

UNIVERSITY OF BIRMINGHAM

UNIVERSITAS 21 FELLOWSHIP PROGRAMME - APPLICATIONS DURING 2013-14

Deadline for applications: Thursday 30th May 2013

Universitas 21

The University of Birmingham is a founding member of *Universitas 21*, an international association of research-intensive universities. Its purpose is to facilitate collaboration and cooperation between member institutions. Through a series of initiatives, *Universitas 21* aims to provide opportunities for university staff to benchmark in key strategic areas:

- Internationalisation of courses and curriculum material
- Innovations in teaching programmes, research methodologies and learning systems
- Advancements in core operational/administrative activities

Universitas 21 member institutions are:

University of Auckland, New Zealand
University of Birmingham, United Kingdom
University of British Columbia, Canada
University of Edinburgh, United Kingdom
Fudan University, China
University of Glasgow United Kingdom
University of Hong Kong, Hong Kong
Lund University, Sweden
Korea University, South Korea
Tec de Monterrey, Mexico
University of Amsterdam, The Netherlands
Pontificia Universidad, Católica de Chile, Chile
Waseda University, Japan

McGill University, Canada
University of Melbourne, Australia
University of New South Wales, Australia
University of Nottingham, United Kingdom
University of Delhi, India
University of Queensland, Australia
National University of Singapore, Singapore
University of Virginia, United States
University College Dublin, Ireland
Shanghai Jiao Tong University, China
Connecticut University, USA

For more information about *Universitas 21* please refer to www.universitas21.com

Objectives of the U21 Birmingham Staff Fellowships

The principal objective of the U21 Birmingham Staff Fellowship programme is to demonstrate the University's commitment to staff development and to enhance its relationship with some of the world's leading universities through the *Universitas 21* network. The Fellowship programme aims to facilitate the transfer of knowledge and skills within the network and encourage the sharing of best practice. It is designed to provide support to Birmingham staff who have demonstrated innovation and excellence in their field and who are likely to benefit from an extended period of professional development which, in turn, will benefit the University.

Practical Details

Value and number of awards

In 2013-14 the Fellowship programme will award around five fellowships, each to a maximum value of £5,000. The Fellowship Committee may use its discretion in the allocation of the available budget according to the number and quality of Fellowship applications received. The Fellowship awards are intended to cover travel and subsistence.

Leave considerations

Members of staff will be considered to be on 'paid leave of absence' during the fellowship period and will, therefore, continue to receive their full University salary.

The Fellowship Budget

During the application process, prospective Fellows should inform their College/School Manager and/or Head of Budget Centre that, if successful, the award would be placed in the care of the individual College/School, where payment for travel or subsistence would be issued. A full account of expenditure will be required on completion of the Fellowship visit by the College/School. Any under-spend of the award must be returned to International Relations. **Successful applicants will be expected to travel between August 2013 and July 2014.**

Eligibility

Who is eligible to apply?

The Fellowships are open to all members of University of Birmingham staff (academic and non-academic) who have completed probationary periods and who have obtained approval from their Head of Budget Centre.

Duration of Fellowship

Applicants should give due consideration to the amount of time necessary to achieve concrete benefits from the fellowship but also the amount of time which they can reasonably expect to be away from their job. As a guideline, Fellowships last between one and three months. We would expect Fellowships to

last a minimum of three weeks. Fellowships can last longer than three months but any bid would need to evidence and justify this.

Fellowship Institutions

The programme permits visits to any of the *Universitas 21* institutions. The Fellowship cannot be used to visit UK U21 institutions exclusively, but visits to UK institutions can be included as part of a proposal. Visits to more than two U21 institutions will need to be justified significantly.

Selection

Strengths of the applicant:

Applicants must be able to demonstrate excellence and innovation in their contribution to the University in their field of work. They must be able to show how they will disseminate the outcomes of the fellowship work.

Strengths of the Fellowship proposal:

The Fellowship should identify activities and outputs both for the visit and for later application within the University of Birmingham. Applications must demonstrate benefits to the individual and to the University. It should involve a strong collaborative framework which will produce evidence of the benefit to one or more Colleges or more broadly within the University as a whole. There must be clear evidence that appropriate institution(s) have been chosen to meet the desired objectives.

Applicants should include any details regarding corresponding funding their College/School is contributing.

Applications from academic members of staff

The U21 Fellowship is intended to provide academics with the opportunities to develop collaborative activity which will further their work with the purpose of developing relationships between Birmingham and the host institution. Applications which demonstrate a strong emphasis on collaborative teaching and learning will be prioritised. The activity must be an initial rather than continued contact with the host institution.

Applications from non-academic members of staff

Non-academic staff will be expected to outline a project that will investigate administrative practice, including policy, systems and procedures which will lead to benchmarking and the identification and transfer of best practice.

Selection Panel

Membership of the selection panel will include colleagues from the International Board at Birmingham.

Selections will be made on the basis of the applications only. There will be no interview. There is no obligation on the selection panel to provide feedback to unsuccessful applicants.

Application Process

Preparing the Proposal

Prior to making an application candidates should make preliminary contact with the potential host institution(s) to ascertain the suitability of the partner institution for the proposed Fellowship topic. All U21 institutions are fully committed to supporting requests from incoming fellows. The main U21 website (www.universitas21.com) provides contact details for each institution and these can be used to make enquiries in the first instance.

Application Form

Candidates are required to complete the U21 Fellowship application form which is either available from Matt Clulee, U21 Officer, m.clulee@bham.ac.uk or downloadable from the Birmingham International Relations website:

<https://intranet.birmingham.ac.uk/external/international/relations/U21/U21-Staff-Fellowships.aspx>

Completed application forms will need to be signed off by the candidate's Head of College, School or Division. Each application form should be accompanied by a brief CV.

Deadline

The deadline for receipt of fellowship applications is **Thursday 30th May 2013**.

The selection panel will make its decision by mid June 2013.

Commitments of Selected Fellows

Reporting and disseminating

Fellows will be required to submit a report (2,000 words) on their Fellowship within **one month** of its conclusion. The report should be suitable for wider dissemination where appropriate. Fellows should note that if reports are not submitted, International Relations will seek return of 50% of award monies from applicable budget centre.

Fellows may also be required to report verbally to their College/School where the outcomes of the Fellowship provide an additional opportunity to disseminate good practice.

University Ambassadorial Role

Fellows will act as ambassador for the University of Birmingham during their fellowship and will agree, where appropriate and within reason, to undertake additional tasks at their host institution(s) to contribute to U21 collaboration and cooperation.

Fellows will support the University's efforts to promote the Fellowship programme and *Universitas 21* and will be willing to be involved in any resulting publicity.

Administration of Fellowship

Fellows will be responsible for organising their own itinerary. However, the International Relations Office will be able to provide general advice and guidance. Upon notification of the Fellowship award, **Fellows should inform their College/School Manager that the funds will be placed in the care of either the Manager or Head of Budget Centre.** The spending of the funds should be accounted in full, with invoices and receipts as proof of expenditure, in accordance with **College/School/Budget Centre** procedures.

Successful applicants will be expected to travel between August 2013 and July 2014.

Further Information

If you would like to discuss the Fellowship programme in more detail please contact:

Matt Clulee

International Relations

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