



AUSTRALIAN AWARDS  
FOR UNIVERSITY TEACHING

# **2025 Awards for Programs that Enhance 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 have 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

aaud@rmit.edu.au

03 9925 3815 - Awards Manager, 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

Awards for Programs that Enhance Learning recognise learning and teaching programs and services that make innovative and outstanding contributions to student learning outcomes and the overall quality of the student experience. These awards are presented to programs and services that have established high standards in learning and teaching within Australian higher education institutions.

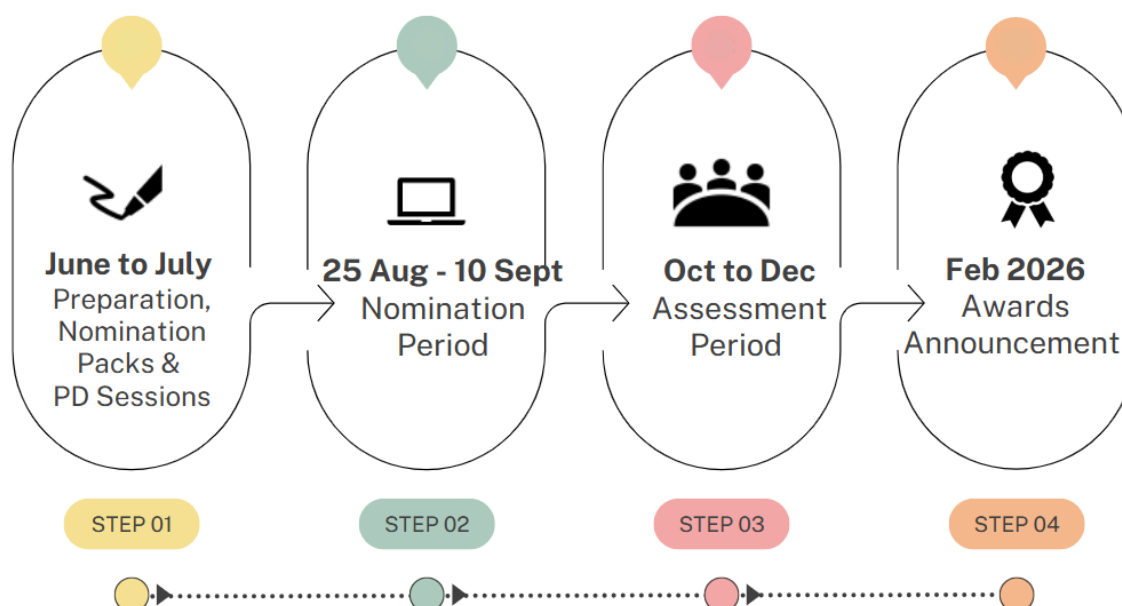
Award Type	Categories	No. of awards	*Max submissions per institution	Prize money
Awards for Program that Enhance Learning (Program Awards)	4	Up to 4	2	NIL

In 2025, up to four program awards will be presented across all categories, with the allocation ultimately based on the quality of the nominations.

Eligible institutions may submit up to two nominations (individual or team), with no more than one in any one category. A nominee can only be included in one 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 are open to all programs and services that enhance student learning in higher education. Each nomination must be endorsed by the nominating institution (see the list of [eligible institutions](#) on the Universities Australia website).

Programs should extend beyond individual subjects or limited services involving only a small number of students. For example, eligible programs may include services or initiatives offered at the institutional, faculty, or school level; multi-year programs of study; or targeted services designed for specific student groups.

## 1.3 Individual or Team Nomination

Program Awards are open to both individual and team nominations. Team nominations may include only those members who have contributed 10 per cent or more, with a maximum of 10 team members.

In certain cases, one or more team members may not be employed by the nominating institution. This is acceptable, provided the program or service is delivered at an eligible institution, and the Team Lead—as well as the majority of team members—are employed by the nominating institution.

## 1.4 Eligibility of Past Recipients of Awards or Citations

Programs that have previously received a Program Award are not eligible for renomination.

Past Teaching or Program Award recipients (including Carrick, ALTC or OLT Award) can only renominate as part of a team nomination and cannot be the team lead. Their new nomination must differ significantly from the original.

Receiving or being nominated for a Citation does not affect eligibility for a Program Award.

## 2. CATEGORIES

Nominees must select one relevant category below and address all four assessment criteria for the chosen category.

In your submission, ensure that you specify the **scope** of your program, i.e., whether it is institution-wide, college or faculty-based, school or department-based, discipline-specific, or falls under another category.

### 2.1 Student experience that supports diversity and inclusive practices.

This subcategory includes:

- Services directly related to student learning for specific groups, promoting participation, information access, course advising, language support, counselling and/or disability support.
- Learning engagement activities and services that foster diversity and inclusive practices, aimed at sustaining and retaining students, supporting personal development, and enhancing the first-year student experience.

### 2.2 Collaborative educational partnerships in learning and teaching.

This subcategory includes:

- Internal partnerships that enhance teaching quality and student learning, such as collaborations between schools/faculties and central services.
- External partnerships between universities and/or other organisations, such as schools, private higher education providers, registered training organisations, professional bodies, businesses, government and not-for-profit organisations, in collaborative learning and teaching initiatives.

### 2.3 Curriculum transformation and innovative pedagogy.

This subcategory includes:

- Curriculum design and approaches to learning and teaching that offer flexibility in time, place and/or mode of learning, such as micro credentials, stackable curriculum, flexible curriculum, online learning that enhances student learning outcomes.
- Curriculum that supports innovative learning and teaching methods with aligned assessments, promoting multi-disciplinary, research-based learning, and making use of emerging technologies in remote, synchronous, or asynchronous formats.
- Innovation in curriculum is considered a form of evidence.

### 2.4 Work Integrated Learning (WIL) programs that value and enhance employability.

This subcategory includes:

- Experiential learning and WIL programs that focus on enhancing student employability.
- This includes internship programs, work placement coursework, industry placement, consulting projects, and other learning and teaching activities designed to improve employability.



## 3. ASSESSMENT CRITERIA

All nominations will be assessed based on the evidence provided in response to the following four criteria, which will be given equal consideration by the assessors:

### **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.**

- The extent to which the program has positively impacted student learning, student engagement, or the overall student experience for at least three years.
- The extent to which the program addresses identified needs and directly or indirectly enhances student learning, engagement, and/or the overall student experience in higher education.
- The extent to which the program promotes and supports equity and inclusiveness by improving access, participation, and outcomes for diverse student groups.

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

- The extent to which the program has gained recognition from colleagues, the institution, and/or the broader community.
- The extent to which the program has led to widespread benefits for students, staff, the institution, and/or other institutions, in alignment with the program's purpose.

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

- The extent to which the program demonstrates creativity, imagination, or innovation.
- The extent to which the program enhances traditional or technology-based learning environments.

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

- The extent to which the program draws on scholarly literature on teaching and learning to inform the development of initiatives, programs, and/or practices.
- The extent to which the program has clear objectives and systematic approaches to coordination, implementation, and evaluation.

#### **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 be drawn 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.
- See the AAUT Assessment Matrix.

## 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 4.7. 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.

### Program Award Nomination Checklist

Documentation and files required for online submission	Max Pages
1. Program Award Online Nomination Form (Completed in Awards Portal)	-
2. Claims Against Assessment Criteria (Synopsis/ Overview and context, statement addressing the assessment criteria, and reference list)	10
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. Supporting Materials (Submit up to two: 3-minute video link, a website URL and/or a 10-page PDF)	-
6. Digital photograph (.jpg format submitted via Awards Portal)	-

Ensure that all required documents (items 2-5) are compiled into a single PDF file, in the specified order. It is strongly recommended proof reading 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 online 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 category is selection (refer to section 2 for details).
- Provide the team name for team nominations (no more than ten words).
- 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

## 4.2 Claims Against Assessment Criteria

This section must not exceed 10 A4 pages, and should detail the nominee's program activities and achievements and must address all four assessment criteria, providing evidence to support each claim.

The content should include the following elements in the specified order.

- **Synopsis** (up to 200 words): Provide a description of the program and its contribution to student learning. The synopsis must:
  - Be written in the third person
  - Avoid jargon and use plain English
  - Be understandable to a wide audience, offering insight into the nominee's teaching.

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

- **Overview** of the program and its context.
- **Statement addressing each of the Assessment Criteria**, supported by evidence, including the impact on student learning. Criterion headings should be included and presented in the order.
- **Reference list:** Nominees should use their preferred recognised reference style throughout and include a reference list within the 10-page limit. Online links to reference lists will not be reviewed by assessors.

### Important Notes:

- If the nomination is successful, the synopsis 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 archival information.
- It should not be assumed that assessors have detailed knowledge of the nominee's learning and teaching specialisation.

## 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 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 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 Supporting Materials

Supporting materials are intended to illustrate and provide evidence for the claims made in the nomination. They should not include additional content or be used to exceed the specified page limits.

Nominees may choose to submit up to two of the following options for their supporting materials:

- A **3 minute video** of publishable quality, which may include footage of the program in action, team members discussing the program and its vision or interviews with students. **NOTE: Please upload your video to YouTube or another publicly-accessible platform and submit the link in your PDF submission.**
- A website (URL) – the link must be included within the PDF submission.
- A PDF document of up to 10 pages, which may include relevant URL links.

All supporting materials must be clearly referenced in the written component to demonstrate their relevance. They should be clearly labelled and placed as the final section of the combined nomination file.

Please ensure that all supporting materials, including websites, remain accessible throughout the assessment process. Materials requiring a login or password will not be accepted.

## 4.6 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.

## 4.7 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 TEACHING AWARD 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 and Photo: ANU_KING.P_2025PRG