



2020 STAFF POSTGRADUATE COURSEWORK STUDY SCHOLARSHIPS GUIDELINES

1. Overview

The Securing Success 2018 – 2020 Strategic Plan highlights the critical importance of building organisational capacity by valuing and rewarding achievement and attracting, retaining and developing the very best staff.

The Staff Postgraduate Coursework Study Scholarships provide reduced fees for staff to undertake postgraduate qualifications in disciplines relevant to their career at Western Sydney University.

The Scholarships reflect the University's commitment to attract, retain, reward and recognise talented staff, and to build our leadership capability and expertise.

Scholarships will be awarded in the form of reduced tuition fees payable by the recipient of \$1,000 per unit for the duration of the course (subject to 2.6). Scholarship recipients must be employees during the life of the course of study and must satisfactorily pass each unit.

2. Conditions

- 2.1 Staff Postgraduate Coursework Study Scholarships are available to both academic and professional staff for participation in postgraduate studies by coursework. This Scholarship does not cover Higher Degrees by Research.
- 2.2 The course of study must be relevant to the development of the applicant's career at Western Sydney University.
- 2.3 All applicants who are not currently enrolled in a Postgraduate course must confirm that they have sought academic advice in relation to the course they wish to study.
- 2.4 The University will fund the Scholarships offered commencing in 2020 and for the remainder of the recipient's course of study (subject to 2.6 below).
- 2.5 The staff member is required to pay \$1,000 per unit, with the Scholarship covering the balance of the course fee for the unit to a maximum of four (4) units in an academic year.
- 2.6 The Scholarship will continue for the duration of the course provided that:
 - 2.6.1 The staff member is admitted to the postgraduate course according to the established criteria for admission to that course; and
 - 2.6.2 The staff member is enrolled in at least one unit each quarter or semester the course is held; and



- 2.6.3 The staff member satisfactorily passes each unit for which they receive Scholarship funding. Failure of one unit will void the remainder of the Scholarship; and
 - 2.6.4 The staff member remains continuously enrolled each quarter or semester, or on approved Leave of Absence; and
 - 2.6.5 Proof of enrolment is submitted to the Scholarship contact officer (as listed on the website) for each relevant period of study; and
 - 2.6.6 The staff member is an ongoing employee of Western Sydney University; or has a limited-term contract that has a minimum of 2 years to run from the date the Postgraduate Scholarship applications close.
- 2.7 Applicants who receive the Scholarship to complete a Postgraduate Certificate or Diploma course will continue receiving the Scholarship to the completion of Masters level. In addition to the conditions outlined in 2.5 above, the Scholarship will only continue to a Masters course where there is no break in study between the Postgraduate Certificate or Diploma course and the Masters course (other than approved leave of absence to a maximum of 2 quarters or 1 semester)
- 2.8 Scholarship recipients are also eligible to apply for Education Support as detailed in the [Professional Development Policy](#), including the Education Support Allowance.
- 2.9 The Scholarship recipient must be admitted and enrolled in at least one unit and commence the postgraduate course within 9 months of receiving the Scholarship.

3. Eligibility

- 3.1 Applicants must be ongoing or limited-term (with a minimum of 2 years to run from the date the Postgraduate Scholarship applications close), full-time or part-time Western Sydney staff with a minimum of 12 months continuous service at Western Sydney University.
- 3.2 Recipients of a Staff Postgraduate Coursework Study Scholarship will not be eligible to receive a Vice-Chancellor's Professional Development Scholarship concurrently.
- 3.3 Applications will be considered from staff who have been admitted to a Western Sydney University postgraduate course or who will be applying for admission.
- 3.4 Applications will be considered from staff who have already completed part of a Western Sydney University postgraduate course. However, the Scholarship will not be applied retrospectively to fees paid for past completed or currently being completed units.
- 3.5 Applicants must submit an application detailing:
 - i. How will the Scholarship add value to your career or professional development, your organisational unit and the University Securing Success



- ii. how the proposed course of study fits into the career development plan discussed with their supervisor and documented through the University's performance planning and development process
- iii. details of their full academic record to date in all post secondary courses attempted and/or completed (certified copies of academic records from institutions other than Western Sydney University are required)
- iv. a full account of all training and development courses completed and all work related conferences attended in the past two (2) years
- v. details of equity or hardship considerations that the staff member may wish to *confidentially* draw to the attention of the selection panel.

3.6 Applications must include a Statement of Support from the Head of the Organisational Unit (e.g. Dean, Director, PVC), which outlines:

- i. the reasons for supporting the application
- ii. how the proposed course of study is relevant to the staff member's current or future role
- iii. the benefits that the Scholarship would provide to the staff member and to the organisational unit
- iv. confirmation that, if the application is successful, the staff member will be approved study leave and Educational Support Allowance to undertake study and attend classes where required.

3.7 Applications must be made on the application form available on the Staff Postgraduate Coursework Study Scholarships website at www.westernsydney.edu.au/staffpostgrad. Only applications made on the application form will be accepted.

3.8 The closing date for applications is listed on the Staff Postgraduate Coursework Study Scholarships website at www.westernsydney.edu.au/staffpostgrad and also on the application form. Late applications will not be accepted.

3.9 Applications should be emailed to the Office of Human Resources by close of business on the closing day as listed on the website. All applications received will be acknowledged by return email. All applications must be submitted as 1 PDF document by email to staffpostgrad@westernsydney.edu.au.

3.10 It is the applicant's responsibility to ensure that their application is complete at the time of submission.



4. Assessment of Applications

- 4.1 A selection panel to assess applications will be chaired by the Executive Director, Human Resources (or nominee) and constituted by two School Deans or Deputy Deans (nominated by the Chair), the Director, Equity and Diversity (or nominee) and a senior representative from the Office of Talent and Leadership Development.
- 4.2 Incomplete applications will not be considered by the panel.
- 4.3 Eligible applications will be considered against the information provided at 3.5 and 3.6. The selection panel will favourably consider applications that demonstrate that:
 - 4.3.1 The proposed course of study is directly relevant to the staff member's current role or future role at Western Sydney University.
 - 4.3.2 The applicant has consistently met or exceeded expectations in their performance review(s) and that the proposed course of study has been discussed and agreed to as part of their career development plan.
 - 4.3.3 The applicant can demonstrate a commitment to their learning and development and how this is applied in their work or contributes to the work of the School or Unit
 - 4.3.4 The applicant can demonstrate their ability to complete, and reasons for wanting to undertake, the postgraduate course of study.
- 4.4 The selection panel will determine an order of merit for recommended applications. Scholarships granted in 2020 will be according to the highest ranked applications.
- 4.5 The selection panel will normally meet within fifteen (15) working days of the closing date for applications.
- 4.6 The recommendations of the Scholarship selection panel will be submitted for the Vice-Chancellor's consideration within five (5) working days of the panel meeting.
- 4.7 Application outcomes will be communicated to applicants within five (5) working days of the Vice-Chancellor's approval.
- 4.8 The decision of the Vice-Chancellor is not subject to appeal.
- 4.9 The application, selection and communication process will be coordinated by the Office of Human Resources.

5. Course Admission

Award of a Scholarship does not constitute admission to any Western Sydney University postgraduate course. Applicants must apply for course admission in the usual manner.