

## 1.0 Background

The following guiding principles have been developed and approved by Elective Planning Group for non-teaching related expenditure for elective courses. Where applicable the guiding principles relate to all non-teaching related spend for electives. The principles were developed following consultation with Faculty, Subject Area Managers, Finance, and Programme Teams.

## 2.0 Baseline Principles:

1. Where possible the number of cases allocated to a respective stream should be limited to one per session. And absolute upper maximum of 20 per stream. (inclusive of copyrights / reprints). In the first instance, it is preferable for LBS cases to be utilised.
2. Purchase of prescribed 'core textbooks' (as detailed within the course syllabi) is permissible up to a limit of £30 per student.
3. Associated courier/postage costs with the elective course/stream will be covered.
4. Where applicable visiting / guest speaker should be sourced locally for elective teaching in Dubai
5. Only under exceptional circumstances should payment / fees be paid for a visiting speaker(s), and this would be subject to a maximum of £250 per speaker and £1000 per stream.
6. In lieu of speaker payment, reasonable gifts are permissible up to a maximum of £100 per speaker.
7. Stipend for Faculty teaching overseas electives will be £5k.
8. Reasonable incidental costs for visiting speakers e.g. dinner/ hotel / local travel is permissible up to £250 per speaker.
9. Reasonable entertainment costs for guest speakers (drinks/lunch etc.) are permissible to a maximum of £50 per course/stream.
10. Unless linked to a speaker engagement, normally catering /subsistence would not be provided for elective course/streams.
11. Reasonable simulation, gamification tool, data set costs are permissible but subject to discussion in advance with Subject Area Chair / Degree Education.
12. Internal subsistence costs (for faculty & students) would not normally be covered by the elective course/stream budget.
13. TA grading support equating to 1 hr per student at a rate of £26per place is applicable for each student above 30 in each stream. Funding is transferred to full-time Faculty IFB and added to teaching payment for adjunct / visiting / bought-in faculty ex-post.
14. Where required for hybrid teaching, in-class facilitation is permitted at a rate of £26 per hour, up to a maximum of 30hrs per 10 session elective, and 15 hours for 5 session elective.
15. Costs associated for gifts /awards or prizes relating to *student* group presentations etc. are permissible up to a maximum of £200 per stream.