

## College of Science and Engineering Outside Studies Program in 2023

The Outside Studies Program (OSP) enables staff to carry out a range of activities consistent with the strategic objectives of the College and/or the University during a period of paid release from normal academic responsibilities, including one or more of the following:

- undertaking research
- gaining experience to improve and enhance professional knowledge
- developing links with external organisations, e.g., industry
- developing teaching or curriculum materials
- undertaking studies for the completion of a higher degree
- attending conferences where the period of absence exceeds two weeks

The following information is to be read in conjunction with the [University Policy on the Outside Studies Scheme](#).

### Eligibility and Qualifying Service

Outside studies leave may be granted to academic staff with an appointment fraction of 0.4 or above in both Balanced and Teaching Specialist (TS) positions. Staff in research-only positions are not eligible to apply for OSP. A staff member's continuous service at the University will determine the period of OSP available to them, calculated at the rate of 6 weeks of OSP for each 12 months of continuous service, to a maximum of 80 months' qualifying service (40 weeks of OSP). *Employment Services will be forwarded applications to calculate qualifying service prior to assessment.*

Applicants are strongly encouraged to discuss their OSP proposal with their supervisor (who must sign off on the application) and Teaching Program Director (if teaching delivery will be impacted).

### Duration

OSP must be taken in full weeks. The duration of an OSP can vary from 12 to 21 weeks; a semester-length OSP period is normally 21 consecutive weeks. Shorter periods may be appropriate for staff whose teaching does not take place across an entire semester. It may also be appropriate for staff in Teaching Specialist positions whose OSP objectives involve testing or exploring innovative teaching methods to combine OSP with partial rather than full relief from teaching. OSP may be combined with Annual Leave or Long Service Leave.

### Funding

Funding for international and/or national travel as part of an OSP may be requested, per the [Outside Studies Program policy](#). OSP recipients must comply with the University's COVID-related restrictions throughout the period of their OSP.

### Ethics Clearances

Where ethics clearances are required, if not already submitted, applicants should submit protocols for ethics clearance to the appropriate ethics committee once their application has been submitted. Program approval will be conditional upon ethics approvals being sought and obtained where required. Should the College become aware that approvals have not been sought and obtained where required, program approval may be suspended, and funding retrieved.

### Expectations

The OSP is a significant strategic investment by the University and the College, enabling release from regular duties to pursue key areas of academic activity that contribute to and align with the College's strategic direction. The program is a benefit that may be offered when circumstances permit to eligible staff who meet the criteria. A period of OSP is *not* an automatic entitlement (see Section 1.4 of the [Policy](#)) and is conditional upon a high-quality proposal.

## **Applications**

There will be one round of application and assessment per year. Applications should be emailed as a single PDF document to [cse.deanpr@flinders.edu.au](mailto:cse.deanpr@flinders.edu.au). For applications for an OSP period in 2023, the deadline is **5.00 p.m. on Wednesday, 30 November 2022**. No extensions are permitted. Please read the instructions carefully. If details are missing, the proposal may not be considered.

## **Assessment of Applications**

Applications will be assessed by the Dean of People and Resources together with the Dean of Research (balanced applicants) or the Dean of Education (Teaching Specialist applicants). Appeals can be made to the VPED.

Assessment is based on the following criteria:

- evidence for building an excellent record of past research (balanced) or of contribution to scholarship relevant to teaching practice (TS), relative to opportunity;
- the alignment of the proposed outcomes with the strategic objectives of the College;
- the benefits of the proposed program to the College and the University;
- the capacity of the College to make arrangements to maintain the teaching and administrative responsibilities of the applicant.

## **Reporting requirements**

OSP recipients are required to submit a report to the College at the conclusion of their OSP. Please use the [guidelines](#) provided by the University for this purpose. The report should be sent to [cse.deanpr@flinders.edu.au](mailto:cse.deanpr@flinders.edu.au) within two months of the end date of the OSP period.

## Outside Studies Program 2023 Application Form

SECTION A: PERSONAL DETAILS (TO BE COMPLETED BY THE APPLICANT)	
Full name	
Are you an academic staff member with an appointment fraction of 0.4FTE or above in a balanced or teaching specialist position?	YES/NO
Are you still on probation with the University?  <i>*Note that an initial program cannot normally be taken until your appointment is confirmed on a continuing basis.</i>	YES/NO
Details of any other leave proposed in conjunction with OSP (ie annual or unpaid leave)	
Does this program require ethics approval?	YES/NO  If yes, please provide the date on which approval was obtained and the project number.  _____  <i>Please note that ethics clearance, where required, must be gained in full before the OSP commences.</i>
Have you previously been awarded OSP?	YES/NO  If yes, please provide details and <b>attach</b> the report submitted in regard to your most recent OSP period  Semester: _____ Year: _____ No. of weeks: _____ From ____/____/____ To : ____/____/____
How much travel funding are you seeking for the proposed OSP?	\$
Have you had any periods of leave without pay since your last OSP application? Or, for new staff members, since your date of appointment?	YES/NO  If yes, please specify date of leave without pay:  From ____/____/____ To : ____/____/____  From ____/____/____ To : ____/____/____

**SECTION B: PROGRAM DETAIL / ARRANGEMENTS DURING ABSENCE  
(TO BE COMPLETED BY THE APPLICANT)**

Title of your proposed OSP program	
Duration of program	From ____/____/____ To : ____/____/____
Number of complete weeks	
<p><b>Program Description</b></p> <p>Detailed description of your proposed program and research, including its primary purpose and specific objectives, names of research contacts/collaborations, seminar attendance, and professional activity. If conference attendance/participation is included, state its relevance to your research and research outputs within the OSP proposal. If travel is proposed, state its relevance to the proposed program. If writing a book is proposed, you must already have a publication contract and provide those details.</p>	
<p><b>Research Record and/or Scholarship of Teaching, relative to opportunity.</b></p> <p>Details of publications and grants should be shown for at least the past five years, significant career interruptions, national and international engagement, esteem factors, etc.</p>	
<p><b>Timetable for the Proposed Program</b></p> <p>Details of timelines</p>	
<p><b>Proposed Outcomes and Benefits</b></p> <p>Details of grant applications, publications, presentations, and other outputs.</p>	
<p><b>Details of arrangements to cover your duties while absent</b></p> <p>Teaching:</p> <p>Examining:</p> <p>Administrative duties:</p> <p>Supervision of Higher Degree Students:</p> <p>Other:</p>	

**Other Relevant Information****APPLICANT SIGNATURE AND ACKNOWLEDGEMENT**

I acknowledge that any financial support granted from the University will be forwarded to me via the payroll approximately four weeks prior to the commencement of this program.

I accept my obligation to refund to the University any money received as financial support if I do not subsequently undertake the program, or do not return to the University for a period equal to twice the length of the approved program or six months, whichever is the lesser. I also acknowledge that an adjustment may be made to the financial support provided if the program is significantly changed.

I certify that the proposed program will bring significant benefits to the College / Portfolio / University, and that appropriate arrangements have been made to maintain my teaching, examining, graduate supervision, and administrative responsibilities; this has been discussed with my Teaching Program Director/relevant supervisor.

Applicant signature:

Date:

**SECTION C (TO BE COMPLETED BY THE APPLICANT'S SUPERVISOR)****1. Is this application supported?**

YES/NO

**2. Have details of arrangements during absence been confirmed?**

If no, please provide reasons

Supervisor name:

Supervisor signature:

Date:

**SECTION D (TO BE COMPLETED BY THE DEAN PEOPLE & RESOURCES OF COLLEGE)****Comments on application****Approval of program****APPROVED/NOT APPROVED**

In approving this application I certify that the proposed program will bring significant benefits to the College/University, and that appropriate arrangements have been made to maintain the applicant's teaching, examining, graduate supervision, and administrative responsibilities.

**Reason for non-approval (if applicable)**

Dean P&amp;R name:

Dean P&amp;R signature:

Date:

**SECTION E (EMPLOYMENT SERVICES TO CONFIRM)****Last Outside Studies Program:**

From:

To:

No. of weeks:

Qualifying Service on return:

(months)

As at:

**Qualifying service:**Other Institution/Qualifying Service  
on return from last OSP:

(months)

Service since last OSP:

(months)

Total:

(months)

Qualifying service:

(months)