# Icon  Description automatically generated­­­­Process Overview

**Special Studies Program (SSP) Report**

# **Guidelines**

All staff members who have been granted Special Studies, must at the conclusion of their SSP submit a Special Studies Report for review of their Head of School and submission to the Faculty’s SSP Committee within one month of their return.

The report compromises four sections as follows:

Section 1: Approved Program details

This section should include an outline of the approved activities.

Section 2: Executive Summary

The Special Studies report should include a brief summary (e.g. 300 words) of the main objectives of the approved SSP and any significant outcomes of the SSP.

Section 3: Written Report

The full written report is a maximum of three pages in Arial 10 font (in addition to part 1 of the Cover sheet and Executive Summary. For consistency, staff members should complete the report using the attached template as a covering page. The written report should include the following:

* Where applicable the special studies report should describe the following:
	+ the principal activity of the SSP as approved on the application;
	+ details of travel destinations (where applicable);
	+ institutions visited;
	+ partners/collaborators;
	+ outline of SSP activities carried out, including work carried out during any Adelaide based portion of the SSP (where applicable);
	+ any alteration or variation to the approved SSP program;
	+ implications for the staff member’s teaching and/or research work;
	+ the measurable benefits of the School/Faculty or professional development of the staff member;
	+ a list of any publications resulting from research conducted during SSP;
	+ the outcomes of any reverse SSP or internal release activities for the staff member and/or their School/Faculty/University;
	+ any additional information as required by the School/Faculty;
	+ any specific technical details (e.g., details of research undertaken, results of experimentation, the development of new technique(s), etc.) should be provided in a supplementary report to the Head of the School.

Section 4: Dissemination/Knowledge Transfer

Approved SSP must have a demonstrated and measurable benefit the School, Faculty and University. Staff must propose a method of disseminating and sharing what they have learnt, new approaches and outcomes of their SSP to a wider audience:

* Presentation to staff/students;
* Presentation to a School/Faculty; or teaching, or research forum;
* Other activity (describe).

This page has intentionally been left blank.

|  |
| --- |
| SECTION 1 – APPROVED PROGRAM DETAILS |
| STAFF MEMBER TO COMPLETE:**Employee ID/Name:** ……………………. **School/Branch:** ………………………………………………………… Title: …………… Family Name: ………………….. Given Names (in full): ………………………………………………….Period of Special Studies From: Select date To: Select date Primary Location: ………………………………………….. Number of Days outside SA: ………………………Principal Activity: |
| [ ]  Pursuit of Research | [ ]  Teaching Development | [ ]  Professional Practice | [ ]  General Scholarship |
| APPROVED ACTIVITIES |
|  |
| VARIATION (IF ANY) TO THE APPROVED SSP ACTIVITIES AND OUTCOMES |
|  |
| SSP OUTCOMES |
|  |
| SECTION 2 – EXECUTIVE SUMMARY (Not exceeding 300 words) |
|  |
| SECTION 3 – WRITTEN REPORT (Maximum 3 pages, minimum Arial 10 font) |
|  |
| SECTION 4 – DISSEMINATION/KNOWLEDGE TRANSFER |
| Briefly describe how/what you will do to share your experience and what you have learnt with staff/students/others. Alternatively, you may prepare a visual presentation.Provide details of the timing, location and proposed audience/participant group.*Staff member to forward the completed report to the Head of School* |
|  |
| RECOMMENDATION TO BE COMPLETED BY HEAD OF SCHOOL | RECOMMENDATION TO BE COMPLETED BY CONVENOR OF THE FACULTY SSP COMMITTEE |
| Head of School Comments:Name *(please print)*: ……………………………………………………………………………………………………………Signature: ……………………………………………………………………………………………………………………Date: Click to enter date*Once completed, forward this report to the Convenor* | Convenor Comments:Name *(please print)*: ……………………………………………………………………………………………………………Signature: ……………………………………………………………………………………………………………………Date: Click to enter date |
| APPROVAL BY EXECUTIVE DEAN |
| Executive Dean:[ ]  Approved[ ]  Not ApprovedName *(please print)*: ……………………………………………………………………………………………………………Signature: ……………………………………………………………………………………………………………………Date: Click to enter date*Once completed, forward this report to the Convenor* |
| ADMINISTRATION |
| Convenor, Faculty SSP Committee to complete:[ ]  Confirmation that the applicant has been advised of the acceptance or otherwise of their report;[ ]  Note below any adjustments to the pre-approved financial support, allowances and/or travel expenses for reimbursement;[ ]  Forward to HR Service Centre for filing. Name *(please print)*: ……………………………………………………………………………………………………………Signature: ……………………………………………………………………………………………………………………Date: Click to enter date*Forward this completed report together to the HR Service Centre* |