Reg. no. 1.1-919-23

# UMEÅ UNIVERSITY

## GUIDELINES FOR THE USAGE OF THE STRATEGIC FUND OF THE FACULTY OF SCIENCE AND TECHNOLOGY FOR PRELEVEL, FIRST- AND SECOND CYCLE LEVEL EDUCATION

Head of departments, program directors, directors of studies and other employees at the faculty, as well as the student union (NTK) can apply for funding for the purposes specified below. The application must be signed by the applicant, Programme Director(s) and Head of Department(s) for the concerned programme and departments, or NTKs chairman. In all cases, the applicants should suggest staffing of the project and a timetable. The Faculty Education Committee is responsible for the call of the funds, and decisions on its use. The Education Committee can decide for themselves whether to initiate projects of larger scale and to use the fund for such purposes.

The purpose of the strategic fund is to develop and strengthen the quality of the faculty's study programmes at prelevel, first- and second cycle level. Projects related to the Umeå University quality system for education (FS 1.1-1324-18), or to the faculty, departments, programmes or NTKs strategic plans are prioritised. Proposed staffing of approved projects will be consulted with the Programme director, Head of department(s) and the Education Committee. The Education Committee may also condition project staffing, and when the projects are to be implemented. To facilitate the project's staffing, the application period is well in advance of the year before the start of the project. Decisions on allocation are taken by the Education Committee during the autumn semester of the year before the start of the project.

Projects are granted with the amount corresponding to the current salary for those who will work on the project, plus compensation for the university and faculty overhead, but not for department overhead. This means that departments have to co-finance projects with its department overhead.

### *Specific conditions*

For each announcement specific conditions might be defined.

### A. Areas of usage

### *The call is open for:*

1. Benchmarking, updating and development of the faculty's existing study programmes. The project must be of such a nature and extent that it cannot be carried out under the regular programme responsibilities.

2. Development of new courses to be included in one or several study programmes.

# UMEÅ UNIVERSITY

3. Development of existing courses on a larger scale, that is outside the ordinary course responsibility. This may include courses currently offered as separate courses with similar content in more than one programme where the project's objective is to provide the opportunity for more co-ordinated studies between programmes. It can also be about updating and the knowledge content, development of teaching methods, modes of examination and/or integration with on-going research or working life/business connection, or evaluation of courses/educational elements and benchmarking.

4. General educational development in education at prelevel, first- and second cycle level not directly related to a specific course or programme. It can for example, be about the development and adaptation of pedagogy for digital teaching and modes of examination.

**Please note**

> Funding will not be granted for equipment/instrumentation or development of courses that are not included in a study programme. If a specific call has special conditions, these are taken into account in the assessment/evaluation of the applications/project proposals.

## B. Eligibility criteria for projects

The Education Committee decides which projects that are granted funding after consultation with the Faculty Dean and after evaluation of the projects in relation to the following criteria.

1. Relevance of the project with respect to the faculty, departments, programmes or NTKs strategic plans.

2. The result of the project should be useful for teachers, courses and programmes outside the teachers, course(s) or programmes the application directly addresses.

3. In addition, the project's potential for innovation and overall quality enhancement of the faculty's programmes will be considered, as well as the ability to staff and implement the project with the necessary skills.

4. The conditions already set in section A., i.e., the project should be of such a nature and extent that it is not included as a regular task for the Course coordinator(s) or Programme director(s).

## C. Application template

Applications should be written using the application templates that can be found at https://www.aurora.umu.se/organisation-och-styrning/organisation/fakultetssidor/teknisk-naturvetenskaplig-fakultet/utlysningar/utbildningskommittens-strategiska-fond/

UMEÅ UNIVERSITY

### D. Final report

A final report should be written after completion of the project. The report template can be found at https://www.aurora.umu.se/organisation-och-styrning/organisation/fakultetssidor/teknisk-naturvetenskaplig-fakultet/utlysningar/utbildningskommittens-strategiska-fond/

The report is to be sent to the faculty programme director and should connect to the application text, contain a summary of the project's main findings, contain a summary of how the allocated funds have been used, as well as evaluating whether the project objectives have been met in accordance with the application.

The granting of a project may be conditioned with certain terms, such participation in the faculty's teacher day, or presentation of the results at any other meeting such as Education Committee meeting, PA-meeting, Director of studies meeting etc.

### E. Application deadline

The Education Committee has a fixed application period for its strategic funding stated in the announcement.

### F. Payment

Granted funds are paid out monthly in the regular allocation during the year the main part of the project is carried out. The dates for the project start and the planned end of the project must be stated in the application. Reconciliation with the department administrator must be done so that the money is transferred to the correct project account. A final report of granted projects must be done according to the reporting template (approx. 1-2 pages a Word form, see the link above). The report must be sent to the faculty director of studies no later than three months after the end of the project. If the report has not been sent in within three months after the end of the project, the granted funds will be withdrawn.