

**THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY**  
**2024 Common Core Teaching Excellence Award**  
**Nomination Form**

To: Committee on Undergraduate Core Education  
 c/o Undergraduate Core Education Team

Part A: Particulars of the Nominee(s) and the Course(s) Designed and/or Taught by Them <span style="float: right;">[Notes 1, 2]</span>				
<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) (36-credit Framework)	Common Core Area(s) (30-credit Framework)
<i>* Justifications for grouping the above courses under one nomination:</i>				
Year & Term Offered: <input type="checkbox"/> 2023-24 Winter <input type="checkbox"/> 2023-24 Spring <input type="checkbox"/> 2023-24 Summer <input type="checkbox"/> 2024-25 Fall				
Part B: Particulars of the Nominator(s) <i>(Please use additional form if need to)</i> <span style="float: right;">[Note 3]</span>				
1. <b>Salutation</b> <input type="checkbox"/> Professor <input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Ms		<b>Status</b>		
<b>Name (in Block)</b> .....		<input type="checkbox"/> Faculty (Title:.....)		
<b>Department</b> .....		<input type="checkbox"/> Student (Program..... Year.....)		
<b>Email</b> .....		<input type="checkbox"/> Staff (Title:.....)		
<b>Contact No.</b> .....		<input type="checkbox"/> Graduate (Degree..... Year Graduated.....)		
<b>Statement in support of the nomination</b> <span style="float: right;">[Note 4]</span>				
<input type="checkbox"/> A joint statement by all nominators is attached		<b>Signature</b> .....		
<input type="checkbox"/> An individual statement is attached		<b>Date</b> .....		

2. **Salutation**     Professor    Dr    Mr    Ms

**Name (in Block)** .....

**Department** .....

**Email** .....

**Contact No.** .....

**Status**

Faculty (Title:.....)

Student (Program..... Year.....)

Staff (Title:.....)

Graduate (Degree.....  
Year Graduated.....)

**Statement in support of the nomination** [Note 4]

A joint statement by all nominators is attached

An individual statement is attached

**Signature** .....

**Date** .....

3. **Salutation**     Professor    Dr    Mr    Ms

**Name (in Block)** .....

**Department** .....

**Email** .....

**Contact No.** .....

**Status**

Faculty (Title:.....)

Student (Program..... Year.....)

Staff (Title:.....)

Graduate (Degree.....  
Year Graduated.....)

**Statement in support of the nomination** [Note 4]

A joint statement by all nominators is attached

An individual statement is attached

**Signature** .....

**Date** .....

4. **Salutation**     Professor    Dr    Mr    Ms

**Name (in Block)** .....

**Department** .....

**Email** .....

**Contact No.** .....

**Status**

Faculty (Title:.....)

Student (Program..... Year.....)

Staff (Title:.....)

Graduate (Degree.....  
Year Graduated.....)

**Statement in support of the nomination** [Note 4]

A joint statement by all nominators is attached

An individual statement is attached

**Signature** .....

**Date** .....

**Part C: Acceptance of Nomination** (\* Please delete whichever is not applicable)

I am / We are \* pleased to accept the nomination for the 2024 Common Core Teaching Excellence Award.

Name of the Nominee(s)	Signature	Date
.....	.....	.....
.....	.....	.....
.....	.....	.....

Part D: Particulars of Instructors Involved in the Design and/or Teaching of the Nominated Course(s) (to be completed by Course Offering Department/Unit)			
Please list out all serving instructors who are or have been involved in the design and/or teaching of the nominated course(s). These instructors will not be allowed to serve on the Award Selection Committee for the sake of avoiding conflict of interest.			
Name (in Block)	Department	Position	Involvement in the nominated course(s) (e.g., previous/current instructor, course designer, course coordinator, etc.)
.....	.....	.....	.....
.....	.....	.....	.....
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Part E: Endorsement by Head of Course Offering Department/Unit			
Course Offering Dept/Unit	Name of Dept/Unit Head	Signature	Date
.....	.....	.....	.....

**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 of the 36-credit or 30-credit Common Core Program between 1 January and 31 December 2024. 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 cannot be nominated for the same course again indefinitely. Recipients of the Honorary Mention are eligible for nomination with the same course again without any exclusion years while they will be considered solely for the Award but not the Honorary Mention. In the case of team-teaching, any changes to the instructor(s) of the teaching team are considered as a new team, and eligible for nominations in the year following the year the previous team received the Award or Honorary Mention.
- 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) Delivery of an exemplary common core course; and
  - (c) Innovative and/or diversified assessment of student learning.

Details about these selection criteria are available at:  
[http://uce.ust.hk/web/teaching/call\\_2024.html](http://uce.ust.hk/web/teaching/call_2024.html)

**Inquiry/Submission of Nomination Forms**

Undergraduate Core Education (UCE) Team

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

**Closing Date for Nominations**

20 January 2025 (Monday)