

AUSTRALIAN AWARDS FOR UNIVERSITY TEACHING NEWSLETTER

Issue 5
2 Nov 2018

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- Phase One will require the ICO to enter the details of each nominee, including team names where applicable.

The 2018 AAUT Awards Portal Nomination Submission Instructions is now **available for download** from the [AAUT-UA website](http://AAUT-UA_website) or www.universitiesaustralia.edu.au/AAUT:

2018 AAUT AWARDS PORTAL OPENING

PHASE ONE REMINDER

Don't forget that the 2018 AAUT Awards Portal at aaut.sparkplus.com.au is opening for Phase One: Nominee Registration this coming Monday.

Opening Date:

Monday 5 November 2018, 8am AEDT

Closing Date:

*Monday 19 November 2018,
11.59pm AEDT*

Please note that no late registrations accepted.

Please make sure you have **all nominee** details ready:

- First and last name
- Email address
- Which category they are applying for
- Whether they are an individual or a team

DURING THIS PHASE:

- All nominations are to be submitted online via the 2018 AAUT Awards Portal by ICOs only.
- Each ICO will receive an **Account ID on Friday 2 Nov** and will be prompted to set up a password on their first login attempt.
- Only one login will be allocated to each institution.

SPARKPLUS TECHNICAL SUPPORT

CONTACT DETAILS

For technical issues when using the AAUT Awards Portal please contact:

SPARKPLUS

Email: support@sparkplus.com.au

Phone: 02 8007 4553

The SPARKPLUS technical support is available from:

- Thursday 1st November 2018 to Friday 14th December 2018
- Monday to Friday: 9.00am to 6.00pm AEDT

FAQs

DIGITAL PHOTOGRAPHS

Q: Should the digital photo be only head and shoulders?

A: Yes, nominee portraits should be formal photographs of the head and shoulders only.

EXAMPLE



CITATION INSTRUCTIONS POINT 3.1.2

Q: Citations only need to address one assessment criteria, so what do you mean in point 3.1.2 of the Nomination Instructions when you say “Please include criterion headings and present in order”?

A: Please use only the heading of the single assessment criteria that you have chosen.

2019 TIMELINES

Q: We are planning our internal award timelines for 2019. What will the closing dates for the AAUT be next year?

A: At this point we don’t have timelines for 2019. The round will most likely be earlier than it was in 2018.

TEAM NOMINATIONS IN DIFFERENT CATEGORIES

Q: Can a team submit a nominations in two different categories in the same year?

A: No, one team can only submit an application in a single category each year.

EDITABLE NOMINATION FORMS

Q: How can I get Word versions of the Nomination Forms?

A: They are available here:

<https://www.dropbox.com/sh/p827b1vkn5fgq0h/AADftpEhGr1MXV2g6szq1p62a?dl=0>

NEWSLETTER #6

MID NOVEMBER 2018

- Reminder – Phase 1: Nomination Registration Closing date
- FAQs

AWARDS TEAM CONTACT DETAILS

If you have any questions or concerns, please don’t hesitate to contact the Awards Team

Email: aauteam@swin.edu.au

Angeline Sim: 03 9214 3481
Anicca Maleedy-Main: 03 9214 4766

Regards,

AAUT Awards Team

