



## HR18 SSP REPORT TEMPLATE

(HR.V1.0 - 7.05.18)

Staff members are reminded of the reporting requirement attached to an SSP approval. The recommended report format follows:

### 1. Part A

- i. Dates of departure and return of self and dependants.
- ii. Itinerary, including reasons for any variation to the approved itinerary.
- iii. Details of SSP expenses when income (other than SSP Grant) has been received. University SSP Grant money will be reduced, when net income (including SSP Grant) exceeds expenditure, on a dollar for dollar basis.

### 2. Part B

- i. Objectives of the Special Studies Program.
- ii. Details of SSP activities stating -
  - Facilities available and used
  - Research studies undertaken
  - Lectures, seminars, conference attended
  - Lectures given
- iii. Achievement of the objectives  
Benefit gained from SSP  
Other relevant matters

### 3. Head of School's Comments

This section should comment on the extent to which the aims of the program have been achieved. (No special form is required for this). In the case of a Head of School, the Dean should make comments. For Staff of University College read Head of Department, or for Head's report, read Rector

### Where to Send the SSP Report

The completed SSP Report (including Part A and B - SSP details and Head of School's comments) should be forwarded to the [Faculty HR Consultant](#).

**NOTE:** Copies of the above three items should be retained by Faculties, Schools and Departments.