

SCHOOL OF MEDICINE CONFERENCE LEAVE POLICY

Introduction

1. The policy statement detailed in this document is to be adhered to by all Year Groups/ Sections of the School of Medicine. The purpose of the scheme is to facilitate personal development of academic staff by the exchange of ideas, knowledge and skills between staff members and their colleagues in other universities and institutions. For this reason, the School is willing to contribute towards the expenditure incurred by academic staff members in attending conferences, seminars and other meetings of a similar nature.
2. In order to ensure that staff across the School are treated equitably, all Year groups/Sections are to follow the principals enunciated in this document.

Eligibility

3. Assoc Heads are to ensure that all staff are treated equitably and that processes for approving and funding relevant leave are transparent and consistent. While not prescriptive, as a minimum the following criteria for funding should apply:
 - (i) All members of the full-time and fractional-time profile staff of the School may apply for grants under the Scheme.
 - (ii) Fractional-time appointees, generally with the proviso that they are working at least 0.6 of a standard working week, may be awarded conference travel grants on a pro-rata basis.
 - (iii) Applications are to be ranked and assessed on their:
 - consonance with school and faculty plans
 - relevance to maintenance of teaching quality or enhanced likelihood of teaching performance improvement
 - importance to research and enhanced likelihood of research performance improvement
 - criticality to the maintenance and or improvement of administrative, technical or other core functions
 - relevance to occupational health and safety concerns.
 - (iv) A grant not taken in one calendar year may not normally be carried forward to a subsequent calendar year.
 - (v) Staff may be granted funding to attend more than one conference per annum in Tasmania. Funded attendance at conferences on the mainland and New Zealand should normally not exceed one per annum. Funded attendance at conferences overseas should normally not exceed one every two years.

Amount of Grant

4. Funding on an individual basis is a decision for the School Executive taking account of the relevant Associate Heads recommendation subject to the principles of consistency, transparency and equity.
5. As a guide funding from the School operating funds will be, subject to the availability of Study Leave funds, a maximum of:
 - (i) Airfares: within Australia 75%; Overseas 65%
 - (ii) Accommodation where specified : Actual cost or 80% of Australia rates as per the UTAS Allowance /Reimbursement whichever is the lessor. Overseas 80% of the Sydney/Melbourne rate
 - (iii) Conference Registration Fee: 80% of the fee.

Administration

6. Applications will be called for funding in March / April (in conjunction with Study Leave applications) each year with a supplementary round in September/October should residual funds be available. Funding may be approved retrospectively. Individual applications may be considered by the Executive outside these timeframes if approved by the Head or Deputy Head of school for consideration out of session.
7. The School may be may be required to provide data on request to the Faculty Office. An example of the type of information which will be requested is attached.

SCHOOL OF MEDICINE
APPLICATION FOR CONFERENCE LEAVE FUNDING
Conference Leave Scheme

Name:

School:

Section/ Year Group :

Name of Conference:

Are you presenting at the conference: Yes / No

Venue (city and country):

Dates:

Air fare costs:

Number of nights accommodation and cost: nights. Total \$.....

Conference Registration Fee:

Have you made an application for funding from an alternative source of funds: Y/N

(If "Yes", Please provide detail)

Have the costs already been paid? Y/N.

If "Yes", please indicate account they were charged to or if you paid the costs personally:

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List conferences attended in last two years that were funded by the Faculty:

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Reasons why the Faculty should provide funding (*Please attach a separate document*).

Applicant's signature: **Date:**

Endorsed by A/Head or Head of Year Group/Section: Y/N

A/Head or Head Year group Signature: **Date:**.....

Endorsed by Head of School: Y/N

Head of School Signature: **Date:**