# Application Template

## Faculty of Health and Behavioural Science

## Awards for Programs that Enhance Learning (APEL) 2019

### Instructions

Applicants must provide:

1. A written statement using this template (maximum of 3 A4 pages in the specified format)
2. Statement of Contribution for team applications (one A4 page)
3. Please provide the names and contact details of two referees, including your Head of School (or delegate), Division or Organisational Unit, who agree to provide confidential statements on your teaching against the selection criteria. Applicants should instruct their referees to email these statements (PDF format preferred, no more than one A4 page in length) to [health.marketing@uq.edu.au](file:///C:\Users\uqiwhiti\AppData\Local\Packages\Microsoft.MicrosoftEdge_8wekyb3d8bbwe\TempState\Downloads\health.marketing@uq.edu.au).
4. Supporting Materials (optional).

Comprehensive details of the award and application requirements, including formatting, are contained in the Faculty of Health and Behavioural Sciences Awards for Programs that Enhance Learning Guidelines.

***The completed application template must be attached to the online application, as a Word document.***

### Applicant Details

#### Project Team or Service Details

|  |  |
| --- | --- |
| **Project, Team or Service Title** | Click or tap here to enter text. |
| **Project Team or Service start date** | Click or tap here to enter text. |
| **Team Name (if applicable)** | Team Name |

Applicant Details

|  |  |
| --- | --- |
| **Applicant or lead representative** | Click or tap here to enter text. |
| **School/Faculty** | School/Faculty |
| **Email** | Click or tap here to enter text. |

Team Members (if applicable, please list all team members)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title | First Name | Surname | School/Faculty/Centre/ Institute | Academic qualifications (including institution) |
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*Note: Please ensure the academic qualifications provided are complete and accurate. For successful applications, this information will be used on the award certificates.*

#### Category of award

Select one of the following criteria:

|  |  |
| --- | --- |
|  | Widening Participation |
|  | Educational partnerships and collaborations with other organisations |
|  | Innovation and flexibility in curricula, learning and teaching |
|  | Postgraduate education |
|  | Student experiences and services supporting learning, development and growth in higher education |
|  | Global citizenship and internationalisation |

### Written Statement (maximum three (3) A4 pages)

#### Synopsis (maximum 200 - 300 words)

[SAMPLE TEXT: The synopsis must cover a description of the program and its teaching areas, the program’s contribution to student learning and engagement, and the program’s impact on students. **200-300 words** maximum; written in the THIRD PERSON.

Delete this example text]

#### Statement addressing the assessment criteria and providing supporting evidence

[SAMPLE TEXT: In assessing the application against the four assessment criteria, the Selection Committee will take into account:

1. Evidence of the effectiveness of the project, team or service in formal and informal evaluation;
2. The degree of creativity, imagination or innovation; and
3. Evidence of the sustained effectiveness of the program.

SAMPLE TEXT: The core element of the written statement for a Program Award is a written statement describing the program, specifically addressing each of the four selection criteria. Nominees are obliged to demonstrate not only the outcome of the nominated project/initiative but also state the process by which this was achieved. Evidence in support of the claims against these criteria must be provided.

Another paragraph starts here. Use numbered lists or dot points as required.

1. Numbered list – right-click to restart from 1
2. Numbered list

* Dot point
* Dot Point

Delete this text]

##### Criteria One: Distinctiveness, coherence and clarity of purpose

[Delete this example text]

[Delete this example text]

[Delete this example text]

##### Criteria Two: Influence on student learning and the student experience

[Delete this example text]

[Delete this example text]

[Delete this example text]

##### Criteria Three: Breadth of Impact

[Delete this example text]

[Delete this example text]

[Delete this example text]

##### Criteria Four: Addressing equity and diversity

[Delete this example text]

[Delete this example text]

[Delete this example text]

### Statement of Contribution (maximum one A4 page)

Note: Only team applications are required to complete this section.

|  |  |  |  |
| --- | --- | --- | --- |
| Title | First and last name | Percentage contribution | Staff type (e.g. A = Academic, P = Professional staff) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| TOTAL | | 100% |  |

[Include a short description of the role of each team member below. Delete this text]

### References

Please provide the names and contact details of two referees, including your Head of School (or delegate), Division or Organisational Unit, who agree to provide confidential statements on your teaching against the selection criteria.

Applicants should instruct their referees to email these statements (PDF format preferred, no more than one A4 page in length) to [health.marketing@uq.edu.au](file:///C:\Users\uqiwhiti\AppData\Local\Packages\Microsoft.MicrosoftEdge_8wekyb3d8bbwe\TempState\Downloads\health.marketing@uq.edu.au).

If the application is from a team the references should apply to the team.

#### Referee one:

|  |  |
| --- | --- |
| **Name:** |  |
| **Position:** |  |
| **Contact Number:** |  |
| **Email:** |  |

#### Referee Two:

|  |  |
| --- | --- |
| **Name:** |  |
| **Position:** |  |
| **Contact Number:** |  |
| **Email:** |  |

### Supporting Materials

[Applicants can choose to submit two of the following supporting materials:

* A three minute video
* Website URL
* Five pages of printed teaching material

Delete this example text]