall submit his or her complete application file study leave or training to the Vice Chancellor through the Principal of the College.
2. The College Principal endorses the request of study leave upon the review and recommendation of the College Staff Development Committee. The Principal and the SDC have the rights to reject the request for study leave that does not meet the requirements or with incomplete supporting documents.
3. The Vice Chancellor, based on the recommendation from the college Principal, may approve the request by issuing the training authorization or reject it.
4. In case the study leave is granted, a training contract shall be signed between the staff and the Vice Chancellor or any other authority by delegation of power.

Article 11: Study leave application documents

The application file for study leave or short-term training authorization will comprise the following documents:

1. Application letter for study leave addressed to the Vice Chancellor and stating:
 - i. Program or training to be undertaken
 - ii. Duration of the studies or training, including starting and ending date
 - iii. Name of training institution and its location
 - iv. Certificate or Qualification to be awarded at the end of the program
 - v. Source of funding
 - vi. Mode of study.
2. Training Application form
3. Recommendation letter for study leave or training authorization application by Principal of the College



4. Approved selection report from Staff Development Committee
5. Staff capacity development plan
6. Admission letter
7. Study loan contract with HEC (when applicable)
8. Proof of funding for the training
9. Job appointment letter
10. ID card
11. Air ticket or itinerary booking where applicable
12. Any other supporting document

Article 12: Timelines for study leave application

1. The application for study leave shall be submitted to the office of the Principal at least three (3) months before the commencement of the training. The Principal shall forward the request to the college SDC for assessment.
2. The college SDC shall assess the request and provide its feedback to the Principal within a period of 14 calendar days.
3. The College submits the recommended request for study leave to the office of the Vice Chancellor at least two (2) months before the commencement of the training.
4. The office of Vice Chancellor processes the request and provide the feedback at least one (1) month after submission of the request from the college.
5. Upon the approval of the study leave by the Vice Chancellor, the study leave authorization letter is issued and the Training Contract is signed between the Employee and the Vice Chancellor or the delegated authority person.
6. In case the submission timeline is not met, the applicant shall provide the supporting explanatory document.

Section 4: Rights and obligations related to study leave

Article 13: Rights of RP staff during the study leave period

The RP staff on study leave has the following rights:

1. to be paid his or her full salary in case the training course does not exceed six (6) months. When the training exceeds six (6) months, a staff is paid his or her full salary in the first six (6) months and he or she is paid two-thirds (2/3) of his or her salary and fringe benefits every month for the remaining period.
2. A staff who is attending the training program in part-time mode or sandwich is entitled to a flexible working arrangements defined in the training contract. The maximum period to spend out of service is six (6) months, though it may be decided otherwise by authority granting study leave. He or she will benefit the full salary and fringes in case he or she is in service.
3. Academic staff registered for Rwanda Polytechnic study programs or for local universities required to undertake some teaching workload exceeding twenty percent (20%) of regular workload is entitled to his or her full salary and fringe benefits.

Article 14: Obligation of the staff during and after study leave

1. A staff on study leave shall be required to comply with the terms and obligations as provided in the training contract; and produce academic progress reports certified by the host training institution. The reports shall be submitted on a semester basis to the college, with copy to the Vice Chancellor's Office, to guarantee continuity of the study leave.
2. A staff who wants to change his or her employment before the expiry of the period of serving specified in the training contract, must reimburse the amount spent on his or her training on a pro-rata basis of the remaining period he or she was required to serve. The reimbursement period should not exceed the remaining period of service.



3. Provisions of Paragraph 2 of this Article also apply to a staff who terminates his or her employment contract during the training.
4. A staff who is admitted pursuing a training must attend all courses as planned. A staff under training who fails to attend the training as planned without any justification is required to refund the funds spent on his/her while on training and the amount of salaries received, if during the training he/she was not working and must also be sanctioned in accordance with relevant laws.
5. A staff who was granted the study leave or training authorization has the obligation to serve the institution for the period indicated below:
 - 5.1. one (1) year if the staff benefited from the training for a period that exceeds one (1) month but not more than six (6) months;
 - 5.2. two (2) years if the staff benefited from the training for a period that exceeds six (6) months but not more than twelve (12) months;
 - 5.3. three (3) years if the staff benefited from the training that lasted for a period that is above twelve (12) months but not more than twenty-four (24) months;
 - 5.4. Four (4) years if the staff benefited from the training that lasted for a period that is above twenty-four (24) months but not more than thirty-six (36) months;
 - 5.5. Five (5) years if the staff benefited from the training that lasted for a period that is above than thirty-six (36) months.
6. For RP staff whose studies are sponsored through grants or collaborations agreements secured by RP, or whose tuition fees are waived by RP management, the following period shall be added to that specified in the article above:
 - 6.1. For a program lasting for twelve (12) months or less, one (1) year.
 - 6.2. For a program lasting for twenty-four (24) months, two (2) years.
 - 6.3. For a program lasting more than twenty-four (24) months, three (3) years.
7. In case of failure to serve or complete the service obligation due to voluntary resignation, optional retirement, separation from the service, and other causes within the control of the staff, he or she shall refund the total compensation received including training costs, gross amount of salary, allowances, and other fringe benefits received while on study leave. The calculation of the amount to be refunded will be done based on the following formula

$$R = \left(\frac{SOR - SOS}{SOR} \right) TCR$$

Where **R:** Refund

TCR: Total Compensation Received (training costs, gross salary, allowances and other benefits received while on study leave)

SOS: Service Obligation period Served (In months)

SOR: Service Obligation period Required (In months)

8. If the staff neither honours the abovementioned terms and conditions nor delivers what he/she has agreed to perform, and after all administrative remedies have been exhausted, Rwanda Polytechnic shall take the appropriate legal action to recover all funds received by the staff for the study leave and reporting him or her to Credit Reference Bureau (CRB).
9. Any staff awarded a Study leave shall be bound to serve Rwanda Polytechnic for a period specified in training contract except when he or she is appointed by the Government on position that does not require competition for public interest.
10. A staff who has been granted study leave for a specified program shall not change the programme of study unless the change is approved by the approving authority with consideration of proper documentation of the reason for change.
11. A staff who changes the approved program of study without prior approval by the approving authority automatically terminates the study leave and shall be deemed to have been withdrawn from the program. Such staff shall resume duty and serve the bond for the training period spent.



12. A staff is required to obtain the study leave authorization before commencing the programme of study. A staff who abandons his/her duty post and commences studies without receiving such authorization shall be deemed to have deserted the work after 7 working days and he or she shall be subjected to disciplinary proceedings.
13. A staff who completes the studies shall report to the institution with immediate effect. A staff who fails to report to the institution within thirty (30) days after the expiry of study leave shall be deemed as having deserted from work and he or she shall be subjected to disciplinary proceedings.

Article 15: Study leaves extension

1. A staff on study leave must complete the trainings within the timelines specified in training contract. When it becomes necessary to request extension of the study leave period, the same process and timelines as per the application for study leave shall apply.
2. The request of study leave extension shall include the following documents:
 - 4.1. Application letter for study leave extension addressed to the Vice Chancellor stating clearly:
 - i. the reasons for the extension,
 - ii. the exact period of leave extension required and the courses of study to be undertaken.
 - 4.2. Official recommendation from the hosting institution endorsing the request
 - 4.3. Plan of remaining course work and training activities approved by the supervisor or the department
 - 4.4. Proof of funding for the extension period to ensure timely completion of studies
 - 4.5. Recommendation of the College Principal upon review of the request by the Staff Development Committee.
 - 4.6. Academic progress report or transcript from the hosting institution or university.
5. Upon the approval of the study leave extension by the Vice Chancellor, the study leave extension letter is issued and Training Contract for extension period is signed between the Employee and the Vice Chancellor or the delegated authority person.
6. Extension period for Master's degree program should not exceed six (6) months and, for PhD programs, the extension period should not exceed one (1) year. Any exception case will be approved by study leave granting authority.



CHAPTER 3: PROCEDURES AND GUIDELINES FOR GRANTING MISSION CLEARANCE TO THE STAFF OF RWANDA POLYTECHNIC

Article 16: Plan for official missions abroad

At the beginning of each fiscal year, the office of Deputy Vice Chancellor of administration and finance shall consolidate a tentative plan of official missions abroad and submit it to the office of Vice chancellor. The plan will serve as a reference in proceeding the Mission clearance requests. However, the competent authority, in its discretion, will authorize an unforeseen request for official mission abroad.

Article 17: Conditions for granting a mission clearance to RP staff

A staff is granted a mission clearance to attend an international conference, meetings, seminars, exchange programs, study tours, workshops or any other activities of RP interest held abroad when:

- Representation by diplomats of Rwandan embassies or of consulates will not lead to the intended objective or is not possible.
- Attending virtually is not recommendable depending on the nature of the event or intervention by the staff representing RP.
- Physical attendance by RP staff is a requirement for the implementation of an agreement with partner.

Article 18: Nomination of RP staff to attend events abroad organized by external stakeholders

The nomination of RP staff to participate in events organized by external stakeholders shall follow the procedure outlined below:

1. An official request for nomination from the organizer shall be submitted to the Vice Chancellor. The request should clearly state the relevance of the event, venue, duration, and source of funding. The Vice Chancellor will make the nomination based on recommendations from the relevant college or unit.
2. In selecting the nominee, the functional level of the staff member will be assessed, and the rationale for their selection must be clearly indicated.
3. The general principle guiding nominations is to prioritize technicians and middle-level managers in the relevant field. Senior managers may be nominated only when the nature of the event specifically requires representation at high level.

Article 19: Modalities for granting mission clearance for mission abroad

RP staff can be granted a mission clearance for a mission abroad if:

- i. it is mandatory by collaboration agreement with partners, to which Rwanda Polytechnic is a signatory, that RP staff is required to attend.
- ii. it is a result of high-level decisions or strategic directions that the physical presence of the Official or staff of Rwanda Polytechnic is required;
- iii. it requires high technical expertise that cannot be readily available among Rwandan diplomats in the foreign missions;
- iv. it is for initiating or negotiating new partnerships, approval or funding an important project either new or among priority projects for institutional development;
- v. it is mandatory to represent RP in international conferences,
- vi. It is in framework of implementation of exchange programs or presentation of research outputs in international conferences,
- vii. Non-attendance by RP staff may have a negative implication on existing collaborations.



Article 20: Application for mission clearance for official mission abroad

1. The application for mission clearance is submitted to the office of the Principal at least thirty (30) calendar days before the expected date of departure of the mission.
2. The Principal of the college submits the recommended request for mission clearance to the office of the Vice Chancellor at least Twenty-One (21) calendar days before the expected date of departure.
3. The office of Vice Chancellor processes the request and provide the feedback at least Seven (7) calendar days after receiving the request from the college.

Article 21: Application file for mission clearance

The application for mission Clearance will comprise the following:

1. Application letter addressed to the Vice Chancellor
2. Invitation letter
3. Filled application form for mission abroad
4. Recommendation by line Manager (Principal, DVC or VC)
5. Program of the mission
6. Proof of funding
7. Air ticket or flight itinerary where applicable
8. Copy of the Passport
9. Self-declaration form.

Article 22: Consideration of request for missions abroad

When assessing request for mission abroad, the following aspects shall be considered:

- 1 . the relevance, importance and impact of the mission at institutional and personal level;
- 2 . the duration, suitability and timing of the mission and the impact of the absence on duty of the staff concerned;
- 3 . the source of funding and budget availability of the mission including transport facilitation, travel insurance and periderm;

Article 23: Content of an official mission clearance

An official mission clearance contains at least the following:

- i. the names of the person sent to the mission and his/her employing organ;
- ii. the purpose of the mission;
- iii. the place of the mission;
- iv. the duration of the mission;
- v. the source of funding;
- vi. the mode of mission;
- vii. the signature of the authority sending the person on mission.

Article 24: Competent authorities to authorize official missions abroad

The competent authorities to authorize official missions abroad are designated by the Prime Minister Order relating to organs of the Rwanda Polytechnic.

Article 25: Validity of the mission abroad

The official mission abroad is valid during its duration and cannot be extended. However, due to unpreventable circumstances, the return date can be changed upon notification and approval by the authorizing authority.



Article 26: Allowances for official missions abroad

1. A staff of Rwanda Polytechnic traveling abroad for official mission, is entitled to a daily mission allowance comprising of
 - i. an accommodation allowance;
 - ii. a meals allowance;
 - iii. transport facilitation;
 - iv. costs for communication
 - v. other incidental costs
2. In case the costs of accommodation, meals, transport and communication are covered from other sources of funding than the Rwanda Polytechnic the person on official mission is entitled to a contingency allowance equivalent to that provided to public servant at the same level as determined by the competent organs.

Article 27: Calculation of allowances for official mission abroad

The allowances for official mission abroad for RP staff are calculated according to the rates allocated to public servants of same level as determined by the competent organs.

Article 28: Requirement to be granted mission allowance

Allowances for official mission abroad are paid after the beneficiary has shown an original copy of the mission clearance dully signed by the competent authority.

Article 29: Mission aviation class

1. The Mission aviation class of RP staff on official mission abroad is like the one of public servants of same level as determined by the competent organs.
2. The class level in which a contractual staff sent by Rwanda Polytechnic on mission abroad Missions is determined at the discretion of the authority competent for granting authorization for official mission basing on the importance of mission and duration of the flight.

Article 30: Official mission report

1. A person who returns from official mission abroad must submit a mission report to the authorizing authority within a period not exceeding eight (8) working days after his or her return and provide a copy to her or his line manager.
2. The mission report indicates the proceedings of the mission, recommendations and points requiring follow-up and responsible persons or units.
3. Staff who fails to submit the mission report on time will be subjected to disciplinary proceedings.

Article 31: Validity of other laws regulating Study leave and mission abroad authorization

Other provisions of the Laws regulating the Study leave and mission authorization abroad for public servants that are not captured in these regulations remain valid.

Article 32: Commencement

These regulations come into force on the date of its approval by the Competent Organ.



ANNEXES

Annex 1: Training Application Form

I. Staff identification
<p>Name: Mr. <input type="checkbox"/>Mrs <input type="checkbox"/>Ms<input type="checkbox"/>Miss:</p> <p>Gender:</p> <p>Date of birth:</p> <p>Telephone number:</p> <p>Email:</p> <p>ID number:</p>
II. Employment Information
<p>RP College:</p> <p>Job position:</p> <p>Years of experience on the position:</p> <p>Employment category:</p> <p><input type="checkbox"/> Academic staff <input type="checkbox"/>Administrative staff <input type="checkbox"/> Academic support staff</p> <p>Employment status:</p> <p>Permanent staff <input type="checkbox"/>Contractual staff <input type="checkbox"/> On Probation</p>
III. Educational Background
<p>Highest academic level of the staff:</p> <p><input type="checkbox"/> A2 <input type="checkbox"/> Bachelor’s level <input type="checkbox"/>Master’s level <input type="checkbox"/>PhD level</p>
IV. Training details
<p>Title of the training:</p> <p>.....</p> <p>Training Areas:</p> <p>.....</p> <p>.....</p> <p>Training category:</p> <p><input type="checkbox"/> Long term training</p> <p><input type="checkbox"/> Short term training</p> <p>Training duration:Months..., from to</p> <p>Departure date:</p> <p>Returning date:</p> <p>Training place:</p> <p>Country:</p> <p>Town:</p> <p>Institute/University:</p>



Training Funds Provider:
 Government Development Partner Both Self-Sponsored Other
 If **other** specify:

Expected training award:
 Completion certificate Professional Certificate Diploma Post graduate
 Master PhD

Is the training captured in the staff development plan of the College?
 Yes No

If no, who initiated the training?
 Institution Supervising Entity Employee Other
 If **other** specify:

What gaps were identified to be addressed by the training:

V. Endorsement of the College

Comment of the College on relevance of the training in relation to the job position and benefits to Rwanda Polytechnic's priorities:

Having read and analysed this application for training of Mr/Mrs.

I hereby endorse and recommend his/her application.

Name **Principal**

Signature & College stamp

VI. Consideration by VC

.....

 Approved Rejected

Signature and Stamp



Annex 2: RP study leave authorization letter format

Office of the Vice Chancellor

Kigali, date:/...../2025

To: Name:
Position & RP College:.....
Tel :
E-mail:

Ref. No: RP /VC/...../2025

Dear

Re: AUTHORIZATION FOR STUDY LEAVE

Reference is made to your application letter dated requesting for authorization for study leave. I am pleased to inform you that you are hereby authorized for a study leave to attend your studies. The details of the program are as follow:

1. **Program and location:** Qualification, Field, Option, Name of University, City, Country
2. **Tenure:** You are expected to complete the program within (.....) years, starting from to
3. **Funding of training:**
4. **Other provisions:** The permission for your study leave takes into account the contractual agreement made between you and Rwanda Polytechnic pertaining to these matters herewith attached.

Wishing you success in your studies endeavors.

Sincerely,

Dr. Sylvie MUCYO

Vice Chancellor, Rwanda Polytechnic

Cc:

- Deputy Vice Chancellor, Rwanda Polytechnic (All)
- Principal, RP-College



Annex 3: RP Short-Term Training Authorization letter format

Office of the Vice Chancellor

Kigali, date:/...../2025

To: Name:
Position & RP College:.....
Tel :
E-mail:

Ref. No: RP /VC/...../2025

Dear,

Re: AUTHORIZATION FOR SHORT-TERM TRAINING

Reference is made to your application letter dated requesting for authorization for study leave. I am pleased to inform you that you are hereby authorized for a study leave to attend your studies. The details of the program are as follow:

5. **Training course and location:** Title of the training, Training Institution, City, Country
6. **Tenure:** You are expected to complete the training within (.....) month (s), starting from to
7. **Funding of training:**
8. **Other provisions:** The authorization for your short-term training takes into account the contractual agreement made between you and Rwanda Polytechnic pertaining to these matters herewith attached.

Wishing you success in your studies endeavors.

Sincerely,



Annex: 4: Mission Clearance Request Format

SUMMARY OF THE REQUEST FOR MISSION CLEARANCE OUTSIDE THE COUNTRY

(Application to be submitted not later than 30 days to the date of departure)

1.Names	
2.Position	
3.Unit/College	
4.Purpose of the mission	
5.Destination	
6.Mission dates	Departure:.....(DDMMYY) Return:..... (DDMMYY)
7.Funder(s) of the mission	
8.Number of outside missions done during the fiscal year	0
9.Date of return from the last mission	
10. Date of submission of the report of the last mission	
12. Summary of the Rationale of the mission (For individual, RP and the country)	<p>For the individual:</p> <p>For the RP:</p> <p>For the country:</p>
13. Is this mission conditional to payment of contingency allowance by RP?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Signature of ApplicantDate.....	



Checklist document for mission clearance

1. Letter of mission request
2. Motivation for the mission (memo justifying mission)
3. Invitation letter
4. Program of the mission (day by day)
5. Copy of ticket or flight itinerary
6. Self-declaration form
7. Approval by Line Manager (Principal, DVC or VC)
8. Proof of funding
9. Reason for the delay (If application is done in less than 15 days)
(approved & signed by Principal /Supervisor)



Annex 5: Self declaration form

SELF DECLARATION

I,.....

ID:

Institution:

Position:

hereby declare that the information given in the enclosed documents is true to the best of my knowledge and belief and nothing has been concealed therein.

I confirm that the application for this mission clearance is solely for
.....
.....

And

I will comply with all institutional and program requirements during that time.

Done at.....

Names and Signature



Annex 6: RP Mission Clearance format

Office of the Vice Chancellor

Kigali, date:/...../2025

Ref. No: RP /VC/...../2025

Name and Position. :

Purpose of the mission :

Destination :

Period of the mission:

- **DepartureDate:** :
- **Return Date:** :

Funding of the mission:

- **Mission Cost:**
- **Accommodation Cost:**
- **Others:**

Flight :

Dr. Sylvie MUCYO
Vice Chancellor, Rwanda Polytechnic



Annex 7: Planning format for official events abroad to be attended by Rwanda Polytechnic Staff

No	Institution	Nature of the Event	Title of the event	Rationale	Reference	Frequency	Organizers	Hosting country and city	Period of the event	Name of Funding partner	Source of Funding		Name of Funding partner	Level of official to attend the meeting
											RP	External Partners		

