

**Te Huka Whai ki Matariki**

Improvement Grants

Application form

*Revised January 2022*

*Please read the Improvement Grants Information document before you begin.*

## Project Title and Team

### Project Title (please give your project a concise and short title)

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| --- |
| Enter text here. |

### Project Leader

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title |  | | Name |  | | | | Surname |  |
| Phone |  | | University Role | | |  | | | |
| Department |  | | | | | Email |  | | |
| Head of Department or Area | |  | | | HoD Email | |  | | |

### Project Team

To add extra rows, click on the plus sign that appears at the end of a row when you click in a text box.

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Title/Role | Department/Area | Project Role |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### Expected Project Completion Date

|  |
| --- |
| Enter text here. |

## Project Alignment

### Alignment with the [Cycle 6 Academic Audit](https://www.aqa.ac.nz/cycle6) Framework

### *(please select all that apply)*

**Leadership and Management of Teaching and Learning and Academic Quality:** *(Includes: planning and reporting; student voice; teaching and learning environments; academic delegations; academic risk management; enhancement theme topics)*

**Student Lifecycle, Support and Well-being:** *(Includes: access; transitions; academic advice; academic complaints, appeals and grievances; learning support; safety and well-being)*

**Curriculum, Assessment and Delivery**: (*Includes: programme approval; course/paper and programme monitoring; review; graduate profile; assessment; assessment standards; academic integrity; assessment in te reo Māori)*

**Teaching Quality**: *(Includes: staff recruitment; induction and ongoing expectations; teaching development; teaching quality; teaching recognition)*

**Supervision of Postgraduate Students**: *(Includes: supervision quality; resourcing of postgraduate research students; postgraduate research student progress; thesis examination)*

### Alignment with the Point of Focus in 2022 (if applicable)

### *(please state which recommendation/s the project seeks to support – see Information sheet for more details)*

### Alignment with the University of Otago’s [**Vision 2040**](https://www.otago.ac.nz/about/official-documents/otago744043.pdf)strategic imperatives

### *(please select all that apply)*

**Excellence in Research**

**Excellence in Teaching**

**Outstanding Student Experience**

**Outstanding Campus Environments**

**Commitment and Citizenship**

**Sustaining Capability**

## Project Description

### Aims and Objectives

Describe the project and outline its aims and objectives. Indicate the key steps that will be taken to carry out the project.

### Alignment with the Cycle 6 Academic Audit and Point of Focus in 2022

Briefly explain how the project aligns to the Cycle 6 Academic Audit and (if applicable) the Point of Focus.

### [Outcomes](#_Merit_1) and Improvements

Outline the anticipated outcomes and improvements. Explain how the project outcomes will benefit and be shared with the wider University. Indicate how the anticipated project outcomes might be used to improve teaching, learning, support and outcomes for students.

## [Budget Proposal](#_Budget_Proposal)

*Please itemise and provide an estimate for anticipated project costs such as Salary, Consumables, Minor Equipment, Travel and General Running costs.*

## Cost Centre

*Please provide details of the Cost and Activity Centre account/s to which the grant is to be coded to if awarded (dissection will be 7131):*

## Signatures – Electronic preferred

Electronic signatures in this application are preferred. If you have handwritten signatures, please scan the signature page only and submit it with the Word application.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signature | | | Name | Date |
| **Applicant** |  |  | |  |
| I confirm that all information included in this application is true and correct. | | | | |
| **Head of Department or Area** |  |  | |  |
| I support this application. | | | | |
| **Dean (if applicable) or**  **Director** |  |  | |  |
|  | | | | |
| **Pro-Vice Chancellor** |  |  | |  |
|  | | | | |