Application to Undertake a Special Studies Program (SSP) HR14

THE UNIVERSITY OF NEW SOUTH WALES

PART 1 – To be completed by applicant

This application form is to be read in conjunction with the Special Studies Program Policies and Procedures, available on the University website.

Personal Details

1. Family Name:	2. Given Name(s):
3. Title:	4. Position:
5. Employee Number:	
6. School/Other Unit:	7. Faculty:

Information in Support of Application

8. Do you intend to retire within two years of the conclusion of the proposed SSP? Yes ☐ No ☐	
9. Proposed commencement date of SSP:	Proposed ending date of SSP:
10. Period of internal release start date (if any):	End date of internal release:
11. Date of appointment to academic staff:	
12. Last SSP commenced:	concluded:
13. SSP report from the last SSP is attached to this application? Yes ☐ NA ☐	
14. In note form only state the aims of your last SSP and the extent to which they were achieved:	
15. Publications during the last three years (include co-authors, full titles, whether articles or books, first and last page numers). If required, please attach a separate list. The SSP Committee will require a separate statement setting out the circumstances which led to no activity if there had been no publications in the period.	

16. Research Grants received in the last three years:

17. Noteworthy contributions to teaching and learning in the past three years:

Details of proposed SSP

18. Duration and duties of any proposed appointment or employment while on SSP:

19. Amount and source of any expected remuneration (including awards, emolument, salaries, travel assistance, etc.) other than SSP Assistance Committee grants:

20. What publications do you envisage will emerge from the proposed program, if approved?

Summary of proposed program

21. State the activities which you intend to undertake during your SSP, their purpose and the location(s) at which you intend to be based. If more than one location, give the approximate period to be spent at each.

Notes for guidance:

The summary should cover the duration, location and principal research aims of the program. It should be comprehensible to a non-specialist, while adequately describing the activities proposed.

Undertaking

22. At the conclusion of this program, I agree to resume full normal duties at the University of New South Wales for a period equal to the length of absence approved or in default to repay the salary and allowances received during that period or a proportion of them which will be determined by the University having regard to the length of return service given.

I understand the rate and basis of payment during any program which may be approved is contingent upon there being no variation to the details furnished by me in items 19 and 21 of this application. In the event of there being any such variation I undertake to inform the University immediately. I accept that a condition of my being granted a period of absence from the University to undertake a Special Studies Program is that the University reserves the right to vary the basis of payment in the event there being any variation to the information now furnished and I acknowledge that if any overpayment results from the University exercising such right it is recoverable by the University as a debt due to it.

..... Date: / /

Signature of Applicant

PART 2 – To be completed by Head of School/Unit

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If applicant is Head, this section to be completed by Dean

Recommendation of Head of School/Unit
23. Do you recommend this application?
24. If there would be any additional cost to the Faculty resulting from the approval of this program, state the estimated amount:
..... Signature of Head Date: / /

PART 3 – To be completed by Dean

Recommendation of Dean
25. Do you recommend this application?
..... Signature of Dean Date: / /