VICE-CHANCELLOR’S PROFESSIONAL DEVELOPMENT SCHOLARSHIPS FOR ACADEMIC AND PROFESSIONAL STAFF - APPLICATION

Please read the [Guidelines](https://www.westernsydney.edu.au/__data/assets/pdf_file/0003/278922/VCPDSships_AllStaff_Guidelines.pdf) before completing this application.

This form must be completed electronically and forwarded to your Dean/Director/PVC/DVC for endorsement.

Note:this is a merit-based process and only activities taking place next year, as well as eligible and complete applications will be considered by the selection panel.

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| 1. Personal Details
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| Staff ID |       | Title |       |
| First name |       | Last name |       |
| Contact number |       | E-Mail |       |
| 1. Position Details
 |
| Employment type |  | HEW / Academic level |       |
| Position title |       | Job status\* *Refer to guidelines for eligibility*  |  |
| School/Unit |       | Home campus |       |
| Dean / Executive Director / DVC / PVC |       | Length of employment at Western (continuous) |       |
| 1. Professional Development Activity Details
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| Activity type |  | Activity title |       |
| Brief description of this Professional Development Activity |
|       |
| Proposed dates of the activity |       |

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| 1. If Conference, Attendance Details
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| Do you propose to present a paper at the conference: Yes\* [ ]  No [ ] *\* Please attach a copy of the abstract* |
| Conference title |       |
| Place of the conference |       |
| Link for the conference website  |       |
| 1. If Workshop / Seminar / Short Course, Details
 |
| This application is for a |  |
| Activity title |       |
| Please provide or attach a description of the activity or provide a web link to the information |
|       |
| 1. Cost of Activity
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| Please provide full details of costs, including course/conference fees, travel, and accommodation costs (if applicable) and incidental costs |
| Conference registration fees, or | $ |       |
| Course/Activity fee | $ |       |
| Accommodation | $ |       |
| Airfares | $ |       |
| Meals/Incidentals | $ |       |
| Other (please specify) | $ |       |
| Total | $ |       |
| Cost centre |       | Project code |       |
| Have you or will you receive any support or funding for this activity from any other source (University or external)? Yes [ ]  No [ ]  |
| If yes, please provide details |       |
| If the scholarship does not meet the full costs of the proposed activity, how will the balance be paid? |
|       |
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| 1. Reasons for Applying for the Scholarship
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| 1. Academic Staff: How will this scholarship benefit your career, professional development, teaching or research? (Maximum 200 words)
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|       |
| 1. Professional Staff: How will this activity benefit your current position, your career and/or professional development? (Maximum 200 words)
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|       |
| 1. Describe any hardship or equity considerations from the past two (2) years that you would like the selection panel to take into account - Optional (maximum 200 words)
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|       |
| 1. What are your proposed actions and outcomes for sharing your activity experience with your University colleagues?
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|       |
| 1. List allprofessional development courses and activities and all work-related conferences attended in the past two (2) years (both University and external to University).
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|       |
| 1. Declaration and Signature
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| [ ]  | I confirm I have read the Vice-Chancellor’s Professional Development guidelines and understand the conditions and eligibility criteria for this application. |
| [ ]  | I certify that the information contained herein is accurate and current at the time of submission and understand that by making this application it is not guaranteed that a Scholarship will be offered to me. |
| [ ]  | I confirm that I have completed all mandatory modules on MyCareer Online. |
| [ ]  | I have attached a copy of my 2023 Work Planning and Career Development review. |
| Applicant’s Signature | Date |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |       |
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| 1. Application Checklist
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| Attachments included: |
| [ ]  | Letter of Support from the Dean/ Director/ PVC/ DVC *(See Appendix A)* |
| [ ]  | Copy of the 2023 Work Planning and Career Development Plan |
| [ ]  | Past Scholarship report (if applicable) |
| 1. Submission and Closing Date
 |
| Please save this application and any accompanying documents as a single PDF file named [SURNAME]\_[StaffID]\_ApplicationVCPDAllStaff, and submit it to staffscholarships@westernsydney.edu.au using the same document title in the email subject, by Monday 16 October 2023**Note**:* Recipients of the Scholarship will be required to submit a brief report on the outcomes of the activity to the Office of People, via staffscholarships@westernsydney.edu.au (max 300 words) within 1 monthof completing it, as well as undertake a presentation or publication on the outcomes.
* Please note recipients of a Vice-Chancellor’s Professional Development Scholarship are not eligible to apply for another scholarship in the year following the award of the scholarship.
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| Appendix A – Statement of Support (Dean / Director / DVC / PVC) |
| 1. What are the reasons for supporting this application?
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|       |
| 1. What are the benefits or value that this activity will have to the staff member’s career and professional development?
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|       |
| 1. What are the benefits or value that this activity will have to the organisational unit?
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|       |
| 1. What other support or funding, if any, will your Unit/School provide?
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|       |
| I confirm that:  |
| * The applicant has consistently met or exceeded expectations in their Work Planning and Career Development plan
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| * The proposed course of study has been discussed and agreed to as part of the applicant’s Work Planning and Career Development plan (Note: copy of this must be attached to this application)
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| I support this application for the Vice-Chancellor’s Professional Development Scholarship |
|       | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name Of Dean/ Director/ PVC/ DVC (Print) | Signature |