2005 POSTGRADUATE FLEXIBLE LEARNING FUNDING SCHEME

GUIDELINES

PURPOSE

In the context of the University of Queensland’s strategic priority to achieve a graduate student proportion of 25 per cent, the Postgraduate Flexible Learning Funding Scheme aims to encourage stronger demand for postgraduate coursework programs by enhancing opportunities for students to enrol in and to complete a whole program of study in blended mode.

Blended mode may involve face-to-face and/or online delivery and/or the use of print-based and/or multimedia resources.

NATURE OF THE SCHEME

The Scheme will provide funding to assist with the innovative design or redesign of teaching and learning in existing or new postgraduate coursework programs at a whole-of-program level, with a view to providing increased learning opportunities and options for students, and improving student learning outcomes.

The Scheme will involve the Faculty/School-based Project Team working with a TEDI Team of educational and instructional designers in a full curriculum development/redevelopment process and in the incorporation and development of innovative learning resources.

FUNDING

The Scheme is funded by the Deputy Vice-Chancellor (Academic). Funding of a maximum of $10,000 per course will be provided on condition that these funds will be matched by funds or in-kind support by the Faculty or Faculties administering the program and participating Schools.

A maximum of two (2) projects per Faculty will be considered for funding.

Funding will be released as Project milestones are met: agreement of Project scoping and timeline (50 percent); on Project completion and submission of Project report and evaluation (50 percent).

CONDITIONS

1. Selected projects will have a ‘program’ focus, comprising a related set of courses which together develop or contribute to the development of a whole program (eg not less than four courses comprising a Graduate Certificate). This program emphasis must be demonstrated through each phase of development.

2. (a) Each project will be managed by a Faculty/School-based Project Team which will meet periodically to maintain a Team focus. Teams will report to the Faculty Director of Studies.

   (b) A Project Leader must be nominated from within the Project Team to be responsible for the overall progress of the project, including the achievement of Project milestones, and liaison with the TEDI Team.
(c) The Project Leader will provide periodic progress reports through the Faculty Director of Studies to the Deputy Vice-Chancellor (Academic). The Project Team will present the results of its project at a wrap-up workshop and at TEDI Teaching and Innovation Showcases.

3. Project applications must include a project budget, which identifies:
   - Funds sought from the DVC(A)
   - Funds to be provided by the Faculty/Schools
   - Value of in-kind support to be provided by the Faculty/Schools
   - How funds will be spent – e.g. to provide teaching relief for the Project Leader and/or other team members; for course development; for TEDI resource development

4. Selected projects will engage in a full curriculum development process with a TEDI Educational Design Team, focusing on innovative approaches to designing teaching and learning.

5. If the project involves the development of a web-based course management system the application software to be used will be Blackboard. The course website will operate on a central University server.

6. Learning resource development will be undertaken by TEDI working with the Project Team. This will ensure that resources are developed to University standards and multimedia development guidelines and that the resources can be used, developed and maintained beyond the initial development phase.

7. The TEDI Project Manager will provide periodic progress reports on the Project to the Project Leader and to the Director, TEDI.

**Selection of Projects**

Projects will be selected by a panel consisting of the:

- Deputy Vice-Chancellor (Academic)
- President, Academic Board
- Director, Teaching & Educational Development Institute

In the selection process, the panel will consider the following:

- the extent to which the project is strategically important to the Faculty
- how a ‘whole-of-program’ approach will be achieved during project development and implementation
- based on a description of the target student body, how the program/enhanced program is expected to
  - positively affect student demand
  - provide options for accessibility of learning opportunities
  - improve students’ learning experiences and outcomes
- the development of a coherent and feasible project implementation and completion plan, including future funding.
2005 FUNDING SCHEME PROCESS

STAGE 1: Application and Selection Process

- In September 2004, applications are invited from Executive Deans and Heads of School
- At least one member of the prospective Project Team MUST attend an information seminar to be held
  
  On: 13 October 2004  
  From: 9.30 – 11.30 a.m.  
  At: Library Conference Room, Duhig Building Level 1, UQ St Lucia Campus

At this seminar, TEDI staff will provide -
  - an overview of the Funding Scheme
  - assistance with the conceptualisation and development of a funding application and will be able to discuss project ideas with prospective applicants
  - details of the curriculum development/redevelopment process and the learning resource development process (including scoping and budgeting), including the assistance that the TEDI Team provides in these processes
  - an outline of the time commitment involved from Faculty/School-based Project Team members, particularly the Project Team Leader, and the importance of Faculty/School support for the Project
  - an outline of the importance of developing a coherent and feasible project implementation and completion plan.

- Applications will close on 26 November, 2004
- The Selection Panel will convene in mid-December 2004
- Applicants will be advised of the outcomes in January 2005.

STAGE 2: Planning Process

- A workshop for successful applicants will be held in February 2005 to introduce Project Teams to their TEDI Educational and Instructional Design Teams and to provide Project Teams with more detailed information on the curriculum development/redevelopment and resources scoping processes.
- During this stage, the Project Team will meet regularly with the TEDI Educational Design Team to develop and agree the program framework and to plan for course development.
- The Team will also meet with the TEDI Instructional Designers on the incorporation of appropriate learning resources preparatory to the development of a scope document, timeline and budget for learning resources development.
- Stage 2 is to be completed by the start of Semester 2, 2005. A Stage 2 report, including the scope document, is to be submitted by the Project Leader via the Faculty Director of Studies to the Deputy Vice-Chancellor (Academic). Fifty (50) percent of project funding will be released on receipt of this report.
STAGE 3: Development Process

- The Project Team will work to complete the project, ready for implementation in 2006.
- Periodic reports will be provided by both the Project Team and TEDI Teams.
- A final report and evaluation will be submitted to the DVC (Academic). The second 50 percent of Project funds will be released on submission of the report and evaluation.

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FOR FURTHER INFORMATION, PLEASE CONTACT:

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