## Medical Sciences Division Teaching Excellence Awards

## 2025

## Excellent Supervisor Nomination Form

The completed form (including supporting materials) must be submitted to [Julia Leung](mailto:julia.leung@medsci.ox.ac.uk) or [Elena Martin](mailto:elena.martin@medsci.ox.ac.uk) by midnight on Friday 30th May 2025.

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| **SECTION A: NOMINEE DETAILS** |
| 1. Title and Name: |
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| 2. Job Title: |
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| 3. Department: |
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| 4. College: |
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| 5.Employee Status (delete as applicable): |
| The nominee is a University / NHSemployee. |
| 6. Has the nominee given their consent to be nominated for an award? *Yes / No* |
| 7. Contact Details: |
| Postal address:  University/College e-mail:  Phone number (office hours): |
| **SECTION B: NOMINATOR DETAILS** |
| 8. Title(s) and Name(s): |
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| 9. Job Title(s): |
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| 10. Department(s): |
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| 11. College(s): |
|  |
| 12. Contact Details: |
| Postal address:  University/College e-mail:  Phone number (office hours): |
| **SECTION C: CASE FOR THE AWARD** |
| 13. I / We *(please delete as applicable)* would like to nominate the person listed under Section A above for an Excellent Supervisor award |
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| 14. Please provide details explaining (a) the nominee’s supervision duties, and (b) how the nominee has provided excellent supervision. Please refer in particular to the criteria the Selection Panel will be looking for in relation to Excellent Supervisor nominations, as set out in the scheme notes.  Please restrict your answer to one side of A4, size 11pt, single spaced. |
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| 15. Please append information to this form, to put the nomination in the context of the work of the nominee’s department / field of supervision etc.  -This material should not exceed 5 pages.  -Please refer to the scheme notes for the criteria the Selection Panel will consider for this particular award type, and for the evidence taken into account in considering nominations for personal awards.  -Submission of a CV alone will not be considered sufficient to make a case and therefore applications supported by CVs only are likely to be rejected on this basis.  -Contextual data (both qualitative and quantitative if possible) is needed to make a balanced assessment of an application (it is very difficult to assess an individual’s contribution to supervision excellence unless there is a way to compare it with what is considered to be the ‘norm’). Such data includes, but is not limited to: aggregated and anonymised student feedback for the nominee compared to feedback for other staff, nominee’s role within the course, department or the institution, the level of achievement of those students the nominee has supervised etc.  -Unanalysed raw data or individual student feedback forms will not be considered sufficient contextual data, and will result in the application being rejected.  -Documents should be clearly labelled with the nominee’s name. |

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| **SECTION D: CHECK-LIST FOR SUBMISSION OF NOMINATION** *Please delete as applicable to confirm that all the relevant information is included within the nomination, including appropriate accompanying documents, and that they are submitted in the following order.* |
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| Completed nomination form to be attached to the front of the submission. Yes / No |
| Information putting the nomination in the context of the work of the nominee’s department / college / the institution / field of supervision etc.  Yes / No  Written support from the relevant Director of Graduate Studies Yes / No  Written statement from a minimum of two students whom the nominee has supervised. Yes / No  Endorsement from the PI/Group Leader if applicable Yes / No  How do you learn about the Teaching Excellence Awards 2025? (Please select those apply)  Email from MSD  Email from the department  MSD newsletter  Other, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| **SECTION E: COMPLETED NOMINATION** |
| Print Name:  If this is a group nomination, only the lead nominator need print their name. |
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| Date of Submission: |
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