**Fee Support Procedure for**

**TU Dublin Employees**

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# 1. Document Control Summary

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|  **Area** | **Document Information** |
| Author | Human Resources  |
| Owner | Head of People Development |
| UET Sponsor | Niamh Shannon |
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# 2. Introduction / Context

This document outlines the 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.

# 3. Purpose

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

# 4. Scope

* 1. Fee support may be granted for a staff member who is undertaking a professional part-time qualification that is aligned to the strategic goals of TU Dublin. The qualification must be related to their role, career development and has been identified through the Performance Management and Development System.
	2. The Head of School/Service will need to outline how the qualification will be beneficial to the role and overall employment of the staff member.
	3. All staff who hold an employment contract that will run for at least twelve months from the date of programme commencement may apply for fee support.
	4. A staff member on Career Breaks will not be eligible to apply for fee support. Staff who have been approved for Fee Support and subsequently take a Career Break, lose their fee support approval for the period of the career break.
	5. Fee support covers registration and tuition fees only. Fee support does not cover membership of Professional Bodies, Clubs or Associations.
	6. Fee support does not cover travel and subsistence for attendance at programmes.

# 5. Procedure Details:

### 5.1 Procedure Overview

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. A staff member wishing to participate on TU Dublin programmes must apply under the [TU Dublin Fee Waiver Policy.](https://www.dit.ie/media/humanresources/documents/policiesprocedures/FEEWAI~4.PDF) There may be some exceptions to this rule where third party programmes delivered by TU Dublin will be considered for Fee Support.

### 5.2 Procedure Details

* 1. 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 submitted to People Development on or before the closing date, together with the application form.
	2. A staff member 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.
	3. Late applications will not be accepted.
	4. Retrospective applications will not be accepted.

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### 5.3 Application Process

1. Application forms are available on the People Development page at the following [**Link**.](https://www.dit.ie/aadlt/staffdevelopment/howtoapply/applicationforms/)
2. Applications must include a recommendation and support from the appropriate manager outlining a rationale for their support as per 4.2 above.
3. A new application must be submitted for each year of a programme.
4. Completed application forms must be submitted online to the People Development Office on or before the closing date. Late applications will not be accepted.

### 5.4 Approval process

1. Decisions on the allocation of fee support will be based on a competitive process. A university-wide call for applications will take place annually, usually in March each year.
2. The Fee Support Panel will meet to evaluate all applications at the earliest possible date. The panel’s decision will be communicated in writing to all applicants no later than July.
3. In reviewing the applications, the Evaluation Panel will assess applications against the criteria outlined in the Fee Support Policy for new and continuing applications (See sections 6.1 and 6.2).
4. The Evaluation Panel will determine the amount of fees to be supported as per section 6.2 of the Fee Support Policy.
5. The Evaluation Panel will submit their report and recommendations to the Chief Human Resources Officer. People Development will notify applicants of the outcome of their application and will process payments in accordance with the procedures outlined in section 6.3 of the Fee Support Policy.

### 5.5 Appeal Process

1. 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 Head of People Development within 10 days of receipt of the decision. The ground for an appeal must be based one of the following:
	* A challenge to the rationale of the decision by the panel.
	* Alleged process and/or procedural flaw.
2. The decision will be reviewed by the TU Dublin Fee Support Appeals Panel and their decision will be conveyed in writing to the Chief Human Resources Officer (CHRO) or delegate.
3. 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 School/Faculty/Services of the applicant.
4. In line with university policy the Appeals Panel will be gender balanced.
5. The TU Dublin Appeals Panel will submit a report of their recommendations to the CHRO. The CHRO or delegate will then advise the application of the outcome of the appeal

### 5.5 Acceptance of Conditions

A staff member that has been approved for Fee Support will be required to sign a Declaration of Compliance form to indicate agreement with all the above conditions before any fee support is paid.

**6. Post Qualification**

1. On completion of the programme and receipt of the advanced qualification, the staff member 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.
2. Academic staff will be required to maintain and regularly update their profile.
3. A staff member who has 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 Services of Research & Innovation.
4. A staff member who has been supported to successfully complete qualifications below PhD level will be expected to give feedback or report on their research findings etc. at appropriate fora e.g. team/School/Faculty/Services meetings.
5. 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.

# 7. Approval process for approving procedure

This procedure document will be approved by the following individuals/groups in following order:

* Firstly, by Chief Human Resources Officer
* Then by VP for Organisation, Change & Culture as UET owner, who will sponsor the policy in going to UET
* Then, by University Executive Team
* Then by EDI Committee
* Then, by Governing Body

# 8. Change Process

This document should be reviewed at least once every 3 years to ensure that it is still fit for purpose. This review should be triggered by the document owner and will be undertaken by the HR Policy Team (HRPT).

Changes to the document will require a review of the document by the HRPT and the updated document to be re-approved.

# 9. Related Documents

* + [Fee Support Application Form for new applicants (FS01)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.tudublin.ie%2Fmedia%2Fwebsite%2Ffor-staff%2Fhuman-resources%2Fpeople-dev%2Fprof-dev%2Fdocuments%2FFee-Support-Application-Form---New-Applications-Form-FS1-2023.docx&wdOrigin=BROWSELINK)
	+ [Fee Support Application Form for continuation of Funding (FS02)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.tudublin.ie%2Fmedia%2Fwebsite%2Ffor-staff%2Fhuman-resources%2Fpeople-dev%2Fprof-dev%2Fdocuments%2FFee-Support-Application-Form---Continuation-of-Funding-Form-FS2----2023.docx&wdOrigin=BROWSELINK)
	+ [Application Form for Payment of Approved Funding (FS03)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.tudublin.ie%2Fmedia%2Fwebsite%2Fpolicies-and-forms%2Fhuman-resources%2FFee-Support-Application-Form-for-Payment-of-Approved-Funding-(2).docx&wdOrigin=BROWSELINK)
	+ [Fee Waiver Application Form](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.tudublin.ie%2Fmedia%2Fwebsite%2Fpolicies-and-forms%2Fhuman-resources%2FTU-Dublin-Fee-Waiver-Application-Form---May-2019-(2).xlsx&wdOrigin=BROWSELINK)
	+ Study and Exam Leave Application Form
	+ [Fee Support Policy for TU Dublin Employees](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.tudublin.ie%2Fmedia%2Fwebsite%2Ffor-staff%2Fhuman-resources%2Fpeople-dev%2Fprof-dev%2Fdocuments%2FFee-Support-Policy-for-TU-Dublin-Employees.docx&wdOrigin=BROWSELINK)

# 10. Conclusions

The Fee Support initiative aims to foster individual talent 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 employees who can contribute to the delivery of our strategic objectives.

# 11. Document Management

### 11.1 Version Control

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| **VERSION NUMBER** | **VERSION DESCRIPTIN /** **CHANGES MADE** | **AUTHOR** | **DATE** |
| *Draft 2* | *Initial draft*  | *Head of People Development*  | *28.03.2024* |
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### 11.2 Document Approval

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| --- | --- | --- |
| **VERSION NUMBER** | **APPROVAL DATE** | **APPROVED BY (NAME AND ROLE)** |
| *2* | *May 2024* | *HR Policy Team and VP People, Organisation and Culture* |
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|  |  |  |

### 11.3 Document Ownership

This document is owned by the Head of People Development.

E-Mail: peopledevelopment@TUDublin.ie

Contact: Head of People Development

Tel: 01 220 5187

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### 11.4 Document Review

This document should be reviewed at least once every 3 years to ensure that it is still fit for purpose. This review should be triggered by the document owner and will be undertaken by the HR Policy Team (HRPT).

### 11.5 Document Storage

This document will be stored on the common personnel (Human Resources) drive. This policy document will be accessible on the HR website under the Policies/Forms tab by all staff.

### 11.6 Document Classification

This document is a policy and is classified as ‘TU Public’.