Study Assistance for Staff

HECS Exemption Scholarships

The University is committed to your ongoing professional development and encourages you to undertake further study to enhance your current or future career path with us. Study Assistance for Staff, provides a HECS Exemption Scholarship for eligible staff members to undertake up to a 25% load over the full calendar year. It applies to any unit combinations up to the limit, such as two 12.5% units of study, one 25% unit or half of a 50% unit for professional or personal development. These units do not need to be directly related to your work area, however as per the Staff Agreement (excerpt below) you will only be eligible for paid leave if the units undertaken are relevant to your existing role.

A number of units have been identified as potential professional development areas of study, and these are included in Attachment A. Heads of School/Section may also identify units they regard as valuable professional development for their staff.

If you wish to exceed the 25% load you will need approval from your supervisor.

Eligibility criteria

This offer is open to:

i) All full-time and part-time continuing staff,

ii) Staff employed on fixed term contracts of 12 months or more, and

iii) Casual staff who expect to work 50 hours or more within the 6 month period of the semester in which the units of study are undertaken. A person who is enrolled as a student at the time of commencing casual employment with the University is not eligible for the Staff Development Initiative.

Staff employed on fixed term contracts must be employed beyond the end of the semester in which the units of study are undertaken. Casual staff will be required to repay the pro rata amount if they fail to work the 50 hour minimum.

Staff may select any University of Tasmania award course unit offered on a Commonwealth supported basis if they are eligible for course admission and unit enrolment in accordance with the

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1 47. STUDY AND EXAMINATION LEAVE (Excerpt from Staff Agreement 2013-16)

ELC and Professional

47.1 Courses undertaken at the option of the employee

- Employees holding continuing appointments, and in special circumstances fixed-term employees, may be allowed up to 5 hours time off on full pay each week (to be treated as on duty) to attend classes or examinations in approved courses relevant to their existing job role or for succession planning purposes.

- Where an employee wishes to repeat subjects failed in the preceding year (for which time-off was granted), time to attend classes or examinations may be made conditional upon such time-off being taken, either wholly or in part, as time-off in lieu of overtime or excess hours worked, at the discretion of the Head of Budget Centre.

47.2 Courses undertaken as required by the University

- If the University requires an employee to undertake courses of study in order to acquire additional skills or qualifications relevant to the employee’s position, then the University shall be responsible for the payment of all fees for such courses, including HECS/HELP.
University’s normal rules of admission and enrolment. Staff enrolling in fee-paying programs are not eligible for the exemption scholarship.

**How to Apply:**

If you are not already studying you can apply for entry into an award course in the usual manner through an online application for admission. If you are successful and receive an offer, you should accept the offer and enrol in the units you wish to study. To complete your enrolment you must submit an eCAF as you are a Commonwealth Supported Student. Once you have enrolled in the units of study and submitted your eCAF, you then complete the online application for the Staff Development Initiative by logging into eStudent and selecting the Finance & Scholarships tab.

Retrospective applications for the exemption scholarship will not be considered. All applications must be finalised prior to the relevant semester census date.

**Other Information**

Whilst you do not require the direct approval of a supervisor in order to participate in this initiative, supervisors should be kept fully informed and this should form part of your Performance and Career Development conversation.

If you are undertaking a number of units which exceeds the 25% load, the University reserves the right to nominate the units to which the scholarship will be applied.

An invoice displaying the student contribution and the exemption scholarship will be available from eStudent.

The provision of a HECS exemption scholarship is a fringe benefit, and while it is a ‘Residual In-House Benefit’ which provides taxable concessions, there will be fringe benefits tax (FBT) implications where the total scholarship(s) value exceeds approximately $1,300 in the April to March FBT year.

Any resulting FBT is payable by your Budget Centre. Please contact Taxation Services on 6324 3655 to discuss how the provision of the exemption scholarship may have an impact on your personal taxation situation.

**More information**

Please contact the Fees Office by email
Attachment A

Faculty-nominated Units for Staff Development

Faculty of Arts –
HSD421 Policy Development
HSD426 Policy Implementation and Evaluation
HSG105 Introduction to New Global Governance
HSG107 Introduction to Politics and Policy
HSG205 Understanding Governance
HSA241 Issues in Australian Politics
HPA212/312 Ethical Professionals
HPA 238/338 Exceptional Leadership
HPA247/347 Creative Citizenship
FPB129 Voice, Speech and Movement
FPB252/353 Effective Speaking
HEJ103 Media Training
HEJ504 Media Writing
HEJ507 Media Relations
HEJ508 Video Documentary

Faculty of Business
BMA101 Introduction to Management
BMA121 Management of Human Resources
BMA151 Principles of Marketing
BMA181 Introduction to International Business
BMA201 Organisational Behaviour
BMA204 Foundations of Entrepreneurship
BMA207 Sustainable Tourism
BMA211 Business Communications
BMA213 Entrepreneurship and Creativity
BMA252 Consumer Behaviour
BMA255 Marketing Communications
BMA258 Services Marketing
BMA302 Strategic Management
BMA324 Human Resource Development
BMA381 International Human Resource Management
BMA382 International Marketing
BMA391 Managerial Social Responsibility
BFA103 Accounting and Financial Decision Making
BFA105 Introductory Financial Management
BFA141 Commercial Transactions

Faculty of Education
ESA704 Conducting Professional Enquiry
ESA705 Evaluating professional learning
ESA707 Implementing professional/school improvement
ESG502 Authentic e - learning pedagogies
ESG799 ICT and professional development
ESH709 Online learning and teaching
ESG789 Designing learning for professionals
ESH703 Quality and evaluation in professional settings
ESG731 Teaching and learning with a global perspective
ESG732 Global Citizenship in Education
ESH711 Performance Management
ESH708 Leadership for learning
ESM707 Leadership for change
ESM706 Leading and managing people

Faculty of Health Science
CRH503 Legal and ethical issues of emerging health technologies
Faculty of Law
LAW121 Introduction to Law
LAW122 Legal Systems
LAW227 Conflict Management Skills
LAW228 Communication and Conflict Management Skills
LAW603 Labour Law
LAW204 Administrative Law

Faculty of Science, Engineering & Technology
KXX001 Computer Applications
KXX101 Programming and Problem Solving
KXX131 Data Management
KXX132 Web Management
KMA153 Data Handling and Statistics 1