

## 6.18 STUDY-TIME FOR SUPPORT STAFF

### 1. INTRODUCTION

This document sets out the procedures that apply to study time for support staff and should be read in conjunction with the Study Time for Support Staff Policy (HR Manual 6.17) (herein to be referred to as “the Policy”). The Policy is available from the following website:

[http://www.hru.uts.edu.au/manual/6man\\_dev/mandev.html#6.17](http://www.hru.uts.edu.au/manual/6man_dev/mandev.html#6.17)

Staff should also refer to the University's arrangements in relation to financial assistance for staff undertaking study available from the following website:

[http://www.hru.uts.edu.au/manual/6man\\_dev/mandev.html](http://www.hru.uts.edu.au/manual/6man_dev/mandev.html)

### 2. APPLICATION OF THESE PROCEDURES

These procedures apply to support staff members who are eligible for study time (refer to Policy) and wish to apply for paid time release from work to undertake study.

### 3. SUBMISSION OF APPLICATION FORM

Applications will be made on a semester basis for courses which have final assessment at the end of each semester, or on an annual basis for courses which have final assessment at the end of each year. Staff should submit their applications for study time well before the commencement of semester to allow time for consideration and approval of applications and notification of outcome (refer to Sections 3 and 4).

The staff member completes the Study Time Application form and submits it together with relevant documentation, to their supervisor. Relevant documentation includes:

- evidence of enrolment and timetable indicating times and/or study load of proposed subjects and/or details of research and/or coursework components of higher degrees, and
- for continuing study-time applicants, evidence of previous semester's assessment.

The Staff Study Time Application form is available from the following website:

<http://www.hru.uts.edu.au/forms/index.html#profdev>

#### **4. SUPERVISOR'S CONSIDERATION OF APPLICATION**

The supervisor considers the application in a timely fashion based on the following:

- the staff member's eligibility for paid study time
- the appropriateness of the proposed course for study time purposes
- the appropriateness of the proposed course to the individual's professional and career development and the University's skill development needs
- evidence of the staff member's enrolment in the course and subject(s) for which study time is requested
- the study-time requested is within the relevant limits as specified in the Policy

The supervisor may discuss the application with the staff member in order to clarify any aspects of the application.

#### **5. APPLICATION APPROVED**

Supervisors have delegated authority to approve applications for study time provided that they comply with the Policy. The supervisor forwards approved applications to Staff Services, Human Resources Unit.

The Human Resources Unit verifies that the application accords with Policy and follows up with the supervisor, if necessary. The Human Resources Unit advises the staff member that the application has been approved (this advice is copied to the supervisor). The original application is filed within the Human Resources Unit. The supervisor and staff member should keep a copy of the documentation for their records.

The consideration and application process should be conducted as expeditiously as possible.

#### **6. APPLICATION NOT APPROVED**

If the application is not approved, the supervisor advises the applicant in writing of the reason(s). The application form and written advice is then forwarded to Staff Services, Human Resources Unit.

The applicant may raise a grievance as provided in the policy on Handling of Staff Grievances.

#### **7. COMPLETION OF COURSE**

On successful completion of a course, the staff member provides appropriate documentation to his/her supervisor and Staff Services, Human Resources Unit.

#### **8. CONTACTS**

For assistance in relation to study-time please contact Staff Services, Human Resources Unit on email <[staffservices@uts.edu.au](mailto:staffservices@uts.edu.au)> or extension 1060.

## 9. APPROVAL AND REVISIONS TABLES

### 9.1 APPROVALS

<b>EFFECTIVE DATE</b>	9 June 2005		
<b>REVIEW DATE</b>	2010		
<b>ACCOUNTABLE OFFICER</b>	Director, Human Resources Unit		
<b>CURRENT INCUMBENT</b>	Jennifer Gilmore		
<b>IMPLEMENTATION OFFICER</b>	Staff Services Manager		
<b>CURRENT INCUMBENT</b>	Ann Leadbitter	<b>CONTACT NO</b>	Extension 1089

### 9.2 REVISION/MODIFICATION HISTORY

<b>Date</b>	<b>Version</b>	<b>Current title</b>	<b>Summary of changes</b>	<b>Approved/rejected</b>	<b>Approval authority</b>	<b>Resolution or file number</b>
29/8/07	Version 2	Unchanged	Study-time process clarified and updated.	Approved	Director, HR	91/395