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**Excellence** **in Medical Education Awards (EMEAs)**

**Guidance Notes for Academic Application Form 2020-21**

**Key Aspects of Teaching and the Support of Student Learning**

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| **Key area of activity** | **Information or evidence that might be presented in support of a claim for excellence**  |
| **1. Quality of teaching and/or facilitation of student learning:** approaches to teaching that influence, motivate and inspire students to learn  | Describe:* your overall involvement/approach to teaching
* how you involve and motivate students
* strategies you employ to promote:
	+ independent or self-directed learning
	+ peer-to-peer learning
	+ critical/analytical thinking
	+ oral/written communication

Summarise the range of teaching methods you are involved in or you apply, i.e. clinical teaching (bedside/clinic/community), lectures, practical sessions, small group teaching (problem-based/project-based/case-based).Comments on the quality of teaching should be verified by evidence from students and peers, for example:* student evaluation data (SEQ and locally-collected feedback)
* student feedback (emails etc)
* Name and Proclaim and Top Teacher nominations
* peer observation
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| **2. Quality of course design:** contribution to the design and planning of learning activities beyond individual teaching sessions  | Summarise your contribution to developing the courses and/or improving the delivery of teaching in your department, module or discipline. Give examples of resources/materials developed that reflect: * your command of your field
* the application of educational theory
* the advancement of the curriculum as whole

Provide examples of particularly positive student feedback about the execution of the course/module. Indicate how you have represented your field/discipline and how you have collaborated with colleagues within and outside your immediate team to support or improve the curriculum. |
| **3. Approach to assessment**: evidence of the enhancement of the formative and summative assessment processes | Describe your involvement in formative assessment, e.g. the development of innovative ways of providing feedback to students.Provide examples of involvement in summative assessments including:* the organisation of exams
* feedback on the exam process
* writing exam questions, standard setting, examining
* applying assessment strategies that foster student learning
* external examining
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| **4. Student support and guidance:** evidence of your contribution to student support and pastoral care | Provide evidence of your involvement in:* good practice in student support and pastoral care
* the information distributed to students
* your accessibility to help students
* good practice in supervision at all levels
* staff-student committees

Please give examples of the ways in which you have helped to tackle problems. |
| **5. Professional development:** reflection on your contribution to learning and teaching and your own development as an educator | Summarise **your own** development as an educator. This can include staff development, training and theoretical courses. Provide examples of how you have used student feedback or a critical incident to improve your educational work. Describe your role in:* + the teaching team in your department
	+ mentoring and supporting less experienced teachers/colleagues

Where relevant, comment on your contribution to educational research:* + through the dissemination of subject materials, e.g. textbooks, videos, course guides
	+ through publications in pedagogic journals, conference presentations, etc.
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| **6. Innovation:** evidence of innovation in student learning/teaching/evaluation/ assessment etc. | Summarise any innovations you have made and provide evidence of:* how you identified an area in need of improvement
* how you introduced something new to student learning etc.
* how you improved an existing format/idea
* identifiable improvements from your innovations
* how you shared your innovations with others
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| **7. Teamwork (Team applications only)** | Indicate how each member of the team is involved, the areas they are responsible for and how, as a team, you contribute to and enhance medical education. |

**Additional, relevant information to support your application:**

You may wish to describe any occasions, actions or moments where you have significantly contributed to the provision of excellence in undergraduate medical education that you have not already mentioned.

**Before submitting your application to** **medsch.qaeu@ucl.ac.uk****, please check that it includes the following:**

1. **The completed application form**
2. **A current job description**
3. **Supporting documentation**
4. **A reference**