

**新纪元大学学院校园/New Era University College  
研修假申请表/Sabbatical Leave Application Form**

<b>科系/Department</b>		
<b>姓名 Name</b>	中文/Chinese: 英文/English:	<b>性别 Gender:</b>
<b>服务期 Tenure</b>	Date of Appointment	Date of Confirmation
<b>职称 Current Position</b>		
<b>休假日期 Period of Sabbatical</b>	From:	To:
<b>Host University</b>	Department/Faculty/Centre/Institute:	Address:
<b>经费来源 Sources of Funding for</b>	Air travel: Monthly allowance x no. of months:	
<b>指导人/联络人 Name of Counterpart at Host Institution</b>		
<b>研究题目 Research Topic</b>		
<b>研究计划 Research Proposal</b>		

<b>Outcome of Research (report, article, etc.)</b>	
<b>Comments/Approval by Head of Department</b>	
<b>Comments/Approval by Deputy Vice-Chancellor (Academic and Research)</b>	

Please also submit the following supporting documents:

1. Approval from Head of Department.
2. Letter of appointment/acceptance for affiliation from host institution.
3. Supporting document on funding for travel and other allowances.