



AUSTRALIAN AWARDS  
FOR UNIVERSITY TEACHING

# 2018 AWARDS FOR PROGRAMS THAT ENHANCE LEARNING

PROGRAM AWARD  
NOMINATION INSTRUCTIONS

# CONTENTS

<b>1</b>	<b>Introduction .....</b>	<b>2</b>
1.1	Categories .....	2
1.1.1	Widening participation .....	2
1.1.2	Educational partnerships and collaborations with other organisations .....	2
1.1.3	Innovation in curriculum design and pedagogy practice .....	2
1.1.4	Postgraduate education.....	2
1.1.5	Student experiences and learning support services .....	2
1.1.6	Global citizenship and internationalisation .....	3
1.2	Maximum submissions .....	3
1.3	Key online submission dates .....	3
1.4	Eligibility.....	3
1.4.1	Teams.....	4
1.4.2	Eligibility of Past Recipients of Awards or Citations .....	4
<b>2</b>	<b>Assessment Criteria .....</b>	<b>5</b>
2.1	Distinctiveness, coherence and clarity of purpose .....	5
2.2	Influence on student learning and the student experience.....	5
2.3	Breadth of impact.....	5
2.4	Addressing equity and diversity .....	5
2.5	Evidencing your contribution .....	5
<b>3</b>	<b>Program Award Nomination Process .....</b>	<b>6</b>
3.1	Preparation for submission.....	6
3.1.1	Nomination Form .....	7
3.1.2	Claims Against Assessment Criteria .....	7
3.1.3	Team Statement of Contribution (For Team Nomination Only).....	7
3.1.4	Two Letters of Reference .....	8
3.1.5	Supporting Materials.....	8
3.1.6	Digital Photograph .....	9
3.2	Online Submission.....	9
3.2.1	Phases to 2018 AAUT Awards Portal .....	9
3.2.2	Program Award Nomination Checklist.....	10
3.3	Notification and feedback .....	10
3.4	Award Recognition/ Higher Education Conference .....	10
<b>4</b>	<b>Contact Details .....</b>	<b>11</b>
4.1	AAUT Awards Team.....	11
4.2	SPARKPLUS .....	11
4.3	AAUT- UA website.....	11

# 1 INTRODUCTION

Awards for Programs that Enhance Learning recognise learning and teaching support programs and services that make innovative and outstanding contributions to student learning outcomes and the quality of the student experience. They are awarded to programs and services that have set high standards for learning and teaching activities in Australian higher education institutions.

Award Type	Categories	No. of awards per category	No. of awards	Max submissions per institution	Prize money
2. Awards for Programs that Enhance Learning (Program Awards)	6	*1	6	2	NIL

In 2018, six Program Awards will be granted across all categories, and there will be one Award per category. \*It is anticipated that Program Awards will be distributed across all categories, although the pattern of distribution will ultimately be determined by the quality of nominations.

## 1.1 CATEGORIES

Nominees must select the relevant program category below. The six categories for the Programs that Enhance Learning are:

### 1.1.1 WIDENING PARTICIPATION

This category encompasses approaches to learning and teaching, and/or student experience which enhance student access, widen participation, and support progression.

### 1.1.2 EDUCATIONAL PARTNERSHIPS AND COLLABORATIONS WITH OTHER ORGANISATIONS

This category encompasses partnerships between universities, and universities and other organisations—such as schools, private higher education providers, registered training organisations, professional bodies, businesses and industries in collaborative approaches to learning and teaching.

### 1.1.3 INNOVATION IN CURRICULUM DESIGN AND PEDAGOGY PRACTICE

This category encompasses approaches to learning and teaching that afford flexibility in time, place and/or mode of learning and innovations that encourage novel approaches to learning and teaching, innovations that align assessment with curriculum design, innovations that encourage or support multidisciplinary, research-based learning and teaching approaches, innovations that utilise the potential of new and/or emerging technologies.

### 1.1.4 POSTGRADUATE EDUCATION

This category encompasses programs and other activities that focus on postgraduate students, postgraduate coursework learning and teaching, postgraduate research supervision and research higher degree candidature and postgraduate learning support.

### 1.1.5 STUDENT EXPERIENCES AND LEARNING SUPPORT SERVICES

This category encompasses services directly related to student learning such as those for specific groups of students, information access, course advising, language and learning support, counselling and disability support. It also encompasses learning engagement activities and other learning and teaching support services, such as those within large student groups to sustain and retain students,

student enhancement, whole personal development learning and the quality of the first-year student experience.

### 1.1.6 GLOBAL CITIZENSHIP AND INTERNATIONALISATION

This category includes valuing and enhancing the international student experience, student exchange, international recruitment, transition programs for international students and internationalising the curriculum.

## 1.2 MAXIMUM SUBMISSIONS

- Eligible institutions can submit a maximum of two individual or team submissions across all categories
- Nominees may be included in only one Program Award nomination in any year, except if a nominee forms part of a team nomination and is not the lead nominee.

## 1.3 KEY ONLINE SUBMISSION DATES

There are two phases for the submission process. Phase 1 is to enter the nominee's details and Phase 2 is to upload the required documentation including a digital photograph.

### Phase 1: Nominee Registration

- Opening Date: Monday 5 November 2018, 8.00am AEDT
- Closing Date: Monday 19 November 2018, 11:59pm AEDT

Please note that late registrations will NOT be accepted.

After Phase 1 closing date, registered nominees can be withdrawn but no new registrations can be added.

### Phase 2: Upload Submission

- Opening Date: Monday 26 November 2018, 8.00am AEDT
- Closing Date: Monday 10 December 2018, 11:59pm AEDT

Please note that late submissions will NOT be considered.

## 1.4 ELIGIBILITY

Nomination is open to all programs and services that enhance student learning in higher education. Nominations must be supported by the nominating institution (refer to eligible institutions in [Table A](#) and [Table B](#)).

Programs should be broader than one or two subjects, or a limited service that involves only a few students. For example, programs may involve a service or program provided at the institutional, faculty or school level, a program of study across number of years, or a service or program directed at particular groups of students.

### 1.4.1 TEAMS

Team nominations can only include members with a contribution of 10 per cent or higher. This means that the maximum number of team members is 10.

In some circumstances a team member(s) for a program award may not be employed by the nominating institution. This is acceptable providing the program is a program or service at the eligible institution (Refer to eligible institutions [Table A](#) and [Table B](#)) that enhances student learning and the team lead and majority of team members are employed by an eligible institution.

### 1.4.2 ELIGIBILITY OF PAST RECIPIENTS OF AWARDS OR CITATIONS

Programs that have received a Program Award previously are ineligible for renomination.

Past recipients of a Teaching or Program Award (including Carrick Award, ALTC Award or OLT Award) can only renominate if they form part of a team nomination and are not the lead nominee. The new nomination should not substantially replicate the original nomination.

Nomination or receipt of a Citation does not affect eligibility for a Program Award.

## 2 ASSESSMENT CRITERIA

All nominations will be assessed on the evidence provided in response to the following four criteria which will be given equal consideration by the assessors:

### 2.1 DISTINCTIVENESS, COHERENCE AND CLARITY OF PURPOSE

Extent to which the program has clear objectives and systematic approaches to coordination, implementation and evaluation.

### 2.2 INFLUENCE ON STUDENT LEARNING AND THE STUDENT EXPERIENCE

Extent to which the program targets identified needs and directly or indirectly, enhances student learning, student engagement and/or the overall student experience of higher education.

### 2.3 BREADTH OF IMPACT

Extent to which the program has led to widespread benefits for students, staff, the institution, and/or other institutions, consistent with the purpose of the program.

### 2.4 ADDRESSING EQUITY AND DIVERSITY

Extent to which the program promotes and supports equity and inclusiveness by improving access, participation and outcomes for diverse student groups.

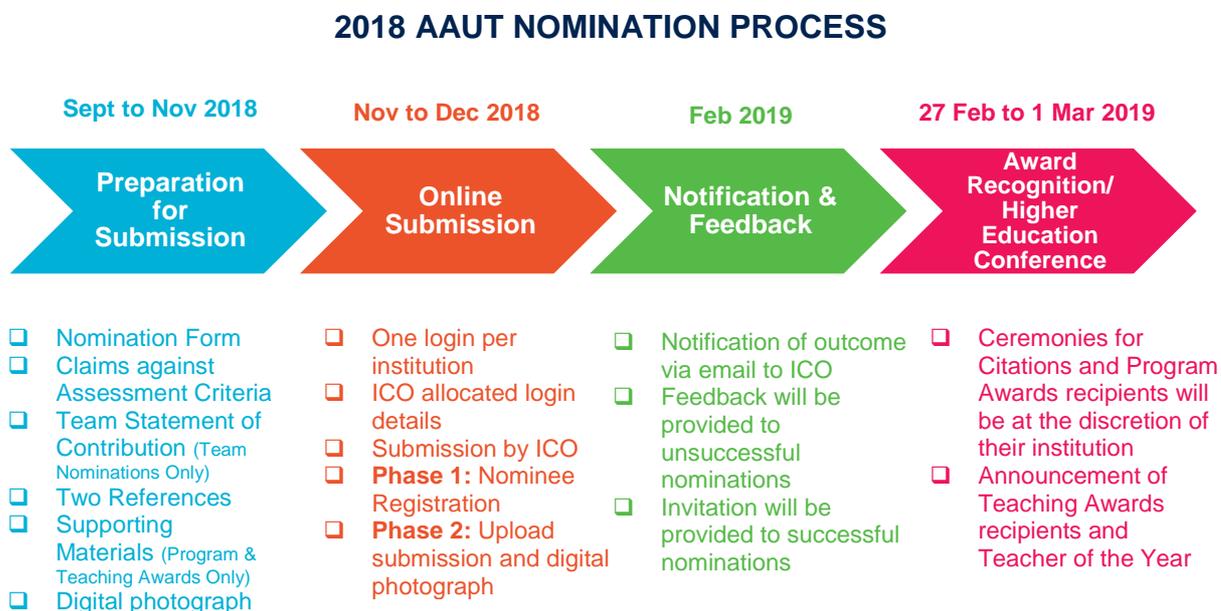
### 2.5 EVIDENCING YOUR CONTRIBUTION

All nominations will be assessed on the evidence provided in response to the assessment criteria. Assessment will also be based on the extent to which nominees show evidence that their contribution has:

- a. Influenced student learning, student engagement or the overall student experience.
- b. Gained recognition from fellow staff, the institution, and/or the broader community.
- c. Been sustained effectiveness of the program for no less than three years, not including time taken for development or trial of any activity.
- d. Claims for excellence that are supported by formal and informal evaluation.
- e. Shown creativity, imagination or innovation, irrespective of whether the approach involves traditional learning environments or technology-based developments.
- f. Information contained in student data or institutional student surveys, references, and selected teaching materials submitted by nominee.

## 3 PROGRAM AWARD NOMINATION PROCESS

The table below summarises the Program Award Nomination Process:



### 3.1 PREPARATION FOR SUBMISSION

In preparation for online submission, the documentation must comply with the formatting requirements. All submissions must contain ALL of the elements listed in the checklist at the end of this section (individual nominations are not required to submit a Team Statement of Contribution). **Incomplete applications will not be assessed.**

#### Formatting requirements

Please ensure that the document is formatted as per below:

- A4 page size
- Sub heading (must be included) – Font must be Arial or Calibri bold, 11 point (narrow fonts must not be used)
- Body text – Font must be Arial or Calibri regular 11 (narrow fonts must not be used)
- Header – First and last name of nominee at the top right (Arial or Calibri regular, 9 point)
- Footer – Title of the document on the bottom left (UPPERCASE Arial or Calibri regular, 9 point), e.g. 2018 PROGRAM AWARD NOMINATION
- Footer – Page numbers at the bottom right (Arial or Calibri regular, 9 point)
- Margin – at least 2 cm with clear definition between paragraphs, and no columns should be used
- Paragraph line spacing – single line

### 3.1.1 NOMINATION FORM

The Nomination Form reports administrative information and includes a declaration from the nominee and institution. The form acts as a cover sheet for the nomination.

The completed nomination must be signed by the Vice-Chancellor / Chief Executive Officer or their nominated delegate.

### 3.1.2 CLAIMS AGAINST ASSESSMENT CRITERIA

This component is limited to 10 A4 pages, describes the program activities and achievements and must address all four assessment criteria, providing evidence to support claims.

It should be comprised of the following elements presented in order:

- **Synopsis** of up to 200 words, which includes a description of the program and its contribution to student learning. The synopsis must be:
  - written in the third person
  - avoid jargon and use plain English
  - inform the broadest possible audience about the program.

Please note that hyphenated words will be counted as one word.

- **Overview** of the program and its context.
- **Statement addressing the Assessment Criteria** (include criterion headings), providing supporting evidence including impact on student learning. Please include criterion headings and present in order.
- **Reference list:** nominees should use their preferred recognised reference style throughout and include a reference list within the 10 pages. Links to reference lists online will not be reviewed by assessors.

Please note: Should the nomination be successful, the synopsis will be used in communications regarding the recipient's success, such as in the Universities Australia's website, program booklet and in archival information.

Assessors may not be drawn from your disciplines and learning and teaching specialisations, therefore it should not be presumed they have detailed knowledge of the discipline.

### 3.1.3 TEAM STATEMENT OF CONTRIBUTION (FOR TEAM NOMINATION ONLY)

Team nominations must complete one A4 page that consists of the following:

- Name and indication of the percentage contribution of each team members (in order from highest to lowest). Note that team members are required to have a contribution of 10 per cent or higher.
- An explanation of the role of each team member
- Maximum number of team members is 10 either from the same institution or different institutions.

Team nomination requirements are as follows:

- A team lead for the purposes of the nomination is to be identified
- Team must have a team name as listed in the nomination form
- For publication purposes, titles and names stated in the team statement must be the same as listed on the nomination form
- If the team consists of members from different institutions, clearly state the representative institution on the nomination form and the Team lead's institution will submit the entire nomination on behalf of the team.

### 3.1.4 TWO LETTERS OF REFERENCE

Two letters of reference, of no more than one A4 page each, are to be provided by referees able to comment on the contribution to student learning against the assessment criteria. References should demonstrate familiarity with the contribution and context, providing endorsement of the claims and additional evidence relating to context, merit and impact on students. Where possible, at least one referee should be qualified to comment on the broader impact of program's contribution based on relevant professional or personal expertise and standing.

References should:

- Include one referee who is the head of the Team Leader's faculty, department, school or administrative unit or higher level.
- For team nominations, apply to the team not individual team members
- Include a statement acknowledging the referee's acceptance of the Privacy Notice in the nomination form, e.g. 'I accept the Privacy Notice provided by the nominee.'
- Be signed – electronic signatures are accepted
- Be on institutional letterhead
- Body text – Font must be Arial or Calibri regular 11 (narrow fonts must not be used)

### 3.1.5 SUPPORTING MATERIALS

Supporting materials should illustrate and provide evidence of claims made against the selection criteria. Please do not include any additional information or use as an extension of the page limit.

Nominees can choose to submit up to two of the following supporting materials:

- A three-minute video (which could include footage of the program in action, team members talking about the program and its vision or interviews with students) – **NOTE: Please upload your video to YouTube and submit only a link, to be included in your PDF submission.**
- Website (URL) – include web address in your PDF submission.
- 10 pages of supporting material in PDF format.

The relevance of all material must be made clear in the statement addressing the selection criteria. Supporting materials should be clearly titled and are the last component of the combined nomination file.

Supporting materials (including websites) should remain accessible throughout the assessment process, beyond the submission date. Supporting materials should not require a login and password to access the material.

### 3.1.6 DIGITAL PHOTOGRAPH

A formal digital photograph of the individual nominee or team must be submitted with each nomination, in line with the following specifications:

Digital Photo Requirements	The image must be
Dimensions	<ul style="list-style-type: none"> <li>Image resolution of 300dpi</li> <li>Approximately 10cm by 10cm</li> </ul>
Colour	<ul style="list-style-type: none"> <li>In colour</li> <li>White Background</li> </ul>
File Format	<ul style="list-style-type: none"> <li>JPEG file format</li> </ul>
File Size	<ul style="list-style-type: none"> <li>At least 1MB</li> </ul>

If the nomination is successful, the submitted digital photographs are used for publication purposes, including awards booklets, the Universities Australia website and other promotional materials. The photographs should therefore be of the best possible quality and include all members of a team nomination within the one photo. Low quality photographs will not be accepted.

## 3.2 ONLINE SUBMISSION

Online submission of nominations is via the [2018 AAUT Awards Portal](#) by the Institutional Contact Officer (ICO).

- One login per institution – allocated to the ICO
- Each institution will be given an account ID and will then create their own password.
- System requirement: Internet Explorer 10 or above
- The data entered on the 2018 AAUT Awards Portal should match the information on the Nomination Form
- 2018 AAUT Awards login link: <https://aaut.sparkplus.com.au>
- Refer to 2018 AAUT Awards Portal Nomination Submission Instructions for more information (available early November 2018)

### 3.2.1 PHASES TO 2018 AAUT AWARDS PORTAL

There are two phases to the 2018 AAUT Awards Portal online submission process.

#### Phase 1: Nominee Registration (Monday 5 Nov to Monday 19 Nov 2018)

ICOs will be required to enter each nominee's details into the 2018 AAUT Awards Portal. During this phase, no documents need to be uploaded.

#### Phase 2: Upload Nomination Submission (Monday 26 Nov to Monday 10 Dec 2018)

ICOs will be required to upload one PDF submission for each nominee, along with a digital photograph.

Each PDF Program Award submission will include:

- A maximum of 19 pages for individual nominee plus the choice of supporting materials
- A maximum of 20 pages for team (inclusive of the Team Statement of Contribution) plus the choice of supporting materials

### 3.2.2 PROGRAM AWARD NOMINATION CHECKLIST

See the Program Awards Nomination Checklist to ensure that you have consolidated all required documents (in order as listed in the Checklist) in one PDF file.

Tick	Documents required for online submission	Max Pages	Comment
	1. Program Award Nomination Form (Acts as cover sheet/ Must be signed by VC, CEO or nominated delegate)	7	
	2. Claims against Assessment Criteria (Synopsis/ Program overview and context/ Statement addressing the assessment criteria/ Reference list)	10	
	3. Team Statement of Contribution (For team nomination only. Explains role and percentage of contribution)	1	
	4. Two Letters of Reference (One A4 page for each reference)	2	
	5. Supporting Materials (Submit up to two – 3-minute video link, website URL and/or 10 pages PDF)	-	
	6. Digital Photograph	-	

The Program Award Nomination checklist template is available for download on the AAUT-UA website.

### 3.3 NOTIFICATION AND FEEDBACK

The nominee and the nominating institution will be advised of the result of their nomination by email to ICO.

For unsuccessful nominees, written feedback will be provided by Assessors via email to ICO.

### 3.4 AWARD RECOGNITION/ HIGHER EDUCATION CONFERENCE

Recipients of Program Awards will receive a certificate. Ceremonies or other forms of public recognition will be at the discretion of the recipients' institution.

Award recipients of Teaching Awards are announced at the Universities Australia Higher Education Conference, National Convention Centre Canberra on Wednesday 27 February to Friday 1 March 2019.

For registration, please click on [2019 UA Higher Education Conference](#).

## 4 CONTACT DETAILS

### 4.1 AAUT AWARDS TEAM

For any AAUT related queries, please contact the Awards Team:

- Email: [aaut@swin.edu.au](mailto:aaut@swin.edu.au)
- Phone: 03 9214 3481 (Angeline Sim – Project Manager)
- Phone: 03 9214 4766 (Anicca Main – Project Coordinator)

For any queries about changes from the previous, Government-funded program, please contact the Awards Team or UA.

### 4.2 SPARKPLUS

To submit your online submission, please click [2018 AAUT Awards portal](#) or go to <https://aaut.sparkplus.com.au> .

For technical AAUT Awards – SPARKPLUS Online Submission queries, please contact:

- SPARKPLUS Email [support@sparkplus.com.au](mailto:support@sparkplus.com.au)
- SPARKPLUS Phone: 02 8007 4553

The SPARKPLUS technical support is available from:

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

### 4.3 AAUT- UA WEBSITE

For more AAUT information or download of AAUT documentation, please click [AAUT- UA website](#) or go to [www.universitiesaustralia.edu.au/AAUT](http://www.universitiesaustralia.edu.au/AAUT) .