

OUTSIDE STUDIES PROGRAM (SABBATICAL) LEAVE APPLICATION

Please read the [Outside Studies Program \(OSP\) Leave Guidelines](#) carefully before completing this application form. Email your application to the CBGL Research Support team cbgl.research@flinders.edu.au

Note: Confirmation of your Qualifying service is required from People & Culture records and must be submitted along with this application form. Contact the CBGL Research Support team (cbgl.research@flinders.edu.au) as early as possible to request this be ordered to accompany your submission.

Responsibilities of the applicant:

- Before you complete your application you are required to discuss your proposed program with:
 - Your supervisor.
 - Your Teaching Program Director and the Dean (People and Resources) with regard to covering your teaching and examining.
 - The College HDR Coordinator, with regard to any supervision, while you are on leave.
 - If you are in a Teaching and Research role you must also discuss the proposed program with the your Discipline/Centre/Institute Research Lead and the Dean (Research).
 - If you are in a Teaching Specialist Academic role you must discuss the program with the Dean (Education).
- Note that applications that propose collaboration with a CBGL research centre (Factory of the Future, Centre for Social Impact, Jeff Bleich Centre) are strongly encouraged. Such proposed collaborations must be discussed with the relevant Centre Director.
- A CV with publications list is required and must be submitted with the application form.
- Ensure that your application has been received by the CBGL Research Support team. Please attach a Read Receipt to your email when sending so that you will receive an automated notification when the email is opened.
- You will also receive a confirmation email from the CBGL Research Support team advising that your application has been received. If you have not received confirmation of receipt from the CBGL Research Support team within 3 business days, please contact cbgl.research@flinders.edu.au.

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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 proposed absence, including the start and end dates, the type of leave, and the number of weeks of leave.

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

A3. OBJECTIVES OF PROGRAM

Detail the objective(s) of the program/collaboration and how they align with the strategic direction of the College and the College Mission:

We embrace innovative knowledge and practice to tackle the challenges of our time, with a strategic focus on technology, health and social impact.

or the mission of one of the College Research Centres.

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A4. OUTLINE OF PROGRAM

Provide a detailed description of your proposed program and how you will achieve the objectives set out in A3, including the following;

- specific tasks to achieve outputs and timelines
- how the program will build your ongoing research agenda and its long term implications
- names and purpose of any proposed collaboration with staff at the College research centres
- details of any proposed travel and its relevance to the program
- if writing a book, details of the publisher

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

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

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A5. 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

A6. 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. The maximum granted by CBGL is up to 75% of the amount listed in the [Outside Studies Program Policy](#).

- 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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A7. CV AND PUBLICATIONS LIST

Submit with this application form your CV including a list of your publications (books, book chapters and Refereed Journal Articles) since your last OSP or for the past five (5) years. Include all authors and page numbers. For each publication include the journal or publication ranking, (or whether it is on the CBGL preferred book publishers list) from one of the following sources:

- [SCIMAGO Journal Rank](#) (journals)
- [Law Journal Rank](#) (journals)
- [ABDC - Australian Business Deans Council Master Journal List](#) (journals)
- [CBGL Book Publisher List 2022](#) (books, book chapters)

A8. PREVIOUS OSP

If you have previously been granted OSP leave, provide the following:

- details of the specific objectives of the program and how these were achieved
- specific outputs resulting from the program, and their benefit to the College (or previous academic structure)

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

A9. 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:

Teaching:		
	Discussed with the Teaching Program Director:	Yes Not applicable
Examining:		
	Discussed with the Teaching Program Director:	Yes Not applicable
Supervision (HDRs):		
	Discussed with 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 C: DEAN (RESEARCH) / DEAN (EDUCATION) EVALUATION

Applications from Teaching Specialist staff will be evaluated by the Dean (Education). Applications from Teaching and Research, and Research Focussed staff will be evaluated by the Dean (Research),

C1 - EVALUATION

Provide a brief statement on the benefits to be gained from the program by the applicant, discipline, college and/or University and how it aligns with the strategic direction of the College and the College Mission:

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If previous OSP has been granted, the extent to which the objectives of any previous program were met.

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 (Research) / Dean (Education)

Sign (digital signature)

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

D1. 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

E1. APPROVAL OF PROGRAM

APPROVED NOT APPROVED

Comments on approval/non-approval:

Sign
(digital signature)