



BUCKINGHAMSHIRE
NEW UNIVERSITY

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LEARNING AND DEVELOPMENT POLICY

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Policy

Learning and Development

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Background

1 The University's People strategy outlined in Impact 2022 commits to:

- Creating a diverse workforce culture which prizes the high performance that will be key to our success
- Developing our people, their knowledge, skills and behaviours and ensuring their alignment with strategic priorities
- Adopting an approach that ensures our people identify with a strong framework of our DRIVE for Excellence values and behaviours which inspire institutional pride
- Being an inclusive learning community for all our employees and students.
- Creating quality, professional and commercially focused development opportunities.

Purpose statement

2. People are the key to achieving the University's strategic plan and priorities. The purpose of this policy is to outline in broad terms the University's commitment to employees' learning and development. Secondly, to indicate the role played by different parties in the provision of both individual and organisational development required to:

- enable all colleagues to carry out their current roles with maximum effectiveness and thereby deliver the highest quality student and employee experience
- Help individuals develop skills and/or gain qualifications which will meet contractual obligations, and contribute to the ongoing development of their work, personal growth and career potential.
- To help individuals and teams develop awareness of their strengths and development needs
- Enable individuals to respond positively to internal and external change
- Ensure the quality of teaching, research and consultancy and the services that support this
- Foster a "One University" approach through the provision of continued professional development (CPD) which enables cultural and behavioural change, innovation and digital capability.

Definitions

3 Learning and development can be defined as:

- any activity designed to help individuals or teams become more effective in their roles by improving, updating or refining their knowledge, skills and behaviours.
- Organisational development can be defined as '*a planned and systematic approach to enabling sustained organisational performance through the involvement of its people*', (www.CIPD.co.uk).

4 Learning and development encompasses a wide range of formal, informal and social activities including those via on-line or digital media; project work; attendance at internal/external training courses, conferences or seminars; visits to other institutions; work shadowing; coaching and

mentoring; consultancy work or research; apprenticeship programmes and part-time study towards accredited qualifications.

- 5 The University considers learning and development to be a continuous process. There is an expectation that employees will keep abreast of developments within their own area of expertise and professional practice in the context of continued organisational change and that of the external landscape.
- 6 Investment in learning and development includes consideration of the University's strategic requirements and decisions about priorities will be made accordingly. The University will regularly review overall levels of investment in employees' learning and development to ensure that adequate and appropriate resources are provided. In addition, that appropriate procedures are in place to plan, deliver and evaluate development to monitor impact and return on investment or intended outcome.

Applicability and Scope

7. This policy applies to all substantive employees. Separate procedures will apply to Associate Lecturers/Atypical and colleagues under other contractual arrangements. No member of staff will be treated less favourably on the grounds of sex, marital or parental status, race, ethnic or national origin, colour, disability, sexual orientation or age in accordance with the Equality Act, 2010.
8. Specific equality, diversity and equality issues will be considered and whenever possible the University will seek to offer a flexible approach to meet any particular need e.g. part-time status. Disabled employees are invited to identify any reasonable adjustments to enable them to participate fully in all learning and development activity.

Roles and Responsibilities

Employees

9. The University expects all colleagues to participate in development activity provided to meet legal obligations and organisational compliance. Mandatory modules must be completed at the earliest opportunity within the probation period and should be monitored as part of the 8, 16 and 26 week reviews.
10. All colleagues new to the University are required to attend the Bucks Welcome Event as part of their personal induction programme, ideally within twelve weeks of their start date. Additional workshops for colleagues to familiarise themselves with key systems and processes are also provided on: Blackboard; Library Services; Academic Registry; Business Connect and Supporting employees & students with a disability.
11. Colleagues are expected to engage with appropriate CPD activities and work with their line managers in choosing cost - effective solutions to improve personal effectiveness and apply their learning through their personal development plan.
12. Colleagues should update any relevant personal record in business connect e.g. successful completion of a teaching or other professional qualification or competence.

13. All employees should refer to the Managing self & personal skills and Developing self & others as indicative behaviours in our Bucks Behavioural Framework, available [here](#) on BEN. Colleagues are therefore encouraged to take responsibility for identifying, recording and actioning their own development with the support of their line manager or specialist development teams.
14. It is a University requirement that Academic colleagues hold or enrol on a recognised teaching qualification within two years of their start date. Colleagues can follow the Academic Professional Apprenticeship (APA). Employees ineligible due to their working hours can follow the Post Graduate Certificate in Academic Practice (PGCAP). Routes to securing academic qualifications and Advance HE Fellowship awards are outlined in section 28 of this policy. Academic colleagues are also expected to maintain a current self-assessment against the Bucks Academic Framework, details of which can be found on the Vice Chancellor's page on [BEN](#).
15. The University recognises that Peer Observation is a powerful means of enabling individuals to review their own professional practice. All members of the teaching community are expected to participate in the University Peer Observation Scheme.
16. Formal opportunities to discuss individual needs are provided as listed below, though it is recognised that development can be identified at any time in remaining flexible to individual circumstances or organisational change.
 - During the induction and probation periods through discussion with line managers
 - Through the BNU PDR process (see section 30)
 - From institutional priorities identified in its strategic document
 - From School and Directorate operational plans identified in the business planning round
 - Ongoing performance conversations between colleague and line manager/appraiser
 - Drop-in sessions provided by the HR learning & development team through the [Events](#) page on BEN.

Line Managers

17. Line managers are responsible for supporting employees with their development throughout the employee lifecycle, starting with induction. The most important part of any induction programme is that carried out *locally* by managers and colleagues to support colleagues new to the University. Line managers should therefore set up local induction to include:
 - Introduction to team members and other key stakeholders across the organisation
 - Access to and training for key IT systems necessary for their role
 - Allocation of a buddy to provide further, informal support and knowledge e.g. team "norms"
 - Completion of **all** mandatory training within recommended timescales, for both new and existing employees as part of any refresher training, to ensure organisational compliance.
 - Clarification of role expectations to ensure new starters are adequately equipped to establish themselves in their role.
 - Complete probation reviews, identifying early development necessary for early success
 - Ensure colleagues are signposted and attend relevant training made available to them and provide support to enable transfer of learning. It is recommended that pre/post development conversations take place to agree the expected benefits.

18. Line managers should use the PDR process to formally agree, record and monitor appropriate development activity, including any study leave or remuneration applicable in line with existing employment contracts. Further guidance is provided in Appendix 1.
19. Colleagues on fixed or other shorter-term contracts should also be supported to complete relevant mandatory training and deliver effective performance, in line with respective contractual terms and conditions.
20. Line managers should monitor and evaluate the effectiveness of learning for employees who have undertaken development opportunities, providing performance feedback to ensure transfer of skills or knowledge back into the workplace. This may be through the probation and PDR processes or ongoing performance conversations. It is recommended that pre & post development discussions take place to ensure preparedness for and transfer of learning.
21. Line managers can contact the Learning and Development Business Partner (L&D BP) to give feedback on internal and external training programmes, including quality and cost effectiveness.

Heads of School/Directors

22. Heads of School and Directors are responsible for identifying local priorities through the business planning process to be fed through to the HR learning & development team or other development specialists.
23. They should endorse funding applications for employees who wish to attend development events including external courses, conferences etc. Support for external awards or part-time qualifications is normally provided only where *no* equivalent award is available within Bucks New University.
24. Endorsement is *essential* for colleagues applying for apprenticeships to ensure an in-depth conversation on accommodating the 20% off-the-job requirement takes place and apprentices are supported in their chosen learning pathway.
25. Ensure that **all** colleagues in their span of control complete all mandatory training, either as new employees or as part of any refresher training. This should include any additional requirements commensurate with the role e.g. teaching & learning qualifications, professional accreditation. It is recommended that relevant KPIs and targets are included in the School/Directorate business plan.
26. HoS/Directors should ensure that employees who sign up for internal and external development are facilitated the time to attend to eliminate last-minute cancellations and minimise loss of value, in accordance with Section 52. The HR learning & development team will report non-attendance on a quarterly basis to the University Management Group.

Development Specialists

27. The University has several specialist roles to provide a range of development activities which:
 - Enhance the technical or specialist skills for an employee's current position.

- Achieve professional or academic qualifications: The University encourages employees who wish to pursue continuous professional development (CPD) where appropriate or contractually required to gain further qualifications or accredited learning.
- Develop specific management or supervisory skills: these include internal and external courses on management development, supervisory skills for line managers, and leadership development programmes. Management training may also cover regulatory requirements such as employment law and implementing people policies and procedures e.g. Absence, Disciplinary & Grievance.
- Meet other regulatory requirements. Specific areas of learning may be mandated in areas such as health and safety; equality, diversity & inclusion; data protection, campus security and food and hygiene regulations.
- Where appropriate, the University will make use of eLearning or digital learning and/or training to support colleagues working from home in support of our agile working policy.
- Support Impact 2022 and attainment of the strategic goals, Values and Behaviours.
- The HR learning & development team in HR will be predominantly responsible for all activity that falls outside of the remit outlined in sections 28 & 29 below.

28. All development relating to Teaching & Learning is managed by the Academic Enhancement team in the Directorate for Student Success. Employee/Professional Development may be provided in various ways including:

- Supported enrolment on the University award programmes, including those specifically provided for employees of the University
- Academic Professional Apprenticeship (APA), leading to a Post Graduate Certificate Academic Practice (PGCAP) and Fellowship of Advance HE. Colleagues ineligible to enrol on the APA can follow the PGCAP pathway.
- Teaching & Supporting Learning in HE (short course leading to Associate Fellowship of Advance HE)
- Recognition for continued professional development route: Bucks CPD Framework leading to HEA accreditation (Bucks CPDF)

You can find further details of all development offered, including online pedagogy, through the University's Teaching & Learning Excellence team [here](#) on BEN. You can also email them at academicenhancement@bucks.ac.uk.

29. Developing Research, Enterprise and Knowledge Exchange capability is coordinated by the Enterprise and Development Unit. A range of internal and external opportunities are available to support development of researchers. All researcher development opportunities available to research students are also available to employees in addition to a range of dedicated activities for early career researchers and to support supervision of research students.

A sabbatical policy is available to support employees wishing to take a dedicated and agreed period of time away from normal duties. Further details can be found [here](#) on BEN.

Centralised funding is available to support dissemination of research at external conferences and to support employees wishing to undertake research degrees. Further details of all researcher development activities and how to apply for funding support can be found on the Skills Development pages of the Enterprise and Research area of [BEN](#). For any additional queries, please contact

ResearchUnit@bucks.ac.uk.

Alignment with the PDR process

30. The University operates a Performance Development Review (PDR) scheme for all established employees. The central element is an annual PDR discussion which provides an opportunity to review the past year, to set objectives for the coming year and to plan the CPD necessary to support performance effectiveness. This is followed by an interim review after 6 months to review progress and update objectives and should be supplemented by more informal and regular updates between line manager and direct report throughout the year as appropriate.
31. All colleagues are required to record the outcomes of their PDR discussion in the new PDR All staff [form](#) in business connect. This will inform the organisational training needs analysis (TNA) to be actioned where appropriate by the HR learning & development team and other specialists.
32. Embedding Successful PDRs training will be provided for all employees conducting performance reviews. It is a requirement that this training is completed before any PDRs are undertaken. The Honest Conversations course is also highly recommended for appraisers and available for colleagues to attend, running several times a year.
33. Additional workshops on Planning & Preparing for your PDR and SMART target setting will also be provided for all employees to help colleagues contribute to their PDR conversation and facilitate completion of the online documents.
34. Further details can be found in the BNU PDR [policy](#).

Planning and implementing development solutions

35. The Human Resources learning & development team will plan and implement continuous and new development initiatives resulting from training needs analyses. This will incorporate initiatives to ensure that relevant development is provided for skills in specific job areas, where work procedures have changed, or where new standards are introduced.
36. Specific initiatives will be published and coordinated by the HR learning & development team e.g. Aurora Leadership Development and Dignity & Respect workshops to contribute to our equality, diversity and inclusion (EDI), Values and Behavioural Change agendas.
37. An annual staff development conference will be held, coordinated by a working group made up of representatives from across the organisation, in support of strategic objectives. All employees and those from partner institutions are welcome to attend.
38. Additional activities will be coordinated and published by development specialists outlined in sections 27-29 of this policy.
39. The business planning round should include a discussion of School/Directorate development priorities and likely funding required to be recorded by the HR Business Partner and fed into the training needs analysis (TNA) and budgetary plans. Outcomes should be recorded in the relevant strategic planning cycle document e.g. Human Resources, Directorate for Student Success, RED. Heads of School and Directors can also request additional bespoke skills development at any time by completing the Skills Development request [form](#) in business connect.

40. All learning and development offered to employees will be publicised through the University's normal communication channels, including relevant pages and via the [Events](#) on BEN.

Professional, Statutory and Regulatory body Subscriptions (PSRBs)

41. The University is committed to attracting, developing and retaining Talent and recognises the value of membership of a recognised PSRB where it enhances individual brand or that of the organisation. From August 2021, all colleagues for whom membership of a recognised PSRB provides a demonstrable value and contribution to the School/Directorate or University can therefore reclaim the annual membership subscription in accordance with the University's expenses policy. Consideration may be given to other applications where there is substantial commercial benefit to the University e.g. discounted training with a clear cost reduction.
42. Line managers will be responsible for approving expense claims under these circumstances. A list of PSRBs recognised by HMRC (List 3) can be found [here](#).
43. Colleagues should claim their expense under *professional subscription (PSRBs)* through the normal route in business connect. In claiming such expenses, it is **essential** to remain compliant with HMRC regulations. Where professional body membership fees are reclaimed via expenses, individuals **must not** also claim tax relief on these costs via their tax code or annual self-assessment.

Funding arrangements for Continued Professional Development (CPD)

44. The University has a centralised learning & development budget to ensure a fair, coordinated and transparent allocation of funding across all areas of the organisation. All substantial members of staff are therefore eligible to apply for funding to attend courses and conferences for the purpose of continued professional development (CPD).
45. Separate arrangements are in place to fund research related development as outlined in Section 29 of this policy.
46. Support to participate in award programmes not directly work related may also be considered where there is no cost or significantly reduced fees. This would usually have to be completed in the individual's own time and endorsed by the line manager.
47. A number of funding applications [forms](#) are available in business connect and should be completed by the applicant for:
- The Aurora Leadership programme for those who identify as women. The University will sponsor one Academic and one PSE colleague for each available cohort. The application window will be advertised through BEN.
 - Attending an external training course or conference for the purposes of CPD.
 - Undertaking part-time qualifications: for courses provided by the university a fee waiver will apply.
 - To enrol on an approved apprenticeship programme, funded separately from the levy pot. It is essential that this is endorsed within the School/Directorate to ensure adequate consideration of the 20% off-the-job training (OTJ) requirement.
All apprentices are required to evidence or undertake Level 2 English and Maths qualifications

as part of their end point assessment (EPA). This is over and above the 20% OTJ and full support will be offered by the university to all BNU apprentices to secure these qualifications. An additional guidance document is provided [here](#).

- To request a new development activity by an external supplier.
- General guidance on applications, including maximum amounts and study leave can be found in Appendix 1. This will normally be applied to all applications to ensure a fair and distributive allocation of funding. Exceptions must be fully explained in the application form and endorsed by the Head of School/Director and HR.
- All applicants must acknowledge the repayment conditions under which funding is provided outlined in Appendix 1.

Monitoring and evaluating investment in learning and development

48. The University firmly believes that it is critical to the success of both the planning and delivery of learning and development activities that the resources invested are monitored and the expected outcomes are measured. Such outcomes may be demonstrated at an individual, departmental and organisational levels. Senior managers have an important role to play in this process. The University uses its evaluation findings for future business planning and the planning of continued investment in employees' learning and development. Accordingly, the evaluation findings will be shared with the University Management Group (UMG) in a quarterly report.
49. The HR learning & development team are responsible for evaluating externally commissioned development in their remit and have refreshed evaluation processes to include transfer of knowledge, skills and/or behavioural change at Level 1 (Reaction), Level 2 (Learning) & Level 3 (Behaviour) [<https://www.kirkpatrickpartners.com>].
50. All colleagues who have been in receipt of funding above £100.00 will be requested to complete a Transfer of learning form in business connect. This is a compulsory audit recommendation to demonstrate the value and return on investment. An alert will be auto generated within business connect three months after completion of the activity.

Cancellation of Course Bookings

51. Cancellations can lead to considerable disruption for other delegates and or cancellation of courses altogether. Reduced attendance also impacts on the commercial return of investment in development and may lead to increased costs as well as administrative time.
52. Employees **must** therefore make every effort to attend training to which they have committed. If a delegate needs to withdraw from a course, they must first seek permission from their line manager to do so before confirming to the Learning and Development Coordinator on buckslearn@bucks.ac.uk, along with an explanation for the non-attendance.
53. Delegates may find someone else to attend training in their place, provided the training is relevant and appropriate for the substituted individual.

54. In relation to events led by internal colleagues, delegates are expected to make every effort to attend. If they are unable to attend or provide a substitute, they should notify the Learning and Development Coordinator on the email address above.
55. If cancelling a place on externally led training courses is unavoidable, delegates should contact the Learning and Development Coordinator as soon as possible so that places can be offered to those on any waitlist to keep per capita costs to within contracted levels.
56. Should course numbers become too low to run training effectively, where possible delegates will be contacted one week before the course, to give them as much notice as possible and discuss alternative dates.
57. The quarterly report to UMG will highlight instances of “no-shows” and employees who repeatedly cancel may be refused access to future funding and development activity.

Appendix 1: Applications for funding from the L & D budget

1. Introduction

The University is supportive of employees seeking to gain higher, professional or vocational qualifications and attend conferences or training courses for the purposes of their CPD. Colleagues are therefore invited to apply for funding from the L & D budget, to be endorsed by the School/Directorate and approved by HR.

All part-time courses of study should be undertaken at Bucks New University. Exceptions will only be made where a course of study is deemed to be directly relevant to the individual's work and either the course is not provided by the University or there are compelling reasons why the course should not be taken at the University.

- Anyone who applies for funding should have prior agreement and support of their line manager, recorded in their PDR. You should discuss your application with your line manager in the first instance to demonstrate how the development activity meets individual or departmental/organisational need and intended outcome. Consideration must also be given to the mode of attendance, including any study leave applicable, and the impact the activity will have on your workload and that of others.
- All applicants, other than in exceptional or agreed circumstances, should have completed their probationary period before applying for financial assistance for a part-time extended course.

2. Considerations for applications:

- The benefit to the department University through improved performance and application and of learning
- The value to the individual in terms of their continued professional development
- Previous support given and the extent to which the department/University has benefitted
- The potential to transfer learning and disseminate to other colleagues.

2.1 Guidance on development priorities, to be completed by the Head of School/Director

1	Essential	Clear benefit to both the individual and the School /University. Cited in individual's performance development review. (PDR)
2	Desirable	Will be necessary for future departmental objectives and for individual role enhancement. Cited in PDR.
3	Not essential	Not essential at present but activity is useful for future professional or career development.

3. Sponsorship involves the following:

- For a course provided by Bucks New University, all tuition fees will be waived. Supporting costs will only be funded where the course is deemed to be directly relevant to your work in which case a supporting costs allowance of a maximum of £100 will be given. This may be used for books and materials, but not for general items of stationery, such as pens or paper, or subsistence. Assistance towards the cost of travel may form part of the allowance but must be justified in terms of the appropriateness of the course.
- For a part-time course run by an *external* provider relevant to your work, the following financial assistance will be provided: basic tuition fees and associated course fees to a maximum of £2,000.00 per financial year. Bucks New University reserves the right to award sponsorship subject to attendance at any particular institution. All costs above £2,000.00 will be payable by the employee

concerned.

- The maximum amount for single event training courses and conferences, including those overseas is £1,000.00 per person.
- Requests for fee waive courses are normally only approved for **one** programme of study at a time.
- Maximum amounts are set to optimise a fair distribution of funding to colleagues.
- Applicants must complete the correct application form in business connect as outlined in Section 47 of this policy. All costs for which assistance is requested must be detailed at the outset as any omissions **cannot** be funded at a later stage.
- Applications for sponsorship must be made in **no less than** two weeks before the start of the course/conference. Approval cannot be given retrospectively. Although you should seek information from the relevant Course Leader or the prospective educational establishment about your eligibility, you should not accept a firm offer of a place until sponsorship is confirmed. This is particularly important where financial assistance is sought as, if your application is not approved, you may find yourself liable for the full cost of fees.

4. Study/special leave arrangements

4.1 Where a qualification is instigated and organised by the University in order to fulfil institutional requirements, agreement on the amount of any additional study leave required should be discussed and recorded with the line manager at the time of application. The University recognises that circumstances and types of study vary greatly. Therefore, study leave should be granted according to the merits of the individual case and any existing contractual allowances. As a guide, employees undertaking professional qualifications **may** be granted up to five days study leave per year, depending on the role and operational requirements.

4.2 The following criteria may be used to decide how much study leave will be granted including but not limited to:

- Length of qualification; study leave should be considered for long term study, i.e. lasting a minimum of six months
- Percentage level of funding being offered to support the qualification
- Level of qualification being undertaken and time commitment required
- Whether the qualification is being carried out in work time or in the employee's own time

In considering requests for study leave, the line manager may need to discuss with their Head of School or Director to ensure parity and that adequate arrangements for covering operational requirements are in place.

4.3 Special leave for attendance at examinations is based on **one day** per examination

4.3 Applications for apprenticeship programmes should be managed in accordance with Section 47 above.

5. Sponsorship is granted under the following conditions:

5.1 Support is given for a single financial year and will be re-assessed each year. You must complete a fresh application form with updated costs, where appropriate. Progression to a subsequent year in all cases is dependent on successful completion of the current year of study.

5.2 Notification of examination results or, where no examinations are taken, a report from the organising body confirming eligibility to progress to the next year, will be required before continued sponsorship is confirmed and any funds released.

5.3 Approval for a course of study and financial assistance is for the named award agreed in the original application only. Sponsorship for "top up" qualifications e.g. HND to BA or DMS, postgraduate diploma to Master's etc. will not be guaranteed automatically and must be treated as a "new" application, for which a fresh form must be completed at the appropriate time.

5.4 You must notify HR of any withdrawal from the course and course results when you finish. Changes to the course of study must not be made without prior approval from HR.

5.5 Where financial assistance has been approved, funds will not be available until the start of the financial year i.e. 1st August, and any claims cannot be met prior to this date. Please contact buckslern@bucks.ac.uk if this causes any particular difficulties. Claims should normally be made at the end of each semester or term and all outstanding monies must be claimed promptly at the end of the academic year or the end of the course (claims more than 6 months old may not be paid).

5.6 Where attendance is approved during normal working hours, it is to be treated as attendance for duty and any absences (e.g. illness) must be reported to your School/Directorate office in the normal way.

6. Repayment conditions

Where support is provided for an external course, full or partial repayment may be requested if:

1. The employee withdraws from the course, fails to sit an examination or complete other requirements of the training within a reasonable period, unless there are extenuating circumstances.
2. The employee fails to submit or participate in the required academic or practical assignments and therefore fails the module as a result.
3. The employee terminates their employment with the university during the training.
4. The employee leaves within two years of completing their training.

Discretion to waive or reduce repayments to take individual circumstances into account will be used by the HR Director. If pressure of work is perceived to interfere with attendance or non-completion of a course, this should be discussed with your line manager at the earliest opportunity.

7. Levels of Repayment

Where repayment is requested because the employee has not completed their training or terminates their employment during the training, **all** costs incurred up to and including the current stage will be recovered.

NB Repayment will not apply in cases of withdrawal from an approved apprenticeship programme or where the employee leaves the organisation as a result of redundancy.

Where repayment is requested because the employee leaves after completing the training, costs will normally be recovered on a pro- rata basis as follows:

Notice Given	% repayment
Within first 11 months of completing training	100%
Between 12 – 17 months of completing training	50%
Between 18 – 24 months of completing training	25%

Candidates who complete a University funded PhD are expected to continue their employment for a period of 3 years. If the candidate leaves the organisation, the following re-imbusement of fees will apply:

Within one year of PhD completion	100%
Within two years of PhD completion	75%
Within three years of PhD completion	50%

8. Application Process

8.1 Please note that no bookings should be made prior to approval by Human Resources.

8.2 Once you have decided on a course of study and obtained a provisional place, the following procedure should be followed:

- Complete the appropriate application from in business connect in full and forward any additional documentation requested to buckslearn@bucks.ac.uk. The completed application form will workflow to a senior manager within the School/Directorate who should indicate the priority using the considerations outlined above in 2.1.
- All applicants **must** acknowledge the repayment terms as outlined above
- The form will workflow to Learning and Development or HRD for final approval.
- HR will advise you of the outcome of your application as soon as possible in writing.

Please note:

It is imperative that as much notice as possible is given before the date of the conference or course to allow time to obtain the necessary approvals and secure potential early bird rates. Applications will not normally be accepted with less than *two weeks'* notice.

1. Any expenditure for bookings made before approval and not through the appropriate School/Directorate administrator will not be reimbursed.
2. Any additional costs incurred which are not included in this application will not be funded.

If funding is awarded:

1. All travel arrangements and accommodation should be made through Key Travel. It is the responsibility of the applicant to investigate the most cost effective travel and accommodation through Key Travel via ruby@keytravel.co.uk.
2. It is your responsibility to liaise with the relevant administrator for your School/ Directorate to arrange travel bookings. Any travel or accommodation booked directly by yourself will not be reimbursed.
3. If you are claiming expenses that have not been pre-booked for you, please contact the Learning and Development team at buckslearn@bucks.ac.uk for the relevant work order code.
4. All business travel declarations should be made through Bucks Apps. You can access this via [BEN](#). All queries relating to Travel Insurance should be referred to Bucks Procurement at finance.procurement@bucks.ac.uk.
5. For overseas travel, you must also complete the travel itinerary form posted on the Travel Safety and Security Procedures here on [BEN](#). Please note this *must* be completed at least 10

working days before your trip. If you have any queries, please contact TravelSecurity@bucks.ac.uk

6. Attendance at future conferences or courses will depend on these procedures being followed in full.
7. After the conference/training course, please ensure that you update your employee profile via Business Connect. For applications securing funding above £100, you will also receive a feedback form 3 months after attending the conference/training course. Completion of this form is an Audit requirement.