

Policy Redesign Project

All policies and procedures are being reviewed as part of this project. This document is pending review, but remains in effect until the review is carried out.

Study Assistance for Professional Staff

Establishment: Enterprise Bargaining Certified Agreement 1997 - 1999, 17 October 1997

Last Amended: EDA, January 2011

Nature of Amendment: Consequential amendments arising from a restructure of Central Administration / VCs office and the creation of new senior executive positions replacing the EDA and Registrar

Date Last Reviewed:

Responsible Officer: Director, Human Resources

1. Rules

The following rules apply to the granting of assistance with studies for members of the professional staff. For the purpose of these rules "Senior Officer" means the head of school/faculty/division, University Librarian, etc, as appropriate, for members of staff in their faculty or section of the university.

1.1 Applications

Members of the professional staff who wish to undertake part-time study to improve their qualifications for their present or expected future position in the University may apply for:

1.1.1 time off during normal working hours necessary for attendance at lectures, practical classes or examinations; and/or

1.1.2 reimbursement of statutory services fees.

Applications must be approved each year before the study is undertaken. Application for time off and statutory services fee reimbursement must be supported in advance by the Senior Officer. Applications for fee reimbursement must be approved in advance by the Director, Human Resources. No applications for fee reimbursement will be approved retrospectively.

No tuition fees are approved for reimbursement under this policy.

1.2 Leave Provisions

1.2.1 Subject to these rules, leave of absence with pay may be granted by the Senior Officer concerned, for an approved course of study in accordance with the following conditions:

1.2.1.1 Staff are allowed up to six hours in any week to enable them to attend lectures and practical classes which they are required to attend in connection with subjects in an approved course provided that the periods of leave granted do not exceed the periods, including travelling time, required by the members of staff to attend such lectures and practical classes.

1.2.1.2 Notwithstanding 1.2.1.1, members of staff may apply to receive study leave in the form of block grants only where there exists a requirement of the course that cannot be fulfilled under the above conditions (eg field trips, block courses). Applications for block Study Assistance grants may only be made after consultation with the Senior Officer concerned.

1.2.1.3 Staff are allowed up to a maximum of five days a year to enable them to undertake examinations in subjects in approved courses, provided that such members shall only be granted sufficient leave to enable them to travel to the place of examination, complete the examination and return to work.

1.2.2 On application and where the Director, Human Resources is satisfied that, by reason of the time taken in travelling to classes or of the length of classes, the leave with pay provided in paragraph 1.2.1 is not sufficient, he/she may grant an additional period of leave with pay of up to three hours in any week.

1.2.3 The Senior Officer concerned may, at his or her discretion, grant further leave of absence but without pay for the purposes provided in these rules.

1.2.4 Any leave granted for the purposes provided in these rules shall be subject to:

1.2.4.1 the convenience of the work unit of the University concerned; and

1.2.4.2 the members of staff undertaking a satisfactory lecture, practical work and study load in their own time as subject timetables allow.

1.2.5 Leave with pay under these rules shall not be granted in respect of any subject being repeated.

1.2.6 Time off for lectures, practical work and travelling shall be calculated on a weekly basis.

1.3 Approved Courses

Applicants will need to demonstrate in their application the relevance of the course of study to their present or expected future position.

2. Reimbursement of Fees

2.1 Members of staff shall be eligible for a refund of statutory services fees paid in respect of completed subject(s) of an approved course, subject to their providing:

2.1.1 evidence of having passed or otherwise satisfactorily completed the subject(s) concerned; and

2.1.2 original receipts for the fees actually paid.

Application for statutory services fee reimbursement must be supported in advance by the Senior Officer, and approved by the Director, Human Resources. No applications for fee reimbursement will be approved and paid retrospectively: refer Clause 1.1.

2.2 Members of staff who commence employment with the University during the academic year in which they undertake study under these rules will be eligible for a refund of only that portion of the fees paid which relate to the period in which they have been in the employment of the University.

2.3 To qualify for a refund of fees, a person must be a member of staff of the University at the time the examination results are published.

2.4 The University will not refund fees other than statutory services fees referred to in 1.1.2 above. Late fees, tuition fees, graduation fees and book or note fees are not refundable. The Higher Education Contribution (HECS) is not refundable.