

2017

Guidelines for Continuing Education Fund

1) Purpose of Fund

To make available the fruits of academic scholarship for inquiring minds within and beyond the university community and to foster discussion on matters of public good in the University's role as critic and conscience of society.

To provide support, both administrative and financial, to activities that meet the CE purpose.

2) Who can apply for the fund?

University of Otago staff

3) General principles for the allocation of grants

- i. The activity fulfils the purpose of Continuing Education (as above)
- ii. The activity contributes to the reputation of the University of Otago as a quality teaching and research institution
- iii. A well prepared budget and project description included in your application will assist the committee in making a favourable decision
- iv. Grants of up to \$1000 are awarded; however discretionary funding above this amount is possible for larger projects
- v. Funds not used within 12 months must be returned

4) Qualifying Costs for the CE Grant

- a. Travel & Accommodation
- b. Contribution towards visiting lecturer fee
- c. Catering
- d. Advertising
- e. Venue hire – external, and associated costs
- f. Course materials

5) Terms and Conditions

- i. Any funds not used within 12 months must be returned to CE
- ii. You must provide a report within 6 weeks after the conclusion of your event, including the following information:
 - a. 100 words outlining the outcome
 - b. The number of attendees
 - c. How the money was spent
- iii. The following costs are not covered by the CE Fund:
 - a. Retrospective funding of activities
 - b. Capital costs or any permanent equipment
 - c. Fees for university teaching staff

6) Applicant or Department responsibilities

- i. Please supply your departmental account code for payment of the grant.
- ii. The application must be approved by your HoD.
- iii. The department is responsible for hiring external venues and the costs can be included in your budget request. Continuing Education will arrange and pay for internal venues.
- iv. The applicant or the department provides course materials; these costs can be included in your budget.
- v. The applicant or department promotes the event via their own networks or professional media outlets, eg, an industry or profession specific magazine.

7) Continuing Education endorsement and administrative support

The endorsement of CE is implicit in the allocation of a grant. You are asked to acknowledge this endorsement in all published and promotional materials, by including the following statement alongside the University logo, "Supported by University of Otago Continuing Education Fund"

- 8) **For further information for running short courses**, see the Guide to Running Short Courses (on the CE Website – Information for Staff tab). This document includes information about registration and payment services, booking rooms, how to calculate a fee, and relevant policies.

NB. Administration Support and Promotion

CE Office provides a registration and payments service. For more information see Guide to Running Short Courses (on the CE Website – Information for Staff tab)

CE can assist with posters (hard copy and/or online versions) and will promote your events through the usual University channels. NB. You are also expected to promote your own event through your own networks, especially email lists.