

Name of Policy	Academic Staff Study Support Policy
Description of Policy	<i>This policy covers the Study Assistance provisions for academic staff and the eligibility requirements and procedures involved when applying for Study Assistance.</i>
<input type="checkbox"/> New Policy <input type="checkbox"/> Revision	
Description of Revision	<i>Delete</i> <i>Please type brief description of the deletion and specify information to be deleted</i>
	<i>Insert</i> <i>Please type brief description of the insert and specify information to be inserted</i>

Human Resources Directorate

Policy and Revision Number	
Original Effective Date	
Review Due Date	
Revision Effective Date	
Senate Approval Date	
Vice Chancellor's Approval Date	06 March 2008

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1. Background Information

Australian Catholic University is committed to a working environment that enables academic staff to develop their skills and effectiveness. This policy applies to continuing and fixed-term academic staff.

2. Policy Statement

The University encourages the personal commitment of academic staff to continuous learning by providing those who are undertaking further education courses with financial assistance. This demonstrates the University's commitment to the personal career development of academic staff members.

3. Policy Purpose

This policy outlines the Study Support provisions, eligibility requirements and procedures involved when applying for Academic Staff Study Support.

4. Application of Policy

The University provides financial support to full-time academic staff, who successfully complete, on a part-time basis, accredited postgraduate university units/courses undertaken by coursework that are approved by, and relevant to the University. Such financial support is in the form of part reimbursement of tuition fees only, upon the successful completion of each unit or equivalent. It does not apply to the Student Services Fee or equivalent.

5. Procedures

Procedures relating to the approval process are set out in section 6 below.

6. Approvals

- 6.1** For an academic staff member to be eligible for financial support upon completion of an accredited postgraduate course relevant to the University, prior approval must be obtained for the part-time studies [unit(s)/course as appropriate]. This requires the staff member to complete the Academic Staff Approved Study form (Attachment 1) and to gain the approval of the Head of School and the responsible Faculty Dean or, in the case of academic staff not attached to a Faculty, the relevant Executive Staff Member.

The academic staff member submits the form to the Head of School or Executive Staff Member (as outlined above) for consideration. The Head of School then forwards the form to the Faculty Dean. In the case of academic staff not attached to a faculty, the Executive Staff Member sends the form to the relevant Pro-Vice-Chancellor.

- 6.2** Upon successful completion of at least one unit from an accredited postgraduate university program undertaken by coursework and with such approval, the staff member may apply for reimbursement at the rate of \$250 per 10 credit point unit (or equivalent) or the actual amount if the cost to the staff member is less than \$250 for each unit (or equivalent). Comparably, reimbursement for a 20 credit point unit (or equivalent) is at the rate of up to \$500. A staff member may only receive reimbursement for up to 20 credit points (or equivalent) per semester, the normal load for a part-time student. Reimbursement relates to course tuition fees only and does not apply to the Student Services Fee or equivalent.

- 6.3** Staff members seeking financial support in the form of reimbursement must submit to the Institute for the Advancement of Teaching and Learning the Financial Support for

Successful Study form (Attachment 2). With this form the following needs to be provided:

- a copy of the prior approval (see 6.1 above);
- provision of official results indicating successful completion of unit(s)/course; and
- evidence of tuition fees.

6.4 The Financial Support for Successful Study form is to be lodged no later than one month after formal advice of the successful completion of the accredited postgraduate university unit(s)/courses undertaken by coursework.

6.5 The Institute for the Advancement of Teaching and Learning will confirm approval of an application for financial support and, where approval is granted, the staff member's School or organisational unit will provide the appropriate reimbursement. The financial support will be paid in the form of salary and be subject to income tax.

7. Policy Review

The University will develop a process for reviewing the effectiveness of the Study Support established by this policy. Where applicable, the review will take account of necessary changes to other relevant University policies and procedures. To assist such considerations, a staff member wishing to suggest improvements to the Interim Policy – Academic Staff Study Support is invited to forward his/her suggestions to the Director, Institute for the Advancement of Teaching and Learning.

8. Further Assistance

Any staff member who requires assistance in understanding the Interim Policy – Academic Staff Study Support should first consult their nominated supervisor. Should further advice be needed, they should contact the Director, Institute for the Advancement of Teaching and Learning.

9. Attachments

1. Academic Staff Approved Study form
2. Financial Support for Successful Study form