



THE UNIVERSITY OF
NOTRE DAME
A U S T R A L I A

Procedure:

Study Support

Effective: 26 February 2024

Audience: Employees

Policy Category: Management
Policy Sub-category: Human
Resources

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Procedure Owner:	Pro Vice Chancellor, People & Culture
Responsible Officer:	Director, Organisational Development
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1 PURPOSE

- 1.1** This Procedure supports the implementation of the *Policy: Study Support* by outlining the process for:
- 1.1.1 Applying for study support;
 - 1.1.2 Recording study leave; and
 - 1.1.3 Applying for financial assistance for study.

2 RELATED POLICIES AND REGULATIONS

- 2.1** This Procedure should be read in conjunction with the following policies:
- 2.1.1 *Policy: Study Support*
 - 2.1.2 *The University of Notre Dame Australia Staff Enterprise Agreement 2018 – 2021*

3 APPLYING FOR STUDY SUPPORT

- 3.1** Employees should discuss with their manager their professional and career development goals as part of the Performance Development process, including their plans to undertake further education and to apply for study support.
- 3.2** To apply for study support employees must submit to their manager at least 4 weeks prior to the commencement of the course a *Request for Study Support* with the following supporting documents:
- 3.2.1 evidence/confirmation of enrolment; and
 - 3.2.2 current timetable or schedule of study hours (if available).
- 3.3** Managers will review the request prior to approving to confirm:
- 3.3.1 the employee's eligibility to access study support;
 - 3.3.2 the course is part of an approved program of study;
 - 3.3.3 the relevancy of the program to the employee's current position or career progression;
 - 3.3.4 that studying the program benefits both the University and the employee;
 - 3.3.5 the employee's performance and past study progress (where study support has previously been granted) has been satisfactory; and
 - 3.3.6 the required supporting documents have been attached (as per section 3.2).
- 3.4** Approved *Requests for Study Support* must be submitted to People and Culture prior to the commencement of the course. Retrospective approval will not be granted.
- 3.5** Managers are responsible for providing feedback to employees on the reason(s) a request is not approved.
- 3.6** Where an academic employee is currently completing a PhD, study support will not normally be approved for courses within another program of study.
- 3.7** Study leave may only be taken once an application has been approved by their manager. Employees may not take study time on the assumption that an application will be approved.
- 3.8** A separate *Request for Study Support* must be submitted for:
- 3.8.1 each semester for a semester-based course or equivalent;
 - 3.8.2 each year for an annually-based course or equivalent; or,
 - 3.8.3 each intensive session.
- 3.9** Study support is to be approved for one study period at a time. Further study support will be dependent on a satisfactory performance of duties and evidence of successful progress with studies.
- 3.10** If an employee with approved study support transfers or is seconded to another section of the

University, the employee will retain the approval until the end of the approved study period. Further study support will require a new application to be approved by the new department.

4 RECORDING STUDY LEAVE

- 4.1** Once a *Request for Study Support* has been approved employee's must:
- 4.1.1 discuss with their manager the timing of when their study leave (if any) will be taken; and
 - 4.1.2 record their study leave in PeopleSoft, by completing leave application(s).
- 4.2** Employees who change or discontinue a course for which study leave has been granted must immediately advise their manager and People and Culture within five (5) days of changing or withdrawing from their studies. Utilisation of study leave for a discontinued course ceases immediately on withdrawal.

5 REIMBURSEMENT FOR FINANCIAL ASSISTANCE FOR STUDY

- 5.1** Financial assistance for study is only available to employees with a *Request for Study Support* approved prior to the commencement of their course.
- 5.2** To apply for financial assistance for study employees must submit to People and Culture a *Request for Financial Assistance for Study* and evidence of:
- 5.2.1 payment of tuition fees or evidence of payment towards an accumulated Higher Education Loan Program (HELP) debt or Financial Supplement debt; and
 - 5.2.2 Transcript of results indicating successful course completion. for approval.
- 5.3** A *Request for Financial Assistance for Study* and Flexi-purchase claim is to be submitted for each course (i.e. subject/unit) within 2 months of the end of each semester, subject to results being released.
- 5.4** Once approved the full or partial reimbursement of course fees will be processed.

6 RELATED DOCUMENTS

6.1 *Form: Request for Study Support*

6.2 *Form: Request for Financial Assistance for Study*

Version	Date of approval	Approved by	Amendment
1	22/11/2022	Pro Vice Chancellor, People and Culture	New procedure.
2	26/2/2024	Acting Chief People Officer	Minor amendments- Removal of terminology pertaining to study support being offered exclusively for UNDA courses, and inclusion of clause regarding when to claim financial assistance.