

# QA Tranche 2 input form

EEMCS, Spring 2022

To submit an initiative for funding within the Quality Agreements Tranche 2 of EEMCS, please use this form, by entering the details of your proposal in the table below and sending the result to [Cynthia Souren](#), in a mail with title "Quality Agreement Proposal". If you want to propose more than one initiative, please fill in one copy of the form per proposal, and combine them in a single mail.

In filling in the table, *please follow the guidelines explained in the next pages*. We can only process your proposal if it meets the requirements.

Deadline for submissions is 31 March 2022. A more detailed timeline can be found below.

<b>Title</b> What's a unique and descriptive identifier for the initiative? (max 10-15 words)	
<b>QA measure<sup>1</sup></b> What measure does this initiative fit into? (1 number)	
<b>Target group</b> What degree programme(s) and group(s) of students) benefit from the initiative?	
<b>Description</b> What does the initiative entail? (1 or 2 paragraphs)	
<b>Aim</b> How does this initiative contribute to the quality of education? (1 or 2 lines)	
<b>Initiating group</b> From what stakeholder group does the initiative originate? (See guidelines below.)	
<b>Contact person</b> Which member of the initiating group can we contact for questions and messages?	
<b>Planning</b> Over what period of time should the initiative run, or when should it be finished/concluded? (1 line)	
<b>Required budget<sup>2</sup></b> Very roughly, how much money is involved in this initiative? (1 line)	

<sup>1</sup> See [background information below](#). If left unspecified, the proposal is welcome but will not be considered for funding from the QA budget, (though other sources may possibly be found; see [guidelines below](#))

<sup>2</sup> Any amount you enter here is not taken as a definite commitment. Please leave empty if you cannot make a realistic estimate.

## Background information

The overall plans for the Quality Agreements Tranche 2 of EEMCS can be found [here](#). This describes and explains the concept of the *measures*, and elaborates on which measures are in place for Tranche 2, as well as roughly indicating the available (remaining) budget in each measure.

Some measures have more room for financing new initiatives than others. An estimated budget per measure can be found in the [annex of the plans](#). The table below gives a colour-coding of the amount of remaining budget within the various measures: **green** = high, **yellow** = medium, **red** = low.

Measure	Name
M1	Support for educational labs
M3	Micro lectures
M4	Educational support software
M5	Programme coordination
M6	Embedding of Academic Skills
M9	Training for teachers
M11	Educational Innovation

## Planning

The process consists of the following steps:

- 16-02-2022: Information meeting and Q&A
- 31-03-2022: Deadline for initiative proposals
- 30-04-2022: Final decision on budget allocation

The final decision is taken by the Faculty Board. Factors we will take into account are: [SMART](#)ness of the proposal, a reasonable spread over the EEMCS programmes, and the balance between cost and benefit.

## Requirements and guidelines

In order to be eligible for funding, a proposal submitted through this form must meet the following requirements:

- *It should fit in one of the predetermined measures.* Which measure that is, should be identified in the proposal itself. (However, [see below](#) for proposals outside the QA framework.) Moreover, we ask for an estimate of the required funding, if you can give it; if not, please leave this empty for now - we might then contact you about this later.
- *It should be [SMART](#).* The questions in the form are there to help in ensuring that.
- *It should clearly benefit a certain target group of students.* The target group should be specified in the proposal, including the study programme(s) if the initiative is addressed to a specific programme.
- *It should be initiated by a clearly identified stakeholder group within EEMCS.* Stakeholder groups include: the participatory bodies of the faculty, the study associations, programme management, and the faculty board. In addition, a member of the stakeholder group should be indicated who can act as contact person.
- *The stakeholder group should prioritise their proposals.* Groups are asked not to submit every single, small idea separately. There is no a priori limit to the number of proposals that any given group may submit, but we hope that this number only very rarely would exceed 5, and may very well stay at one single, brilliant idea. Quality over quantity!

**Initiatives that fall outside QA framework**

In choosing the measures, we have implicitly ruled out some initiatives that may in themselves be very worthwhile but cannot now be funded out of the QA budget. At this point it is useful to point out that the QA budget is only a small part of our funding for education. Promising initiatives can be considered for funding also if they do *not* fit within the current set of measures.

The upshot of this is that we also welcome ideas for which no corresponding measure exists. This form can also be used for that purpose. This then needs to be indicated in your submission by stating as much in the “QA measure” field of the form. Though such proposals fall outside of the process for which this is primarily intended, the Faculty Board want to take this opportunity to collect them and see what we can do about funding them from other sources.

## Example proposal

The following is an example of how the form may be filled in, for an imaginary but realistic case.

<b>Title</b> What's a unique and descriptive identifier for the initiative? (max 10-15 words)	Micro-lectures for the Weaving Systems module
<b>QA measure</b> What measure does this initiative fit into? (1 number)	M3 (micro-lectures)
<b>Target group</b> What degree programme(s) and group(s) of students) benefit from the initiative?	All Technical Clothing Science students in year 1
<b>Description</b> What does the initiative entail? (1 or 2 paragraphs)	The threads of this module can be exposed better. We propose to package the material in the form of focussed micro-lectures. We think that 25 such lectures would suffice.
<b>Aim</b> How does this initiative contribute to the quality of education? (1 or 2 lines)	The quality of the WS module will be improved
<b>Initiating group</b> From what stakeholder group does the initiative originate? (See guidelines below.)	Study association Needlepoint
<b>Contact person</b> Which member of the initiating group can we contact for questions and messages?	Thierry Muddler - <a href="mailto:thierry.muddler@gmail.org">thierry.muddler@gmail.org</a>
<b>Planning</b> Over what period of time should the initiative run, or when should it be finished/concluded? (1 line)	Q1 of 2022-2023
<b>Required budget</b> Very roughly, how much money is involved in this initiative? (1 line)	25 micro-lectures * the price of one micro-lecture