

Outside Studies Program Guidelines

1. Purpose

The College of Medicine and Public Health (the College) offers an Outside Studies Program (OSP), which enables academic staff to carry out a range of activities consistent with the strategic objectives of the College and/or University, by enabling a period of paid release from normal academic responsibilities.

The (OSP) is offered in accordance with clause 68 of the Flinders University Enterprise Agreement 2023-2026. These guidelines determine the process for considering and approving OSP applications within the College.

2. Participant Eligibility

2.1 Eligible Staff

To be eligible to apply for OSP, staff must meet the following eligibility criteria:

- Be employed as an academic staff member
- Maintain a minimum appointment fraction of 0.4FTE at the point of the program
- Meet the qualifying service criteria as detailed in the Flinders University Outside Studies Program Procedures
- Meet the qualifying service criteria as detailed in the Flinders University Enterprise Agreement 2023-2026

2.2 Ineligible Staff

The following staff are not eligible to apply for OSP:

- Professional staff
- Casual staff
- Academic status holders.

3. Funding

3.1 Financial Support

Eligible staff may apply for financial support in accordance with the *Outside Studies Program Procedures*.

4. Applications

4.1 Application Format and Submission

Applications for OSP are to be submitted through the online OSP application form. All parts of the application form must be completed, and all supporting documents supplied at the point of application.

4.2 Application Requirements

The following requirements must be met as part of the application:

- Applications must be submitted a minimum of 12 weeks prior to the identified program commencing. Exceptional circumstances will be considered on a case-by-case basis.
- Applications including a request for financial support must include travel arrangements and align with the University *Outside Studies Program Procedures*.
- In the event of travel arrangements, a Nu-Trip request must be submitted and approved prior to submission of funding application. The applicant must select 'personal contribution' or 'Research Grant Funded (Tied)' under the budget details and add a note to the additional budget information at the request is in preparation for the travel scheme funding. Copy of the Nu-Trip application is to be included in the online form.

5. Assessment Procedure

Applications will be assessed by the Dean (People and Resources). The Dean PR reserves the right to seek guidance from selected parties.

In instances where financial support is sought, the Dean PR will escalate to the College Resource Committee for consideration at the earliest opportunity.

6. Successful Applicant Responsibilities

6.1 Applicant Responsibilities

Staff awarded funding through the OSP:

- Book travel using the appropriate Flinders University systems and in accordance with internal policies and procedures.
- Ensure that all expenditure is consistent with the application budget and all financial claims are submitted within two (2) months of the identified activities.
- Complete and submit a report to their supervisor within one (1) month following their return from the program, detailing how the objectives of the program were met. The report is to be forwarded to the Dean PR and Vice President and Executive Dean for noting.

7. Supporting Policies and Procedures

These guidelines are to be read in conjunction with the following policies, procedures, and other supporting information. The applicant has a responsibility to adhere to the prescribed requirements within policies and procedures.

[Outside Studies Program Procedures](#)

[Enterprise Agreement 2023-2026](#)

[Travel Policy](#)