## 2019 AAUT Award Summary

<table>
<thead>
<tr>
<th>AWARD TYPES</th>
<th>Categories</th>
<th>No. of awards per category</th>
<th>No. of awards</th>
<th>Max submissions per institution</th>
<th>Prize money</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Citations for Outstanding Contributions to Student Learning (Citations)</td>
<td>4</td>
<td>25</td>
<td>Up to 100</td>
<td>6</td>
<td>NIL</td>
</tr>
<tr>
<td>2. Awards for Programs that Enhance Learning (Program Awards)</td>
<td>6</td>
<td>1</td>
<td>6</td>
<td>2</td>
<td>$15,000</td>
</tr>
<tr>
<td>3. Awards for Teaching Excellence (Teaching Awards)</td>
<td>7</td>
<td>1</td>
<td>7</td>
<td>3</td>
<td>$15,000</td>
</tr>
<tr>
<td>4. Award for Australian University Teacher of the Year</td>
<td>N/A</td>
<td>N/A</td>
<td>1</td>
<td>N/A</td>
<td>$20,000</td>
</tr>
</tbody>
</table>
# 2019 AAUT NOMINATION KEY DATES

<table>
<thead>
<tr>
<th>TASKS</th>
<th>DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account ID sent to ICOs</td>
<td>Friday 9&lt;sup&gt;th&lt;/sup&gt; August 2019</td>
</tr>
<tr>
<td>Awards Portal Nomination Instructions sent to ICOs</td>
<td></td>
</tr>
<tr>
<td>Awards Portal Technical Support opens (10.00am AEDT)</td>
<td></td>
</tr>
<tr>
<td>Phase 1: Nomination Registration opens</td>
<td>Monday 12&lt;sup&gt;th&lt;/sup&gt; August 2019, 8.00am AEDT</td>
</tr>
<tr>
<td>Phase 1: Nomination Registration closes</td>
<td>Friday 23&lt;sup&gt;rd&lt;/sup&gt; August 2019, 11:59pm AEDT</td>
</tr>
<tr>
<td>Phase 1: Awards Portal Technical Support closes (6.00pm AEDT)</td>
<td></td>
</tr>
<tr>
<td>After the Phase 1 closing date, registered nominees can be withdrawn but no new registrations can be added.</td>
<td></td>
</tr>
<tr>
<td>Phase 2: Submission Upload opens</td>
<td>Monday 2&lt;sup&gt;nd&lt;/sup&gt; September 2019, 8.00am AEDT</td>
</tr>
<tr>
<td>Phase 2: Awards Portal Technical Support opens (10.00am AEDT)</td>
<td></td>
</tr>
<tr>
<td>Phase 2: Submission Upload closes</td>
<td>Friday 13&lt;sup&gt;th&lt;/sup&gt; September 2019, 11:59pm AEDT</td>
</tr>
<tr>
<td>Phase 2: Awards Portal Technical Support closes (6.00pm AEDT)</td>
<td></td>
</tr>
<tr>
<td>Late submissions will NOT be considered after Phase 2 closing date.</td>
<td></td>
</tr>
<tr>
<td>Notification of Outcome</td>
<td>January 2020</td>
</tr>
<tr>
<td>AAUT Awards Ceremony</td>
<td>Tuesday 25&lt;sup&gt;th&lt;/sup&gt; February 2020</td>
</tr>
</tbody>
</table>
2019 AAUT NOMINATION PROCESS

**PREPARATION FOR SUBMISSION**
- Nomination Form
- Assessment Criteria
- CV (Teaching Awards Only)
- Team Statement (Team Only)
- Two References
- Supporting Materials (Program and Teaching Awards Only)
- Digital Photograph

**ONLINE SUBMISSION**
- Phase One: Nominee Registration
- Phase two: Submission and photo upload
- One login per institution
- Submission by ICO

**ASSESSMENT PERIOD**
- Individual Assessment
- Collaborative Assessment
- Awards Committee Assessment

**NOTIFICATION OF OUTCOME**
- UA Board Sign-off
- Notification

**AWARD RECOGNITION**
- Citation Ceremony will be at the discretion of their institution
- Announcement of Program and Teaching recipients at the AAUT Awards Ceremony
1. Citation Nomination Form
   - Acts as cover sheet
   - All boxes must be ticked, and form must be signed by:
     - Nominee
     - Head of School/Faculty
     - DVCA or their nominated delegate
     - ICO

2. Claims Against Assessment Criteria (max 4 A4 pages)
   - Proposed Citation (up to 25 words)
   - Contribution overview and context
   - Statement addressing the assessment criteria
   - Reference list

3. Team Statement of Contribution
   - For team nomination only
   - Explains role and percentage of contribution

4. Two Letters of Reference
   - One A4 page for each reference
   - Include acceptance of Privacy Notice
   - On institutional letterhead
   - Signed by referee

5. Digital Photograph
1. Program Award Nomination Form
   ▪ Acts as cover sheet
   ▪ All boxes must be ticked, and form must be signed by:
     - Nominee
     - Head of School/Faculty
     - DVCA or their nominated delegate
     - ICO

2. Claims Against Assessment Criteria (max 10 A4 pages)
   ▪ Synopsis (up to 200 words)
   ▪ Program overview and context
   ▪ Statement addressing the assessment criteria
   ▪ Reference list

3. Team Statement of Contribution
   ▪ For team nomination only
   ▪ Explains role and percentage of contribution

4. Two Letters of Reference
   ▪ One A4 page for each reference
   ▪ Include acceptance of Privacy Notice
   ▪ On institutional letterhead
   ▪ Signed by referee

5. Supporting Materials
   Submit up to two of the following:
   ▪ A three-minute video link,
   ▪ Website URL and/or
   ▪ 10 pages PDF

6. Digital Photograph
1. Teaching Award Nomination Form
   - Acts as cover sheet
   - All boxes must be ticked, and form must be signed by:
     - Nominee
     - Head of School/Faculty
     - DVCA or their nominated delegate
     - ICO

2. Claims Against Assessment Criteria (max 8 A4 pages)
   - Synopsis (up to 200 words)
   - Teaching overview and context
   - Statement addressing the assessment criteria
   - Reference list

3. Curriculum Vitae (CV)
   - Individual = max 3 pages (A4)
   - Team = team leader max 3 pages (A4) and team members max 1 page (A4) each

4. Team Statement of Contribution
   - For team nomination only
   - Explains role and percentage of contribution

5. Two Letters of Reference
   - One A4 page for each reference
   - Include acceptance of Privacy Notice
   - On institutional letterhead
   - Signed by referee

6. Supporting Materials
   Submit up to two of the following:
     - A three-minute video link
     - Website URL and/or
     - 10 pages PDF

7. Digital Photograph
AAUT AWARDS TEAM

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03 9214 3481
Angeline Sim – Project Manager
03 9214 4766
Anicca Carmichael – Project Coordinator
www.universitiesaustralia.edu.au/AAUT

AAUT AWARDS PORTAL

support@sparkplus.com.au
02 8007 4553

Technical Support
Phase 1: Friday 9th Aug to Friday 23rd Aug
Phase 2: Monday 2nd Sep to Friday 13th Sep
Monday to Friday 10am to 6pm AEDT