

**POSTGRADUATE-LED INITIATIVES**

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| **NAME:** |  |
| **SCHOOL:** |  |
| **STUDENT NUMBER:** |  |
| **POSTGRADUATE COURSE (PhD/Masters etc.):** |  |
| **YEAR OF STUDY:** |  |
| **EXPECTED DATE OF GRADUATION:** **(NB. Must be a current student at time of event)** |  |
| **EMAIL ADDRESS:** |  |
| **TITLE OF PROPOSAL:** |  |
| **DATE(S) OF EVENT/ACTIVITY:** |  |
| **PROPOSAL DETAILS:**Use this section to outline your proposal. Please give as much detail as possible (e.g. timings, estimated attendance numbers, who is involved in organising and/or facilitating the event): |

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| **SKILLS AREAS:**Outline how the proposed activity relates to the skills outlined in Postgraduate Pillars – Thinkers, Communicators, Leaders, Innovators & Future-Ready (refer to Appendix 1). |
| **Detailed breakdown of total funding required:**Outline total funding required; Please refer to guidelines for full information. Please not that in line with University business need, the most cost-effective methods should always be used.**TOTAL FUNDING REQUESTED: £**

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| **Details of Activity** | **Number of people** | **Cost per head** **(if applicable)** | **Total Cost** | **Other relevant information** |
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**ANY OTHER INFORMATION:**Please detail any other relevant information in relation to funding required for this initiative and/or whether alternative source(s) of funding have been or will be sourced: |

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| **Statement of Support from Head of School/PG Co-Ordinator** |
| **Please outline your reasons for supporting this proposal for funding:** |
| **Head of School/PG Co-Ordinator Signature (electronic signature accepted)** |  |
| **Date:** |  |

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| --- | --- |
| **STUDENT SIGNATURE:** |  |
| **DATE:** |  |

**Please return the completed form by emailing Claire Harris, Claire.Harris@qub.ac.uk**

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| **OFFICE USE ONLY:** |  |  |  |  |
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| **Date of Receipt:** |  |  |  |  |
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| **Summary of outcome:** (funding approved etc.) |  |  |
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| **Processed by:** |  |  |  |
|  |  |  |  |  |
| **Date:** |  |  |  |  |
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**POSTGRADUATE-LED INITIATIVES GUIDELINES**

**You are asked to read these guidelines carefully before you complete the application form for funding.**

1. The event or activity must relate to one or more of the Graduate School Pillars.
2. The funding should not be used for direct financial assistance to individuals.
3. Please outline in the proposal section of the application form;
	* the type of activity proposed i.e. seminar, conference, training event etc.
	* the main aims and objectives of the activity
	* the target audience
	* approximate number of students who will be attending the activity
	* desired learning outcomes
4. As total costs for the proposed initiative may be more than the amount of funding awarded, the support agreed may be a contribution towards the proposal.
5. Support from the Graduate School should be acknowledged at any event or in conjunction with any material developed.
6. Funding for hospitality costs (i.e. tea, coffee breaks or other refreshments) is restricted to a maximum of **£100**. Please note that for events lasting more than one-day additional funding for hospitality may be considered (up to £200). Full details must be provided on the breakdown of costs and numbers attending the event.
7. Funding for conference support is restricted to £1000 for a one-day conference, support of one guest speaker for a one-day conference. If the conference is more than £1000, a note needs to be included on other sources of possible funding if not all funds included. For conferences lasting more than one-day additional funding may be considered. Full details must be provided on the breakdown of costs and numbers attending the event.
8. If your proposal includes a guest speaker, subsistence costs must be in line with [QUB Expenses Policy](http://www.qub.ac.uk/directorates/FinanceDirectorate/FinancialServices/Payments/StaffExpensesPolicy/)
9. Your application must be approved by your Head of School/PG Co-Ordinator. This endorsement must be submitted with your application.
10. University premises should be used for all events. A room in the Graduate School may be available to use, please contact graduateschool@qub.ac.uk or telephone 028 9097 2585 for booking queries.
11. Funding is not available for any travel costs incurred by postgraduate students who are co-ordinating the event. (i.e. bus, train, flight costs).
12. Only activities aimed at and relevant to Postgraduate Students will be considered for funding.
13. Successful applicants must submit a short evaluation report after the initiative has taken place.
14. If funding is approved, this will be managed by the Graduate School and all payments will be co-ordinated through the Graduate School. Receipts for all monies outlaid on the initiative (in line with the guidelines), must be submitted to the Graduate School.
15. Any decisions regarding the approval of funding for a Postgraduate-Led Initiative will be taken by a panel comprising of staff from the Graduate School.

***If you wish to discuss your application before submitting please contact:***

*Claire Harris*

*The Graduate School*

*Telephone: (028) 90973568*

*Email: Claire.Harris@qub.ac.uk*

**APPENDIX 1:**

**GRADUATE SCHOOL PILLARS: SKILLS DEVELOPMENT**

**THINKERS –** *Reflective, Critical, Flexible, Disruptive*

* Takes intellectual risks; challenges the status quo
* Subject specific knowledge
* Makes original contributions to knowledge
* Thinks independently and critically; develops theoretical concepts
* Critically synthesises information from diverse sources

**INNOVATORS** - *Creative, Business aware, Risk managers, Insight-driven*

* Develops new ways of working; has novel ideas and realises their potential
* Identifies new trends; creates new opportunities
* Develops convincing and persuasive arguments to defend research
* Recognises the potential for working in sustained partnerships with a range of stakeholders to generate new ideas, insights and maximise the potential for wider societal and economic impact

**LEADERS –** *Strategic, Visionary, Self-aware, Collaborative*

* Shows leadership in initiating and managing projects
* Has the ability to lead at all levels, including support others to achieve
* Delivers research projects and results on time and effectively
* Develops awareness of, and helps to achieve, work-life balance for self and colleagues
* Has a strategic approach to research
* Has focus, commitment and ambition, is flexible and responsive to change
* Strong awareness of health and safety issues, confidentiality and ethical requirements in one’s field.
* Leads, motivates and influences where appropriate; persuades through listening and convincing discussion



**GRADUATE SCHOOL PILLARS: SKILLS DEVELOPMENT**

**COMMUNICATORS –** *Academic writers, Publicly-engaged, Socially Networked, Professional Presenters*

* Appropriate communication and dissemination mechanisms for different audiences
* The importance of engaging in the processes of publication and dissemination of research results and impacts
* Communicates effectively in both written and oral modes with a range of audiences formally and informally through a variety of different techniques and media
* Actively works in an inclusive, respectful and constructive way with colleagues, stakeholders and research users
* Recognises and acknowledges the contribution of others and own part in team success

**FUTURE READY –** *Confident, Resilient, Employer-focused, Networked*

* Career and employment opportunities inside and outside academia behaviour
* Takes ownership of and manages professional development
* Shows commitment to continuing professional development and enhancing employability
* Maintains and develops relevant skills set and experience in preparation for a wide range of opportunities within and outside academia
* Actively networks for professional and career purposes and seeks to enhance research reputation and esteem

