



# **Fee Support for Staff Pursuing Professional Qualifications Outside of TU Dublin**

HR Policy Document Record	
Reference Number	HRP017
Policy Owner	Human Resources /Staff Development
Approval Body	Presidents Group
Creation Date	March 2020
Revision Date(s)	<p>17 December 2020 Chief Operations Office, HR Managers, Head of Staff Development.</p> <p>12 February 2021 HR Managers Group Amendment at 4. Applying for fee support</p> <p>Decisions on the allocation of fee support is based on a competitive process. A university wide call for applications will take place annually in March. The Fee Support evaluation panel will meet in <b>May</b> and communicate the decision of the panel to applicants in <b>June</b>.</p> <p>15 March 2021 Presidents Group Amendment at 3.1 Fee Support for pro-rata and part-time staff will be applied on a pro-rata basis.</p> <p>Note: In support of our <i>KPI SA PE4.1c: Achieve a staff profile where 50% of academic staff hold PhDs</i>, the pro-rata rule will not be applied to PhD support.</p> <p>Amendment at 6. Conditions for the granting of fee support</p> <p>iv. The maximum number of years for which fee support will be granted will be limited for post-graduate qualifications as follows:</p> <ul style="list-style-type: none"> <li>▪ Programmes leading to Masters qualifications up to maximum of three years.</li> <li>▪ Programmes leading to Doctoral qualifications up to a maximum of six years.</li> </ul>
Notes	

## 1. INTRODUCTION

This document outlines the policy and procedures for staff of the Technological University Dublin (hereafter referred to as “TU Dublin” and/or “the University”) to apply for fee support to pursue a professional qualification outside of TU Dublin.

## 2. FEE SUPPORT OBJECTIVES

In support of our TU Dublin Strategic Plan, the Fee Support initiative aims to foster individual talents and support staff to explore their abilities and reach their full potential. Fee Support provides transformational educational opportunities to develop a body of high caliber staff who can contribute to the delivery of our strategic objectives.

## 3. ELIGIBILITY

3.1 Fee support may be granted for staff who are undertaking a professional part-time qualification that is aligned to the strategic goals of TU Dublin, is related to their role and career development, and has been identified through the Performance Management and Development System.

3.2 All staff who have contracts that will run for at least twelve months from the date of programme commencement may apply for fee support.

3.3 Fee Support for pro-rata and part-time staff will be applied on a pro-rata basis.

Note : In support of our *KPI SA PE4.1c: Achieve a staff profile where 50% of academic staff hold PhDs*, the pro-rata rule will not be applied to PhD support.

3.4 Staff who have availed of leave or who have breaks in service for e.g. maternity/paternity leave, career break, carers leave etc. will not be assessed on a pro-rata basis.

3.5 Staff on Career Breaks are not eligible to apply for fee support.

3.6 Fee support covers Registration and Tuition Fees only. Fee support does not cover membership of Professional Bodies, Clubs or Associations. See Policy and Protocol on Institutional Membership of Business/Professional Representative Associations at this [Link](#). Fee support does not cover travel and subsistence for attendance at programmes.

## 4. APPLYING FOR FEE SUPPORT

Eligible TU Dublin staff who wish to pursue a professional qualification in another Third Level Institution may apply for fee support. This does not apply to retrospective applications or programmes that have already commenced.

Fee support will only be granted where similar programmes are not available in TU Dublin. Staff wishing to participate on TU Dublin programmes must apply under the [TU Dublin Fee Waiver Policy](#). There may be

some exceptions to this rule where third party programmes delivered by TU Dublin will be considered for Fee Support (see list of third party programmes covered by the Fee Support policy Appendix A).

Decisions on the allocation of fee support is based on a competitive process. A university wide call for applications will take place annually in March. The Fee Support evaluation panel will meet in **May** and communicate the decision of the panel to applicants in **June**.

Application forms are available on the Staff Development page at the following [Link](#).

Applications must include a recommendation and support from the appropriate manager outlining a rationale for their support. A new application must be submitted for each year of a programme.

#### **4.1 University Competition**

A limited budget will be allocated from the recurrent grant each year for fee support. This will be dependent on the continuing availability of adequate funding and will be reviewed annually.

Completed application forms must be submitted to the relevant HR Manager (Tallaght and Blanchardstown) or Staff Development Office (City) and these applications will be evaluated by a university wide evaluation panel.

### **5. CRITERIA FOR DETERMINING FEE SUPPORT**

All applicants are required to complete a Performance Management & Development System (PMDS) meeting to ensure the development is aligned with local strategic goals and is identified as part of the individual's Performance Development Plan (PDP). The applicant's PDP meeting must be completed by 1 May before the Fee Support panel meet to evaluate applications.

*Note: Staff in receipt of Fee Support must complete a PDP meeting on an annual basis for the duration of their support to ensure progress is supported and the learning is transferred to the wider team.*

#### **5.1 New Applications**

Applications will be evaluated using the following criteria and fee support will be prioritised as follows:

- i. For the pursuit of qualifications to develop competencies that will lead to increased effectiveness in the current role and discipline, and for future career development. **(Max 25 Marks)**
- ii. Where the qualification being pursued is key to the future development of the university, as follows: **(Max 30 Marks)**
  - will enable talent management and develop the skills, knowledge and behaviours needed to deliver our strategic objectives;
  - will enhance management capability to develop and align the skills, knowledge and behaviours to deliver the strategic objectives of the university and to contribute effectively to the future direction of the university;

- will enhance pedagogical capacity and the academic portfolio of the university in terms of increasing the numbers of staff with PhDs and EdDs in line with university targets;
- will enhance the capability of individual staff members to contribute to the strategic direction of our university.

iii. Where the proposed programme of study is clearly aligned to the current School/College/Function/Team Development Plan. **(Max 25 marks)**

iv. For academic staff, where there is evidence of achievements in research and/or scholarly activity and industry engagement. For Professional Management & Support Staff where there is evidence of contributions to developments in their own role or in TU Dublin. Applicants should show evidence that their development will lead to conference papers, national/international networks; participation on internal or external Working Groups; participation on internal or external Committees; new innovations or continuous improvements introduced in their area of work.

**(Max 20 marks)**

**Note:** Applications from Assistant Lecturers and Lecturers appointed on or after 1st March 2006 will only be considered where they have met the conditions of the policy Requirement for Newly Appointed Academic Staff to obtain a Teaching Qualification. All newly appointed academic staff must complete a 30 ECTS Module within the first three years of joining the university that will lead to the award of a PG. Certificate in Third Level Teaching & Learning (see [Academic Staff Obtaining a Teaching & Learning Qualification in TU Dublin HRP014](#)).

## 5.2 Continuing Applications

- i. Progress will be monitored for continuing applications through PMDS at the annual review meeting. The context for the review will be:
- Progress on the academic programme plus an assessment of contribution and knowledge transfer to their role and the university.
  - At the time of application, staff will be required to document the process by which the University or College will provide an annual review/assessment of progress.
  - Evidence of the applicant's satisfactory progress/achievements on the programme in the previous year/s. The assessment of progress will be based on a report from the Institute, University, College or Programme in question which includes a review of a Programme Panel Report or a review of actual examination results. This must be included with the Continuation of Funding Application Form ([FS02 Form](#)). **(Max 50 marks)**

ii. Academic staff should also provide evidence of achievements in research and/or scholarly activity and industry engagement. This should include evidence of contribution/dissemination of research and scholarship to the College/School as a result of participation on this programme of study (e.g. conference

papers, performances, exhibitions, new teaching areas or methodologies, in-house research presentations) or evidence of research activity.

Professional Management & Support Staff are required to provide evidence of contributions to developments in their own role or in TU Dublin and other activity (e.g. conference papers, national/international networks; participation on internal or external Working Groups; participation on internal or external Committees; new innovations or continuous improvements introduced in area of work)

**(Max 50 marks)**

## **6. CONDITIONS FOR THE GRANTING OF FEE SUPPORT**

- i. The amount of fee support to be granted will be determined by the Evaluation Panel. Operating within a fixed budget may necessitate that only a percentage of the fee can be supported. Fee support will be capped at a maximum of €6,000 annually per person to ensure a fair and equitable distribution of funding. This determination will be in the context of a fixed budget and the number of applications received. The evaluation panel aims to achieve a fair and equitable distribution of funding. Any resulting shortfall in funding must be met by the individual applicant.

***Note: as there is a limited budget, the level of support granted will be dependent on the number of successful applications i.e. the level of support may fluctuate from year to year.***

- ii. Over the course of their employment, individual staff members will receive support for one programme of study.
- iii. Fee support will not be approved for repeat module(s) or year(s) of a course. Exceptional circumstances may be considered on appeal to the relevant Staff Development or Human Resources Office.
- iv. The maximum number of years for which fee support will be granted will be limited for post-graduate qualifications as follows:
  - Programmes leading to Masters qualifications up to maximum of three years.
  - Programmes leading to Doctoral qualifications up to a maximum of six years.
- v. The University reserves the right to suspend fee support without notice in the event of a budgetary force majeure situation that impacts on the overall budgetary allocation.

## **7. CONDITIONS REGARDING FEES**

- i. Fees will be paid on successful completion of each year/semester of the programme and on submission of receipts for fees paid. This condition may be waived in special cases of financial hardship and an advance of fees can be requested. These requests must be approved by your Dean/Head of School/VP/Line Manager.
- ii. Fees for second and subsequent years/semesters will be subject to submission of a completed application form for each renewal and evidence of satisfactory progress (ref. Section 4.2 above).
- iii. Should staff who have been in receipt of fee support for programmes below PhD/Doctorate level decide to leave the employment of TU Dublin during their studies or within one year of completion of a

year/semester of a course/programme for which they have been supported, they will be required to repay the cost of the fee for that year/semester to the university.

- iv. Should staff who have been in receipt of fee support for Doctorate level programmes decide to leave the employment of TU Dublin during their PhD research or within two years of completion of a year/semester of a course/programme for which they have been supported, they will be required to repay the cost of the fee for that year/semester to the university.
- v. In the case of eligible staff who are employed on a fixed term basis and are in receipt of fee support the following will apply:-
  - (a) Where the university does not renew the contract of a staff member, fee support will be discontinued and the university will not seek re-imbursement in respect of previous payments.
  - (b) In circumstances where the university is willing to renew the contract of a staff member, an individual who chooses not to accept the offer will be liable for re-imbursement as per Clause 6 (iii) and (iv) above.
- vi. Submission of a certified statement that fee support for the same programme is not being provided by any other employer or source, or if so, documentary evidence of the amount of support being received from alternate sources.

## **8. EVALUATION PANELS**

- i. Membership of the Evaluation Panel for the TU Dublin wide competition will be drawn from senior management across the university.

In line with university policy Evaluation Panels will be gender balanced.

- ii. On receipt of applications, the Evaluation Panel will determine a top line distribution of the funds between Academic and Professional Management & Support Staff. The allocation to Professional Management Services applications should be no less than 15% of the total applications in any given year provided there are sufficient suitable applications to draw down that amount.
- iii. In reviewing the applications, the Evaluation Panel will assess applications against the criteria outlined for new and continuing applications (ref. Sections 3.1 and 3.2 above).
- iv. The Evaluation Panel will determine the amount of fees to be supported (ref. Section 5 above).
- v. The Evaluation Panel will submit their report and recommendations to the Chief Operations Officer. Staff Development /HR will notify applicants of the outcome of their application and will process payments in accordance with the procedures outlined in Section 6 above.

## 9. APPEALS

- i. In the case where an application to the TU Dublin wide competition is unsuccessful, the applicant may seek a review of the decision by making an appeal in writing to the relevant HR or Staff Development Office. The decision will be reviewed by the TU Dublin Fee Support Appeals Panel and their decision will be conveyed in writing to the staff member. Membership of the TU Dublin Fee Support Appeals Panel will be drawn from senior management across the university who are not members of the original Evaluation Panel. To avoid a potential conflict of interest, the Appeals Panel cannot include members of the Unit/School/College/Directorate of the applicant. In line with university policy the Appeals Panel will be gender balanced.

## 10. POST QUALIFICATION

- i. On completion of the programme and receipt of the advanced qualification, staff members must update their academic qualification record by submitting original copies of their transcript to Human Resources, where a copy will be taken and the original returned.
- ii. Academic staff will be requested to maintain and regularly update their profile.
- iii. Staff who have been supported by the university to successfully complete PhDs are subsequently required to participate in the training of Research Supervisors and/or supervise or co/supervise research students, as appropriate. Any training or additional support required to undertake this role will be provided through the appropriate Research support function.
- iv. Staff who have been supported to successfully complete qualifications below PhD level will be expected to feedback or report on their research findings etc. at appropriate fora e.g. team/college/functional meetings.
- v. All staff who have been supported will be expected to make a significant contribution to continuous improvements in their own area of work and may be called upon to assist in projects or other work related activity aligned with the qualification for which they have been supported.

## 11. ACCEPTANCE OF CONDITIONS

Staff members are required to sign a Declaration of Compliance in their application to indicate agreement with all of the above conditions before any fee support is paid.

This Policy is subject to Operational Review.



## 12. QUERIES

**Contact:** People Development Team

**Email:** [Peopledevelopment@tudublin.ie](mailto:Peopledevelopment@tudublin.ie)

### FORMS

- [Fee Support Application Form for new applicants \(FS01\)](#)
- [Fee Support Application Form for continuation of Funding \(FS02\)](#)
- [Application Form for Payment of Approved Funding \(FS03\)](#)

### RELATED POLICIES

- [Fee Waiver Application Form](#)
- [Study and Exam Leave Application Form](#)
- [Staff Development Policy](#)

## Appendix A

### List of TU Dublin 3<sup>rd</sup> Party Programme Programmes not covered under the Fee Waiver Policy.

#### TU Dublin, Grangegorman Programmes

COLLEGE OF BUSINESS - AUNGIER ST		
DT322A	Market Place Management	Ladbrokes
A334	Dip Retail Mgmt MSVC	Musgraves
DT345	BBS Retail Sector	Musgraves
DT361	PG Cert Inter Bus Develop Cert	IBEC / Bord Bia
DT361A	Msc Int. Bus Develop	IBEC / Bord Bia
DT357	Pgrad Diploma Inter Bus. Develop	IBEC / Bord Bia
DT608	CPD Cert HR IBEC	IBEC
DT610	CPD Ceert Managing People	IBEC
DT610A	CPD Diploma Managing People	IBEC
DT605	CPD Dip in Management	IBEC
DT6001	CPD Cert in Employment Law	IBEC
DT6002	Employment Law	IBEC
DT6003	CPD Cert in Industrial Relations	IBEC
DT6013	Human Resources	IBEC
DT6007	Ocupational Health & Safety, CPD Level 6	IBEC
DT7001	Ocupational Health & Safety, CPD Level 7	IBEC
DT6011	Professional Competence Cert	IBEC
DT6012	Professional Competence Diploma	IBEC
DT621	CPD Dip in Career Coaching	Careers Decision Limited
DT392	CPD Cert in Sales Practice	Oracle
DT393	CPD Diploma in Sales Practice	Oracle
DT362	Cert Volunteering	Simon Community
DT8006	Learning and QA	Simon Community
DT624	PG Dip Product Management	Skillnet
DT624A	MSc Product Management	Skillnet
DT624B	CPD Product Management	Skillnet
DT382	PG Dip Mangement of Tech	Skillnet
DT385	PG Dip Management of Tech, Msc	Skillnet
DT7005	Java Fundamentals, CPD Level 7	Skillnet
DT301A	Dip IT Management	Skillnet
DT8002	CPD Dip Beskoke Fashion Tailoring	National Tailoring Academy
DT6009	Bespoke Fashion Cert	National Tailoring Academy
DT784	CPD Dip Enterprise Development	Bolton Trust
CPDBN02	CPD Certs Sch Retail & Services Management	Three Telecom
		Simon Community
		National Sports Campus
		IBEC

DT9325	CPD Cert Management & Leadership, Level 9	Intel
DT9300	PGCert Global Business	IBEC OR Bord Bia
DT9301	PGDip Global Business	IBEC OR Bord Bia
DT9302	MSc Global Business	IBEC OR Bord Bia
DT502B	CPD Dip Adv. & Digital Communications	IAPI
DT375	Marketing Executive	Marketing Inst of Ireland
DT7006	CPD Level 7, Professional Development Prog	National Tailoring Academy
DT325A	CPD Level 6 Business & Mgmt	Pharos Univ, Egypt
DT365A	BSc Hons Level 8 Business & Mgmt	Pharos Univ, Egypt
DT9333	MSc in Digital Marketing & Analytics	MII
DT314A	PG Dip in Managing & Marketing for Non Business Graduates	MII
DT368	International Selling	Various Campus
DT356	PG Dip. International Selling	Various Campus
DT6004	CPD Cert in Industrial Relations	IBEC
DT6019	Retail Marketing Service	Simon Community
DT8001	CPD Dip. Computer Programming	ICT Ireland Skillnet
DT7010	CPD Dip. High Performance Leadership	TBC
DT340A	Msc Applied Software Tech	ICT Ireland Skillnet
DT8008	Pgrad CPD Cert in Strategy and Tactics	Marketing Inst of Ireland
DT8009	PGrad CPD Dip. Digital Marketing	Marketing Inst of Ireland
DT317A	Bsc Bus & Info Tech	Middle East College
DT8300	Digital Marketing & Communication Mgmt.	TEM
CPDBN04P	CPD Cert –Sch Marketing	Marketing Inst of Ireland
CPDAT03	Dip in Leadership	IBEC
<b>COLLEGE OF ENGINEERING &amp; BUILT ENVIRONMENT - BOLTON ST/GRANGEGORMAN</b>		
DT159	Bsc in Property Studies	SCSI (formerly IAVI)
DT161	Bsc Propert & Facilities	SCSI (formerly IAVI)
DT6111	Higher Cert Quantity Surveying, Mechanical Engineering	SCSI (formerly IAVI)
DT168	MSc Constr Informatics	CITA
DT176	Higher Cert Prop & facilities Management	SCSI (formerly IAVI)
CPDEB07P	Sch Surveying & Construction Management CPD Certs	EURO-SDR or IPFMA
DT114A	CPD Level 6, Cert Gas Distribution Networks	Bord Gais
DT011M	Beng Tech Military Aviation Tech, B.Ord Level 7	Irish Air Corps
CPDBN02	CPD Health & safety modules For Army Personnel	Defence Forces
DT027Y	CPD Cert Prof Engineering	Engineers Ireland

DT027Z	CPD Dip Prof Engineering	Engineers Ireland
DT098	Power Plant Operations/Part 1 Higher Cert	ESB
DT6015	CPD Cert Building Regulations	HomeBond Technical Services Ltd
DT8014	Vehicle Restraint System Design	Engineers Ireland
DT7035	Automation Engineering	TIVTC
DT163	Property Studies	IAVI
<b>COLLEGE OF SCIENCES &amp; HEALTH - GRANGEGORMAN</b>		
DT265/DT8265	Higher Cert Computing	Spingboard or ICT Skillnet
DT6010	Cert in Clinical Coding	ERSI
DT244A & DT254B	CPD Phlebotomy Practice Diploma	National Ambulance Service
DT254A	CPD Spirometry	IARS
DT698	E-Bio Pharma Chem, CPD Level 7	DPS Engineering
DT758A	eValidation, CPD Level 7	DPS Engineering
DT291/3	Manufacturing of Med Products	DPS Engineering
DT7003	Digital Tech & Design BSc Level 7 (Web Elevate)	Digital Skills Academy
DT8010	BSC Digital Tech, Dev and Innovation	Digital Skills Academy
<b>COLLEGE OF ARTS &amp; TOURISM - GRANGEGORMAN</b>		
DT487A	Musgraves Butchery Prog, CPD Level 6	Musgraves
DT506C	CPD BIMM Level 6	BIMM
DT591	MA in Prof Design Practice	Design Print & Packaging Skillnet
CPDAT01	CPD Modules - Choral Music Education	Music Generation
DT7002	Tourism & Hospitality Management, Level 7	Oman Tourism College
DT8004	Tourism & Hospitality Management, BSc Hons	Oman Tourism College
DT7007	Tourism & Hospitality Management, Level 7 Diploma	Oman Tourism College
DT8007	Tourism & Hospitality Management, BSc Hons	Oman Tourism College
DT6014	CPD Level 6 Musical Theatre	Irish College Musical Theatre
DT7014	CPD Level 7 Musical Theatre	Irish College Musical Theatre
DT9552	MA in Scoring for Film and Visual Media	Pulse College
DT528	Bmus Ed	TCD
CPDAT01P	CPD Modules -Association Of Irish Choirs	Association Of Irish Choirs
CPDAT03	CPD Cert Social Science	Callan Institute
<b>TU Dublin, Tallaght Programmes:</b>		
All programmes in conjunction with the following providers:		



1. Innopharma
2. NIBRT
3. IPAV
4. Priory Institute
5. Project Management Institute
6. Skillnet

**TU Dublin, Blanchardstown:**

1. IPAP