SCOPE

This procedure applies to all Australian fixed term and continuing academic staff of the University and herein are collectively referred to as ‘you’ for the purpose of this procedure.

This procedure does not apply to casual, sessional, adjunct and conjoint appointees.

For the purposes of this procedure, the Enterprise Agreement means the Monash University Enterprise Agreement (Academic & Professional Staff) 2019. Links to relevant clauses are included in the definitions of this procedure.

PROCEDURE STATEMENT

This procedure describes the responsibilities of administering and managing the Outside Study Program (‘OSP’). Approval of OSP is not automatic. It is conditional upon the needs of the University (‘us’, ‘our’ or ‘we’), the merit of your proposal and your capacity to use the opportunity effectively.

OSP provides an opportunity for you to pursue research and other scholarly work during a period of relief from your normal University duties to enhance your development, extend the body of knowledge in your chosen field and improve your research performance. A period of OSP is normally up to six months duration, including any other associated periods of approved leave and should lead to one or more of the following outcomes:

- the creation of new publications;
- new research grant applications;
- strong international research collaborations or research student and staffing exchanges;
- development of a relevant new field of research or scholarship;
- innovations in teaching, for example major curriculum;
- career development for an early career researcher; and
- completion or substantial progress towards completion of a PhD.

Determine eligibility

1.1 Normally, you are eligible to apply for OSP if you are an academic staff member and:

- have completed three years of continuous service, or two years’ service where prior service has been formally recognised;
- are meeting the minimum requirements of the academic performance framework; and
- have a current myPlan, which complies with the requirements of the Performance Development Process: Academic Staff procedure.

1.2 The University will consider your OSP application if you are a grant supported staff member where the funding rules of the research grant permit and the department or administrative unit approves the required funding.

1.3 You are not normally eligible to apply for another period of OSP unless you have completed three years of continuous service since the last OSP period.

1.4 Deans, associate deans and heads of unit shall not take prolonged leave of any kind during a term of office, except under special circumstances and unless there is a suitable deputy available. Special consideration for OSP will be given following the completion of the term of office.
1.5 If you are an academic staff member or a senior library staff member and you entered into an employment contract with us prior to 1978, it may contain a formal provision for the granting of study leave, which we will take into consideration.

OSP for education focused staff
1.6 If you are an education focused staff member an OSP application will only be considered where there is a research and scholarship component in your application.

OSP for PhD completion
1.7 Where the primary purpose is to obtain a PhD, you must be from a department where it has not been possible to recruit an individual with a PhD because of the development of a particular discipline, campus or research strength. It must also directly benefit the University and result in either completion or substantial completion of the course of study and is restricted to a once only application.

Prior service recognition
1.8 We will recognise continuous previous paid full-time or part-time prior service with Australian higher education institutions as qualifying service when considering an application for OSP. Eligibility for recognition of service will depend on continuity of employment between the institution and the University and does not apply if you were paid from external funds.

Note: Further details about prior service recognition and OSP can be found in the Enterprise Agreement.

Obligations following OSP
1.9 Following a period of OSP you are required to continue in the employment of the University for a minimum period which is equivalent to the period of the OSP.

1.10 If you fail to return to employment or do not comply with the provisions of this procedure, you may be required to reimburse any salary or grant paid for the OSP. The amount to be repaid will be pro rata of the stipulated shortfall in service.

2. Submit application
2.1 Applications for OSP will only be considered when the OSP round opens in approximately March of each year. Applications are for OSP commencing in the following calendar year.

2.2 You need to consult your performance supervisor and head of unit early in the process to notify them of your intention to apply for OSP. This should be recorded in your performance development plan.

2.3 Your application for OSP should comprise:

- a completed application form
- a copy of your report from any previous OSP (where relevant);
- performance development plans for at least the current and previous year;
- a copy of your CV; and
- invitation letters (if applicable).

2.4 In special circumstances, the OSP Committee may consider applications for a maximum period of 12 months (including any other associated periods of approved leave). Applications need to demonstrate significant benefit to the University.

2.5 Other relevant information for applications:

<table>
<thead>
<tr>
<th>Relevant personal circumstances</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>We encourage you to include any relevant personal circumstances, which may facilitate an assessment of your <a href="#">achievements relative to opportunity</a>.</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>PhD</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>Include specific information of the intended progress towards completing your PhD. Completion of this progress is to be reported by your supervisor at the completion of your OSP. Non-compliance may result in the refusal of future OSP applications.</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Annual leave</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>You are required to include your proposed annual leave during OSP as part of your OSP application. This should include a minimum of 10 days of annual leave (or pro-rata for part-time), which is normally accrued in a six-month period. If your OSP application is approved, Monash HR will process this leave directly from your OSP application form.</td>
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</tbody>
</table>

For staff with annual leave balances nearing 30 days (or pro-rata for part time staff) you must either take annual leave prior to commencing OSP and/or incorporate annual leave into your OSP period of absence prior to returning to your normal duties.

Please refer to the [Annual leave procedure](#) for further information.
<table>
<thead>
<tr>
<th>Travel grants</th>
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</thead>
<tbody>
<tr>
<td>You can apply for a travel grant relating to your OSP in the following circumstances:</td>
</tr>
<tr>
<td>• Up to $5,500 for overseas OSP components (excluding New Zealand); or</td>
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<tr>
<td>• Up to $2,500 for OSP wholly undertaken within New Zealand or Australia but outside of</td>
</tr>
<tr>
<td>Melbourne.</td>
</tr>
<tr>
<td>You are required to include an estimate of travel expenses at standard University rates in your</td>
</tr>
<tr>
<td>application.</td>
</tr>
<tr>
<td>The OSP Committee will consider your likely reasonable expenses and estimate of expenditure to</td>
</tr>
<tr>
<td>determine the amount of each individual grant.</td>
</tr>
<tr>
<td>Travel grants are usually paid at the beginning of the OSP period via payroll however, your</td>
</tr>
<tr>
<td>Dean may approve the release funds earlier upon request.</td>
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<tr>
<td>Faculties have the discretion to provide flexible funding arrangements to suit both faculty</td>
</tr>
<tr>
<td>priorities e.g. supporting early career researchers and individual circumstances.</td>
</tr>
<tr>
<td>You must comply with our International travel (Australian-based staff) procedure or the</td>
</tr>
<tr>
<td>Domestic travel (Australian-based staff) procedure.</td>
</tr>
</tbody>
</table>

Submit your application

2.6 The following steps are to be followed:

- Complete the OSP application form, obtaining your performance supervisor's endorsement and signature.
- Submit the OSP application form with other relevant attachments online by 5pm (AEDT) on the closing date of the OSP round.

2.7 Your OSP coordinator will review the application and seek Head of Unit recommendations. The head of unit will detail how the academic obligations of the faculty/centre/institute, including teaching, examining and supervision of research students can be satisfactorily met during your absence.

Late applications

2.8 The OSP Committee Chair may agree to accept a late OSP application where there are relevant exceptional circumstances however, late applications will not be accepted within two weeks of the OSP Committee meeting date.

2.9 If a request for a late application is received the Chair will consider:

- if the request is supported by the relevant area/department; and
- the reasons provided for the late submission request e.g. acute illness, loss or bereavement, hardship or trauma.

2.10 Where the Chair has approved acceptance of a late application, you should include their approval with the details of your request (including details of relevant exceptional circumstances) to Monash HR who will then provide you with access to submit your application.

3. Application considered by committee

Note: Refer to ‘OSP Committee constitution’ below.

3.1 The OSP Committee will meet to consider applications usually in June/July of each year.

3.2 When reviewing applications, the OSP Committee will consider:

- if the proposed program is justified in terms of the expected research benefit to the staff member and the University;
- if the proposed travel overseas or within Australia is appropriate to the OSP;
- if the length of absence is justified by the requirements of the OSP;
- if you have a proven and sustained record of productivity, impact and excellence in research, education and engagement, and are meeting the relevant academic performance standards for your current level;
- your research track record and the outcomes and academic merit of any previous OSP;
- any relevant personal circumstances that will facilitate an assessment of your achievements relative to opportunity; and
- if there is a reasonable expectation that you will continue in the employment of the University at the end of the OSP, for a minimum period equivalent to the period of the OSP.

3.3 The Chair (or their delegate) is the final decision maker for OSP applications, taking into consideration the recommendations of the OSP Committee.
4. **Outcome of application communicated**

4.1 The Chair will notify you (together with your supervisor and head of unit) of the decision via email.

**Successful outcome**

4.2 Where your application is successful, you are required to adhere to your approved program as outlined in your outcome letter.

**Unsuccessful outcome**

4.3 Where your application is unsuccessful, you should seek feedback before lodging a future application. Advice from the feedback should be included in your performance development plan.

4.4 You may request a review of your unsuccessful outcome based on a procedural irregularity substantial enough to result in material disadvantage to you. After seeking advice from your dean/director, you may request a review to the Chair in writing, within seven (7) days of notification of the outcome. Your submission must demonstrate a procedural irregularity resulting in material disadvantage in the OSP decision. The OSP Committee will consider the request within fourteen (14) days of receipt.

5. **OSP period**

5.1 The following applies during your OSP period:

<table>
<thead>
<tr>
<th>Performance development plan</th>
<th>Record your OSP objectives, supporting documentation and the outcomes in your performance development plan (myPlan).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary and superannuation</td>
<td>Your salary (and normal superannuation contributions) will continue to be paid during the period of the OSP.</td>
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<tr>
<td></td>
<td>If you require an advance payment of salary, apply for this in your OSP application. If approved, payment will normally be credited to your bank account in the pay period immediately prior to the date the leave commences.</td>
</tr>
<tr>
<td></td>
<td>If you received payment from an organisation other than the University, you are required to adhere to the Paid Outside Work Procedure.</td>
</tr>
<tr>
<td>Travel grants and tax</td>
<td>Income tax is not deducted from the travel grant however, we will record the grant as an allowance on your annual payment summary. This is considered taxable income by the Australian Tax Office (ATO). In most cases OSP is deemed by the ATO to be work related and deductions for airfares, accommodation and incidental costs will offset against the taxable grant. You should maintain a travel diary and collect receipts for expenditure during the period of travel for your personal tax records.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> We highly recommend you seek your own independent tax advice applying to your individual OSP circumstances and the appropriate substantiation of expenditure.</td>
</tr>
<tr>
<td>WorkCover &amp; personal accident insurance</td>
<td>You are covered by WorkCover insurance while on OSP. Under the Accident Compensation Act 1985 (&quot;the Act&quot;), you are entitled to claim compensation for an injury or illness arising out of or in the course of employment, whether in Victoria or outside Victoria, your employment relates to the injury or illness. We maintain a Monash Travel Insurance policy for short term business trips with a maximum duration of six months. The cover is in effect whilst you are travelling and residing outside Australia on authorised University business and includes associated holiday travel undertaken during the OSP. The policy is in force 24 hours a day until you return to your normal residence or place of employment. If you intend on staying in one country for a period exceeding six months, you should contact the Insurance Services Office. A Certificate of Insurance as evidence of personal accident insurance for visa or other purposes can be obtained online by completing the insurance travel request form on the insurance website.</td>
</tr>
<tr>
<td>International Programs</td>
<td>You are required to meet the entry and visa requirements of all countries you are visiting, transiting through or working in. It is your responsibility to ensure that you have a valid passport which is not due to expire within six months of the last day of planned travel. Refer to the International travel procedure for more information or contact the Monash HR Global Mobility team.</td>
</tr>
</tbody>
</table>
6. **OSP report submission**

6.1 You must complete and submit an online [OSP Report](#) within two (2) months of returning from OSP, detailing the work completed during your OSP period. Your performance supervisor will confirm (or otherwise comment on) whether the objectives of the OSP have been achieved.

6.2 Future OSP applications will not be considered where a prior OSP Report has not been submitted unless special circumstances apply and determined by the Dean as acceptable.

7. **Other important matters**

7.1 **Changes to OSP post approval**

7.1.1 To alter your OSP, submit an [OSP Alteration Request](#) allowing sufficient time for the Chair and/or committee to consider your request.

7.1.2 The Chair may approve minor changes.

For example, travel dates change by two days, but does not fall outside the approved OSP period.

7.1.3 The Chair and/or Committee will consider major changes as appropriate. Changes made without prior approval may result in subsequent applications for OSP being unsuccessful.

For example, substantial changes may include:

- deferment of OSP for a period of up to 12 months;
- reduction of the international component of OSP (and consequent effect on the travel grant);
- substantial changes in location for part of the period of OSP;
- introduction of new initiatives (with new proposed outcomes) into the OSP;
- omission of previous proposed elements of the OSP;
- variation to travel and accommodation arrangements (particularly those that are supported by OSP travel grants); and
- receipt of additional income from the staff member's home school/department to support travel to conferences whilst on OSP.

7.4 **Deferment of OSP**

In special circumstances, you can apply to defer the timing of your OSP period for up to 12 months by submitting an [OSP Alteration Request](#).

7.5 The OSP Chair and/or Committee may approve a deferral of up to 12 months in consultation with you and the head of unit (where applicable). Periods longer than 12 months will require a reapplication for OSP in the next appropriate application round.

7.6 Where you have been requested to withdraw or defer your OSP, and you have suffered financial loss as a result, you may apply for financial assistance. If there is a dispute over a financial claim, the matter will be submitted to the chair of the OSP Committee for a decision.

7.7 **Committee constitution**

7.7.1 The Dean will appoint an OSP Committee for faculty applications.

7.8 Non-faculty committees will include:

- the director or equivalent (or nominee) as chair; and
- at least one invited senior academic staff member from a faculty.

7.9 The chair will ensure committee gender diversity, with a minimum of one-third female and one-third male representation. In exceptional circumstances the chair may request the Provost and Senior Vice-President vary or waive the requirement.

7.10 Members are appointed for a two-year term (renewable for a further term) and are required to be present for the full committee meeting (other than under a conflict of interest).

7.11 A representative from Monash HR will act as secretary to the OSP committee and attend the committee meeting to provide administrative and procedural support.

7.12 Where a Dean delegates responsibility, the dean remains responsible for the decision of the nominee and any committee that they chair within the parameters of this procedure.
Confidentiality and privacy

7.13 Confidentiality is required of all persons involved during and post the OSP process, which will be emphasised by the Chair at commencement of the meeting.

7.14 All materials are restricted to those directly involved in the assessment process. Following the final meeting, access to materials will be removed (and any hard copies must be returned).

Conflict of interest

7.15 Potential, perceived or actual conflicts of interest must be declared to the chair at the commencement of the OSP process. If a committee member is uncertain, advice should be sought from the chair prior to the meeting.

7.16 The chair is responsible for ensuring that no declared conflict of interest can influence or be perceived to influence the outcome of the application. The chair shall require the committee member to withdraw from the committee’s deliberations on any matter where a conflict of interest cannot be resolved.

7.17 Examples of conflicts of interest may include;

- a supervisory postgraduate studies relationship (past or present);
- a direct supervisory working relationship with the candidate;
- co-publishing or collaborating with the candidate;
- a mentoring or personal relationship with the candidate; and/or
- a material personal interest that may impact their ability to objectively perform in the role.

8. Breach of procedure

8.1 We treat any breach of our policies or procedures seriously. We encourage reporting of concerns about non-compliance and manage compliance in accordance with the applicable Enterprise Agreement or contract terms.

DEFINITIONS

<table>
<thead>
<tr>
<th>Academic Performance Framework</th>
<th>A framework that articulates high level expectations for academic performance adopting a consistent approach across the three categories of Research, Education and Engagement, against which all academic performance will be measured. The Framework identifies criteria for each category and examples of evidence that help address achievement of each criteria. It encourages a focus on developing and demonstrating outcomes and/or impact across all categories and includes evidence of both quantifiable metrics and qualitative material. Faculty or discipline specific performance research standards include minimum and aspirational performance standards.</th>
</tr>
</thead>
</table>
| Achievement(s) relative to opportunity | Is an evaluative framework in which the overall quality and impact of achievements is given more weight than the quantity, rate or breadth of particular achievements. Assessing achievements relative to opportunity involves considering circumstances, arrangements, career histories and overall time available to the staff member. This in turn allows appropriate evaluation of achievements in relation to:
- the quantum or rate of productivity,
- the opportunity to participate in certain types of activities, and
- the consistency of activities or output over the period of consideration.
Achievement relative to opportunity is a positive acknowledgement of what a staff member can and has achieved given the opportunities available and is not about providing “special consideration” or expecting lesser standards of performance. |
| Conflict of interest | Refers to a situation where a conflict arises for an individual between two competing interests. These are often, but not exclusively, interests of public duty versus private interests. This refers to a reasonably perceived, potential or actual conflict of interest. Conflicts of interest can involve financial or non-financial interests of the staff member, and the interests of a business partner or associate, family member, friend or person in a close personal relationship with the staff member. For further information refer to the Conflict of interest procedure. |
| Dean or director | The dean, or director of institute or centre or, where applicable, a person acting as his or her nominee. Even when responsibilities are delegated, the person remains responsible for the decision of the delegate and any committee chaired by the nominee under this procedure. |
| Education-focused staff | Is a staff member who is employed on an education-focused contract of employment and is characterised by educational innovation and leadership in educational design and delivery. |
The Enterprise Agreement means the [Monash University Enterprise Agreement (Academic & Professional Staff) 2019](https://www.monash.edu/hr/assets/2020/11/monash-university-enterprise-agreement-academic-professional-staff-2019.pdf) Clauses relating to this procedure include:
- **Clause 68 – Outside Study Program**

### Head of unit
Head of an academic or administrative work unit, for example Head of School, Head of Department, or equivalent or, where applicable, a person acting as their nominee.

### myPlan
An online performance planning tool that supports academic staff and supervisors to manage the performance development cycle.

### Outside Study Program (OSP) Committee
The Committee is responsible for receiving and considering applications for OSP. OSP Committees are chaired by the dean or director.

### OSP coordinator
The designated employee within Monash HR who is responsible for administration and coordination of the OSP process. The relevant coordinator is an employee within the Academic Performance team, Workplace Relations, Monash HR.

### Performance development portfolio
Evidence or material that supports the staff member's claims of progress made and goals achieved such as awards received, articles published, teaching evaluation results, books or chapters written and any other relevant evidence. These documents may be stored electronically within the Portfolio Attachments section of the staff member's performance plan in myPlan.

### Procedural irregularity
The University has not followed a process that is articulated in this procedure.

### Pure
The University's research management software which provides information for Monash staff on their research grants, research agreements, research outputs and research achievements.

### Relevant personal circumstances
May include family responsibilities (for example child rearing, elder-care, illness of a partner or dependant), a temporary or permanent disability, relevant cultural expectations or circumstances, periods of part-time working and/or absences due to ill-health or injury.

### GOVERNANCE

<table>
<thead>
<tr>
<th>Parent policy</th>
<th>Probation, performance and promotion</th>
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<tbody>
<tr>
<td>Supporting schedules</td>
<td></td>
</tr>
<tr>
<td>Associated procedures</td>
<td><a href="#">Conflict of Interest</a>,&lt;br&gt;<a href="#">Paid Outside Work</a>&lt;br&gt;<a href="#">Performance Development Process: Academic Staff</a>&lt;br&gt;<a href="#">International travel (Australian-based staff)</a></td>
</tr>
<tr>
<td>Procedure forms</td>
<td><a href="#">OSP Alteration Request</a>&lt;br&gt;<a href="#">OSP Application Form</a>&lt;br&gt;<a href="#">OSP Report Form</a></td>
</tr>
<tr>
<td>Legislation mandating compliance</td>
<td>Human Resources</td>
</tr>
<tr>
<td>Approval</td>
<td>Chief Human Resources Officer as delegate of the Chief Operating Officer - 12 February 2020</td>
</tr>
<tr>
<td>Endorsement</td>
<td>Director, Workplace Relations - 12 February 2020</td>
</tr>
<tr>
<td>Procedure owner</td>
<td>Director, Workplace Relations</td>
</tr>
<tr>
<td>Date effective</td>
<td>12 February 2020</td>
</tr>
<tr>
<td>Review date</td>
<td>3 years from last full review date</td>
</tr>
<tr>
<td>Version</td>
<td>8</td>
</tr>
<tr>
<td>Content enquiries</td>
<td><a href="mailto:ask.monash@monash.edu">ask.monash</a> or phone Monash HR on (03) 990 20400</td>
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</table>