

UNISA SSAF PROJECT FUNDING

Guidelines



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WHAT IS IT?

A pool of funds has been allocated for 'Student Experience Projects' this year to support student experience initiatives throughout the year. All areas of the University will be eligible to apply for the funding by submitting an application form. A panel will be established to assess applications for funding.

Note: The funding must not be spent on supporting a political party or the election of a person as a member of a political party at any level of government.



From January 2012, Australian higher education providers began charging students a compulsory Student Services and Amenities Fee (SSAF) to support services and amenities of a non-academic nature. The SSAF is designed to improve non-academic services and amenities for students. It was introduced through the Higher Education Legislation Amendment (Student Services and Amenities) Act 2011, which was passed by the Australian Parliament in October 2011. The Act outlines 19 categories on which the SSAF can be spent and universities are obliged to comply with the Student Services, Amenities, Representation and Advocacy Guidelines which set benchmarks for student access to services such as health and welfare information, advocacy and orientation programs:

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|  providing food or drink to students on a campus of the higher education provider; |  supporting debating by students; |
|  supporting a sporting or other recreational activity by students; |  providing libraries and reading rooms (other than those provided for academic purposes) for students; |
|  supporting the administration of a club most of whose members are students; |  supporting an artistic activity by students; |
|  caring for children of students; |  supporting the production and dissemination to students of media whose content is provided by students; |
|  providing legal services to students; | |
|  promoting the health or welfare of students; |  helping students develop skills for study, by means other than undertaking courses of study in which they are enrolled; |
|  helping students secure accommodation; |  advising on matters arising under the higher education provider's rules (however described); |
|  helping students obtain employment or advice on careers; |  advocating students' interests in matters arising under the higher education provider's rules (however described); |
|  helping students with their financial affairs; |  giving students information to help them in their orientation; and |
|  helping students obtain insurance against personal accidents; |  helping meet the specific needs of overseas students relating to their welfare, accommodation and employment |

CRITERIA



The project supports services and amenities of a non-academic nature.



The proposed initiatives/activities align with the Student Services, Amenities, Representation and Advocacy Guidelines.



The project contributes towards providing an outstanding student experience.



The project benefits a broad number of students.



The project reflects shared responsibility and collaboration between students and staff (UniSA and/or USASA)



Students who wish to partner with USASA:

- must be current executives of affiliated clubs and/or societies.
- the club must be compliant with all USASA affiliation criteria and processes.
- require the authorisation of at least two members of the club executive.

HOW TO APPLY

Students/staff may submit applications as individuals or in groups.

1

Endorsement

- All **student applications** require endorsement from the Coordinator Student Clubs and Societies (for USASA Clubs) or the relevant staff member partnering with student/s on the project (for non-USASA Clubs).
- All **staff applications** require endorsement from the relevant line manager.

2

One form

Applications must be made on the appropriate application form.

3

Meets criteria

The application must meet the criteria specified in these guidelines.

4

Submit

Applications must be submitted prior to the deadline.

Applications are to be submitted by email to: chiefacademicservicesofficer@unisa.edu.au



OUTCOMES

- All applications will be assessed by an established panel.
- Applicants will receive an email acknowledging receipt of their submission.
- Applicants will be notified in writing of the outcome of their application.
- If a student application is successful, funds will be paid directly to USASA. If a staff application is successful, funds will be paid directly to the nominated cost centre.
- All funds to be managed in accordance with UniSA Finance Policies and Guidelines.



CONDITIONS

1. Funds may only be used for the purposes as set out in the application.
2. The project must be completed, and all funds expended by 31 December 2024.
3. All unused funds will be returned to the University in line with the Finance Unit's end of year processing timelines.
4. Successful applicants are required to provide a brief report on the outcomes of the engagement activity at its completion, including financial acquittal.
5. The financial acquittal is due by close of business 3 January 2025 and should be e-mailed to the Office of the CASO at chiefacademicservicesofficer@unisa.edu.au
6. The panel may include additional conditions on the funding where it is considered warranted.



chiefacademicservicesofficer@unisa.edu.au



University of
South Australia