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| |  |  | | --- | --- | |  | **Faculty of Social and Behavioural Sciences** APPLICATION FOR OUTSIDE STUDIES PROGRAM LEAVE | | **OUTSIDE STUDIES PROGRAM REPORT**  **Guidelines for the preparation of reports   for the College of Business, Government and Law** |



*The following template is offered to assist staff members to prepare reports on return from OSP. Reports should present a reasonably detailed and lucid account of activities undertaken during the period of the program and be about three pages in length.*

*In accordance with University Policies and Procedures, please send the report to the Dean (People and Resources) for approval within two months of return, copied to the Secretary of the OSP Committee (College Executive Officer* [*melinda.pike@flinders.edu.au*](mailto:melinda.pike@flinders.edu.au)*).*

1. **NAME AND POSITION**

Provide your full name and details of your appointment including title, classification, and discipline.

2. **DURATION OF PROGRAM**

2.1 Dates of commencement and completion of the program, and number of complete weeks as approved by the OSP Committee

2.2 Please detail any variation of the approved dates.

3. **TIME SPENT IN AUSTRALIA**

Detail the number of weeks of the approved program that were spent in Australia (if any).

4. **BRIEF ITINERARY**

The name of each city/place visited and the length of your stay.

5. **FINANCIAL SUPPORT RECEIVED**

Details of financial assistance received from sources other than that recorded in your Outside Studies application form.

6. **INSTITUTIONS VISITED**

Details of visits to each institution, including the dates of the visit, the name of any particular person visited, and a brief statement of the purpose of the visit and the nature of the work done. The titles of any seminars/lectures which you were invited to present should be given.

7. **PURPOSE OF THE PROGRAM**

Briefly describe the purpose and basic objectives of the program as approved by the OSP Committee.

8. **SUMMARY OF THE PROGRAM**

Describe in some detail the program undertaken by you and indicate the extent to which research and scholarly outputs were achieved. Outline the benefits expected to accrue to the University and yourself as a consequence.

9. **PUBLICATIONS**

Detail any work published or in preparation as a result of activities undertaken during OSP.

10. **CONFERENCES ATTENDED**

For each conference, give the title, place, and dates. For papers presented, give the title.

11. **GENERAL COMMENTS**

Please provide comments that may be of use or benefit to the University, or to colleagues planning to undertake an Outside Studies Program.

# Adapted from PPP 8/96 July 2020

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