

# Academic Development and Outside Studies Program Processes Schedule



## 1 Purpose

To outline the processes for applying for the Academic Development and Outside Studies Program (the Program).

## 2 Scope

This schedule must be read in conjunction with the Academic Development and Outside Studies Program Procedure and is subordinate to it.

## 3 Schedule

This schedule outlines the application, financial assistance and submission processes for the Program.

### 3.1 Applying for the Program

Applicants must demonstrate how the objectives and anticipated outcomes of the Program will contribute to and align with the University's strategic objectives.

Applications for the Program to be taken in Semester 1, Semester 2 or Semester 3 will be called once yearly.

Applications for the Program are required in advance and are to be submitted on the advertised due date in the year preceding the anticipated period of the Program.

Applications will be made on the appropriate Academic Development and Outside Studies Program Form. This form must be received in accordance with the published time line. The applicant is responsible for providing all Information requested on the application form along with any additional Information requested.

#### 3.1.1 Supervisor recommendation

Applications must contain a clear statement by the Supervisor, developed in consultation with the Employee, regarding the effect on the organisational unit's activities and how teaching arrangements, research Student supervision and administrative and committee responsibilities will be managed during the proposed period of the Program.

Applications must be discussed with the Supervisor in the first instance. The Supervisor's

recommendation will offer an opinion as to the relevance and achievability of the Program's anticipated outcomes and must indicate the staffing and associated financial and salary arrangements to cover the applicant's teaching and other commitments.

### **3.2 Financial assistance**

The Program financial assistance will be provided to a maximum of \$4000 per Employee. Additionally, for an Employee travelling away from their home for more than eight weeks with a dependent partner and/or children, a further amount of Program financial assistance of \$100 per week for an accompanying dependent partner and \$50 per week for each accompanying dependent child (for the actual period of absence from home up to a maximum of 16 weeks) is available, capped at a maximum of \$2400 per Program. A dependent partner/child will be determined in accordance with the Australian Taxation Office definition.

All Program financial assistance will be paid as a taxable allowance through the University's payroll system no sooner than two months and no later than one month prior to the commencement date of the period of the Program, with an option for the Employee to receive the allowance either as a lump sum or spread across a number of pay periods at their discretion. This allowance may be used towards the costs of transport, accommodation, meals and other expenses incurred as part of the Program.

With appropriate approval, Employees may also access additional University funds such as internal grant or award funds held in a Division-based professional development project, provided they fulfil the terms of the University Policy and/or internal grant conditions in the use of such funds.

All payments made in accordance with this section are subject to taxation and will be reported on the Employee's annual payment summary as a separate allowance. Payment is initiated by the People Portfolio on receipt of a copy of the letter advising of approval of the Program.

Employees may also access additional external grant funds (e.g. ARC or similar) held in a Division/ Research-based professional development project, provided they fulfil the terms of the University Policy and/or external grant conditions in the use of such funds. The use of these funds may be subject to taxation dependent upon their intended use and associated grant conditions. Employees are advised to refer to Appendix 1 of the Program Application Form to determine whether or not the proposed use of external grant funds may be subject to taxation.

Employees applying for the Program will be required to submit a budget estimating the expected Expenditure to be incurred during the period of the Program along with justification for the scale of Expenditure. Conference attendance applications must be supported by a copy of the official conference registration form detailing the cost of the registration.

Employees applying for the Program should seek their own professional financial advice in relation to their personal taxation circumstances early in the application process. Employees are responsible for retaining the appropriate documentation to enable them to comply with their personal taxation affairs.

If an Employee and partner are both employed by the University and are granted Programs simultaneously, they will be treated as separate Employees for financial assistance.

Approved variations to the Program which have an impact on financial assistance will be paid through an additional taxable allowance.

### 3.3 Application and submission process

Applications for the Program are to be submitted to the Employee's Supervisor in the first instance to complete the Supervisor statement and make recommendations. The Supervisor then forwards applications to the Executive Dean for assessment, who will then forward applications to the People Portfolio for eligibility checking. The People Portfolio will then forward the applications to the Program Assessment Committee for assessment and final Decision.

The Vice-Chancellor will nominate a Delegate to convene the Program Assessment Committee for assessment of applications and final Decision. Following the Decision, Employees will be advised of the outcome.

The Terms of Reference for each committee outline the membership and functions of the committee.

Deadlines for each step in the application process are outlined on the relevant website when the call for applications is made.

The relevant Program Information Guidelines for Applicants provide further Information on the application and assessment process.

## 4 References

Nil.

## 5 Schedule Information

<b>Accountable Officer</b>	Chief People Officer
<b>Responsible Officer</b>	Chief People Officer
<b>Policy Type</b>	University Procedure
<b>Policy Suite</b>	Performance, Development and Recognition Policy
<b>Approved Date</b>	12/3/2019
<b>Effective Date</b>	3/4/2019
<b>Review Date</b>	3/4/2022

<b>Relevant Legislation</b>	
<b>Related Policies</b>	
<b>Related Procedures</b>	<a href="#">Academic Development and Outside Studies Program Procedure</a>
<b>Related forms, publications and websites</b>	<a href="#">People Portfolio Website</a> <a href="#">Program Application Form</a> <a href="#">Program Information Guidelines for Applicants and Supervisors</a> <a href="#">Program Report Template</a> <a href="#">Terms of Reference Program Assessment Committee</a> <a href="#">Variation to Program Form</a>
<b>Definitions</b>	<p><b>Terms defined in the Definitions Dictionary</b></p> <p><a href="#">Decision</a></p> <p>A determination made by an Employee, contractor or other authorised delegate in the course of their duties on behalf of the University.</p> <p><a href="#">Employee</a></p> <p>A person employed by the University and whose conditions of employment are covered by the USQ Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University.</p> <p><a href="#">Expenditure</a></p> <p>Decreases in economic benefits during the Reporting Period in the form of outflows or depletions of Assets or incurrences of liabilities that result in decreases in equity. This encompasses losses as well as expenses that arise in the ordinary course of business.</p> <p><a href="#">Information</a></p> <p>Any collection of data that is processed, analysed, interpreted, organised, classified or communicated in order to serve a useful purpose, present facts or represent knowledge in any medium or form. This includes presentation in electronic (digital), print, audio, video, image, graphical, cartographic, physical sample, textual or numerical form.</p>

### Policy

A high level strategic directive that establishes a principle based approach on a subject. Policy is operationalised through Procedures that give instructions and set out processes to implement a Policy.

### Semester

The period of time during which instruction is provided, learning is undertaken and Assessment is carried out. There are three periods during an Academic Year known consecutively as Semester 1, Semester 2 and Semester 3.

### Student

A person who is admitted to an Award Program or Non-Award Program offered by the University and is: currently enrolled in one or more Courses or study units; or not currently enrolled but is on an approved Leave of Absence or whose admission has not been cancelled.

### University

The term 'University' or 'USQ' means the University of Southern Queensland.

### Vice-Chancellor

The person bearing the title of Vice-Chancellor and President, or as otherwise defined in the University of Southern Queensland Act 1998, including a person acting in that position.

## **Definitions that relate to this schedule only**

### **Supervisor**

Any person responsible for leading the activities of others. In the context of this Procedure, a Supervisor includes Employees at any classification level or title who have responsibilities for leading, managing or supervising work teams and/or individual Employees.

### **Keywords**

Academic development leave, Academic Development and Outside Studies Program, outside studies

### **Record No**

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