

## **Staff Funding Arrangements for Part Time Further Study**

Staff should in the first instance consider courses offered by UWTSD. Courses offered elsewhere will only be supported if there is no relevant internal equivalent. External courses or programmes provided by other Universities or training organisations would be funded by Unit budgets. The level of support given will vary depending on the purpose of study:

**Category A: A further qualification is deemed necessary for the staff member to carry out their current role. In some cases successful completion of such a qualification may be a condition of their appointment.**

Applications which fall into this category could receive internal fee remission or external funding support. Applicants will also receive time off from duties to attend taught sessions and study leave for exams/assignment completion. The latter is to be agreed with the line manager taking account of operational requirements. Applications for programmes in this category are made using the Staff Development Application Process ([SD1 form](#)) and require line manager and Head of Unit approval.

**Category B: A further qualification is deemed necessary both by the institution and the individual to help staff move into new roles.**

Applications which fall into this category could receive internal fee remission or external funding support but arrangements for time to attend taught sessions/assessments should be discussed between the individual and their line manager. Release time cannot be automatically assumed as an entitlement and will need to take account of operational/role requirements and other staff undertaking awards in the department. Applications for programmes in this category are made using the Staff Development Application Process ([SD1 form](#)) and require line manager and Head of Unit approval.

**Category C: A further qualification is pursued by a staff member to aid their own personal development and is not relevant to their role.**

Applications which fall into this category could receive 50% fee remission for courses offered by UWTSD **only**. The employee is responsible for paying the remaining 50% fees. There is no entitlement to time off to attend taught sessions or exam/assignment completion. Applications for programmes in this category are made using the process set out in the '[Employee Discount Scheme for Part-Time Further Qualifications](#)'.

To benefit from these funding arrangements staff will need to have been employed by UWTSD for at least one year on a permanent, fixed term or continuous hourly paid contract before they can make an application.