



REQUEST FOR HIGHER STUDIES BY DHOFAR UNIVERSITY EMPLOYEES FORM

Date of the Request submission to HR	:	
Employee Name	:	
Employee ID	:	
Department	:	
Job Position	:	
Date of Employment in DU	:	
Highest qualification	:	

I wish to undertake higher studies the details of which are as under:

Program of study (attach the POS)	:	Diploma/Bachelors/ Masters/PhD
Full Name of the program of study	:	
University name	:	
Website Link for the program	:	
Is the university and the program approved by MoHERI?	:	Yes/ No (attach Proof)
Duration of the study in years	:	
Expected Starting date of the program	:	
Period of Study leave required	:	
Mode of Study of the program	:	Full Time / Part Time / Distance Learning

Give Reasons as to why you wish to join the program of study you intend to pursue

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Recommendation by the Director/Head/ Dean

In your Opinion how DU as well as the employee shall benefit from the intended program that her/he wish to undertake.
State clearly how the work will be affected/ not affected by the long absences of the employee.
Recommended / Not recommended
Name of the Director/Head/ Dean:
Signature and date:

Comments of the HR director

Approval of the DVC

Approval of the VC