

Academic Studies Program

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1.0 Purpose

This policy details the University's Academic Studies Program (ASP) provision, which provides eligible academic employees the opportunity to engage in dedicated periods of scholarly activity.

2.0 Scope

This policy applies to all continuing academic employees in full and part-time positions. In exceptional circumstances, it may also apply to academic employees appointed on fixed term appointments. It does not apply to employees on probation, research only academic appointments, clinical title holders, sessional, adjunct, visiting and honorary appointees of the University.

3.0 Policy statement

The decision to grant a period of ASP to an eligible academic employee will be made using the guiding principles in this policy and based on the criteria for ASP contained in the Academic Studies Program Procedure.

3.1 Guiding Principles

The following guiding principles govern the ASP described in this policy:

- all applications will be reviewed through a consistent and fair process
- ASP is not an entitlement
- ASP is approved based on the quality of the proposed program of activities, the relevance of the program to the strategic priorities of the University, and the employee's record of achievement (including outcomes from any previous ASP)
- an applicant must demonstrate that the program will enhance their professional and academic progress, as well as make specific contributions to the advancement of the University's strategic objectives in research, and/or learning and teaching
- in light of the University's financial commitment, there is a strong expectation that the ASP will result in commensurate academic benefit to the individual, the work of the Element and the University
- consideration will be given to achievement relative to opportunity
- an Academic Studies Outcome Report is required to be submitted on completion of a period of ASP to demonstrate accountability for the activities undertaken, outcomes achieved, and the funding provided

- an unsatisfactory report may result in an unsatisfactory performance evaluation and managed in accordance with the Academic Staff Enterprise Agreement.

3.2 Review of Decision

If an employee disagrees with the recommendation or decision not to approve their application, they have an opportunity to request a review in accordance with the process outlined in the Academic Studies Program Procedure.

4.0 Roles, responsibilities and delegations

The delegations related to this policy can be found in the [Delegations Register](#) under 'Schedule D; Staffing Sub-Delegations' and Function 'Performance and development'.

5.0 Definitions

Continuing Appointment is employment with the University that is not continuing (contingent funded), fixed term or casual and may be subject to the successful completion of a probationary period.

Fixed Term Appointment is an appointment made for a specified term or ascertainable period for which the employment contract will specify the starting and finishing dates of that employment.

Research-only academic employees are academic employees appointed as a Professorial Research Fellow, Principal Research Fellow, Senior Research Fellow, Research Fellow Grade 2 or Research Fellow Grade 1.

Head of Element means a position that is the designated head of an organisational unit in the University, for example, Head of School, Head of Department or Director of a Research Centre or Institute.

6.0 Information

Title	Academic Studies Program Policy
Document number	2024/0001097
Purpose	This policy details the University's Academic Studies Program (ASP) provision, which provides eligible academic employees the opportunity to engage in dedicated periods of scholarly activity.
Audience	Staff
Category	Operational
Subcategory	Research Staff
UN Sustainable Development Goals (SDGs)	This document aligns with Sustainable Development Goals:

8: Decent Work and Economic Growth
10: Reduced Inequalities

Approval date	23 July 2024
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Effective date	23 July 2024
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Review date	2027
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Policy advisor	Director, Human Resources
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Approving authority	Provost
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7.0 Related Policy Documents and Supporting Documents

Legislation	Academic Staff Enterprise Agreement 2023-2025
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Policy	Code of Conduct Delegations Policy Delegations Register Travel Policy
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Procedures	Delegations Procedure Academic Employment Handbook Consultancy and Commercial Research Procedure
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Local Protocol	Academic Studies Program website
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Forms	Academic Studies Program Application Form Academic Studies Program Variation Form Academic Studies Program Outcome Report
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