**Student Experience Enhancement Fund (SEEF)**

**Guidance**

**Description**

The **Student Experience Enhancement Fund (SEEF)** for 2019/20 will continue to provide financial support **to Departments and Divisions** for activity that will have an immediate impact on improving the **experience at all student levels** in 2019/20. Awards will be capped at £1,500.

**Application Criteria and Deadline for SEEF**

We are seeking applications for activities that:

* **Have been and/or will be developed in collaboration with students**
* **Demonstrably aim to enhance the student experience and NSS outcomes (or equivalent for taught postgraduate students)**
* **Are new and non-recurrent**

Applicants will need to:

* **Demonstrate financial need**
* **Undertake to provide a brief case study write-up of the impact of the SEEF funding once the activity has occurred.**

Application form responses should be concise. Applications should be made by submitting a completed application form by email to lse.eden@lse.ac.uk . There is no deadline, as the fund will be available throughout 2019/20.

**Review and selection**

A panel will review and select applications on an ad-hoc basis, as applications come in, and draw on expertise from elsewhere in the School as needed.

The target turnaround time for making a decision is within 10 days of receipt of a complete application. Both successful and unsuccessful applications will be notified within 5 days of the panel’s decision.

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**Student Experience Enhancement Fund (SEEF)**

**Application Form – Please keep the responses concise**

**Title of activity:**

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 **Name(s) of people applying for funds:** *(Please also specify the lead contact)*

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| --- | --- | --- |
| **Name(s)**  | **Role/Job Title (s)** | **Department (s) / Division** |
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 **What involvement have students had in the preparation of this bid?**

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 **What degree programme or programmes will directly benefit from this funding?**

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 **If the bid is to support an event, what faculty involvement is planned for the event?**

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**Brief description:** *(This section should provide information about the proposed activity, specifically explaining how it will improve the student experience and the NSS themes it is intended to address. Please do not exceed 300 words.)*

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**Timescales of proposed activity:** (*Proposed start & end date and (if applicable) whether the activity will complete in time for this year’s NSS survey)*

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 **Funding required:** *(Please provide a plan for all costs associated with your proposal. Please give details of any existing budgets being used and what if any match funding the Department might be offering. Please do not exceed 300 words.)*

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 **Financial Management**: (please provide the following information to enable the smooth transfer of funds in the event that your application is successful)

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| Department that will host the fund  |  |
| Budget code to transfer funds to |  |
| Budget Controller |  |
| Signatories (signatories must already be on the signatory database) |  |