

Coursework Masters Support Scheme Procedure - Academic Staff

February 2022 - This document has been rescinded. It is replaced by the [Professional Development Procedure - Academic Employee Schemes](#).

Section 1 - Purpose

(1) This Procedure outlines how to apply for financial support through the Coursework Masters Support Scheme for Academic Staff. It has been prepared to assist academic staff members who are enrolling in or studying a full fee-paying, coursework Masters course at Charles Sturt University (the University).

Scope

(2) This Procedure applies to academic staff (levels A and B) of the University, who hold a continuing or fixed term appointment.

Section 2 - Glossary

(3) Nil.

Section 3 - Policy

(4) Refer to the [Coursework Masters Support Scheme Policy - Academic Staff](#).

Section 4 - Procedures

Part A - Applications

(5) Applicants must complete the [Coursework Masters Support Scheme for Academic Staff Application Form \(PG3\)](#) and submit it to their Head of School no later than four weeks before the start of the academic session or, if that is not possible, as soon as an offer of admission is received.

(6) The completed application form must be accompanied by:

- a. a copy of the offer of admission; and
- b. a completed Residual Benefit Declaration.

Part B - Approval

(7) The Head of School adds a comment about support, non-support or recommendation for changes, and forwards the application, admission offer and Residual Benefit Declaration to the Executive Dean for determination of approval.

(8) Approval for the Coursework Masters Support Scheme application is based on the following selection criteria:

- a. the direct relevance of the course to the staff member's current position;
- b. the potential for enhancing individual performance/capability for the staff member's current position; and
- c. the potential for enhancing the capability of the School,/Faculty and/or the University.

(9) The Executive Dean adds a comment about approval, non-approval or modification, and stores the original application (with the added comments) and a copy of the admission offer on file.

(10) If the Executive Dean approves the application, then he/she forwards:

- a. a copy of the application (with the recommendation and approval comments) to the staff member and Head of School; and
- b. a copy of the application (with the recommendation and approval comments), admission offer and original Residual Benefit Declaration to the Director, Organisational Development.

(11) The Director, Organisational Development checks and endorses the application form, and records statistical data in aggregate. The purpose of endorsement is to verify for the Division of Financial Services that the applicant has been approved by the Division of People and Culture for the Coursework Masters Support Scheme for Academic Staff.

(12) A copy of the applicant's documents is stored in the Organisational Development Office of the Division of People and Culture, and the endorsed application (with the Director's original signature), admission offer and original Residual Benefit Declaration are forwarded to the Accounts Receivable Department, Division of Financial Services.

(13) The Faculty shall pay, in advance, the full amount of fees due for the academic session. The Manager, Accounts Receivable will make arrangements with the Faculty for the payment of fees.

(14) Approval of financial support for postgraduate study at the University shall remain in force for the duration of the course unless the staff member leaves Charles Sturt University employment.

(15) If the application is not approved, then the Executive Dean will advise the applicant in writing within seven days of receipt of the application, and attach a copy of the application (with the recommendation and non-approval comments), admission offer and original Residual Benefits Declaration.

Part C - Renewal of Financial Support

(16) To continue receiving the rebate in postgraduate fees, the staff member must complete the [Coursework Masters Support Scheme for Academic Staff Renewal Form \(PG4\)](#) and submit it directly to the Director, Organisational Development for endorsement, no later than four weeks before the start of the next academic session.

(17) A copy of the endorsed application is stored in the Organisational Development Office of the Division of People and Culture, and the endorsed application (with the Director's original signature) is forwarded to the Division of Financial Services.

(18) The Manager, Accounts Receivable will make arrangements with the Faculty to pay, in advance, the full amount of fees due for the academic session.

Part D - Reporting

(19) Staff members who are studying a coursework Masters degree are required to provide a copy of their results to the Head of School and report on their academic progress and professional development outcomes at probationary or performance management meetings.

(20) The Division of People and Culture shall report annually to the Vice-Chancellor on the success of the scheme in meeting its aims.

Part E - Leave of Absence or Withdrawal

(21) If a staff member intends to take leave of absence or withdraw from the course or subject(s), then he/she must notify Student Administration, and adhere to the academic regulations governing leave of absence and withdrawal.

(22) The staff member must also notify the Head of School and Executive Dean of the leave of absence or withdrawal.

(23) The Executive Dean will advise the Director, Organisational Development (in writing) of the staff member's action and, if applicable, ongoing eligibility for the scheme.

(24) The Director, Organisational Development also records the relevant details about the leave of absence or withdrawal on the application form that is stored in the Organisational Development Office of the Division of People and Culture, and notifies the Manager, Accounts Receivable of the staff member's action.

Part F - Unsatisfactory Progress

(25) If progress in the coursework Masters course is deemed by the Head of School to be unsatisfactory, then the Head of School and Executive Dean will interview the staff member and provide a written statement and a recommendation to the Provost and Deputy Vice-Chancellor (Academic) who will determine whether support will continue.

(26) If support is not to continue, then the Executive Dean will notify (in writing) the staff member and the Director, Organisational Development. The Director, Organisational Development records the relevant details about the withdrawal of support on the application form that is stored in the Organisational Development Office of the Division of People and Culture, and notifies the Manager, Accounts Receivable of the action.

Section 5 - Guidelines

(27) Nil.

Status and Details

Status	Current
Effective Date	22nd May 2014
Review Date	30th September 2015
Approval Authority	Executive Director, Human Resources
Approval Date	3rd April 2014
Expiry Date	Not Applicable
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