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

1. Introduction

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 and develop their teaching and academic career and contributes to the overall standing and reputation of the University. Similarly professional services staff contribute to the work of the University when conducting business overseas and can enhance and develop the work they are doing through professional development which may be taken overseas. This activity is a form of duty to the University and is granted for those purposes that are consistent with the basic 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.

2. Background

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.

3. Application

This document applies to academic and professional services staff unless otherwise specified.
This document **does not** 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.

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4. Purpose

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.

5. Conditions

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

4. For periods of less than 23 days funding will be provided either by the unit, school or college, travel scholarship, project account or in the case of a request for services by a government, government agency a national or international organisation funding will be paid by the requesting body. There may also be a mix of funding providers.
5. There must be sufficient cover for the period the staff member is overseas. Cover should be discussed between the staff member and the approving manager.
6. The application must have the support of the Head of School/Institute/Department

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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 including annual leave, statutory and university holidays. In making application the staff member must specify the length of the period or duty overseas.
13. Staff may be asked to provide a record of their contribution to a conference or other activity or provide a report on the achievement of the objectives related to the purpose of their period or duty overseas.
14. Reasonable travel time of up to three calendar days will be considered to be working time where it is associated with the intended purpose of the period or duty overseas.
15. These guidelines should be read in conjunction with the Travel Policy and Reimbursement of Expenses Policies.

6. Calculation of days for academic staff undertaking periods or duties overseas for a period exceeding 23 days.

The number of days available for periods overseas is based on years of service on a 7 year cycle (septennial). The first 7 year cycle commences on the day of commencing employment with Massey University at a lecturer level or above.

Septennia of Employment	Days Accrued at end of each year	Total at end of each year if no days used	Example of days used	Total at end of each year after days used
Year 1	53*	53*	0	53*
Year 2	53	106	0	106
Year 3	53	159	0	159
Year 4	53	212	0	212
Year 5	53	265	0	265

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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

* Assumes no carry forward of days accrued, but not used, in preceding septennium or days accrued as an Assistant Lecturer or Junior Research Officer.

All calculations are based on the number of day accrued less the days used. Days accrued but not used will be carried over to a maximum of 318 calendar days. Funds accrued do not carry over.
Any available days are pro-rated for part time staff.

Research within NZ.
Only academic staff of lecturer and above may apply to undertake a period of research in New Zealand where that research is, for example, unique to New Zealand or to produce a major research output. Such time is in lieu of having research time overseas. The number of days is calculated as above. Funding assistance for this is available only through the unit, school or college and not centrally.

7. Periods of less than 23 days

All staff members to whom this document applies can apply for periods or duties overseas that are less than 23 days. There is no minimum number of days that may be applied for or times that a staff member may apply for leave overseas not exceeding 23 days.

8. Funding Assistance Academics Only

Periods exceeding 23 days for academics only

Subject to the availability of funds, financial assistance for duties overseas may be available from the Office of the AVC Research, Academic and Enterprise through the Colleges.

$10,000.00 Maximum each septennium

Financial Assistance from the Office of the AVC RAE for duties overseas is calculated by reference to septennia of employment with Massey University. Each staff member's first septennium of employment commences on the day of commencing employment with Massey University at lecturer level (or equivalent) or above. Subsequent septennia of employment commence the day after the preceding septennium of employment ends. In each septennium of employment a staff member may receive financial assistance to a maximum of $10,000.00. The maximum financial assistance for any one period of duty overseas is $8,000.00.

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Accrual in first septennium

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:

First Septennium of employment	Funds accrued at end of each year	Total at end of each year if no funds used	Example of funds used	Total at end of each year after funds used
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.

9. Funding Periods overseas not exceeding 23 days

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.

10. Other Funding

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.

11. Use of funds

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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employee may be asked to contribute to a proportion of the costs, this may be through a reduced daily allowance. This will be determined by the relevant SLT member.

ii. Travel to and from airports, seaports, bus and train stations by the most economical means.

iii. Massey University Travel insurance: the current approved rate per day excluding annual leave days and weekend days, New Zealand statutory holidays and Massey University holidays contiguous to the annual leave.

iv. Domestic and international departure taxes where actually incurred.

v. Conference registration fees where actually incurred.

12. Allocation of Central Funds to Colleges

Funding of long periods of research is currently held centrally in the Office of the AVC Research, Academic and Enterprise. A notional allocation to Colleges and Services will be made of the central fund, which will be administered by each College and Service. The amount of funding allocated, the persons to whom it is allocated and the report on the outcomes of the research, will be filed with the Office of the AVC Research, Academic and Enterprise.

This central funding/college and service administration model will be trialled for 12 months to determine whether further devolvement might be appropriate at that time.

13. Reimbursement of Expenses

Prior approval of expenses such as travel, accommodation, conference fees, daily expenses and meals (e.g. breakfast provided as part of accommodation) will be covered by funds available.

Where staff are provided with a Massey credit card no daily allowance will be paid in accordance with the Credit Card Policy.

All other expenses should be met by reimbursement of reasonable and actual costs incurred on the provision of receipts on the staff members return from overseas.

Except that staff who are overseas for longer than 23 days may be paid out of the accrued funds an allowance in advance of their travel based on the following schedule excluding annual leave, weekends, NZ Statutory holidays or Massey University holidays contiguous to periods or duties overseas:

Australia	$NZ150.00
North America	$NZ175.00
London	$NZ250.00
UK	$NZ235.00
Europe	$NZ235.00
Singapore and Malaysia	$NZ150.00
China	$NZ100.00
Japan	$NZ250.00
All other locations	$NZ150.00

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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 Travel Policy.
Staff who elect to stay privately may be paid an allowance based on the rates above but shall not have accommodation and meals or other expenses paid by Massey.

All staff will continue to receive their salary during the period or duty they are overseas whether this is for periods of less than 23 days or more than 23 days.

Staff should also refer to the Travel Policy, Reimbursement of Expenses and Credit Card Policy.

14. Additional Financial Assistance

PVC's have the discretion to provide any additional funding from other college sources to cover costs but this should be clearly identified on approval.

The staff member must declare all financial support received from sources other than the University.

15. Special Conditions

- When booking travel this must be undertaken through the recognised provider. A staff member may upgrade, at their own expense, any flight, train, bus or boat travel.
- Where travelling with a partner who is also a member of the University and where that staff member is also undertaking teaching, research, study or professional and organisational duties each staff member will receive a daily allowance, however, reimbursement of all other expenses shall be shared except with the approval of the PVC.
- Expenditure on companions, partners or family members who are travelling with the staff member will not be paid.
- Costs associated with a private travel component linked or contiguous with the period overseas will not be met.
- Recreational activities such as sightseeing tours, cinema, theatre, in room movies, sporting and cultural events will not be met.
- Personal expenses will not be paid (e.g. pet care, toiletries, minibars etc). Refer to the Travel Policy.
- It is expected that following the period overseas the staff member will return to the service of the University. In the event of a resignation during the overseas period or in the event of failure to return to service with the University the staff member shall be liable to repay to the University all financial support received for the period of leave or a proportion of the costs as determined by the relevant SLT member. Staff who resign from their employment within six months of returning from overseas may be requested to repay a proportion of cost as determined by the relevant SLT member.
- Staff shall not engage in secondary employment while undertaking periods of duty overseas except with PVC approval.

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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.

16. Annual Leave/Retiring Leave/Parental Leave/Leave Without Pay

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 the annual leave which will be accrued in that period. As the days available for the staff member to undertake duties overseas are expressed as calendar days any annual leave or statutory holidays or university holidays are in addition to the number of days taken as duty overseas.

For periods of less than 23 days if annual leave days exceed working days financial assistance that may be available shall be reduced by multiplying the amount of the financial assistance by the number of working days and dividing by the number of annual leave days.

Weekend days contiguous to annual leave, statutory holidays or Massey university holidays are not counted as annual leave or days taken as duty overseas.

Staff on parental leave will have this period of leave counted as service for the purpose of qualifying for periods of duty overseas.

Staff on retiring leave will not qualify for duty overseas.

Periods of leave without pay will not count as qualifying service.

Travel time – The University expects that time spent travelling overseas and returning to New Zealand will be included within the days accumulated for the purposes of the duty overseas provided this does not exceed 3 calendar days being 72 hours.

17. Transfer of Days From Another University For Academic Staff

A newly appointed academic staff member may be credited with up to 159 days for the purposes of duty overseas on account of the unused eligibility or equivalent at the staff member's previous university of employment. Credit will only be given for previous service at a New Zealand university. The number of days that may be credited shall not exceed one-half of the number of days that the staff member was eligible to use for duties overseas at the time of cessation of employment with their previous university up to a maximum of 159 days. Such a credit may be incorporated into the terms and conditions of appointment. Alternatively, application for such credit must be made by a staff member within 6 months of commencing employment with Massey University. Application shall be by way of letter to their PVC with supporting evidence from the previous university of employment verifying the number of days the staff member was eligible to use for duty overseas (Long Leave or equivalent) at the time employment with that university ceased.

18. Special condition relating to Academic staff who do not undertake periods or duties overseas for periods not exceeding 23 days.

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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.)

19. Other Relevant Policies

Travel Policy
Credit Card Policy
Reimbursement of Expenses Policy
Discretionary Expenditure and Gifts Policy

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