

GUIDELINES ON RESEARCH, TEACHING, STUDY AND PROFESSIONAL AND ORGANISATIONAL PERIODS/DUTIES OVERSEAS AND IN NEW ZEALAND

The University recognises the importance of academic staff undertaking research, teaching, study and professional and organisational duties overseas. This contributes to their research work, assists them to maintain their skills and to pursue purposes for which the University is constituted.

There is no automatic entitlement to the provision of time away from the University in accordance with these provisions. The granting of any time to carry out duties overseas or within New Zealand as specified below is entirely discretionary. Each application is determined on its merits.

These guidelines are subject to approval by SLT and any amendments or changes to the guidelines can only be implemented with the approval of SLT and following a reasonable period of consultation with staff.

In 2014 SLT determined to devolve the functions of the Leave and Ancillary Appointments Committee to PVCs. This document represents a revision of the Leave Regulations that covered the following:

- Short Leave overseas not exceeding 23 Calendar Days
- Long Leave overseas exceeding 23 Calendar days
- Research Leave in NZ
- Business Leave Overseas Exceeding 23 Calendar Days
- Service Leave Overseas.

This document replaces the regulations and is effective from 1 June 2015 and covers all bullet points above.

This document apply to students, adjunct staff, casual employees, post-doctoral fellows, research assistants, teaching fellows, visiting academic staff, graduate assistants, tutors and senior tutors or research officers who do not have ongoing appointment unless otherwise specified.

This document relates to periods or duties overseas but includes reference to academics undertaking, in special circumstances, research within NZ. Any application to undertake research, teaching, study or professional and organisational periods or duties overseas must have the support of the immediate manager and be approved by the PVC on the form provided or online.

The purposes of providing opportunities to staff to undertake research, teaching or study overseas or to undertake professional and organisation duties overseas are to:

1. Enable academic staff to extend their own knowledge and to improve their teaching and research;
2. Increase academic staff members' contributions to the University teaching and research programmes;
3. Contribute to the University's teaching and research, and the individuals professional development and the overall goals of the University;
4. Allow academic staff to undertake teaching, study and research of a kind or to an extent that cannot be pursued during the course of their normal day to day employment within New Zealand. This provides staff the chance to assess themselves, their research and teaching against the highest international standards and confers benefits to both the individual and the University;
5. Allows staff (whether academic or professional) the opportunity to develop and maintain contacts and international standing with the wider academic and research community and with organisations or agencies overseas;
6. Enables professional, career and personal development;
7. Enables staff to conduct the business of the University and enhance the reputation of the University.

The following conditions apply to:

Academic Staff Only

1. At the time of applying there must be a record of contributions to the Symplectic database although this condition may be waived in the case of a staff member in the first septennium of service who is in the process of building a research record.
2. On return from periods or duties overseas the academic staff member must submit within one calendar month a report of the activities undertaken and the research outputs achieved (which shall be entered in to Symplectic) and the benefits that will accrue to the University. This report is to be submitted to the Head of School/Institute/Department.
3. Funds for periods or duties overseas exceeding 23 calendar days will be held centrally and be paid centrally and be approved by the applicant's SLT member.

Academic and Professional Staff

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7. All applications should state the reason for the period or duty overseas, the objectives of the activity and how it will enhance the goals of the University, college, or unit and/or the professional and career development of the employee.
8. Annual leave accrues during any period or duty overseas and a proportionate amount of annual leave (being the amount accrued during the period of duty) shall be incorporated within every period or duty that exceeds 90 days.
9. All financial assistance received from any source other than the University must be disclosed whether that assistance is by way of a scholarship, support for travel and/or living expenses, payments of any kind and the provision of equipment or services.
10. Application must be made no less than 6 weeks before the proposed periods or duties overseas greater than 23 days.
11. Any period or duty overseas greater than 23 days should be discussed with the staff members manager but must be authorised and approved by the PVC. This approval cannot be delegated. Approval for periods or duties less than 23 days may be delegated.
12. Periods or duties overseas attract different funding (refer below) and therefore duties or period overseas will either be for a period of less than 23 days or no less than 24 days and not exceeding 318 calendar days

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Year 6	53	318	0	318
Year 7	0	318	292	26
Year 1	53	318	0	79
Year 2	53	318	0	132
Year 3	53	318	0	185
Year 4	53	318	0	238
Year 5	53	318	0	291
Year 6	53	318	91	253
Year 7	0	318	0	253

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In the first septennium of employment, funding for financial assistance for full time staff will accrue on the anniversary of the commencement of the septennium as follows:

Year 1	3,000.00	3,000.00	nil	3,000.00
Year 2	3,000.00	6,000.00	nil	6,000.00
Year 3	3,000.00	9,000.00	nil	9,000.00
Year 4	1,000.00	10,000.00	8,000.00	2,000.00
Year 5	nil	10,000.00	nil	2,000.00
Year 6	nil	10,000.00	nil	2,000.00
Year 7	nil	10,000.00	2,000.00	nil

A staff member in their first septennium of employment may not anticipate the funds that will accrue to them at the end of the current year in that septennium unless, immediately before that septennium, they were employed by the university as an Assistant Lecturer or Junior Research Officer for a minimum of two years. No funds will be accrued or credited on account of previous employment with the university as an Assistant Lecturer or Junior Research Officer or on account of previous employment in any capacity with another university. Any funds used will be deducted and any funds not used in one septennium will not be carried forward.

Any staff member who has a period or duty overseas not exceeding 23 days may have funding to a maximum of \$10,000. Such funding will be available from the unit, school or college.

Where a staff member is requested to provide services overseas by a government or a government agency, or a national or international organisation all expenses and funds shall be provided by the requesting body. Full disclosure by the staff member of all payments made is required.

Funding for research by lecturers and above within New Zealand is provided by the unit, school or college and or by application to the Massey University Research Fund.

Any funds are to be used for:

- i. Travel: the most economical return fare from the normal employment location to the destination provided that the travel is in accordance with the [Travel Policy](#). Where any part of a trip includes periods which are for personal reasons i.e. not related to teaching, research, study, professional or organisational duties the

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Staff who travel for periods or duties overseas for less than 23 days are not entitled to payment of an allowance to meet expenses except in the case of hardship in accordance with the

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The maximum financial assistance from all Massey University sources for any one period of duty exceeding 23 days is \$20,000.00. This may be abated where external funding exceeds \$10,000.00.

For every period of duty overseas that exceeds 90 days staff are required to take a period of annual leave during a period of undertaking teaching, research, study or professional and organisational duties overseas. It is expected that the amount of annual leave taken will be at least equivalent to th



An academic staff member with the maximum accumulation of 318 calendar days who can demonstrate to the satisfaction of the PVC that they have not undertaken significant periods of work overseas for periods not exceeding 23 days within the preceding 6 years may apply for a single period of leave of up to 365 calendar days (including annual leave statutory and Massey University holidays.)

[Travel Policy](#)

[Credit Card Policy](#)

[Reimbursement of Expenses Policy](#)

[Discretionary Expenditure and Gifts Policy](#)