



STAFF POSTGRADUATE COURSEWORK STUDY SCHOLARSHIPS GUIDELINES

1. Overview

The Sustaining Success 2021-2026 Strategic Plan highlights the critical importance of building organisational capacity by valuing and rewarding achievement and attracting, retaining and developing the very best staff.

The Staff Postgraduate Coursework Study Scholarships provide reduced fees for staff to undertake postgraduate qualifications in disciplines relevant to their career at Western Sydney University.

The Scholarships reflect the University's commitment to attract, retain, reward and recognise talented staff, and to build our leadership capability and expertise.

Scholarships will be awarded in the form of reduced tuition fees payable by the recipient of \$1,000 per unit for the duration of the course (subject to 2.6). Scholarship recipients must be employees during the life of the course of study and must satisfactorily pass each unit.

2. Conditions

- 2.1 Staff Postgraduate Coursework Study Scholarships are available to both academic and professional staff for participation in postgraduate studies by coursework. This Scholarship does not cover Higher Degrees in Research.
- 2.2 All applicants who are not currently enrolled in a Postgraduate course must confirm that they have sought academic advice in relation to the course they wish to study.
- 2.3 The University will fund the Scholarships offered, commencing in 2024 and for the remainder of the recipient's course of study (subject to 2.8 below).
- 2.4 The Scholarship recipient is required to pay \$1,000 per unit, with the Scholarship covering the balance of the course fee for the unit, to a maximum of four (4) units in an academic year. The Scholarship does not cover the cost of SAF.
- 2.5 The Scholarship will continue for the duration of the course, providing that the recipient:
 - i. is admitted to the postgraduate course according to the established criteria for admission to that course;
 - ii. is enrolled in at least one unit each quarter or semester the course is held;
 - iii. satisfactorily passes each unit for which they receive Scholarship funding. Unit results must be sent to staffscholarships@westernsydney.edu.au within one week of being available. Failure of one unit will void the remainder of the Scholarship;
 - iv. remains continuously enrolled each quarter or semester, or on approved Leave of Absence;

- v. submits proof of enrolment, approved leave of absence and results to the staffscholarships@westernsydney.edu.au for each relevant period of study;
- vi. has a limited-term contract that has a minimum of two (2) years to run from the date the Postgraduate Scholarship applications close. The scholarship will cease if the staff on limited-term contract leaves the University; and
- vii. remains in the University's employment for a period at least equal to the period of study upon completion of their course. If the recipient resigns during this period, they may normally be required to repay the unit fee covered by the Scholarship. This may be considered on a pro-rata basis if the course is not yet completed. Any monies due back to the University will be advised by the Chief People Officer. Extenuating circumstances will be considered.

2.6 Applicants who receive the Scholarship to complete a Postgraduate Certificate or Diploma course will continue receiving the Scholarship to the completion of Masters level. In addition to the conditions outlined above, the Scholarship will only continue to a Masters course where there is no break in study between the Postgraduate Certificate or Diploma course and the Masters course (other than approved leave of absence to a maximum of two (2) quarters or 1 semester).

2.7 Scholarship recipients are also eligible to apply for Education Support as detailed in the [Professional Development Policy](#), including the Education Support Allowance.

Note: This is administered separately to this Scholarship and the recipient should apply for this upon enrollment of their course.

2.8 The recipient must be admitted and enrolled in at least one unit and commence the postgraduate course within nine (9) months of receiving the Scholarship.

3. Eligibility

- 3.1 Applicants must:
- i. have completed a minimum of 12 months continuous full-time or part-time service at the University, in an ongoing or limited term contract (with a minimum of 2 years to run from the date applications close).
N.B.: Senior Staff HEW 10 and above, and Professors (Level E) are not eligible;
 - ii. have been admitted to or be in the process of applying for admission for a Western Sydney University postgraduate course only. Applications for already commenced courses will be considered; however, the Scholarship will not be applied retrospectively to fees paid for completed or currently being completed units;
 - iii. have completed all mandatory modules in MyCareer Online; and
 - iv. have completed their Work Planning and Career Development Review.

4. Application Requirements

- 4.1 Applications must detail:
- i. how the Scholarship will add value to the applicant's career or professional development, their organisational unit and to the University Sustaining Success;

- ii. how the proposed course of study fits into the applicant's career development, as discussed with their supervisor and recorded in their Work Planning and Career Development on MyCareer Online;
- iii. full account of all professional development courses and activities, and work-related conferences attended in the past two (2) years;
- iv. full academic record of all higher education courses attempted or completed to date. Note that if the applications is successful, certified true copies of academic records from institutions other than Western Sydney University will be required; and
- v. if applicable and desired, a confidential statement of equity or hardship in the past two (2) years, for discretionary consideration by the selection panel.

4.2 Applications must also include a statement of support from the Head of the organisational unit (eg, Dean, Director, PVC), outlining:

- i. the reasons for supporting the application;
- ii. how the proposed course of study is relevant to the applicant's current or future role;
- iii. the benefits that the Scholarship would provide to the staff member and to the organisational unit;
- iv. confirmation that if the application is successful, the applicant will be approved study leave and Educational Support Allowance;
- v. confirmation that the applicant has participated in the University's Work Planning and Career Development process; and
- vi. confirmation that the proposed course of study has been discussed and agreed to as part of the applicant's Work Planning and Career Development plan.

4.3 Applications must also include:

- i. a copy of 2023 Work Planning and Career Development Review as on MyCareer Online confirming discussion with the supervisor on how the proposed course supports the applicant's career development plan.

4.5 To be considered, applications must be:

- i. complete (refer to checklist in the application form);
- ii. saved as a single PDF file including all accompanying documents;
- iii. named as [SURNAME]_[StaffID]_ **ApplicationPostgrad**, and
- iv. emailed to staffscholarships@westernsydney.edu.au with the file name as the email subject (this becomes the application reference) by **Monday 16 October 2023**.

N.B.:

- It is the applicant's responsibility to ensure that their application meets all the requirements outlined hereby at the time of submission. Incomplete applications will not be considered.
- Recipients of a Staff Postgraduate Coursework Study Scholarship will not be eligible to apply for a Vice-Chancellor's Professional Development Scholarship during the duration of this Scholarship.

5. Assessment of Applications

- 5.1 Eligible scholarship applications will be considered by a selection panel. The panel comprises the following:
- Chief People Officer - Office of People, or nominee (Chair)
 - two School Deans or Deputy Deans nominated by the Chair
 - Director - Equity, Diversity and Wellbeing, or nominee
 - Associate Director, Careers, Talent and Organisational Success, or nominee.
- 5.2 Applications that demonstrated the following will be favourably considered:
- i. the proposed course of study is directly relevant to the applicant's current or future role at Western Sydney University;
 - ii. the proposed course of study has been discussed and agreed to as part of the applicant's career development plan;
 - iii. the applicant's commitment to their learning and development and how this is applied in their work or contributes to the work of the School/ Unit, and to the University
 - iv. the applicant's ability to complete, and reasons for wanting to undertake the postgraduate course of study.
- 5.3 Eligible applications will be assessed on merit and considered against the above Application Requirements (point 4), as well as the quality and the comprehensiveness of the application.
- 5.4 Details of equity or hardship considerations in the past two (2) years that the applicant may wish to confidentially draw to the attention of the selection panel may be taken into account.
- 5.5 The selection panel may request further information from the Office of People, who may contact the applicant or their supervisor for further information.
- 5.6 The selection panel will determine an order of merit for recommended applications, and Scholarships will be granted in accordance with this ranking.
- 5.7 The selection panel recommendations will be submitted for the Vice- Chancellor's consideration.
- 5.8 The decision of the Vice-Chancellor is not subject to appeal.
- 5.9 It is anticipated that the outcome of all applications will be communicated by the end of November 2023.

6. Course Admission

- 6.1 Award of a Scholarship does not constitute admission to any Western Sydney University postgraduate course. Applicants must apply for course admission in the usual manner.