

Academic Pursuits Fund Procedure

Section 1 - Purpose and Scope

Purpose

(1) This Procedure establishes the conditions under which an Academic Pursuits Fund may be established and used.

Scope

(2) This Procedure applies to the use of Academic Pursuits Funds at Southern Cross University.

Section 2 - Definitions

(3) Academic Pursuits Funds (APF) – are accounts set up to manage funds specifically earned by, or allocated to an individual academic employee, and are maintained within Southern Cross University.

Section 3 - Principles

(4) An APF is designed to permit the staff member to use monies to augment the funds available to support their academic or research activities. The University is the legal owner of the funds. The University supports the monies being used to fund official University expenditure related to the individual concerned, subject to the conditions set out in this Procedure.

(5) An APF will normally be opened only for full-time or part-time academic staff on continuous appointments or with fixed terms of greater than 12 months. Under special circumstances, approved by the Head of Work Unit, consideration may be given for ex-University staff to maintain their APF in their capacity as Adjunct or Emeritus Appointees.

(6) Expenditure from an APF must comply with the University's [Procurement Policy](#) and [Procurement Procedures](#) and be made in accordance with [Delegations Framework](#).

(7) All funds are University funds and all items purchased from funds remain the property of the University.

(8) If the APF account holder leaves the employment of the University the funds revert to the owning work unit.

(9) Failure to comply with this Procedure by an individual, may result in the closure of that individual's APF.

Section 4 - Operation of Academic Pursuits Funds

What funds can be directed to an APF

(10) Subject to written approval by the Head of Work Unit, funds from University consulting (i.e. work done under the auspices of the University or Southern Cross Campus Services) including any consultancy fees generated from projects approved under the [Outside Work Policy](#) may be credited to an APF.

(11) The following activities do not require approval under the [Outside Work Policy](#). However, transferring funds generated by these activities to an APF will require approval from the Head of Work Unit:

- a. Refereeing of articles, papers and books and similar scholarly work;
- b. Examining for educational and profession bodies (e.g. theses);
- c. Delivering occasional guest lectures, seminars and conference papers;
- d. Writing, editing and reviewing of scholarly works;
- e. Membership of editorial boards, grant review committees and duties for granting bodies;
- f. Service on community, educational or professional committees or groups;
- g. Engagement in Aboriginal and Torres Strait Islander community and cultural activities.

(12) Anything of a salary nature such as teaching at another institution or royalties cannot be directed to an APF.

Opening an APF

(13) Academics wishing to open an APF should contact their Financial Performance Business Partner.

Use of APF

(14) Any spend on an APF is subject to approval by the Head of Work Unit.

(15) The annual APF budget is set by the Head of Work Unit in consultation with APF account holders annually. Use of an APF must be recorded against the operational budget of the University and is limited to the amount allocated by the relevant Faculty, unless otherwise approved by the Head of Work Unit.

(16) Expenditure against an APF is made using normal University procurement processes and in accordance with relevant University policies, procedures and delegations.

(17) APF accounts may be used for the purchase of work-related goods and services such as:

- a. Research related publications or materials;
- b. Registration and costs of attendance at research related seminars and courses;
- c. Top-up of a research grant application (pre-award);
- d. Top-up of a research project budget (post award);
- e. Delivery of approved Special Study Program objectives (refer to Special Studies Program Policy and Special Studies Program Procedures);
- f. Teaching relief, where approved by the Faculty Discipline Chair and in accordance with Teaching Relief Guidelines;
- g. Research related equipment.
- h. Research assistant salary and expenses;
- i. Other costs to assist with research or academic related activities.

(18) Where a consulting or purchasing contract is being entered into it, it should be either in the name of Southern Cross University or Southern Cross Campus Services and is subject to the University delegations framework for authorisation.

(19) Funds are to be spent within three years of receipt or will be forfeited to the relevant Faculty.

Status and Details

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Responsible Executive	Julie Jomeen Executive Dean, Faculty of Health
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