**FORM TGA1**

**UCT award for Collaborative Educational Practice (CEP) 2016**

**(Closing date 20 July 2016)**

**Aims of the Award**

1. To recognise and promote collaborative approaches to enhance the teaching and learning environment.
2. To provide additional resources for groups of academics to innovate in their teaching programmes and courses.
3. To publicise successful collaborative projects as examples of good practice in developing teaching and learning.
4. To assist in developing and articulating the research-led nature of the teaching and learning approaches employed.

**Who may apply?**

The UCT award for collaborative educational practice (CEP) is open to two or more UCT staff members who have collaborated on a particular project to enhance the teaching and learning environment. Examples of groups include a team working on or teaching on a course, a curriculum development team, or even a whole department. The projects need to have been sustained for at least 3 years and have had a positive impact on the teaching and learning environment.

**Nature of the Award**

No more than three awards of R40,000 per collaborative team are available. The awards may be used in any way that the team feels will advance its efforts to enhance the teaching and learning environment. For example

* To travel to meet people working in similar areas to share ideas of good practice.
* To fund a visiting educational specialist.
* To attend (or host) workshops or conferences aimed at building the capacity of the team to enhance their teaching.
* To produce materials to support student learning.

Award winners will be required to present at the annual UCT Teaching and Learning Conference. Award winners will also be expected to participate in UCT seminars and/or colloquia to promote examples of good practice in enhancing the teaching and learning environment.

**Award Criteria**

The Awards committee will look for evidence of the following criteria in the award application. Some criteria might be more appropriate in individual cases than others (i.e. it is not expected that all applications will cover all criteria):

1. The project **exploits the synergies arising out of collaboration** to address a challenge that has arisen in the teaching and learning environment.
2. The project has **effectively addressed the challenge** that the team set out to address.
3. The project involves innovation and **goes beyond “business as usual”.**
4. The project has been **implemented for at least three years and is sustainable**.
5. The project includes systems of **monitoring and evaluation** that feed into a continuous improvement cycle.
6. Project members **draw on appropriate research literature** both in the discipline and the teaching of the discipline.
7. The project has **served as an example of good practice** to colleagues at UCT.

**Nominations and Applications**

Project teams may nominate themselves or be nominated via colleagues, the HOD or the Dean. The reasons for nominating the team needs to be given in Section A of the application form. Applications must be made on the required Nomination and Application form and should contain:

1. A description of collaborative work believed to have contributed significantly to enhancing the teaching and learning environment.
2. Evidence of the impact of the specific teaching and learning innovation through, for example, a summary of student evaluation or feedback, peer evaluation, external examiners reports, or academic review reports. This evidence needs to be provided in a file or folder along with the application.
3. Details of how the award will be used to facilitate future innovation and development, or capacity building, in teaching and learning.
4. Two contactable referees.
5. An indication of support from the Head of Department and Dean.

**The application form must be emailed to Cindy Gilbert (****Cindy.Gilbert@uct.ac.za****) and a hard copy of the application form and supporting documents must be delivered to Room 7.38.4 P D Hahn Building by 20 July 2016.**

**The UCT Award for Collaborative Educational Practice (CEP)**

**Nomination and Application form 2016**

**Section A: Nomination**

|  |  |
| --- | --- |
| A.1. Project Title |  |
| A.2. Short Description (5 lines) |  |
| A.3. Group leader |  |
| A.4. Contact details for Group leader |
| A.5. Nominated by: |  |
| A.6. Contact details of nominee |
| A.7. Reasons for Nomination |

**Section B: Application (To be completed by the Group leader).**

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| B.1. Details of group members |
| Name | Dept | Tel number | Email  |
| **B.2 Describe the project in terms of the seven award criteria.**Describe the project and explain how it satisfies all or most of the award criteria. Please make specific reference to the seven criteria listed. |
|  |
| **B.3 Describe what evidence you have of the project’s effectiveness**Describe the evidence of the impact of the specific teaching and learning innovation through, for example, student evaluation or feedback, peer evaluation, external examiners report, academic review reports. Where appropriate a summary of the evidence is to accompany this application in a file or folder (please do not submit all the raw student evaluation forms – where appropriate provide summaries and one or two examples of completed forms). NB: Please list what evidence has been provided. |
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| B.4 Provide **two contactable referees** who are familiar with the effectiveness of this particular innovation. These may be colleagues or students. |
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| B.5 Provide details of **how the award will be used** to facilitate future innovation and development, or capacity building, in teaching and learning. |
|  |
| B.6 Signature of group leader | B.7 Date |
|  |  |

**Section C: Support**

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| --- | --- |
| C.1 Signature of HOD | C.2 Date |
|  |  |
| C.3 Signature of Dean | C.4 Date |
|  |  |

The above application form must be emailed to Cindy.Gilbert@uct.ac.za and a hard copy of the application form and supporting documents (files, folders etc) must be delivered to Room 7.38.4 P D Hahn Building by **20 July 2016**.

If you have not received confirmation of receipt of your application within 3 working days please follow up with Cindy Gilbert.