2017

AUSTRALIAN AWARDS FOR UNIVERSITY TEACHING

Awards Portal Instructions

Version 2.0

Please note, there is an error in the online nomination form. The online form currently includes a field called: ‘Synopsis Wording’. This field is no longer required however, due to a system problem it cannot be removed. Please insert ‘N/A’ into this field in order to submit the nomination. Information in the ‘Synopsis Wording’ field will not be considered by assessors.

Citations for Outstanding Contributions to Students Learning
Awards for Programs that Enhance Learning
Awards for Teaching Excellence
Overview

This document provides information and instructions for Awards Online Portal (the Portal) users. The Portal is used to submit nominations for Citations for Outstanding Contributions to Student Learning, Awards for Programs that Enhance Learning and Awards for Teaching Excellence. Further information regarding 2017 award nominations can be found online in the Australian Awards for University Teaching Program information and nomination instructions located on the Department of Education and Training website (https://www.education.gov.au/how-nominate-australian-awards-university-teaching).

Contacts

If you have any questions regarding these instructions or have difficulty submitting a nomination, please contact the University Awards and Excellence Network team.

Phone: (02) 6240 0625
Email: learningandteaching@education.gov.au

Awards Online Portal access

The Awards Online Portal (the Portal) is located on the OLT website. Please select the following link to go directly to the Portal login page: http://www.olt.gov.au/awards/portal/login

ICOs will be notified when the Portal is open and of their username and password.

The following information is required to submit nominations through the Awards portal:

- Awards Portal username and password
- Nomination forms and relevant documents (PDF)
- Nominee photos (JPG)

The Portal will be open until 12.00 midnight on Wednesday, 12 July 2017 for Teaching and Program Awards.

Nominations should be submitted as soon as possible. If you have a problem submitting a nomination, please contact the Awards team.

Nomination components

<table>
<thead>
<tr>
<th>Nomination components</th>
<th>Citations</th>
<th>Program Awards</th>
<th>Teaching Awards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nomination form</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Claims against the selection criteria</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Curriculum Vitae</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Statement of contribution (team nominations only)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Letters of reference</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Supporting materials</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Digital photograph (JPG)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Process for submitting nominations
The first step to submit a nomination is to login to the Portal using the username and password provided by the department.

Step 1

Once logged in, the second step is to ensure ICO contact details are up to date.
All correspondence, including notifications regarding the nominations will be sent to the ICO email address provided.
Select ‘Click to add ICO Details’.

Step 2

Once on the Edit ICO Details page, complete all the fields and slick ‘Save’ when complete.
Note: This step does not need to be repeated again unless there is a change in ICO details at a later date.
Step 3
To submit a Citation nomination, select the 'Click to add another Citation nomination' link under the Citation Nominations heading on the right of the page.
To submit a Program Award, select the 'Click to add another Program Award nomination' link under the Award Nominations heading on the right of the page.
To submit a Teaching Award, select the 'Click to add another Teaching Award nomination' link under the Award Nominations heading on the right of the page.

Step 4
Please refer back to the 2017 Program Information and Nomination Instructions for detailed nomination information.
Citation nomination: Add new

a. Complete all the fields under the ‘Contact Details for Primary Nominee or Team Representative’ heading.

b. Upload the application photograph by selecting the ‘Application Photograph’ link on the right of the screen.
   
   Note: the file format of the photograph must be JPG.

c. Complete ‘Citation Wording’ and ‘Synopsis Wording’ fields.

d. If the nomination is for a team, please select the radio button next to ‘Is this nomination a Team?’ and provide details of all team members. If it is not for a Team, leave this field blank.

To add more than one team member, select the ‘Add another team member’ link.

Note: Prior to final submission of nominations, please double check the spelling of all names in documentation and online.
e. Select the relevant category.

**NOTE REGARDING THE DISCIPLINE FIELD**

A discipline is not required for Citations nominations however, due to a system issue at this time the field has to be retained in this form. In order to save the form the field must be completed, so please select a field under ‘Discipline’, noting that this information will be disregarded for Citations nominations.

<table>
<thead>
<tr>
<th>Category:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Category</td>
</tr>
</tbody>
</table>

| Discipline: |
| Select Disciplines |
| NATURAL AND PHYSICAL SCIENCES - Mathematical Sciences |
| NATURAL AND PHYSICAL SCIENCES - Physics and Astronomy |
| NATURAL AND PHYSICAL SCIENCES - Chemical Sciences |
| NATURAL AND PHYSICAL SCIENCES - Earth Sciences |

f. Select the relevant selection criteria for the nomination.

<table>
<thead>
<tr>
<th>Selection Criteria:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Approaches to teaching and the support of learning that influence, motivate and inspire students to learn</td>
</tr>
<tr>
<td>2. Development of curricula, resources or services that reflect a command of the field</td>
</tr>
<tr>
<td>3. Evaluation practices that bring about improvements in teaching and learning</td>
</tr>
<tr>
<td>4. Innovation, leadership or scholarship that has influenced and enhanced learning and teaching and/or the student experience</td>
</tr>
</tbody>
</table>

g. Upload the nomination documentation, including letters of reference by selecting the ‘Add file’ link next to the ‘Application Files’ heading.

Select ‘Browse’ then choose the file you wish to upload.

Select ‘Upload’ to add the file to the Portal.

The uploaded file will appear under the ‘Application Files’ heading.

*Note: Each file must be added separately, following this process.

h. Select ‘Save new citation nomination’ on the right.

i. Repeat each step for each nomination. Once complete, the nominee or delegate should proof read nominations for accuracy. The department will not perform further checking for accuracy. Once entered, the information will be used for certificates and publicity materials.
j. Once all Citations nominations are uploaded individually, return to the **Awards Online Portal** home page, and select ‘Submit all Citation Nominations’.

*Note: Only select the ‘Submit all Citation Nominations’ once ALL Citation nominations have been completed and saved.*
Program Award Nomination: Add new

a. Complete all the fields under the ‘Contact Details for Primary Nominee or Team Representative’ heading.

b. Upload the application photograph by selecting the ‘Application Photograph’ link on the right of the screen.

   Note: the file format of the photograph must be JPG.

c. ‘Synopsis Wording’ field.

   This field is no longer required. Please insert ‘N/A’ into this field. Information in the ‘Synopsis Wording’ field will not be considered by assessors.

d. Input the ‘Program name’

e. If the nomination is for a team, please select the radio button next to ‘Is this nomination a Team?’ and provide details of all team members. If it is not for a Team, leave this field blank.

f. To add more than one team member, select the ‘Add another team member’ link.

   Note: Prior to final submission of nominations, please double check the spelling of all names in documentation and online.

g. Select the relevant category and discipline for the nomination.

   A list of the Australian Standard Classification of Education (ASCED) classifications of the disciplines may be found at Australian Standard Classification of Education (ASCED), 2001.
h. Upload the nomination documentation, including letters of reference by selecting the ‘Add file’ link next to the ‘Application Files’ heading.
   Select ‘Browse’ then choose the file you wish to upload.
   Select ‘Upload’ to add the file to the Portal.
   The uploaded file will appear under the ‘Application Files’ heading.
   Note: Each file must be added separately, following this process.

i. Select ‘Add award nomination’ on the right.

j. Repeat each step for each Program and Teaching nomination. Once complete, the nominee or delegate should proof read nominations for accuracy. The department will not perform further checking for accuracy. Once entered, the information will be used for certificates and publicity materials.

k. Once all Teaching and Program nominations have been uploaded individually, return to the home page, and select ‘Submit all Award Nominations’.
   Note: Only select the ‘Submit all Award Nominations’ once ALL Program and Teaching nominations have been completed and saved.
Teaching Award nomination: Add new

a. Complete all the fields under the ‘Contact Details for Primary Nominee or Team Representative’ heading.

b. Upload the application photograph by selecting the ‘Application Photograph’ link on the right of the screen.

   **Note:** the file format of the photograph must be JPG.

c. ‘Synopsis Wording’ field.

   This field is no longer required. Please insert ‘N/A’ into this field. Information in the ‘Synopsis Wording’ field will not be considered by assessors.

d. If the nomination is for a team, please select the radio button next to ‘Is this nomination a Team?’ and provide details of all team members. If it is not for a Team, leave this field blank.

   To add more than one team member, select the ‘Add another team member’ link.

   **Note:** Prior to final submission of nominations, please double check the spelling of all names in documentation and online.

e. Select the relevant category and discipline for the nomination.

   A list of the Australian Standard Classification of Education (ASCED) **classifications of the disciplines** may be found at [Australian Standard Classification of Education (ASCED), 2001](https://www.abs.gov.au/).
f. Upload the nomination documentation, including letters of reference by selecting the ‘Add file’ link next to the ‘Application Files’ heading.

Select ‘Browse’ then choose the file you wish to upload.

Select ‘Upload’ to add the file to the Portal.

The uploaded file will appear under the ‘Application Files’ heading.

*Note: Each file must be added separately, following this process.*

![Application Files screenshot]

- **Select** ‘Add file’ on the right.

- **Select** ‘Add award nomination’ on the right.

- **Repeat** each step for each Program and Teaching nomination. Once complete, the nominee or delegate should proof read nominations for accuracy. The department will not perform further checking for accuracy. Once entered, the information will be used for certificates and publicity materials.

- **Once** all Teaching and Program nominations have been uploaded individually, return to the home page, and select ‘Submit all Award Nominations’.

*Note: Only select the ‘Submit all Award Nominations’ once ALL Program and Teaching nominations have been completed and saved.*

![Awards Online Portal screenshot]

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