

Criteria for seeking qualification sponsorship outside Kingston University

- The first purpose of the qualification is to meet the needs of the Department or faculty
- The proposed course of study meets aims and priorities identified in the University Staff Development Policy
- The proposed course of study will aid the member of staff's professional and personal development as agreed with his/her appraiser or line manager
- There are available funds in the Faculty or Department budget to meet the costs
- It is agreed that the proposed course of study is the best method of meeting the development need.

Depending on the perceived relevance of the qualification, individual sponsorship agreements may be reached which may be less than full cost or relate to the amount of time off for study.

Applications for funding from the Faculty/Department budget should be made to the line manager.

Criteria for seeking qualification sponsorship within Kingston University

The qualification must be either :

- Relevant to the member of staff's current job, or
- Relevant to the member of staff's realistic career development
- The qualification must be linked to organisational strategy over the next 3-5 years
- Faculties are expected to fund their own staff on courses delivered in their own Faculties

Applications for funding from the central Staff Sponsorship Scheme should be made to the relevant member of the University Staff Development Committee by the line manager.