**Staff Application Form:**

**Module Stand Alone**

**Centre for Higher Education Research & Practice (CHERP)**

**Calendar year: 2021/22**

**Only complete this form if you intend to undertake one module as stand-alone CPD. If you wish to enrol on the MEd, please complete the MEd Application Form available in the CHERP website.**

*By completing this form, you give permission for the Centre for HE Research & Practice (CHERP) at Ulster University to store and use this information in accordance with the terms of the General Data Protection Regulation (GDPR) in the context of the activities of CHERP.*

**Please return completed forms t o** [**MEd@ulster.ac.uk**](mailto:MEd@ulster.ac.uk) **by the following date:**

|  |  |
| --- | --- |
| Semester | Application deadline |
| January 2022 (Semester 2 2021/22) | **17 December 2021** |

**Applicants should ensure, in conjunction with their line manager, that they have relevant educational practice concurrent with their undertaking of this module.**

1. **Applicant Details**

|  |  |  |  |
| --- | --- | --- | --- |
| First Name |  | Surname |  |
| Title |  | Date of Birth |  |
| Home Address |  | | |
| Position |  | School/ Department |  |
| Staff Number |  | Faculty/ Directorate |  |
| Room |  | Telephone ext. |  |
| Campus |  | Fax |  |
| Email |  | | |
| Contact Number (e.g. mobile) |  | | |

**2. Module Schedule**

**Full attendance at all sessions** is required. Please confirm which module(s) you wish to undertake:

**These modules will be delivered and assessed in Semester 2 (Academic Year 21/22)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Module Title** | **Credit Level** | **Credit Value** | **Please choose one** |
| PHE709 Enhancing Assessment Design & Feedback | **7** | **30** | cid:image001.png@01D4D5A2.3B456990 |
| PHE710 Developing Excellence in Learning & Teaching | **7** | **30** | cid:image001.png@01D4D5A2.3B456990 |
| PHE711 Leading Team-based Curriculum Design | **7** | **30** | cid:image001.png@01D4D5A2.3B456990 |

**3. Line Manager Approval**

|  |  |
| --- | --- |
| Approved/ not approved by  (delete as appropriate) |  |
| Reason for non-approval |  |
| Position |  |
| I confirm that the applicant is a member of staff and that I support his/her attendance on this course and will facilitate attendance at all classes. | |
| Line Manager signature | Date |
|  |  |

|  |  |
| --- | --- |
| Applicant signature | Date |
|  |  |

Please give details of any individual needs (mobility, sensory or unseen)

|  |
| --- |
|  |

**Important Notes for Applicants and Signatories**

1. Applicants should be members of staff (full-time or part-time) of Ulster University;
2. All applications must be endorsed by a Head of School/ Department in which the candidate is based in order to confirm support for the module e.g. time allocation for attendance, and, where necessary, any travel expenses incurred;
3. Applicants should ensure, in conjunction with their line manager, that they have relevant educational practice concurrent with their undertaking of the module. Where required for completion of a module, the nature of this practice will be detailed in the relevant module specification. There are minimum requirements that participants must meet in terms of their work-based opportunities in order to undertake the programme and meet the assessment criteria. This could include for example, one or more of: direct engagement with learners in a HE context; leading programme curriculum design; responsibility for leading themed areas identified for enhancement.
4. Attendance at **all** Block sessions is expected.