

Higher Education Teaching and Learning Series 2024

Guidance Notes for Proposers

1. Overview

- 1.1 Between 2000 and 2016, the higher education mathematical sciences community benefitted from a range of externally funded initiatives that provided networks for those engaged in teaching and learning to facilitate collaboration and the sharing of effective practices. The value of such networks has been widely recognised and allow individuals, who might otherwise be working in an isolated manner, to engage with like-minded colleagues on teaching and learning matters.
- 1.2 With changes to the national infrastructure that have taken place in recent years, particularly related to higher education teaching and learning, many of the initiatives that facilitated these networks have either ceased to exist or moved their focus away from the discipline dimension. The IMA, LMS and RSS recognise the importance and value of disciplinary networks for learning and teaching in the mathematical sciences. Aligned with this, the IMA, LMS and RSS wish to continue to support the development of a national network for all involved in teaching and supporting learning within the mathematical sciences in higher education to encourage collaboration and facilitate the sharing of effective practice. In support of this aim in 2024 we continue the *Higher Education Teaching and Learning Workshop Series*, which now forms a joint initiative between the three learned societies.
- 1.3 The *Higher Education Teaching and Learning Workshop Series* provides an opportunity for higher education mathematical sciences departments to request supporting funds for facilitating an **in-person** teaching and learning related workshop. While workshops may be focused upon themes relevant to a hosting department, successful proposers will open their events to the wider mathematical sciences community. As such, it is expected that a range of different themes will be supported through this initiative, and that the selected themes will be of interest and relevance to other mathematical sciences departments. Workshops may focus upon a particular theme; however it is expected that they will be relevant to the full range of programmes within the mathematical sciences.

2. Key Dates

- 2.1. Proposals should be submitted online **2359 on Sunday 14 January 2024**.

- 2.2. Proposals will be reviewed by the IMA, RSS and LMS. Notification will be made by **Wednesday 31 January 2024.**
- 2.3 Workshops are expected to take place March – July 2024.

3. Important Information to Support Proposals

- 3.1. Proposals must be submitted online via myIMA. If you do not currently have a myIMA account, you can register for one at the time of submission. The information you submit to myIMA will be shared with the LMS and RSS for the purposes of reviewing and administering the proposals submitted to the *Higher Education Teaching and Learning Workshop Series*.
- 3.2. This scheme is designed to support teaching and learning within UK higher education. As such, proposals will only be accepted from those working in UK higher education institutions.
- 3.3. The *Higher Education Teaching and Learning Series* forms a joint initiative between the IMA, LMS and RSS. Administration and co-ordination of the initiative will be undertaken by the IMA, and awarded funding will be provided directly to successful proposers by the IMA. Details of the funding arrangements will be confirmed when successful proposals are announced. The joint nature of this activity does mean that any information proposers provide will necessarily be shared between the IMA, LMS and RSS.
- 3.4. Proposals are welcome from non-members of the IMA, LMS and RSS, however, they must be countersigned by an IMA, LMS, or RSS member who is based within their institution. The three societies have members and representatives within most mathematical sciences departments. If you are unsure of who your IMA Academic Representative is, you can download the [List of Academic Representatives](#). If you are unsure as to who is an RSS member or Fellow within your department, please contact membership@rss.org.uk. If you are unsure who your LMS Representative is, please contact membership@lms.ac.uk. If you are unable to identify a Representative, Member or Fellow to support your proposal, please contact Vanessa Thorogood (IMA Education Manager) Vanessa.thorogood@ima.org.uk.
- 3.5. Whilst proposers do not need to be current members of the IMA, LMS or RSS, there exists an expectation that the leads of selected proposals will go on to apply for membership of one or more of these organisations. It is only through the support and growth of their memberships that the three societies can offer support for activities and initiatives like this one.

- 3.6. The *Higher Education Teaching and Learning Workshop Series* ran workshops for the first time in 2018. Reports from each previous are available by visiting: [Higher Education Teaching and Learning Workshop Series 2023/24](#).
- 3.7. Any well-argued theme for a workshop related to the learning and teaching of mathematics and/or statistics within UK higher education will be considered. However, the focus of the proposed workshop should be relevant beyond the hosting institution. The relevance/interest beyond the hosting department will be one of the criteria considered during the selection process, and as such the rationale, need or importance for running this workshop, and its likely relevance to others, should be succinctly articulated in the relevant section of the proposal form.
- 3.8. A priority is to support different themes to provide a diverse and varied workshop programme across mathematics and statistics. Institutions may submit collaborative proposals, and one mechanism for developing these is to liaise with IMA, LMS or RSS Representatives, Members or Fellows within your institution who will be able to communicate with similar colleagues in other institutions. Where proposals for similar themes have been submitted, the IMA, LMS and RSS reserve the right to put proposers in contact with each other to explore how the activity might be developed collaboratively.
- 3.9. The IMA, LMS and RSS consider the workshops that they will support as an important part of their goal to build an active teaching and learning community. As such the IMA, LMS and RSS wish to provide an increased opportunity for different individuals to share their work and ideas and network with others. We would therefore expect to see a different and diverse range of speakers and their institutions represented at each event. Once proposals have been selected, the IMA, LMS and RSS will put all workshop proposers in contact with each other so that they can discuss their programmes to ensure this diversity and difference in the speaker line-up is reflected. The IMA, LMS and RSS collectively have knowledge of a range of individuals who are involved in good practices in the areas of each workshop, and so would be happy to make suggestions and broker contacts as necessary to help ensure a diverse and varied workshop programme.
- 3.10. There is no prescribed format for what constitutes a workshop under this scheme, but an expectation is that this will involve a collection of sessions / contributors based around a core theme. Previous sector experiences suggest a format for a workshop based on a day-long event (typically 10.30 – 16.00) with external contributors is particularly effective

- 3.11. It is recognised that during the period of the pandemic, many workshops were successfully held online. Whilst there is an ongoing and important role for such online workshops, as demonstrated by the Teaching and Learning Mathematics Online Network (TALMO), it is the expectation here that all workshops will be offered in-person as part of our aim to further develop and diversify the teaching and learning community within the mathematical sciences. Whilst a hybrid element might be offered to a workshop as part of this series, individuals and speakers are expected to be able to attend and participate in-person.
- 3.12. The IMA, LMS and RSS wish the workshops in this initiative to form a programme of activity that spans the period March to July 2024 to allow a range of colleagues to attend and build a community of practitioners in the mathematical sciences. As such, whilst proposers are asked to indicate on your proposal (the month) when they would like their event to run, the IMA will liaise with successful proposers over final scheduling. We ask proposers keep this in mind and where possible suggest a range of possible (indicative) dates. It will also be important to ensure that proposed workshops do not clash with other similarly scheduled events, for example the online sessions and workshops of the Teaching and Learning Mathematics Online (TALMO) Network.
- 3.13. Whilst the proposal form asks for details of any potential speakers, at this stage their listing is not expected to form a definite commitment. Proposers may wish to identify colleagues who have agreed to participate or who have been invited to participate.
- 3.14. A maximum of five grants, of up to £600 are available as a contribution towards the costs of running a workshop (including refreshments and speaker expenses). It is not expected that grants will be used to fund room hire or speaker fees. Overall value for money will form one of the criteria considered by the reviewing panel and a visible contribution (in kind or otherwise) from the hosting department will also be considered during selection.
- 3.15. The IMA, LMS and RSS reserve the right to select proposals not only based upon theme but also geographical and subject distribution to ensure these activities are widely accessible to the mathematical sciences community. Similarly, prior participation in the Teaching and Learning Workshop series by individual proposers and their institutions will be another factor for consideration to maximise participation across the mathematical sciences community.
- 3.16. The IMA, LMS and RSS will help promote workshops to the mathematical sciences community, however, proposers are also asked to consider how they will work to encourage participation by others from outside their home department.

- 3.17. The IMA, in its role of co-ordinating this scheme, recognises some individuals are more experienced than others at planning and running learning and teaching workshops and other events but wishes this scheme to be accessible to all. As such, members of the IMA's Higher Education Committee (HEC) will be available to provide informal advice and guidance to successful proposers.
- 3.18. The IMA, LMS and RSS are committed to equality, diversity and inclusion. Submissions are welcomed on behalf of all individuals working in UK higher education regardless of their background or personal circumstances. Award decisions will be made purely based on the quality of the proposed merit of the proposal. No proposer will receive less favourable treatment on the grounds of: gender, marital status, sexual orientation, gender re-assignment, race, colour, nationality, ethnicity or national origins, religion or similar philosophical belief, spent criminal conviction, age or disability, or career stage. In addition, the IMA, LMS and RSS ask that when successful proposers are finalising the line-up of speakers for their events, careful consideration is given to ensure this diversity is reflected.
- 3.19. Within one month of the completion of the workshop, a report, which must be provided in Microsoft Word format, will be required for the websites of the IMA, LMS and RSS that forms a summary of the event. Whilst there is no prescribed format for the report, this is normally expected to be around 1,000 to 2,000 words and provide a summary of the main themes and ideas emerging from the workshop and, as appropriate, implications and recommendations for practice. Hyperlinks to presentations, videos of the recorded sessions, or speaker summaries should also be provided as appropriate. Failure to submit a report for a grant awarded to you will affect the decision of any future applications you may submit to this, or any other, IMA, LMS or RSS scheme.

4. 2023/24 Themes

- 4.1. Whilst any well-argued theme for a workshop proposal will be considered, the IMA, LMS and RSS are particularly keen to encourage workshops that address the following themes in 2023/24:
- Embedding effective approaches to equality, diversity and inclusion.
 - Student-led learning.
 - Rethinking assessment and feedback practices.
 - Developing interactive teaching approaches.
 - Supporting student learning and developing student-led learning communities.

5. Informal Queries

- 4.1. If a higher education institution is running an event that aligns with the aims of this call then the IMA, LMS and RSS are happy to explore including it as part of the *Higher Education Teaching and Learning Workshop Series*. Whilst funding will not be available, the IMA and RSS will assist with promotion and dissemination of the event through its networks and contacts.
- 4.2. If you have informal queries or wish to discuss ideas, please reach out to Vanessa Thorogood (IMA Education Manager) Vanessa.thorogood@ima.org.uk initially.

28 November 2023