

Special Studies Program (SSP) Application Checklist



Please ensure you have attended to the following items below prior to applying for SSP via the online application form:

- Check your accrued leave balance of SSP (calendar days) as of the intended commencement date via [Staff Services Online \(SSO\)](#) and confirm that the leave is available.

- Complete the SSP Proposal and Head of School Statement (as part of the online form), explaining the purpose and description of intended Special Studies activities.

- Discuss your SSP application intention, including a leave plan, with the Head of School at least **two weeks** prior to the application closing date.

- If relevant, provide an approximation of all-inclusive travel costings.

- If applicable, include an approved copy of your previous SSP report.

Further enquiries:

HR Service Centre

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