



Application for Exemption

The Foundations of University Learning & Teaching (FULT) Program for new academic staff, is a professional development program offered to all new full-time Western Sydney University teaching staff employed at the Associate Lecturer, Lecturer, and Senior Lecturer levels, where the appointment is for 12 months or longer. The program provides opportunities for staff to enhance their teaching effectiveness through reflective practice and development of skills in the context of a peer-supported work-based project.

The program must be completed within 18 months of joining the University.

Exemption from enrolment and/or completion of the FULT program can be sought and may be approved on the following grounds:

- a. Completion of a postgraduate qualification in higher education or adult education**

OR

- b. Recent completion of an equivalent teaching development program from another university or WSU (preferably no more than 5 years)**

OR

- c. Demonstrated experience and excellence in teaching as evidenced through documentation of their teaching achievements over the last three years and evidence of reflective practice.**

The portfolio may include your participation in peer review processes, recognition of your teaching through awards, citations, etc., completion of other educational courses or programs.

Staff seeking exemption must complete this form in full and submit to the Learning Futures team at learningfutures@westernsydney.edu.au. All applications will be assessed by a FULT committee.

Section 1: Personal Details

Title: First name:

Last name: Staff ID:

School / Unit:

Date of appointment to the University:

Level of appointment (*please tick*): Lecturer A ☐ B ☐ C ☐

Telephone (Work): Campus:

Email: @westernsydney.edu.au

Academic Supervisor:

Section 2: Exemption Grounds

Exemption is sought on the following grounds. Please select and complete one or more of the following:

(Please submit your documentation with this application)

- ☐ a) **Postgraduate qualification in higher education or adult education** Please include details as follows: name of qualification, institution granting the qualification, and date qualification was completed.

- ☐ b) **Participation in an equivalent Foundation of University Learning and Teaching program at another institution or WSU**
Please describe the course, institution where the course was completed, and year of completion.

- ☐ c) **Demonstrated experience and excellence in teaching as evidenced through documentation of teaching achievements over the last three years**

Section 3: Supporting Documentation

I attach the following documentation to support my request for exemption from the FULT program:

- ☐ A copy of the testamur of postgraduate course in higher education or adult education completed (and transcript or list of units/subjects studied, course description)
- ☐ A copy of the certificate/statement of completion of an equivalent teaching development program at another University, (including a description of learning outcomes, learning activities, topics, assessment tasks, hours of study)
- ☐ A copy of the documentation relating to my teaching achievements over the last three years. Please provide a brief narrative (max 100 words) about your teaching achievements and a list of the supporting documentation.

Section 4: Before submitting your application for exemption, have you:

- ☐ Discussed this application with the FULT Program Coordinator
- ☐ Discussed this application with my Deputy Dean of School /Associate Dean, Learning and Teaching

Signed:

Date:

Applicant's signature

Section 5: Deputy Dean of School / Associate Dean, Learning and Teaching endorsement

I have read this application and the attached documents and I support this application for exemption from the FULT program

Name:

School:

Signed:

Date:

Management Committee Use Only

Full exemption granted on following grounds:

- ☐ Alternative postgraduate qualification in adult or higher education
- ☐ Participation in an equivalent teaching development course at another university
- ☐ Demonstrated experience and excellence in teaching as evidenced through documentation of teaching achievements over the last three years

Comments:

Signed:

Date:

Chair, FULT Program Committee

Noted:

Date:

FULT Program
Coordinator

Recorded:

Date:

FULT Administrator