To: Committee on Undergraduate Core Education  
c/o Undergraduate Core Education, Academic Registry

### Part A: Particulars of the Nominee(s) and the Course Designed and/or Taught by Them

*Note: If this nomination involves a team of instructors, please enter below the names of all instructors in the team.*

<table>
<thead>
<tr>
<th>Name of the Nominee(s)</th>
<th>Department</th>
<th>Position</th>
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Common Core Course Designed and/or Taught by the Above Nominee(s):

<table>
<thead>
<tr>
<th>Course Code:</th>
<th>Course Title:</th>
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<table>
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<tr>
<th>Section(s):</th>
<th>Year &amp; Term Taught:</th>
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<tr>
<td></td>
<td>□ 2015-16 Winter</td>
</tr>
<tr>
<td></td>
<td>□ 2015-16 Spring</td>
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<tr>
<td></td>
<td>□ 2015-16 Summer</td>
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<td>□ 2016-17 Fall</td>
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### Part B: Particulars of the Nominator (Please add additional form if need to)

1. Name (in Block) .................................................  
   Email .............................................................  
   Dept/Division/Unit .............................................  
   Contact No. .....................................................  
   Statement in support of the nomination [Note 4]
   - □ A joint statement by all nominators is attached  
   - □ An individual statement is attached  

   Status
   - □ Faculty (Title: _____________________________).  
   - □ Student (Program: ___________________________ Year: ______)  
   - □ Staff (Title: _______________________________).  
   - □ Graduate (Degree: ___________________________ Year Graduated: ____________)  
   
   Signature ....................................................  
   Date ............................................................

2. Name (in Block) .................................................  
   Email .............................................................  
   Dept/Division/Unit .............................................  
   Contact No. .....................................................  
   Statement in support of the nomination [Note 4]
   - □ A joint statement by all nominators is attached  
   - □ An individual statement is attached  

   Status
   - □ Faculty (Title: _____________________________).  
   - □ Student (Program: ___________________________ Year: ______)  
   - □ Staff (Title: _______________________________).  
   - □ Graduate (Degree: ___________________________ Year Graduated: ____________)  
   
   Signature ....................................................  
   Date ............................................................
### Part C: Acceptance of Nomination (*Please delete whichever is not applicable*)

I am/We are *pleased to accept the nomination for the 2016 Common Core Teaching Excellence Award.

<table>
<thead>
<tr>
<th>Name of the Nominee(s)</th>
<th>Signature</th>
<th>Date</th>
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### Part D: Endorsement by Head of Course Offering Department/Unit

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<tr>
<th>Course Offering Dept/Unit</th>
<th>Name of Dept/Unit Head</th>
<th>Signature</th>
<th>Date</th>
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### Notes

1. The nominee(s) should be an instructor or team of instructors who has designed a common core course, and/or taught a common core course between 1 January and 31 December 2016. The nominee(s) are expected to be responsible for designing the specified course and/or teaching one complete section or all sections of the specified course.

2. Each instructor or team of instructors can only be nominated once in an award year. An instructor or a team of instructors who has received the Award in a particular year cannot be nominated again in the subsequent three years.

3. Nomination for the Award may be made by one or more members of the University community, including at least one student.

4. In preparing the supporting statement, the nominator may make reference to the following award selection criteria:
   - (a) Delivery of an exemplary common core course;
   - (b) Excellence in course design (including the development of a new course, or the refinement or redevelopment of an existing course) and teaching innovation; and
   - (c) Innovative assessment of student learning.

Details about these selection criteria are available at http://uce.ust.hk.

### Inquiry / Submission of Nomination Forms

Undergraduate Core Education (UCE)  
Academic Registry  
Office Room 6401 (Lifts 25-26)  
Phone 2358 5089  
Email ucoreaward@ust.hk  
Website http://uce.ust.hk/

### Closing Date for Nominations

13 January 2017 (Friday)