

## **University Secretary's Group Staff Scholarship Award Scheme**

As part of its commitment to Staff Development, each year the University Secretary's Group sets aside budget to contribute to the cost of certain scholarships or study programmes. All staff currently employed within the University Secretary's Group (including its business units), are eligible to apply but should note that these awards are competitive. It should be noted that some scholarships or study programmes run for more than one year which can reduce the available funds for future applicants and/or future years.

### ***Eligibility and Criteria***

Scholarships are available to support employees who wish to study part-time (mainly at Edinburgh University) or undertake professional qualifications

In exceptional circumstances, scholarships may be awarded for a programme of study with another higher educational establishment.

Each scholarship provides a contribution to staff studies up to the full cost of tuition fees. The application form asks applicants to confirm that they are content to be considered for partial funding of their tuition. Awards will not cover other costs such as bench fees, programme costs, research costs, examination fees, matriculation fees or continuation fees.

The Staff Scholarship Scheme is both competitive and concessionary. Applicants who have commenced their programme of study at the time of submitting their scholarship application are personally liable for their fees should their scholarship application be unsuccessful.

Scholarships will last for the duration of the staff member's period of employment with USG. In the event that a member of staff leaves USG before the completion of a programme of study supported under this scheme, the staff member will be required to pay back a proportion of the value of the scholarship based on the period they are no longer employed by USG.

Applicants should highlight, for the consideration of the selection panel, the benefits the applicant and USG will derive from the course of study/qualification.

Successful applicants will be expected to submit a short report (no more than one side A4) on completion of their study to their line manager summarising the benefits that both they and the department have derived as a result of them successfully undertaking the course. In the case of a programme lasting more than one year, a similar short report should be submitted for each year. The report should briefly describe the progress made and areas of learning that will apply to their ongoing development.

Any member of staff within USG is eligible to apply for a scholarship.

Candidates may only submit one application for a USG Staff Scholarship award in any one year.

The selection panel will take into account the benefit to the applicant in terms of developing their skills and knowledge as well as the benefit to USG from the applicant's proposed further study/qualification. This might be illustrated by examples of how the proposed programme of study would contribute to future achievements in their area of work.

The selection panel may also take into account the current and potential future roles of the individual.

### **Study Leave**

It is not possible to develop definitive study leave guidelines as courses such as HNCs, diplomas and degrees differ widely in their duration, cost and level of time required. However, time off for actual exams is generally considered to be appropriate but the following factors should also be considered:

- the number and frequency of exams
- any day release needs
- work requirements and pressures
- resourcing issues

**It is stressed that agreement at local level e.g., applicant and Head of Department should be sought prior to the application for scholarship funding.**