



# Vice Chancellor's Citation Bursary Processes

## Appropriate use of the bursary

Award recipients may choose how to use their bursary in accordance with the following options. The examples given are not prescriptive and other activities may be appropriate.

Bursary use	Examples
Advance the careers of the recipient/s in relation to teaching or student engagement	<ul style="list-style-type: none"><li>• Attend teaching and learning conference or other sector activity</li><li>• Time release or costs for professional learning event</li><li>• Time release or costs associated with SoTL activities such as research assistance, transcriptions, writing time etc.</li><li>• Participate in sector benchmarking activity</li></ul>
Provide additional resources to support activities related to the award	<ul style="list-style-type: none"><li>• Purchase of equipment (remains the property of SCU)</li><li>• Time release or commissioning of curriculum or resource development</li><li>• Purchase of books or other resources</li></ul>
Disseminate good practice in learning and teaching	<ul style="list-style-type: none"><li>• Attend conference or other sector activity to present on the work</li></ul>
Develop and enhance a program	<ul style="list-style-type: none"><li>• Time release or commissioning of relevant work</li></ul>

## Teams

For team applications, the team leader named in the cover sheet is responsible for ensuring team agreement on distribution of the bursary.

## Disbursement of funds

### Nominated account

Academics and teams receiving a VC's Citation are required to nominate an account for transfer of the bursary. This may be an Academic Pursuits Fund (APF) account or another specific account. Teams may nominate multiple accounts, specifying the amount to be transferred to each.

Staff who do not have an existing account should contact the accounts officer in their School or Organisational Unit.

### Funds transfer and oversight

Funds will be transferred to the nominated account after details have been received from all VC's Citation recipients. Expenditure will be subject to standard institutional processes.

Citation recipients are encouraged to use their bursary by 31 December of the following year.

## Reporting to the Centre for Teaching and Learning

Twelve months after funds are disbursed the Awards Coordinator will request general information as to use of the funds. The level of detail required is minimal, for example, *attended conference* or *marking relief for writing time*.

