

OUTSIDE STUDIES SCHEME Guidelines for Preparation of Reports on Outside Studies Programs

The following guidelines are offered to assist in the preparation of reports following Outside Studies Programs, to be submitted to the staff member's supervisor within two months of return. Reports should be about three pages in length and should present a reasonably detailed and lucid account of activities undertaken during the period of the program. While the guidelines aim to draw attention to the points which, if applicable, should be covered in such a report, it is not intended that they should impose any particular format upon the writer or that they should be considered a series of questions requiring no more than brief answers.

- 1 NAME AND POSITION**
Full name and details of your appointment at the University i.e. Full Name, Title, Classification, Academic Area/Division, and College/Portfolio.
- 2 DURATION OF PROGRAM**
 - 2.1 Dates of commencement and completion of the program as approved by the College/Portfolio's Outside Studies Committee
 - 2.2 Number of complete weeks
- 3 TIME SPENT IN AUSTRALIA**
The number, if any, of complete weeks of the approved program (refer 2 above) that were spent in Australia.
- 4 BRIEF ITINERARY**
The name of each place visited and the length of your stay.
- 5 INSTITUTIONS VISITED**
Details of visits to each institution, including the dates of the visit, the name of any particular person visited, and a brief statement of the purpose of the visit and the nature of the work done. The titles of any seminars etc which you were invited to present should be given.
- 6 PURPOSE OF THE PROGRAM**
Briefly describe the purpose and basic objectives of the program as approved by the College/Portfolio's Outside Studies Committee.
- 7 SUMMARY OF THE PROGRAM**
Describe in some detail the program undertaken by you and indicate the extent to which the objectives were achieved. Outline the benefits expected to accrue to the University and yourself as a consequence.
- 8 PUBLICATIONS**
Details of any work published or in preparation as a result of activities undertaken during the program.
- 9 CONFERENCES ATTENDED**
For each conference, give the title, location and dates. For papers presented, give the title.
- 10 TEACHING UNDERTAKEN**
Details of teaching undertaken, if any, including the title of course, duration, contact hours and the level at which the course was taught.
- 11 FINANCIAL ASSISTANCE**
Details of any financial assistance from external sources obtained subsequent to approval of the program.
- 12 GENERAL COMMENTS**
Information and comments that may be of use or benefit to the University, or to colleagues planning to undertake an Outside Studies Program.