



## FACULTY OF HEALTH AND MEDICAL SCIENCES

### Faculty Variations to the Special Studies Program (SSP)

Applications for leave in the Special Studies Program will be assessed by the SSP Committee and recommended to the Faculty Executive Dean.

Successful applicants should note final approval to undertake travel will depend on the University of Adelaide travel restrictions/travel approval policies. If applicants cannot travel and/or fulfil the objectives of their program, they will be required to reapply in the next round. SSP approvals will not automatically roll over to the following year.

**In addition to the University [SSP Procedure](#), the following Faculty guidelines will also be employed in the assessment of an application:**

#### Application:

1. To be eligible to apply for SSP, applicants must have an up-to-date, public, University of Adelaide Researcher Profile.
2. Applicants must state whether they are a teaching specialist.
3. All applicants are required to submit a brief CV (up to 5 pages) indicating their track record.
4. As part of their application, applicants are required to provide, in writing, an outline of possible options to cover their responsibilities and commitments within their School/Discipline, for the duration of their SSP, as discussed with their Head of School or line manager. This outline must include how duties pertaining to teaching, research and administration will be covered over the SSP.

#### Faculty Priorities

5. Preference will generally be given to applicants meeting the Faculty's strategic priorities and who:
  - have not taken SSP leave previously;
  - are Early to Mid-Career academic staff members
  - are returning from extended parental/carers leave
6. Academic level and the outcome of previous SSP leave (where applicable) will be taken into consideration when assessing applications. A higher academic level will require a higher standard of academic activity during SSP.
7. Unless there is a strong case to the contrary, SSP applications will only be approved for a period of not less than 60 days up to a maximum of 183 days, whether or not financial support is requested.
8. The minimum interval between SSP leave for eligible staff members will be 3 years from the completion of the previous SSP leave (funded or unfunded).
9. Applications received after the closing date will not be considered. Applicants will need to reapply in the next round.

## Head of School Support

10. Applicants are required to discuss their application with their Head of School (or for applicants in the Adelaide Medical School, with their Head of Discipline).
11. Whilst workload allocation is the responsibility of the Head of School, it is the applicant's responsibility to discuss possible backfill options with their Head of School, (or for Adelaide Medical School applicants, their Head of Discipline) prior to application submission. These discussions must take place at least one calendar month prior to the application submission, to allow time for workload modelling to occur.
12. Adelaide Medical School applicants should request sections 1-3 of the "Head of School Statement" form be completed by their Head of Discipline. However, the Head of School is still required to endorse the application by completing section 4 (Head of School Endorsement).
13. The relevant Head of School for each applicant should certify that the proposed SSP is consistent with their School Strategic Plan.
14. The Head of School/Discipline should also comment on the benefit of the proposed SSP for the applicant and the School/Discipline and how the School/Discipline will cover for the applicant while they are on leave.
15. The Head of School may reject an application on the following basis:
  - it is not consistent with the School's strategic plan
  - adequate arrangements have not been made in order to cover the applicant's responsibilities and commitments to the School/Discipline
  - planned leave activities will not significantly enhance the applicant's contribution to the School/Faculty/University.

## Special Studies Program travel allowances

16. All SSP travel must be completed by 31 December within the approved calendar year and may not be carried forward.
17. Living allowance, if applicable (as outlined in the [SSP Procedure](#)), will be paid in conjunction with the staff member's salary through HR.
18. Travel allowances, if applicable, will only be paid if travel has been booked through the University's preferred travel provider – [FCM Travel Solutions](#) in accordance with the University's travel policy and procedures ([University Policies | Travel and Entertainment Policy and Procedures](#)). Applicants who fail to adhere to these policies and procedures will not be able to claim travel. Travel may include airfares, rail, bus, hire car as detailed in the SSP application and necessary to achieve the study objectives.
19. Accommodation, conference registrations, frequent flyer clubs, visa and government fees, entertainment/meeting expenses, transfers, taxi/ride-share and any costs not approved in the original SSP budget may not be claimed.
20. Approved travel costs will be paid as a reimbursement (if paid for by personal funds) or journal transfer (if paid through a University project code) via the Faculty's SSP Coordinator.
21. A request for travel reimbursement is made through the [reimbursement form](#) in Kofax and must be accompanied by a copy of the FCM Travel Solutions invoice/tax receipt and for international travel, the approved travel request form.
22. Requests for reimbursement must be submitted **within 3 months of the date of the expenditure**. Reimbursements over 3 months old will only be considered if there are extenuating circumstances and these are explained together with advice from the Line Manager as to why these circumstances justify payment.
23. A request for payment via journal transfer must be accompanied by the appropriate project code and a copy of the FCM Travel Solutions invoice/tax receipt.

24. Air fare allowance will be capped at the following rates:

<b>Destination</b>	<b>Rate</b>
UK/Europe/North America	\$3,000
Asia/Africa/South America	\$2,500
Within Australia or the Pacific	\$1,200

Where the approved SSP objectives (as detailed in the application budget) involve any combination of airfare/rail/bus/hire car, the total travel allowance claim may not exceed the above caps.

### Reporting

25. All members of staff who have been granted SSP leave are required to submit a SSP Report.

The report consists of the following:

- A completed [SSP Report Form](#), signed by Head of School
- A 200 word summary of the major aspects of leave taken
- A full report limited to 2 pages as outlined in the [SSP Report Form](#)

26. Delay in providing or failure to provide a report will exclude the staff member from undertaking any future periods of special studies as outlined in 4.6.1 of the SSP Procedure.