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| **SPECIAL STUDIES PROGRAM (SSP) APPLICATION FORM** |

**PLEASE COMPLETE AND FORWARD TO:**

Faculty’s Special Studies Program Committee.

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| RECOMMENDATION BY FACULTY SSP COMMITTEE |
| Recommendation that the application be approved: [ ]  YES [ ]  NO |
| **SSP leave period** from to  |
| **Financial support** (if applicable)In recommending financial support, consider approximation of all-inclusive travel costings for the applicant only (*refer to the Faculty/School Travel arranger or the University's* [*Travel and Entertainment site*](http://www.adelaide.edu.au/finance/travel/)). Maximum payable amount for taxable SSP Living Allowance is 14.4% of daily salary for a Senior Lecturer, Step 6 (Level C, Step 6 annual rate / 365 x 14.4%) per day spent outside of South Australia. |
| Recommended total provisional **SSP Living Allowance**: |  |  |
| *SSP days outside**South Australia* x $…….….daily amount = | $........................................................................................................ |
| Recommended total provisional **Air-fare Allowance:** |  | $..................................................................................................... |
| Other remarks:   |
| **RECOMMENDATION (SIGNATURe REQUIRED)** |
| **Convener, Faculty SSP Committee**[ ]  Ensure applicant has been advised of the outcome of their application, including any variations to the conditions requested on their application and / or funding offered.[ ]  Retain the approved Application form, to be attached to the Commencement form 6 weeks before the start of SSP.Name *(please print)* Signature: Date:  |

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| **AUTHORISATION**  |
| **Executive Dean**Name *(please print)* Signature: Date:  |