

OUTSIDE STUDIES PROGRAM (SABBATICAL) LEAVE APPLICATION

Purpose

In line with its strategic plan, the University is committed to providing staff with opportunities to carry out sustained scholarly activity or gain professional experience outside the University, in order to maintain and enhance the quality of its teaching and research, and the international profile of the University.

Please read the [Outside Studies Program \(OSP\) Leave Guidelines](#) carefully before completing this application form.

Note: Confirmation of your Qualifying service is required from People & Culture records and must be submitted along with this application form. Contact chass.pc@flinders.edu.au as early as possible to request this be ordered to accompany your submission.

Responsibilities of the applicant:

- A CV with a publications list is required and must be submitted with the application form.
- There will be one round of application and assessment per year with dates announced in VPED updates. Applications should be emailed as a single PDF document to chass.deanpr@flinders.edu.au.
- You will receive a confirmation email from the Dean (People and Resources) advising that your application has been received. If you have not received confirmation of receipt within 3 business days, please contact chass.deanpr@flinders.edu.au.

Assessment of Applications

Applications will be assessed by an advisory group that includes:

- Dean P&R, Chair
- Dean Research
- Dean Education
- 1 Teaching Program Director
- 1 Research Section Head

Reporting Requirements

OSP recipients are required to submit a report to the College at the conclusion of their OSP. A template for this report can be found on the CHASS Library The report should be sent to chass.deanpr@flinders.edu.au within two months of the end date of the OSP period.

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SECTION A: TO BE COMPLETED BY THE APPLICANT

A1. APPLICANT DETAILS

Applicant Name			
Previous OSP	Have you previously been granted OSP leave at Flinders? Yes No		
	If yes: Previous Start Date:	End Date:	Weeks:
	If no: University Appointment Date:	Are you on probation?	
Leave Without Pay	Have you had leave without pay since your last OSP or, for new staff, since your appointment date? Yes No		
	If yes: Leave Start Date:	End Date:	Weeks:

A2. DETAILS OF PROPOSED ABSENCE

Detail below the duration of the program (OSP Leave) and any other forms of leave you intend to apply for in conjunction with this program (e.g. Annual/Long Service Leave and/or Leave Without Pay).

Type	Start	End	Total Weeks
Duration of Program (OSP Leave)			

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A3. OUTLINE OF PROGRAM

Provide a detailed description of your proposed program and how you will achieve the objectives: including the following;

- specific tasks to achieve given outputs and timelines
- how the program will build your ongoing research agenda and its long term impacts
- names and purpose of any proposed collaboration with staff internally and externally
- details of any proposed travel and its relevance to the program
- if writing a book, confirmation of signed contract

If relevant, provide details of any institutions to be visited:

Name of Institution to be visited	Arrive (estimate)	Depart (estimate)

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A4. EXPECTED OUTPUTS

Provide specific details of expected outputs that will result from the program/collaboration.

- For Teaching & Research staff, e.g. quality journal articles or books (if approved by publisher), Category 1- 4 grant applications
- For Teaching Specialist staff, e.g. innovative teaching programs; increase in domestic or international load; national competitive citations or prizes

A5. FINANCIAL ASSISTANCE

Eligible staff may apply for financial support in the form of a contribution towards travel expenses. This support is not automatic and will not exceed travel expenses incurred by the staff member. Staff need to be aware that an adjustment may be made to the financial support provided if the program is significantly changed, or where support from external sources is offered.

- 1. Travel** Estimate reasonable travel expenses to be incurred in implementing the OSP (travel/accommodation/flights costing and calculation in line with the [Outside Studies Program Policy](#)).

- 2. Assistance** Provide details of financial assistance received from other sources (if money is subsequently obtained, please include details in your report on return).

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A6. CV AND PUBLICATIONS LIST

Submit with this application form your CV including a list of your publications (books, book chapters and Refereed Journal Articles) for the past five (5) years.

A7. PREVIOUS OSP

If you have previously been granted OSP leave, please attach your final report

Qualifying Service: Confirmation of my qualifying service has been submitted with this application

A8. CERTIFICATION

The Applicant:

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.

Please ensure you have discussed your proposed program with your supervisor the Teaching Program Director, HDR Coordinator, Dean (People and Resources), and Dean (Research) and/or Dean (Education) prior to submitting your application.

Sign (digital signature)

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SECTION B: TO BE COMPLETED BY THE APPLICANT'S SUPERVISOR

B1. BENEFITS

Please provide a brief statement on the benefits to be gained from the program to the applicant, discipline, college and/or university, including the relationship between the project objectives and the strategic direction of the college and the college mission.

B2. COVER FOR DUTIES OF APPLICANT

Provide details of arrangements to cover the duties of the applicant while absent (attach endorsement emails to your application):

Topic Coordination:		
	Endorsed by the Teaching Program Director:	Yes Not applicable
Teaching (lecturing, tutoring and assessment):		
	Endorsed by the Teaching Program Director:	Yes Not applicable
Supervision (HDRs):		
	Endorsed by the HDR Coordinator:	Yes Not applicable
Administrative duties:		
Other:		
Do you support this application? <div>Yes</div> <div>No</div>		
If no, please provide reasons		
Sign (digital signature)		

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SECTION D: TO BE COMPLETED BY THE DEAN (PEOPLE & RESOURCES)

C1. COVER ARRANGEMENTS

I have reviewed the arrangements to cover the duties of the applicant while absent and support these arrangements:	Yes	No
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If 'No' please provide more information for this decision:

Indicate the cost for any sessionals to be hired. Approval of these individuals does not guarantee approval.

Qualifying Service: Checked Qualifying Service calculation (attached to this document)

Rating: Extent to which application is supported

Rate the application using the scale of 1 to 7 where 1 = not supported and 7 = highly supported

1 2 3 4 5 6 7

Signature of Dean (People and Resources)

Sign
(digital signature)

SECTION E: TO BE COMPLETED BY THE VICE-PRESIDENT & EXECUTIVE DEAN

D1. APPROVAL OF PROGRAM

APPROVED NOT APPROVED

Comments on approval/non-approval:

Sign
(digital signature)