

# WESTERN SYDNEY UNIVERSITY



## 2022 APPLICATION FOR A STAFF SCHOLARSHIP FOR POSTGRADUATE COURSEWORK STUDY

Please read the [Staff Postgraduate Coursework Study Scholarships Guidelines](#) before completing this application. Only eligible and complete applications will be considered by the selection panel. This form must be forwarded to your **Dean/Director/PVC** for endorsement **before** being submitted to the Office of People and Success. Please allow sufficient time for endorsement of this form.

**Note:** this is a merit-based process limited to the granting of two scholarships across the University in 2023. **If the requested documentation is not attached, your application will not be considered by the panel.**

### 1. PERSONAL DETAILS

STAFF ID		CONTACT NUMBER	
FIRST NAME		LAST NAME	
TITLE e.g. Mr/Mrs/Prof		EMAIL ADDRESS	

### 2. CURRENT POSITION DETAILS

POSITION/TITLE		HEW/Academic Level	
SCHOOL/UNIT			
YEARS WORKED AT WESTERN		CAMPUS	
JOB STATUS	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Limited Term*	
<i>* please refer to guidelines for eligibility to apply</i>	<input type="checkbox"/> Full-Time (35 hrs per week)	<input type="checkbox"/> Part-Time	
DEAN/DIRECTOR/PVC			

### 3. COURSE DETAILS

Are you currently enrolled in a Western Sydney post-graduate course	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If <b>yes</b> , which course are you enrolled in?		
If <b>no</b> , which course do you wish to apply for admission to? <i>(Please note: this application does not substitute for an application for admission)</i>		
What is the status of your admission to the course?	<input type="checkbox"/> Not yet applied	<input type="checkbox"/> Applied
	<input type="checkbox"/> Accepted	<input type="checkbox"/> Enrolled

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## 4. STAFF SCHOLARSHIP APPLICATION PROPOSAL

4.1 How will this Scholarship add value to your career or professional development, your organisational unit and the University Sustaining Success? (*maximum 100 words*)

4.2 Briefly outline the expected outcomes from completing the postgraduate course of study. You may have stated this in your application for admission. (*maximum 100 words*)

4.3 List all professional development courses and activities and all work related conferences attended in the past two (2) years and briefly outline how these have benefited you. (Please insert an additional page if more space is required)

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4.4 Describe any hardship or equity considerations that you would like the selection panel to take into account.  
(maximum 100 words)

## 5. ACADEMIC RECORD

List your full academic record including all post-secondary courses attempted or completed, commencing with your most recent qualification.

**Documents certifying your full academic record must be attached** (certified true copies of academic records from institutions other than Western Sydney University will be required if your application is successful).

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## 6. DEAN/DIRECTOR/PVC ENDORSEMENT (to be completed by Dean/Director/PVC)

Please ensure you cover the following points in your statement of support:

- *the reasons for supporting this application;*
- *how the proposed course of study is relevant to the staff member's current or future role;*
- *how the scholarship will benefit the staff member and the organisational unit; and*
- *the benefits that the scholarship would provide to the staff member and to the organisational unit.*

I confirm:

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| 1. If the application is successful, the staff member will be approved for study leave and Education Support Allowance (please refer to clause 3.6.iv in the procedures) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. The applicant has consistently met or exceeded expectations in their performance review.  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. The proposed course of study has been discussed and agreed to as part of their career development plan.   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

**Signature of Dean/  
Director/PVC**

**Date**

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## 7. DECLARATION AND SIGNATURE

I confirm I have read the Staff Postgraduate Coursework Study Scholarship 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. If successful, I give permission to the Office of People and Success to access my Western Sydney University student records in relation to the course for which I have been granted the Scholarship in order to verify that I continue meeting the conditions of the Scholarship.

I confirm that I have completed all mandatory Work Health Safety and Wellbeing and Equal Opportunity modules on MyCareer Online.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

## 8. APPLICANT CHECKLIST

Attachments included:

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Certified copies of original documentation from educational institutions other than Western Sydney University (if applicable - as per Section 5) |
| <input type="checkbox"/> | I can confirm I have sought academic advice in relation to the course in which I wish to study.  |

## 9. SUBMISSION & CLOSING DATE

Please submit your application and attachments in **1 PDF document**  
by **5pm, Monday 28 November 2022**  
via email to  
[staffpostgrad@westernsydney.edu.au](mailto:staffpostgrad@westernsydney.edu.au)