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| It is strongly recommended that you thoroughly familiarise yourself with the University’s)and [Outside Studies Program (Higher Education) Procedure](https://policy.federation.edu.au/human_resources/professional_development/outsidestudiesprogram/ch01.php).  You should also discuss your intentions to apply with your Executive Dean/Director before commencing with your application.  Applications that do not meet the eligibility criteria as per the *Outside Studies Program (Higher Education) Procedure* will not be considered.  **I confirm that I meet the eligibility requirements to undertake Outside Studies Program**  **Yes  No** |

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| 1. **Personal details** | | | |
| Title |  | | |
| Surname |  | | |
| Name |  | | |
| Contact numbers | Work | Mobile | |
| E-mail address |  | | |
| Preferred mailing address |  | | |
|  | | Postcode |

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| 1. **Appointment details** | | | |
| Current position |  | | |
| Institute/GPS/research centre |  | | |
| Date of initial appointment |  | | |
| Mode of current appointment | Continuing | Fixed-term  /       (end date) | |
| **Employment history at the University** | | | |
| Position | | | Date of appointment |
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| Length of employment at the University | | |  |
| Have you completed your probationary period? | | | Yes No |
| Date of confirmation of appointment | | |  |

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| 1. **OSP semester and duration** | | | | |
| Please specify the semester during which you wish to undertake OSP | | | |  |
| Please specify the duration of your intended OSP | | | |  |
| Proposed start date |  | Proposed end date |  | |

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| 1. **Previous OSP details** | |
| Have you previously undertaken OSP? | Yes No |
| **If yes,** please provide the date of your return |  |
| Please attach a copy of your final report |  |

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| 1. **OSP credit application** | |
| Are you applying for OSP credits based on your immediate previous full-time employment in an Australian university or another approved  tertiary institution? | Yes No |
| **If yes**, you are required to submit written proof as per the *Eligibility (5)* section of the [Outside Studies Program (Higher Education) Procedure](https://policy.federation.edu.au/human_resources/professional_development/outsidestudiesprogram/ch01.php). | |

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| 1. **OSP proposal** |
| * 1. **OSP details** |
| Please outline your proposed OSP program (maximum of five A4 pages). You are also required to attach official letters of invitation from other universities or institutions. |
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| * 1. **OSP and the institute/GPS/research centre and University strategic objectives** |
| Please provide a summary of how your intended OSP will assist and benefit the institute/GPS/ research centre and the University in achieving its strategic objectives (maximum of two A4 pages). |
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| * 1. **Workload Allocation during OSP** |
| Please provide a detailed plan of how your teaching, administrative and/or other duties will be covered during your OSP. |
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| 1. **Details of financial support requirements** |
| * 1. Please provide details of the financial support needed for undertaking your proposed OSP. |
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| * 1. Are you applying for a grant for your spouse/partner and/or child/ren to accompany you? | | Yes No |
| **If yes**, please complete the following details: | | |
| Name of **Partner/Spouse** |  | |
| Name of **Child 1** |  | Age |
| Name of **Child 2** |  | Age |
| Name of **Child 3** |  | Age |
|  |  | |
| Please state the period for which will your partner/spouse and/or child/ren be accompanying you? | |  |

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| * 1. Will you be receiving remuneration by way of salary and/or other allowances from sources outside of the University while undertaking OSP? | | Yes No |
| **If yes**, please complete the following details: | | |
| Name of organisation/s from where you will be receiving remuneration |  | |
| AUD$ remuneration you will be receiving | AUD$ | |

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| * 1. Are you requesting from your institute / GPS / research centre augmentation from non-operating grant sources, up to a further 25% of the approved amount? | | | | | Yes No |
| **If yes**, please advise of the proposed amount: | | | AUD$ | | |
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| 1. **Written undertakings** | | | | | |
| * 1. I,      , undertake to submit a report on the assessment of the outcomes of my OSP together with statements of external grants, earnings and expenditures to the Executive Dean/Dean, Global Professional School/Associate DVC (Research and Innovation) and relevant Deputy Vice-Chancellor within two months of resuming duty with Federation University Australia. | | | | | |
| * 1. I,      , undertake to return to the service of Federation University Australia, for a period equal to the duration of the OSP leave granted to me. If I do leave the employment of the Federation University Australia during the OSP leave or during the prescribed period of after-service, I shall reimburse the Federation University Australia on a *pro rata* basis the amount to the value of the grant funding and of any salary paid in advance and service not completed. | | | | | |
| **OSP applicant** | | | | | |
| Signature |  | Name | |  | |
| Date | |  | |

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| **Application checklist** | | | |
|  | **Yes** | **No** | **NA** |
| Have you completed all relevant sections of the application form? |  |  |  |
| Have you attached the final report from your previous OSP? |  |  |  |
| If you are applying for OSP credits, have you attached written proof as per *Eligibility (5)* section of the Outside Studies Program (Higher Education) Procedure. |  |  |  |
| Have you attached letters of invitation, etc. detailing your proposed OSP? |  |  |  |
| Have you provided proof of any remuneration you may be receiving while undertaking OSP? |  |  |  |
| If you wish to request a Living Away from Home Allowance, have you completed and attached the Salary Packaging Agreement and Authority documentation? |  |  |  |

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| **Recommendation** OSP Committee Institute | GPS | Research centre |
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| Outside Study Program Committee Members  Academic Portfolio – Executive Dean (Chair), two academic staff members of the Institute with at least one being at professor or associate professor level, and one member of the professoriate external to the Institute.  Research and Innovation Portfolio – Associate Deputy Vice Chancellor (Chair), two Research Centre Directors nominated by the ADVC, and a member of the professoriate external to the specific Research Centre of the applicant.  Global and Engagement Portfolio – Dean of the Global Professional School (Chair), two academic staff members of the portfolio nominated by the Dean with at least one being a professor or associate professor, and a member of the professoriate external to the Global Professional School. | | | |
| Signature |  | Name |  |
| Title |  |
| Date |  |
| Signature |  | Name |  |
| Title |  |
| Date |  |
| Signature |  | Name |  |
| Title |  |
| Date |  |
| Signature |  | Name |  |
| Title |  |
| Date |  |

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| **Recommendation** endorsement Executive Dean | Dean, GPS | ADVC(RI) | | | | |
| Signature |  | Name |  | |
| Title |  | |
| Date |  | |
| I confirm support of the request for augmentation from non-operating grant sources as proposed in section 7.4. | | | | Yes No |
| Please confirm the percentage you are willing to contribute. | | | | % |

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| **Recommendation** DVC(A) | DVC(R&I) |DVC(G&E) | | | |
|  | Name |  | |
| Title |  | |
| Date |  | |
| Is the position conditionally approved or declined: | Approved: | | Declined: |