**Future Global Leaders Forum 2019**

**Project Stream 3: Students Partners Projects**

Students apply to work on projects alongside an academic or professional services staff partner. The suggested project themes will be further defined and the methodologies will be decided in dialogue between student and staff partners. Eleven projects are offered.

**GUIDANCE NOTES**

This sheet provides guidelines for applying to the programme. This is a competitive process, so please ensure that you read these guidance notes carefully before you submit your application.

**Key Information**

It is expected that students will work together in diverse teams. After the work experience component (approx. 5 weeks duration), teams must produce a report to summarise their work and to show the impact. Team members are expected to prepare and deliver a presentation on the project and its outcomes for the Global Leaders Summit.

Participants also attend a post-project brief where you will learn how to apply this experience to future employment applications and interviews.

The following projects are being offered:

**Project 1:** Be Part(ner) of Something Bigger: Co-evaluating ‘Partner projects’ Strand  
**Project 2:** Understanding Use of Library and Study Spaces  
**Project 3:** ‘Making Sense of the Campus’ - An Inclusive Audio Campus Tour  
**Project 4:** Assessing & Improving International Student Awareness of the Services and Support Available to Them  
**Project 5:** Queen Mary International Cookbook  
**Project 6:** Video Documenting Queen Mary Student Volunteer Work in Tower Hamlets  
**Project 7:** Campus Safety  
**Project 8:** Improving the Appearance of the Novo Cemetery  
**Project 9:** Global Buddies  
**Project 10:** Leadership Toolkit for Tomorrow’s Leaders  
**Project 11:** Improving the Application Experience for International Students

**Eligibility**

This pilot programme is open for all current Queen Mary students to apply.

**Time commitment**

Any meetings or training sessions are expected to take place on Wednesday afternoons. In addition, students are expected to contribute 20 hours of project work experience. Projects will start at the end of January/early February and project work will end by mid-March. All participants of the Future Global Leaders Forum are expected to attend the Global Leaders Summit at the end of March.
The application process

- Applications must be submitted via the online form for Stream 3. Only complete applications submitted online will be considered.
- The application deadline is **Friday, 11 January 2019 at 10 am.** Late applications will not be considered.
- Results of the selection will be communicated via e-mail once complete.

Application checking

You are encouraged to have your application checked in Careers & Enterprise before submission. To book an appointment to check your application, either contact Careers & Enterprise by phone 020 7882 8533 or visit the Careers & Enterprise Reception located in Room WG3, Queens Building. Appointments are available on campus or by skype/phone.

The application form

- There are **20 questions** on the online application form, distributed over 5 pages
- All questions on the application form must be completed
- Incomplete applications will not be considered

**Questions 1-4** concern your personal details (Name, Surname, Student ID Number, Academic School / Institute)

**Question 5** asks for your expected QMUL Graduation Year

**Question 6** asks for your status (Pre-Undergraduate Foundation, Undergraduate, Pre-Masters, Postgraduate Taught, Postgraduate Research)

**Question 7** asks for your QMUL e-mail address where correspondence will be sent

**Question 8** asks for your mobile number

**Question 9** asks for your gender

**Question 10** asks for your home address classification (UK Home Student, Student from the EU, International Student, Other)

**Question 11** asks you to specify your home country if you are not a UK Home Student

For **Questions 12 – 14** (Motivation), there are no restrictions on the format of your answers. For example, you may choose to answer each question in paragraphs, bullet points, or a combination of both. Your answer to each question may not be more than 250 words.

**Question 12** asks you to explain what has motivated you to apply for the Future Global Leaders Forum Student Partners Projects stream. The word limit is 250 words.

**Question 13** asks you to explain how your participation could help you develop the qualities of a global leader. The word limit is 250 words.

**Question 14** asks you to describe three skills that you can bring to the Student Partners Projects stream. Include specific examples from your experience that clearly evidence how you meet these skills. The word limit is 250 words.
**Question 15** asks you to rank your preference for the 11 projects. If you are not interested in a project, please do not include it in your preference ranking.

**Question 16** asks you to briefly explain your project ranking (in no more than 100 words) and your most relevant skills for your top three project choices.

**Question 17** is a self evaluation of skills you feel that you already display:

- **Communication skills** - the ability to pass on information to others through a variety of means, adapting communication style to suit people’s needs and abilities
- **Empathic and reflective skills** - the ability to understand a situation from someone else’s perspective, to consider the effect of one’s actions and act accordingly
- **Proactivity and use of initiative** - the ability to act in advance, plan ahead and carry out duties in a forward thinking manner
- **Research and evaluation skills** - the ability to process, assess and evaluate information and apply this to specific problems
- **IT skills** - ability to use Microsoft Office package, particularly Word and Excel
- **Problem solving** - the ability to be flexible and respond to any challenges that arise
- **Time management skills** - ability to prioritise work in order to meet deadlines
- **Social media skills** - familiarity with social networking sites
- **Team-working skills** - the ability to be part of a team, co-operating with others to achieve an objective

**Question 18** invites any other information you wish the selection panel to know

**Question 19** requires your typed signature confirming the conditions and your commitment

**In submitting an application, you:**

1) confirm that all information given on the form and in any supporting information is complete and accurate in all respects;

2) consent to data (including personal data) given in the application form and in any supporting documentation (being processed in accordance with data protection legislation);

3) agree, if selected, to fully engage with the project in cooperation with your staff partner and other team members;

4) agree, if selected, to contribute to a report on the project in a prescribed form and to provide progress updates upon request;

5) agree to participate in requests for feedback on the application process or project delivery;

6) agree, if selected, that the project team will be represented at the Global Leaders Summit, and deliver a presentation on the project and its outcomes.

**Question 20** is the date of your signature.