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| **PART A - APPLICANT DETAILS**  |
| Employee Name |       | Title |       |
| Position title |       | Level |       |
| College/Division |       | Team/Branch |       |
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| Date employment commenced  |  | End date if on a fixed contract |       |
|  Have you been granted SSP previously\*? [ ]  No 🞃 [ ]  Yes ►  |  Attach copy of SSP Outcome Report  |
| Go to Part B | ► Dates of any LWOP  since end of last SSP |       |

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| **PART B – DETAILS OF STUDY** |
| Location |       | Semester and Year |       |
| Brief Summary |
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| **PART C – WHAT WILL BE GAINED?** |
| Degree/Qualification/Award (please describe) |       |
| Institution |       | Estimated completion date |       |
| [ ]  Sustained Research or Authorship[ ]  Additional technical or vocational skills or industry experience[ ]  Acquire or develop skills capabilities in one of the University’s Core Business Areas[ ]  Undertake managerial or leadership development[ ]  Improve professional/vocational standards in new technologies and/or industry |

Briefly list specific outcomes of SSP

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| 1 |       |
| 2 |       |
| 3 |       |
| 4 |       |
| 5 |       |

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| **PART D – TRAVEL REQUIRED FOR SSP** |
| **Travelling from To Dates Purpose of travel** |
|       |  |       |  |       |  |       |
|       |  |       |  |       |  |       |
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|  Do you require financial assistance?  |  |
| [ ]  No ► Go to Part E [ ]  Yes ► Amount requested? $ |       |  |
|  ► Required for: |       |
| **PART E – ADDITIONAL REQUIREMENTS (if applicable)** |
| If the SPP is in Darwin, what additional support might you be seeking in terms of equipment or materials?[ ]  Computer [ ]  Desk [ ]  Laptop [ ]  Phone [ ]  Space allocation[ ]  Other (provide details)       |
|  |
| **PART F – SIGNATURE** |
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| Applicant signature |       | Date |       |
| This must be submitted with signed approval of Supervisor and Senior Executives on the Supervisor Report |
| An application for SSP should include the following:[ ]  Completed and signed Special Studies Program (SSP) Application form[ ]  Detailed description of proposed program (not to exceed 10 pages)[ ]  Completed and signed Performance Development Review System Planning (PDRS) form[ ]  Staff Studies Program(SSP) Supervisor’s Report[ ]  Previous SSP Outcome Report (if relevant)[ ]  Completed Leave Form for requested period (must be submitted on approval to OPC)[Staff – Special Studies Program Procedures](http://www.cdu.edu.au/governance/procedures/pro-084.pdf)  |

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| **INFORMATION FOR APPLICATIONS** |
| Consultation with College/Division Staff members who intend to apply for SSP must first consult with the relevant members of their work area (i.e. anyone who will be affected by the proposed period of absence). This includes reaching agreement with the supervisor who must take into consideration overall workload management and ensure that appropriate plans to minimise work disruption and financial outlay are fully considered, and approval from Senior Manager & Executive. |
| Past programsApplicants who have previously taken SSP\* must provide Outcome Reports and details of any Leave Without Pay (LWOP) taken since the last Program.  |
| Details of proposed programThe Program Description should be written in 11 point Calibri Light or similar, and not exceed 10 pagesApplicants are expected to provide a comprehensive description of the proposed program. The program description should generally follow the heading structure below: 1. Title of project / Name of award / Objective of visit (whichever is applicable)
2. Location of project, award or visit
3. Length of project, award or visit
4. Overview of the program
5. Background work completed (if applicable)
6. Authorisations, admissions, invitations Attach documentary evidence such as letters of invitation or confirmation of acceptance into study program, if available. This documentation will be required before final approval for leave is granted.
7. People and places to be visited. List institutions, places to be visited and state the purpose and expected outcome of each visit, plus approximate dates and mode of transport.
8. Reason for choice of venue
	* If overseas, provide evidence to show that an Australian venue is unavailable or unsuitable.
	* If interstate, provide evidence to show that a Northern Territory venue is unavailable or unsuitable.
9. State the Benefit of the program to yourself and the University. For example, research and publication; managerial or leadership development; acquisition or development of skills and capabilities, improvement of professional and vocational standards.
10. Explain your capacity to complete the program – provide results of previous study or work experience if relevant.
11. Research track record or potential to develop research skills.
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| Financial SupportA staff member on a Program will be paid his or her normal salary, wages and entitlements. The costs and the replacement staff salary costs associated with a Special Studies Program are borne by the applicant’s area. The area is not required to cover all or additional expenses associated with a Program.The area may choose to make a contribution to airfares for travel or for enrolment fees for courses or conferences approved under the SSP. Such a contribution is subject to the approval of the Senior Management Group. The area may agree to provide physical and technical support such as office space and computer access if required and if available. Such support is subject to the approval of the relevant Senior Manager.A staff member on a SSP is not eligible to receive travel allowance. The area will not contribute to accommodation and other general travel expenses for staff on a Program.Funding is normally not provided towards the cost of airfares for eligible dependants, however, in cases of special need a staff member may submit a case for such funding as part of the application. |