

# Study Assistance - Procedures

## 1. Application for study assistance

The intention to apply for study assistance should be discussed and agreed as part of Performance Planning and Review (PPR). An Application Form is then completed by the staff member and forwarded to the Cost Centre Manager who will assess the relevance of the proposed program to the applicant's development and the University's/work area's needs.

Approval of study assistance is at the discretion of the applicant's Cost Centre Manager.

Applications, recommended and authorised by the Cost Centre Manager, are forwarded to the Director, People and Culture for verification of compliance with University policy and final approval. The Director, People and Culture notifies the applicant and the Cost Centre Manager in writing whether or not the application has been finally approved.

Approval of a program of study operates for the entire period of the program, subject to satisfactory progress in study as well as in performance of duties. Therefore, once initial approval is given for a program of study, applications for approval each semester/term are not required provided the program and educational institution remain the same.

## 2. Application to change program or category

If a staff member proposes to change the institution at, or program in, which they are studying, a new application is required. The staff member needs to demonstrate how this change will benefit their development and the University more than continuation in the current program.

A staff member may seek to transfer assistance to another category at any stage of an approved program of study, subject to the conditions of the category concerned.

Applications for program change or transfer of category must be supported by the Cost Centre Manager, and forwarded to the Director, People and Culture for verification and final approval.

## 3. Financial assistance

Financial assistance can be provided to reimburse the staff member for specified costs incurred to undertake the study. For part-time staff, financial assistance is provided on a pro rata basis. For example, a staff member who is employed on a 50 per cent time fraction is entitled to receive half of the approved financial assistance (and half of the leave) available to full-time staff members.

The Cost Centre Manager approves applications for reimbursement of fees as the Cost Centre meets the cost of reimbursement.

### 3.1 Conditions of fee reimbursement

Reimbursement of fees for all categories is subject to the following conditions:

3.1.1 Fees will only be reimbursed in cases where prior approval has been granted. Reimbursement for study undertaken prior to the date of approval will not be supported.

3.1.2 Fees will only be reimbursed for courses/units of study passed. A staff member must furnish receipts for fees paid and evidence of satisfactory performance in courses/units where reimbursement of fees is claimed i.e. copy of results, supervisor's statement.

3.1.3 Reimbursement of fees is available only where staff undertake approved study for the majority of a prescribed educational period eg. a semester or term.

3.1.4 A staff member holding a scholarship/award which provides payment of fees will only be reimbursed for fees not met by the scholarship/award.

APPROVAL AUTHORITY

Chief Operating Officer

RESPONSIBLE EXECUTIVE MEMBER

Chief Operating Officer

DESIGNATED OFFICER

Director, People and Culture

FIRST APPROVED

16 December 2015

LAST AMENDED

16 February 2022

REVIEW DATE

28 November 2022

STATUS

Active

### 3.2 Levels of fee reimbursement

Where study programs have been approved and the above conditions have been satisfied, reimbursements will apply as follows:

#### Preparation of masters and doctoral theses

Costs of preparation of masters and doctoral theses can only be subsidised if the approved educational institution in which the staff member is enrolled does not provide a subsidy for the preparation of the thesis. With the approval of the Cost Centre Manager, a staff member can be reimbursed up to \$100.00 for the printing and binding of the final thesis.

#### Categories A and B

The University will refund all statutory fees (excluding penalty fees) levied by the institution conducting the program including tuition, examination, compulsory equipment fees, and expenses of compulsory field excursions. The University will also refund Higher Education Contribution Scheme (HECS) fees to staff who have had applications approved and have paid HECS up front, on successful completion of each course/unit of study.

#### Category C

The University refunds compulsory equipment costs and tuition fees for secondary school studies. The University will not refund HECS or other tuition fees.

### 3.3 Application for reimbursement of fees

Reimbursement of fees will be made at the end of each semester/term.

A Study Assistance Reimbursement form is to be completed by the staff member and original receipts and a statement of results or a statement of satisfactory progress from the academic supervisor in appropriate cases attached. The form is forwarded to the Cost Centre Manager for initial approval, then to the Director, People and Culture for verification of compliance with University policy and final approval. The approved form is then sent to Financial Services for payment.

## 4. Leave to attend classes, study, and examinations

Where possible, staff members should arrange study schedules that will not adversely affect their work commitments.

### 4.1 Leave to attend classes

Leave to attend classes will be discussed within PPR discussions. According to the category of their approved study, staff are encouraged to attend classes at times which provide minimum disruption to the work area.

Part-time staff are not eligible for leave to attend classes during their normal working hours. However, working hours can be arranged between the supervisor and the staff member to facilitate attendance at classes.

Where study programs have been approved, the following leave provisions apply:

#### Categories A and B

Up to 7 hours leave on full pay to attend classes during normal working hours may be granted in any one week where the Cost Centre Manager confirms that the leave will not unduly disrupt the operations of the work area. Where the granting of such leave will disrupt the operations of the work area, the staff member can be asked to make up the time with no penalty rates, at a mutually convenient time.

#### Category C

Up to 4 hours leave on full pay to attend classes during work hours may be granted in any one week where the Cost Centre Manager confirms that the leave will not unduly disrupt the operations of the work area. Where the granting of such leave will disrupt the operations of the work area, the staff member can be asked to make up the time with no penalty rates, at a mutually convenient time.

### 4.2 Examination leave

Leave on full pay to attend examinations is available for all categories of approved study assistance. Examination leave also includes the mornings of days in which examinations are held in the afternoon and the time spent travelling to and from the examination centre within a 100 km radius.

An application for examination leave is made on an Application for Leave form. The relevant course/unit code should be shown on the application form.

Wherever possible, part-time staff should arrange work rosters around examination periods. If this is not possible, an application for leave to attend examinations can be made.

#### 4.3 Leave to study for examinations

Leave to study for examinations, which is restricted to a period just prior to the date of the examination, may be granted to full-time staff members for all categories of study assistance. Granting of such leave is subject to the operational convenience of the area and the approval of the Cost Centre Manager.

Leave is available to a maximum of 5 working days per course/unit in any one year and to a maximum of 20 working days in any one year for all course/units undertaken as part of an approved program of study.

Such leave will be taken as leave without pay or deducted from the staff member's recreation leave entitlement or through flexible work arrangements.

#### 4.4 Additional leave

A staff member undertaking an approved program of study can apply for additional leave for study or class attendance purposes. Granting of such leave is subject to operational convenience and the approval of the Cost Centre Manager.

Such leave will be taken as leave without pay or deducted from the staff member's recreation leave entitlement or through flexible work arrangements.

#### 4.5 Full-time study leave

The University offers full-time study leave to all full-time staff. Applications are subject to the following criteria:

- the staff member has completed at least two-thirds of the approved program of study;
- the staff member has been continuously employed at the University for at least two (2) years full-time;
- the Cost Centre Manager is supportive of the application and can allow for the staff member's return to work upon completion of the studies;
- the staff member agrees to return to work at the University at the completion of the studies for a period not less than the period taken on full-time study leave.

Leave granted for such purposes will be regarded as Special Leave - Full-Time Study, and on a leave without pay basis. The Cost Centre Manager can consider proposals of a special nature which may involve part-time release or extending the period of absence on leave without pay.

Intending applicants are advised to consult with People and Culture to ensure they are informed about special leave provisions for superannuation.

The University's Professional Development Program (PDP) also provides opportunities for eligible staff to apply for paid leave to complete a formal relevant research higher degree.

#### 4.6 Applications for leave to attend classes and residential schools

Applications for leave to attend classes can be made once Study Assistance approval notification is received from the Director, People and Culture.

Compulsory residential schools can be attended on leave with pay and non-compulsory residential schools on leave without pay according to the approved category of study as follows.

Leave includes travel to and from compulsory residential schools where such travel cannot be undertaken outside normal working hours.

##### Category A

Compulsory residential schools can be attended through leave with pay up to 20 working days per annum.

With the approval of the Cost Centre Manager, the staff member's actual expenses for travel to and from the compulsory residential school will be reimbursed. Travel can be either by train, bus or private vehicle. Approved air travel must be booked through the University's corporate travel provider.

Reimbursement is available for expenses incurred for accommodation and meals whilst travelling to and from a compulsory residential school and during the school as per the University's Travel Allowance Per Diem Rates.

Non-compulsory residential schools can be attended through leave without pay to a maximum of 20 working days per annum or through deduction from recreation leave entitlements or through flexible work arrangements. However, the Cost Centre Manager may approve financial assistance for attendance at a non-compulsory residential school if the content covered in the residential school is relevant to the duties of the staff member.

## Category B

Compulsory residential schools can be attended through leave with pay up to 15 working days per annum.

With the approval of the Cost Centre Manager, reimbursement of the staff member's actual expenses is available for travel to and from the compulsory residential school. This travel can be either by train, bus or private vehicle. Approved air travel must be booked through the University's corporate travel provider.

Reimbursement is available for expenses incurred for accommodation and meals whilst travelling to and from a compulsory residential school and during the school as per the University's Travel Allowance Per Diem Rates.

Non-compulsory residential schools can be attended through leave without pay to a maximum of 20 working days per annum or through deduction from recreation leave entitlements or through flexible work arrangements. However, the Cost Centre Manager may approve financial assistance for attendance at a non-compulsory residential school if the content covered in the residential school is relevant to the duties of the staff member.

## Category C

Compulsory residential schools can be attended through leave with pay up to 5 working days per annum, with additional necessary leave being either without pay up to 5 working days per annum or through deduction from recreation leave or through flexible work arrangements.

There will not be reimbursement of any costs for attendance at a compulsory residential school or for travel to and from a compulsory residential school under this category.

Non-compulsory residential schools, including travel to and from the schools, can be attended to a maximum of 10 working days per annum through leave without pay or through deduction from recreation leave or through flexible work arrangements.

## 5. Summary table of entitlements by category level of assistance

Fractional staff, please note that assistance is provided on a pro rata basis calculated according to the percentage of time a staff member is employed compared to a full time position.

| ENTITLEMENT   | CATEGORY A  | CATEGORY B  | CATEGORY C   |
|---|---|---|--|
| Financial   | Thesis preparation up to \$100.00.<br>Reimbursement of all statutory fees including tuition, examination, compulsory equipment fees and expenses of compulsory field studies.<br>Refund of HECS fees, if paid up front. | Thesis preparation up to \$100.00.<br>Reimbursement of all statutory fees including tuition, examination, compulsory equipment fees and expenses of compulsory field studies.<br>Refund of HECS fees, if paid up front. | Thesis preparation up to \$100.00.<br>Reimbursement of compulsory equipment costs and tuition fees for secondary school studies. |
| Leave to attend classes                                       | Up to 7 hours per week on full pay.   | Up to 7 hours per week on full pay without disruption to the work area.   | Up to 4 hours per week on full pay without disruption to the work area.  |
| Full-time staff only  |   |   |  |
| Examination leave   | Leave on full pay to attend examinations.   | Leave on full pay to attend examinations.   | Leave on full pay to attend examinations.  |
| Part-time staff may only access in exceptional circumstances. |   |   |  |
| Study leave for examinations                                  | Maximum of 5 days per course/unit of study in any one year up to a maximum of 20 days for all course/units of study in one year.  | Maximum of 5 days per course/unit of study in any one year up to a maximum of 20 days for all course/units of study in one year.  | Maximum of 5 days per course/unit of study in any one year up to a maximum of 20 days for all course/units of study in one year. |
| Full-time staff only  | Leave is without pay or recreational leave entitlement or through flexible work arrangements.   | Leave is without pay or recreational leave entitlement only or through flexible work arrangements.  | Leave is without pay or recreational leave entitlement or through flexible work arrangements.                                    |

|  |  |  |   |
|--|--|--|---|
| Additional leave - for study or class attendance | Leave is without pay or recreational leave entitlement only.   | Leave is without pay or recreational leave entitlement only.   | Leave is without pay or recreational leave entitlement only.  |
| Full-time study leave                            | Leave without pay.   | Leave without pay.   | Leave without pay.  |
| Full-time staff only                             |  |  |   |
| Compulsory Residential School                    | Maximum of 20 working days on full pay per annum. Reimbursement of actual travel expenses including meals and accommodation. | Maximum of 15 working days on full pay per annum. Reimbursement of actual travel expenses excluding meals and accommodation. | Maximum of 5 working days on full pay per annum, plus a maximum of 5 working days on leave without pay per annum. |
| Non-compulsory Residential School                | Maximum of 20 working days on leave without pay per annum.   | Maximum of 20 working days on leave without pay per annum.   | Maximum of 10 working days on leave without pay per annum.  |

END

#### RELATED DOCUMENTS

- Performance Management - Operational Policy
- Study Assistance - Operational Policy

#### LINKED DOCUMENTS

- Study Assistance - Operational Policy