**2024 Citation Nomination sample form**

The ICO must complete the Citation nomination form for each nominee/team online in the Awards Portal. Please use this sample form as a reference for the information required and to circulate/include in your internal nomination process.

**1 - Nomination Type**

* Individual
* Team

**2 – Contact details (for Individual nominee or Team Lead)**

Title:

First & Last name:

Position/role:

School/Faculty:

Institution:

Campus Location:

Postal address:

Email address:

Phone number:

**3 – Staff type**

* Academic
* General/Professional staff

**4 - Previously received a Citation, Teaching or Program Award?**

Past Citation recipients are not eligible to nominate for an individual Citation within five years of receiving a Citation.

Past Citation recipients are eligible to nominate for a team Citation within five years of receiving their Citation if they are not the lead nominee. The team nomination should not substantially replicate the previous nomination.

A past recipient of a Teaching or Program Award (including Carrick, ALTC or OLT Award) can only nominate for a team Citation if they are not the lead nominee.

If the nominee or the lead in a team nomination has previously received an Award or Citation through Carrick, ALTC, AAUT or the OLT, please indicate the type of award, the year in which it was received and how it differs from this nomination.

* No
* Yes – Please state award type, year and how it differs from this nomination:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5 – Discipline categories**

Please refer to 2024 AAUT Citation Nomination Instructions Section 2 for details on categories. Select one discipline category below:

* Natural and Physical Sciences, Agriculture, Environmental and Related Studies
* Engineering, Information Technology, Architecture and Building
* Health
* Education
* Business, Management and Commerce
* Society & Culture
* Creative Arts
* Multidisciplinary

**6 - Do you wish to apply under one of the Nomination Categories?**

* Early Career (less than five years teaching experience)
* Neville Bonner Award for Indigenous Education (Indigenous teaching staff only)
* None of the above

**6A - Select one Subcategory:**

* Approaches to teaching and/or the support of learning that influence, motivate and inspire students to learn.
* Development of curricula, resources and/or services that reflect a command of the field.
* 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.
* Innovation or leadership that has influenced and enhanced learning and teaching and/or the student experience.

**Team Nomination Summary (if applicable)**

Please enter your team’s name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Team member details (if applicable)**

Please list all members in the table below, which must be accurate for publication purposes. The contribution of each member should be expressed as a percentage and in order of contribution. Individual contributions must be 10% or higher to be included in the nomination.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title** | **First & last name** | **Percentage contribution** | **Institution (if different from Lead)** | **Staff type (A/G)** **A = Academic****G = General/Professional** | **Email** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**7 - PRIVACY COLLECTION NOTICE**

**Tick the box below if you have read and agree to the terms in the Privacy Collection Notice.**

Universities Australia has engaged RMIT University (ABN 49 781 030 034) (RMIT) to facilitate the 2023-2024 Australian Awards for University Teaching (AAUT). RMIT collects the personal information on this form, as well as a photo of nominees, for the purposes of processing nominations and assessing eligibility for a Teaching Awards. Information collected will be provided to the RMIT Awards Team, relevant judging panels/assessors (i.e. Award Committee Members), [the nominee’s/your] institution, and Universities Australia for these purposes. Personal information collected may also be used for statistical analysis in relation to the AAUT program, to maintain ongoing relationships with nominees, and to invite nominees to relevant events.

Universities Australia and/or RMIT may also publish successful nominees’ information (excluding contact details) in media releases, presentations, conference programs, booklets about the AAUT recipients, and on Universities Australia’s website. Universities Australia will not use or disclose personal information for any other purpose unless permitted by the Privacy Act 1988.

Where the nomination is on behalf of another person, the information above is collected about that person. If you do not provide all of the information requested in the form, it may mean your nomination is not eligible to be assessed for an award. Please notify the Awards Team by email aaut@rmit.edu.au if you would like to request access to or to make any changes to the information submitted on this form.

**Use of SurveyMonkey**

RMIT is using SurveyMonkey to collect nominations and to facilitate the award process. This means that information collected will be stored by SurveyMonkey on servers located outside of Australia. The Privacy Notice on Survey Monkey’s website details the collection, disclosure, and storage of information by SurveyMonkey.

**Privacy Consent**

By completing this form, you consent to your information being collected, used and disclosed as set out in the Privacy Notice above. For further information about how Universities Australia, RMIT, and SurveyMonkey handle your personal information, please refer to the links below:

* Universities Australia Privacy Policy – <https://universitiesaustralia.edu.au/legal/>
* RMIT University Privacy Statement – <https://www.rmit.edu.au/utilities/privacy>
* SurveyMonkey Privacy Notice – <https://www.surveymonkey.com/mp/legal/privacy/>
* Agreed

**8 - PUBLICITY NOTICE**

**Tick the box below if you have read and agree to the terms in the Publicity Notice.**

If you or your team are awarded a Teaching Award, you and your team consent, authorise and agree (as appropriate) to the following:

* The use and disclosure by Universities Australia of any photographs, footage, words, images, quotes or other comments which identify you or your team and any other personal information about you or your team, collected in connection with the nomination (the Material).
* The Material being made publicly available including publishing it as part of a book, newspaper or article, television program, radio program, and including on the world wide web (which by its nature may involve disclosure to overseas recipients in any country) and any other media at any time. Once the Material is published it will be in the public domain and Universities Australia is limited in their ability to prevent subsequent use and dissemination of that Material even if information has ceased to be true or is otherwise misleading at the time of its use. To the extent (if any) you and your team own intellectual property rights in the Material or any part of the Material, you and your team license Universities Australia to copy and disseminate them in accordance with this consent.
* Universities Australia are not obliged to, and have not represented they will, publish the Material; do not have to identify you or your team as the author of any of the Material which they do publish or otherwise communicate; and may edit the Material prior to publication as it, he or she sees fit without first checking with you or your team.
* You and your team are not entitled to any remuneration or any other payment in respect of the use by Universities Australia of the Material. Universities Australia is also not responsible for any royalties or licence fees payable to the photographer/video-maker for the use of the photographs/videos.
* If consent is not provided, the Material will not be used or disclosed by Universities Australia. You and your team retain the right to withdraw consent granted in writing at any time prior to publication of the Material.
* Agreed

**9 - DECLARATIONS**

As the Institutional Contact Officer, I have received the following declarations to submit this nomination on behalf of the Nominee/Team.

**Nominee Declaration**

[Nominee name] declares that they:

* accept the nomination for an Award for Teaching Excellence
* have read, acknowledged and accepted the 7 Privacy Collection Notice and 8 Publicity Notice in this form
* have provided the 7 Privacy Collection Notice and the 8 Publicity Notice to team members, and made them aware of the requirements in these notices (team nominations only)
* have provided the 7 Privacy Collection Notice to referees and made them aware that they must include an acknowledgement that they accept the Privacy Collection Notice in their reference
* accept that by checking this box they are providing their signature.
* Check box to sign

**10 - Head of School/Faculty's Declaration**

The Head of  [Nominee’s School/Faculty] , declares that they:

* support this nomination on the basis of the uploaded nomination
* have read, acknowledged and accepted the 7 Privacy Collection Notice in this form
* accept that by checking this box they are providing their signature
* Check box to sign

**11 - Deputy Vice Chancellor's (Academic) or Delegate's Declaration**

The DVC (Academic) or Delegate, declares that they:

* support this nomination on behalf of   {{ submission.var\_\_1337412\_\_iTwUTE5g1h\_4 }}
* will support the nominee/s in activities to disseminate good practice in learning and teaching
* confirm that the information in the nomination is true and correct, and the Nominee/Team Lead referred to in this form is a current staff member of the institution
* have read, acknowledged and accepted the 7 Privacy Collection Notice in this form
* accept that by checking this box they are providing their signature
* Check box to sign

**12 - Institutional Contact Officer's Information**

**Name:**

**Position/role:**

**Email address:**

**Phone number:**

**Institutional Contact Officer Signature**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**