

Staff Scholarship Procedure

Purpose

1. This Procedure gives effect to the Staff Scholarship Policy and outlines the ways in which GHE supports and maintains the scholarly activity of academic staff at both institutional and individual levels.

Scope

2. This Procedure applies to all academic staff at GHE.
3. Further information about professional development of both academic and professional staff is contained in the **Human Resources Framework**.

Definitions

4. Definitions for key terms are presented in the Glossary of Terms which may be accessed on the GHE website at <https://www.globalhe.edu.au/policy>

Suite documents

5. This Procedure is linked to the Staff Scholarship Policy.

Procedure

General

6. The Academic Board has responsibility for oversight of the Scholarship Strategy, which forms a part of the **Teaching and Learning Plan**.
7. The Academic Director has overall responsibility for discharging and overseeing the Academic Board's Scholarship Strategy in consultation with Course Coordinators. This includes institution-wide activities such as in-house seminar programs and visiting scholars, and individual professional development and scholarly activities.
8. Discussions to identify and support appropriate activities at individual level will occur between staff and their supervisors as part of the performance review process, as outlined in the **Human Resources Framework**.
9. Scholarly activities may be funded or non-funded. The Board of Directors will:
 - a) set aside an allocation for scholarship activities as part of its annual budgeting process, on the basis of recommendations from Academic Board following their review of annual scholarship activity;
 - b) determine the maximum allocation that may be available for any staff member in any academic year.
10. Overall priority will be given to supporting activities that:
 - a) are of direct relevance to the field of education in the applicant/s area of teaching;
 - b) engage with advanced knowledge in the field of education or area of professional practice;
 - c) are informed by current ideas for teaching the subject/discipline.

11. Academic staff with leadership roles, such as the Academic Director, Course Coordinators and staff involved in supervision of research projects within master's degrees, will be expected to have and maintain deep knowledge of contemporary research and scholarship in relevant disciplines.
12. The Academic Director will be expected to maintain currency in contemporary research and scholarship in the relevant disciplines.

Funded activities

Eligibility for funding

13. Full or partial funding may be available for:
 - a) tuition fees for relevant accredited or non-accredited courses for a prescribed period;
 - b) support to attend relevant conferences, workshops and seminars.
14. The following categories of staff may be eligible for full or partial funding for relevant scholarly activities:
 - a) permanent ongoing academic staff of 0.5 FTE or more who have completed a minimum of 12 months continuous employment with GHE;
 - b) fixed-term academic staff of 0.5 FTE or more who are employed on a minimum two-year contract and have at least 12 months remaining on their contract.
15. Priorities for funded activities will be given on the basis of:
 - a) demonstrated need for the individual and discipline including with respect to agreed staff development requirements;
 - b) staff with demonstrated potential or a high-quality track record;
 - c) activities that improve the reputation of GHE as a provider.
16. The following categories of staff will be paid at their normal hourly rate for attending in-house activities relating to the scholarship of teaching and learning:
 - a) fixed-term staff of 0.5 FTE or more with a contract of less than two years or who have less than 12 months remaining on their contract;
 - b) part-time staff of less than 0.5 FTE;
 - c) casual staff.

Funding applications

17. Requests for workload re-allocation and/or funding to undertake an accredited or unaccredited course or attend a conference, workshop or seminar for teaching staff must be developed following discussion with the Academic Director for approval. The application must include:
 - a) personal details, current position, details of the proposed scholarly activity, and funding requested;
 - b) a statement outlining how the scholarly activity aligns with the applicant's current role, duties and/or career aspirations, and how the outcome and/or impact of the activity will be shared with colleagues for example, through a workshop or presentation;
 - c) a full account of all scholarly activities that have been undertaken by the applicant in the previous two years;
 - d) the Course Coordinator's endorsement which should include confirmation that:
 - i. the applicant has participated in the current performance review process;
 - ii. the proposed scholarly activity has been identified as a disciplinary, organisational and strategic priority and/or in the current **Teaching and Learning Plan**;

- iii. the applicant will be released from teaching and other duties to undertake the activity should the application be successful.
18. The personal scholarship activity of the Academic Director will in turn be monitored and supported by the Chief Executive Officer through the performance review process.

Assessment of applications

19. The Academic Director may decide to fully fund, partially fund or not fund the scholarly activity. If the Academic Director decides to partially fund or not fund the scholarly activity they will provide the applicant with reasons for their decision.
20. The decision of the Academic Director will be final, and the only appeal is through standard grievance procedure for staff.
21. The funding awarded may only be used by the recipient for tuition fees or for travel, accommodation, and conference, workshop or seminar attendance.
22. Funds will be retained by GHE as an allocated amount to the recipient until the recipient submits the relevant receipts or other appropriate evidence for reimbursement.
23. The Academic Director is responsible for the allocation of workload and overseeing this process.

Reporting scholarly activities

24. Staff report their scholarly activities annually through their Course Coordinator.
25. Individual reports are collated and analysed through the annual Scholarship Report submitted by the Academic Director to the Academic Board.
26. On the basis of this report Academic Board will make recommendations to the Board of Directors to strengthen scholarly activity of staff or its impact.

Roles and responsibilities

27. The Academic Board is responsible for oversight of the Scholarship Strategy.
28. The Board of Directors is responsible for ensuring that scholarship activity is funded as part of its annual budgeting process.
29. Academic staff are responsible for:
- a) developing and maintaining scholarly activities and reporting the details annually;
 - b) fully applying themselves to any supported scholarly activities to ensure a positive outcome, including sharing the knowledge and skills gained with other academic staff.
30. Course Coordinators are responsible for assisting academic staff to identify appropriate scholarly activities based on the needs of the role and the individual, and following consideration of disciplinary, organisational and strategic priorities.
31. The Academic Director is responsible for:
- a) implementing the Scholarship Strategy and developing a program of institution-wide scholarly activities;
 - b) decision making on applications from individual academic staff in consultation with the relevant Course Coordinator;
 - c) any necessary reallocation of workload for successful applications;
 - d) compiling and submitting the annual Scholarship Report to Academic Board;
 - e) all records management arising from this Procedure.

32. The Manager, Quality and Compliance is responsible for:
- ensuring compliance with this Policy and Procedure;
 - benchmarking GHE policy and standards with those adopted elsewhere in the tertiary sector;
 - the monitoring of information available from the review of records relating to the implementation of this Procedure.
33. All staff are responsible for becoming familiar and complying with this Policy and Procedure.

Associated information

Related Internal Documents	Staff Scholarship Procedure Academic Staff Qualifications Policy Human Resources Framework Quality Assurance Policy Teaching and Learning Plan Glossary of Terms
Related Legislation, Standards and Codes	<i>Tertiary Education and Quality Standards Agency Act 2011</i> <i>Higher Education Standards Framework (Threshold Standards) 2021</i> TEQSA Guidance Notes: <i>Scholarship</i> , Version 2.5 <i>Education Services for Overseas Students Act 2000</i> <i>National Code of Practice for Providers of Education and Training to Overseas Students 2018</i>
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	11-May-20	v1.1 revised version (add cl. 6, 12, 15c, 27, 28; revise 17, 19, 20 re approvals, 31a) approved by BoD 5-Jun-20
	27-Jul-20	V1.2 administrative updates
	10-Oct-23	V1.3 administrative updates following TEQSA registration

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