

## **SYDNEY LOCAL HEALTH DISTRICT and THE UNIVERSITY OF TASMANIA 2020 MASTERS' SCHOLARSHIP PROGRAM**

### **INFORMATION PACKAGE and SCHOLARSHIP AGREEMENT**

The Chief Executive of Sydney Local Health District (SLHD) provides annual scholarships in partnership with the Australian Institute of Health Service Management (AIHSM), University of Tasmania (UTAS) to support staff development. Scholarships enable staff to undertake a Master of Health Service Management or a Master of Information Management.

Applications for the scholarship open once per year and are available through the Centre for Education and Workforce Development (CEWD) website. Following the closing date, all applicants will be advised of the outcome via email.

## **FREQUENTLY ASKED QUESTIONS**

### **Who is eligible to apply for a SLHD scholarship?**

Criteria to qualify for a scholarship are as follows:

1. applicants must be an employee of SLHD and have worked within SLHD for at least two years (equivalent full time);
2. must be an Australian citizen or have permanency residency; and,
3. hold an undergraduate degree from a university recognised in Australia.

If your university qualification is from an overseas university you should confirm its recognition with the University of Tasmania at [sue.thomson@utas.edu.au](mailto:sue.thomson@utas.edu.au) **prior to** submitting your application.

The scholarship criteria is set out below for your information. When you complete your application you will be asked to respond to each criterion. If your application is successful you will be required to sign an Agreement with the SLHD.

## What happens if I am successful with my Scholarship application?

If your scholarship application is successful you will receive a letter by email notifying you of this. To accept the scholarship, you will be required to advise the Director, CEWD and sign an Agreement with SLHD. The Agreement sets out the terms and conditions under which the Scholarship is awarded.

## How and when do I apply and enrol at the University of Tasmania?

After you have been advised that your scholarship application has been successful you are required to:

1. Accept the scholarship in writing and sign the student Agreement
2. Submit your acceptance and the signed Agreement to the Director, Centre for Education and Workforce Development: [lesley.innes@health.nsw.gov.au](mailto:lesley.innes@health.nsw.gov.au)
3. Complete an online application with the University for the relevant Master's course: either the Master of Health Services Management or the Master of Health Information Management.

If you need any further advice or require assistance with the UTAS application form please contact Sue Thomson at [sue.thomson@utas.edu.au](mailto:sue.thomson@utas.edu.au)

You will be required to attend an orientation program with the Australian Institute of Health Services Management (AIHSM). at the University Rozelle Campus immediately prior to the semester commencement. Further details will be provided closer to the time.

## What fees will I need to pay?

SLHD will pay your university fees each semester excluding a personal contribution for which you will be invoiced directly by the University. For the 2020 academic year your personal contribution is approximately \$230 per unit, that is, \$690 per three unit semester.

## What happens if I fail a subject during the scholarship program?

Should you fail to successfully complete any study units you will be required to bear the costs of repeating the unit. You will not be entitled to paid study leave for the subject(s) being repeated.

## What happens if I resign or my employment is terminated from SLHD while I am enrolled in the Program?

You are required to advise the Director, CEWD, SLHD within seven days. Should you terminate your employment with SLHD during your course of studies you may be required to repay all course fees paid by SLHD to the university on your behalf.

## What time commitment is involved?

Significant personal time, outside of work hours, is required to undertake these studies. You will be required to complete three units each semester over two years. The University indicates that the study time commitment on average is at least seven hours per week per unit.

You will be required to attend all face-to-face master classes - typically three each semester on Fridays and Saturdays.

We strongly encourage you to contact another SLHD staff member who has completed this program to help gain further understanding of the time and work involved. The time commitment is significant and should not be underestimated. Subsequently, you should ensure that you are willing and able to make this commitment prior to submitting an application.

## How much study leave will I get to undertake the course?

You will be entitled to study leave in accordance with the relevant NSW Health policy, in negotiation with your manager. Leave for learning and development activities is at the discretion of the SLHD.

There are typically **three** Master Classes per semester which represent the face to face sessions of your Master's Degree and as such you are required to attend.

You are entitled to study leave to attend the Friday Master Class. In the event that a Master Class is held on a Saturday, you will be required to attend in your own time.

In addition to this, the LHD will support up to **three** study leave days per semester to assist with your university coursework. However, these study leave days must be able to be accommodated in your workplace and be approved, in advance, by your manager and entered into the roster system.

The Director, CEWD, will be provided with a summary of your leave each semester through StaffLink.

Table 1 is a summary of the Learning & Development Leave that SLHD supports you during your program. All leave however, remains subject to approval by your line manager.

**Table 1: Learning & Development Activities**

Learning Activity	Type of Leave
Master Class (Friday) (Tertiary Education requirement)	Study Leave
Master Class (Saturday) (Tertiary Education requirement)	No Leave- own time
Assistance with Tertiary Study approved	Study Leave – up to three days per semester if by workplace (over and above the Masterclass)
CEWD Course	No Leave – considered to be on duty

### Can I defer completion of my studies?

Any request for deferment requires the approval of the Chief Executive. Requests for deferment must come through the Director, CEWD.

Please note that should you have approval to defer a unit(s) after the university census date, you will bear the penalty costs imposed by the University for that deferment.

Your scholarship is for a two year period only so all units must be completed within this timeframe. Should you have outstanding units to complete at the end of the two year period you will bear the cost of completing the units.

### What happens if I suffer an illness or other personal circumstance that impacts on my ability to complete the course?

You should advise the Director, CEWD of any exceptional personal circumstances that may affect your academic performance or progress as soon as possible to discuss the options available.

### What happens if I do not complete the course?

Should you not complete the Master's Degree for which the scholarship was awarded, the Chief Executive may require you to repay all or part of the fees paid by the SLHD to the University of Tasmania on your behalf.

## Who should I contact for more information?

In SLHD please contact Lesley Innes, Director, Centre for Education and Workforce Development on: [lesley.innes@health.nsw.gov.au](mailto:lesley.innes@health.nsw.gov.au)

For University matters please contact Sue Thomson, at [sue.thomson@utas.edu.au](mailto:sue.thomson@utas.edu.au) or Professor David Greenfield at [david.greenfield@utas.edu.au](mailto:david.greenfield@utas.edu.au)

## ELIGIBILITY CRITERIA

The eligibility criteria will be set out on the application form. You will be required to respond to each criterion.

## UNDERSTANDING OF COMMITMENT AND CONDITIONS

There are a number of key commitments and conditions associated with undertaking the Master's program on a Scholarship awarded through the SLHD.

This scholarship represents a significant investment in your career and as such you will be asked to respond to indicate your agreement and understanding of what is required. For your information, the key areas of commitment and understanding are set out below. These key areas are included in the Scholarship Agreement that you will sign.

### Commitment

Enrol in three units of the Master's Program each Semester within the timeframe determined by the University.

Make a personal contribution for each unit as determined by SLHD. In 2020 the personal contribution rate is approximately \$230 per unit, totalling \$690 per semester. Please note, this is subject to change.

Attend an AIHSM, UTAS orientation on the Rozelle Campus prior to commencing the first semester.

Continue to work whilst undertaking the Master's Program.

### Conditions

The SLHD will not agree to deferment of units each semester unless there are extraordinary circumstances.

Permission of the Chief Executive SLHD (or delegate) is required before any units may be deferred.

Your scholarship is for a two year period only so all units must be completed within this timeframe, irrespective of deferrals.

Should you have outstanding units to complete at the end of the two year period you will bear the cost of completing the units.

Should you terminate your employment from SLHD prior to completing the Master's Program you may be asked to repay all or part of the fees that the SLHD has paid to the University on your behalf.