

GUIDING PRINCIPLES

CERN support for undertaking studies leading to an academic qualification

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1. Introduction

The CERN Staff Rules and Regulations state “... *the Head of Department shall decide on individual learning and development measures for staff members and fellows, and that the cost of authorized learning shall be fully or partly borne by the Organization.*” (SII 3.03).

They state further “... *the Organization shall bear all expenses for authorized learning that is in its direct interest, and partly for learning considered partly or indirectly in its interests.*” (RII 3.03).

Whilst the CERN “Learning and development policy” provides the general principles on how to implement the above rules, there is a need for more precise guidelines regarding a particular type of training, namely external training which leads to an academic qualification.

Such studies require a sustained effort by the member of personnel over a long period of time (from several months to several years), and often with an important financial investment.

CERN-wide principles are necessary to ensure a coherent application and equitable treatment for all staff members. Within this framework, all requests for support for external training leading to an academic qualification will be considered on a case-by-case basis, depending on the priorities, needs and compatibility with the service of the Department concerned. The final decision remains at the discretion of the Department Head.

2. Definition of academic qualification

Academic education is provided by a school, college, university or recognised professional body (e.g. Chartered Institutes).

Admission to academic study programmes almost always requires the possession of a diploma or degree; sometimes there are additional admission tests/exams.

Evaluation during and at the end of the studies is mostly in the form of either exams or personal research work.

Successful completion leads to a diploma or a degree that is officially recognized by the authorities of the country.

The following guiding principles cover academic qualifications. Studies leading to a professional certification (such as a certificate in project management) are not covered by these guidelines.

3. Conditions for support from CERN

I. Eligible population

- Only staff members holding a Limited Duration or Indefinite Contract may apply for support for academic studies.
- The staff member should have completed their probation period successfully.

II. Criteria

- The studies to be undertaken should be of interest to CERN. The conditions for support will depend on several criteria:
 - type of study to be undertaken;
 - relevance to the present and/or future job of the staff member; and
 - needs and priorities of the Department/Organization (current and future).
- No support is given if the performance is evaluated as 'Insufficient' in the year of the request (MERIT).

4. Level of support from CERN

The staff member pursuing academic studies will have to invest time and money (fees, travel, accommodation, etc.).

Depending on the interest of the Organization, CERN can support:

- normally up to 1/3 of the total cost of the studies, with a **maximum of CHF 5000** per year;
- exceptionally **up to 50%** of the cost (within the limit of CHF 5000); and
- up to a maximum of **10 days leave** per year for study, in accordance with the current Learning Policy (NOT an additional 10 days).

The following conditions apply:

- the amount is payable upon **completion of studies** (with proof of payment and an 'attestation' submitted from the relevant academic institution);
- no additional development opportunities will be granted within the same timeframe (unless required for the role/function); and
- support for academic studies cannot be combined with the Career Transition Measures programme.

5. Process – Roles and Responsibilities

I. Staff member (Requester)

The request for training is initiated by the staff member (herein referred to as the 'Requester') and should first be discussed with the direct supervisor and endorsed by the Group Leader. The request should be submitted by completing the form in Annex 1.

In the approval phase, the requester may be required to provide additional information.

Once the request is approved at this level, the requester shall provide to the supervisor and DTO proof of enrolment and the financial conditions for payment/reimbursement. Upon completion of the studies, the requester is required to provide an attestation to that effect from the issuing academic institution.

II. Hierarchy (Supervisor and Group Leader)

The supervisor (or Group Leader) discusses with the requester the interest of the request and compatibility with the needs of the Service/Department, notes any remarks, and makes a recommendation to the Department Head.

III. Departmental Training Officer (DTO)

The DTO prepares the case for submission to the Department Head, together with the budget implications. Once the request is approved, the DTO follows up with the requester. The DTO provides information to L&D for statistical purposes.

IV. Department Head

The Department Head receives the request, and assesses the needs and compatibility within the Department, as well as the (potential) needs of the Organization. The decision is made at the discretion of the Department Head, after consultation with the Department's Management team, taking into consideration any prior requests for Academic Studies by the Requester.

The Department Head shall communicate the decision to the Requester and to the DTO.

In the event that the request is refused, an explanation shall be provided to the Requester.

V. Learning & Development (L&D)

L&D provides advice and guidance to all parties in collaboration with the Human Resource Advisors, and collects data on all requests for statistical purposes only.

6. Implementation

The DTO is responsible for the implementation of the decision. An external training request is made in EDH and any authorized absence is recorded in EDH as formal training.

The Requester shall make a claim for reimbursement after the completion of the studies, in accordance with section 4 above.

In the case of non-completion of the studies, the Requester must inform the supervisor (or Group Leader) and DTO immediately, and no support (or no further support) will be provided,

7. Documentation of cases

The Departmental Training Officer documents every individual case and keeps an anonymised summary. Access is restricted to:

- Department Heads;
- CERN Learning Board; and
- HR Learning and Development.

Annex 1: Application form

REQUEST FOR SUPPORT FOR STUDIES LEADING TO AN ACADEMIC QUALIFICATION

<i>Surname, Name</i>		<i>Dept/Group</i>	
<i>Contract Status</i>		<i>End date</i>	
<i>Benchmark Job</i>			
<i>Highest qualification (at time of submission)</i>			

<i>Course Title</i>	
<i>University/Institute</i>	
<i>Course Period Schedule</i>	(indicate time during working hours and time outside working hours)
<i>Fees (proof of cost shall be provided)</i>	

<i>Benefits for CERN (Description by the staff member)</i>

<i>Direct supervisor comments and recommendation</i>

<i>GL Comments and recommendation</i>

<i>DH Decision (add date)</i>	<i>CERN contribution</i>	
	<i>Time</i>	
	<i>Cost</i>	

<i>Follow up (by the DTO)</i>