# AUSTRALIAN AWARDS
## FOR UNIVERSITY TEACHING

# AWARDS FOR TEACHING EXCELLENCE

# 2022 TEACHING 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 RMIT 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 2021

| | |
|---|---|
| Contact details | Added AAUT-UA webpage QR code |
| Technical support | Only email support |
| 1. Prize money | No prize money this round |
| 1.1 Key dates | Added Neville Bonner Award registration dates |
| 2.3 Subcategories | Previous assessment criteria are now renamed as 'subcategories' |
| 3. Assessment Criteria | All nominations will be assessed on the evidence provided. Evidence is renamed as 'Assessment Criteria.' |
| 3.2 Addressing assessment criteria and subcategory | Added new section |
| NB Assessment Matrix | Added new assessment matrix for Neville Bonner Award only (Refer to 2022 Program Overview, Appendix C). |

# CONTACT DETAILS

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2022 AAUT Awards Portal

# CONTENTS

# 1   INTRODUCTION

Awards for Teaching Excellence recognise Australia's most outstanding university teachers who have demonstrated excellent leadership through sustained commitment to innovation, delivery of quality teaching and sustained dedication to improve the student experience and learning outcomes in higher education.

| Award Type | Categories | No. of awards | Max submissions per institution | Prize money |
|---|---|---|---|---|
| Awards for Teaching Excellence (Teaching Awards) | 9 | Up to 9 | 3 | NIL |

In 2022, up to <u>nine</u> Awards for Teaching Excellence will be granted to teachers who have demonstrated sustained commitment to improve student learning outcomes in higher education. It is anticipated that the Teaching Awards will be distributed across all the categories (with one award per category), although the pattern of distribution will ultimately be determined by the quality of nominations.

Eligible institutions can submit a maximum of <u>three</u> submissions made up of any combination of individual and team submissions with a maximum of <u>two</u> submissions in any category. Nominees may be included in only one Teaching Awards nomination in any year, except if a nominee forms part of a team nomination and is not the lead nominee.

## 1.1   KEY DATES – NEVILLE BONNER AWARD AND 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 a digital photograph.

| | |
|---|---|
| **Neville Bonner Award registration period**<br><br>**Friday 29 Apr to Friday 20 May** | |
| **Understand AAUT awards**<br>Invite Neville Bonner nominees to AAUT professional development sessions<br><br>**By Wednesday 25 May** | |
| **Provide AAUTN Mentorship to Neville Bonner Nominees**<br><br>**By Mon 6 Jun** | |
| **AAUT Professional Development sessions**<br><br>**June to July** | |

ICO Account ID
Awards Portal
Nomination Instructions
**Friday 12 Aug**

Phase 1

**Nominee Registration**

Open: Monday 15 Aug
8.00am AEST

**Close: Friday 26 Aug**
11.59pm AEST

Phase 2

**Submission Upload**

Open: Monday 5 Sept
8.00am AEST

**Close: Friday 16 Sept**
11.59pm AEST

**\*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.
- Phase 2: For any changes to the nominee's category selection, please contact the awards team.

## 1.2 ELIGIBILITY

All nominations must relate to teaching activities in higher education and must be supported by the nominating institution (refer to eligible institutions in Table A and Table B). Nomination is open to individuals and teams with current teaching or teaching/research appointments (full-time or fractional, continuing or contract) who are currently employed by the Australian Universities.

Therefore VET/TAFE/PAVE/Adjunct staff or honorary/Emeritus Professors are not eligible for nominations.

### 1.2.1 TEAM NOMINATION

Team nominations can only include members with a contribution of 10 per cent or higher. This means the maximum number of team members is 10 either from the same institution or collaborating institutions. All members of the team must be employed by an eligible institution.

### 1.2.2 EARLY CAREER

Nominees with no more than five years' experience teaching in higher education institutions may apply for an Early Career. That is, from the starting date of teaching to the date of submission, i.e. August 2017 to August 2022.

AAUT allows interruptions such as unemployment, maternity/parental leave or medical condition. This will be reviewed on a case-by-case basis. Please contact AAUT awards team.

Note that peer tutoring as undergraduate student do not count in the five years in higher education teaching and the Early Career category.

**Evidence:** Positively impacted on student learning, student engagement or the overall student experience for a period of no less than two years for early career, not including time taken for development or trial of any activity.

### 1.2.3 NEVILLE BONNER AWARD FOR INDIGENOUS EDUCATION

Since 2021, Neville Bonner Award for Indigenous Education category is open for Indigenous teaching staff only. PVC Indigenous/ DVCA to nominate up to three potential applicants, from all award types, from their institution via online form.

### 1.2.4 ELIGIBILITY OF PAST RECIPIENTS OF AWARDS OR CITATIONS

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.

Early Career Teaching Award recipients are eligible for renomination in a different category five years after receiving the Early Career Award.

Nomination or receipt of a Citation does not affect eligibility for a Teaching Award.

# 2  CATEGORIES

Since 2021, the Teaching Award categories have been reclassified to be better aligned with the [Australian Standard Classification of Education (ASCED) Fields of Education](#).

Nominees must select the relevant category below:
- ❑ Discipline category
- ❑ Nomination category
- ❑ Subcategory

Then, address <u>all</u> four assessment criteria under the selected subcategory.

## 2.1  DISCIPLINE CATEGORIES

| Discipline Categories | ASCED Field of Education |
|---|---|
| 1. **Natural and Physical Sciences, Agriculture, Environmental and Related Studies** | **Natural and Physical Sciences**<br>• Mathematical Sciences<br>• Physics and Astronomy<br>• Chemical Sciences<br>• Earth Sciences<br>• Biological Sciences<br>• Other Natural and Physical Sciences<br><br>**Agriculture, Environmental and Related Studies**<br>• Agriculture<br>• Horticulture and Viticulture<br>• Forestry Studies<br>• Fisheries Studies<br>• Environmental Studies<br>• Other Agriculture, Environmental and Related Studies |
| 2. **Engineering, Information Technology, Architecture and Building** | **Engineering and Related Technology**<br>• Manufacturing Engineering and Technology<br>• Process and Resources Engineering<br>• Automotive Engineering and Technology<br>• Mechanical and Industrial Engineering and Technology<br>• Civil Engineering<br>• Geomatic Engineering<br>• Electrical and Electronic Engineering and Technology<br>• Aerospace Engineering and Technology<br>• Maritime Engineering and Technology<br>• Other Engineering and Related Technology<br><br>**Information Technology**<br>• Computer Science<br>• Information Systems<br>• Other Information Technology<br><br>**Architecture and Building**<br>• Architecture and Urban Environment<br>• Building |
| 3. **Health** | **Health**<br>• Medical Studies<br>• Nursing<br>• Pharmacy<br>• Dental Studies<br>• Optical Science<br>• Veterinary Studies<br>• Public Health<br>• Radiography<br>• Rehabilitation Therapies<br>• Complementary Therapies<br>• Other Health |

| 4. Education | **Education**<br>• Teacher Education<br>• Curriculum and Education Studies<br>• Other Education |
|---|---|
| 5. Business, Management and Commerce | **Management and Commence**<br>• Accounting<br>• Business and Management<br>• Sales and Marketing<br>• Tourism<br>• Office Studies<br>• Banking, Finance and Related Fields<br>• Other management and Commence |
| 6. Society and Culture | **Society and Culture**<br>• Political Science and Policy Studies<br>• Studies in Human Society<br>• Human Welfare Studies and Services<br>• Behavioural Science<br>• Law<br>• Justice and Law Enforcement<br>• Librarianship, Information Management and Curatorial Studies<br>• Language and Literature<br>• Philosophy and Religious Studies<br>• Economics and Econometrics<br>• Sport and Recreation<br>• Other Society and Culture |
| 7. Creative Arts | **Creative Arts**<br>• Performing Arts<br>• Visual Arts and Crafts<br>• Graphic and Design Studies<br>• Communication and Media Studies<br>• Other Creative Arts |

## 2.2 NOMINATION CATEGORIES

If the application does not fit one of the following 2 categories, select the option 'none' on the nomination form.

| Nomination Categories | ASCED Field of Education |
|---|---|
| 8. **Early Career**<br>(For academics with less than five years' experience teaching in higher education institutions) | In any discipline |
| 9. **Neville Bonner Award for Indigenous Education**<br>(For Indigenous teaching staff only) | In any discipline |

## 2.3 SUBCATEGORIES

All nominations will be assessed on the evidence provided in response to the following <u>four</u> <u>subcategories</u> which will be given equal consideration by the assessors:

### 2.3.1 APPROACHES TO TEACHING AND/OR THE SUPPORT OF LEARNING THAT INFLUENCE, MOTIVATE AND INSPIRE STUDENTS TO LEARN

This may include:
- Fostering student development by stimulating curiosity and independence in learning.
- Participating in effective and empathetic guidance and advice for students.
- Assisting students from equity and other demographic subgroups to participate and achieve success in their courses.
- Encouraging student engagement through the enthusiasm shown for learning and teaching.
- Inspiring and motivating students through effective communication, presentation and interpersonal skills.
- Enabling others to enhance their approaches to learning and teaching.
- Developing and/or integrating assessment strategies to enhance student learning.
- Provision of support services or programs that improve the student experience and enable learning.
- Evaluating the quality of programs and activities including consideration of past and current student feedback to support student learning.

### 2.3.2 DEVELOPMENT OF CURRICULA, RESOURCES OR SERVICES THAT REFLECT A COMMAND OF THE FIELD

This may include:
- Developing and presenting coherent and imaginative resources for student learning.
- Implementing research-led approaches to learning and teaching.
- Demonstrating up-to-date knowledge of the field of study in the design of the curriculum and the creation of resources for learning.
- Communicating clear objectives and expectations for student learning.
- Providing support to those involved in the development of curricula and resources.
- Contributing professional expertise to enhance curriculum or resources.
- Evaluating the quality of curriculum, resources or services.

### 2.3.3 EFFECTIVE ASSESSMENT PRACTICES THAT BRING ABOUT IMPROVEMENTS IN STUDENT LEARNING, MAY HAVE A FOCUS ON ACADEMIC INTEGRITY OR DIGITAL SOLUTIONS, OR ANY ASSESSMENT STRATEGIES THAT BRING ABOUT CHANGE

This may include:
- Showing advanced skills in assessment/alternative assessment practices.
- Using a variety of assessment strategies to bring about change.
- Adapting assessment methods to different contexts and diverse student needs and learning styles.
- Contributing professional expertise to the field of assessment in order to improve program design and delivery.
- Dissemination and embedding of good practice identified through assessment.
- Evaluating the quality of the assessment practices.

### 2.3.4 INNOVATION OR LEADERSHIP THAT HAS INFLUENCED AND ENHANCED LEARNING AND TEACHING AND/OR STUDENT EXPERIENCE

This may include:
- Participating in and contributing to professional activities related to learning and teaching.
- Innovations in service and support for students; coordination, management and leadership of courses and student learning.
- Conducting and publishing research related to teaching.
- Demonstrating leadership through activities that have broad influence on the profession.
- Providing innovative learning and teaching for different contexts, including technology enhanced environments, for large and small class sizes and/or to meet the needs of a diverse student cohort.
- Influencing the overall academic, social and cultural experience of higher education.
- Evaluating the feasibility of the innovation or the quality of leadership that enhances learning and teaching and/or influence student experience.

# 3 ASSESSMENT CRITERIA

## 3.1 TEACHING AWARD CRITERIA

Applicants are required to address <u>all</u> the criteria under each subcategory.

### 3.1.1 A. POSITIVELY 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.

Including evidence of extent of positive impact on student learning, student engagement and/or the overall student experience of higher education.

### 3.1.2 B. GAINED RECOGNITION FROM COLLEAGUES, THE INSTITUTION, AND/OR THE BROADER COMMUNITY.

For Neville Bonner Award for Indigenous Education, the recognition including Indigenous communities and Elders where relevant.

Including evidence of extent of recognition consistent with the purpose of the award, i.e. excellence in teaching.

### 3.1.3

### C. SHOWN CREATIVITY, IMAGINATION AND/OR INNOVATION, IRRESPECTIVE OF WHETHER THE APPROACH INVOLVES TRADITIONAL LEARNING ENVIRONMENTS OR TECHNOLOGY-BASED DEVELOPMENTS.

Including evidence of extent to which the teaching approach shows creativity.

### 3.1.4

### D. DRAWN ON THE SCHOLARLY LITERATURE ON TEACHING AND LEARNING TO INFORM THE DEVELOPMENT OF INITIATIVES, PROGRAMS AND/OR PRACTICE.

For Neville Bonner Award for Indigenous Education, the scholarly literature on teaching and learning including Indigenous teaching and learning.

Including evidence of extent to which the teaching is informed by, and if applicable, contributes to scholarly literature.

## EVIDENCING YOUR CONTRIBUTION

In addressing the above criteria, applicants are required to make a case that is **strongly supported by a diverse range of evidence.** It is recommended that the qualitative and quantitative data are from an extensive range of formal and informal sources, including nominee's self-reflection, student learning, student experience and evidence of institutional, peer and stakeholders' interactions.

Student voices, through examples and quotations, can convey a cogent account of their experiences.

Each criterion is weighted evenly.

In assessing the evidence supporting Early Career nominations, consideration will be given to the career stage of the nominee.

Refer to Program Overview: Appendix B for AAUT Assessment Matrix; and Appendix C for Neville Bonner Award Assessment Matrix.

## 3.2 ADDRESSING ASSESSMENT CRITERIA AND SUBCATEGORY (SC)

### SC1: Approaches to teaching and/or the support of learning that influence, motivate and inspire students to learn

- **Criterion A:** How, and to what extent, have the <u>approaches</u> positively impacted on student learning, student engagement or the overall student experience for a period of no less than three years?

- **Criterion B:** How, and to what extent, have the <u>approaches</u> gained recognition from colleagues, the institution, and/or the broader community?

- **Criterion C:** How, and to what extent, have the <u>approaches</u> shown creativity, imagination and/or innovation?

- **Criterion D:** How, and to what extent, have the <u>approaches</u> drawn on the scholarly literature on teaching and learning to inform the development of initiatives, programs and/or practice?

### SC2: Development of curricula, resources or services that reflect a command of the field

- **Criterion A:** How, and to what extent, has the <u>development of curricula/resources/services</u> positively impacted on student learning, student engagement or the overall student experience for a period of no less than three years?

- **Criterion B:** How, and to what extent, has the <u>development of curricula/resources/services</u> gained recognition from colleagues, the institution, and/or the broader community?

- **Criterion C:** How, and to what extent, has the <u>development of curricula/resources/services</u> shown creativity, imagination and/or innovation?

- **Criterion D:** How, and to what extent, has the <u>development of curricula/resources/services</u> drawn on the scholarly literature on teaching and learning to inform the development of initiatives, programs and/or practice?

### SC3: Effective assessment practices that bring about improvements in student learning, may have a focus on academic integrity or digital solutions, or any assessment strategies that bring about change

- **Criterion A:** How, and to what extent, have the <u>assessment practices</u> positively impacted on student learning, student engagement or the overall student experience for a period of no less than three years?

- **Criterion B:** How, and to what extent, have the <u>assessment practices</u> gained recognition from colleagues, the institution, and/or the broader community?

- **Criterion C:** How, and to what extent, have the <u>assessment practices</u> shown creativity, imagination and/or innovation?

- **Criterion D:** How, and to what extent, have the <u>assessment practices</u> drawn on the scholarly literature on teaching and learning to inform the development of initiatives, programs and/or practice?

## SC4: Innovation or leadership that has influenced and enhanced learning and teaching and/or student experience

- **Criterion A:** How, and to what extent, has the <u>innovation/leadership</u> positively impacted on student learning, student engagement or the overall student experience for a period of no less than three years?

- **Criterion B:** How, and to what extent, has the <u>innovation/leadership</u> gained recognition from colleagues, the institution, and/or the broader community?

- **Criterion C:** How, and to what extent, has the <u>innovation/leadership</u> shown creativity, imagination and/or innovation?

- **Criterion D:** How, and to what extent, has the <u>innovation/leadership</u> drawn on the scholarly literature on teaching and learning to inform the development of initiatives, programs and/or practice?

# 4   PREPARATION FOR SUBMISSION

The first stage of the nomination process involves preparing a nomination for submission (see the **2022 AAUT Program Overview** document for the full nomination process).

In preparation for online submission, the documentation must comply with the formatting requirements outlined in section 4.8. Submissions must contain ALL of the elements listed in the checklist below (individual nominations are **not** required to submit a Team Statement of Contribution). **Incomplete applications will not be assessed**. Please ensure that all nomination documents are:
- High enough quality to be legible, not scanned documents.
- No hyperlinks are allowed in the body of application.
- If other materials contain hyperlinks, please ensure they are active.
- Keep within the page limit.

## Teaching Award Nomination Checklist

| Documentation Required for online submission | Max Pages |
|---|---|
| 1.   Teaching Award Nomination Form<br>*(Acts as cover sheet/ Must be signed by DVCA or nominated delegate)* | 4 |
| 2.   Claims against Assessment Criteria<br>*(Synopsis/ Overview and context/ Statement addressing the assessment criteria/ Reference list)* | 8 |
| 3.   Curriculum Vitae<br>*(Individual = max 3 pages*<br>*Team = team leader max 3 pages and team members max 1 page each)* | 3 to 12 |
| 4.   Team Statement of Contribution<br>*(For team nomination ONLY. Explains role and percentage of contribution)* | 1 |
| 5.   Two Letters of Reference<br>*(One A4 page for each reference)* | 2 |
| 6.   Supporting Materials<br>*(Submit up to two – 3-minute video link, website URL and/or 10 pages PDF)* | - |
| 7.   Digital photograph ( .jpg format) | - |

Use the Teaching 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 and/or un-ticked boxes 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.

Some pointers to completing the nomination form:
- If the applicant/team leader has previously applied for the Teaching Award, please select 'Yes'. and specify the year/s previously applied. Such information is useful for the assessors.
- For category selection, refer to section 2 for details.
- For applicants in the Early Career and Neville Bonner category, please specify the discipline.
- For team nominations, please provide the team's name.

The completed nomination <u>must</u> have all boxes ticked, including the checkbox for signature, by the following:

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

The Nomination Form is available in fillable PDF and Word version.

## 4.2 CLAIMS AGAINST ASSESSMENT CRITERIA

This component is limited to <u>eight A4 pages </u>and describes the nominee's teaching activities and achievements and must address all four assessment criteria, providing evidence to support claims.

It should comprise the following elements presented in order:

- **Synopsis** of up to 200 words, which includes a description of the nominee's teaching area or discipline, teaching experience and teaching focus and methods. The synopsis must be:

  − written in the third person

  − avoid jargon and use plain English

  − inform the broadest possible audience about the nominee's teaching.

  Please note that hyphenated words will be counted as one word.

- **Overview** of the nominee's teaching 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 <u>within </u>the eight pages. Links to reference lists online will not be reviewed by assessors.

<u>Please note</u>: 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 CURRICULUM VITAE (CV)

The curriculum vitae should outline the nominee's educational qualifications, employment history, teaching positions and teaching experience.

For individual nominations the curriculum vitae should be no longer than <u>three A4 pages.</u>

For team nominations:
- The team leader's curriculum vitae should be no longer than <u>three A4 pages.</u>
- Curriculum vitae of up to <u>one A4 page</u> in length can be included for each team member. This means a team of three may have up to five pages (three + one + one).

## 4.4 TEAM STATEMENT OF CONTRIBUTION (FOR TEAM NOMINATION ONLY)

Team nominations must complete <u>one A4 page</u> that consists of the following:
- Name and indication of the percentage contribution of each team members (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.
- The 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.
- The 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 representative institution on the nomination form and the Team lead's institution will submit the entire nomination on behalf of the team.

## 4.5 TWO LETTERS OF REFERENCE

<u>Two</u> letters of references of no more than <u>one A4 page each</u>, 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 nominee's contribution based on relevant professional or personal expertise and standing.

References should:
- Include one referee who is the head of the nominee's faculty, department, school or administrative unit or higher level.
- Second referee can be internal or external.
- For team nominations, 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)

## 4.6 SUPPORTING MATERIALS

Supporting materials should illustrate and provide evidence of claims made in the application. Please do not include any additional information or use as an extension of the page limit.

Nominees can choose to submit <u>up to two</u> 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 the link in your PDF submission.**
- One website (URL) – include link in your PDF submission.
- 10 pages of supporting material in PDF format (inclusive of the URL links).

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 include a login and password to access the material.

## 4.7 PHOTO REQUIREMENTS

An up-to-date, formal digital photograph of the individual nominee or team (collage group photo) must be submitted with each nomination, in line with the following specifications:
- In colour
- Background colour: White (preferred)
- 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 10MB

If the nomination is successful, the submitted digital photographs will be used for publication purposes, including awards booklets, the UA 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. Collage group photo is allowed. Low quality photographs will not be accepted. Changes cannot be made to photographs after submission.

## 4.8 FORMATTING REQUIREMENTS

Please ensure that all the documents are formatted as follows:

| | |
|---|---|
| **Page size** | A4 |
| **Font** | Arial or Calibri, 11 point (narrow fonts must not be used)<br>Bold for headings/sub-headings<br>Regular for body text |
| **Header** | First and last name of nominee/Team name at the top right<br>Arial or Calibri regular, 9 point |
| **Footer** | Title of the document at the bottom left<br>UPPERCASE Arial or Calibri regular, 9 point<br>e.g. 2021 TEACHING AWARD NOMINATION |
| **Page numbers** | Page numbers at the bottom right<br>Arial or Calibri regular, 9 point |
| **Margin** | At least 2 cm with clear definition between paragraphs<br>No columns should be used |
| **Paragraph spacing** | Single |
| **File name** | PDF and photo should be saved using the following naming convention:<br><Institution acronym>_<Last name>.<First name initial>_2022<Award type acronym>.PDF and jpg respectively.<br><br>PDF: ANU_KING.P_2022TCH.PDF<br>Photo: ANU_KING.P_2022TCH.jpg |