

Vice-Chancellor's Education Awards 2020 entry form

Please read the notes carefully before filling in the entry form to ensure that your work/project fulfils the eligibility criteria.

Please note that the text from your entry form (with the exception of personal contact details) may be subsequently used on web pages, emails and other materials to publicise the Awards and to disseminate examples of excellence in education at Oxford.

Project details

Enter below details of the lead contact for the nomination. These details will be used to inform you of the outcome of your nomination.

Name:	
Email:	
Work address:	

Enter below a title for the work/project that you are entering for the award, and a short summary giving an overview of the work/project.

Title:
Summary of work/project (max 150 words):

Fill in the table below with the names and job titles of the team involved and a brief description of each person's contribution.

Name	Job title/student role	Brief description of contribution

Criterion 1: The value and impact of the work/project (750–2000 words)

In this section you should

1. Outline the original **aims** for the development and the rationale for undertaking the work/project.
2. Give a brief **overview** of the process and the outcomes of the project.
3. Articulate the **changes** the project has brought about.
4. Explain what the **value** and the **impact** of the project has been. You may want to address both current impacts and potential future benefits.
5. Give an overview of any **evidence** that you have for the value/impacts described above.
6. Summarise relevant **evaluation** data.
7. Highlight any **learning** from the process that might benefit others.
8. Highlight any **outputs** that could be shared with others or used by others within the University.

Criterion 2: Collaborative working within Oxford

Describe any facilitating factors or approaches to working which particularly contributed to the success of the project. (250 words max)

I understand that in submitting an entry for the Education Awards I undertake to ensure that some or all of the team will be available to attend the Awards Ceremony on Wednesday 10 June 2020, 5-7pm.

Notes on the entry form

Criteria for eligibility

The Education Awards are open to all parts of the collegiate University. Please read the notes below carefully to ensure that your work/project fulfils the criteria for entry.

- i. Projects or work eligible for nomination include all forms of education including outreach; undergraduate and graduate taught degrees; research degrees; programmes for matriculated and non-matriculated students; college initiatives; skills and development training, etc.
- ii. Projects or work which are at the design stage **cannot** be nominated for the Awards, but leaders of such work are advised to explore if their idea might be entered for project funding from a relevant division.
- iii. Projects which have previously received funding from divisional awards or any other funding source **are eligible** for the Education Awards, provided they have reached a stage at which the impact of the work can be evidenced.
- iv. Applicants should ensure that the educational aspect(s) of the project which is being entered for an award are made clear within the application. **The judging panel may decide not to shortlist or award projects which do not clearly make this case.**
- v. A member of a team or a lead applicant may be nominated for, and/or may self-nominate for a divisional award in the same year as they are part of a nomination for an Education Award

Section 1: Project details

- vi. If applicable, you may wish to highlight a core team who initiated, designed and/or carried out, and/or evaluated the initiative and a wider group who made a contribution but to a less significant extent.
- vii. A minimum of three and a maximum of ten names are permitted in this section, but further contributions can be acknowledged in your description of the approach to working section below.
- viii. There is no limitation on the job and student roles that might be included, e.g. academic, professional services, support staff, administrative staff and students may all be named as part of the team, or as main contact. We encourage applications from:
 - multi-disciplinary teams
 - teams that span academic, professional, support and administrative services
 - teams that span career stages (e.g. from early career to senior roles).
 - teams that include students as consultants, co-designers, and/or collaborative partners.

Criterion 1: Value and impact of the work/project

- ix. Please ensure that your text in this section is structured in the same order as the eight bullet points listed.
- x. Websites/URLs can be listed but please also include a brief summary of the material that can be found via the link, and ensure that your application can be fully understood without

reading this additional material. You may wish to include screenshots or key material as appendices.

- xi. All forms of evaluation data are welcome in support of your claim(s) of impact, whether quantitative, qualitative or a mix of both. Please summarise and highlight key findings from your evaluation in the main text, and include any further evaluation evidence as an appendix to your entry.
- xii. Appendices may be included if they provide supporting data or additional information only. Appendices are not included in the overall word count.