1. PURPOSE
The purpose of these awards is to promote, recognise and reward learning and teaching programs and support services that make an outstanding contribution to the quality of student learning and the quality of the student experience at Macquarie for at least the last 3 years. Award categories reflect and support priorities outlined in the Learning and Teaching Strategic Framework (2015 – 2020).

2. NATURE
Programs and services that receive these awards must have demonstrated their effectiveness through rigorous evaluation and will be documented to assist the development of similar activities across the university.

Winners are announced at formal proceedings each year, and receive an award of $5,000¹ and Award Certificate.

Award winners are required to:

- contribute to systemic change in learning and teaching through presenting a paper / workshop based on their award-winning practice at university learning and teaching events; and
- support their colleagues to develop competitive nominations for program awards and by making their winning nominations available to intending applicants.

3. ELIGIBILITY FOR NOMINATION
Nomination is open to all programmes and services that enhance student learning at Macquarie University. It is intended that programs will be broader than one or two subjects, or a limited service that involves only a few students.

Programs may involve a service or program provided at the University, Faculty or Departmental level, or a service or program directed at specific groups of students. They may include:

- Academic units;
- Groups of academic, professional and technical staff involved in delivering a coursework unit (e.g. PACE);
- Student and/or staff organisations (e.g. Asia-Pacific Student Entrepreneurship Society);

¹ $5,000 is subject to tax if accepted in addition to salary. Alternatively, Staff can elect to have the funds made available via an internal account for up to 12-month period with no taxation incurred; however, funds must be used within a 12-month period, as no carry-over is permitted.
• Individual or groups of academic or professional staff (e.g. Walanga Muru, Library etc);
• Individual or groups supporting the undergraduate or postgraduate student experience (e.g. Mentors, Coaches, Learning Skills etc.).

Both individuals and teams are eligible and encouraged to apply. Teams may be of any size. If a team is larger than five members, a team name must be provided. Previous award-winning programs are not eligible for re-nomination within three years from the date upon which they received their last award.

4. AWARD CATEGORIES

There are six award categories that map to the Learning and Teaching Framework’s Connected Learning Community. Nominees are required to select ONE category for assessment.

Connected Curriculum:

4.1 **Innovation and flexibility in curricula, learning and teaching**, encompassing approaches to learning and teaching that afford flexibility in time, place and/or mode of learning and innovations that encourage contemporary approaches to learning and teaching, innovations that align assessment with program-based curriculum design, innovations that encourage or support multidisciplinary, partner-enhanced, and research-based learning and teaching approaches, innovations that utilise the potential of new and/or emerging technologies.

Connected Learning Experience:

4.2 **Postgraduate education**, encompassing 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.

4.3 **Widening participation**, encompassing approaches to learning and teaching, and/or student experience which enhance student access, widen participation, and support progression.

4.4 **Student experiences and services supporting learning, development and growth in higher education**, encompassing services directly related to student learning such as services for specific groups of students, information access, program and career advising, language and learning support, counselling and disability support. Quality of learning engagement and other learning and teaching experiences within large student groups to sustain and retain students, student enhancement, whole personal development learning and the quality of the student experience.

4.5 **Global citizenship and internationalisation**, including valuing and enhancing the international student experience, student exchange, international recruitment, transition programs for international students and internationalising the curriculum.
Connected People:

4.6 **Educational partnerships and collaborations with other organisations**, encompassing partnerships between faculties and centres across campus and other organisations—such as schools, public and private higher education providers, registered training organisations, professional bodies, businesses and industries in collaborative approaches to learning and teaching.

5. **SELECTION 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 Selection Panel:

5.1 **Distinctiveness, coherence and clarity of purpose** - Extent to which the program has clear objectives and systematic approaches to coordination, implementation and evaluation;

5.2 **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;

5.3 **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; and

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

In assessing nominations against the four criteria, the Selection Panel will take into account:

a. evidence of the effectiveness of the program in formal and informal evaluation
b. the degree of creativity, imagination or innovation
c. evidence of sustained effectiveness of the program for no less than 3 years.

6. **SELECTION PROCESS**

6.1. **Selection Panel**

A Selection Panel will be appointed by the Vice-Chancellor and co-chaired by the Deputy Vice-Chancellor Academic and Pro Vice-Chancellor Learning and Teaching. Its membership will include the Chair of the Academic Senate (ex-officio), Chair of the Senate Learning and Teaching Committee (or nominee), the Strategic and Innovation Lead, Learning Innovation Hub, Associate Deans Learning and Teaching (rotates, 1 per panel), a previous winner of University and / or National Teaching Award, and a current member of the University’s student community.

6.2. **Number of Awards**

Up to five Awards, of $5,000 will be awarded each year for Programs that Enhance Learning. It is anticipated that awards will be distributed across the six categories.
However, the pattern of distribution of awards will be determined by the quality of the Nominations.

7. NOMINATIONS LODGEMENT

Nomination must be endorsed and signed by the Associate Dean of Learning and Teaching. The completed nomination application includes:

7.1. Part One

7.1.1. Nomination Form

7.1.2. Written Statement (max 10 page) to describe teaching activities and achievements, under the following headings:

- **Synopsis** of 150–200 words, written in the 3rd person. It is recommended that the Synopsis has a description of the program and its teaching areas. The programme’s contribution to student learning and engagement, and the programme’s impact on students

- **Overview of the program and its context**

- **Responses to each of the four selection criteria.** Evidence in support of the claims against the criteria must be provided. The views of students, collaborators and/or colleagues, as appropriate, will be a key element in the assessment of the Nominations.

7.2. Part Two – Additional Information (not included in page count)

7.2.1. Statement of contribution (for team nominations only): one page which explains the role and the percentage contribution of team members.

7.2.2. Two references

Two references, one-page each, are to be provided by people able to comment on the nominee’s contribution to student learning against the nominated criterion.

- One referee must be the head of the nominee’s faculty, department, school or administrative unit or at higher level;
- If it is a team nomination, the references should apply to the team;
- References must be signed – electronic signatures are accepted;
- PDF file.

7.2.3. Supporting materials

While assessment is based primarily on the written statement, nominees can choose to submit two of the following supporting materials:

- A three-minute video (which could include footage of the nominee talking about their programme, their teaching philosophy or interviews with students);
- Website (URL);
• 10 pages of printed teaching material in PDF format – not included in page count.

The relevance of all material must be made clear in the written statement.

7.2.4. **Digital photograph**

A formal digital photograph of the nominee or nominated team to the following specifications must be submitted with each nomination:

• Colour with white background;
• Head and shoulders only;
• Image resolution of 300 dpi (approximately 10 cm by 10 cm; as a guide, the size of the file must be at least 1 MB);
• JPEG file.

**FORMATTTING REQUIREMENTS**

• A4 page size include page numbers;
• Font to be 11 point Arial;
• Single line spacing and 6pt spacing between paragraphs;
• Do not amend the margin.

Please note, any pages over the limit will be removed before nominations are presented to the Selection Panel.

**TIMELINE**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>18 August 2017</strong></td>
<td>Faculty/Office provide an Award Application Summary Form listing intended applicants to the Office of the PVC L&amp;T.</td>
</tr>
<tr>
<td><strong>25 August 2017</strong></td>
<td>Completed nominations to PVC L&amp;T via <a href="mailto:pvclt@mq.edu.au">pvclt@mq.edu.au</a></td>
</tr>
</tbody>
</table>

**Note:** Applications that do not appear on the Summary Form will be deemed not to be endorsed and will not be considered by the Selection Panel.