# 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).

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| 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 | | | | |
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| SECTION 2 – EXECUTIVE SUMMARY (Not exceeding 300 words) | | | | |
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| SECTION 3 – WRITTEN REPORT (Maximum 3 pages, minimum Arial 10 font) | | | | |
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| 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* | | | | |
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| 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 Approved  Name *(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* | | | | |