

2010 Outside Studies Program (OSP) Procedures

Date of effect	
Approved by	Academic Board/Vice-Chancellor
Approval date	
Documents replaced by these procedures	2009 Outside Studies Program Procedures
Parent policy	2009 Outside Studies Program Policy

Application Proposals and Variations

1. An application for OSP must be submitted on the Application for 2011 Outside Studies Program Form found at <http://www.canberra.edu.au/hr/outside-studies-program>. Applications are to be submitted on paper as well as electronically.
The completed application for an OSP to be taken in 2011 should be submitted to the relevant Dean by the date specified in the schedule. Deans are to assess applications and rank-order all applications within the Faculty and make recommendations determined on merit, as outlined in the OSP Policy under Criteria for Consideration of Applications. Due consideration is to be given to how the Faculty can support the staff member going on OSP including financial and replacement staffing arrangements.
2. In the case of an OSP to undertake higher degree studies, a report from the degree supervisor(s) stating the applicant's progress towards completion of the higher degree (or evidence of acceptance into a program if a staff member is yet to commence the higher degree) is required.
3. Before proceeding on an OSP, staff members are required to read the Corporate Travel section of the Insurance Manual for the University at: <http://www.canberra.edu.au/corporate/insurance/index.html> and refer to DFAT Travel Advisories at: <http://www.smartraveller.gov.au> to be aware of any travel alerts.
4. Where a staff member wishes to defer an approved OSP (for example, from one semester or year to another), a new application must be submitted. Staff members should not expect that a new application will be automatically approved. (See Appendix A).

Duration of OSP

5. An OSP will normally be not less than 4 weeks and not more than 24 weeks in duration.
6. A staff member may add recreation leave, long service leave and/or leave without pay to the OSP, as approved by the Dean. Applicants are required to apply via HR On-line for recreation leave, long service leave and/or leave without pay as soon as they have been notified by the University OSP Committee that the OSP has been approved. The staff member must notify the OSP Committee of the approval of such leave. Staff are advised to check with the Financial Services Unit to ascertain whether Fringe Benefits Tax (FBT) liability may be applicable where personal time is included as part of the authority to travel.

Suspension of University-related Duties

7. Staff members undertaking an OSP must cease all University-related duties for the duration of their OSP. The Vice-Chancellor may approve continuing membership of University committees in special circumstances. Continuing membership of University Council will be subject to rules of Council. In all circumstances, OSP will be undertaken offsite.

Outside Work during OSP

8. Where a staff member is receiving or is expecting to receive income or financial assistance from sources outside the University during or in respect of their period on OSP, the Outside Work Policy will apply, and appropriate notification and/or approval must be sought. In such circumstances, the University may seek repayment of all or a portion of financial assistance or allocate less than the maximum financial assistance requested in the OSP application.

Location

9. As part of the OSP Application staff members are required to provide a detailed itinerary of their location(s) both nationally and internationally.

Financial Assistance

10. Financial assistance is intended to be a contribution towards the cost of undertaking an OSP and there should be no expectation that the full cost incurred by a staff member in undertaking an OSP will be covered. (See Appendix B below). The assistance is related to the length and location of the OSP. Accordingly, the maximum financial assistance provided by the University towards OSP-associated expenses is as follows.

<i>For OSP undertaken within Australia</i>		<i>For OSP undertaken outside Australia</i>	
<i>Absence from ACT of less than 12 weeks</i>	<i>Absence from ACT of 12 weeks or more</i>	<i>Absence from Australia of less than 12 weeks</i>	<i>Absence from Australia of 12 weeks or more</i>
Up to a maximum of \$5,940	Up to a maximum of \$7,920	Up to a maximum of \$7,700	Up to a maximum of \$9,350

11. Part-time staff will be entitled to financial support on the same basis as full-time staff.
12. The University OSP Committee may determine that amounts less than the maximum specified will be allocated on a pro rata basis where the funding available for OSP purposes is insufficient to meet the total financial assistance requested by all successful OSP applicants.
13. "OSP-associated expenses" apply to the staff member only and are defined as: travel expenses, accommodation expenses and expenses directly related to the conduct of the OSP. No claim or payment may be sought or made in relation to any costs or expenses incurred for a person other than the applicant. The Dean or University OSP Committee may determine that a claim for financial support does not fall within the spirit of "reasonable OSP associated expenses" and may decline to approve such claims.
14. Additional expenses incurred over and above those claimed in the initial budget will not be recoverable from the University.

15. Financial assistance will not be provided under this Policy to assist with the additional costs of attendance at conferences incurred or to be incurred during an OSP. A staff member may be supported from any separate Faculty funds for such purposes. Applicants are encouraged to discuss their intentions with their Deans and confirm that separate funds are available in their Faculty.
16. For approved travel to or between institutions outside the ACT, where a clear affiliation has been established or where the staff member is undertaking higher degree studies, the staff member must obtain a written quotation from the University approved travel agent, currently *Voyager*.
17. Unless the Dean otherwise directs, the payment of financial assistance will be made not sooner than two months before the proposed date of departure on a program.

University OSP Committee

OSP Committee

18. The University OSP Committee will monitor the application of the OSP Policy and make recommendations to the Vice-Chancellor on all matters relating to the Policy.
19. The role of the OSP Committee is to:
 - consider the recommendations of Deans and make recommendations to the Vice-Chancellor;
 - review applications from an institutional strategic perspective;
 - add value to the Dean's recommendations; and
 - ensure that equity principles are upheld
20. The University OSP Committee will comprise:
 - Chair of Academic Board (Chair);
 - Deputy Vice-Chancellor (Research) or the Deputy Vice-Chancellor (Education) as determined by the Vice-Chancellor;
 - One representative from academic level B or C, and academic level D or E;
 - Director, Human Resources;
 - A Secretary to the Committee to provide administrative support but who is not a voting member.
21. The University OSP Committee may make administrative procedures and guidelines consistent with this Policy.
22. Where disputes arise concerning eligibility, financial assistance or reporting requirements, the Vice-Chancellor will be the final arbiter.
23. After each round of OSP applications, the University OSP Committee will submit a list of recommended and not recommended applications for the Vice Chancellor's final determination.

Grievance Process

Procedural Review

24. A staff member whose application is not recommended by the Dean or the University OSP Committee may request a review of the decision.
25. A review may only be requested on the grounds of procedural irregularity leading to a material disadvantage.
26. The fact that the timetable for the OSP round has not been adhered to is not a procedural irregularity.
27. An application for a procedural review must be lodged with the Secretary of the OSP Committee to submit to the Chair of the Appeals Panel within seven (7) days of the date the employee is notified of the outcome of the OSP process. The Chair of the Appeals Panel will be nominated by the Vice-Chancellor. The Chair of the Appeals Committee will conduct the review as expeditiously as possible. A recommendation arising from the procedural review will be made to the Vice-Chancellor.
28. The Vice-Chancellor will make a decision and that decision will be final.

Relevant information

Other related documents

29. Documents related to these procedures are:
 - Outside Studies Program Policy
 - Academic Promotions Policy
 - Professional Development and Review Policy

VARIATION TO OSP

*Any changes to the approved OSP must be submitted in writing to, and approved by, the Chair of the University OSP Committee, following endorsement by the Dean. **Where a staff member needs to significantly defer an approved OSP (e.g. from one semester or year to another), a new application must be submitted to the University OSP Committee.***

I have varied my Outside Studies Program approved by the Vice-Chancellor and attach a covering memorandum detailing the proposed changes.

<i>This form should be submitted at least three months prior to departure</i>	
NAME:	
ACADEMIC LEVEL:	
STAFF ID NUMBER	
DISCIPLINE:	
ACADEMIC FACULTY:	

ENDORSEMENT OF DEAN	
I endorse the variations to the Outside Studies Program approved on initial application.	
Signed:	Dean of the Faculty
Date:	

ENDORSEMENT OF CHAIR, UNIVERSITY OSP COMMITTEE	
I endorse the variations to the Outside Studies Program approved on initial application.	
Signed:	Chair, University OSP Committee
Date:	

FINANCIAL ASSISTANCE EXPLAINED

This material has been prepared to assist staff in determining the level of financial assistance available to them when undertaking OSP leave.

Staff members applying for financial assistance must note that all payments, other than travel and accommodation booked through and paid directly by the University, will be paid via a pre-paid Travelex card obtained from Financial Services.

LEVEL OF FINANCIAL ASSISTANCE

An academic staff member spending the whole of their OSP in the ACT will be entitled to claim for OSP-related expenses only.

An academic staff member spending a portion of an OSP in the ACT and a portion – less than 12 weeks – elsewhere in Australia will be entitled to claim financial assistance up to a maximum of \$5,940 for travel, accommodation, and OSP-related expenses.

An academic staff member spending a portion of an OSP in the ACT and a portion – greater than 12 weeks – elsewhere in Australia will be entitled to claim financial assistance up to a maximum of \$7,920 for travel, accommodation and OSP-related expenses.

An academic staff member spending a portion of an OSP in the ACT, a portion elsewhere within Australia and a portion overseas of less than 12 weeks will be entitled to claim financial assistance up to a maximum of \$7,700 for travel, accommodation, and OSP-related expenses.

An academic staff member spending a portion of an OSP in the ACT, a portion elsewhere within Australia and a portion overseas of greater than 12 weeks will be entitled to claim financial assistance up to a maximum of \$9,350 for travel, accommodation, and OSP-related expenses.

IMPORTANT NOTE: Staff are reminded that “OSP associated expenses” are defined as:

- travel expenses;
- accommodation expenses; and
- expenses directly related to the conduct of the OSP.

“OSP associated expenses” apply specifically to the staff member only. No claim or payment may be sought or made in relation to any costs or expenses incurred for a person other than the applicant. (Refer to section on Financial Assistance above)

The Dean may determine that a claim for financial support does not fall within the spirit of “OSP associated expenses” and may decline to recommend that such expenses be covered. (Refer to section on Financial Assistance above).

On return to the University following an OSP, a staff member is required to acquit OSP expenses incurred on the Travelex card. Staff members should retain all receipts and other evidence of expenses incurred in undertaking the OSP for taxation purposes.

REPORTING OBLIGATIONS TO THE UNIVERSITY

A staff member will be required to:

- a) Within one month of return to the University, the staff member should acquit all expenses incurred on the Travelex card.
- b) Within three months of return to the University the staff member will write a report with a focus on the substantive areas that the staff member investigated while on the Program. The report should be made available for distribution to staff of the Faculty. The report could be considered to complement the below seminar, and might be distributed before the seminar is presented. A paper and electronic copy of the report should be sent to the Secretary of the University OSP Committee.
- c) No later than six months of return to the University, present a seminar to staff of their Faculty which is open to members of the general University community with a focus on the activities, the substantive areas of research and the outcomes of the program. Staff are encouraged to use the regular TLC seminar program.

GUIDELINES FOR WRITING YOUR OSP REPORT

The primary purpose of writing the OSP report is to demonstrate the extent to which your OSP objectives were met.

For the report to be considered satisfactory, it must be approximately 1,000 words in length.

The report should include:

- a. a short summary which provides an overview of the program and outcomes;
- b. a statement of the major objectives as set out in the original application (or in any subsequently approved modifications);
- c. a program description which also evaluates the extent to which the objectives of the program were achieved;
- d. an assessment of the academic benefit(s) gained by the staff member and a statement of how this will impact on current teaching and/or research roles;
- e. a statement of actual or expected publications, collaborative research projects, course development, and append copies where relevant;
- f. a statement of important contacts developed with other institutions and/or individuals and how these contacts assisted with the overall success of the program; and
- g. a statement of benefits to accrue to the University, the Discipline/Centre/Faculty.

Staff members are reminded that an application for a future OSP will depend on the timely submission of all reports and deemed to be satisfactory by the Dean. Applicants are required to complete their OSP reporting obligations, as specified in Obligations section of OSP Policy document.

Failure to meet reporting obligations will result in a future OSP application being deferred by at least a period equivalent to the time that reporting obligations have not been met. A paper and electronic copy of your report must also be provided to your Head of Discipline, Dean and the University OSP Committee.

LETTER OF AFFILIATION

Staff who plan to spend part or all of their OSP at another institution or organisation are required to submit a letter of affiliation with their application. The letter of affiliation should be on the institution's letterhead, and signed by a senior member of staff. Suggested wording for the Letter of Affiliation is as follows:

Dear

I am writing to invite you to accept a Visiting Fellowship in the School of Architecture in the Faculty of Design for the period 9 July 2011 to 20 December 2011.

I understand that for the period of your visit, you will primarily be conducting research and undertaking collaborative work with members of academic staff in the School.

As a Visiting Fellow, you are welcome to make use of the University's Library. An office with a computer and phone will be made available by the School of Architecture.

(signed)

Head of the School of Architecture OR
Dean of the Faculty of Design OR
Chair of the University's Visitors Program.