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

**Guidance Notes for Academic Application Form 2022-23**

**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, Learning Surveys and locally collected feedback) * student feedback (emails etc) * Name and Proclaim and Top Teacher nominations * peer observation |
| **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 |
| **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. |
| **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 |
| **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**](mailto: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**