



ACCREDITED ACADEMIC COURSES LEAVE AND FUNDING ARRANGEMENTS

Procedure No: 2
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Sheet of: 1 of 7
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1.1 PURPOSE

To set out the College policy and procedures on:

- study and exam leave entitlements for staff pursuing accredited academic courses and
- funding assistance in respect of accredited external education courses.

Provision is in place separately to support staff undertaking academic courses run by Trinity College. Please note this policy does not cover short term training courses.

1.2 ELIGIBILITY

Eligible College staff must have more than twelve months service and have a minimum of 12 months remaining on their current contract. All benefits are on a pro rata basis, based on the individual staff member's contract.

2 STUDY AND EXAMINATION LEAVE

2.1 ENTITLEMENTS

- (a) Study and examination leave will apply to academic courses which are directly related to the work and development of the member of Staff within the College. The course must be approved, in advance, by the Head of Unit and the Staff Development Manager.
- (b) Depending on the nature of the examinations half days or full days per examination, to a maximum of 4 days per annum may be granted.
- (c) Depending on the nature of the course and the degree of relevance up to 4 days study leave per annum may be granted. In considering relevance, the College will look at

whether the course in question is Wholly Job Related, Job Related and Personally Developmental or simply Personally Developmental.

2.2 PROCEDURE

- (a) Notification of examination dates must be made to the Head of Unit as soon as possible. Proposed dates for study leave should also be notified as soon as possible. The timing of this leave is subject to local agreement.

- (b) Applications on the appropriate form (Appendix 1), should be given to Heads of Units, who should make a recommendation as to the appropriate level of leave to the Staff Development Manager. The Staff Development Manager will consider the application in light of the overall application of the policy and will reach a final decision in conjunction with the Head of Unit. On communication of the decision, the staff member may request the basis of the decision from the Staff Development Manager and refer to information they feel may have been overlooked. At such point the matter may be reconsidered and a final decision issued.

3. FUNDING ASSISTANCE

3.1 ENTITLEMENTS

- (a) Funding assistance will apply to academic courses, accredited by a recognized body, which are directly related to the work and development of the member of Staff within the College. It is the intention that this funding will only be available where the College does not provide a similar course. The courses must be approved for funding, in advance, by the Head of Unit and the Staff Development Manager.

- (b) Depending on the cost of the course, the Staff Development Unit will contribute up to €1,000 per annum towards the course fee. In considering relevance the College will look at whether the course in question is: Wholly Job Related, Job Related and Personally Developmental or simply Personally Developmental.

- (c) Funding is on a refund basis and subject to proof of payment being provided by the applicant. The provision of assistance is subject to available budgetary resources.

- (d) Staff who terminate their employment within 12 months of receiving financial support under this policy will be required to refund such funding assistance.

3.2 PROCEDURES

- a) Application for funding must be received in Staff Office by 1st August.
- b) Applications on the appropriate form (see Appendix 2) should be submitted to the Head of Unit, who should make a recommendation in relation to funding and forward to the Staff Development Manager. Only applications that have the support of the Head of Unit will be considered for approval.
- c) The Staff Development Manager will consider the application in light of the overall application of the policy and available resources and will reach a decision by the 31st August.

Appendix 1 Application for Study/ Exam leave

Name: _____ Department: _____ Extension: _____ Type of leave requested: Study: <input type="checkbox"/> Examination: <input type="checkbox"/> Number of days: Study: _____ Examination: _____	
Course of Study being undertaken: _____ Dates of Proposed Study Leave: From: _____ To: _____ <p style="text-align: center;">AND/OR</p> Dates of Proposed Examination Leave: From: _____ To: _____ If you have taken Study Leave or Examination Leave on a previous occasion, please use the space below to record dates and course details.	
Signature of Applicant: _____ Email: _____ Date: _____ Signature of Head of Unit: _____ Email: _____ Date: _____	
Please return this form to Valerie Queenan, Staff Development, Staff Office, House No. 4 College. Email staffdev@tcd.ie Contact number of Staff Development Unit is Ext. 2580	
Signature: Staff Development Manager	Date:
Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>

Appendix 2

Application for Funding Assistance – External Academic Courses

Instructions for Completing the Application Form

Application Process

Note

All applications for funding support **must** have the support of the Head of Unit.

Incomplete forms will be returned to Staff Member for completion – no decision will be made if forms are incomplete, or not accompanied by appropriate documentation as specified below.

Following discussion with your Head of Unit

1. Staff member fills in Section I completely
2. Attach a copy of current job description
3. Attach a copy of course description
4. Head of Unit completes Section II and signs the bottom of the form
5. Official receipt issued by relevant College
6. Signed Application Form and all relevant documentation should be returned to the Staff Development Manager, Staff Office, House 4, Trinity College Dublin.

Application for Funding Assistance– External Academic Courses

Section I. To be completed by Staff member

Note: Please attach copy of **course description** and also your **current job description**

Name:	
Staff ID number	
Current position: (attach description)	
Grade	
Unit	
Ext. No.	
Email	

Programme: (please tick) Degree Diploma Certificate Other

Title of Degree/Diploma/ Certificate being pursued (Please attach description)	
Duration of Programme	
Awarding body	
Course name or title (if NOT Degree, Diploma or Certificate)	
Cost of course (Please indicate whether per term, semester, year, or duration of whole course)	

How will the programme benefit you in your current position? (Please describe)	
Will the programme require leave from normal working hours? (Please give details)	

I acknowledge that should I terminate my employment within 12 months of receiving financial support under this policy I will undertake to refund all monies received under this application.

Signed: Staff Member:	Date:

Section II: To be completed by the Head of Unit

