



# 32701 PROCEDURE – APPLICATION FOR ASSISTED ACADEMIC STUDIES FUNDING

Version	4	Last updated	22/11/2018	Review date	22/11/2019
Equality Impact Assessment		Low			
Owning department		Training			

## 1. About this procedure

- 1.1. This procedure explains the process that Hampshire Constabulary personnel (police officers and police staff) must follow to request any discretionary financial assistance with academic fees for degree level programmes of study within the limited funds and resources available.
- 1.2. This procedure relates solely to degree level programmes of academic study and not for essential to role training courses or professional qualifications. These are covered via the External Training Courses procedure.
- 1.3. This procedure also does not apply to applications for the Cambridge Police Executive (MSt) Programme which is 100% funded by the Constabulary under the apprenticeship levy. Applications for the Cambridge programme are advertised separately in October / November each year via the Intranet and subject to final approval by the DCC and CC.

## 2. Procedure

### 2.1. Advice

- 2.1.1. The Research and Evaluation Officer in the Organisational Learning Team can provide advice and guidance to personnel and their managers on the appropriateness of any degree course of academic study for which financial assistance is being requested.

### 2.2. Applications and administrations

- 2.2.1. Applications for funding for academic courses should be made by completing AD103C which can be found in Standards Forms under Human Resources.
- 2.2.2. A Funding Panel, made up of colleagues from across the Constabulary and with external representation from a university, will be responsible for making the decision on whether or not to offer financial assistance for degree level study fees to applicants.
- 2.2.3. All applications must be supported by the applicant's line manager and must be received into the OLT Development mailbox at least 6 weeks prior to the annual Funding Panel meeting. The Funding Panel meeting is likely to be held in March or April



## 32701 PROCEDURE – APPLICATION FOR ASSISTED ACADEMIC STUDIES FUNDING

of each year only. The date for each annual panel will be publicised on the news pages of the intranet.

- 2.2.4. Applications must be fully completed, include details of the course and qualifications, full costs (including any registration or course fees, examination or residential costs) and a detailed outline of the proposed dissertation topic. Applicants are responsible for any residential, travel or subsistence costs incurred.
- 2.2.5. Where a line manager declines to support a request for assisted studies funding, the AD103c must still be forwarded to the OLT Development mailbox with an explanation for the decision. The line manager is responsible for explaining the decision to the applicant.
- 2.2.6. For assisted studies in excess of a year, funding will normally be granted for the full study period up to a maximum of three years, and therefore projected costs must be included on the AD103C. At the end of each year, proof of completion of the previous year and details of the exact costs for the following year must be sent to the OLT Development mailbox. If the applicant decides not to continue their course of study to its conclusion, a G31 explanatory report must be submitted to the Head of OLT.
- 2.2.7. Any assisted studies course that continues beyond three years will require a further application form to be submitted.

### 2.3. Assisted Studies Applications and Appeals

- 2.3.1. Applicants for assisted studies funding must be able to demonstrate acceptable attendance and good past performance, based on an 'achieved' rating on the most recent PDR. Where an individual's attendance has hit the trigger point for attendance management, funding will not be awarded unless there are mitigating circumstances.
- 2.3.2. All applicants who have submitted a completed AD103C will be invited to the annual meeting of the Funding Panel to present their proposed dissertation topic. This must align to either the current Constabulary research priorities which can be found on the evidence based practice pages of the intranet: <http://intranet/NR/rdonlyres/FA49CF6D-980A-4D86-BC0C-5D7EBB64FC4F/0/ResearchPriorities201718.pdf> OR be aligned to local Command priorities and be approved by their Command lead (Ch Supt or police staff equivalent).
- 2.3.3. All applicants will be required to give a 5-10 minute presentation on their proposed dissertation topic, what it is about, what Constabulary resources may be needed to support the research (for example, analytical data, access to staff and officers for survey purposes), why they feel this is a research gap and how the Constabulary will benefit



## **32701 PROCEDURE – APPLICATION FOR ASSISTED ACADEMIC STUDIES FUNDING**

from the findings of their research. Initial discussions with the Research and Evaluation Officer may be of assistance.

- 2.3.4. It is recognised that any proposed dissertation topic may be subject to change after discussion with academic tutors and any requirement for university ethical approval. Funding is however, subject to the proposal outlined at the Funding Panel being adhered to. Any proposed divergence from this must be discussed with the Research and Evaluation Officer and could result in removal of the agreed funding if the subject veers too far away from that previously agreed.
- 2.3.5. Funding will thus be granted or declined on the basis of the following:
- Attendance
  - Performance
  - Line manager support
  - The subject matter and quality of the presentation outlining the proposed dissertation
  - How the findings from the dissertation will benefit the Constabulary and add to developing evidence based practice.
- 2.3.6. Applicants for assisted studies will be notified of the decision of the Funding Panel within 5 working days of the Panel having met. Staff whose application is rejected will receive written notification of the reasons.
- 2.3.7. If applicants wish to appeal against the decision of the Funding Panel, appeals can be made to the Director of Force Development within 3 weeks of having been notified of the decision. Appeals can be made on the grounds of a breach of process or a perverse outcome (the board having made a decision counter to all available evidence presented to them).
- 2.3.8. Claims for reimbursement of approved costs must be submitted before the end of March, in the financial year for which funding is approved, otherwise they may not be paid. For studies of more than one year, claims must be made on an annual basis before the end of March.
- 2.3.9. If the applicant is granted funding but subsequently leaves the Constabulary or is unable to complete the course for reasons outside of their control (for example lengthy sickness absence) and receives funding back from the university, the applicant is responsible for repaying Hampshire Constabulary the full amount funded by the Constabulary for that financial year. If no reimbursement is forthcoming from the university, the applicant is not expected to reimburse the Constabulary.



## **32701 PROCEDURE – APPLICATION FOR ASSISTED ACADEMIC STUDIES FUNDING**

### **2.4. Funding criteria**

- 2.4.1. Assisted studies funding is only available for degree level programmes of study (Levels 6, 7 and 8).
- 2.4.2. Up to 25% of overall university academic fees will be paid by Hampshire Constabulary for applicants approved by the Funding Panel. In the interests of fairness, these funding criteria are strictly applied. Any local budget holders are not permitted to fund assisted academic studies outside of this procedure as this could potentially infringe equal opportunities for individuals.
- 2.4.3. Retrospective funding will not be awarded for qualifications already awarded or studies already undertaken.
- 2.4.4. Financial support will not normally be given to:
- Staff who are within their probationary period following recruitment;
  - Staff who have previously been given funding and failed to achieve the qualification;
  - Staff not on permanent contracts.
- 2.4.5. No allocation will be made towards books or other materials required for the course or study.
- 2.4.6. On completion of their degree, successful applicants will be required to give a short presentation on their dissertation topic to the Force Development showcase, as well as make available the dissertation (subject to any confidentiality issues) to the Constabulary.

### **2.5. Protected Learning Time**

- 2.5.1. A maximum of 5 days annual 'study leave' can be granted in the year in which the dissertation is written purely for the purposes of research and writing. Thus if the degree is undertaken over more than one year, in any year in which the dissertation is not written, the applicant will not be eligible for study leave.
- 2.5.2. How this leave is to be taken (a single block, individual days etc.) is a matter for local line management and RMT (where appropriate). Operational requirements have priority and all requests for study leave must be agreed via normal channels.
- 2.5.3. The ability to take 5 days study leave, within the criteria stipulated in 3.5.1 and 3.5.2, also applies to staff and officers undertaking academic qualifications funded through the College of Policing bursary.



## 32701 PROCEDURE – APPLICATION FOR ASSISTED ACADEMIC STUDIES FUNDING

### 3. Roles and responsibilities

- 3.1. Organisational Learning Team will manage the overall process and be responsible for assisted studies matters.
- 3.2. The Funding Panel will be responsible for making funding and support decisions for all assisted studies requests.
- 3.3. Names of supported staff and officers with details of the degree being undertaken and the dissertation completed will be published on the intranet, and within the Learning Management System (LMS). This is to ensure transparency on the nature and type of academic study being supported and to allow Hampshire Constabulary personnel access to evidence based research findings.
- 3.4. Line managers will consider assisted studies requests and complete the relevant sections of the AD103C and forward to the OLT Development mailbox at least 6 weeks in advance of the annual Funding Panel meeting in March / April each year.

### 4. Administration

- 4.1. The administration process is referred to in the body of the procedure.

### 5. Monitoring and evaluation

- 5.1. Organisational Learning will be responsible for monitoring this procedure and will report annually to the Director of Force Development on its effectiveness. Feedback on any aspect of this procedure is welcomed and should be sent to the Organisational Learning Team.
- 5.2. A copy of all AD103C applications will be kept by the Organisational Learning Team.
- 5.3. Shared Services HR may review all applications to monitor factors such as equality of access across the force.

### 6. Other related policies, procedures and information sources

- 6.1. <http://documents.hants.gov.uk/hr/33016-Miscellaneousleaveprocedure.pdf>
- 6.2. [AD203 Equality Impact Assessment](#)

**Origin:** Training