**Professional Development**

**People and Culture**

GPO Box 2100

Adelaide SA 5001

E: professional.development@flinders.edu.au

## CRICOS Provider No. 00114A

## Office Use Only

|  |  |
| --- | --- |
| Received: |  |
| HPRM Ref: |  |
| Approved: | Y/N |
| Letter sent: |  |
| Reimbursement: |  |

**APPLICATION FORM:**

**Study Tours for Professional Staff (HEO8 or above)**

**Proposal and Application for Funding**

This document is prepared as a guide only. Extra information may be added as necessary. Guidelines for Study Tours for Professional Staff are printed on the reverse of this form, and should be read and understood by the applicant and their supervisor. Intending applicants should note that assistance in completing an application for this award is available by consultation with the Senior Learning & Development Consultant, ext. 13864. Please submit your application **by Friday, 28 June 2024**, to: professional.development@flinders.edu.au

1. **APPLICANT’S DETAILS**

|  |  |  |
| --- | --- | --- |
| **Name:** | **College/Portfolio:** | **Department/Division:** |
|  |  |  |
| **Gender: (Please tick)** | **HEO Level:** | **Phone Number:** |
| Male 🞏 Female 🞏 Other 🞏 |  |  |
| **Payroll No:** | **Job Fraction:** |
|  |  |
| **Email Address:** |
|  |

1. **PREVIOUS FUNDING**

Have you received funding from Flinders University to undertake a Study Tour in the past? *(Please tick)*

🞏 Yes – in what year was it received? ………….. 🞏 No

1. **SUPPORTING STATEMENT**

A supporting statement, in the form of a signed memo or email from your supervisor or Head of College / Portfolio, must accompany your application.

1. **BENEFITS OF PARTICIPATION**

Please provide details about how participation in this Study Tour will benefit you, your work area and Flinders University.

1. **PROPOSED ACTIVITY**

Please provide a description of your proposed Study Tour, including purpose, venue and expected timeframe.

1. **FUNDING DETAILS**

Please supply a draft budget for your proposed Study Tour, including travel expenses, living expenses, expected transport costs in each location and total amount of requested funding.

**GUIDELINES: Study Tours for Professional Staff**

**Eligible members are those who occupy positions at or above the level of Higher Education Officer Level 8. Applications will be called for once per annum, for programs to be undertaken in the following year**.

The purpose of the Study Tour Scheme is to provide eligible staff members with the opportunity to travel interstate or overseas to study matters related to their professional duties, which could be expected to produce significant benefits to the University and to the individual concerned. Programs may be undertaken interstate or overseas, and will not normally be approved to supplement proposals for which support is being provided from other sources. Support from the College / Portfolio / Division is acceptable.

The number of awards to be made in any one year will be determined annually, and will normally be funded from a budget of not more than $10,000. While it is appreciated that all aspects may not have been finalised, applicants will be required to give sufficient detail of the proposed program, its relevance to their professional duties, perceived benefits for the University and themselves, duration and costings, to enable a decision to be made. Where the support provided by the University is insufficient, information as to how the balance will be funded must also be given.

Applications must be submitted via the Director of College Services or Director of Division and relevant Senior Executive, whose endorsements of the proposal will be required, to the Senior Learning & Development Consultant, People and Culture, by the date specified. Applications will be considered by the Vice-President (Corporate Services) and Director People and Culture (or their nominees) and determined in accordance with the stated purposes of the scheme.

**Financial Support**

A successful applicant will receive a maximum of $5,000 from the University under this scheme. Where the applicant estimates costs below this, funding will cover the approved actual costs incurred.

## Qualifying Service

No period of formal qualifying service within the eligible categories is stipulated. However, in determining applications, the period spent within higher education administration generally, and within the relevant classifications, may be taken into account.

## Duration of Study Tour

It is normally expected that a study tour would not exceed twelve weeks. In exceptional circumstances, applicants may be permitted to extend it beyond this time by the use of recreation and/or long service leave.

## Report

Within two months of returning to the University, successful applicants will be required to submit a comprehensive report on the study tour to the Vice-President (Corporate Services) through the relevant Director of College Services or Director of Division and relevant Senior Executive.

## Requirement to Return

A staff member who receives support for a study tour will be expected to return to the University upon completion of the program. A staff member shall be required to refund to the University any money received from the University as financial support for a study tour if the staff member does not remain in the service of the University for at least three months after completion of the program.

**More information on Study Tours for Professional Staff can be found at:**

<https://staff.flinders.edu.au/employee-resources/professional-development/study-tour-scheme>

Form updated: 15 February 2024