



THE UNIVERSITY OF  
**NOTRE DAME**  
AUSTRALIA

## APPLICATION FOR UNIT ENROLMENT FOR STAFF MEMBERS OF THE UNIVERSITY OF NOTRE DAME AUSTRALIA

STUDENT ADMINISTRATION

Please use BLOCK/CAPITAL letters and indicate with "N/A" where questions are not applicable.  
Post or hand deliver completed form to the Student Administration Office

**Policy for study at The University of Notre Dame Australia – Professional Development:** Staff members are offered full tuition fee remission for a maximum of one Notre Dame unit per semester totaling a maximum of two Notre Dame units per year while enrolled in a Notre Dame course of study. The fee remissions are normally available only to staff on full-time or part-time (0.5 or higher) appointments and who have at least twelve (12) months of service at Notre Dame. Maximum attendance is 3 hours per week. The purpose of the study should be to further a staff member's professional development within the scope of their employment at the University.

Staff wishing to enrol in a course of study at The University of Notre Dame Australia (or another University) should:

1. Read the policy document, STUDY LEAVE FOR GENERAL STAFF, attached to this form or located at G:Staffing/HR Policies/StudyLeave for GeneralStaff.doc.
2. Complete the APPLICATION FOR STUDY TIME and submit this to the Staffing Office.
3. Complete the APPLICATION FOR ADMISSION to study at the University and submit this to the Admissions Office, Prospective Students Section. Normal entry requirements and the admissions process to the University must be adhered to. For further information please call the Admissions Office.
4. After receiving an offer for admission to the University, complete this Application for Unit Enrolment for Staff Members. This form must be completed each semester for enrolment into a unit and must be signed by the Staff Member's Supervisor and by the Dean or Head of School responsible for the degree. This form should then be submitted to Student Administration.

### 1. PERSONAL INFORMATION

<b>Student Identification Number:</b>										
<b>TITLE</b> eg. Mr/Ms/Mrs		<b>SURNAME/FAMILY NAME</b>				<b>GIVEN NAMES</b>				
<b>Gender:</b> Male <input type="checkbox"/> Female <input type="checkbox"/>										
<b>RESIDENTIAL ADDRESS:</b> (during course of study)		Number:		Street:		Town/Suburb:		State/Country:		P/Code:
<b>POSTAL ADDRESS:</b> (print "as above" if the same as Residential address)		Number:		Street:		Town/Suburb:		State/Country:		P/Code:
<b>Contact Details:</b>		Home:		Work:		Mobile:		Email:		
<b>DATE OF BIRTH:</b> (dd/mm/yyyy)										
<b>PLACE OF BIRTH:</b> City:		State:		Country:						

Are you an Australian Citizen or permanent resident? Yes  No

2. COURSE	
<b>Course Code:</b>	<b>Course Name:</b>

3. UNITS OF STUDY (Only one unit can be studied per semester under a Staff Discount)		
SEMESTER	CODE	UNIT NAME

5. SIGNATURES OF APPROVAL			
<b>Head of School:</b>		<b>Date:</b>	
<b>Staff Member's Supervisor:</b>		<b>Date:</b>	
<i>I have read and understand the Policies and Procedures as outlined in the Policy for STUDY LEAVE FOR GENERAL STAFF</i>			
<b>Staff Member:</b>		<b>Date:</b>	
<b>Student Administration:</b>	Check: 1 unit only; add Staff Discount scholarship. Copy of form to Fees & Staffing		
<b>Fees Office</b>		<b>Date:</b>	
<b>Staffing Office</b>		<b>Date:</b>	

**Privacy Statement:** The information provided in this form will be used for the purposes of, and in relation to, your potential enrolment at The University of Notre Dame Australia. Where the privacy principles apply, the University restricts access to those staff members who may need the information in the carrying out of their responsibilities in the academic and/or personal interests of the student. The University does not provide, by commercial arrangement or otherwise, the personal information of students or other stakeholders except in the following cases:  
a) when authorised in writing to do so; b) where required or authorised by law to government and regulatory authorities; (c) credit reporting and fraud-checking agencies; or (d) to your authorised representatives (e.g. legal representatives).

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## POLICY: STAFF ENROLMENT AT THE UNIVERSITY OF NOTRE DAME AUSTRALIA

Administrative staff members receive full tuition fee remissions if they enrol for Notre Dame degrees. Fee remissions are normally available for one 3-credit point unit and only to staff on full-time or part-time (0.5 or higher) appointments. Staff are not permitted to enrol in more than one unit per semester (or two units per year) and receive the fee remission and a maximum of 3 hours away from duties on paid study leave.

### 1. GUIDELINES:

- 1.1 Staff, undertaking degrees at Notre Dame or enrolling in units for professional development at Notre Dame, shall follow the same enrolment procedures as a student and be subject to the same current student regulations.
- 1.2 It may be that other educational institutions offer degrees not available on campus; in such cases approval may be granted for a staff member to enrol at another university subject to appropriate approval.
- 1.3 No fee remissions shall apply to units taken on a cross-institutional enrolment basis, either way.
- 1.4 Staff study leave, approved by the College Dean or the Executive Director (see clause 4.3), shall only be approved for one semester at a time and must be applied for two weeks prior to the commencement of semester.
- 1.5 The reimbursed course/unit fee will incur Fringe Benefit Tax (FBT) of between \$0 and \$250 under existing taxation legislation and the staff member will be liable for any FBT which may occur. The amount of FBT may be varied from time to time by the Australian Taxation Office and staff considering studying should discuss this with the Accountant, Finance Office.

### 2. PURPOSE OF STUDY TIME

- 2.1 Study time is provided by the University to both full-time and part-time general staff members to assist them in their course of study and to enhance their work related professional development. This leave is not offered to casual general staff or to part-time staff on less than a 0.5 appointment.

### 3. ELIGIBILITY FOR STUDY TIME

- 3.1 Staff members employed on fixed term full-time or fixed term part-time contracts from 0.5 and above, and who have at least twelve (12) months of service at Notre Dame, are eligible to apply for study time under the provisions of this Policy. A staff member who already holds a qualification is also eligible to apply for study time.
- 3.2 Applications for study time from general staff who wish to pursue a postgraduate qualification will also be considered. Each application will be determined on an individual basis and on the merit and circumstances of the application.

### 4. APPROVED COURSES OF STUDY

- 4.1 Degrees, or individual units for professional development, at Notre Dame.
- 4.2 A decision to approve study time will be determined by the:
  - (i) relevance of the course of study to the position occupied or likely to be occupied by the applicant in the course of normal employment progression, or likely to be occupied following a period of staff development;
  - (ii) availability of the course; and
  - (iii) staffing needs of the University.
- 4.3 Staff must apply in writing for study time with their College Dean or Executive Director before proceeding with their application and the enrolment process.

### 5. USE OF STUDY TIME

- 5.1 Study time may be used for one or more of the following purposes:
  - (i) to attend lectures, tutorials, practical classes (etc) during the staff member's normal working hours as required by the timetable of the educational institution concerned;
  - (ii) for necessary travelling during working hours to attend lectures, tutorials (etc) held during working hours (courses outside normal working hours do not apply to study time);
  - (iii) to attend compulsory examinations associated with (i) above.
  - (iv) to attend residential schools which are a compulsory part of an approved external course.
  - (v) a mixture of (i) and (iv) above.
  - (vi) for research and/or private study associated with course requirements.

### 6. STUDY TIME ALLOCATION

- 6.1 A staff member employed on a fixed term full-time contract and who has at least twelve (12) months of service at Notre Dame may apply for study time up to a maximum of three (3) hours per week for an approved course at Notre Dame or any other public university. The hours are not cumulative.
- 6.2 A staff member employed on a fixed term part-time contract and who has at least twelve (12) months of service at Notre Dame may apply for study time up to a proportion of the maximum entitlement for full-time staff based on the fraction of equivalent full-time hours worked by the staff member. The hours are not cumulative.  
(ie. 0.5 part-time would equal 1.5 hours of study time per week).
- 6.3 Weekly study time will not be approved for a staff member to attend practical classes for any subject for which the maximum study time has already been exceeded.
- 6.4 As a general rule, any additional time, ie. over the approved three hours approved for study, must be made up in the following ways:
  - (i) in subsequent weeks;
  - (ii) in advance (in respect of the week during which the time is taken only);
  - (iii) additional hours outside of normal working hours;
  - (iv) during lunch time, provided the staff member takes a minimum break of one-half (1/2) hour, and/or
  - (v) during the vacation period of the institution conducting the course for which study time has been granted.
- 6.5 Where it is not possible to make up time in accordance with the provisions set out in subclause 6.4 and large amounts have or are likely to accumulate, a staff member may use annual leave to offset such amounts; or where a staff member elects not to use annual leave, then leave without pay must be taken subject to the approval of the delegated officer.

### 7. TRAINEESHIPS

- 7.1 Where a staff member is employed by the University as a trainee and specific requirements for study are attached to their appointment, study time will be approved according to the provisions of this scheme and/or an applicable industrial award or agreement.
- 7.2 The continuing employment of a trainee shall be subject to satisfactory service as well as to satisfactory progress in the course undertaken by the trainee.



**8. APPLICATIONS FOR STUDY TIME**

- 8.1 An application for study time must be completed on the form APPLICATION FOR APPROVAL OF STUDY TIME located at :G:Staffing/Forms/Application for Approval of Study time.doc and submitted only to the applicant's College Dean or Executive Director for approval. Applicants will be advised in writing on the outcome of their application by the College Dean or Executive Director.
- 8.2 Applications for study time must reach the appropriate College Dean or Executive Director by not later than two (2) weeks prior to the commencement of the unit.

**9. APPROVAL OF STUDY TIME**

- 9.1 In accordance with the Study Leave Policy of the University, the following staff shall have authority to approve study time for general staff:
- (i) Deputy Vice-Chancellor;
  - (ii) Executive Directors; and
  - (iii) Deans.

**10. REVIEW OF STUDY PROGRESS**

- 10.1 The progress of each staff member undertaking an approved course or unit of study under this scheme will be reviewed at the end of each semester by the applicant's College Dean or Executive Director.



## APPLICATION FOR STUDY TIME

**SEMESTER** \_\_\_\_\_ **YEAR** \_\_\_\_\_

This Application is to be completed **BEFORE** enrolling in a unit at Notre Dame or another university.

1. **Details:**

Surname: _____ First name: _____		
College/Dept : _____		
Full-time : _____	or	Part-time: _____ Hrs per week: _____
List current qualification(s): _____		
Are you a permanent resident of Australia?	YES	NO

2. **Study at Notre Dame:**

Course/unit code & title: _____		
College: _____	Expected date of completion: _____	
Have you previously received study support?	YES	NO
Is this study for the purpose of attaining a degree?	YES	NO
Is this study for the purpose of professional development?	YES	NO
Briefly outline the relevance of this study to your work at Notre Dame: _____		
_____		
_____		

3. **Study at another university** or educational institution:

Course/unit code & title: _____		
Unit : _____		
Institution: _____	Expected date of completion: _____	
Have you previously received study support?	YES	NO
Reason for studying at this university: _____		
_____		
_____		
Briefly outline the relevance of this study to your work at Notre Dame: _____		
_____		
If available please <b>attach</b> the following:		
1. unit enrolment notice (if not available, must be provided to Fin Office after approval is given)		
2. Statement of Academic record for this course		

4. **Study support** required:

4.1 Study Leave (3 hrs absence from the workplace to attend lectures etc.)	YES	NO
4.2 Fee Remission (only available for one 3-credit pt unit per Sem for study at Notre Dame)	YES	NO

4.1 **Study Leave:**

Study Leave - SEMESTER ..... 2004 at .....

Semester dates: from..... to .....

Day of attendance	Unit code	Hours		Hours		TOTAL hours
		Lect	Tute	Lect	Tute	
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
TOTAL HRS						

**DECLARATION:**

- o I certify that all details outlined in this Application are true and correct.
- o If my Application is approved, I agree to provide regular progress reports to my College Dean or Executive Director for his/her information before forwarding to Staffing Office for placement on my staff file.
- o I have provided all information as requested to support my study time application.

Staff member's name: .....

Staff member's signature: ..... Date: .....

**APPROVAL:**

The following study is approved:

STUDY LEAVE (3 hrs per week to attend Lectures / tutorials)	YES	NO
FINANCIAL ASSISTANCE (as requested above)	YES	NO

Dean or Executive Director :

Print Name.....Signature.....Date.....