

# WESTERN SYDNEY UNIVERSITY



## 2022 VICE-CHANCELLOR'S PROFESSIONAL DEVELOPMENT SCHOLARSHIPS APPLICATION FORM SESSIONAL ACADEMIC AND ADJUNCT ACADEMIC STAFF

Please read the VC PD Application Criteria and Procedures at [www.westernsydney.edu.au/vcpd](http://www.westernsydney.edu.au/vcpd) 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/ Executive Director/PVC/DVC 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 and only activities from 1 January to 31 December 2022 will be considered **if the requested supporting documentation is not attached your application will not be considered by the panel.**

Please select your employment type

Sessional Academic

Adjunct Academic

### 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		CAMPUS	
LENGTH OF CONTINUOUS EMPLOYMENT AT WESTERN			
DEAN/EXECUTIVE DIRECTOR/ DVC/PVC			

### 3. DETAILS OF THE PROFESSIONAL DEVELOPMENT ACTIVITY

TYPE OF ACTIVITY	Conference Attendance <input type="checkbox"/>	Workshop, Seminar or Short Course <input type="checkbox"/>
ACTIVITY TITLE		
BRIEF DESCRIPTION OF PROFESSIONAL DEVELOPMENT ACTIVITY		
PROPOSED DATES OF ACTIVITY		

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## 4. CONFERENCE ATTENDANCE DETAILS

Have you submitted a paper for presentation at the conference?  Yes  No

*If yes, please attach a copy of the abstract.*

Conference Title

Web Link address for the conference site

Where will the conference be held?

## 5. WORKSHOP, SEMINAR OR SHORT COURSE DETAILS

This application is for a:  Workshop  Seminar  Short Course

Activity Title

Please provide or attach a description of the activity or provide a web link to the information

## 6. COST OF ACTIVITY

Please provide full details of costs, including course fees/conference registration fees, travel and accommodation costs (if applicable) and incidental costs.

	AMOUNT \$
Conference Registration Fees	\$
Course/Activity Fee	\$
Accommodation	\$
Airfares	\$
Meals/Incidentals	\$
Other (please specify)	\$
<b>TOTAL</b>	<b>\$</b>

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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## 7. YOUR REASONS FOR APPLYING FOR A SCHOLARSHIP

Please include all answers for the following questions on this application form.

7.1 How will this Scholarship benefit your career or professional development? (max 100 words)

7.2a **SESSIONAL STAFF:** How is the proposed activity relevant to your teaching and what are your anticipated outcomes from the proposed activity?

7.2b **ADJUNCT STAFF:** How will the proposed activity add value to your contributions at Western Sydney University?

7.3 How will you share your experience with your University colleagues?

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7.4a **SESSIONAL STAFF** - List all schools/ units where your teaching has occurred in the last 4 sessions at Western Sydney University.

7.4b **ADJUNCT STAFF** - List your contributions at Western Sydney University during the last 12 months

7.5 Is there anything further you wish to add in support of your application?

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## 8. DECLARATION AND SIGNATURE

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 Work Health and Safety and Equal Opportunity modules on MyCareer Online.

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

## 9. APPLICANT CHECKLIST

Attachments included:

**SESSIONAL STAFF** - Letter of support from the Dean/Executive Director/Director/PVC/DVC (see Appendix A). Academic Sessional staff must be supported by the Dean of School where the teaching has occurred/or all the Deans if across more than one School.

**ADJUNCT STAFF** - Letter of support from the Dean/Executive Director/Director/PVC/DVC (see Appendix A). Academic Adjunct staff must be supported by the Dean of School or Director of Institute where the teaching or contribution has occurred/or all the Deans if across more than one School.

## 10. SUBMISSION & CLOSING DATE

Please submit your application in **1 PDF document** by  
**5pm, Monday 1 November 2021**  
via email to  
[vcpdscholarships@westernsydney.edu.au](mailto:vcpdscholarships@westernsydney.edu.au)

**Note:** If your application is successful, you will be required to submit a brief report on the outcomes of your activity to the Office of People and Success [vcpdscholarships@westernsydney.edu.au](mailto:vcpdscholarships@westernsydney.edu.au) (max 300 words) **within 1 month** of completing the activity as well as undertake a presentation or publication on your outcomes.

This application will be acknowledged via email during the week commencing  
Monday 25 October 2021.

If you do not receive a formal acknowledgement by 29 October 2021, please email  
[vcpdscholarships@westernsydney.edu.au](mailto:vcpdscholarships@westernsydney.edu.au)

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## APPENDIX A STATEMENT OF SUPPORT - Dean / Executive Director / Director / DVC / PVC

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

The reasons for supporting this application, The benefits or value add that this activity will have to the staff members' career and professional development? The benefits or value add that this activity will have to the organisational unit?

What other support or funding if any will your Unit/School provide?

I support this application for the Vice-Chancellor's Professional Development Scholarship

**NAME OF DEAN / EXECUTIVE DIRECTOR /  
DIRECTOR / DVC / PVC** \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE OF DEAN / EXECUTIVE DIRECTOR /  
DIRECTOR / DVC / PVC**

\_\_\_\_\_  
**DATE**