



SSP Application Guidelines

The following guidelines are to be applied in conjunction with the Special Studies Program (SSP) Procedure document.

The University of Adelaide Special Studies Program (SSP) is a staff development opportunity provided to academic staff for the purpose of undertaking academic activities that will benefit the university and will contribute to the professional development of the staff member. Typically, each period of SSP constitutes a development grant to the staff member, underwritten by the School, to a value determined by each Faculty. The Executive Dean will appoint a Faculty SSP Committee. It is the role of the SSP Committee to evaluate each application to ensure that it meets the assessment criteria and that the investment represents value for money.

Applications

In addition to guidance provided in the University of Adelaide policies for Special Studies Program, applicants should consider the following in the preparation of their application:

1. Applicants must demonstrate in the 'Purpose and Description of Proposed Special Studies Activities' section how they will address one or more of the Faculty Strategic Priorities and provide direct correlation of these priorities to their intended outcome. This should include a comment on why the proposed location/environment of the SSP is appropriate in the context of the selected Faculty Strategic Priorities.
2. The minimum interval between SSP leave for eligible staff members will be 3 years from the completion of the previous SSP leave (funded or not funded).
3. Applications received after the closing date will not be considered. Applicants will need to apply in the next round.
4. Applicants are required to discuss their application with the Head of School at least two weeks prior to closing date.
5. The Head of School may not support the application on the following basis:
 - a. The applicant has not demonstrated adequate performance since the previous SSP or there are other performance matters that may impact on satisfactory SSP outcomes; or
 - b. The proposed SSP activities are not consistent with the School's strategic plan or Faculty Strategic Priorities; or
 - c. Adequate arrangements have not been made in order to cover the applicant's responsibilities and commitments to the school.
 - d. The applicant has failed to demonstrate how they consistently model exceptional standards of professional behavior, consist with the University's values and substantially and directly contribute to a supportive and collegial work environment.
6. The SSP Committee will consider the application on the basis of the University of Adelaide policies for Special Studies Program, the additional eligibility criteria provided in this document, and the written report provided by the Head of School. Applications will then be assessed against a Faculty Rubric's Assessment document.



Special Studies Program Travel allowances

1. All SSP travel must be completed by 31 December within the approved calendar year and may not be carried forward.
2. Living allowance, if applicable (as outlined in the SSP Procedure), will be paid in conjunction with the staff members salary through HR.
3. 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).
4. 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.
5. Any costs not approved in the original SSP application and budget cannot be retrospectively claimed including (but not limited to): accommodation, conference registrations, frequent flyer clubs, visa and government fees, entertainment/meeting expenses, transfers, taxi/ride-share. 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.
6. 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.
7. Requests for reimbursement must be submitted within 3 months of the date of the expenditure. Late requests for 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.
8. 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

Further enquiries

HR Service Centre

Ph: (08) 8313 1111

Email: hrservicecentre@adelaide.edu.au