



STAFF POSTGRADUATE COURSEWORK STUDY SCHOLARSHIPS GUIDELINES

1. Purpose

The Staff Postgraduate Coursework Study Scholarships reflect Western's commitment to attracting, retaining, and recognising talented staff while building leadership capability and expertise, as they provide reduced fees for staff pursuing postgraduate qualifications in disciplines relevant to their careers at Western.

2. Terms and Conditions

- 2.1 Up to two scholarships will be awarded annually at the discretion of the Vice-Chancellor on recommendation of the scholarship assessment panel.
- 2.2 Applications are open to full or part-time academic and professional staff with a minimum of 12 months of service at Western at the time of the scholarship application.
- 2.3 The scholarship applies to Western Sydney University postgraduate courses either commenced or to be commenced.
- 2.4 Award of the scholarship does not constitute admission to any Western Sydney University postgraduate course. Applicants must apply for admission separately.
- 2.5 Successful applicants (awardees) who have not commenced their studies, must be admitted and enrolled in at least one unit and commence the postgraduate course within nine months of the scholarship being awarded.
- 2.6 The awardee must commit to pay a reduced tuition fee of AUD 1,000 per unit for the duration of the course, with the scholarship covering the balance of the unit fee, up to four units per academic year. The Scholarship does not cover the cost of Student Services Amenities fee (SSAF).
- 2.7 Continuation of the scholarship is contingent on the awardee:
 - i. remaining continuously enrolled in the course (unless on approved Leave of Absence);
 - ii. successfully passing each unit; and
 - iii. maintaining employment at Western after completing the course for a commitment period equal to the length of study.
- 2.8 The University reserves the right to seek a discretionary refund where awardee's employment ceases either during the course or during the commitment period.

- 2.9 Scholarship may continue from Postgraduate Certificate or Diploma course to a Master's course, provided there is no break in study beyond approved Leave of Absence (up to two quarters or one semester).
- 2.10 Awardees may also apply for Education Support as detailed in the [Professional Development Policy](#), including the Education Support Allowance. This is administered separately to this Scholarship and the awardee should apply for this upon enrolment of the course.

3. Eligibility

- 3.1 Applicants must:
- i. have completed a minimum of 12-months of continuous full or part-time employment at Western, in an ongoing, or limited-term contract with at least two years remaining from the application closing date;
N.B.: Senior Staff HEW 10 and above, and Professors (Level E) are not eligible;
 - ii. have discussed their postgraduate study plans with their supervisor, aligning the course with their career development plan;
 - iii. be admitted to, or in the process of applying for admission to, a Western Sydney University postgraduate course. Applications for courses that have already commenced will be considered; however, the scholarship will not be applied retroactively to fees already paid for completed or ongoing units;
 - iv. have completed all mandatory modules on [MyCareer](#);
 - v. have completed the most recent performance review with a rating of “meeting” or “exceeding expectations”; and
 - vi. not be a recipient of the Vice-Chancellor's Professional Development Scholarship at the time of application. If successful, the awardee will not be eligible for any other scholarship for the duration of the Staff Postgraduate Coursework Study Scholarship.

4. Application Requirements

- 4.1 Applications must:
- i. detail how the course aligns with the applicant's career development plan, as discussed with their supervisor;
 - ii. include a copy of training records for the past two years, as available on [MyCareer](#);
 - iii. list any University funded professional development undertaken in the past two years and which is not recorded on [MyCareer](#) training records;
 - iv. detail how the applicant will effectively manage completion of the nominated course without compromising their work and overall wellbeing; and
 - v. optionally, include a confidential statement of equity or hardship in the past two years for discretionary consideration.
- 4.2 Applications include a section to be completed by the applicant's supervisor where they must:
- i. confirm that the proposed course has been discussed and agreed to as part of the applicant's career development plan;

- ii. outline the relevance of the proposed course to the applicant's current or future role, and the potential benefits to the applicant and to their Unit/School/Institute; and
- iii. confirm that if the application is successful, the applicant will be approved study leave and Educational Support Allowance if required.

N.B. information provided in the application will be shared with the applicant's supervisor during the application endorsement process.

5. Assessment of Applications

- 5.1 It is the applicant's responsibility to ensure all requirements, as outlined in section 4, are met at the time of submission. Only complete applications will be considered.
- 5.2 Eligible applications will be assessed by a panel consisting of:
 - One senior representative, **Office for People**
 - One representative, **Organisational Development**
 - One representative, **Equity, Diversity and Wellbeing**
 - Two representatives, **senior academics** (e.g., Dean, Deputy Dean)
- 5.3 Applications will be assessed based on:
 - i. the extent to which the applicant meets the eligibility criteria as outlined in section 3;
 - ii. the strength of the case made for the relevance of the proposed course of study to the applicant's current or future role at Western, and the anticipated benefits to their work area;
 - iii. confirmation that the scholarship application has been discussed with and endorsed by the supervisor as part of the applicant's career development plan;
 - iv. the applicant's stated ability to complete the course, in recognition of the demands of their time, personal circumstances and overall wellbeing; and
 - v. equity or hardship considerations, if applicable.
- 5.4 The panel may request additional information through the Office for People, who may in turn contact the applicant or their supervisor.
- 5.5 Recommended applications will be submitted by the panel for the Vice- Chancellor's consideration and endorsement.
- 5.6 Final decisions are made by the Vice-Chancellor and are not subject to appeal.