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LYIT Policy on Support for Study leading to a Postgraduate Qualification

May 2019

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**Revision History**

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| **Date of this revision:** 27/05/2019 | **Date of next review:** 27/05/2020 |

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| Revision Number | Revision Date | Summary of Changes | Changes marked |
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**Document Location**

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| Website – Policies and Procedures  Website – Staff Hub  Website – Student Hub  Other: - Internal Use Only |

**Approval**

This document requires the following approvals:

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| **Name** | **Title** | **Date** |
| HMCG | Executive Board | 27 May 2019 |
| HMCG | Governing Body | July 2019 |
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# **1 Purpose**

LYIT is committed to supporting staff to develop their skills and competence through the acquisition of academic qualifications, in line with the needs and objectives of the Institute. Resources will be made available and approvals will be prioritised to those applications which most closely match the Institutes' strategic objectives.

All such support, is contingent on the Institute being satisfied that adequate resources are available and will be reviewed annually. The Institute reserves the right to withdraw support if resources are not available to sustain the stated level of commitment.

# **2 Scope**

This policy applies to academic staff. Where financial support is approved for a part-time member of staff it will be on a pro rata basis.

1. **Procedure Description**
   1. There will be an annual process to consider requests for support for study leading to an academic qualification. Applications must be made using the attached application form, and applications must be sent to Heads of Department/Head of School by the end of the preceding calendar year.
   2. The Heads of Department will receive requests and will review in association with the Head of School in line with the strategic objectives of the Institute.

Each Head of School will present cases, prioritised, from their School to a meeting of the Executive Board for formal approval. HR will be informed of all decisions.

* 1. On receipt of notification from the Executive Board the HR Office will write to all applicants with the outcome of the consideration of their requests.
  2. Where approval for financial support is granted, this will be for course fees only.

In the case of PhD/Level 10 qualification the Institute will pay the approved fee amount directly to the programme provider. Where approval has been given for a multi-year programme, support will be reviewed each year, with continuing support being subject to evidence of satisfactory progress of the applicant in their studies. In the case of qualifications other than PhD/Level 10 qualification the fees for such programmes will be refunded to the staff member upon successful completion of the programme.

* 1. Where approval is not granted, the Head of Department will meet with the individual to discuss the reasons why and explore other options.
  2. Where approval is granted, the decision will be valid for one academic year only. Where a staff member does not take up their proposed studies in the following academic year, they will be required to re-apply.
  3. Where a staff member wishes to change their proposed course of studies, having already received approval, they will be required to complete and submit the application form again to their Head of School for consideration.
  4. Approval for financial support does not include reimbursement for travel or any other expenses.
  5. For academic staff undertaking a PhD/Level 10 programme, there will be explicit recognition on academic staff timetables of 2 hours per week for four years as a norm (to a maximum of six years in any event). A larger reduction of teaching hours during one semester may be considered as an alternative arrangement. Such arrangements must be discussed and agreed before commencement of the PhD/Level 10 study programme and are subject to School resources, timetabling constraints and provision of evidence on an annual basis of satisfactory progress of the applicant in their studies.
  6. Should an individual fail a particular module/assignment they may be responsible for the cost for retaking the module/assignment. Should an individual fail to complete an approved programme of study they may be required to refund all financial support provided.
  7. In accepting an offer of support from the Institute, staff may be required to refund all financial support provided should they terminate their employment whilst pursuing the qualification or within two years after obtaining any qualification.
  8. In exceptional circumstances, a staff member may defer their studies for one year following consultation with their HEI and the agreement of the relevant Head of School. A copy of the agreement should be notified to HR.
  9. Funding approved for a course of studies will be payable for a maximum duration, from the commencement of the studies, as follows:
* PhD/Professional Doctorate/Level 10 Qualification: Full-time - 4 years; Part-time 6 years
* Research Masters: full-time - 2 years; part time -3 - 4 years.
* Taught Masters: full-time 1 year; part-time – 2 – 3 years

1. **Records Generated by this Procedure and their location**

Any queries relating to this procedure and its application should be directed to the HR Office.

1. **Audit System for this Procedure**

This procedure will be reviewed on a regular basis by the HR Office.

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