

Faculty of Engineering Student Experience Fund

1. Purpose and fund management

This fund seeks to promote faculty belonging, promote staff-student interaction and enhance the student experience within the faculty, via a range of staff and student projects including extra-curricular activities.

The Faculty of Engineering Student Experience Committee (FESEC) will oversee the fund as detailed below:

- Bids of £250 or less will be considered by one of the Faculty Student Experience Managers;
- Bids over £250 will be considered by a panel comprised of members of the Faculty's Student Experience Committee

2. Criteria for applications

We welcome bids for a wide range of activities and projects as detailed below:

- Bids from students for department-level specific events/projects. The event/project should seek to enhance the experience of at least 20 students;
- Bids from staff and/or students for faculty-wide events. The event/project should seek to enhance the experience of at least 20 students in at least three departments.

Some examples of possible activities:

- Celebration dinners.
- Yearbooks.
- Design competitions
- International student integration activities.
- Cultural Celebrations (e.g. Chinese New Year).

Funding may be for a wide range of items, for example travel costs, venue hire (sports pitches etc.), catering, awards, or equipment purchases such as sports or audio/visual/digital cameras/recorders.

The fund will not be used for:

- Core programme material, although events that include supplementary learning will not be excluded.
- Any activity deemed inappropriate by FESEC.
- Funding cannot be used for alcohol.

3. Considerations

Applicants should consider benefits to student-staff interaction:

- How many students will benefit? Which students will be involved?
- If some students will not be involved will there be other activities to include them? For example, not all students may be interested in sporting events, international students may have different needs etc.
- How many staff will be involved and in what way?

- Which staff or students (if any) will be required to administer and drive the activity? A named project lead is required.
- How will the activity enhance students' personal and professional development?

Is the timing of the event appropriate?

- Consider exams, coursework, holidays – which students will be available and when?
- Does the activity fit in existing University schedules such as Wednesday afternoons?

Measurement of success:

- How will the success of the activity be measured? This should not be onerous but be sufficient to demonstrate the activity made a positive impact. Popular and successful activities may be recommended for expansion.
- Participation rates, of students and staff where applicable, should be recorded.
- If the funding is for a series of events have participation rates been consistent or increasing?
- Expressions of interest for further similar events may be recorded.
- Existing mechanisms may be used, such as end of semester surveys although over surveying of students must be a consideration.
- Verbal/written feedback will be sought from the funding applicant for the FESEC to gauge success

4. Application process

- A named person or persons will be required for each application.
- A summary demonstrating how the activity will meet the criteria detailed above and how the funds will be spent should be sent to the Student Experience Team (email engstudentexperience@nottingham.ac.uk).
- Upon receipt for the application will be reviewed and considered as outlined above.
- Include detail on timings and associated costs. The faculty cannot guarantee a quick release of funds so please factor this into your application.

5. Successful applications and conditions

- Funds will be provided as a one-time payment and will not be guaranteed for future years/events. Future applications for the same activity are permitted but depend upon the demonstrated impact and budget constraints.
- Should an event or activity be cancelled (or participant numbers are significantly below those expected), then funds must be used in an alternate way that benefits the student experience. In these cases, applicants should contact engstudentexperience@nottingham.ac.uk as soon as they know the activity will not go ahead and agree alternative area for spend.
- Events announced as “annual” such as award ceremonies will not leave a positive impression if they do not run consistently, hence Department commitment will be required for such activity to ensure sustainability.
- Funding is finite with the fund allocation being reviewed annually by Faculty Executive Board. Once the annual fund is exhausted, any successful projects will be

placed on a priority list to be considered by FESEC at the start of the subsequent financial year.

- Applications
- Where equipment is purchased, this will be held by the faculty and storage/access will need to be agreed.
- Funds are to be spent within the financial year (i.e., 1 August to 31 July) they are awarded.
- For successful applications from Student Societies affiliated to the University of Nottingham Students' Union, funding will be transferred to the Societies SU account. All relevant SU procedures and policies must be adhered to (e.g., room bookings).

6. Evaluation report and dissemination

- Project details and outcomes may be shared across the faculty, and where appropriate the University.
- Case studies and photographs may be used in publicity material.
- The applicant will be expected to produce a brief evaluation report to be considered by FESEC.

Last updated February 2022