

Name of Policy	Study Support for Professional Staff Policy
Description of Policy	This policy the outlines the Study Support available, eligibility requirements and procedures involved when applying for Study Support.
Policy applies to	<input checked="" type="checkbox"/> University-wide <input type="checkbox"/> Specific (<i>outline location, campus, organisational unit etc.</i>) <hr/>
	<input checked="" type="checkbox"/> Staff Only <input type="checkbox"/> Students Only <input type="checkbox"/> Staff and Students
Policy Status	<input type="checkbox"/> New Policy <input checked="" type="checkbox"/> Revision of Existing Policy
Description of Revision	

Approval Authority	Vice-Chancellor and President
Governing Authority	Chief Operating Officer
Responsible Officer	Director, Human Resources

Approval Date	31 July 2013
Effective Date	31 July 2013
Date of Last Revision	1 April 2019
Effective Date of Last Revision	1 April 2019
Date of Policy Review*	1 April 2022

* Unless otherwise indicated, this policy will still apply beyond the review date.

Related Policies, Procedures, Guidelines and Local Protocols	
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1. Background Information

Australian Catholic University is committed to a working environment that enables staff to develop their skills and effectiveness. Staff are encouraged to enhance their skills and knowledge through continuing studies at recognised Institutions, where such studies will be of benefit to both the University and the staff member.

2. Policy Statement

The University encourages the personal commitment of Professional Staff to continuous learning by providing those who are undertaking further education courses with Study Support and Financial Assistance. This demonstrates the University's commitment to supporting the personal career development of staff.

3. Policy Purpose

This policy outlines the Study Support available to Professional Staff at ACU, including the eligibility requirements and application procedures for Study Support.

4. Application of Policy

4.1 Eligibility

- 4.1.1 Full-time continuing and fixed-term Professional Staff whose appointment term is for a period of six months or more are eligible to apply for study support.
- 4.1.2 Part-time and fractional continuing and fixed-term Professional Staff are eligible to apply for study time on a pro-rata basis.

4.2 Courses for which Study Time may be granted

- 4.2.1** Study time may be granted for a nationally recognised award course of study from a public or private provider which would normally require formal enrolment, assessment and a fee for service.
- 4.2.2** Study time will not normally be granted for incidental units where these units are not directly relevant to an applicant's position or for units that do not lead to the acquisition of an accredited certificate/diploma/degree.

4.3 Study Time

Granted study time may be used for, however not limited to, the attendance at and travel to activities associated with the course of study, attendance at intensive mode sessions, weekly private study, completion of assessments and attending examinations.

4.4 Basis of Study Time Grant

- 4.4.1** Study time will be granted to support staff undertaking part-time study.
- 4.4.2** The approval of study time and subsequently the taking of study leave is to be managed by the work area of the staff member. Arrangements for leave will be discussed and agreed between the staff member and their nominated supervisor and is subject to the operational requirements of the work area.
- 4.4.3** Study time is not cumulative across calendar years except where section 4.5.2.2 of this policy applies; and is forfeited if not used within the period the study time was approved.

4.5 Amount of Study Time Available

- 4.5.1** ACU recognises that approved courses may be available through different structures e.g. semesters, tri-semester, intensive sessions, open distance education etc. therefore study time may be granted to a maximum of 6 days per year (42 hours), pro-rata for part time and fractional staff.
- 4.5.2** In exceptional circumstances, additional study time can be granted subject to the operational requirements of the work area and supervisor's approval.

4.5.2.1 Indigenous Staff Training and Development Support

To specifically support and assist Professional Staff members of ACU who are of Aboriginal or Torres Strait Islander background, the University will grant an extra 50% of study time to support pursuit of accredited fee-based courses that are approved in line with this policy and relevant to the University and staff member.

4.5.2.2 Study and Research

Where a staff member is undertaking qualifying studies for a higher degree entirely by research and thesis, the equivalent of 15 days study time over the course of the degree may be granted. This may be taken as required by the staff member and with prior approval subject to University convenience.

4.6 Additional Time to Support Study

Additional time-off can be taken as annual leave, time-in-lieu accumulated under flexible working arrangements, or in exceptional circumstances, leave without pay, however subject to the operational requirements of the work area and supervisor's approval.

4.7 Repeat Units

4.7.1 Study time for units which are being repeated will only be granted in those cases where the staff member has not previously been granted study time for those units. If a staff member must take time-off to undertake a repeat unit for which study time has previously been granted, such time-off is to be taken as annual leave, time-in-lieu accumulated under flexible working arrangements or in exceptional circumstances, as leave without pay.

4.8 Financial Assistance to Support Study

4.8.1 The University will provide financial assistance to Professional Staff who successfully complete accredited courses for which study time has been approved in line with this policy which are relevant to the University and staff member.

4.8.2 Financial assistance will be paid to a staff member at the rate of \$300 per unit on successful completion of each unit (up to a maximum of four units per year totalling \$1,200), or the actual amount, if the cost to the staff member is less than \$300 for each unit (up to a maximum of four units per year). This financial assistance will be paid in the form of salary and subject to income tax.

5. Procedures

5.1 Application for Study Support - Study Time and Financial Assistance

5.1.1 Staff wishing to apply for study time must submit to their nominated supervisor for approval a *Request for Study Time (Professional Staff)* via [Service Central](#) accompanied by the following:

- an official Tax Invoice (receipt) issued by the relevant Institution as proof of enrolment and evidence of payment of tuition fees or evidence of payment towards an accumulated Higher Education Loan Program (HELP) debt or Financial Supplement debt; and,

- evidence/confirmation of enrolment;
- current timetable or schedule of study hours.

Staff will receive an email once their request has been received and actioned by Human Resources following their supervisor's approval or non-approval.

5.1.2 Study time may only be taken once an application has been approved by your nominated supervisor. Staff may not take study time on the assumption that an application will be approved. Where an application has been declined, the staff member's supervisor will consult with the applicant and provide a reason in writing.

5.1.3 A separate request for study time must be submitted either:

- each semester for semester-based units or equivalent;
- each year for annually-based units or equivalent; or,
- for each intensive session.

5.1.4 Staff wishing to apply for financial assistance in the form of reimbursement must complete a *Request for Study Financial Assistance (Professional Staff)* via [Service Central](#) accompanied by documentary evidence of official results indicating successful completion of unit/s.

5.2 Discontinuance of Approved Study

Staff who discontinue a unit/s for which study time has been granted must immediately advise their nominated supervisor within five days of withdrawal from such studies, and Human Resources via [Service Central](#), immediately thereafter. Utilisation of study time for the discontinued unit(s) ceases immediately on withdrawal.

6. Revisions made to this Policy

Date	Major, Minor or Editorial	Description
1 April 2019	Editorial	Inclusion of Service Central link as contact for submitting application for study support and financial assistance.

The University may make changes to this policy and procedures from time to time to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about this policy may forward their suggestions to Human Resources.

7. Further Assistance

Any staff member who requires assistance in understanding this policy should first consult their nominated supervisor who is responsible for the implementation and operation of these arrangements in their work area. Should further information or advice be required staff should visit [Service Central](#).