

# *Outside Studies Program (OSP)*

## *GUIDELINES*

Dean, People & Resources – STAFF GUIDELINES

Nursing  
& Health Sciences



## *Outside Studies Program (OSP)*

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The College of Nursing and Health Sciences acknowledges the importance of all academic staff participating in regular professional development which provides an opportunity for extending knowledge and skills of relevance to their university employment. It is an expectation that the knowledge gained through funded opportunities is shared via various means (e.g., seminars, workshops, newsletter contributions) such that the broader College can also gain benefit from the investment.

In addition to in-house professional development, there are various means by which academic staff can be supported financially to participate in professional development, including:

- Outside Studies Program – guidelines below
- Overseas Conference Scheme – see separate guidelines
- College of Nursing and Health Sciences Professional Development Funding Scheme (“Local and International”) – see separate guidelines

Before considering an application to other professional development funds, staff should review the full range of in-house professional development activities offered by the University.

***[iEnrol Professional Development Calendar](#)***

***[CNHS Staff Professional Development Opportunities](#)***

## Outside Studies Program [\(OSP\)](#)

The Outside Studies Program provides academic staff with a period free from normal academic responsibilities for the purpose of:

- pursuing sustained research and scholarly enrichment in another institution or research organisation
- gaining experience in teaching and supervision
- gaining experience in course and curriculum development
- upgrading professional expertise by placement with a government agency, professional organisation or private industry
- enhancing artistic performance and creative growth
- re-training for new roles within the University
- keeping abreast of recent developments and improvements in research techniques
- undertaking studies for the completion of a higher degree.

The following information should be read in conjunction with the [University Outside Studies Program Procedures](#).

### Financial support

The maximum CNHS funded amounts for OSP's are:

- Program within South Australia: no funding provided.
- Program within Australia (outside of South Australia) and New Zealand: up to \$2,000.
- Overseas programs (outside of Australia and New Zealand) where the period of absence from South Australia is:
  - Up to and including 2 weeks: up to \$2,000
  - Over 2 weeks and up to and including 6 weeks: up to \$2,500
  - 7 weeks and up to and including 12 weeks: up to \$3,500
  - Over 12 weeks: up to \$4,500

### Applications

- A limited number of applications will be funded each year and all requests for OSP will be considered on a merit basis.
- All Teaching & Research and Teaching Specialists occupying positions with an appointment fraction of 0.4 and above (excluding casual staff) are able to accrue qualifying service for an Outside Studies Program (OSP), provided they meet the eligibility criteria outlined in Clause 68.2 of the Enterprise Agreement
- Applications must be made on the appropriate ([HR/OSP](#)) form with supporting evidence of course/costs etc. as well as the [CNHS OSP Form](#).
- Applications will be called for by the Dean People & Resources at the beginning of each teaching year with closing date specified on callout. Please submit completed package to [cnhs.deanpr@flinders.edu.au](mailto:cnhs.deanpr@flinders.edu.au).
- The college endeavors to communicate the decision within 4 weeks of application date closing.

### Reporting requirements

- All staff granted funding support from the OSP scheme are required to submit a report to [cnhs.deanpr@flinders.edu.au](mailto:cnhs.deanpr@flinders.edu.au) and copy to their supervisor within two months of returning, documenting their OSP outcomes and shall not be considered for further OSP unless this report is received.
- [Guidelines for Preparation of Reports on Outside Studies Programs](#).
- All staff are also required to communicate relevant information gained from OSP through CNHS communication strategies such as the NHS newsletter or Research Section seminars.

### Travel Diary requirements

Employees undertaking University travel must maintain a travel diary:

- For all overseas travel regardless of the duration.
- Where the employee is away for travel inside Australia for more than 5 consecutive nights.
- For all travel within Australia when there is combined business and private travel.
- Staff must comply with the [Combining Business and Private Travel Policy and Procedures](#) to ensure that no fringe benefit tax (FBT) liability arises when a private component is added to travel on University business.
- The diary will be checked by Finance for correct account numbers, completeness and any private travel component that exceeds the University threshold.

For more information on how to complete the travel diary please visit:

<https://nutrip.helpscoutdocs.com/article/174-travel-diaries>.



#### USEFUL LINKS:

- [Outside Studies Program Intranet Page](#) (Frequently asked questions – scroll down in this link to access further information including what you need to know before you book travel, taxation issues to be aware of, and what to do then you get back)
- [Travel Support Page](#)
- [Outside Studies Program Procedures](#)
- [Travel Diary](#)
- [Eligibility](#) (Clause 68.2 of the Enterprise Agreement)