

Approved by order No 84 of 28.06.2022 of the Vice-Rector for Academic Affairs

In force from: 28.06.2022

## **Guidelines for Applying for and Awarding the Activity Grant of the Good Lecturer Development Program of Tallinn University of Technology**

### **1. General provisions**

- 1.1 The goal of the activity grant of the Good Lecturer Development Program of Tallinn University of Technology (hereinafter referred to as “the activity grant”) is to support teaching by covering the costs related to ad hoc professional development and to create opportunities for sharing teaching experience.
- 1.2 These Guidelines govern application for the activity grant, participation at the competition, award of the activity grant and approval of the competition results.
- 1.3 The competition for the activity grant shall be conducted by the Office of Academic Affairs.

### **2. Applying for the activity grant**

- 2.1 All members of the ordinary teaching staff of the university and persons undertaking teaching at the university under a contract under the law of obligations have the right to apply for the activity grant either individually or as a group.
- 2.2 The application for the activity grant takes place every year in the corresponding online environment during the period announced by the Office of Academic Affairs.
- 2.3 To apply for the activity grant, the candidates shall provide a description of the purpose of use of the grant, the activities carried out in the framework of the grant and the expected results.
- 2.4 The application must include an indicative schedule for performing the activities and the breakdown of expenditure.
- 2.5 The activity grant can be used to cover the costs of international mobility and secondment and it can be used during a sabbatical leave.
- 2.6 The activity grant may be used together with other grants, scholarships, etc.
- 2.7 The activity grant can be used within one calendar year from the date of approval of the grant.
- 2.8 Approval of the direct superior shall be sought for the activities carried out under the activity grant.

### **3. Awarding the activity grant and approving the competition results**

- 3.1 The activities described in an application for an activity grant must enhance teaching and learning and the development of the lecturer’s teaching skills.
- 3.2 The intended use of the activity grant includes:
  - 3.2.1 participation in training, conferences, seminars, etc. supporting teaching and learning;
  - 3.2.2 research on teaching and learning and related activities;
  - 3.2.3 visiting pedagogical and didactics centres and attending their courses or training<sup>1</sup>;
  - 3.2.4 updating courses, digitalization;
  - 3.2.5 compiling textbooks and study materials (incl. materials related to e-learning).
- 3.3 The Office of Academic Affairs shall establish an activity grant fund for each academic year and determine the amount of activity grant per applicant.
- 3.4 Student feedback is also taken into account when determining on the award of the activity grant, and preference is given to candidates who have not been awarded the activity grant in the last two years.
- 3.5 The evaluation committee formed by the Office of Academic Affairs decides who receives the activity grant. When there is a tie in the competition, the decision is made by the chairman of the activity grant evaluation committee. The Vice-Rector for Academic Affairs approves the recipients of the activity grant no later than three weeks after the end of the application round.
- 3.6 Disbursement of the activity grant is subject to validity of the contract entered into between the recipient of the activity grant and the university, on the basis of which teaching activities are carried out at the university, at the date of disbursement of the grant.

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<sup>1</sup>Centres like TalTech Centre of Engineering Pedagogy located, among others, at the following universities: Massachusetts Institute of Technology, Aalto University, KTH Royal Institute of Technology, Technical University of Denmark, Tampere University of Technology, Stanford University, Harvard University or centres of the universities involved in the EuroTeQ project.

3.7 With the acceptance of the activity grant the member of the teaching staff confirms that he/she is ready to present the results of the activity grant at the events organised by the Office of Academic Affairs and on the content page of the activity grant on TalTech's intranet.