# Nominee Claim National Teaching Fellowship Scheme 2023

**Formatting requirements**

The following conventions should be applied to the Claim before submission. This is to ensure fairness and consistency in the review process across all nominated teams:

* **Word limits:** where word limits are specified, all section headings, text within tables, graphs (all keys, headings, axes and labels), diagrams, in-text citations, endnotes and numerical characters should be included in the word count. Sections A and B of the nominated Team Claim have a maximum word limit; reviewers will not take into account any words exceeding the word limit
	+ **NTFS Claims have a total of 1500 per criterion.**
* **Font:** Arial 12 point.
* **Diagrams:** are permitted. Any text appearing within the diagram should be added to the final word count.
* **Headers and footers**: headers should be used for the team name and nominating institution and footers for page numbers.
* **References**: can be included in the body text or put as endnotes (rather than footnotes). Citations used within the text will be included in final word count.
* **Hyperlinks**: do not include – hyperlinks count as additional information and reviewers will not take them into consideration when making their judgement.
* **Pictures and logos:** do not include.

**File Saving:** The following naming convention should be used for all submitted files: <Initial.Surname\_**Institution\_NTFSClaim**>;

e.g. J.Smith ManMetUni\_NTFSClaim

Once you have completed your claim according to the above guidance, please upload to the NTFS Submission Portal as an editable Word document: [NTFS Submission Portal](https://forms.office.com/Pages/ResponsePage.aspx?id=UPs_KAujjEiQ9M2uT3rm0ewhZbZbUmpFkezJ0Qb_trVUQ1U3SzNURUUyRlYzUEdGUENMUDVBSFgxNi4u)

# Nominee Claim National Teaching Fellowship Scheme 2023

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| --- | --- |
| **Name:** |  |
| **Institution:** |  |
| **Section A: Context statement (not scored by reviewers)**Complete in the first person (use ‘I’). |
|  |
| Section A word count (maximum 300 words) | *Enter word count for Section A here* |
| **Section B: Claim against the NTFS Award Criteria** **(evidence against each Award Criterion 1-3 scored separately by reviewers)** |
| **Criterion 1: Individual excellence**Evidence of enhancing and transforming student outcomes and/or the teaching profession; demonstrating impact commensurate with the individual’s context and the opportunities afforded by it. |
|  |
| Word count for evidence against Criterion 1 (maximum 1500 words) | *Enter word count for Criterion 1 here*  |
| **Criterion 2: Raising the profile of excellence**Evidence of supporting colleagues and influencing support for student learning and/or the teaching profession; including demonstrating impact and engagement beyond the nominee’s immediate academic or professional role. |
|  |
| Word count for evidence against Criterion 2 (maximum 1500 words) | *Enter word count for Criterion 2 here* |
| **Criterion 3: Developing excellence**Show the nominee’s commitment to and impact of ongoing professional development with regard to teaching and learning and/or learning support. |
|  |
| Word count for evidence against Criterion 3 (maximum 1500 words) | *Enter word count for Criterion 3 here* |
| **Section C: Reference List (not scored by reviewers)** |
|  |
| **Nominee signature\*:****(A typewritten name is acceptable)** |  |
| **Date:** |  |
| By submitting this document, I confirm that:* I am not currently a TEAL or Deputy TEAL or a Team Leader for a CATE 2023 nomination
* I have read, understood and agree to the Advance HE Privacy Notice
* This claim is solely my own work
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