1. What are the deadlines for 2021?
Applications Open: **19 April 2021**
Applications Close: **9 July 2021**

2. How many Learning and Teaching Awards are there?
Summary of the 2021 Learning and Teaching Award Prizes

<table>
<thead>
<tr>
<th>Learning &amp; Teaching Award Categories</th>
<th>Number of Awards</th>
<th>2021 Prize</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Student-nominated</td>
<td>Maximum 5 Prizes</td>
<td>$2,000</td>
</tr>
<tr>
<td>2. Sessional Staff**</td>
<td>1 Prize</td>
<td>$2,000</td>
</tr>
<tr>
<td>3. Early Career</td>
<td>1 Prize</td>
<td>$2,000</td>
</tr>
<tr>
<td>4. Learning Innovation</td>
<td>1 Prize</td>
<td>$3,000</td>
</tr>
<tr>
<td>5. Teaching Excellence</td>
<td>1 Prize</td>
<td>$4,000</td>
</tr>
<tr>
<td>6. Educational Leader</td>
<td>1 Prize</td>
<td>$4,000</td>
</tr>
</tbody>
</table>

** Includes casual teaching staff at MUIC and ELC

Award prizes may be used to provide additional resources:
- for professional learning/capability enhancement
- to support teaching enhancement activities
- to disseminate best practice(s) in learning and teaching.

All prize money will be paid into a university account and will be available until December 2022.

3. Who can apply?
Applications can be received from individuals or teams, including academic and professional staff, sessional staff. Team nominations can include a maximum of ten (10) staff.
Nominees may be full time, part time, casual, fixed term, continuing or adjunct staff.
Individual applicants must have sustained service of no less than two consecutive years teaching related employment at Macquarie University. A nominated team may include one or more members without two years of teaching-related employment at Macquarie University.

Full ‘Award Eligibility’ details are available on the [Awards in teaching](#) website.

4. Can I enter more than one category?
Yes. However duplicate written statements across multiple award categories **will not be accepted.**

5. Can I submit more than one entry in a single category?
Yes. However, the applicant must select and respond to different award criteria within the Award category.
*Please note, duplicate written statements across multiple categories **will not be accepted.**

6. Are collaborative applications accepted?
Yes. This is encouraged and demonstrates how cross collaboration between faculties, offices and industry can deliver quality learning experiences designed to support students’ growth and development.
FREQUENTLY ASKED QUESTIONS

7. Do I need to be nominated by students, to be eligible to apply for a Student-nominated Award?

Yes. Students can nominate their teachers until 7 June 2021. The Faculty / Office Learning and Teaching Award Panels will then shortlist and invite teachers who have been nominated to apply for the Student-nominated Award. Follow link to find out how the student-nomination process works.

8. Does the evidence provided within the written statement need to represent a certain time period?

Applicable only to: Teaching Excellence Award and Educational Leader Award

Your written statement (1000 words) and supporting evidence should clearly provide evidence of sustainability and impact for a period of no less than three consecutive years (2 years for early career), not including time taken for development or trial of any activity.

9. Can I re-enter the same initiative / strategy / project if I was not successful last year?

Of course. Very promising initiatives and/or applications may simply need slightly more time to be able to sufficiently demonstrate their full impact. We will happily re-consider entries that were previously submitted provided they show further evidence of positive outcomes.

10. Can I self-nominate and apply for an Award?

Yes. Self-nominations are permitted, but applicants require to have their applications supported by either a fellow peer; team member and/or manager. This is referred as Supporting-Nominator.

11. How can I ‘nominate’ someone and how does it work?

We have exceptional Educators who motivate and inspire our students to learn.

We encourage Macquarie community (staff and students) to nominate educators for a Vice-Chancellor’s Learning and Teaching Award. This is referred as a Peer-nomination.

Follow link to nominate one of your peers* for a Vice-Chancellor’s Learning and Teaching Award

*You can nominate any L&T related staff (convenor, lecturer, tutor, demonstrator, learning designer, learning advisor, etc.)

Follow link to find out how the nomination process works

Nominations CLOSE: 25 June 2021

12. When will the Award Application Writing Workshop be scheduled?

To support applicants with writing their applications’, the Office of PVC (Learning and Teaching) has scheduled an Award Application Writing Workshop on 30 June 2021.

Please register on the Award Application Writing Workshop Registration form. More details about the workshop will be sent to all registered participants a week prior.
FREQUENTLY ASKED QUESTIONS

13. Do I need to provide ‘Supporting Documentation’?
Yes. To support your written statement – please submit up to two A4 pages (no web links) of supporting evidence, e.g., student feedback, references/testimonials, evaluation results, any related media.
You will be required to upload your Supporting Document (word or PDF) at the time of submission via the Online Application Form.

Further information can be found on the Applying for an award website.

Note: ‘Testimonials’ received from both Student and Peer Nominations will be provided to the Faculty Assessment Panels by the Office of PVC (Learning and Teaching). Applicants’ do not need to re-submit as part of their Supporting Documentation.

14. How are the applications assessed?
The Assessment Panel will assess application based on the written statement (500 or 1000 words) and supporting evidence provided in response to the award criteria.

All Assessment Rubrics and criteria for each Award Category are available on the Awards in teaching website.

Details on the Assessment Process followed by the Faculties/Offices and the Office of PVC (Learning and Teaching) are outlined in the 2021 Award Guidelines PDF found on the Awards in teaching website.

15. How do I submit my application?
This year ALL applications will be submitted online and will close 9 July 2021.

You will be required to have the following THREE attachments ready to upload online:
1. Written Statement (Word doc or PDF) – no web links
2. Supporting Document (word or PDF) – no web links
3. Profile Photo (jpeg) – preferably landscape from above the waist. A team photo if Team Application.

Please refer to the below checklists table to ensure that you have the following files ready to upload.

Further details available in the 2021 Award Guidelines PDF found on the Awards in teaching website.

<table>
<thead>
<tr>
<th>Category</th>
<th>Application Form</th>
<th>Written Statement NO web links</th>
<th>Supporting Documentation NO web links</th>
<th>Photo Jpeg file</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Student Nominated</td>
<td>Online Form</td>
<td>500 words</td>
<td>Max 2 A4 pages</td>
<td>Individual or team</td>
</tr>
<tr>
<td>2. Sessional Staff</td>
<td>Online Form</td>
<td>500 words</td>
<td>Max 2 A4 pages</td>
<td>Individual or team</td>
</tr>
<tr>
<td>3. Early Career</td>
<td>Online Form</td>
<td>500 words</td>
<td>Max 2 A4 pages</td>
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<tr>
<td>4. Learning Innovation</td>
<td>Online Form</td>
<td>1000 words</td>
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<td>1000 words</td>
<td>Max 2 A4 pages</td>
<td>Individual or team</td>
</tr>
</tbody>
</table>

Link to the Vice-Chancellor’s Learning and Teaching Awards Online Application Form
16. When are the finalists announced?
The Highly Commended Finalist will be notified in September. All finalists will be advised via email from the Office of PVC (Learning and Teaching).

MQ announcement will be published in ‘This Week’ following the above notification.

17. I won an award last year; can I re-enter this year?
No. Individual Award recipients are not eligible for Learning and Teaching renomination within 2 years of receiving a Learning and Teaching Award (i.e., if a recipient won an award in 2020, they are not eligible to reapply until 2023). Please note: individual award recipients can only renominate if they form part of a team application and are not the team lead.

18. I was part of a winning team application; can I re-enter this year?
Yes. Team award recipients from previous years are eligible to apply for a team award on an annual basis. Past award team recipients wishing to apply in 2021 must submit a new application that has a different focus from their previous winning applications and does not replicate previous award submission(s).

19. When are winners announced?
The winners will be announced at the Learning and Teaching Award Ceremony hosted by the Vice-Chancellor, to be held later in the year, more details to be confirmed closer to date.

20. What are the ‘terms’ of the VCs Learning and Teaching Award?
Award winners will be required to:
- Contribute to systemic change in learning and teaching by presenting a paper and/or workshop based on their award-winning practice at a university learning and teaching event/s.
- Support their colleagues to develop competitive award nominations, e.g., by making their winning application available to future applicants.
- Demonstrate educational leadership and promote their innovation(s) to other staff through peer-review, mentoring and other relevant communities of practice.

Full ‘Prizes and Term’ details are available on the Awards in teaching website.

21. Need more information?
- All Award details can be found on the Awards in teaching website.
- Further information about the application process can be found on the Applying for an award website.
- Further questions please contact the Operations Team via email LTOperations@mq.edu.au