Submitting a DSR Sabbatical Leave Request Application from MyGJU
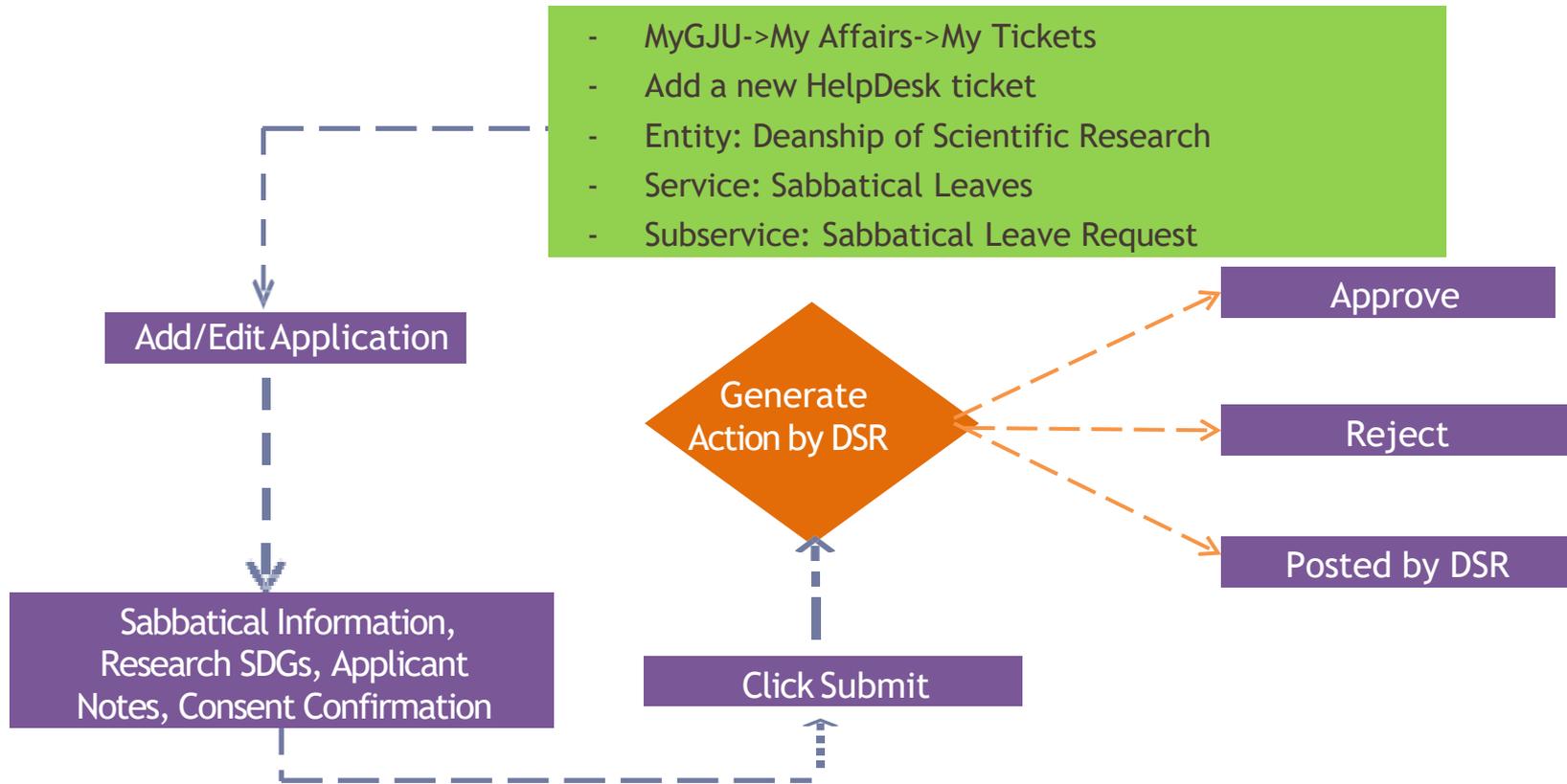
Fadia Alshoura, Feras Al-Hawari, Sara Abu Sa'aleek, and Rasha Al-Attal

Digital Transformation Office Team

Overview

- In this tutorial, the following features are covered:

  ➢ Creating a new ticket to add a DSR Sabbatical Leave application.

  ➢ Submitting a Sabbatical Leave request by an academic employee through a Help Desk ticket.

  ➢ Reviewing Sabbatical applications by the DSR user.

  ➢ Adding previous Sabbatical applications by the DSR user.

  ➢ Roles and permissions related to Sabbatical Leave management.

  ➢ Managing Sabbatical application statuses, publication requirements and upload files.

  ➢ DSR Sabbatical Application view log page.

Adding Sabbatical Leave Application from the HelpDesk in MyGJU

- MyGJU->My Affairs->My Tickets
- Add a new HelpDesk ticket
- Entity: Deanship of Scientific Research
- Service: Sabbatical Leaves
- Subservice: Sabbatical Leave Request

Add/Edit Application

Generate Action by DSR

Approve

Reject

Posted by DSR

Sabbatical Information, Research SDGs, Applicant Notes, Consent Confirmation

Click Submit

Add Sabbatical leave Request application page

Review sabbatical application by DSR

Create a New Ticket to Add a Sabbatical Leave Application (1)

In MyGJU account, go to **My Affairs -> My Tickets** to Add a New Ticket .

Create a New Ticket to Add a Sabbatical Leave Application (2)

> Tickets > Manage Tickets > **Add Ticket**

Ticket Information

Note: Please make sure to save your changes before leaving the page.

Ticket Number: The ticket number will be generated upon saving.

Title: * `sabbatical leave request`

Priority: * `Normal`

Entity: * `Deanship of Scientific Research`

Service: `Sabbatical Leaves`

Subservices: * `Sabbatical Leave Request`

Fill in the required ticket details to proceed with adding a Sabbatical Application form.

Ticket Description *

Source | | | | | | | | Q | | | B | I | U | S | x₂ | x² | | | | | | | | | | |

Styles | Normal | Font | Size | A▾ | A▾

sabbatical leave request

Create a New Ticket to Add a Sabbatical Leave Application (3)

Add Sabbatical Leave Application Process (1)

Application Information

Ticket Number:	82492
Ticket Title:	Sabbatical Leave Request
Creation Date:	N.A.
Application Status:	Pending Submission by Applicant

Fill the sabbatical application required fields then click Save.

Applicant Information

Name:		Employee ID:	100244
Employee Type:	Academic	Academic Rank:	Professor
Work Place:	Mechanical & Maintenace Engineering Department	Work Place Reference:	School of Applied Technical Sciences
Job Title:	Academic Staff	Employee Status:	Currently Employed

Sabbatical Information

No. of Previous Sabbaticals:	1
Start Date: *	
End Date: *	
Start Year:	2025/2026
Start Semester: *	First
Research Title:	
Research SDGs:	Research SDGs
Institution Name (EN):	
Institution Name (AR):	
City Name (EN):	
City Name (AR):	
Country:	Select One

← Back   Save

Add Sabbatical Leave Request Application Process (2)

After completing all the required fields on the form, click "Submit" to proceed.

Sabbatical Leave Application – View Only

Ticket Number:	82492
Created By:	
Creation Date:	20-10-2025 10:33:20
Title: *	Sabbatical Leave Request
Priority: *	Normal
Entity:	Deanship of Scientific Research
Ticket Type: *	Service
Service:	Sabbatical Leaves
Subservices: *	Sabbatical Leave Request

Ticket Description

Sabbatical Leave Request

← Back

Sabbatical Application Form

Status	Creation Date	Modified By	Modification Date	Manage Form
Submitted by Applicant	20-10-2025 11:07:33		21-10-2025 09:49:08	View

➤ **After submitting the application, the employee can only view the application details without the ability to make any edits.**

Sabbatical leave request Tasks in MyGJU that are related to DSR

DSR Sabbatical Applications Management (1)

▸ Coordination ▸ Sabbatical Applications

Filtering Criteria

Research Title:			
Publication Title:			
Institution Name:			

Ticket Number:	0	Country:	All
Applicant Employee ID:		Start Date:	
Applicant Name:	Applicant Name	End Date:	
Applicant Faculty:	All	Start Year:	All
Applicant Department:	All	Start Semester:	All
Added By DSR:	All	Publication Required:	All
Application Status:	Application Status	Publication Type:	All
Sabbatical Status:	Sabbatical Status	Indexed In Scopus:	All
Sabbatical Report Status:	Sabbatical Report Status	Publication Status:	Publication Status
File Type:	File Type	Publication Due Date Exceeded:	All
Research SDGs:	Research SDGs	Publication Due Within 30 Days:	All

Columns to Show in Results

- ☐ All

☐ Creation Date	☐ Applicant Employee ID	☐ Research Title	☐ Publication Required
☐ Ticket No.	☑ Applicant Faculty	☐ SDGs	☐ Publication Title
☐ Ticket Title	☐ Applicant Department	☑ Start Date	☐ Publication Type
☑ Application Status	☐ Applicant Employee Type	☑ End Date	☐ Indexed In Scopus
☑ Sabbatical Status	☐ Applicant Academic Rank	☐ Start Semester	☑ Publication Status
☑ Sabbatical Report Status	☐ Applicant Employee Status	☐ Institution Name	☑ Publication Due Date
☐ No. of Previous Sabbaticals	☐ Added By DSR	☐ City	☑ Publication Due Date Exceeded
		☐ Country	☑ Publication Due Within 30 Days

🔍 Search

DSR Sabbatical Applications Management (2)

From the DSR side, users can manage all sabbatical applications by clicking the Search button. On this screen, the DSR user can apply various filters and select checkboxes according to their requirements before performing the search.
Once the Search button is clicked, all relevant sabbatical applications will be displayed.
The user can then select a specific application to review and take actions such as approving, rejecting, or posting the application.

DSR Sabbatical Applications review page (1)

Sabbatical Information

Note: The number of previous sabbaticals is calculated at the application creation date, excluding withdrawn sabbaticals.

No. of Previous Sabbaticals: 1

Sabbatical Status: Not Started

Start Date: * 01/09/2025

End Date: * 31/08/2026

Start Year: 2025/2026

Start Semester: * First

Research Title: Artificial Intelligence Applications in Renewable Energy Optimization

Research SDGs: Research SDGs

Institution Name (EN): University of Toronto

Institution Name (AR): جامعة تورنتو

City Name (EN): Toronto

City Name (AR): تورنتو

Country: CANADA

The DSR user can edit sabbatical information and update its status.

DSR Sabbatical Applications review page (2)

Publication Information

Note: If the Publication Required checkbox is checked, all Publication Information will be enabled.

Note: The due date is calculated as one year after the sabbatical end date, minus one day.

Publication Required: ☑

Title:

Type: * Journal ▼

Indexed In Scopus: Yes ▼

Status: N.A. ▼

Due Date: 08/11/2026

- If the publication required is checked, all the publication information will be enabled

- The user can edit publication information and update its status.

- Note: The due date is automatically calculated from the sabbatical end date.

DSR Sabbatical Applications review page (3)

Publication Information

Note: If the Publication Required checkbox is checked, all Publication Information will be enabled.

Note: The due date is calculated as one year after the sabbatical end date, minus one day.

Publication Required: ☐

Title:

Publication Required Confirmation ✕

⚠ Unchecking Publication Required checkbox will discard all associated Publication Information. Are you sure you want to uncheck it?

Type: *

Indexed In

Status: [Yes]   [No]

Due Date:

➢ **_Unchecking_** the "Publication Required" checkbox will **discard** all associated Publication information.

DSR Sabbatical Applications review page (4)

The DSR user can select the required Sabbatical Report status and click 'Save' to update it.

DSR Sabbatical Applications review page (5)

Files Information

File Type: *   Select One ▼

File Title:

Decision No:

Decision Date:

Fill the files info and upload a file for each file type.

(Valid file size: 40 MB; Valid file type is pdf.)

+ Choose   ↥ Upload   ⊘ Cancel

Uploaded Files

|◀ ◀◀ 1 ▶▶ ▶|

File Type ↕	File Title ↕	Decision No ↕	Decision Date ↕	Download File	Delete
Sabbatical Leave Application	sabbatical leave app	1/1/2025	01/10/2025	⬇	Delete
Committee Report Decision	Committee Report Decision	1/2/2025	01/10/2025	⬇	Delete

Total Rows: 2

DSR Sabbatical Applications review page (6)

Notes

Applicant Notes:

This sabbatical leave will allow me to collaborate with international researchers at the University of Toronto and advance my ongoing research on Artificial Intelligence applications in renewable energy.

Add DSR Notes and click save, Approve, reject or posted sabbatical to process the application.

DSR Notes:

Consent Confirmation

By submitting this form, you hereby confirm that all the information provided is true and accurate to the best of your knowledge. You also formally consent to undertake the sabbatical in accordance with the stated terms and conditions, and commit to submitting a detailed report of the activities and outcomes of the sabbatical upon your return.

☑ I Agree

| ← Back | 🖫 Save | ✔ Approve Application | ✖ Reject Application | ✅ Posted Sabbatical | 🖨 Print |

DSR Sabbatical Applications review page (7)

Notes

Applicant Notes:
This sabbatical leave will allow me to collaborate with international researchers at the University of Toronto and advance my ongoing research on Artificial Intelligence applications in renewable energy.

DSR Notes:

Consent Confirmation

By submitting this form, you hereby confirm that all the information provided is true and accurate to the best of your knowledge. You also formally consent to undertake the sabbatical in accordance with the stated terms and conditions, and commit to submitting a detailed report of the activities and outcomes of the sabbatical upon your return.

☑ I Agree

| ← Back | 🖫 Save | ✔ Approve Application | ✖ Reject Application | ✅ Posted Sabbatical | 🖨 Print |

Clicking this button saves your updates to the Sabbatical Application information. The application status will change to Under Review, but you can still make further edits.

Clicking this button changes the Sabbatical Application status to Approved. You can still make edits to the application afterward

DSR Sabbatical Applications review page (7)

Notes

Applicant Notes:
This sabbatical leave will allow me to collaborate with international researchers at the University of Toronto and advance my ongoing research on Artificial Intelligence applications in renewable energy.

DSR Notes:

Consent Confirmation

By submitting this form, you hereby confirm that all the information provided is true and accurate to the best of your knowledge. You also formally consent to undertake the sabbatical in accordance with the stated terms and conditions, and commit to submitting a detailed report of the activities and outcomes of the sabbatical upon your return.

☑ I Agree

| ← Back | 🖫 Save | ✔ Approve Application | ✖ Reject Application | ✔ Posted Sabbatical | 🖨 Print |

Clicking this button changes the Sabbatical Application status to Rejected. You can still make edits to the application afterward

Clicking this button permanently locks the Sabbatical Application. No further modifications or uploads will be allowed, and the Sabbatical Status will be set to Posted by DSR. Please make sure all information and files are complete before clicking this button.

DSR Sabbatical Applications review page (7)

➢ Save Button:

Clicking this button saves your updates to the Sabbatical Application information. The application status will change to Under Review, but you can still make further edits.

➢ Approve Button:

Clicking this button changes the Sabbatical Application status to Approved. You can still make edits to the application afterward.

➢ Reject Button:

Clicking this button changes the Sabbatical Application status to Rejected. You can still make edits to the application afterward.'

➢ Posted Sabbatical Button:

Clicking this button permanently locks the Sabbatical Application. No further modifications or upload files will be allowed, and the Sabbatical status will be set to Posted by DSR. Please make sure all information and files are complete before clicking this button.

➢ UnPosted Sabbatical Button:

Clicking this button unlocks the Sabbatical Application and the modifications or upload files will be allowed, and the Sabbatical status will be set to the previous Sabbatical Application status before the posting.

DSR Sabbatical Applications (1)

To display applicants whose publication is due within 30 days of the publication due date, allowing timely follow-up.

▸ Coordination ▸ **Sabbatical Applications**

Filtering Criteria

Research Title: [   ]
Publication Title: [   ]
Institution Name: [   ]

Ticket Number:	0	Country:	All ▾
Applicant Employee ID:	[ ]	Start Date:	[ ]
Applicant Name:	Applicant Name ▾	End Date:	[ ]
Applicant Faculty:	All ▾	Start Yea	▾
Applicant Department:	All ▾	Start Semester:	
Added By DSR:	All ▾	Publication Required:	All ▾
Application Status:	Application Status ▾	Publication Type:	All ▾
Sabbatical Status:	Sabbatical Status ▾	Indexed In Scopus:	All ▾
Sabbatical Report Status:	Sabbatical Report Status ▾	Publication Status:	Publication Status ▾
File Type:	File Type ▾	Publication Due Date Exceeded:	All ▾
Research SDGs:	Research SDGs ▾	Publication Due Within 30 Days:	All ▾

Columns to Show in Results

☐ All

☐ Creation Date   ☐ Applicant Employee ID   ☐ Research Title   ☐ Publication Required
☐ Ticket No.   ☑ Applicant Faculty   ☐ SDGs   ☐ Publication Title
☐ Ticket Title   ☐ Applicant Department   ☑ Start Date   ☐ Publication Type
☑ Application Status   ☐ Applicant Employee Type   ☑ End Date   ☐ Indexed In Scopus
☑ Sabbatical Status   ☐ Applicant Academic Rank   ☐ Start Semester   ☑ Publication Status
☑ Sabbatical Report Status   ☐ Applicant Employee Status   ☐ Institution Name   ☑ Publication Due Date
☐ No. of Previous Sabbaticals   ☐ Added By DSR   ☐ City   ☑ Publication Due Date Exceeded
☐ Country   ☑ Publication Due Within 30 Days

🔍 Search

DSR Sabbatical Applications (2)

Publication Due Date indicates the last day the applicants can submit their publication.

Sabbatical Applications

	Applicant Name ⇕	Applicant Faculty ⇕	Application Status ⇕	Start Date ⇕	End Date ⇕	Publication Required ⇕	Publication Status ⇕	Publication Due Date ⇕	Publication Due Date Exceeded ⇕	Publication Due Within 30 Days ⇕
○		School of Applied Technical Sciences	Under Review by DSR	01/10/2025	01/10/2026	Yes	Approved by DSR	30/09/2027	N.A.	N.A.
○		School of Applied Technical Sciences	Under Review by DSR	01/06/2025	01/07/2025	Yes	N.A.	30/06/2026	No	No
○		School of Applied Technical Sciences	Under Review by DSR	01/09/2024	05/11/2024	Yes	N.A.	04/11/2025	No	Yes

Review · View Log · Export

DSR Sabbatical Applications (3)

Sabbatical Applications

| ◄ | ◄◄ | **1** | ►► | ►► | 3 ˅ |

	Applicant Name ⬍	Applicant Faculty ⬍	Application Status ⬍	Start Date ⬍	End Date ⬍	Publication Required ⬍	Publication Status ⬍	Publication Due Date ⬍	Publication Due Date Exceeded ⬍	Publication Due Within 30 Days ⬍
○	Aiman A. J. Al Share	School of Applied Technical Sciences	Under Review by DSR	01/10/2025	01/10/2026	Yes	Approved by DSR	30/09/2027	N.A.	N.A.
○	Aiman A. J. Al Share	School of Applied Technical Sciences	Under Review by DSR	01/06/2025	01/07/2025	Yes	N.A.	30/06/2026	No	No
○	Aiman A. J. Al Share	School of Applied Technical Sciences	Under Review by DSR	01/09/2024	05/11/2024	Yes	N.A.	04/11/2025	No	Yes

⚙ Review   ⚙ View Log   🗋 Export

> If the publication status is approved then the value will be N.A.

> The due date is 30/6/2025 then his publication is not due within 30 days

> The due date is 4/11/2025 then his publication is due within 30 days allowing timely follow-up

DSR Sabbatical Applications view log page

Sabbatical Applications

	Applicant Name ⇕	Applicant Faculty ⇕	Application Status ⇕	Start Date ⇕	End Date ⇕	Research Title ⇕	Publication Status ⇕	Publication Due Date ⇕	Publication Due Date Exceeded ⇕	Publication Due Within 30 Days	Sabbatical Report Status ⇕
⦿		School of Applied Technical Sciences	Submitted by Applicant	01/09/2024	01/10/2025	Artificial Intellige... Applica... Renewa... Energy Optimi...					

⚙   ⚙ View Log   ▢ Export

> Click the **View Log** button from sabbatical application management page to navigate to the Sabbatical Application Log page.

Sabbatical Application Log

Modified By ⇕	Application Status ⇕	Sabbatical Status ⇕	Publication Status ⇕	Sabbatical Report Status ⇕	Applicant Notes ⇕	DSR Notes ⇕	Modification Date ⇕	Operation ⇕
	Submitted by Applicant	Not Started	N.A.	N.A.	This sabbatical leave will allow me to collaborate with international researchers at the University of Toronto and advance my ongoing research on Artificial Intelligence applications in renewable energy.	N.A.	22-10-2025 10:00:10	Edit
	Submitted by Applicant	Not Started	N.A.	N.A.	This sabbatical leave will allow me to collaborate with international researchers at the University of Toronto and advance my ongoing research on Artificial Intelligence applications in renewable energy.	N.A.	22-10-2025 09:53:50	submit
	Pending Submission by Applicant	Not Started	N.A.	N.A.	N.A.	N.A.	22-10-2025 09:44:18	Add

Total Rows: 3

Adding previous Sabbatical applications by the DSR user.

- ➤ The **Add Sabbatical by DSR** button is used by DSR users to add previous sabbatical applications.
- ➤ When clicked, it navigates directly to the review page, where the DSR user can enter the previous sabbatical information and upload the related files.

View Sabbatical Applications in MyGJU:

- President View.
- Dean and Chair View.

Digital Transformation Office Team

Sabbatical Applications –President View (1)

▸ President View ▸ Sabbatical Applications

Filtering Criteria

Research Title: _____

Publication Title: _____

Institution Name: _____

Ticket Number:	0	Country:	All
Applicant Employee ID:		Start Date:	
Applicant Name:	Applicant Name	End Date:	
Faculty:	All	Start Year:	All
Department:	All	Start Semester:	All
Added By DSR:	All	Publication Required:	All
Application Status:	Application Status	Publication Type:	All
Sabbatical Status:	Sabbatical Status	Indexed In Scopus:	All
Sabbatical Report Status:	Sabbatical Report Status	Publication Status:	Publication Status
File Type:	File Type	Publication Due Date Exceeded:	All
Research SDGs:	Research SDGs	Publication Due Within 30 Days:	All

Columns to Show in Results

- [ ] All
- [ ] Creation Date
- [ ] Ticket No.
- [ ] Ticket Title
- [x] Application Status
- [x] Sabbatical Status
- [x] Sabbatical Report Status
- [ ] No. of Previous Sabbaticals
- [ ] Applicant Employee ID
- [x] Applicant Faculty
- [ ] Applicant Department
- [ ] Applicant Employee Type
- [ ] Applicant Academic Rank
- [ ] Applicant Employee Status
- [ ] Added By DSR
- [ ] Research Title
- [ ] SDGs
- [x] Start Date
- [x] End Date
- [ ] Start Semester
- [ ] Institution Name
- [ ] City
- [ ] Country
- [ ] Publication Required
- [ ] Publication Type
- [ ] Indexed In Scopus
- [x] Publication Status
- [ ] Publication Title
- [x] Publication Due Date
- [x] Publication Due Date Exceeded
- [x] Publication Due Within 30 Days

Search

Sabbatical Applications–Dean View (2)

Digital Transformation Office Team 26-Nov-25

Sabbatical Applications–Chair View (3)

Digital Transformation Office Team

26-Nov-25

The DSR Sabbatical applications Approval Instructions

➢ **Step 1:** Fill out the Sabbatical Basic Information Form electronically.

➢ **Step 2:** Complete the Sabbatical Detailed Proposal Form, which you can find on the Deanship's website.

➢ **Step 3:** Provide us with the approvals from the Department Council and School Council.

Ticket Files to be uploaded:

- Sabbatical leave Detailed Proposal Form

- Department Council approval

- School Council approval

➢ After completing all the required information, the Scientific Research Council will review the application and send its recommendation to the President for review by the Deans Council.