

## Academic Study Program Procedures

### 1. COMPLIANCE OBLIGATION SUPPORTED

[Staff Performance and Development Policy](#)

*Curtin University Enterprise Bargaining Agreement 2022-2025*

### 2. PROCEDURAL DETAILS

These procedures outline the eligibility criteria, application process and reporting requirements for the Academic Study Program (ASP). The ASP is to provide professional development which will benefit both the University and the academic employee. ASP is primarily intended to offer research opportunities to employees who ordinarily do not have access to intensive and sustained research activity. ASP is not leave but rather a component of academic work that an employee is engaged in with the University including any or all of the following:

- (a) Research or academic program with the School or Faculty;
- (b) Research in partnership with government, commerce, industry, professional organisations, other higher education providers and institutions of learning, and the community;
- (c) Practical experience relevant to research into teaching and learning in higher education;
- (d) Scholarship improvement relevant to teaching, research or both.

#### 2.1. Eligibility

- 2.1.1. If ASP has not been undertaken previously at the University, an employee may apply for ASP as follows:

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

- 2.1.2. Subsequent applications for ASP may be made by an employee as follows:

For a cumulative maximum period of up to	Condition
<b>Six months</b>	After end of every three years continuous service
<b>Twelve months</b>	After end of every six 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.

- 2.1.3. Prior service with another university may, 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 employee has served at least 12 months continuous service with Curtin prior to applying for ASP.

- 2.1.4. Fixed term employees are eligible to apply for ASP provided that:
- (a) any period of ASP granted will not extend beyond their period of appointment; and
  - (b) their period of employment will be of sufficient duration for the employee to comply with clause 2.7.1b and to complete the agreed outcomes of the ASP agreement.

## 2.2. Application process

- 2.2.1. People and Culture will advertise annually for ASP applications in June via the Staff News on the Staff Portal, which is managed by PAC Communications and Engagement Coordinator. This promotion is intended for ASP participation in the following year.
- 2.2.2. Applications will be discussed between the employee and the HOS / HOA at a Performance and Career Planning Conversation.
- 2.2.3. Employees will access the ASP application form from the [Staff Portal forms page](#) and submit their completed ASP application as follows:
- (a) Applications for ASP from employees in areas outside of a Faculty will be submitted via email to their relevant Head of Area (HOA), who will consider and make a recommendation to the relevant Executive Manager, who will consider and approve or reject the application.
  - (b) Applications for ASP from Faculty-based employees will be submitted to their Head of School (HOS), for consideration by the relevant Faculty Executive (or similar), who will make a recommendation to the Pro Vice-Chancellor or nominee, who will consider and approve or reject the application
  - (c) 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 senior member of academic employee (Level D/E) external to the faculty and/or a representative of the Curtin Branch of the National Tertiary Education Union (NTEU).
- 2.2.4. Employees will, where practicable, take into consideration teaching periods when developing an application for ASP.
- 2.2.5. Employees will focus on successfully completing their ASP program as well as maintaining contact with the University.
- 2.2.6. Applications for ASP received will be assessed 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 employee;
  - (d) the strategic direction and operational needs of the University/Faculty/School/Area;
  - (e) the required budget to support the program is available;
  - (f) the capacity of the employee to make effective use of the opportunity and deliver the outcomes set out in the ASP application; and
  - (g) the outcomes for the University and the employee of any previous ASP undertaken.
- 2.2.7. 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.
- 2.2.8. The relevant Executive Manager will advise applicants in writing of the outcome of their ASP application.

## 2.3. Review of ASP process

- 2.3.1. An unsuccessful applicant may apply to the Provost for a review of the ASP application process. Applicants will submit their application within 14 calendar days of the date of the unsuccessful notice. The application will provide rationale for their claim identifying why the ASP process followed was not valid.
- 2.3.2. Where a review is to be undertaken the Provost will assess whether the application was properly considered in accordance with the requirements of this procedure and whether the process was valid.
- 2.3.3. The Provost will complete the review and provide their assessment and any recommended actions to the Executive Manager, who will consider and communicate the final decision to the employee.

## 2.4. ASP and leave entitlements

- 2.4.1. The employee may apply for leave to be taken in conjunction with any ASP granted.
- 2.4.2. If, at the date of application for ASP, an employee:
  - (a) has not taken all accrued long service leave within 3 years of it being accrued; or
  - (b) has excess accrued annual leave;the HOS may require, as a condition of approval of ASP that the employee take some or all of this additional leave either prior to or in conjunction with any approved ASP period.
- 2.4.3. When leave is taken as part of ASP, the employee will consider how this will impact on any aspect of the business travel, as outlined within the [Travel Procedures](#).

## 2.5. Salary and allowances during ASP

- 2.5.1. The employee 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 (e.g., per diems) other than those included in the ASP agreement will not be applicable during periods of ASP.
- 2.5.2. An employee 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 by People and Culture, subject to the receipt of the signed ASP agreement. The maximum allowances payable are specified on the ASP application form.
- 2.5.3. Employees 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](#).
- 2.5.4. The employee 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.
- 2.5.5. If an employee 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.
- 2.5.6. Costs of approved ASP incurred by the University may be offset against income or other funds the employee earns during ASP from sources other than the University. Honorariums and other payments made to the employee which are considered to be minor by the Executive Manager will not be offset provided they are disclosed in the ASP application.

## 2.6. Insurance, Risk and Overseas Working Arrangement (OWA)

- 2.6.1. Where travel for ASP is planned to be for greater than 180 days, the University's Travel Insurance Policy will not provide automatic cover. The employee will

advise the Faculty/Area of this as further expenses may result to cover the employee whilst overseas. In the event that coverage is required for a trip that is over 180 days duration, the employee will contact [Risk, Compliance and Audit](#) to discuss options.

- 2.6.2. Should an employee wish to include private travel either before, during or after their ASP, a private travel insurance policy will be purchased by the employee to cover this aspect of their travel. Proof of this private coverage may be requested by the University.
- 2.6.3. Upon approval of an ASP application for an overseas destination, the employee will complete the Overseas Working Arrangement (OWA) process as follows:
  - (a) obtain the "Request for Employee to Work Overseas ASP" form by emailing [GlobalMobility@curtin.edu.au](mailto:GlobalMobility@curtin.edu.au);
  - (b) obtain initial sign-off from the PVC or Executive Manager of the Area; and
  - (c) submit the completed and signed form to [GlobalMobility@curtin.edu.au](mailto:GlobalMobility@curtin.edu.au) for review and processing, along with a copy of approved ASP application, ASP agreement and ASP report.

## 2.7. Commencing ASP

- 2.7.1. The commencement of an approved ASP is conditional upon an approved OWA and the employee signing the "Agreement to undertake an Academic Study Program (ASP)" ([ASP agreement](#)) pertaining to their ASP obligations as follows:
  - (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 a comprehensive written ASP report for approval, including:
    - (i) an evaluation of the program against its objectives;
    - (ii) a statement of the benefits achieved or research outputs that are expected to follow within a specified time frame;
    - (iii) a copy of the itinerary details if it has changed;
    - (iv) networks maintained and/or established;
    - (v) 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;
    - (vi) any necessary documentation to support the University's taxation or other compliance requirements.
  - (d) they acknowledge their obligations as set out in this procedure; and
  - (e) they will conduct all activities whilst on a period of ASP in a manner consistent with the University's [Health and Safety Policy](#) and [Code of Conduct](#).
- 2.7.2. The ASP report referred to in clause 2.7.1 (c) will normally be completed during the period of ASP. Where this is not feasible, the Executive Manager may grant an employee a period of up to two months beyond the approved ASP end date to complete their ASP report. In these circumstances and 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.
- 2.7.3. An employee will ensure that the University is informed of their location and the activities being undertaken during ASP and will update this advice and their itinerary promptly should any changes occur (particularly if the

changes may affect the employee's health and safety).

## 2.8. Failure to complete or meet the objectives of ASP

- 2.8.1. If an employee is unable to meet the objectives of their ASP, they will notify their Executive Manager as soon as practicable. The employee will provide their Executive Manager with sufficient documentation to make an assessment and implement any revised arrangements without reasonable delay.
- 2.8.2. Any granting of an extension to ASP due to an employee being unable to meet the objectives of their ASP will be at the discretion of the Executive Manager.
- 2.8.3. In the event of a breach of the written undertakings by the employee, the Executive Manager may require the employee 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.
- 2.8.4. Failure by the employee 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 Enterprise Bargaining Agreement 2022-2025*.

## 3. RESPONSIBILITIES

Responsibilities are as set out in Section 2.

3.1 In addition People and Culture are responsible for:

- (a) preparing the contractual ASP agreement;
- (b) preparing the OWA letter between the University and employees;
- (c) ensuring payments for base salaries are maintained; and
- (d) removing and applying relevant allowances and entitlements.

## 4. SCOPE OF PROCEDURES

These procedures apply to all continuing and fixed-term academic employees in any location or campus within Australia.

## 5. DEFINITIONS

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

### **Excess accrued annual leave**

Has the same meaning as defined at any time in the *Curtin University Enterprise Bargaining Agreement 2022-2025*

### **Spouse**

Has the same meaning as defined at any time in the *Curtin University Enterprise Bargaining Agreement 2022-2025*

## 6. SCHEDULES

*Nil*

## 7. RELATED DOCUMENTS/LINKS/FORMS

[Academic Student Program \(ASP\) Guidelines & Application Form](#)

[Code of Conduct](#)

[Health and Safety Policy](#)

[Travel Insurance Policy webpage](#)

<b>Policy Compliance Officer</b>	<a href="#">Rhiannon Barrett-Nodari</a> , Communications and Engagement Coordinator, People and Culture
<b>Policy Manager</b>	Provost
<b>Approval Authority</b>	Provost
<b>Review Date</b>	1 <sup>st</sup> April 2027

### 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)
	Approved	07/09/2023	Provost	EM2325	