

## SPECIAL STUDIES PROGRAM (SSP) REPORT GUIDELINES AND TEMPLATE

- All members of staff who have been granted Special Studies are required to submit the Special Studies Report and summary for consideration by the Faculty’s Special Studies Program Committee and the Head of the School **within one month** of their return.
- The Special Studies report must be accompanied by a brief summary (e.g. 200 words) of the major aspects of the leave taken. The full report is to be limited to two pages and cover the points listed below where applicable. To facilitate consideration of the report, staff members are asked to attach this form as a covering page.
- Where applicable the special studies report should refer to the following:
  - The principal activity of the study leave:
  - Details of places/institutions visited.
  - Outline of work carried out, including work carried out during the Adelaide portion of the leave (where applicable).
  - Implications for the teaching and/or research work of the individual and the School, including any publications resulting from the research.

Note: Any specific technical details (e.g., details of research undertaken, results of experimentation, the development of a new technique, etc.) should be provided in a supplementary report to the Head of the School/Branch.

**SPECIAL STUDIES PROGRAM REPORT**

**Name:**  
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**School/Area:**  
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**Period of Absence:**  
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**Number of days outside of South Australia:**  
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**Principal Activity:**  
Pursuit of Research; ..... Improvement of Teaching; ..... Professional Practice; or ..... General Scholarship

**RECOMMENDATION BY HEAD OF SCHOOL**

Comments  
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**RECOMMENDATION (SIGNATURE REQUIRED)**

**Head of School**  
Name (please print)  
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Signature:  
.....

Date: .....  
*If the Head of School is the applicant, the Executive Dean should complete and sign this section*

**AUTHORISATION (ALL SIGNATURES REQUIRED)**

<p><b>Convener, Faculty SSP Committee</b></p> <p>Ensure applicant has been advised of the acceptance of their report and any adjustments to the pre-approved financial support</p> <p><input type="checkbox"/> Once approved, forward to RMO for filing on Staff Member’s file</p> <p>Name (please print): .....</p> <p><input type="checkbox"/></p> <p>Signature: .....</p> <p>Date: .....</p>	<p><b>Executive Dean</b></p> <p>Name (please print) .....</p> <p>Signature: .....</p> <p>Date: .....</p>
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