

To: Committee on Undergraduate Core Education  
c/o Undergraduate Core Education Team, Center for Education Innovation

<b>Part A: Particulars of the Nominee(s) and the Course(s) Designed and/or Taught by Them</b>			
[Notes 1, 2]			
<i>Note: If this nomination involves a team of instructors, please enter below the names of all instructors in the team.</i>			
Name of the Nominee(s)	Department	Position	
<b>Common Core Course(s) Designed and/or Taught by the Above Nominee(s):</b>			
<i>Note: If this nomination involves a group of courses, please enter below all the courses in this group, and provide in the section below the justifications for grouping them under one nomination *.</i>			
Course Code(s)	Course Title	Section(s)	Common Core Area(s)
<i>* Justifications for grouping the above courses under one nomination:</i>			
Year & Term Taught: <input type="checkbox"/> 2018-19 Winter <input type="checkbox"/> 2018-19 Spring <input type="checkbox"/> 2018-19 Summer <input type="checkbox"/> 2019-20 Fall			
<b>Part B: Particulars of the Nominator(s) (Please add additional form if need to)</b>			
[Note 3]			
1. Salutation <input type="checkbox"/> Professor <input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Ms	Status		
Name (in Block) _____	<input type="checkbox"/> Faculty (Title:_____ )		
Department _____	<input type="checkbox"/> Student (Program____ Year ____ )		
Email _____	<input type="checkbox"/> Staff (Title:_____ )		
Contact No. _____	<input type="checkbox"/> Graduate (Degree_____ Year Graduated_____ )		
Statement in support of the nomination [Note 4]			
<input type="checkbox"/> A joint statement by all nominators is attached		Signature/e-signature _____	
<input type="checkbox"/> An individual statement is attached		Date _____	

<p>2. <b>Salutation</b>    <input type="checkbox"/> Professor    <input type="checkbox"/> Dr    <input type="checkbox"/> Mr    <input type="checkbox"/> Ms</p> <p><b>Name (in Block)</b> .....</p> <p><b>Department</b> .....</p> <p><b>Email</b> .....</p> <p><b>Contact No.</b> .....</p> <p><b>Statement in support of the nomination</b> [Note 4]</p> <p><input type="checkbox"/> A joint statement by all nominators is attached</p> <p><input type="checkbox"/> An individual statement is attached</p>	<p><b>Status</b></p> <p><input type="checkbox"/> Faculty (Title: .....)</p> <p><input type="checkbox"/> Student (Program ..... Year .....)</p> <p><input type="checkbox"/> Staff (Title: .....)</p> <p><input type="checkbox"/> Graduate (Degree ..... Year Graduated .....)</p> <p><b>Signature/e-signature</b> .....</p> <p><b>Date</b> .....</p>
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**Part C: Acceptance of Nomination (\* Please delete whichever is not applicable)**

I am/We are \* pleased to accept the nomination for the 2019 Common Core Teaching Excellence Award.

Name of the Nominee(s)	Signature/e-signature	Date
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.....	.....	.....
.....	.....	.....

**Part D: Endorsement by Head of Course Offering Department/Unit**

Course Offering Dept/Unit	Name of Dept/Unit Head	Signature/e-signature	Date
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#### Notes

- 1) The nominee(s) should be an instructor or team of instructors who has designed and/or taught a common core course or common core courses between 1 January and 31 December 2019. The nominee(s) are expected to be responsible for designing the specified course(s) and/or teaching one complete section or all sections of the specified course(s).
- 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) Excellence in course design (including the development of a new course, or the refinement or re-development of an existing course) and teaching innovation;
  - (b) Innovative assessment of student learning; and
  - (c) Delivery of an exemplary common core course.

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

#### Inquiry / Submission of Nomination Forms

Undergraduate Core Education Team (UCE)  
Center for Education Innovation

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Website <http://uce.ust.hk/>

#### Closing Date for Nominations

14 February 2020 (Friday)