

## Education Conference Scheme (ECS) Guidelines

### 1. Purpose

The Education Capacity Building Scheme, funded by the College of Medicine and Public Health (the College), provides financial assistance for staff to attend national education body conferences through the Education Conference Scheme (ECS). This scheme is available to all staff who have teaching as part of their position description.

### 2. Participant Eligibility

#### 2.1 Eligible Staff

To be eligible to apply for funding through ECS, the applicant must:

- Have been employed by the College for a minimum of six months at the time of the conference
- Have teaching as part of their position description
- Maintain a minimum appointment fraction of 0.4FTE
- Be in an ongoing role or have a contract which extends at least six months beyond the date of the conference.

Successful applicants may apply every year; however, preference will be given to previously unsuccessful or new applicants. Unsuccessful applicants may apply in the following intake.

#### 2.2 Ineligible Staff

The following staff are not eligible to apply for ECS funding:

- Academic Status Holders
- Casual staff.

### 3. Eligible Activities

#### 3.1 Eligible Activities

The following activities are eligible for financial support under the ECS:

- Conferences held by national education bodies

### 4. Funding

#### 4.1 Level of Funding

The ECS is a competitive process. Each year a maximum budget allocation will be determined and will be available across two intakes.

There is no limit to the amount that can be requested for an ECS application. Funding can only be requested for the following eligible expenses.

The final amount awarded is at the discretion of the Dean, Education.

There is an expectation of a co-contribution from the applicant, for necessary ineligible expenses.

#### 4.2 Eligible Expenses

The following expenses are eligible to be funded through the ECS:

- Conference registration
- Conference dinner and mixer (if available)
- Economy flights
- Accommodation for the period of the conference.

#### 4.3 Ineligible Expenses

The following expenses are not supported through ECS:

- Per diem expenses such as food and transport
- Salaries or consulting fees
- Teaching or marking relief
- Items that are available through other channels or that duplicate basic services already provided by the University, including stationery
- Equipment
- Clothing or other personal items
- Luggage allowance, additional travel expenses, visas, international roaming charges, airline memberships, and passports
- Tipping.

#### 4.4 Payment mechanism

In the case where multiple staff are funded to attend the same conference, the College will arrange for flights, accommodation and registration to be paid directly. Where the successful applicant is attending a conference individually, they will be reimbursed the awarded funds to an identified account.

## 5. Applications

### 5.1 Application Format and Submission

Applications for ECS funding must be made using the application form. All parts of the application form must be completed.

Two application intakes will be held annually (March and September). Late applications will not be accepted.

Applicants who are Novice or Competent (as per the Education Skills Development Framework) do not need to submit an abstract for their first application. For applicants who are Proficient or Expert, applications may be submitted in advance of a paper/presentation being accepted, and provisional approval awarded. Final allocation of funding may be subject to the paper or presentation being accepted, dependent on funding restrictions.

Applicants may apply for the scheme yearly; however, preference will be given to applicants who have not previously attended an education conference. Preference will also be given to applicants who have demonstrated service and leadership to the College in education.

### 5.2 Application requirements

The following requirements must be met as part of the application:

- The period of absence from the University must not exceed 14 calendar days.
- Applications must be submitted prior to the conference date; retrospective applications will not be considered.
- Applicants must discuss their application with their supervisor prior to submission.
- This scheme cannot be used in conjunction with the Outside Studies Program or the Domestic Travel Scheme.

## 6. Assessment Procedure

### 6.1 Application Assessments

Applications for ECS will be assessed by a panel convened by the Dean of Education, using the following criteria:

- the degree to which the conference will enhance skills and knowledge leading to demonstrable contribution to the work and productivity of the University
- the applicant's contribution to the conference
- the applicant's contribution to the College, in education service and leadership
- benefit to the individual's work area
- benefit to the individual
- level of support received by the applicant in the current calendar year
- the University's Equal Opportunity Policies
- availability of funds.

Preference may be given to applicants who have not received any other University or Education Capacity Building Scheme funding. All decisions are made at the discretion of the panel convened by the Dean of Education and are considered final.

## 7. Successful Applicant Responsibilities

### 7.1 Applicant Responsibilities

Staff awarded funding through the ECS must:

- Ensure a Nu-Trip request is approved prior to booking flights or accommodation.
- Book travel using the appropriate Flinders University systems and in accordance with internal policies and procedures
- Ensure that all expenditure is consistent with the application budget and all financial claims are submitted within two months of the identified activities.
- Submit a travel report using the provided template within one month of returning from the conference.
- Report back to the College via an appropriate forum within two months of returning from the conference.

## 8. Supporting Policies and Procedures

These guidelines are to be read in conjunction with the following policies, procedures, and other information. The applicant has the responsibility to adhere to the requirements prescribed within policies and procedures.

[Enterprise Agreement 2023-26](#)

[Travel Policy](#)