1. PURPOSE

The purpose of these awards is to promote, recognise and reward learning and teaching support programs and services that make an outstanding contribution to the quality of student learning and the quality of the student experience at Macquarie.

2. NATURE

The 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 will receive a trophy that is presented at an appropriate time during Learning and Teaching Week and prize of $1,000.

Award winners are eligible to be nominated for a Macquarie University Award Programs that Enhance Learning.

3. AWARD CATEGORIES

There are seven award categories:

1. **Assessment and feedback**
   Encompassing *assessment initiatives* that encourage students to develop and demonstrate higher-order skills and attitudes such as academic independence, ethical practices and values, and critical thinking, and *feedback* that is timely and supports students' learning development.

2. **Educational partnerships and collaborations with other faculties and organisations**
   Encompassing partnerships between faculties, and universities and other organizations - such as schools, professional bodies, businesses and industries - in collaborative approaches to learning and teaching.

3. **The first-year experience**
   Encompassing the academic and social transition to higher education; or, teaching and learning within large student groups; or, the quality of the first year student experience.
4. **Flexible learning and teaching**
   Encompassing approaches to learning and teaching that afford flexibility in time, place and/or mode of learning.

5. **Innovation in curricula, learning and teaching**
   Encompassing innovations that encourage novel approaches to learning and teaching, innovations that encourage or support multidisciplinary, research-based learning and teaching approaches, innovations that utilize the potential of new and/or emerging technologies.

6. **Postgraduate education**
   Encompassing programs that focus on postgraduate students, postgraduate coursework learning and teaching, postgraduate research supervision and research higher degree candidature and postgraduate learning support.

7. **Services supporting student learning**
   Encompassing services directly related to student learning such as services for specific groups of students, information access, course advising, and language and learning support, counselling and disability support.

4. **ELIGIBILITY FOR NOMINATION**

   1. Nomination is open to all programs and services that enhance student learning at Macquarie University.
   2. Programs may involve a service or program provided at the University, Faculty or Departmental level, or a service or program directed at particular groups of students. They may include:
      - Student and/or staff organisations
      - Academic and/or administrative staff units (e.g. Student welfare services),
      - Individual or groups of Academic or General staff (e.g. Library or IT services),
      - Individual or groups supporting the undergraduate or postgraduate student experience (e.g. First Year Coordinators).
   3. 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.
   4. Previous award-winning programs are not eligible for renomination within three years from the date upon which they received their last award.

5. **SELECTION CRITERIA**

   Nominations will be assessed on the basis of the *evidence that they provide* to support their claims for enhancement of learning against the following four criteria:

   1. **Distinctiveness, coherence and clarity of purpose**
      Extent to which the program has clear objectives and systematic approaches to coordination, implementation and evaluation
2. **Influence on student learning and/or student engagement**
   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

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

4. **Concern for 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 selection criteria, the Selection Committee will take into account:

- Demonstrated evidence of the effectiveness of the program in formal and informal evaluation;
- The degree of creativity, imagination or innovation; and
- Evidence of the sustained effectiveness of the program.

6. **SELECTION COMMITTEE**

The Selection Committee will be appointed and chaired by the Associate Dean Learning and Teaching. Its membership will include a past winner of a Faculty and University Teaching Award, a representative from the Learning and Teaching Centre, a student representative, and a member of professional staff.
7. NOMINATIONS LODGEMENT

The nomination must describe a specific program, service, or initiative and how it has targeted and enhanced the identified needs of students. It must provide evidence that addresses each of the selection criteria.

Nominations must contain:

- Completed and signed NOMINATION FORM (3 A4 pages)
  The Nomination form is downloadable from the Faculty of Arts intranet:

- WRITTEN STATEMENT, (using 12pt font, Times New Roman, 6pt spacing between paragraphs, single line spacing) including:
  1) Synopsis of 350-400 words, written in the 3rd person (1 A4 Page).
     It is recommended that the Synopsis:
     - describes the aims of the program,
     - describes the Macquarie University context,
     - provides an integrated summary of the claims relating to the selection criteria.
  2) 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.
  3) 1 Referees’ Report in support of the application (on letterhead signed and scanned)

Nomination may contain:

- OPTIONAL SUPPORTING MATERIALS - selected materials supporting applicant's claims against the selection criteria.
  Optional supporting materials are limited to a maximum of two of: website (URL), CD-ROM or DVD, or 4 A4 pages of printed material.

Complete nominations are to be scanned and sent via email to trudy.ambler@mq.edu.au by Friday 3rd June 2011.

Checklist for Applicants

1. Nomination form and Synopsis (4 A4 pages) [ ]
2. Written statement responding to 4 criteria (4 A4 pages) [ ]
3. 1 Referees Report (1 A4 page) [ ]
3. Optional supporting materials (4 A4 pages) [ ]