



## Academic Scholarship Procedure

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### 1. Overview

The **Academic Scholarship Procedure** outlines the steps, responsibilities, and expectations for academic staff at the Australian Guild of Education Pty Ltd (AGE) to engage in activities that foster continuous learning, knowledge advancement, and contribution to both the academic and professional communities. This procedure ensures that academic staff are supported in their scholarly activities and professional development, thereby enhancing the institution's academic reputation and contributing to its core mission.

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### 2. Scope and Purpose

This procedure applies to all academic staff at AGE and provides a structured approach to fostering **Academic Scholarship** and engagement with **Scholarly Activities** as well as ongoing **Professional Development**.

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### 3. Key Steps

#### Step 1: Identifying Scholarly Activities

- Academic staff are encouraged to actively seek opportunities for scholarly engagement, which may include but are not limited to:
  - Participating in academic conferences (both as attendees and presenters).
  - Collaborating with colleagues on research projects, both within AGE and with external institutions.



- Publishing articles, papers, and creative works in peer-reviewed journals, books, or other reputable academic outlets.
- Contributing to professional practice through workshops, community engagement projects, and knowledge-sharing forums.
- Engaging in reflective teaching practices that incorporate new research and innovative approaches to learning.

## Step 2: Development of a Scholarship Plan

- At the start of each academic year, academic staff must draft a **Scholarship Plan** in collaboration with their direct supervisor. The plan should outline:
  - Specific scholarly activities they plan to engage with during the year.
  - Key learning outcomes or goals for personal and professional growth.
  - How these activities align with the strategic goals of AGE and contribute to the broader academic community.
  - Proposed timelines and required resources, including funding support where applicable.

## Step 3: Engaging in Professional Development

- Professional development is critical to scholarly practice. Academic staff should:
  - Engage in internal professional development programs offered by AGE, such as seminars and workshops on teaching methodologies, research skills, and leadership.
  - Actively participate in external professional development opportunities, including webinars, certificate programs, or short courses in their field of expertise.
  - Maintain a reflective practice, regularly reviewing how new research, teaching innovations, and community engagement contribute to their growth and the advancement of their discipline.

## Step 4: Documenting and Reporting

- Academic staff are expected to maintain a **Scholarly Activity Log** throughout the academic year to record their participation in scholarly and professional development activities. This log should detail:
  - A description of the scholarly activity.
  - The outcomes or learning gained from the activity.
  - How the activity contributed to their ongoing professional development and teaching.
  - Any publications, presentations, or contributions to the community that resulted from the activity.
- A summary report based on the **Scholarly Activity Log** should be submitted to their supervisor at the end of each academic year for review and discussion.

## Step 5: Support and Review

- Academic staff can request financial or administrative support for scholarly activities such as conference attendance or publication fees. Requests must be submitted through the **Scholarly**



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**Support Fund Application Form** and should include a justification for how the activity aligns with AGE's strategic goals.

- Supervisors will review each staff member's **Scholarship Plan** and **Scholarly Activity Log** during annual performance evaluations, providing feedback and recommendations for further development.

## Step 6: Recognising Achievement

- Outstanding achievements in academic scholarship will be formally recognised at AGE through:
    - Awards for exceptional contributions to research, teaching innovation, or community engagement.
    - Public acknowledgement in AGE newsletters, reports, and during academic board meetings.
    - Opportunities for leadership in scholarly initiatives across AGE, including mentorship roles or participation in research advisory groups.
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## 4. Responsibilities

### 4.1 Individual Responsibilities

- **Academic Staff:** Responsible for engaging with scholarly activities, documenting their progress, and maintaining their professional development through both internal and external opportunities.
- **Supervisors:** Responsible for reviewing and providing feedback on individual Scholarship Plans and Scholarly Activity Logs, as well as offering support in achieving the scholarly goals.
- **Academic Director:** Oversees the alignment of scholarly activities with institutional goals and ensures academic staff are supported in their endeavours.

### 4.2 Committee Responsibilities

- **Academic Board:** Reviews institutional strategies for fostering academic scholarship and assesses the overall scholarly output of AGE.
- **Executive Management Committee:** Reviews and approves financial support for academic staff's scholarly activities and professional development.

## 5. Timeframes

- **Scholarship Plan Submission:** To be completed by academic staff and submitted to their supervisor by the end of the first month of each academic year.
- **Scholarly Activity Log Submission:** To be updated throughout the year and formally submitted for review by the end of each academic year.
- **Performance Evaluation:** Supervisors will conduct a formal review of each academic staff member's scholarly activities and achievements during annual performance evaluations.



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## 6. Related Documents

- Scholarly Support Fund Application Form
- Academic Staff Performance Evaluation Form
- Institutional Research Strategy
- Professional Development Policy and Procedure
- Academic Integrity Policy