Westfield Fund for Enhancing the Student Experience and Drapers’ Fund for Innovation in Teaching and Learning 2018

Overview
1. The Westfield Fund for Enhancing the Student Experience is an annual scheme, under which £100,000 is made available for projects to enhance the student experience at Queen Mary. Schools, Institutes, the Queen Mary Students’ Union and Professional Services are invited to make applications to this fund to support projects with the specific aim of enhancing the experience for students. The Drapers’ Fund for Innovation in Learning and Teaching provides an additional £5,000 for smaller grants for innovation, particularly those with a focus on student engagement.

2. A range of different types of projects will be supported that are aligned to the objective of providing the finest possible education for our students, located both within and outside the UK, as identified in QMUL’s Student Experience, Teaching, Learning and Assessment Strategy (http://www.qmul.ac.uk/strategy/setla//index.html). To this end, submissions are invited that directly contribute to our success through improvement in student satisfaction, as judged by the ranking in the UK National Student Survey (NSS) (Strategic Aim 3.1). Applications are particularly welcome for new projects and projects which are student led, or involve students in innovative ways.

3. Applications are invited for projects in the two streams:

   3.1 Large projects, with grants of up to £25k funded from the Westfield Fund for Enhancing the Student Experience. The fund for large grants is £80k.

   3.2 Smaller projects with grants of up to £5k, funded from the Drapers’ fund for Innovation in Learning and Teaching, together with £20k from the Westfield Fund, making a fund for small grants of £25k

The two streams are managed together and the application process is the same for both. The exact distribution of funds will be determined by the quality of projects submitted as judged by the selection panel.
Management of the scheme and application process

4. The scheme will be managed by the Educational Development team within Academic Development. The Vice-Principal (Student Experience, Teaching and Learning) will chair and oversee the panel that determines which projects will be successful in receiving funding.

5. Applications to the Westfield Fund for Enhancing the Student Experience and Drapers’ Fund for Innovation in Teaching and Learning should be made using the project outline application form available on the Academic Development website: http://www.qmul.ac.uk/westfieldfund. Completed applications should be returned by email to westfieldfund@qmul.ac.uk by 5pm on 16 April 2018.

6. Projects submitted for funding will first go through an initial check to ensure full completion of the application form and to determine eligibility against the funding criteria.

7. Projects which pass this initial stage will be considered by the full funding panel, chaired by the Vice-Principal (Student Experience, Teaching and Learning). This panel will normally include: the Head of Educational Development, two Deans for Taught Programmes (Humanities and Social Sciences, Science and Engineering) and the Dean for Education (School of Medicine and Dentistry), the Academic Registrar and Secretary to Council, and the President of the QMSU. If necessary, the Chair will also seek advice from other members of QMUL or external experts to help in consideration of projects.

Eligibility

8. All academic Schools and Institutes may apply to the scheme for funding. Professional Services may apply, provided they can demonstrate that the funding will be used directly to enhance the student learning experience. Queen Mary Students’ Union, and SU societies may also apply for funding from the scheme. SU societies will need to have the support of the QMSU executive.

Funding criteria and decisions

9. The funds will normally be used for projects aimed at enhancing any phase of the Queen Mary student journey, from recruitment and pre-admission through to graduation, provided that they align with the Student Experience, Teaching, Learning and Assessment Strategy.

10. In making funding decisions, preference will be given to projects that are likely to make a clear and measurable impact on the student experience in the disciplines represented across Queen Mary. Projects that impact on the undergraduate, postgraduate taught or postgraduate research student experience will be considered.
Applications should demonstrate their impact on the wider Queen Mary student population and their potential for scaling up or transfer to other parts of the university as applicable. Applications for the large projects scheme should be aimed at enhancing the experience of a substantial proportion of a defined student cohort.

11. Project funds may be used to enhance infrastructure, pay for additional staff costs or buy out QMUL staff time and for other non-pay costs where there is a clear rationale for that expenditure. The scheme will not provide funds for refurbishment of teaching areas or equipment for core resources, such as laboratory equipment, computers or other items that might reasonably be expected to be paid for from School/Institute funds. The scheme will not provide funds for work that is part of the core business of Schools or Institutes.

12. Funding will normally be provided for projects of up to one-year duration and extensions will be considered only in exceptional cases. The start date would normally be 1st August. The projects may be pump priming activities, provided they can reasonably be expected to deliver a sustainable impact after the project once funding had ceased. Applications should demonstrate what the succession plans are for projects, or what their lasting impact will be once completed.

13. Funding will not normally be awarded for the continuation of projects which have previously received funding from the Westfield Fund or Drapers’ Fund.

14. Joint projects developed by two or more Schools/Institutes or at Faculty level are encouraged.

15. Should a School/Institute wish to submit multiple bids for funding, then the Head of that School/Institute should normally indicate the order of priority for the bids.

**Management of projects**

16. All projects will have a designated Project Leader who will be responsible for the effective leadership of the project, the use of projects funds and the reporting on the progress and successful completion of the project.

17. Funding for large projects will be released in stages. This process will be agreed between the Educational Development team and the Project Leader. A schedule of work and expected spend will be provided as part of the application which will form the basis for the schedule of funding. The Educational Development team will require sight of invoices and a regular running total of spending to be available on request.

18. For both large and small projects, two short interim reports will be submitted: one after three months and one after six months. A full end of project report will be submitted at the end of the project. Failure to submit these reports may result in
delays to release of funding and disqualification of applications from future funding rounds.

19. The Project Leader(s) will present a poster at the Teaching and Learning Conference in January 2020 to report on the project. Projects are expected to arrange and pay for the printing of the poster themselves.

Timetable for the scheme in 2018
Application forms are available from http://www.qmul.ac.uk/westfieldfund

The deadline for applications is 5pm on 16 April 2018. The funding panel will make decisions in June and funding will be available for projects from the beginning of August.

Please address all correspondence about the scheme to westfieldfund@qmul.ac.uk

Last updated 9 January 2018