

## AUSTRALIAN AWARDS FOR UNIVERSITY TEACHING NEWSLETTER #4

Welcome to the 4<sup>th</sup> AAUT update for 2018.

In this issue, we will cover the following points:

- I. LAUNCH AAUT-UA WEBSITE/ 2018 AAUT NOMINATION INFORMATION PACKS ARE NOW AVAILABLE
- II. ONLINE SUBMISSION KEY DATES – REMINDER
- III. 2018 AAUT AWARDS PORTAL
- IV. 2018 AAUT NOMINATION CHECKLIST
- V. NEXT ISSUE #5
- VI. AWARDS TEAM CONTACT DETAILS

### I. LAUNCH AAUT-UA WEBSITE / NOMINATION INFORMATION PACKS ARE NOW AVAILABLE

The eagerly awaited 2018 AAUT Nomination Information Packs are now **available for download** from the [AAUT-UA website](#) or [www.universitiesaustralia.edu.au/AAUT](http://www.universitiesaustralia.edu.au/AAUT):

- 2018 AAUT Program Overview
- 2018 AAUT Citation Nomination Instructions and Nomination Form
- 2018 AAUT Program Award Nomination Instructions and Nomination Form
- 2018 AAUT Teaching Award Nomination Instructions and Nomination Form

### II. ONLINE SUBMISSION KEY DATES – REMINDER

There are **two phases** to the online submission process – **please mark these dates in your diary.**

#### Phase 1: Nominee Registration

To enter the nominee's details prior to the online submission

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

We would encourage you to start gathering the nominees' names and have them ready for registration.

Please note that no late registrations are accepted.

#### Phase 2: Upload Submission

To upload the PDF submission (one PDF) and digital photograph.

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

Please note that no late submissions will be accepted.

### III. 2018 AAUT AWARD PORTAL

Online submission will be via the 2018 AAUT Awards Portal at [aaut.sparkplus.com.au](http://aaut.sparkplus.com.au)

Detailed instructions for the use of the 2018 AAUT Awards Portal will be distributed in early November.

- All nominations are to be submitted online via the 2018 AAUT Awards Portal by ICOs only.
- Each ICO will receive an Account ID and will be prompted to set up a password on their first login attempt.
- Only one login will be allocated to each institution.
- Phase One (5 Nov – 19 Nov) will require the ICO to enter the details of each nominee, including team names where applicable.
- Phase Two (26 Nov- 10 Dec) will require the ICO to upload all of their institution's nominations.

### IV. 2018 AAUT NOMINATION CHECKLIST

In preparation for submission, refer to the AAUT Nomination Checklist below for documentation requirement for each Award types.

Documentation Requirements	Citations	Program Awards	Teaching Awards
Max submissions per institution	6	2	3
1. Nomination Form	X	X	X
2. Claims against Assessment Criteria	X	X	X
3. Curriculum Vitae (CV)	-	-	X
4. Team Statement of Contribution (For team nominations only)	X	X	X
5. Two Letters of Reference	X	X	X
6. Supporting Materials	-	X	X
7. Digital Photograph	X	X	X

### V. NEWSLETTER #5 (EARLY NOVEMBER 2018)

- Reminder – Phase 1: Nomination Registration Opening date
- FAQs
- Assessor Expression of Interest (Eols)
- Details of AAUT Awards Portal - SPARKPLUS Technical Support

### VI. AWARDS TEAM CONTACT DETAILS

If you have any questions or concerns, please don't hesitate to contact the Awards Team at [aaut@swin.edu.au](mailto:aaut@swin.edu.au) or 03 9214 3481 (Angeline Sim) or 03 9214 4766 (Anicca Maleedy-Main).

Regards,  
AAUT Awards Team  
(16 October 2018)