



AUSTRALIAN AWARDS  
FOR UNIVERSITY TEACHING

# **2025 Citations for Outstanding Contributions to Student Learning Nomination Guidelines**

## GLOSSARY

AAUT	Australian Awards for University Teaching
Award Recipient	An individual or team receiving the award
Awards Portal	Survey Monkey Apply online nomination and assessment portal
Awards Team	Project team at RMIT managing the administration on behalf of Universities Australia
Institutions	<a href="#">Eligible member institutions listed by Universities Australia</a>
ICO	Institutional Contact Officer
Nominee	The individual or team applying for the award

## KEY UPDATES IN 2025

- A new question has been added to the online nomination form: *“Do you identify as Aboriginal and/or Torres Strait Islander?”*
- The Program overview will not be provided.
- The nomination template will not be provided.
- FAQs has been added to the AAUT-UA webpage

## 2025 NOMINATION KEY DATES

- Nominations open: Monday, 25 August 2025, 8am AEST
- Nominations close: Wednesday, 10 September 2025, 11.59pm AEST
- Submissions must be uploaded via the AAUT Awards Portal by the ICO.

## CONTACT DETAILS

### AAUT Awards Team

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03 9925 3815 - AAUT Awards Manager, Ms Angeline Sim

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### Awards Portal Support

Monday to Friday, 9am to 5pm AEST

Nomination Period: 25 August to 10 September 2025

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# 1. INTRODUCTION

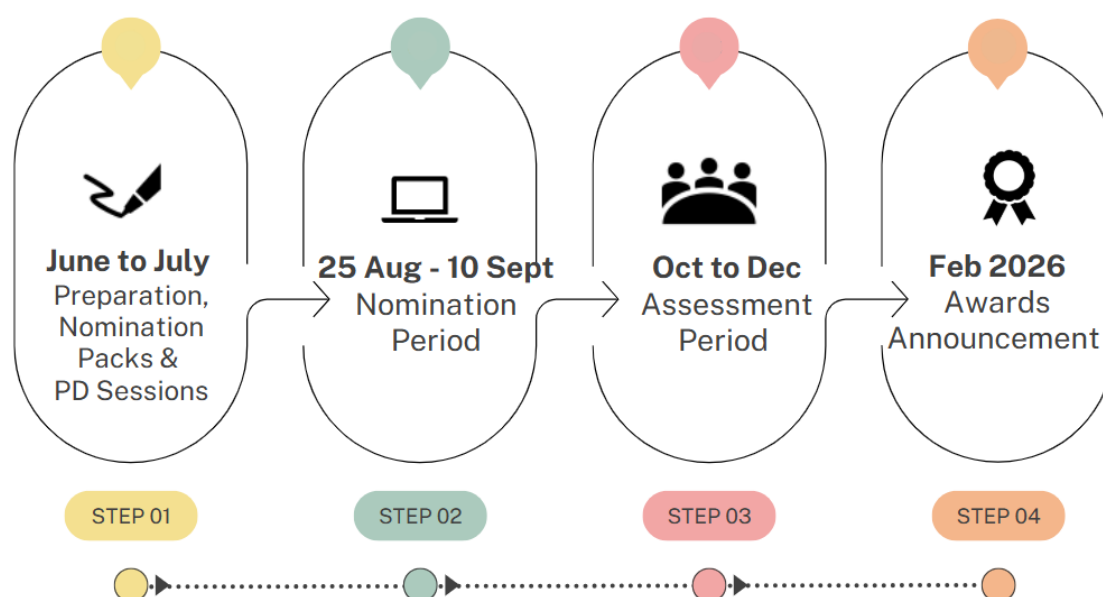
Citations for Outstanding Contribution to Student Learning (Citations) recognise and reward individuals and teams for their significant and sustained contributions to improving student learning in higher education. These awards celebrate diverse contributions from academic, general, sessional staff, and institutional associates. Citations acknowledge both direct and indirect impacts on student learning, reflecting the unique missions, values and priorities of institutions in teaching and learning.

Award Type	Categories	No. of awards	*Max submissions per institution	Prize money
Citations for Outstanding Contributions to Student Learning (Citations)	11	Up to 100	6	NIL

In 2025, up to 100 Citations will be granted across all categories, with the final distributed depending on the quality of nominations. Each institution can receive a maximum of five Citations. Eligible institutions may submit up to six individual or team submissions across all categories. A nominee can only be included in one Citation nomination per year, unless they are a part of a team nomination and are not the lead nominee.

## 1.1 AAUT Key Dates

The 2025 AAUT key dates are listed below.



ICOs must enter their nominees' details and submit their nominations through the AAUT Awards Portal, including uploading the required documentation and digital photograph.

### Please note:

- Submissions received after the closing date will NOT be considered.
- Ensure all information is correct. For any changes to the nominee's category selection, please contact the AAUT Awards Team.

## 1.2 Eligibility

Nominations must focus on outstanding contributions to student learning in higher education and must be endorsed by the nominating institution. Eligibility is limited to educators from [member universities of Universities Australia \(UA\)](#).

Nominations are open to academic, general/professional and sessional staff who are currently employed (full-time or fractional, continuing or contract paid staff) by eligible institutions.

Staff from VET, TAFE or PAVE sectors, as well as adjunct staff and honorary or emeritus professors, are not eligible for nomination.

## 1.3 Team Nomination

Team nominations can only include members who contribute at least 10 percent to the team's work. The team can have a maximum of 10 members, either from the same institution or from collaborating institutions. All team members must be employed by an eligible institution.

## 1.4 Early Career

Nominees with no more than five years of teaching experience in higher education are eligible to apply for an Early Career Citation. The five-year period is defined as the time from the start of their teaching career to the submission date (e.g., August 2020 to August 2025).

Interruptions to teaching, such as unemployment, parental leave, or medical conditions, will be considered on a case-by-case basis. Please contact the AAUT Awards Team for further details.

**Note:** Peer tutoring as an undergraduate student does not count toward the five years of teaching experience required for the Early Career category.

**Evidence:** The nominee should demonstrate a positive impact on student learning, engagement, or the overall student experience for at least two years, excluding time spent developing or trialing any activities.

## 1.5 Neville Bonner Award For Indigenous Education

Since 2021, the Neville Bonner Award for Indigenous Education category has been open exclusively to Indigenous teaching staff.

## 1.6 Eligibility of Past Recipients of Awards or Citations

Individual Citation recipients are not eligible for renomination within five years of receiving a Citation. For example, if someone received a Citation in 2019, they would not be eligible to reapply until 2025. The new nomination should not closely replicate the original one.

Previous Citation recipients may renominate within five years if they are part of a team nomination and are not the lead nominee. The team nomination should not closely replicate the original nomination.

Past recipient of a Teaching or Program Award (including Carrick, ALTC or OLT Award) may only apply for a Citation if they are a part of a team nomination and are not the lead nominee.



## 2. CATEGORIES

Since 2021, the citation categories have been reclassified to better aligned with Australian Standard Classification of Education (ASCED).

Nominees are required to select the appropriate categories from the list below:

- ☐ Discipline category
- ☐ Nomination category (if applicable)
- ☐ Subcategory

Next, address all four assessment criteria under the chosen subcategory.

### 2.1 Discipline Categories

Discipline Categories	ASCED Field of Education
<b>1</b> <b>Natural and Physical Sciences, Agriculture, Environmental and Related Studies</b>	<u><b>Natural and Physical Sciences</b></u> <ul style="list-style-type: none"> <li>Mathematical Sciences</li> <li>Physics and Astronomy</li> <li>Chemical Sciences</li> <li>Earth Sciences</li> <li>Biological Sciences</li> <li>Other Natural and Physical Sciences</li> </ul> <u><b>Agriculture, Environmental and Related Studies</b></u> <ul style="list-style-type: none"> <li>Agriculture</li> <li>Horticulture and Viticulture</li> <li>Forestry Studies</li> <li>Fisheries Studies</li> <li>Environmental Studies</li> <li>Other Agriculture, Environmental and Related Studies</li> </ul>
<b>2</b> <b>Engineering, Information Technology, Architecture and Building</b>	<u><b>Engineering and Related Technology</b></u> <ul style="list-style-type: none"> <li>Manufacturing Engineering and Technology</li> <li>Process and Resources Engineering</li> <li>Automotive Engineering and Technology</li> <li>Mechanical and Industrial Engineering and Technology</li> <li>Civil Engineering</li> <li>Geomatic Engineering</li> <li>Electrical and Electronic Engineering and Technology</li> <li>Aerospace Engineering and Technology</li> <li>Maritime Engineering and Technology</li> <li>Other Engineering and Related Technology</li> </ul> <u><b>Information Technology</b></u> <ul style="list-style-type: none"> <li>Computer Science</li> <li>Information Systems</li> <li>Other Information Technology</li> </ul> <u><b>Architecture and Building</b></u> <ul style="list-style-type: none"> <li>Architecture and Urban Environment</li> <li>Building</li> </ul>
<b>3</b> <b>Health</b>	<u><b>Health</b></u> <ul style="list-style-type: none"> <li>Medical Studies</li> <li>Nursing</li> <li>Pharmacy</li> <li>Dental Studies</li> <li>Optical Science</li> <li>Veterinary Studies</li> <li>Public Health</li> <li>Radiography</li> <li>Rehabilitation Therapies</li> <li>Complementary Therapies</li> <li>Other Health</li> </ul>

<p><b>4</b></p> <p><b>Education</b></p>	<p><b><u>Education</u></b></p> <ul style="list-style-type: none"> <li>• Teacher Education</li> <li>• Curriculum and Education Studies</li> <li>• Other Education</li> </ul>
<p><b>5</b></p> <p><b>Business, Management and Commerce</b></p>	<p><b><u>Management and Commerce</u></b></p> <ul style="list-style-type: none"> <li>• Accounting</li> <li>• Business and Management</li> <li>• Sales and Marketing</li> <li>• Tourism</li> <li>• Office Studies</li> <li>• Banking, Finance and Related Fields</li> <li>• Other management and Commerce</li> </ul>
<p><b>6</b></p> <p><b>Society and Culture</b></p>	<p><b><u>Society and Culture</u></b></p> <ul style="list-style-type: none"> <li>• Political Science and Policy Studies</li> <li>• Studies in Human Society</li> <li>• Human Welfare Studies and Services</li> <li>• Behavioural Science</li> <li>• Law</li> <li>• Justice and Law Enforcement</li> <li>• Librarianship, Information Management and Curatorial Studies</li> <li>• Language and Literature</li> <li>• Philosophy and Religious Studies</li> <li>• Economics and Econometrics</li> <li>• Sport and Recreation</li> <li>• Other Society and Culture</li> </ul>
<p><b>7</b></p> <p><b>Creative Arts</b></p>	<p><b><u>Creative Arts</u></b></p> <ul style="list-style-type: none"> <li>• Performing Arts</li> <li>• Visual Arts and Crafts</li> <li>• Graphic and Design Studies</li> <li>• Communication and Media Studies</li> <li>• Other Creative Arts</li> </ul>
<p><b>8</b></p> <p><b>Multi-Disciplinary</b></p>	<p><b><u>Mixed Field Programs</u></b></p> <ul style="list-style-type: none"> <li>• General Education Programs</li> <li>• Social Skills Programs</li> <li>• Employment Skills Programs</li> <li>• Other Mixed Field Programs</li> </ul>

## 2.2 Nomination Categories

If the nomination does not align with any of these three categories listed below, select the 'none' option on the online nomination form.

Nomination Categories	ASCED Field of Education
<p>9</p> <p><b>Early Career</b> (For nominees with less than five years' experience teaching in higher education institutions, minimum <u>two years of evidence</u>)</p>	In any discipline.
<p>10</p> <p><b>Neville Bonner Award for Indigenous Education</b> (For Indigenous teaching staff only)</p>	In any discipline.
<p>11</p> <p><b>For Sessional staff</b></p>	In any discipline.

## 2.3 Subcategories (SC)

Nominees must select the subcategory that best reflects their contribution. Nominations will be evaluated based on the evidence submitted.

### 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 Citation Assessment Criteria

Focusing on the chosen subcategory, nominees must address all the criteria:

**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.**

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

**B. Gained recognition from colleagues, the institution, and/or the broader community.**

This should include evidence of extent of recognition, aligned with the purpose of the citation.

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

**C. Shown creativity, imagination and/or innovation, irrespective of whether the approach involves traditional learning environments or technology-based developments.**

This should include evidence of the extent to which the citation demonstrates creativity.

**D. Drawn on the scholarly literature on teaching and learning to inform the development of initiatives, programs and/or practice.**

This should include evidence of the extent to which the citation is informed by, and if applicable, contributes to scholarly literature.

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

#### 3.1.1. Important: Evidencing Your Contribution

When addressing the above criteria, nominees must present a compelling case 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 the nominee's self-reflection, student learning, student experience and evidence of institutional, peer and stakeholders' interactions.

- Student voices - through examples and direct quotations - can effectively convey a meaningful account of their experiences.
- Each criterion is weighted evenly.
- In assessing evidence for Early Career nominations, consideration will be given to the nominee's career stage.
- See the AAUT Assessment Matrix or the 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 approaches 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 approaches gained recognition from colleagues, the institution, and/or the broader community?
- **Criterion C:** How, and to what extent, have the approaches shown creativity, imagination and/or innovation?
- **Criterion D:** How, and to what extent, have the approaches 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 development of curricula/resources/services 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 development of curricula/resources/services gained recognition from colleagues, the institution, and/or the broader community?
- **Criterion C:** How, and to what extent, has the development of curricula/resources/services shown creativity, imagination and/or innovation?
- **Criterion D:** How, and to what extent, has the development of curricula/resources/services 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 assessment practices 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 assessment practices gained recognition from colleagues, the institution, and/or the broader community?
- **Criterion C:** How, and to what extent, have the assessment practices shown creativity, imagination and/or innovation?
- **Criterion D:** How, and to what extent, have the assessment practices 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 innovation/leadership 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 innovation/leadership gained recognition from colleagues, the institution, and/or the broader community?
- **Criterion C:** How, and to what extent, has the innovation/leadership shown creativity, imagination and/or innovation?
- **Criterion D:** How, and to what extent, has the innovation/leadership 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 submission. Before submitting online, all documentation must meet the formatting requirements outlined in section 4.6. Submissions must include all of the elements listed in the checklist below.

**Note:** Individual nominations are not required to submit a Team Statement of Contribution. Incomplete nominations, with missing documents, will not be assessed.

Please ensure that all nomination documents meet the following requirements:

- Are of sufficient quality to be clearly legible (do not submit scanned documents)
- Do not contain hyperlinks within the body of the nomination
- Contain only active hyperlinks if included in the supplementary materials
- Adhere to the specified page limits.

### Citation Nomination Checklist

Documentation required for online submission	Max Pages
1. Citation Online Nomination Form (Completed in Awards Portal)	-
2. Claims Against Assessment Criteria (Proposed Citation/ Overview of contribution and context, statement addressing assessment criteria, and reference list)	4
3. Team Statement of Contribution (For team nomination ONLY. Explains the role and percentage of contribution)	1
4. Two Letters of Reference (One A4 page per reference)	2
5. Digital photograph (.jpg format submitted via Awards Portal)	-

Ensure that all required documents (items 2-4) are compiled into a single PDF file, in specified order. It is strongly recommended to proofread nominations before submission.

**Note:** Submissions that do not comply with the requirements outlined in these instructions, including missing documents or unchecked boxes, will not be accepted. Any pages exceeding the specified limits will not be shared with the assessors.

### 4.1 Online Nomination Form

The Nomination Form provides administrative information and includes declarations from the nominee and institution. The form for each nominee must be completed by the ICO in the Awards Portal.

When completing the nomination form, please ensure the following:

- Check if the nominee/team leader has previously received an AAUT award (Citation, Program or Teaching Award).
- Ensure the correct discipline and nomination categories are selected (refer to section 2 for details).
- Provide the team name for team nominations.
- Confirm that the nominee/team members have read and agree to the Privacy Collection Notice and Publicity Notice (these are provided in the sample Nomination Form for reference).

The completed online nomination form must have all required boxes ticked, including checkboxes for signatures, by the following individuals:

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

To submit their institution's nominations, ICOs are required to enter the collected information into the AAUT Awards Portal.

## 4.2 Claims Against Assessment Criteria

This section must not exceed four A4 pages and should describe the nominee's contribution to student learning in alignment with the selected category, providing evidence to support the claims. The document should include the following elements in the specified order.

- **Proposed Citation** (up to 25 words): This should include the discipline or field of work and the nominee's or team's distinctive contribution. The citation description must be:
  - Written in the third person
  - Avoid jargon and use plain English
  - Understandable to a wide audience, providing insight into the nominee's work.

**Note:** Hyphenated words will count as a single word.

- **Overview** of the contribution and its context.
- **Statement addressing the Assessment Criteria**, including criterion headings, and providing evidence of the contribution and its impact on student learning.
- **Reference list:** Nominees should use their preferred recognised reference style throughout and include a reference list within the four pages. Online links to reference lists will not be reviewed by assessors.

### Important Notes:

- If the nomination is successful, the citation description will be used in communications about the recipient's achievement, including on the UA and AAUTN websites, in the program booklet, in the AAUT newsletter, and in archival materials.
- Assessors should not be assumed to have detailed knowledge of the nominee's specific teaching area or discipline.

## 4.3 Team Statement of Contribution (For Team Nominations Only)

For team nominations, one A4 page must be submitted, including:

- The name and percentage contribution of each member (10% minimum per member, in order from highest to lowest).
- An explanation of each member's role.
- A maximum number of ten team members, from the same or different institutions.

Additional requirements:

- A team lead must be identified.
- The team must have a team name as listed in the nomination form.
- Names and titles in the team statement must match those listed on the nomination form.
- If the team consists of members from different institutions, the representative institution must be specified, and the team lead's institution will submit the nomination.

## 4.4 Two Letters of Reference

Two referees must submit one-page letters of reference each, commenting on the nominee's contribution to student learning based on the selected criterion. The references should endorse the nominee's claims and provide evidence of their impact, context, and merit. Where possible, one referee should be qualified to assess the broader impact of the nominee's contribution, drawing on relevant professional or personal expertise.

References should:

- Must include one referee who is the head of the nominee's faculty, department, school or higher level, and a second referee who can be internal or external.
- For team nominations, the references apply to the team as a whole.
- Must include a statement confirming the referee's acceptance of the Privacy Notice (e.g. 'I accept the Privacy Notice provided by the nominee')
- Be signed (electronic signatures are accepted).
- Be on institutional letterhead.
- Body text must use Arial or Calibri regular 11 font, with narrow fonts not permitted.

## 4.5 Photo Requirements

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

- Colour image with a white background (preferred)
- Head and shoulders only
- High resolution image suitable for publication
- JPEG format
- File size between 1MB and 10MB

If the nomination is successful, the photo will be used in publications, including awards ceremony booklets, UA website and promotional materials. The photo should be of high quality, with all team members included in a single image, and no changes can be made after submission. A collage group photo is allowed. Low-quality photos will not be accepted.

## 4.6 Formatting Requirements

The document must be formatted as follows:

<b>Page size</b>	A4
<b>Font</b>	Arial or Calibri, 11 point <b>Bold for headings/sub-headings</b> , regular for body text (no narrow fonts)
<b>Header</b>	Nominee's full name or team name at the top right Arial or Calibri regular, 9 point
<b>Footer</b>	Document title at the bottom left UPPERCASE Arial or Calibri regular, 9 point e.g. 2025 CITATION NOMINATION
<b>Page number</b>	At the bottom right in Arial or Calibri regular, 9 point
<b>Margin</b>	At least 2cm with clear paragraph spacing, no columns
<b>Paragraph spacing</b>	Single
<b>File name</b>	PDF and photo files should follow this format: <Institution acronym>_<Last name>.<First name initial>_2025<Award type acronym>.PDF and jpg. PDF: ANU_KING.P_2025CIT Photo: ANU_KING.P_2025CIT