1. Overview

The underlying principle of UWS’ Our People 2015 staffing strategy is to have:
“... the right people in place for the kind of university UWS wants to be
by 2015 to ensure sustainable growth and competitive advantage for
UWS within the higher education sector.”

The Our People 2015 strategy recognises that attraction and retention of talented
staff is a key strategic element for achieving this outcome. The Postgraduate Staff
Scholarships with reduced fees for postgraduate courses studied via coursework, are
to support staff in achieving postgraduate qualifications in management, leadership
and a range of disciplines that will support their career planning.

They are offered as an incentive to staff to aid their career development. The
Scholarships help to strengthen the University’s ability to reward and recognise staff,
increase our capacity to attract and retain talented staff, and build the capability and
expertise in our current staff as managers and leaders.

The scholarships will be awarded in the form of reduced tuition fees - $1000 per unit
for the duration of the course whilst remaining a staff member of UWS. Therefore
scholarship recipients will be charged $1000 per unit rather than the usual fee per
unit.

2. Conditions:

2.1 UWS Professional Development scholarships for staff are available annually
to either academic or professional staff.

2.2 The scholarships provide for reduced fees at the rate of $1000 per unit.

2.3 The scholarships will be capped at a maximum of four (4) scholarships for
staff in any one course.

2.4 The scholarship will continue for the duration of the course provided that:

   2.4.1 The staff member is admitted to the postgraduate course according to
   the established criteria for admission to that course; and
   2.4.2 The staff member enrolls in one or two units by the due date for each
   quarter or semester they wish to study in; and
   2.4.3 The staff member satisfactorily passes each unit for which they
   receive scholarship funding; and
   2.4.4 The staff member remains continuously enrolled each quarter or
   semester, or on approved Leave of Absence; and
2.4.5 The staff member is an ongoing employee of UWS as at the first day of the quarter or semester in which they are studying a unit for which they receive scholarship funding.

2.5 Any staff member in receipt of a scholarship at $1000 per unit is also entitled to apply for the UWS Education Allowance provided they meet criteria established for that Allowance.

2.6 Applications are open to all ongoing staff (part-time and full-time) with a minimum of 12 months continuous service, who can demonstrate how the scholarship will benefit their career and professional development; their organisational unit and/or the University overall.

2.7 The scholarship recipient will need to commence the course and enrol in at least one unit of the postgraduate course, within 6 months of receiving the scholarship.

3. Applications:

3.1 Applicants must be ongoing, full-time or part-time UWS staff with a minimum of 12 months continuous UWS service.

3.2 Applications will be considered from staff who have been admitted to a UWS postgraduate course.

3.3 Applications will be considered from staff who satisfy all other criteria or who have already completed part of a postgraduate course, however, the scholarship will not be applied retrospectively to fees paid for past completed units.

3.4 Applicants must submit an application detailing:
   i. how the scholarship will benefit their career or professional development, their organisational unit and/or the University
   ii. details of their full academic record to date in all post secondary courses attempted and/or completed (original copies of academic record from intuitions other than UWS are required)
   iii. a full account of all training and development courses attended and all work related conferences attended in the past two (2) years
   iv. details of any hardship provisions that the staff member may wish to confidentially draw to the attention of the selection panel.

3.5 Applications must include a statement of support from their Head of School, Executive Dean or Director, which should also stipulate:
   i. the reasons for supporting the application
   ii. the benefits or value add that the scholarship would have to the staff member and to the organisational unit
   iii. confirmation that, if the application is successful, the staff member may be released from work to avail themselves of study leave to undertake study and attend classes where required.

3.6 Applications must be made on the application form at the following link: www.uws.edu.au/postgradstaffscholarships. Only applications made on the application form will be accepted.
3.7 Closing date for applications is listed on the website at www.uws.edu.au/postgradstaffscholarships. Late applications will not be accepted.

3.8 Applications should be emailed to the contact officer at the Executive Projects Office by close of business on the closing day as listed on the website. All applications received will be acknowledged by return email.

3.9 It is the applicant’s responsibility to ensure that their application is complete at the time of submission.

4. **Assessment of applications:**

4.1 The Head of School/Dean of School in which the post-graduate course is offered will consider scholarship applications.

4.2 The Head of School/Dean of School may contact applicants or their manager for further information.

4.3 The Head of School/Dean of School will be supported administratively by the HR Strategy and Services Office.

4.4 It is anticipated that the outcome of all applications will be made known not more than 2 weeks from the date applications close.

5. **Review**

The Deans will review the guidelines for the staff scholarships from time to time and reserve the right to raise fees. However once a scholarship is granted, the reduced fee stated at the time the scholarship is awarded will remain set at that rate for the duration of the course, providing the staff member remains an employee of the University and continues to satisfactorily pass each unit.

(Version 8 11112011)