

## PROTECTED RESEARCH TIME POLICY AND GUIDELINES

### Protected Research Time

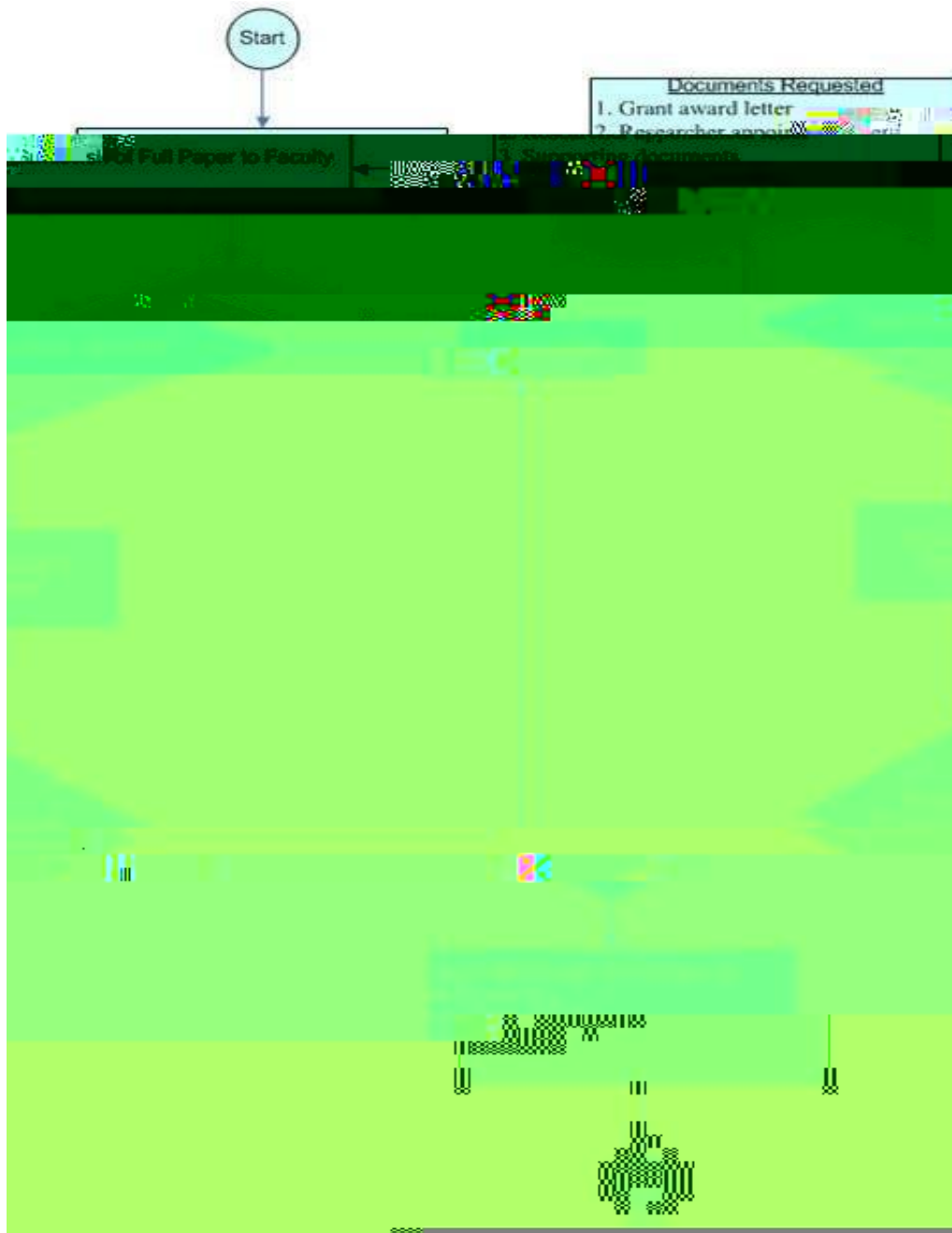
Protected Research Time (PRT) is the time one spends conducting research and protected from other academic or administrative duties. Protected research time is academic in nature.

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## Appendix C: Protected Research Time Application Flowchart



## Appendix D: Protected Research Time Form

### APPLICATION FOR FLEXIBLE WORKING HOURS/RESEARCH PROTECTED TIME FORM (UCSI University Flexible Working Hours Policy/ Research Policy)

I would like to apply for flexible working hours as below:-

Period : \_\_\_\_\_ (please provide start and end dates)  
Day & Time : (1) \_\_\_\_\_ (2) \_\_\_\_\_  
(e.g Mondays; 10am-1pm) (3) \_\_\_\_\_ (4) \_\_\_\_\_  
(5) \_\_\_\_\_ (6) \_\_\_\_\_

#### Purpose (please tick):-

##### 1. Research

- a. Title of Research : \_\_\_\_\_
- b. Grants (Internal & External) : \_\_\_\_\_  
: \_\_\_\_\_
- c. Duration of Research : \_\_\_\_\_
- d. Place of Research : \_\_\_\_\_
- e. Research Team Members : \_\_\_\_\_

Note: To submit a copy of the research proposal with Gantt chart

##### 2. Postgraduate Studies

- a. Programme : \_\_\_\_\_
- b. Institution : \_\_\_\_\_
- c. Duration (provide dates) : \_\_\_\_\_

##### 3. Others

- a. Activity : \_\_\_\_\_
- b. Duration (provide dates) : \_\_\_\_\_

**Note:** I understand that this given flexible working hours can be discontinued at the discretion of the Management.

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**For Head of Research Use Only**

**Head of Research's comments:**

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**Protected Time:**

