



Education Discretionary Fund Guidelines

The Education Discretionary Fund is a sum of money awarded annually by the Students' Association to Faculty Presidents, School Presidents and Class Representatives to promote academic representation on all levels at the University of St Andrews. The money is awarded on a discretionary basis upon request to the Director of Education.

Guidelines:

- The Education Discretionary Fund (EDF) works on a reimbursement basis, which means that you will need to show evidence of any purchases (e.g. receipts, invoices) in order to get your reimbursement. It is not possible to get money before purchases.
- Only School Presidents and Faculty Presidents can apply for funding from the Education Discretionary Fund. Class Representatives should ask their School President to apply on their behalf.
- Money from the EDF can be used to pay for campaigns and events organised by School Presidents and Class Representatives. Examples of initiatives funded in the past include careers events, undergraduate conferences, pre-advising reception, a school newsletter, feedback sessions/focus groups, class reps meetings, student-staff football tournaments, revision sessions, pre-SSCC meetings, and languages conversation classes.
- Money from the fund cannot be used to pay for alcohol.
- Events funded through the fund are open to all students on an equal basis and follow the Students' Association Equal Opportunities Policy.
- Changes to an event after the fund is awarded may lead to changes in the funding, or even withdrawal of funding. It is mandatory to notify doed@ of any changes applied to the event (including change of date and/or location).
- It is the normal expectation that events funded by the EDF will make use of Association facilities, except where these are not available or suitable for the event.
- It is good practice that events funded from the Education Discretionary Fund have been joint events with a School or a Society. In such case, we encourage a reasonable cost splitting between both parties. If it has not been possible to find other sponsors, you should state why in the application

form. If you are organising a joint event, all above mentioned guidelines continue to apply. Moreover, the same price rate needs to apply to all attendees (if the event is ticketed). This means that members of the contributing Society cannot have a cheaper entry to an event that is co-funded by the EDF. While the EDF cannot be used to pay for alcohol at a joint event, the School or a Society can sponsor alcohol at such events.

Good Practice:

The Students' Association strongly encourages inter-School events that involve several School Presidents.

The organisation of such events should be coordinated with the respective Faculty Presidents:

- Arts/Divinity Faculty President (artdivfp@)
- Science/Medicine Faculty President (scimedfp@)

Application Process:

In order to apply for funding from the Education Discretionary Fund, School Presidents and Faculty Presidents need to complete the EDF Application Form which can be found here: <https://www.yourunion.net/voice/academicreps/educationdiscretionaryfund/edfapplication/>. Please make sure you log in with your personal St Andrews username, and not your School or Faculty President account. You should receive a response from the Director of Education within 5 working days from submitting the form. If you have any questions about the Education Discretionary Fund please direct them to doed@.

10th of July 2017

Zachary Davis | Director of Education