

SCHOOL OF HUMANITIES

STUDENT EXPERIENCE FUND GUIDELINES

1. The School of Humanities aims to support student initiatives which will enhance the student experience and foster academic community.
2. Individual students, groups of students or student societies can apply to the School Student Experience Fund for funding to support appropriate activities, projects and events. These may include social events with an academic dimension, initiatives for new forms of learning, social media projects or initiatives to improve student involvement in curriculum development.

The School is particularly keen to support students taking part in Students as Change Agents (SACA) projects through funds to support project outcomes (e.g. the purchase of equipment, software, funding focus groups etc.).
3. The Student Experience fund has limited funds in each academic year, awards will be granted on a case by case basis and in accordance with the amount of funds available. Students are advised to research their required funds thoroughly and to apply a contingency to the amount for which they bid. Once an award has been made the amount cannot be increased.
4. There are two deadlines for applications to the fund each year. **In 2019-20 the deadlines are: Monday 2 December 2019 and Monday 16 March 2020.** Applications should be submitted by 5.00pm on the deadline day. Late applications will not be considered.
5. This application form should be completed electronically and forwarded to a relevant member of staff who will complete the supporting statement.
6. The completed form should be submitted electronically to [Aoife Conroy](#) or [Kate Packer](#) (Faculty Education and Student Experience Managers) who will log your application and forward a copy to the School Director of Teaching. You should indicate if any contents of your application are confidential, or to be viewed by School staff only.
7. A decision will be taken and communicated to you within two weeks by one of the Faculty Education and Student Experience Managers. Students should ensure that bids are submitted in good time before funds are required, if there is insufficient time to action before the proposed activity (for example, to make travel bookings) bids will be rejected.
8. The awarded funds for each project/initiative will be managed by the Research and Funding Team in the School Management and Research Office (A19, Humanities Building) **and the team should be your first point of contact** (research-funding@nottingham.ac.uk) **before any expenditure is undertaken or agreed.** They will be informed by Lindsay Hutchinson that an award has been made and they will then communicate with the main contact and provide more detailed instructions on how to access the funds.
9. All funds must be spent by the 30th June in the academic year in which you were awarded the funds.
10. A short report on your event/project/initiative (a couple of paragraphs is sufficient) must be submitted by the 30th June in the academic year in which the project/activity took place. Reports should be submitted to [Aoife Conroy](#) or [Kate Packer](#) (Faculty Education and Student Experience Managers).