

Academic Study Program Procedures

1. LEGISLATION/ENTERPRISE AGREEMENTS/POLICY SUPPORTED

These Procedures support the:

- [Staff Performance and Development Policy](#)
- [Curtin University Academic, Professional and General Staff Enterprise Agreement 2017-2021](#)

2. IMPLEMENTATION PRINCIPLES

2.1. The purpose of Academic Study Program (ASP) is to provide for a period of professional development which will benefit both the University and the academic staff member, primarily in one or more of the following fields of research:

- (a) pure research;
- (b) applied research;
- (c) research into teaching and learning relevant to the staff member's discipline;
- (d) creative production.

2.2. ASP is primarily intended to provide research opportunities to those academic staff who ordinarily do not have access to intensive and sustained research activity.

2.3. ASP provides an academic staff member with any or all of the following opportunities:

- (a) undertake, relevant to the research or academic program of the School or Faculty, one or more of:
 - (i) sustained scholarly activity;
 - (ii) research; or
 - (iii) creative production;
- (b) develop research, particularly as a partner with government, commerce, industry, professional organisations, other higher education providers and institutions of learning, and the community;
- (c) obtain practical experience in the industry/profession relevant to research or research into teaching and learning in higher education;
- (d) maintain and improve scholarship in the staff member's discipline area or related area, particularly the application of knowledge to teaching, research or both.

2.4. ASP is not a form of leave but rather a component of academic work that a staff member is engaged in at the University.

2.5. Approval of ASP is at the discretion of the Executive Manager.

3. PROCEDURAL DETAILS

3.1. Eligibility

3.1.1. If ASP (or equivalent) has not been undertaken previously at the University, a staff member may apply for ASP as follows:

For a cumulative maximum period of up to	Condition
Six months	After three years continuous service
Twelve months	After six years continuous service

- 3.1.2. Subsequent applications for ASP (or equivalent) may be made by a staff member as follows:

For a cumulative maximum period of up to	Condition	
Six months	After end of every three years continuous service	From the date of approval by the Executive Manager (or their nominee) of the ASP report for the previous ASP (or equivalent) period.
Twelve months	After end of every six years continuous service	

- 3.1.3. Applications for ASP greater than six months for a cumulative maximum period of up to twelve months may only be made with the prior endorsement of the proposed timeframe by the Head of School/Area.
- 3.1.4. Prior service with another university will, in normal circumstances, be considered as part of the qualifying period for ASP provided that:
- (a) only the service period since the end date of the last period of ASP (or equivalent) granted by the former university is considered;
 - (b) there is no break in service of more than eight weeks between appointments; and
 - (c) the staff member has served at least 12 months continuous service with Curtin prior to applying for ASP.
- The University and the staff member will agree upon appointment if any prior service will count toward the ASP qualifying period and set out the agreed terms in the staff member's employment contract.
- 3.1.5. Fixed term staff members are eligible to apply for ASP in accordance with these Procedures provided that:
- (a) any period of ASP granted will not extend beyond their period of appointment; and
 - (b) their period of employment must be of sufficient duration for the staff member to comply with clause 3.7.1 (b) and to complete the agreed outcomes of the program.

3.2. ASP for Heads of School

- 3.2.1. Applications for ASP following the conclusion of a Head of School appointment will be favourably considered.

3.3. Application procedure

- 3.3.1. Applications for ASP will be called at least once per year.
- 3.3.2. Applications for ASP must be discussed between the staff member and the Head of School/ Area.
- 3.3.3. Staff members will submit their completed ASP application form as follows:
- (a) Applications for ASP from staff in areas outside of a Faculty will be submitted to their relevant Head of Area who will make a recommendation to the relevant Executive Manager.
 - (b) Applications for ASP from Faculty-based staff will be submitted to their Head of School/Area for consideration by the relevant Faculty Executive (or similar) which is advisory to the Pro Vice-Chancellor and makes recommendations to the Pro Vice-Chancellor to approve or reject all or part of the ASP and estimated costs.
- 3.3.4. Where ASP applications are to be assessed at Faculty Executive meetings, an invitation to attend the discussion of ASP applications will be extended to:
- (a) a representative of the Curtin University Staff Association (Curtin branch of the NTEU); and

- (b) a member of the Professoriate.

For ASP application agenda matters only, these guests will be considered to be members and have full membership rights.

- 3.3.5. The relevant Executive Manager (the Pro Vice-Chancellor for Faculty-based applications) or nominee will make the final determination on each ASP application.
- 3.3.6. Applications for ASP received from eligible staff will be assessed on merit based on all of the following criteria:
 - (a) the nature of the proposed program;
 - (b) the program plan and proposed timelines;
 - (c) the anticipated outcomes and the benefits of the proposed program for the University and the staff member;
 - (d) the strategic direction and operational needs of the University;
 - (e) the capacity of the staff member to make effective use of the opportunity and deliver the outcomes set out in the ASP application; and
 - (f) the outcomes for the University and the staff member of any previous ASP undertaken by the staff member.
- 3.3.7. Staff members must state the basis for the timeframe and location proposed for undertaking ASP. Staff members must also state any plan to submit the ASP report (as required under 3.7) outside the period of ASP.
- 3.3.8. The application must address in detail:
 - (a) any grants and/or other income to be earned;
 - (b) any other funds to be utilised or drawn from;
 - (c) any costs to be incurred by the University in completing the program; and
 - (d) any travel to be undertaken and an estimate of the cost, including any ~~employee contribution amount~~.
- 3.3.9. Staff members will, where practicable, take into consideration teaching periods when developing an application for ASP.
- 3.3.10. Staff members are expected to be focussed on successfully completing their ASP program as well as maintaining contact and engagement with the University in a general sense during their absence. Staff members must reference any other proposed university-related activity to be undertaken during the period of ASP in their application.
- 3.3.11. The length of ASP granted will be dependent on:
 - (a) the nature of the proposed program;
 - (b) the time reasonably required for its objectives to be accomplished in accordance with University/Faculty/School/Area plans; and
 - (c) the operational needs of the University.
- 3.3.12. The relevant Executive Manager will advise applicants in writing of the outcome of their ASP application.

3.4. Right of review of process

- 3.4.1. An unsuccessful applicant may apply to the Provost for a review of the ASP application process. Applicants must submit their application within 14 days of the date of the unsuccessful notice. The application must provide rationale for their claim that the ASP process followed was not valid.
- 3.4.2. The Provost first assesses whether the unsuccessful applicant has provided a rationale for the review. Where a review is to be undertaken the Provost assesses whether the application was properly considered in accordance with the requirements of this procedure and whether the process was valid.

- 3.4.3. After completing the review the Provost will provide to the Executive Manager their assessment and any recommended actions for consideration by the Executive Manager and communication to the staff member.

3.5. ASP and leave entitlements

- 3.5.1. Staff may apply for leave to be taken in conjunction with any ASP granted.
- 3.5.2. If, at the date of application for ASP, a staff member:
- (a) has not taken all accrued long service leave within 3 years of it being accrued; or
 - (b) has excess accrued annual leave;
- the Head of School may require, as a condition of approval of ASP, that the staff member take some or all of this additional leave either prior to or in conjunction with any approved ASP period.
- 3.5.3. When leave is taken as part of ASP, the staff member needs to consider how this will impact on any aspect of the business travel, as outlined within the *Travel Procedures*.

3.6. Salary and allowances during ASP

- 3.6.1. Staff will be paid their basic salary (plus any allowances approved for inclusion in the ASP agreement) during approved periods of ASP. University allowances and payments (eg. per diems) other than those included in the ASP agreement will not be applicable during periods of ASP.
- 3.6.2. A staff member granted ASP that involves travel outside Western Australia is eligible to apply for all or part of an ASP allowance to assist in meeting any additional expenses. The approved ASP allowance will be paid up to four weeks prior to the approved date of departure via the Human Resources payroll system, subject to the receipt of the signed ASP agreement. The maximum allowances payable are specified on the application form.
- 3.6.3. Any staff member granted ASP that includes approved costs for travel will, upon finalisation of the ASP agreement, have their approved air travel booked by the University and arranged by a Travel Facilitator within their Faculty/Area in accordance with the [Travel Procedures](#).
- 3.6.4. A staff member is responsible for seeking advice to ensure that all aspects of their ASP, including insurance and workers' compensation cover, are appropriately covered and documented before commencing ASP.
- 3.6.5. If a staff member and their spouse are employed by the University and both are approved for ASP, they will be treated separately for the purposes of an ASP allowance.
- 3.6.6. Costs of approved ASP incurred by the University may be offset against income or other funds the staff member earns during ASP from sources other than the University. Honorariums and other payments made to the staff member which are considered to be minor by the Executive Manager will not be offset provided they are disclosed in the ASP application.

3.7. Insurance

- 3.7.1. Where travel for ASP is planned to be for greater than 6 months, the University's Travel Insurance Policy will not provide automatic cover, therefore the Faculty/Area must be made aware of this by the staff member as further expenses may result to cover the staff member whilst overseas. In the event that coverage is required for a trip that is over 6 months duration please contact Risk Management Department to discuss options.
- 3.7.2. Should a staff member wish to include private travel either before, during or after their ASP, a private travel insurance policy must be purchased by the staff member to cover this aspect of their travel. Proof of this private coverage may be requested by the University. Visit the [Risk Management Website](#) for options regarding private travel insurance.

3.8. ASP agreement and ASP report

- 3.8.1. The commencement of an approved ASP is conditional upon the staff member giving a written undertaking in a prescribed form (ASP agreement) pertaining to their ASP obligations:
- (a) they will not make any changes to the approved program or itinerary while on ASP without prior approval of the Executive Manager;
 - (b) upon returning to normal duties they will serve for a period at least equivalent to the period of ASP taken;
 - (c) they will provide to the Executive Manager or nominee:
 - (i) a comprehensive written ASP report for approval, including:
 - an evaluation of the program against its objectives;
 - a statement of the benefits achieved or research outputs that are expected to follow within a specified time frame;
 - a copy of the itinerary details if it has changed;
 - networks maintained and/or established;
 - (ii) a declaration giving details of the grants from other sources received during the term of the program or due to be received in respect of the program;
 - (iii) any necessary documentation to support the University's taxation or other compliance requirements.
 - (d) they acknowledge their obligations as set out in clauses 3.8 of this Procedure.
 - (e) they will conduct all activities whilst on a period of ASP in a manner consistent with the University's health and safety procedures and Code of Conduct.
- 3.8.2. The ASP report referred to in clause 3.7.1(c)(i) will normally be completed during the period of ASP. Where this may not be feasible, the staff member must indicate in their ASP application how they plan to complete the report. Prior to completion of ASP, the Executive Manager may grant a staff member a period of up to two months beyond the approved ASP end date to complete their ASP report.
- 3.8.3. Depending on the nature of the program, an interim report may be required detailing research outputs that are still to be provided and an agreed timeframe for a final report to be submitted.
- 3.8.4. For health and safety reasons a staff member will regularly inform the University of their location and the activities being undertaken during ASP and will update this advice and their itinerary promptly should unexpected changes occur.

3.9. Failure to complete or meet the objectives of ASP

- 3.9.1. If a staff member is unable to meet the objectives of their ASP, they must notify their Executive Manager as soon as practicable. The staff member must provide their Executive Manager with sufficient documentation to make an assessment and implement any revised arrangements without reasonable delay.
- 3.9.2. Any granting of extension to ASP due to a staff member being unable to meet the objectives of their ASP will be at the discretion of the Executive Manager.
- 3.9.3. In the event of a breach of the written undertakings by the staff member, the Executive Manager may require the staff member to refund and repay to the University all or part of either or both any allowance or air travel paid under the provisions of travel.
- 3.9.4. Failure by the staff member to abide by the written undertakings may prejudice any future application by that person for ASP and may result in a performance management process being undertaken in accordance with the relevant provisions of the [Curtin University Academic, Professional and General Staff Enterprise Agreement](#).

4. RESPONSIBILITIES

- 4.1 The Executive Manager or nominee is the authorised University officer with the responsibility and accountability for:
- (a) approving ASP applications;
 - (b) ensuring that ASP supports and aligns with the strategic direction and operational needs of the University as well as the needs of the individual staff member; and
 - (c) managing ASP in a manner that is consistent with the University's values.
- For applications from staff within a Faculty, the Executive Manager is the relevant Pro Vice-Chancellor.
- For applications from staff outside a Faculty, the Executive Manager is the relevant Deputy Vice-Chancellor, Chief Operating Officer or Vice-President.
- 4.2 The Provost is responsible for conduct of the review of process sought by an unsuccessful ASP applicant and making any recommendations to the Executive Manager.
- 4.3 The Head of School/Area is the authorised University officer with the responsibility and accountability for:
- (a) working with applicants to develop applications;
 - (b) ensuring that ASP is managed in a manner that supports and aligns with the operational needs of the School/Area; and
 - (c) submitting ASP applications for approval by the Executive Manager (through the Faculty Executive (or similar) in the case of Faculty-based ASP applications).
- 4.4 A staff member approved for ASP is responsible for:
- (a) giving an undertaking to abide by the conditions of ASP as outlined in clause 3.7;
 - (b) ensuring that all aspects of their program, including travel as outlined in the Travel Procedures, insurance and workers' compensation cover, are appropriately covered and documented before commencing ASP.
- 4.5 Human Resources is responsible for preparing the contractual ASP agreement between the University and the staff member.

5. SCOPE OF PROCEDURES

These Procedures apply to all continuing and fixed-term academic staff.

6. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

Employee contribution amount

As referred to in the *Travel Procedures*.

Excess accrued annual leave

Has the same meaning as defined at any time in the [Curtin University Academic, Professional and General Staff Enterprise Agreement 2017-2021](#)

Spouse

Has the same meaning as defined at any time in the [Curtin University Academic, Professional and General Staff Enterprise Agreement 2017-2021](#)

SCHEDULES

Nil

7. RELATED DOCUMENTS/LINKS/FORMS

[Application Form for Academic Study Program \(ASP\)](#)

[Academic Study Program \(ASP\) Agreement](#)

[Travel Insurance Policy webpage](#)

[Travel Procedures](#)

Policy Compliance Officer	Jenny Taylor , Deputy Director, People Capability People and Culture
Policy Manager	Provost
Approval Authority	Provost
Review Date	1 st April 2020

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
E004:1 (New)	Approved	01/01/2004	Academic Senate	AS 12/04	Document No AS 11/04
E004:2	Amended	30/09/2005	Academic Board	AB 161/05	Document No 01139/05
E004:3	Amended	09/05/2007	Council	C 58/07	Document No 00390/07 (Amended to Reflect Organisational Chart)
	Administratively Updated	20/03/2008	Director, Legal and Compliance Services		Reformatted and Amended to Reflect Organisational Chart
	Amended	02/06/2009	Planning and Management Committee	PMC 47/09	Name Change from Staff Services to Human Resources
	Administratively Updated	16/03/2011	Director, Legal and Compliance Services		Approval Authority Changed
	Amended	26/07/2013	Deputy Vice-Chancellor, Academic	EM1319	Unconditional (Approved and Amended as per new Policy Framework and title changed from Academic Study Leave Procedures)
	Administratively Updated	05/02/2014	Director, Legal and Compliance Services		Updated Policy Contact
	Administratively Updated	04/03/2014	Director, Legal and Compliance Services		Updated Policy Manager, title change from Deputy Vice- Chancellor to Provost and Senior Deputy Vice-Chancellor
	Administratively Updated	06/10/2015	Director, Legal and Compliance Services	EC 76/15	Executive Manager Title Changes
	Amended	28/04/2016	Provost	EM1609	Unconditional
	Administratively Updated	09/02/2017	Director, Legal and Compliance Services		Area name change from Human Resources to People and Culture (also approved by the Chief Operating Officer)