A written report should be submitted to the Head of School within one month of return from SSP. This report is for the information of the College SSP Committee, Pro Vice-Chancellor and Deputy Vice-Chancellor (Academic) and Vice-President. Please refer to the SSP Procedure (49) – (55) Reporting on Completion of SSP.

1. PERSONAL DETAILS

|  |  |  |
| --- | --- | --- |
| Title | Family Name | Given Name/s |
|  |  |  |
| School / Centre | | College |
|  | |  |
| Telephone No | | Staff Number |
|  | |  |
| SSP Dates: | |  |
|  | | |

2. SYNOPSIS

A 500 word synopsis suitable for publication for promotion of the University and for reporting of SSP activities.

|  |
| --- |
|  |

2. Key OUTCOMES

Please provide sufficient detail to identify the key outcomes of your SSP as stated in your application form, include any adjustments/variations or additional outcomes requested by the SSP Committee and provide sufficient detail

|  |
| --- |
|  |

3. OUTCOMES

**Highlight the relevant option and provide further details as required:**

|  |  |
| --- | --- |
| Have all outcomes been achieved? | Yes No |

Where outcomes have not been achieved, please provide details and a time line for completion.

|  |
| --- |
|  |

4. evaluation

Evaluation of how SSP has led to development, maintenance or improvement of work related skills, knowledge and competencies. The evaluation should not exceed two (2) A4 pages (expand space as necessary).

|  |
| --- |
|  |

If applicable list publications that have or will result from this SSP.

|  |
| --- |
|  |

5. presentation

Within three months of your return from SSP, you are required to make a presentation to colleagues and/or students on your scholarly, teaching, research and/or leadership work during SSP.

|  |  |
| --- | --- |
| **Proposed Date:** |  |
| **Intended Audience:** |  |

6. financial declaration



Email completed form for approval

Return approved form to

email@newcastle.edu.au

The University policy on outside earnings and its policy on intellectual property apply to any outside work undertaken while on SSP (see SSP Procedure (46) – (48)).

Please provide details of income, allowances or benefits received from a third party while on SSP.

|  |
| --- |
|  |

**Highlight the relevant option and provide further details as required:**

|  |  |
| --- | --- |
| Did you use your University Credit Card to support SSP activities? | Yes No |

Please provide details of supplementary funding (additional to SSP travel & living allowances) claimed/received from University of Newcastle and a copy of your Head of School approval in accordance with section (72) – (74) of the SSP Procedure.

|  |
| --- |
|  |

|  |  |
| --- | --- |
| **Signature of Applicant** | **Date** |
|  |  |

7. head of school



Email completed form for approval

Return approved form to

email@newcastle.edu.au

Please provide brief comments on the benefits to the School from this SSP.

|  |  |  |
| --- | --- | --- |
|  | | |
| Recommend acceptance of report? (highlight relevant option) | Yes | No |
| Where the report is not recommended, please provide details of additional information and action required that has been discussed with the staff member. | | |
|  | | |

|  |  |
| --- | --- |
| **Signature of Head of School** | **Date** |
|  |  |

8. Pro vice chancellor decision

|  |  |  |
| --- | --- | --- |
| Report accepted? (highlight relevant option) | Yes | No |
| Additional information required prior to acceptance? | Yes | No |
| Comments | | |
|  | | |

|  |  |
| --- | --- |
| **Signature of PVC** | **Date** |
|  |  |



Return approved form to

ssp@newcastle.edu.au



Members of staff returning from SSP should retain a copy of this report

Return approved form to

ssp@newcastle.edu.au