

Special Studies Program (SSP) Application Approval



THE UNIVERSITY
of ADELAIDE

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

RECOMMENDATION BY THE FACULTY SSP COMMITTEE
Applicant Name:
Recommendation that the application be approved: <input type="checkbox"/> YES <input type="checkbox"/> NO
SSP Release Period: From: Click to enter date To: Click to enter date
Financial Support (<i>applications for SSP outside of SA only</i>): In recommending financial support, consider the all-inclusive travel costs for the applicant only (refer to the University's Business 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 (hrrservicecentre@adelaide.edu.au)

Workforce Management Handbook	Special Studies Program (SSP) Application Approval	Effective Date:	May 2023	Version 2
Authorised by	Director, HR Services	Review Date:	May 2026	