



## Excellence in Medical Education Awards (EMEA's)

### Guidance Notes for Administrator Application Form 2024-25

**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
<p><b>1. Quality of teaching and/or facilitation of student learning:</b> approaches to teaching support that influence, motivate and inspire students to learn</p>	<p>Describe:</p> <ul style="list-style-type: none"> <li>▪ your role in planning educational activities</li> <li>▪ how you involve and motivate students and how you contribute to a positive student experience</li> <li>▪ strategies you employ to promote:               <ul style="list-style-type: none"> <li>○ independent or self-directed learning</li> <li>○ peer-to-peer learning</li> <li>○ critical/analytical thinking</li> <li>○ oral/written communication</li> </ul> </li> </ul> <p>Comments on teaching support should be verified by evidence from students and peers, for example:</p> <ul style="list-style-type: none"> <li>▪ student evaluation data (Learning Surveys and locally collected feedback)</li> <li>▪ student feedback (emails etc)</li> <li>▪ Name and Proclaim and Top Administrator nominations</li> </ul>
<p><b>2. Quality of course design:</b> consideration of teaching activities as a whole and working towards their optimisation for students</p>	<p>Summarise your contribution to developing the courses and/or improving the delivery of teaching in your department, module or discipline.</p> <p>Provide examples of particularly positive student feedback about the execution of the course/module.</p> <p>Indicate how you have collaborated with colleagues within and outside your immediate team to support or improve the curriculum.</p> <p>Provide details of any timetabling concerns and what actions you took to overcome them.</p>
<p><b>3. Approach to assessment:</b> evidence of the enhancement of the formative and summative assessment processes</p>	<p>Describe your involvement in formative assessment, e.g., the development of innovative ways of providing feedback to students.</p> <p>Provide examples of involvement in summative assessments including:</p> <ul style="list-style-type: none"> <li>▪ the organisation of exams</li> <li>▪ feedback on the exam process</li> </ul>

	<ul style="list-style-type: none"> <li>▪ the satisfactory resolution of any issues arising on assessment day</li> <li>▪ applying assessment strategies that foster student learning</li> </ul>
<b>4. Student support and guidance:</b> evidence of your contribution to student support and pastoral care	<p>Provide evidence of your involvement in:</p> <ul style="list-style-type: none"> <li>▪ good practice in student support and pastoral care</li> <li>▪ the information distributed to students</li> <li>▪ staff-student committees</li> </ul> <p>Give examples of the ways in which you have helped to tackle problems.</p>
<b>5. Professional development:</b> reflection on the modules you administer and your own professional development	<p>Summarise <b>your own</b> professional development. This can include training and theoretical courses.</p> <p>Provide examples of how you have used student feedback to improve your educational work.</p> <p>Describe your role in:</p> <ul style="list-style-type: none"> <li>▪ the module team (or equivalent)</li> <li>▪ mentoring and supporting less experienced colleagues</li> </ul> <p>Where relevant, comment on your contribution to educational evaluation/research.</p>
<b>6. Innovation:</b> evidence of innovation in student learning/teaching/evaluation/assessment etc.	<p>Summarise any innovations you have made and provide evidence of:</p> <ul style="list-style-type: none"> <li>▪ how you identified an area in need of improvement</li> <li>▪ how you introduced something new to student learning etc.</li> <li>▪ how you improved an existing format/idea</li> <li>▪ identifiable improvements from your innovations</li> <li>▪ how you shared your innovations with others</li> </ul>
<b>7. Teamwork (Team applications only)</b>	<p>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.</p>

**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**