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**Special Studies Program (SSP) Application Approval**

**This form is to be completed by the Convenor of the SSP Committee for final approval by the Executive Dean**

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| **RECOMMENDATION BY THE FACULTY SSP COMMITTEE** |
| **Applicant Name:** |
| **Recommendation that the application be approved:** [ ]  YES [ ]  NO |
| **SSP Release Period:** **From:** Click to enter date **To:** Click to enter date |
| **Financial Support** *(applications for SSP outside of SA only):*In recommending financial support, consider the all-inclusive travel costs for the applicant only (refer to the [University’s Business Travel](https://www.adelaide.edu.au/finance/procurement/travel/) page. |
| Recommended total provisional **SSP Living Allowance**:SSP days outside of South Australia x $ daily amount = $ |
| Recommended total provisional **SSP Airfare Allowance**: $ |
| Committee Comments:  |
| **APPROVAL AND AUTHORISATION BY EXECUTIVE DEAN** |
| Executive Dean[ ]  I have followed all steps outlined at section 4.10 of the SSP Procedure.[ ]  Approve[ ]  Decline Name *(please print)*: …………………………………………………………………………………………………………Signature: ……………………………………………………………………………………………………………………Date: Click to enter date*Once approved by Executive Dean, please forward to faculty SSP Convenor* |
| **ADMINISTRATION** |
| **Convenor of the faculty SSP Committee****Successful Applications**[ ]  notify the applicant of their outcome, including approved variations to the conditions requested on their application and/or funding offered; [ ]  retain the application and approval form to be attached to the Commencement form 6 weeks before the start of SSP.**Unsuccessful Applications**[ ]  notify unsuccessful applicant in writing, providing a reason for the decision;[ ]  return this completed form together with the application to the HR Service Centre for saving to Content Manager.Name *(please print)*: …………………………………………………………………………………………………………Signature: ……………………………………………………………………………………………………………………Date: Click to enter date[ ]  *Convenor to return the completed form together with the application to the HR Service Centre (**hrservicecentre@adelaide.edu.au**)* |
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