

## Vice Chancellor's Teaching Bursaries Policy

<b>Approving authority</b>	Deputy Vice Chancellor (Academic)
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<b>Advisor</b>	Grants and Awards Officer   Learning Futures <a href="mailto:landt-sec@griffith.edu.au">landt-sec@griffith.edu.au</a>
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<b>Document URL</b>	<a href="http://policies.griffith.edu.au/pdf/Vice_Chancellors_Teaching_Bursaries_Policy.pdf">http://policies.griffith.edu.au/pdf/Vice Chancellors Teaching Bursaries Policy.pdf</a>
<b>TRIM document</b>	2016/7006130
<b>Description</b>	This procedure outlines the financial assistance available to Schools/Departments for the teaching relief of academic staff enrolled in the Learning Futures postgraduate programs in higher education.

### Related documents

[Vice Chancellor's Teaching Bursary Application Form](#)

[Vice Chancellor's Teaching Bursary Progress Report](#)

[Learning Futures Website](#)

[\[Rationale\]](#) [\[Vice Chancellor's Teaching Bursaries\]](#) [\[Eligibility\]](#) [\[Applications\]](#) [\[Selection Criteria\]](#)  
[\[Satisfactory Program Progress\]](#) [\[Management of the Scheme\]](#)

## 1. RATIONALE

The University encourages academic staff to maintain and extend their knowledge and skills so that they can realise their full potential as teachers and thereby contribute to the University's strategic objectives for Learning and Teaching.

Consistent with these strategic objectives the University provides financial support in the form of the Vice Chancellor's Teaching Bursaries to Schools/Departments for teaching relief for staff enrolled in either the Graduate Certificate in Higher Education.

## 2. VICE CHANCELLOR'S TEACHING BURSARIES

Each year, Vice Chancellor Teaching Bursaries are provided to Schools/Departments for the provision of teaching relief for academic staff undertaking the Griffith University Graduate Certificate in Higher Education. The Bursary is paid to the appropriate School/Department at the end of the trimester on the basis of satisfactory progress in the program of study. The number of such teaching bursaries will be determined on an annual basis.

Academic staff enrolling in the Graduate Certificate in Higher Education apply for the bursary of \$1,000 per 10CP course (maximum amount of \$2,000 per trimester). The number of bursaries awarded in any year is determined on the merits of the field, the funds available and the principles of gender equity. The bursaries are awarded on an annual basis and staff members undertaking the Graduate Certificate in Higher Education on a part-time basis are required to re-apply for the second year of study. Staff members on fractional appointments are eligible for amounts in proportion to the percentage of their fractional appointment. Continuation of the Teaching Bursary is subject to satisfactory program progress.

### **3. ELIGIBILITY**

To qualify for a Vice Chancellor's Teaching Bursary, an applicant must:

- be enrolled in the Griffith University Graduate Certificate in Higher Education; and
  - be one of the following:
    - a full-time member of academic staff on a tenurable or tenured appointment; or
    - a full-time member of academic staff on a fixed-term appointment of at least three years duration, whose work for the Graduate Certificate in Higher Education can be completed within the term of their appointment; or
    - a member of academic staff, on a fractional appointment (50% minimum) of at least three years duration, whose work for the Graduate Certificate in Higher Education can be completed within the term of their appointment.
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### **4. APPLICATIONS**

- Applications are made by eligible academic staff to Learning Futures, using the template provided.
  - Applications open at the end of Trimester II each year.
  - Completed application forms together with current curriculum vitae are forwarded to Learning Futures through the Head of the relevant School/Department.
  - Heads of Schools/Departments submitting more than one applicant for a Vice Chancellor's Teaching Bursary are requested to rank them.
  - Heads of School forward endorsed applications to the Professional Resource Officer (Course and Program Administration), Learning Futures.
  - The relevant Learning Futures Program Director approves applications and forwards to the Professional Resource Officer (Course and Program Administration), Learning Futures for allocation of bursary funds and to Educational Excellence Committee for noting.
  - Successful candidates are advised through the Professional Resource Officer (Course and Program Administration), Learning Futures, with a copy to Head of School/Department and Corporate Records and Digitisation Services (CRDS).
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### **5. SELECTION CRITERIA**

Selection is based on the following:

- the expected benefits for both the applicant and their School/Department,
  - support from the Head of School/Department.
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### **6. SATISFACTORY PROGRAM PROGRESS**

- At the end of each trimester the candidate submits a progress report, using the required template, to their Head of School/Department for approval and completion of the account details.
  - The progress report is forwarded by the Head of School/Department to Learning Futures for endorsement by the Learning Futures Program Director.
  - Learning Futures processes payment of the Bursary to the School/Department.
  - Continuation/discontinuation of the Bursary is advised to both the School/Department and the recipient by Professional Resource Officer (Course and Program Administration), Learning Futures, with a copy to the Secretary, EEC and CRDS.
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- Learning Futures arranges funds transfer to School/Department.
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## **7. MANAGEMENT OF THE SCHEME**

Teaching Bursaries are administered by Learning Futures and funds are disbursed to School/Department accounts by Learning Futures upon receipt of a satisfactory progress report each trimester.