

# Study Support Scheme Procedure - Postgraduate for General Staff

February 2022 - This document has been rescinded.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

## Section 1 - Purpose

(1) This Procedure outlines how to apply for financial support through the Postgraduate Study Support Scheme for General Staff. It has been prepared to assist general staff members who are enrolling in or studying a full fee-paying, postgraduate course or subject at Charles Sturt University (the University).

## Section 2 - Glossary

(2) Nil.

## Section 3 - Policy

(3) Refer to the Study Support Scheme Policy - Postgraduate for General Staff .

## Section 4 - Procedures

### Part A - Eligibility

(4) The Postgraduate Study Support Scheme is open to all general staff members of the University who:

- a. hold a full-time or part-time continuing appointment at the University;
- b. have completed at least 12 months' service at the University; and
- c. meet the admission requirements for postgraduate study.

(5) A general staff member who meets the criteria in clause 4 and already holds a postgraduate qualification is also eligible to apply for financial support through the Postgraduate Study Support Scheme for the purpose of undertaking further postgraduate study in a field that relates directly to their current position.

### Part B - Applications

(6) Applicants for the Postgraduate Study Support Scheme must complete the "Application Form for Course Approval" (PG1) and submit it to their supervisor 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.

(7) NOTE: An application form must be submitted if the Division/Faculty/Office approves funding for 100% of the course fees.

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

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

## **Part C - Approval**

(9) The approval process for the Postgraduate Study Support Scheme is separate from the approval process for the Study Time Scheme .

(10) The supervisor adds a comment about support, non-support or recommendation for changes, and forwards the Postgraduate Study Support Scheme application and admission offer to the Executive Director / Executive Dean / Primary Budget Centre Manager for determination of approval.

(11) Approval for the Postgraduate Study Support Scheme application is based on the following selection criteria:

- a. the direct relevance of the course or Associate Student Program subject(s) 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 Section/School, Division/Faculty and/or University.

(12) The Executive Director / Executive Dean / Primary Budget Centre Manager adds a comment about approval, non-approval or modification, and stores the original application (with recommendation and approval comments) and a copy of the admission offer and residual benefit declaration on file.

(13) The Executive Director / Executive Dean / Primary Budget Centre Manager forwards a copy of the application (with recommendation and approval comments), admission offer and residual benefit declaration to the staff member and the staff member's supervisor.

(14) If the Executive Director / Executive Dean / Primary Budget Centre Manager has approved the application, then he/she also forwards a copy of the application (with recommendation and approval comments), admission offer and original version of the residual benefit declaration to the Career Programs Officer.

(15) The Career Programs Officer checks the application form, records statistical data in aggregate, and forwards the submitted documents to the Director, Organisational Development for endorsement. 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 Postgraduate Study Support Scheme rebate.

(16) The Director, Organisational Development stores a copy of the applicant's documents in the Organisational Development Office of the Division of People and Culture, and forwards the endorsed application (with the Director's original signature), admission offer and original residual benefit declaration to the Accounts Receivable Department, Division of Financial Services.

(17) The staff member or the relevant Division/Faculty/Office shall pay, in advance, 75% of the fees due for the academic session. The Division of Finance will transfer the remaining 25% of the fees from the Faculty course provider after the Census date.

(18) Approval of financial support for postgraduate study at the University shall remain in force for the duration of the course or the nominated Associate Study Program subject(s) unless the staff member leaves the University employment.

(19) If a staff member leaves the University employment, then a reconciliation of outstanding monies must be

completed at the time of termination.

(20) If an application for financial support has not been approved, then the Executive Director / Executive Dean / Primary Budget Centre Manager must provide the applicant with:

- a. timely advice to allow him/her to consider alternatives;
- b. the reasons for non-approval; and
- c. information about the review procedure.

## **Part D - Review**

(21) If the application for financial support has not been approved, then the staff member may seek a review against the decision of the Executive Director / Executive Dean / Primary Budget Centre Manager.

(22) The written request is to be submitted to the Director, Organisational Development as soon as possible to enable resolution before the start of the academic session.

(23) The Director, Organisational Development investigates the matter through discussion with the applicant and the Executive Director / Executive Dean / Primary Budget Centre Manager, and negotiates an equitable solution that meets the needs of both parties.

## **Part E - Renewal of Financial Support**

(24) To continue receiving the rebate in postgraduate fees, the staff member must complete the "Application Form for Renewal of Financial Support" (PG2) and submit it directly to the Career Programs Officer no later than four weeks before the start of the next academic session.

(25) The Career Programs Officer checks the completed "Application Form for Renewal of Financial Support", and forwards it to the Director, Organisational Development for endorsement.

(26) The Career Programs Officer stores a copy of the endorsed application in the Organisational Development Office of the Division of People and Culture, and forwards the endorsed application (with the Director's original signature) to the Division of Financial Services.

(27) A refund is issued after the census date, at the discretion of the Manager, Revenue and Payables or, in the case of salary packaging, the instalment amounts for the coming academic session are adjusted.

## **Part F - Reporting**

(28) Staff members who are studying a postgraduate course or Associate Study Program subject(s) are required to provide a copy of their results to the supervisor and report on their academic progress and professional development outcomes at performance management meetings.

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

## **Part G - Leave of Absence or Withdrawal**

(30) 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.

(31) The staff must also notify the supervisor and Executive Director / Executive Dean / Primary Budget Centre

Manager of the leave of absence or withdrawal.

(32) The Executive Director / Executive Dean / Primary Budget Centre Manager records the relevant details about the leave of absence or withdrawal on the original application form, and advises the Career Programs Officer of the staff member's action and, if applicable, ongoing eligibility for the scheme.

(33) The Career Programs Officer 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, Revenue and Payables of the staff member's action.

## **Part H - Change in Enrolment**

(34) If a staff member enrolls in a different, full fee-paying postgraduate course or Associate Student Program subject at the University, then he/she will need to re-apply for financial assistance through the Postgraduate Study Support Scheme, following the procedure specified in Part C.

(35) NOTE: This Part does not apply to a staff member changing his/her enrolment in one or more subjects within a course that has been approved for financial assistance.

## **Section 5 - Guidelines**

(36) Refer to the Study Support Scheme Guidelines.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	22nd May 2014
<b>Review Date</b>	30th June 2015
<b>Approval Authority</b>	Executive Director, Human Resources
<b>Approval Date</b>	4th May 2014
<b>Expiry Date</b>	Not Applicable
<b>Unit Head</b>	Maria Crisante Executive Director, People and Culture
<b>Author</b>	Karen Lenihan
<b>Enquiries Contact</b>	Division of People and Culture +61 2 63384884