Before completing, please refer to the SSP Procedure (37) - (41) Variation to an Approved Program. The variation must be recommended by the Head of School and submitted to the relevant Pro Vice-Chancellor for consideration, who will either approve or reject the request.

1. PERSONAL DETAILS

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

If there is any change from your SSp application, please complete the relevant sections below:

2. nature of proposed ssp

Designate a percentage within the following **institutional priority areas** to reflect the nature of the proposed SSP.

|  |  |  |
| --- | --- | --- |
| **Develop, improve or progress research** | **Establish or enhance teaching** | **Completion of a PhD** |
| \_\_% | \_\_% | \_\_% |

3. SUMMARY and benefits OF proposed ssp (maximum 250 words)

Provide a brief summary of your proposed SSP with reference to the nominated institutional priority area/s and the Foundations for Inspiring People for Academic Staff, indicating how achieving the anticipated SSP outcomes will benefit UON and your career development.

|  |
| --- |
|  |

4. Revised Schedule of proposed ssp (including annual leave periods)

Please provide a schedule of your proposed SSP including annual leave dates.

|  |  |  |  |
| --- | --- | --- | --- |
| **From Date** | **To Date** | **Location and name of Institution** | **Activities (SSP or annual leave)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

5. list of expected research outputs from the proposed ssp

Include a list of the proposed research outputs, including titles, outlets and planned submission dates.

**Note:** Where the research output involves a book publication or performance/display of a creative work, you are required to append evidence of an expression of interest to consider the publication/performance/display or dissemination of the work on original letterhead or from an identifiable email address.

|  |  |  |
| --- | --- | --- |
| **Title of Research Output** | **Research Outlet** | **Planned Submission Date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

6. Additional invitations and support for ssp

Where relevant, please attach copies of invitations from the institutions and academic researchers with whom you will be working. Please note that proposals cannot be approved without evidence of proposed location and copies of invitations on original letterhead or from an identifiable email address.

|  |
| --- |
| List invitations attached here |

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

7. Recommendation of head of school



Email completed form for approval

Return approved form to

email@newcastle.edu.au

Any additional comments?

|  |  |  |
| --- | --- | --- |
|  | | |
| Variation approved? (highlight relevant option) | Yes | No |

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

8. Pro vice chancellor decision

Any additional comments?

|  |  |  |
| --- | --- | --- |
|  | | |
| Variation approved? (highlight relevant option) | Yes | No |

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



Return approved form to

ssp@newcastle.edu.au