Study for Staff Procedure

Section 1 - Purpose

(1) Study for Staff is a program by which staff of Macquarie University may attend lectures at the University, without formal enrolment in a degree program and without undertaking the associated assessment activities. The study is considered part of a staff member's approved professional development.

(2) Note that attendance at lectures is not recognised as contributing to a formal qualification.

(3) This Procedure describes the purpose of, and eligibility for, this program.

Scope

(4) This Procedure requires actions by the following:

    a. Faculty Student Administration Managers;
    b. Staff members;
    c. Supervisors / Managers; and
    d. Unit Convenors.

Section 2 - Policy

(5) Nil.

Section 3 - Procedures

Responsibilities and Required Actions

Eligibility

(6) Staff must be currently employed by the University on either a continuing or fixed term, minimum two (2) years, basis.

Exclusions

(7) Staff enrolled in award programs (such as a degree at the University) are excluded from the Study for Staff program for any lectures related to their degree.

Scope

(8) This scheme is limited to lectures. Tutorials, field trips, placements and similar are outside scope. Requests to participate in these additional unit activities will be dependent on the needs of the work unit and approval by the Unit Convenor.

(9) Attendance at lectures will not be considered as meeting prerequisite, admission, or degree requirements for any

Macquarie University degree. If the staff member wishes to undertake a qualification incorporating the unit, they would need to officially enrol in the unit and complete all unit requirements, including all assessment tasks.

Requirements

(10) A staff member may attend no more than one lecture series per session.

(11) The appropriate level of participation in lectures will be determined by the Unit Convenor.

(12) Staff who attend under the Study for Staff program are not required to complete assessment tasks, including examinations.

(13) Staff attending lectures under the Study for Staff program will not be officially enrolled in the unit as a student. As such, they will not receive a grade and no academic transcript will be available to be issued.

(14) Time for attendance at lectures is regarded as part of staff development and as such is regarded as work time. Any additional study time required is to be undertaken by the staff member in their own time.

(15) There is no tuition fee payable by a staff member to attend lectures under the Study for Staff program.

Staff Member

Apply

(16) Review the unit offerings across the University. Where you believe a unit has career and/or professional development potential, include the details in your annual Development, Performance and Review (PDR) development plan. Discuss with your supervisor. Apply, in writing, to your supervisor outlining the benefits of your attendance at the lecture series for the unit.

(17) Where the request is approved by your supervisor, submit this written approval to the Faculty Student Administration Manager for their review.

Supervisor / Manager

Review Request

(18) Consider the staff member's request. Check to see if the unit has been identified by the staff member through their Development, Performance and Review (PDR) as an agreed development activity.

(19) Assess whether attendance at the lectures:

   a. will develop skills and/or knowledge that are transferable to the workplace;
   b. is relevant to the staff member's current role and the functions they may reasonably be expected to perform; and
   c. is relevant to the strategic priorities of the work unit and/or University.

Approve / Decline Request

(20) Where the request is approved, provide written approval to the staff member.

Faculty Student Administration Manager

Review Request

(21) Consider a staff member's request. In making a recommendation to the Unit Convenor determine:

a. if there is space available in the unit; and

b. whether the staff member meets unit pre/corequisites.

(22) Submit the recommendation to the Unit Convenor for a final decision.

Approve / Decline Request

(23) Where the request is approved:

a. provide written confirmation of approval to the staff member to attend the requested lecture series; and

b. enter the staff member on the iLearn system as an observer (previously known as unit auditor) to permit access to the unit lecture materials.

(24) Where the request is not approved, provide brief reasons to the staff member.

Unit Convenor

Review Request

(25) Consider a staff member's request to attend lectures.

Approve / Decline Request

(26) Determine if appropriate to approve or not. Notify the Faculty Student Administration Manager accordingly.

(27) Where attendance is not considered appropriate, advise the Faculty Student Administration Manager of the reason(s) and ask them to advise the staff member accordingly.

Note Attendance

(28) Note that the staff member will attend the lecture series as a unit observer.

Section 4 - Guidelines

(29) Nil.

Section 5 - Definitions

(30) Nil.

Status and Details

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Effective Date	22nd February 2021
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Approval Date	12th July 2012
Expiry Date	30th April 2024
Responsible Executive	Eric Knight Deputy Vice-Chancellor (People and Operations)
Responsible Officer	David Ward Chief People Officer
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