



GUIDANCE NOTES

Funding call for student in-year internship projects

Introduction

The **sigma** Network for Excellence in Mathematics and Statistics Support is pleased to offer funding for the delivery of student internship projects over the academic year of 2015/16. Building on the success of the intern projects funded through the National HE STEM Programme and the first two years of the current **sigma** project, the **sigma** Internships are designed to enable students to undertake developmental projects relating to mathematics and statistics education and/or support.

At the 2011 CETL-MSOR Conference, there were, for the first time at the Conference, several presentations in which students themselves described outcomes of working in partnership with staff to improve the teaching and learning experience of their peers. This was repeated in 2013 and 2014 and will be included in the 2015 conference. This session has become one of the highlights of the Conference.

Click [here](#) for an intern's perspective on their 2013 experience. The abstract for the keynote session at the 2014 CETL-MSOR conference can be found [here](#).

Previously these have been offered as summer internships but due to the timing of the end of current project funding, this final year's intern project funding is being offered for "in-year" projects. On offer are 6 grants of £2000 for student projects that will run for the equivalent of about 6 weeks full time work (about 220 hours) over the 2015/16 academic year. How the length of the project is constructed is up to the Proposer but this should be clearly outlined in the funding proposal. For example, the project could be constructed to run over a complete term or academic year. The projects will need to be completed and the final report submitted by the end of May 2016.

The grants can only be awarded if the hosting institutions match the funding to provide a second concurrent internship. Our previous experience has shown the real benefit of student interns having a fellow student to work with, even if their projects are separate.

About the sigma Network

In 2013, HEFCE recognised the continued work of the **sigma** Network through an award of over £800,000. This three year funding is enabling higher education institutions in England to tap into a wealth of expertise and resources that have been developed by **sigma**. The money is being used to help fund new mathematics support centres and related activities, encourage and support existing centres and practitioners, run workshops and conferences focusing on effective teaching and learning support and create new resources for practitioners and students needing mathematics support.

What is the aim of the student in-year internship project funding?

The aim of this funding is to facilitate the development and delivery of projects relating to mathematics and statistics education or support. These projects are to be undertaken by undergraduate students and there is an expectation that their findings will be presented by the applicant and/or their students at the 2016 CETL-MSOR Conference.

Key Dates

Call for proposals

Monday 29th June 2015

Closing date for proposals

Friday 31st July 2015

Successful proposals announced

Tuesday 1st September 2015

Who can apply?

Any full or part-time member of staff at a HEI can apply. The institutions where the intern is employed should be an English one, although the student's home institution need not be. Applicants may be based in any academic department or in central support services.

Applications can be accepted from further education institutions that offer courses at higher education level and where it is the higher education students who are expected to benefit.

What can the funds be used for?

The funds can be used for the development and delivery of student intern projects, including the payment of the student to undertake the projects. It should not be used to cover any staffing costs and is not available to cover the costs of staff only research projects.

What is expected from the successful project?

Each project will have a member of staff as named supervisor. Projects are expected to undertake activities to enhance the overall mathematics support offering, either within a particular institution, or more widely across England. This might include, but is not limited to, analysing data relating to student participation/engagement with mathematics support, developing promotional materials to encourage students to engage with mathematics support, or developing mathematics support resources. All proposals should make it clear how the proposed activity will enhance the mathematics support offer either locally or nationally.

There is an expectation that the successful grant recipient (or nominee) will attend the 2016 CETL MSOR conference to give an account of the project, either on behalf of or with the student(s) concerned. We have a limited number of free places available for students.

What support will be provided by sigma?

Members of the **sigma** team will be available to offer support and guidance throughout the lifecycle of the projects.

How will the successful proposals be selected?

The proposals will be assessed, by the **sigma** management team, against the following criteria:

- Clearly outlined project proposal with realistic timescales and outputs.
- Firm commitment from the institution that matched funding will be made available to fund a second intern.
- Clear statement on how the activity will enhance mathematics or statistics support either locally or nationally.

Consideration will also be given to the spread of projects across the **sigma** regional hub network.

How do I apply?

Proposals for funding must be made using the submission form template, which is available for download from www.sigma-network.ac.uk. Completed forms should be sent via email to Moira Petrie (m.g.petrie@lboro.ac.uk) by 5pm on **Friday 31st July 2015**.

The successful bids will be announced on **Tuesday 1st September 2015**.