

The information and guidance below is intended for employees of the University of Oxford who wish to apply to their department for funding under the University Staff Award scheme, and for University staff who are responsible for assessing such applications and/or any related admin work.

1. The Staff Award scheme exists to provide University staff with financial support for University courses that will help them to develop within their current role and be of broader benefit to their department; or enable them to acquire new skills and deal with changes in role and responsibility within the University. The scheme does not cover those courses run by the Centre for Teaching and Learning and other Oxford providers such as the Language Centre, which remain free or carry only a nominal charge to staff. The majority of funding recipients over the last 5 years have been University employees undertaking a DPhil course within their own department.
2. Employees of the University (including academic, academic-related and support staff) who wish to undertake a University course may apply to their Head of Department for a grant towards the fees for the course. The annual grant will be for a maximum of 100 per cent of the fee, but the level of funding awarded is at the department's discretion. In the last 5 years, the majority of awards have been for 30 per cent of the annual course fee, though this is by no means mandatory. In approved cases (see paragraph 5 below), the grant will be available for:
 - (a) courses offered by the department in which the member of staff is employed;
 - (b) courses offered by other departments of the University (see paragraph 3);
3. The course should be a matriculated course run by an academic department of the University of Oxford (<https://www.ox.ac.uk/students/new/matriculation?wssl=1>), or a non-matriculated course run by the Department for Continuing Education, the Department of Computer Science, or the Saïd Business School. The course should be award-bearing.
4. All University employees who require a visa to work or study in the UK should consult the Staff Immigration Team in advance, if they are planning to both work and study concurrently. Those employees who are sponsored by the University of Oxford on a Tier 2 or Tier 5 visa must contact the Staff Immigration Team before submitting an application for study, as the University has a responsibility to report changes of circumstance to the Home Office in a timely manner. All those holding an immigration status outside of Tier 2 or Tier 5 are personally responsible for ensuring that their visa is compatible with their intentions study while continuing in employment. Further information and contact details for the Staff Immigration Team are available on the University's Personnel webpages (<http://www.admin.ox.ac.uk/personnel/permits/>).
5. Employees wishing to be considered under the scheme must be able to show that:
 - (a) their primary role is as a member of staff of the University; and
 - (b) the course will help them to develop within their current role and be of broader benefit to their department; or enable them to acquire new skills and deal with changes in role and responsibility within the University.
6. Employees should discuss their intentions with their line manager before making a formal request. Particular consideration should be given to the operational impact of their plans. If requests have to be refused by the department, employees have the right to know why, and clear reasons should be given.

7. Those in part-time posts are eligible to apply so long as they meet criterion 5(a) above. Those in fixed-term posts are also eligible to apply. Funding, when approved, will normally run until the end of the contract, the end of fee liability, or the end of the course, whichever is the earlier date, unless terminated under the circumstances in 12 below.
8. Applications must be made to the Head of Department using the form provided. The Head of Department will consider first whether the application meets the criteria for approval given in paragraph 5. This decision will be taken independently of the funding available for the course within the department.
9. If the Head of Department decides that the course meets the criteria, and if funding is available within the department, the grant is made and the administrative arrangements handled by the department:
 - (a) for courses run by the department itself, the completed application form will be forwarded to the Student Fees Team, who will add the funding to the Fee Schedule. The Finance Team will invoice the department for the amount given as part of the reconciliation process;
 - (b) in cases where the course is run by another department within the University, the department will forward the completed form to the Student Fees Team, but will need to make their own arrangements to receive invoices;
10. The terms and conditions of any funding granted should be communicated to the student by the Head of Department at the point the award is made. These should include the terms under which funding could be withdrawn.
11. When funding is granted, it will be for the department to make appropriate arrangements for time off to study and other support, if required; for communicating the employee's progress with the course; and for sharing the benefits of the course among colleagues.
12. If the department decides to withdraw the funding to the student (e.g. because they have terminated their employment with the department or otherwise not met the conditions set by the department) the Head of Department should inform Student Fees and Funding (student.fees@admin.ox.ac.uk) as soon as possible.