

**Swansea University SLATES Project**

**Application guidelines**

**What is the SLATES Project?**

SLATES (Swansea Learning and Teaching Enhancement Scheme) is a project that will work directly with students and their ideas towards a better learning experience. Projects will be co-created, developed and implemented by the student with the help and support of an academic member of staff.

The SLATES project is asking for proposals to improve an aspect of learning and teaching in Swansea University.

Students will be able to pitch their idea to secure up to £500. Submissions must be in collaboration with an academic member of Swansea University staff.

Projects that require resources other than money will also be considered.

Do you have an idea that would improve learning, engagement, assessment, attendance, transitions, progression, or employability?

The project aims to increase student participation in the enhancement of their learning experience.

The best ideas will be rolled out to other colleges as examples of best practice and introduced as business as usual.

**Why get involved?**

Taking an active part in shaping your own learning experience and providing the opportunity to instigate change at the university will stand out on your CV when applying for future jobs and further study. As a SLATES project co-manager you will also get Project and Change Management training and an Introduction to Project and Change Management certificate from the University, these are two highly valued skills in the current job market and useful in any career path.

**Who can submit an application?**

The SLATES project is open to all Swansea University student returning for the academic year 2019-2020. Submissions will be accepted from April - June 2019, with projects to commence from September 2019.

**When will this take place?**

Submissions for funding will be accepted from April – June 2019 from year 1 and year 2 full time/part time Swansea University undergraduate students for projects requiring funding up to £500 to commence the following academic year (from September 2019 onwards).

Projects will commence in September 2019 and the activity will be completed within this academic year.

**Submissions**

Submissions will be judged by a panel consisting of the project sponsor, project manager, academic project support staff member, the TEF project manager, and the Education Officer.

Entrants will be notified of the panel’s decision within four weeks of submission.

Proposals should include realistic timeframes and time commitments and be considered alongside studies and individual commitments.

**How do I start the process?**

1. Share your idea with an academic member of staff with whom you wish to collaborate on this project and ask for their input and feedback.
2. Fill out the SLATES application form
3. Get in touch with the SLATES project officer, Natalie Hudson, for help and advice before submitting if required:

Natalie Hudson

Project and Change Officer

N.L.Hudson@swansea.ac.uk

(01792) 602266

1. Email your form to:

 N.L.Hudson@swansea.ac.uk

 The application window is 15th April to 30th June 2019

Applications must reach Natalie Hudson by email, by **5pm on 30th June 2019**

1. You will hear whether your application was successful within four weeks of submission.
2. If successful, **projects will commence from September 2019.**

**What will I be asked for on the application form?**

As well as a few details about your course and contact details, there will be questions to answer covering timescales, budget, benefits, risks and project objectives. Support can be provided to aid the completion of the form.

**What will my commitment be?**

Your project should run alongside your academic commitments and shouldn’t interfere with your studies, so when planning be mindful of your time and that of your academic partner.

We ask that students who are successful in their bid commit to running their project through to the planned end date and take part in the related training and activities.

To be part of the project you will need to:

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| Attend **an initial planning meeting** with the supporting project officer should your submission be successful |
| Attend **project progress sessions** with the supporting project officer |
| Attend an **evaluation workshop** to close the project |
| Attend events to **disseminate information** including a **University Celebration Event** |

Thank you for your interest in the SLATES project, we look forward to reading your application.

If you have any questions or need any assistance with completing the application please get in touch:

Natalie Hudson

Project and Change Officer

N.L.Hudson@swansea.ac.uk

(01792) 602266