Excellence in Medical Education Awards (EMEAs)

Guidance Notes for Administrator Application Form 2023-24

Key Aspects of the Support of Student Learning
Please select THREE of sections 1 – 6 to complete
Team applications should also complete section 7
Each section should be maximum 250 words

Job plans

For clinicians only – if relevant please state how much of your job plan is allocated to education.

Key area of activity	Information or evidence that <u>might</u> be presented in support of a claim for excellence

1. Quality of teaching and/or facilitation of student learning: approaches to teaching support that influence, motivate and inspire students to learn	Describe:
	▪ your role in planning educational activities
	▪ how you involve and motivate students and how you contribute to a positive student experience
	▪ strategies you employ to promote:
	   o independent or self-directed learning
	   o peer-to-peer learning
	   o critical/analytical thinking
	   o oral/written communication
	
	Comments on teaching support should be verified by evidence from students and peers, for example:
	▪ student evaluation data (Learning Surveys and locally collected feedback)
	▪ student feedback (emails etc)
	▪ Name and Proclaim and Top Administrator nominations

2. Quality of course design: consideration of teaching activities as a whole and working towards their optimisation for students	Summarise your contribution to developing the courses and/or improving the delivery of teaching in your department, module or discipline. Provide examples of particularly positive student feedback about the execution of the course/module. Indicate how you have collaborated with colleagues within and outside your immediate team to support or improve the curriculum. Provide details of any timetabling concerns and what actions you took to overcome them.
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

	• the satisfactory resolution of any issues arising on assessment day • applying assessment strategies that foster student learning
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 • staff-student committees Give examples of the ways in which you have helped to tackle problems.
5. Professional development: reflection on the modules you administer and your own professional development	Summarise **your own** professional development. This can include training and theoretical courses. Provide examples of how you have used student feedback to improve your educational work. Describe your role in: • the module team (or equivalent) • mentoring and supporting less experienced colleagues Where relevant, comment on your contribution to educational evaluation/research.
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, please check that it includes the following:

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