

Teaching Award - Nomination Process

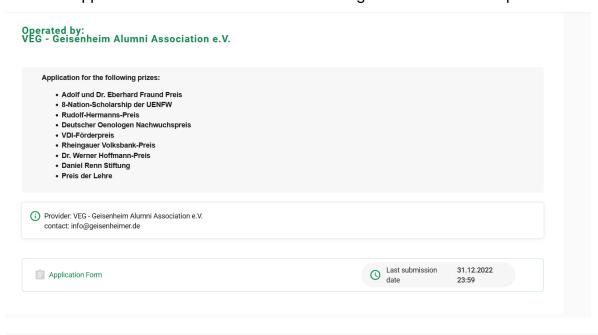
Please submit your nominations for the Teaching Award via the <u>apte portal</u> (https://apte.geisenheimer.de/auth/registrieren) of VEG - Geisenheim Alumni Association e.V.

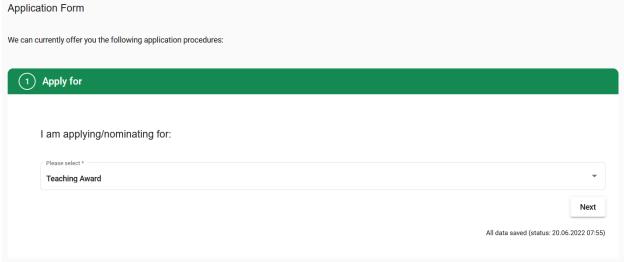
1. Registration

In order to submit a nomination, you must register first. After you have completed the registration process, you will receive an email to activate your account. Please also check your spam folder. If you have any problems registering, please contact us any time by sending an email to hochschuldidaktik@hs-gm.de or info@geisenheimer.de.

2. Selection

On the start page of the apte portal, you will be asked to select the award. Please click on "Application form" and select the Teaching Award from the dropdown menu.







3. Personal data

In a next step you have to enter your personal data. The following data is required for the Teaching Award:

- Name, first name
- Email (for queries)
- If the nomination is submitted by a group of students: please enter the names of your fellow students

Unfortunately, due to programming reasons, it is not possible to remove the mandatory address fields. Entering your address is only required for student awards (e.g. Adolf and Dr. Eberhardt Fraund Prize), that is why you are welcome to enter a fake address or XXX

4. Nominated instructor/course

After you have agreed to the application agreement, you may now enter the following details:

- Instructor or team of instructors
- course

You will also be asked to provide a brief description of the module, including the semester in which the module was (last) offered. In a next step, you can provide detailed reasons to support your nomination based on qualitative criteria.

5. Reasons for your nomination

To support your nomination, you are asked to select criteria from four categories:

- Quality of teaching
- Personal skills of the instructor
- Practical relevance
- Course structure & materials

In order to make it easier for you, we have put together a list of sample statements. Please go through the list and tick the statements that describe the nominated course and give reasons for your choice in the text box. Of course, you may also enter your own reasons. In addition, you can enter further details that illustrate the nominee's exceptional quality of teaching in the box 'Further reasons'



Here is an example from the category 'Quality of teaching':

Please specify why the didactic concept of the course can be described as outstanding. Feel free to select the criteria you consider most important from the lis below and give reasons for your choice in the following text box. You may also add your own reasons.	it
Sample criteria:	
☐ The type of teaching promotes a better understanding of the course content.	
☐ The chosen teaching techniques motivate students to actively participate in class.	
Engaging teaching and learning techniques are incorporated in the course.	
☐ The course promotes independent learning.	
Digital resources are meaningfully incorporated in the course from a didactic point of view.	
☑ The didactic concept empowers students to develop their skills.	
☐ The course content is chosen wisely so that students can acquire the targeted skills.	
☐ The didactic concept promotes the ability to put knowledge into practice.	
☐ The course offers skill-based types of examinations.	
☐ The course closely combines self-study and teaching sessions.	
☐ Novel teaching and learning formats and/or innovative assessment formats are incorporated in the course.	
☐ The course takes a novel approach to combining digital and analog or synchronous and asynchronous teaching/learning formats.	
Explanation:	
Please give reasons for your selection (max. 5000 characters) *	
Person x engages	
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6. Attachments

In this section, you can upload **four** additional files such as screenshots, images, selected slides etc. to support your nomination. Accepted files: PDF or image files (PNG, JPG).

Questions?

If you have any questions, please contact hochschuldidaktik@hs-gm.de