



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 comprises 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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Workforce Management Handbook	Special Studies Program Report	Effective Date:	May 2023	Version 1.0
Authorised by	Director, HR Services	Review Date:	May 2026	

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)

Empty box for the Executive Summary content.

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SECTION 3 – WRITTEN REPORT (Maximum 3 pages, minimum Arial 10 font)

Empty area for the written report content.

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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
<p>Head of School Comments:</p> <p>Name <i>(please print)</i>: </p> <p>Signature: </p> <p>Date: Click to enter date <i>Once completed, forward this report to the Convenor</i></p>	<p>Convenor Comments:</p> <p>Name <i>(please print)</i>: </p> <p>Signature: </p> <p>Date: Click to enter date</p>

APPROVAL BY EXECUTIVE DEAN
<p>Executive Dean:</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Not Approved</p> <p>Name <i>(please print)</i>:</p> <p>Signature:</p> <p>Date: Click to enter date</p> <p style="text-align: right;"><i>Once completed, forward this report to the Convenor</i></p>

ADMINISTRATION
<p>Convenor, Faculty SSP Committee to complete:</p> <p><input type="checkbox"/> Confirmation that the applicant has been advised of the acceptance or otherwise of their report;</p> <p><input type="checkbox"/> Note below any adjustments to the pre-approved financial support, allowances and/or travel expenses for reimbursement;</p> <p><input type="checkbox"/> Forward to HR Service Centre for filing.</p> <p>Name <i>(please print)</i>:</p> <p>Signature:</p> <p>Date: Click to enter date</p> <p style="text-align: right;"><i>Forward this completed report together to the HR Service Centre</i></p>

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