

Head of School Support

10. Applicants are required to discuss their application with their Head of School (or for applicants in the Adelaide Medical School, with their Head of Discipline).
11. Whilst workload allocation is the responsibility of the Head of School, it is the applicant's responsibility to discuss possible backfill options with their Head of School, (or for Adelaide Medical School applicants, their Head of Discipline) prior to

24. Air fare allowance will be capped at the following rates:

Destination	Rate
UK/Europe/North America	\$3,000
Asia/Africa/South America	\$2,500
Within Australia or the Pacific	\$1,200

Where the approved SSP objectives (as detailed in the application budget) involve any combination of airfare/rail/bus/hire car, the total travel allowance claim may not exceed the above caps.

Reporting

25. All members of staff who have been granted SSP leave are required to submit a SSP Report.

The report consists of the following:

- A completed [SSP Report Form](#), signed by Head of School
- A 200 word summary of the major aspects of leave taken
- A full report limited to 2 pages as outlined in the [SSP Report Form](#)

26. Delay in providing or failure to provide a report will exclude the staff member from undertaking any future periods of special studies as outlined in 4.6.1 of the SSP Procedure.