## Medical Sciences Division

## Teaching Excellence Awards 2025

## Learning Support 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) bymidnight on Friday 30 May 2025.

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| **SECTION A: NOMINEE DETAILS**  Questions 1-4: if this is a team nomination, please include the required details for each member, with the lead nominee listed first. |
| 1. Title(s) and Name(s): |
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| 2. Job Title(s): |
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| 3. Department(s): |
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| 4. College(s): |
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| 5. Has / Have the nominee(s) given their consent to be nominated for an award? *Yes / No* |
| 6. Contact Details  If this is a team nomination, please only include the details of the lead nominee. |
| Postal address:  University / College e-mail:  Phone number (office hours): |
| **SECTION B: NOMINATOR DETAILS** |
| 7. Title(s) and Name(s): |
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| 8. Job Title(s): |
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| 9. Department(s): |
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| 10. College(s): |
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| 11. Contact Details  Please provide a postal address, an e-mail address (not ‘hotmail’), and a telephone number (office hours). |
| Postal address:  University / College e-mail:  Phone number (office hours): |

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| **SECTION C: CASE FOR THE AWARD** |
| 12. *(Delete as applicable.)* I / We would like to nominate the person / teamlisted under Section A above for a Learning Supportaward. |
| 13. In the box below, please provide details (equivalent to one side of A4, in size 11pt, single spaced) explaining how the nominee(s) (a) support(s) teaching and learning, and (b) has / have made a contribution to supporting these activities significantly beyond that which would normally be expected in their role(s).  Please refer in particular to the criteria the Selection Panel will be looking for in relation to Learning Support nominations, as set out in the scheme notes. |
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| 14. Please append statements of support (testimonials) to this form, and/or other evidence to support the case for an award.  -This material should not exceed 4 pages. Statements of support can be from colleagues, students, teachers, the line manager etc. They should help to put the nominee’s contribution to supporting teaching and learning, as described in your response to question 13, into the context of the work of the nominee’s department / college / the institution etc.  -Please refer to the scheme notes for the criteria the Selection Panel will consider for the particular award type, and for the Evidence taken into account in considering nominations for the personal awards.  -Documents should be clearly labelled with the nominee’s name. |
| **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 |
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| Statements of support (testimonials) and/or other evidence to support the case for an award. 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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