Management Guidance note for employees studying an internally run DMU Course.

DMU is committed to providing a learning environment for all staff which enables them to fully contribute to achieving DMU's vision for success. Part of this includes the provision of funding for study on courses run by the University where the goals of the individual and the University coincide.

This document highlights areas for consideration when a request to study on a DMU course is received from an employee whose job role allows access to confidential data or information specific to that course. Examples include:

- Examination administration, access to papers or scripts
- Access to minutes of associated boards and dealing with student queries studying on the same course.
- Registration and student records.
- Admissions records administration.
- Assessment Board Administration.
- Issuing results notifications.
- Debt Chasing.
- Invoicing.
- Cashiers' activities.

Staff should approach their Dean/Director via their line manager for approval before submitting an application to enrol onto a programme. Such discussion will determine whether reasonable mechanisms can be put in place to ensure that the employee does not access or is not asked to access data or undertake duties relating to the course they wish to study, e.g. by temporarily changing work patterns.

Managers are asked to consider the implications of members of staff studying programmes and to consider any changes in work practices that can be reasonably made where possible to enable staff to undertake University programmes.

Once a decision has been reached by the Dean/Director, the Academic Registrar must be informed of the application and proposed outcome. Following this, the outcome can be communicated to the employee.

For further advice you are invited to contact the Academic Registrar and/HR.

Guidance Produced Jan 2010