**Support for University staff undertaking FE/HE Courses**

1. **Introduction**

This document clarifies the categories and extent of support available to all staff undertaking courses of study at **Foundation, Undergraduate and Postgraduate levels.**

1. **Categories of support:**
   1. **Essential to the role undertaken:**

* *This Category refers to circumstances where a course or programme of study is a necessity in enabling the employee to carry out the full requirements of their role.*
* Employees will have their fees paid and will be granted time off to attend the programme.
* Study time will be granted for taught elements of the programme and for exam revision as defined within policy relating to “other leave” (below).

**Examination and Study Leave**

Members of staff undertaking a formal course of study agreed by the University as part of their staff development plan, may take special leave amounting to half a day or half a normal working session (if less than full time), for each examination plus half a day's examination preparation.  This entitlement applies whether or not the actual examination is scheduled within normal working hours.

**2.2 Role and Personal Development:**

* *This category applies to courses that are not a necessary requirement for an individual’s post but there is an expectation that it will provide benefit to both the employee and the University in enhancing skills and knowledge that may be used in the employee’s role*
* Support for employees will be granted at the discretion of Schools and Services based upon the budget available, perceived benefit and operational requirements relating to releasing employees to attend programmes.
* Where access to a course or programme of study has been agreed the sponsoring School or Service will pay for the programme with no requirement for employee contribution.
* Time off for attendance during working time for taught elements will be granted. No time in lieu may be claimed for weekend or evening taught elements or study.
* Study time will be covered via use of flexi or leave.
* Managers are encouraged to apply flexible working arrangements to assist the employee i.e. use of flex time; annual leave; unpaid leave.

**2.3 Personal Development:**

* *This category relates to circumstances where a course provides personal and or career development for the employee but limited application to their role.*
* No contribution to fees will be paid and no time off will be granted. Managers are encouraged to apply flexible working arrangements to assist the employee i.e. use of flex time; annual leave; unpaid leave.