

**WESTERN SYDNEY UNIVERSITY**  
**UNDERTAKING IN RESPECT OF ACADEMIC DEVELOPMENT PROGRAM**

In consideration of the Western Sydney University, Australia, granting me an opportunity to undertake on full salary, an Academic Development Program from:

\_\_\_\_\_ to \_\_\_\_\_

with a financial grant of \$\_\_\_\_\_ from the School/Institute and  
\$\_\_\_\_\_ from Research funds as outlined in my application to support my Initial  
program/secondary program without travel (please delete as appropriate),

I \_\_\_\_\_ from \_\_\_\_\_  
School / Institute / Division

HEREBY UNDERTAKE:

1. complete teaching and other academic/administrative responsibilities as outlined in their workload plan, including arranging for alternative supervision for any higher degree research candidates, and withdrawing from formal committees by notifying the chair, and confirm any such arrangements with their Dean or Director;
2. to notify and seek approval from my Dean/Director immediately in writing during the ADP of any circumstances that require a variation to the approved ADP. I acknowledge that any variation may require or be subject to repaying either salary and/or financial assistance. (Examples of variations include the need to abandon, change dates, require additional leave, changes to travel arrangements for partners or dependents, etc.)\_
3. to return to the University at the end of the period specified above and enter into a period of duty at least equal to the duration of the period specified above. In the event of failure to fulfil this requirement I understand that I will normally, at the discretion of the University, be required to repay to the University all grants paid in association with the Academic Development Program;
4. to declare proposed and actual earnings during ADP within 10 working days of returning to duty.
5. to submit, as soon as practicable after my return to the University and within one (1) month, a written report to the ADP Coordinator ([adp@westernsydney.edu.au](mailto:adp@westernsydney.edu.au)), not exceeding ten (10) pages of typed text, on the outcomes of the program in relation to my ADP objectives per the requirements outlined in the ADP Procedures. After the report is considered by the Dean/Director, I will present the report to peers and colleagues in a suitable format, such as seminars.

SIGNED by the said \_\_\_\_\_ Date:

Approved by:

\_\_\_\_\_ Signature \_\_\_\_\_  
School Dean/ Institute or Division Director

(Please return this undertaking and the ADP Leave and Payment Details form to [adp@westernsydney.edu.au](mailto:adp@westernsydney.edu.au) 4 weeks before the commencement of your leave).