



## 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 on the following grounds:

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

**OR**

**b. Completion of an equivalent teaching development program from another university**

**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 contact the Program Coordinator, Gina Saliba, Office of the Pro Vice-Chancellor (Learning Futures), ext. 7340 (9678 7340) or email [g.saliba@westernsydney.edu.au](mailto:g.saliba@westernsydney.edu.au) prior to completion of this application.

### Submission options

You can submit your application electronically or in hardcopy.

Hardcopy:

FULT Program Management Committee

Learning Futures

Kingswood K.2.51

Or

Electronic:

Submit a combined PDF to [LearningFutures@westernsydney.edu.au](mailto:LearningFutures@westernsydney.edu.au)

## 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**

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