



AUSTRALIAN AWARDS
FOR UNIVERSITY TEACHING

2020 AWARDS FOR PROGRAMS THAT ENHANCE LEARNING

PROGRAM AWARDS
NOMINATION INSTRUCTIONS

GLOSSARY

AAUT	Australian Awards for University Teaching
Award Recipient	An individual or team receiving the award
Awards Portal	Sparkplus online assessment portal
Awards Team	Project team at Swinburne University of Technology managing the administration on behalf of Universities Australia
Institutions	Eligible institutions listed in Table A and Table B of the Higher Education Support Act (2003) to nominate for the AAUT
ICO	Institutional Contact Officer
Nominee	The individual or team applying for the award
SPARKPLUS	Online Awards Portal

KEY UPDATES FROM 2019

Glossary	New addition
Table of Contents	Hyperlinks to the relevant part of the document
1. Introduction	Remove 1 award per category as the number of awards granted will be distributed across all categories determined by the quality of nominations.
1. No. of awards	Up to 6
1. Prize money	TBC
1.2.1 Teams	Program Awards are open to team nominations only
4.1 Nomination Form	Available in fillable PDF and Word version

CONTACT DETAILS

AAUT Awards Team

aaut@swin.edu.au

03 9214 3481 (Project Manager, Angeline Sim)

03 9214 4766 (Project Coordinator, Jing Ye)

[AAUT-UA Website](#)

AAUT Awards Portal Technical Support

support@sparkplus.com.au

02 8007 4553 (Catherine Hutchinson/ Mike Howard)

[2020 AAUT Awards Portal](#)

Monday to Friday: 11.00am to 5.00pm AEST during Phase 1 and Phase 2 period.

CONTENTS

Glossary	i
Key changes from 2019	i
Contact Details	i
1 Introduction	1
1.1 Key online submission dates	1
1.2 Eligibility	2
1.2.1 Teams	2
1.2.2 Eligibility of past recipients of awards or citations	2
2 Categories	3
2.1 Widening participation	3
2.2 Educational partnerships and collaborations with other organisations	3
2.3 Innovation in curriculum design and pedagogy practice	3
2.4 Postgraduate education	3
2.5 Student experiences and learning support services	3
2.6 Global citizenship and internationalisation	3
3 Assessment Criteria	4
3.1 Distinctiveness, coherence and clarity of purpose	4
3.2 Influence on student learning and the student experience	4
3.3 Breadth of impact	4
3.4 Addressing equity and diversity	4
Evidencing your contribution	4
4 Preparation for Submission	5
4.1 Nomination form	5
4.2 Claims against assessment criteria	6
4.3 Team statement of contribution	6
4.4 Two letters of reference	7
4.5 Photo requirements	7
4.6 Supporting materials	7
4.7 Formatting requirements	8

1 INTRODUCTION

Awards for Programs that Enhance Learning recognise learning and teaching 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.

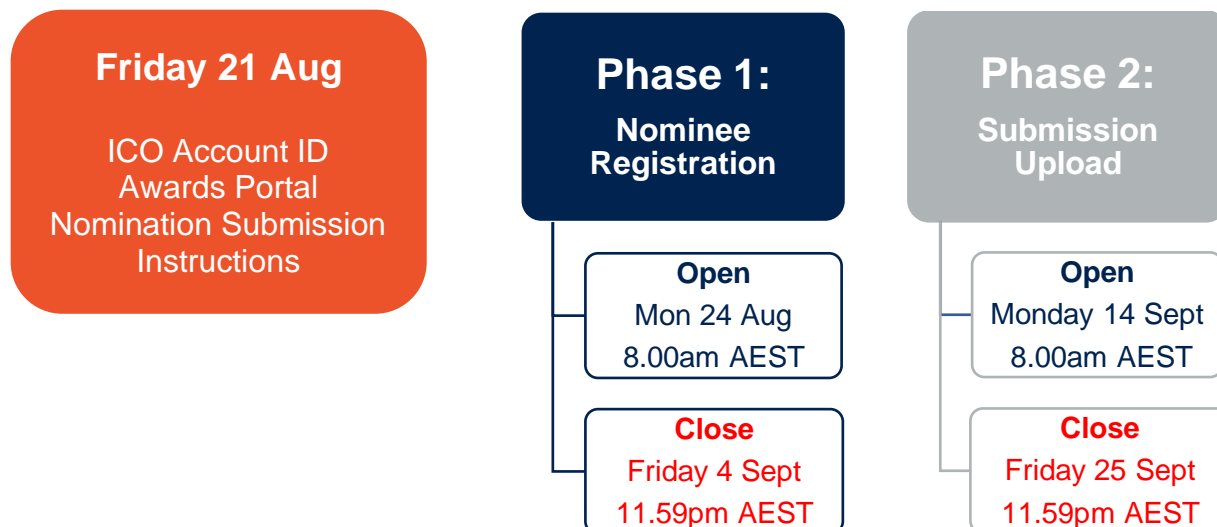
Award Type	Categories	No. of awards	Max submissions per institution	Prize money
Awards for Programs that Enhance Learning (Program Awards)	6	Up to 6	2	TBC

In 2020, up to six Program Awards will be granted across all categories, although the pattern of distribution will ultimately be determined by the quality of nominations.

Eligible institutions can submit a maximum of two 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.

1.1 KEY ONLINE SUBMISSION DATES

There are two phases in the online submission process. Phase 1 requires ICOs to enter the nominee's details and Phase 2 requires ICOs to upload the required documentation including digital photograph.



***Please note:**

- Phase 1: After the closing date, registered nominees can be withdrawn but no new registrations can be added. Please ensure all information entered is correct.
- Phase 2: Late submissions will NOT be considered after the closing date.
- Awards Portal Technical Support is available from Monday to Friday: 11.00am to 5.00pm AEST during Phase 1 and Phase 2 period.

1.2 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.

1.2.1 TEAMS

This year, Program Awards are open to team nominations only. 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 provided the program is a program or service at the eligible institution that enhances student learning and the team lead and majority of team members are employed by the nominating institution. The funding for program award recipients is provided to the nominating institution, and all team members should be aware of this upon nominating.

1.2.2 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 CATEGORIES

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

2.1 WIDENING PARTICIPATION

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

2.2 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.

2.3 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.

2.4 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.

2.5 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.

2.6 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.

3 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:

3.1 DISTINCTIVENESS, COHERENCE AND CLARITY OF PURPOSE

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

3.2 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.

3.3 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.

3.4 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.

EVIDENCING YOUR CONTRIBUTION

In addressing the above criteria, applicants are required to make a case that they have:

- a. Impacted on student learning, student engagement or the overall student experience for a period of no less than three years (two years for early career), not including time taken for development or trial of any activity.
- b. Gained recognition from colleagues, the institution, and/or the broader community.
- c. Shown creativity, imagination or innovation, irrespective of whether the approach involves traditional learning environments or technology-based developments.
- d. Drawn on the scholarly literature on teaching and learning to inform the development of initiatives, programs and/or practice.

This case needs to be **strongly supported by a wide range of evidence** in the form of qualitative and quantitative data. This may include: Formal and informal evaluation, student data, institutional student surveys, references and selected teaching materials.

4 PREPARATION FOR SUBMISSION

The first stage of the nomination process is preparation for submission (see the **2020 AAUT Program Overview** document for the full nomination process).

In preparation for online submission, the documentation must comply with the formatting requirements outlines in [section 4.7](#). Submissions must contain ALL of the elements listed in the checklist below. **Incomplete applications will not be assessed.** Please ensure that all nomination documents are:

- High enough quality to be legible, not scanned documents.
- All hyperlinks are active
- Keep within the page limit.

Program Award Nomination Checklist

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

Use the Program Awards Nomination Checklist, (available on [AAUT-UA website](#)), to ensure that all required documents are consolidated (in the order listed in the Checklist) into a single PDF file.

It is strongly recommended that nominations are proofread prior to submission.

Note: Submissions that do not meet the requirements outlined in these instructions, and with any missing documents, un-ticked boxes and/or missing signatures, will not be accepted. Pages in excess of page limits outlined will not be provided to the assessors.

4.1 NOMINATION FORM

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

The completed nomination must have all boxes ticked and be signed by the following:

- Nominee
- Head of School/ Faculty
- Deputy Vice-Chancellor (Academic) or their nominated delegate
- Institutional Contact Officer

The Nomination Form is now available in fillable PDF and Word version. Signature can be signed in PDF by email. [Click here](#) for more details on send documents for signature.

4.2 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** 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.

4.3 TEAM STATEMENT OF CONTRIBUTION

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

- Name and indication of the percentage contribution of each team member (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 lead institution on the nomination form and the Team lead's institution will submit the entire nomination on behalf of the team.

4.4 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.
- 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)

4.5 PHOTO REQUIREMENTS

An up-to-date formal digital photograph of the team (group photo) must be submitted with each nomination, in line with the following specifications:

- Photo: In colour
- Background colour: White
- Image definition parameters: Head and shoulders only
- Image resolution: 300dpi at 10cm by 10cm or 1200px by 1200px
- File Format: JPEG
- File size: Between 1MB and 10 MB

If the nomination is successful, the submitted digital photographs will be 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. Changes cannot be made to photographs after submission.

4.6 SUPPORTING MATERIALS

Supporting materials should illustrate and provide evidence of claims made against the 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.**
- One website (URL) – include web address in your PDF submission.
- 10 pages of supporting material in PDF format (inclusive of the URL link).

The relevance of all material must be made clear in the written component. Supporting materials should be clearly labelled 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.

4.7 FORMATTING REQUIREMENTS

Please ensure that the document is formatted as per below:

- Page size: A4
- Font size: Must be Arial or Calibri, 11 point (narrow fonts must not be used). Bold for sub heading (must be included), and regular for body text
- Header: First and last name of Team Lead's name 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), and Page numbers at the bottom right e.g. 2020 PROGRAM AWARDS NOMINATION
- Margin: At least 2 cm with clear definition between paragraphs, and no columns should be used
- Paragraph line spacing: Single
- File name: PDF and photo should be saved as
 - <Institution acronym>_<Last name>.<First name initial>_2020<Award type acronym>.PDF and jpg respectively.
 - For instance, ANU_KING.P_2020PRG.PDF, Photo: ANU_KING.P_2020PRG.jpg