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| Request form educational innovation HUM 2023 |

Do you have an idea for educational innovation or is it necessary to innovate a course or curriculum as a team? Then you can apply for a grant. The grants are provided by the Humanities faculty. The focus of the grant is educational innovation, this can be with or without the use of ICT.

**The key points for this application round are:**

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| 1. **Using (online) active teaching methods**  These may include activating teaching methods for students at home as well as methods for on campus. *For example: use of audio, video quizzes, new ways of testing, cooperative assignments in the Active Learning Classroom, etc.* 2. **Tandemprojects / Interdisciplinary education**   Sometimes it is useful and instructive to teach a course together with fellow teachers and students from another faculty or university. This can be a Dutch or foreign university.   1. **Open Access course material** This is about reusing other people’s learning material within your course and/or publishing and sharing your learning material with, for example, colleagues at home and abroad and students outside your course. 2. **Setting up a digital portfolio (continuous learning)**   With a portfolio, it is possible to keep track of (e.g. academic) skills of a student in different courses and over several years. In addition, the portfolio gives the student the opportunity to publish his/her work for future employers and other interested parties.   1. **Renewal of courses as part of the** [**vision on teaching and learning**](https://www.universiteitleiden.nl/en/dossiers/vision-on-teaching-and-learning/8-ambitions)   This could include interweaving education and research, labour market preparation or introducing social issues into the curriculum. You can also teach students to conduct research using digital tools and methods. We also encourage innovations in the field of diversity and inclusion. This may involve making the learning environment more inclusive, the way you teach and/or the content of the education.   1. **Innovation of courses with regard to programme standards** For instance converting a 5 EC course to a 10 EC course or optimizing a 10 EC course after conversion. 2. **Student well-being**   If you want to increase students' well-being and have ideas about this, for example by introducing certain work forms or training students' (mental) resilience, you can also apply for educational innovation resources. |

**The Grant in a nutshell**

* The project will be carried out in 2023 and will be supervised by a colleague from ECOLe and/or O&K.
* The knowledge gained will be shared with colleagues.
* Per project, a maximum of 5000 euros is available for both personnel and material costs.
* Do you need a higher budget? Please indicate this in your application; it may be possible to finance part of your project using other resources.
* The idea contributes to a course/curriculum and can be applied to other courses and/or training program.
* If your project requires an extension of your contract or a substitute for teaching, please check with your Institute first whether this is possible.
* The educational innovation project cannot not entail an expansion of the course offerings.
* Programme standards must be observed.
* Coordinate with the director of education and programme chair and include the proof (e.g. email exchange) with the application.
* Deadline: Applications can be submitted until **22 January 2023.** Send your application to [ecole@hum.leidenuniv.nl](mailto:ecole@hum.leidenuniv.nl).
* You will receive notice **no later than 6 February 2023** on whether you can start your project.
* For questions, application support or more information, please email [ecole@hum.leidenuniv.nl](mailto:ecole@hum.leidenuniv.nl)
* You can find the application form below. If it is easier for you, you can also fill out the application form in English.

*Good luck with your application!*

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Application Form for Educational Innovation – Faculty of Humanities

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|  | Assessment criteria | Description | To be filled out by the applicant |
| Applicant | **1. Personal Information:** make clear who is the person that is applying, which courses it regards, and which people will play a part in the project | *The applicant is the main executer of the project. Potentially involved colleagues can be named. Tip: make sure that the roles of the involved people or groups are clear.* |  |
| Project name | **2. Project name:** Give the project a clear and concise (max 1 sentence) title | *Examples: Knowledge clips for the course “Statistics for Historians”, Hacking the textbook, Platform for the differentiated learning of Old English, and so forth.* |  |
| Educational Question | **3. Formulating the Problem:** describe the problem and explain the urgency, importance, or the impact of the problem. | *Examples: worryingly low exam grades, insufficient knowledge on the subject matter, too few practice moments, too little (diversity in the) subject matter, not beginning with preparations on time, not enough feedback.* |  |
| **4. Solution:** describe the solution and explain why the chosen solution is the best one. | *Examples: the introduction of a more active teaching method, designing a rubricfor feedback, digitizing old exams for self-testing, implementing a new didactic model/principle.* |  |
| **5. Goal:** which situation are you trying to achieve? Try to make it [SMART](https://en.wikipedia.org/wiki/SMART_criteria). | *Example:*  *S: Spending more time on the content of the subject matter during classes.*  *M: Because students watch the knowledge clips before class we need less time during class to explain the subject matter.*  *A: 1 knowledge clip per week is not too taxing for students.*  *R: When 80% watches the knowledge clips.*  *T: The knowledge clips will be made available during course X in semester 2.* |  |
| **6. Educational Accountability:** concisely describe which educational principles or theory this added value for education is based upon. | *Examples: motivation, consistency in time spent on studying, even distribution of time on task, more time on task, better usage of contact hours, better structured self- or peer-feedback.* |  |
| **7. Student Perspective:** describe the added value of the project for students and what the possible impact on their motivation, learning experience, study load, or other relevant factors could be. | *Examples: students will score higher on exams, they will work together more often, they will dare to do more during classes, they will be challenged more, they will be forced to study more, they will become able to better visualize the subject area.* |  |
| Context | **8. Innovation:** describe why the project is innovative for you as a teacher, the department, the institute, the faculty or the university. | *Examples: this has not yet been done before in this course, there hasn’t been an effort this in the department to work towards this goal before, this is an adaptation of something that has been done (somewhere else) before, this project is the first step towards a different goal or the exploration of a different goal.* |  |
| **9. Relevance:** describe whether, and how, the project results would be reproducible within other courses. | *Examples: the results will be applicable to other courses, the contents will be made available on a website, the plan of action will be made available.* |  |
|  | **10. Critical Factors of Success:** what do you need at the very least to make this project a success? |  |  |
|  | **11. Risk Factors\*:** what could make this project fail and how could you anticipate such failure? | **Note: only fill this out for projects with an estimate of 5000 euro or more.** |  |
| Project Development | **12. Planning:** in which semester(s) will these developments and realizations take place? (For detailed planning, see below). | *Example: The development of the knowledge clips will take place in Semester 1, the knowledge clips will be used in Semester 2’s course.* |  |
| **13. Educational Practice:** describe if the project is feasible for the teachers in terms of the amount of hours it will take them and how it integrates with their other duties. **Does the execution of the project require an extension of your contract? Or do you need a replacement for your courses? Agree with your Institute whether this is possible and add the agreement (e.g. e-mail exchange) to the application.** | *Examples: the extra project-related efforts are paid for by the project, there is extra time available via the institute, and the extra time needed is estimated to not be very significant.* |  |
| **14. Continuity:** describe how the continuity of the innovation will be accounted for after the project finishes. | *Examples: the main teachers will be involved with the project and, in case of a success, will use the project again, the results will be transferred to the course coordinator, the results will be saved to the network disk of the department, the project gives incentive for a follow-up project.* |  |
| **15. Sharing of Knowledge:** describe how the newly gained knowledge will be shared with the department, the institute, the faculty or university. | *Examples: a presentation will be held during a lunch byte and at an institute meeting, there will be a workshop about the results, instructionary materials will be handed over, a project evaluation will be distributed, an internal news message will circulate through the newsletter from the faculty or the department.* |  |
|  | **16. Recruitment:** describe if and how material developed in this project could be used for recruiting new students. | *Example: The video clips make for this project can be used by the communications department for recruiting new students.* |  |
|  | ***17.*** [***GDPR***](https://en.wikipedia.org/wiki/General_Data_Protection_Regulation)***-*** will personal data be recorded from students (like email addresses, names, student numbers)? | *The General Data Protection Regulation came into force on 25 May 2018. When you work with personal data, you have to record what happens to these data. Personal data includes everything that can be used to identify a person, such as: name, student number, e-mail, gender or telephone number. Do you want to use new software or an online service in your education? Then it is possible that the provider will process one of these personal details. If necessary, ECOLe will check whether sensitive data is stored and, if so, whether it is sufficiently protected.* |  |
|  | **18.** *Describe whether material developed in this project can also be used for the recruitment of students.* | *Example: The video clips made for this project can also be used for recruitment activities.* |  |
|  | **17. Budget:** fill in [**appendix 1 Budget 2023.**](https://www.staff.universiteitleiden.nl/binaries/content/assets/geesteswetenschappen/medewerkers/ecole/attachment-1---budget2023eng.docx) |  |  |

Planning:

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|  | **Activity** | **By Whom** | **When** | **Final Product** | **Number of Hours (if budgeted for)** |
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Space for Remarks or Questions:

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