

# APPLICATION FOR OBSERVING TOPICS - STAFF & HDR STUDENTS



Observing Topics means that a person attends lectures from a topic in an award course for general interest (i.e. not for the purpose of completing the requirements of the award).

Please note that observing a topic does not include online lectures or resources reserved for students such as field trips, tutorials, seminars, workshops, laboratories, computing facilities, or assessment. Approval from the relevant Topic Coordinator must be obtained prior to submitting this form.

## 1. APPLICANT DETAILS

Full name:

Staff/Student ID:

Contact phone:

Date of birth:

Email address:

## 2. TOPIC INFORMATION

Topic Code	Topic Name	Semester	Hours per Week

## 3. APPROVALS

Topic Coordinator	Name:	
	Signature:	Date:
Applicant Supervisor (Staff only)	Name:	
	Signature:	Date:
Senior Officer (Staff only)	Name:	
	Signature:	Date:

## 3. DECLARATION

*I declare that the information provided in this application is true and correct. I understand that I am only permitted to attend lectures and am not eligible to access or use other resources reserved for students such as field trips, tutorials, seminars, workshops, laboratories, computing facilities, and assessment.*

Applicant's Name:

Date:

Applicant's Signature:

Please attach this form to an [Ask Flinders](#) request - or e-mail to [askflinders@flinders.edu.au](mailto:askflinders@flinders.edu.au)

If you are requesting study leave please e-mail [professional.development@flinders.edu.au](mailto:professional.development@flinders.edu.au)

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## GUIDELINES: Observing University Topic lectures by Professional Staff

The following rules apply to the granting of assistance with studies for members of the professional staff. For the purpose of these rules, 'Senior Officer' means the Head of College/Division/University Librarian, etc., as appropriate, for members of staff in their College/Portfolio or section of the University.

### Eligibility:

Applicants must be employed for a minimum period of 12 months to be eligible for this scheme.

### Applications:

Members of the professional staff who wish to undertake part-time study to improve their qualifications for their present or future position in the University may apply for time off during normal working hours necessary for attendance at lectures.

Applications should be made to the Senior Officer on the appropriate form prior to the commencement of the academic year. It should be noted that staff members are responsible for identifying the topic they wish to audit and for ensuring this is acceptable to the topic co-ordinator.

### Leave Provisions:

On application and where the Director, People and Culture is satisfied that, by reason of the time taken in travelling to classes or of the length of classes, the leave with pay provided is not sufficient, an additional period of leave with pay up to three hours may be granted.

The Senior Officer concerned may, at their discretion, grant further leave of absence but without pay for the purposes provided in these rules.

Any leave granted for the purposes provided in these rules shall be subject to:

- the convenience of the work unit of the University concerned; and
- the members of staff undertaking a satisfactory lecture, practical work and study load in their own time as subject timetables allow.

Leave with pay under these rules shall not be granted in respect of any subject being repeated. Time off for lectures, practical work and travelling shall be calculated on a weekly basis.

In considering an application by a member of staff to undertake an approved course of study the Senior Officer should, in addition to the other requirements set out herein, take into account:

- the level of the course is appropriate and is assessed to be within the capabilities of the member of staff.

The Director, People and Culture shall maintain a detailed record of all leave approved under these rules. For this purpose relevant information should be supplied from the Senior Officer as soon as practicable after the commencement of the academic year.