



STUDY RELEASE APPLICATION

November 2006

Refer to the Study Assistance Guidelines before completing this application.

PERSONAL DETAILS

Family name: _____ Given name: _____

Staff ID number: _____

Position title: _____ Division/Portfolio: _____

School/Unit/Institute: _____ Campus: _____

UniSA staff Employment Status: [] Full Time [] Part time _____ hrs per week
[] Continuing Date
[] Fixed term contract commenced: _____ Proposed end date: _____

STUDY DETAILS

Qualification: _____ Institution and location:# _____

[] VET studies [] Foundation [] Undergraduate [] Postgraduate

Duration of full time program: _____ Date when studies commenced: _____

Expected date of completion: _____

This is

- [] An initial or amended application
[] A re-application for continuing studies Years when you have previously been granted study leave:

RATIONALE FOR SUPPORT

Applicants should present a sound rationale for support when making an initial application, when changing a program of study or when their work circumstances change, for example, moving to a different position or work area in the University.

If the university nominated is not UniSA please outline the reason in your statement for support.

Multiple horizontal lines for writing the rationale for support.

TIME RELEASE REQUESTED

[] Weekly leave

Table with 3 columns: No. of hours, No. of weeks, No of hours travel time

[] Block leave

Table with 2 columns: No. of days, Dates

Study mode: internal external mixed mode

Study load:

Will you be applying for Financial Assistance yes no

NAME OF APPLICANT: (please print) _____

SIGNATURE OF APPLICANT: _____ DATE: _____

RECOMMENDATION AND AUTHORISATION

To be completed by the supervisor with responsibility for performance management

This study will support development needs identified through performance management and development discussions. I recommend this application for study release.

I do not recommend this application for study release for the following reason/s:

NAME OF SUPERVISOR: (please print) _____

SIGNATURE OF SUPERVISOR: _____ DATE: _____

To be completed by the senior manager as per the Vice Chancellor's Authorisations

Approved Not approved for the following reason/s:

NAME OF SENIOR MANAGER:
(please print) _____

SIGNATURE OF SENIOR MANAGER: _____ DATE: _____

To be completed by the Pro Vice Chancellor or Executive Director (where appropriate)

Approved Not approved for the following reason/s:

NAME
(please print) _____

SIGNATURE _____ DATE: _____

APPLYING FOR STUDY RELEASE

Supervisor refers to the person who directly supervises or manages the applicant and is responsible for performance management.

Senior manager refers to the academic or administrative manager as per the Vice Chancellor's authorisation, for example, Head of School, Unit Director, Division Manager.

Study release is negotiated and approved as part of performance management and development discussions.

1. Staff member and supervisor discuss proposed program of study and supervisor confirms that it is the best choice of study and method of study based on development needs and what both are able to commit to.
2. Staff member completes the HR 8.1 Study Assistance: Study Release Application form and forwards it, with relevant documentation, to their supervisor for endorsement. Relevant documentation includes:
 - for continuing study release applicants, an official statement of the previous year's assessment.
 - for new study release applicants, the letter of offer.
 - evidence of timetable indicating study times and study load of proposed course.

In their application, staff should present a sound rationale for support when making an initial application or when their work or study circumstances change, for example, when changing a program of study; when moving to a different position or work area in the University.

The supervisor either recommends or does not recommend the application and forwards it to the senior manager.

The senior manager considers the application for approval. The approved application is forwarded to the local HR Coordinator or nominated HR Officer for processing. A copy of all documentation on study release approval and alterations is kept in the staff member's file. If the application is not approved the senior manager outlines the reason in writing.

See note below for applications that require approval by the Pro-Vice Chancellor or Executive Director.

3. If the application is approved, the senior manager or nominee (e.g. local HR) informs the applicant in writing that their application for study release has been approved. (Refer to the Study Leave Approval template.)

NOTE

Enrolment in doctoral studies

Staff who are considering undertaking doctoral study must seek support for enrolment from their senior manager to be eligible for study leave provisions. The senior manager must seek approval from the relevant Pro Vice Chancellor or Executive Director before approving the enrolment and any study leave assistance.

Additional study release

Additional study release for higher degree studies may be granted, on a case by case basis. This requires the support of the senior manager and approval by the relevant Pro-Vice Chancellor or Executive Director.