



**NATIONAL SPACE RESEARCH AND DEVELOPMENT AGENCY
(NASRDA)**

**POLICY DOCUMENT ON
STUDY LEAVE FOR STAFF
(LOCAL & INTERNATIONAL)**

9TH DECEMBER 2025





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1. INTRODUCTION

The National Space Research and Development Agency (NASRDA, operating under Federal Ministry of Innovation Science and Technology (FMIST), recognizes the importance of continuous learning and capacity development in building a globally competitive and innovative workforce. This Study Leave Policy provides a clear framework for staff seeking to undertake further studies locally or internationally. All study programmes must align strictly with NASRDA's mission of advancing space science, technology, and innovation for national development.

This policy document ensures adherence to signed Bond Agreements and establishes responsibilities, expectations, and consequences for non-compliance and others.

2. OBJECTIVES OF THE POLICY

- a. To provide guidelines for granting study leave to all staff of NASRDA, both Technical and Non-Technical staff.
- b. To ensure that all study programmes pursued by staff are relevant to the Agency's strategic goals and vision.
- c. To enhance NASRDA's human resource capacity through structured training and academic advancement.
- d. To enforce strict compliance with Bond Agreement terms and conditions therein.
- e. To maintain accountability, transparency, and discipline in the utilisation of Federal Government resources.

3. ELIGIBILITY FOR STUDY LEAVE

To qualify for study leave, an applicant must:

- a. Be a confirmed staff of NASRDA and must have spent a minimum of three (3) years of service in NASRDA for study leave without pay and four (4) years to qualify for study leave with pay as stipulated by the PSR and adopted by NASRDA.

- b. Have a demonstrable record of good conduct, discipline, and performance.
- c. Submit a research/academic programme that aligns with NASRDA's vision, mission, and core mandates.
- d. Have no any ongoing disciplinary case or unresolved administrative issue.
- e. Satisfy all requirements for signing a Bond Agreement where applicable.
- f. Technical and Non-Technical staff that meet the above conditions/criteria are eligible to both local and international study leave.
- g. Staff on probation cannot apply for study leave.
- h. The duration of Years an officer is to work with the Agency before embarking on further studies should be the number of years spent on approved studies; i.e minimum of Two (2) Years for MSc and Four (4) Years for PhD.

4. TYPES OF STUDY LEAVE

- 4.1 Full-time Study Leave (With Pay)
Granted for studies considered highly relevant to the Agency's operational and strategic needs.
- 4.2 Full-time Study Leave (Without Pay)
Granted when the programme is relevant but the officer has not met the criteria for study leave with pay.
- 4.3 Part-Time Study Approval
For staff who wishes to study while continuing official duties and assignments.

5. ALIGNMENT OF STUDIES WITH NASRDA MANDATE

No PhD or MSc studies would be approved if it is not in line with the mandate of the Agency.

- 5.1 Establishment of a Structured Research Project Pool
 - a. There shall be a pool for research projects.
 - b. The pool shall be drawn from Departments, Centres and Laboratories.

- c. The research pool shall be area of manpower need of the Agency. It shall be published annually.
- d. The pool shall be made accessible to all staff at the beginning of each year.
- e. When choosing a research project, preference shall be given to the research from the department of the officer.
- f. As the need may arise, officer can come up with research not captured in the pool or fall within the ecosystem; it must be recommended by the Director and approved by the technical committee after a presentation has been made.

5.2 Skill Gap Analysis

Skill gap analysis in each Department, Centre and Laboratory is to be done by the Director/Lab Coordinator at the end of each year.

5.3 Setting Standards for Approved Institutions

Only applicants applying to NUC-accredited/Government approved institutions with relevant programmes should qualify for Study Leave.

6. APPLICATION REQUIREMENTS

All applications must include:

- a. A formal written application addressed to the Director General/CE of NASRDA through the Director of his/her Department.
- b. A letter of admission from a recognized institution.
- c. A Study Proposal/Statement of Relevance, demonstrating alignment with NASRDA's mandate.
- d. When writing Study Leave application, research proposals should be attached. Officer can only embark on study after the approval of the proposal.
- e. The Academic and Professional Training Committee shall develop a standard research proposal template.
- f. Completed Bond Agreement Form for Study Leave with pay.
- g. Recommendation from the applicant's Department, Centre or Laboratory.
- h. Updated Curriculum Vitae.

7. BOND AGREEMENT RULES

All staff embarking on Study Leave - with pay from the Agency - must comply fully with the Bond Agreement rules, including but not limited to:

- a. **Mandatory Service Period:** Upon completion of the programme, the staff must serve the Agency for the stipulated number of years as stated in the Bond. The duration of years an officer is to work with the Agency before leaving the Agency after completing his studies should be 5 Years or pay the bond sum.
- b. **Refund Clause:** Failure to complete the study or to return and serve the mandatory period will result in full refund of all financial commitments made by the Agency.
- c. **Progress Reporting:** Staff must submit progress reports, transcripts, or supervisor's updates every six months. A uniform report template shall be developed. Reports shall be sent directly to the Academic and Professional Training Committee through the official email address of the academic supervisor of the institution hosting the staff. The Department, Centre or Laboratory of the officer must be copied on the mail.
- d. **Change of Programme:** No change in programme, institution, or country is allowed without written approval from the Director General/CE or his representative.
- e. **Return to Duty:** Staff must resume duty immediately upon completion of the programme and submit evidence of completion.
- f. **Non-Compliance Penalties:** Breach of bond conditions may result in disciplinary action, termination, and/or legal enforcement for repayment.

8. STAFF OBLIGATIONS WHILE ON STUDY LEAVE

All staff approved for Study Leave must adhere to the following strict rules:

8.1 Academic Conduct

- a. Maintain satisfactory academic performance throughout the programme.
- b. Uphold the image of NASRDA in all engagements.
- c. Be a good ambassador in the host country.

8.2 **Communication and Accountability**

- a. Provide biannual academic updates.
- b. Maintain active and reachable contact information abroad or locally.
- c. Respond promptly to official communication from NASRDA.

8.3 **Ethical and Behavioral Compliance**

- a. Engage only in lawful and authorized activities.
- b. Avoid behaviors that may bring disrepute to the Agency or Nigeria.

8.4 **Programme Focus**

Ensure the field of study remains consistent with space science, engineering, technology development, ICT, satellite systems, or any other approved field aligned with the Agency's strategic goals and relevant to the delivery of the Agency's mandate.

9. **NASRDA MANAGEMENT RESPONSIBILITIES/ACADEMIC AND PROFESSIONAL TRAINING COMMITTEE (APTC)**

NASRDA Management shall:

- a. Vet applications based on relevance, staff capacity needs, and organizational goals.
- b. Ensure fair and transparent approval processes.
- c. Monitor staff performance and compliance during Study Leave through the enforcement of compulsory progress report.
- d. Enforce Bond Agreement rules where necessary.

9.1 **Academic and Professional Training Committee (APTC)**

- a. Policy framework on training to be developed from time to time by a special adhoc committee.
- b. Implementation of the developed framework to be domiciled with the Academic and Professional Training Committee (APTC).
- c. Monitoring and Evaluation to be done by APTC, Legal Services and Planning, Policy and Research Departments.

10. RESTRICTIONS AND CONDITIONS

- a. No staff shall embark on Study Leave without receiving a formal approval letter.
- b. Study Leave cannot coincide with periods of critical departmental workload unless properly justified.
- c. Staff who recently benefitted from academic training opportunities may be placed on a waiting period.
- d. The quota/percentage of officers that can be allowed on studies in each department per time should not be more than 20%.

10.1 Approval and Communication Process

The flowchart for communicating approvals should be from APTC to the Legal Services department for the bond process, the Human Resources Management Department for the Official release letter, the Administration department for the update of file, and the Policy, Planning and Research Department for Documentation.

10.2 Publishing of Status Reports

Publishing of quarterly reports by the Policy, Planning and Research Department for the entire Agency to know those on study leave, those to return and those who have overstayed.

11. ENFORCEMENT AND COMPLIANCE MECHANISMS

11.1 Overstaying Study Leave

Penalties:

- a. Immediate suspension of salary from the date of overstay.
- b. Mandatory refund of full Study Leave benefits.
- c. Extension of mandatory period as stated in this document by the exact period overstayed.
- d. Issuance of a query and further administrative processes.
- e. Withholding of promotion eligibility for one promotion cycle.

11.2 Failure to Publish Required Papers

Penalties:

- a. Non-recognition of the certificate until publications are submitted and verified.

- b. Withholding of study bond clearance, meaning the officer is not formally classified as having completed the study obligations.
- c. Entry in academic performance file, which will affect future scholarship consideration.

11.3 Refusal to Return After Study (Abscondment)

Penalties:

- a. Immediate classification as an absconded officer
- b. Immediate commencement of administrative procedure in line with public service rules.
- c. Full enforcement of the bond.
- d. Accrual of interest or penalty charges as defined in the bond agreement.
- e. Blacklisting from future governmental sponsorship programmes or holding public service (to be communicated formally).
- f. Notification to the receiving institution/embassy, where applicable.
- g. Initiation of legal action through Legal Services for recovery of public funds.

11.4 Deviation from Approved Area of Study and Institution

Penalties:

- a. Non-acceptance of thesis/dissertation for study clearance if the deviation was not approved in advance.
- b. Mandatory resubmission of a corrected research plan aligned with NASRDA mandate.
- c. Withholding of bond clearance and certificate recognition until corrected.

12. COMPLETION OF STUDY AND REINTEGRATION

Upon completion, staff must:

- a. Submit official transcripts and/or certificate of completion.
- b. Submit his/her PhD or MSc thesis to NASRDA Library (Key requirement before signing of duty assumption certificate from Human Resource Department of NASRDA).
- c. For a PhD certificate to be accepted by the Agency at least two (2)

paper publications must be presented on assumption of duty and a minimum of one (1) publication for M.Sc.

- d. Submit a detailed report summarizing key learnings, key findings, and potential applications to NASRDA's strategic activities.
- e. Present his/her research work findings during NASRDA Technical Presentations.
- f. Participate in a knowledge-transfer session within his or her department.

13. TRAINING & RESEARCH PORTAL

NASRDA shall develop a portal to publish, manage proposals, approvals, reports, and monitoring.

14. REVIEW AND AMENDMENT OF STUDY LEAVE POLICY

This document shall be reviewed periodically to incorporate new directives, technological advancements, and national policy changes affecting education and capacity building.

15. TRANSITIONAL PROVISIONS AND CLAUSES

Any staff who commences academic studies without obtaining formal Study Leave approval from NASRDA prior to enrolment shall be subjected to immediate administrative procedure.

16. EFFECTIVE DATE

This policy becomes effective immediately upon approval by the Director General/CE of NASRDA, and upon approval, it supersedes all previous guidelines relating to study leave in NASRDA.

Approved By:

Dr. Mathew Olumide Adepoju, FGEOSON, FISS, FPMC, FNCA

Director General/Chief Executive,

National Space Research and Development Agency (NASRDA), Abuja, Nigeria

A handwritten signature in black ink, appearing to read 'Mathew', is positioned above a horizontal line.

Date: 9th December, 2025

