

MINISTRY OF EDUCATION, HERITAGE & ARTS

Education and Cultural Diversity for Empowered and Sustainable Futures for All

APPLICATION FOR STUDY LEAVE AWARDS AT FNU, USP, UoF, FOR 2021

1. Applications are invited from teachers and MEHA officers who wish to be considered for Study Leave awards in 2021.
2. Those who are eligible to apply should meet the following criteria which are stipulated in the Learning & Development Guideline, 2018 and the MEHA In-Service Training Policy, 2017. These include:
 - The programme of study must be a priority need of MEHA.
 - Applicant shall be 45 years or younger.
 - Applicant shall have served at least 3 years in MEHA.
 - Applicant shall produce the latest programme audit from the institution
 - Applicant must have left with 4 units or less to complete the programme of study. All the 4 units should be offered within one Semester.
 - Applicant shall be actively registered with FTRA as a practicing teacher.
 - Applicant shall not have any pending disciplinary cases.
 - Applicant must produce their institution's offer letter.
3. Courses for which the Ministry will have high priority when considering study leave with full pay/ partial pay are:
 - [a] **BEd with majors in**
 - Physical Education/Music
 - Physical Education/Art & Craft
 - [b] **BA/GCEd with majors in:**
 - Computer/Management/Information Systems
 - Basic Technology/ Applied Technology
 - [c] **Graduate Studies**

Awards may be granted if an applicant successfully secures a graduate studies scholarship in these areas: **Assessment, Measurement and Evaluation, E-learning, Special & Inclusive Education, Early Childhood Education, Educational Psychology and Counseling, Research and Policy Development, Educational Planning, Monitoring & Evaluation, School Leadership and Management, Cultural Heritage Management & Conservation and Sports Science.**
4. Courses which are relevant to teaching but not in priority list will be considered for study leave without pay.
5. It is your responsibility to apply for your own scholarship and institution placement.

6. Fulfilling the criteria does not mean that you have been awarded the study leave.
7. Study leave with full pay/partial pay will depend entirely on the availability of funds.
8. You need to submit only one application either online, hardcopy or softcopy form.
9. Staff are encouraged to apply online using the link:
<https://forms.gle/thXCozDacvfEQjeD7>
Or
Apply through hardcopy/Softcopy application forms which could be obtained from the Learning & Development Unit, Level 2, Marela House, Suva or downloaded from the Ministry's website at www.education.gov.fj
10. All the supporting documents needs to be emailed to L&D.meha@govnet.gov.fj
11. Completed online forms or completed Hardcopy/Softcopy application forms must reach the Learning Development Unit, Ministry of Education, Level 2, Marela House, Suva no later than 4.00pm on **Tuesday, 17th November, 2020.**
12. For any further enquiries you may contact Monish Chand at monish.chand@govnet.gov.fj and on telephone 3314477 Ext.189 or 111.
13. Late and incomplete forms will not be considered.