**Checklist for Education Support**

**(Head of Department or their Nominee)**

This checklist has been designed to help you reflect on what is required ahead of an employee requesting support under the Education Support Policy. It is meant as a support tool, there may be other factors to consider.

Please ensure you read the [Education Support Policy](https://www.maynoothuniversity.ie/human-resources/policies/education-support-study-examination-leave), Form and Frequently Asked Questions in advance.

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| **Checklist Topics** | **Yes / No / Comment** |
| I have read and understood the Education Support Policy, Form and FAQs on the HR website. |  |
| I am aware that no retrospective applications are permitted. |  |
| I am aware of the funding implications if the employee is successful.*Twenty-five per cent (25%) of the total approved fees are charged to the relevant departmental non-pay budget of the employee.* *The remaining amount is charged to a central University budget.*  |  |
| I am aware of the deadline for applications under Education Support as outlined in the policy.  |  |
| I am aware that this policy does not cover short-term training courses. These may be supported from the Department non-pay budget, with the approval of the Head of Department or their nominee.  |  |
| I have discussed the proposed course in detail with the employee. Discussing the benefits, the department and the employee will gain from the learning. |  |
| I have discussed any impact the course may have on their work or work hours.If the course is during assigned work hours, I have discussed and agreed with the employee how this will be dealt with or cannot be dealt with it. |  |
| I have spoken with HR (email learning.development@mu.ie) to clarify/discuss any questions I have before approving the application. |  |
| I understand my responsibilities under the policy. |  |
| The employee **does not meet** the terms and conditions of the policy – I have discussed this with them and recommended they should not apply under Education Support. |  |
| I do not support the application and have discussed the reasons why with the employee and completed the form to reflect this. |  |
| The employee **meets the criteria** and terms and conditions of the policy. |  |
| I agree the employee should apply under Education Support for this course. |  |
| The course they have chosen will benefit the department and the employee in the short to medium term. |  |
| The course they have chosen is from a reputable Institution for this type of programme, (if no such course is run by Maynooth University). |  |
| I have ensured the operations and efficiency of the department are not impacted and proper supports are in place to facilitate the application. |  |
| I have approved in advance, any written project, the content of which relates to Maynooth University or the work of the University (if required). |  |
| I understand the Fee Reimbursement that the person will need to sign if they are approved under Education Support. |  |
| I have completed the relevant section of the Education Support Form in full. |  |
| I have written my letter of support, which details key areas as to why this course is directly relevant to the role and the benefits it can provide the employees role / career development / the department etc. |  |
| I have sent all relevant documentation to the employee to include in their application before the deadline. |  |
| I have reminded the applicant that the committee receive numerous applications each year and that any approval is subject to funding being available and at the discretion of the University. |  |