**APPLICATION FORM:**

**Nelson Mandela University**

**ENGAGEMENT EXCELLENCE AWARDS**

(**CONSULT THE ENGAGEMENT EXCELLENCE AWARDS POLICY AND READ THE APPLICATION FORM BEFORE COMPLETING THE TEMPLATE IN ORDER AVOID A DUPLICATION OF INFORMATION.)**

**COMPLETE THIS FORM IN TYPESCRIPT. PROVIDE ONLY THE INFORMATION REQUESTED.**

|  |
| --- |
| **SECTION A: Application category** |
| * *Indicate with an* ***X*** *in the appropriate box the award you are applying for.*
* *Your application will only be considered for the award you have applied for*
 | □ **Engagement Excellence Award – Science, Technology and Engineering**□ **Engagement Excellence Award – Social Sciences and Humanities**□ **Engagement Excellence Team Award**□ **Engagement Excellence Project Award – Science, Technology and Engineering**□ **Engagement Excellence Project Award – Social Sciences and Humanities**□ **Emerging Engagement Excellence Awards** *(note that Professors and Associate Professors are not eligible for this category)* |
| **Surname of Applicant/Team Leader** |  |
| **First Name** |  |
| **Initials** |  |
| **Title** |  |
| **Telephone numbers** |  |
| **E-mail address** |  |
| **Employment position** |  |
| **Faculty** |  |
| **Department** |  |
| **Division** |  |
| **Immediate line-manager** |  |
| **Eligibility: Are you permanently employed and/or on a long term (3 years or more) fixed contract?** (*indicate with an* ***X***) | **Permanent** | **Fixed term contract** |
| **If this is an application for one of the Engagement Excellence Project Awards, provide a brief title and description of the project** (250 words maximum) | **Title:****Description:** |
| **If this is an application for either the Excellence Awards or the Emerging Award, provide a brief description of your engagement activities and initiatives** (250 words maximum) | **Description:** |
| **If this is an application for the Engagement Excellence Team Award, provide** * **the names of all staff members and students participating**
* **the nature of their involvement**
* **a brief description of the team’s engagement initiatives and activities** (250 words maximum)
 | **Staff:**1.2. **Students:**1.2. **Description:** |
| **Are your Engagement activities/projects/initiatives registered on the Engagement Management Information System (E-MIS) on SharePoint?** If not, please ensure that they are before you submit this application. Applications that are not registered and updated on the E-MIS will not be considered for Awards. Provide the exact titles (as featured on the E-MIS) for all of the Engagement activities/ projects/ initiatives with which you are involved.Visit <http://caec.mandela.ac.za/Engagement-Information-and-Development/Engagement-Management-Information-System> | **Titles:**1.2.  |
| **SECTION B: Engagement categories** |
| * *You are required to describe and report in detail on a minimum of two engagement categories (these are 1, 2, 3 and 4 below) in order to be considered for an award.*
* *If you or your team are involved in three or four of the engagement categories, report in detail on all of these categories.*
* *Applications that describe and can provide evidence of engagement activities across all four categories are encouraged.*
* *Refer to section 5 of the attached Engagement Excellence Awards policy which provides a guideline on the specific activities you should report on under each of the categories you have chosen.*
 |
| **Report on your:** **1. Engagement through Community Interaction, Service and Outreach:** |
| **Report on your:** **2. Engagement through Teaching and Learning:** |
| **Report on your:** **3. Engagement through Profession/Discipline-Based Service Provision:** |
| **Report on your:** **4. Engagement through Research and Scholarship:** |
| **SECTION C: Descriptions** |
| 1. **Describe the impact your Engagement activities have made on stakeholders/beneficiaries/communities and provide details on how these activities are acknowledged/recognized by:**
 |
| * 1. **External communities/stakeholders/beneficiaries:**

 (not staff and students) |  |
| * 1. **Internal communities/stakeholders/beneficiaries:**

 (staff and students) |  |
| 1. **Describe how your Engagement activities contribute towards faculty/department/entity engagement goals and objectives.** *(Refer to your Department/Faculty/Entity’s strategic plan here)*
 |
|  |
| 1. **Describe how your Engagement activities contribute towards the achievement of Vision 2020 Engagement Strategic Goals and Objectives.**
 |
|  |
| 1. **Describe how your Engagement activities contribute towards:** *(Refer to any relevant media coverage, representation on boards or committees, scholarly publications, conference presentations etc.)*
 |
| * 1. **Addressing the needs of society and various external communities served by the university:**
 |
| * 1. **Profiling and promoting the university’s as an engaged university:**
 |
| 1. **Describe how you have successfully integrated engagement into the Teaching and Learning and Research functions of the university.** *(Refer to sections 5.1, 5.2 and 5.3 of the Engagement Excellence Awards Policy as a guideline)*
 |
|  |
| 1. **Provide details of scholarly outputs/contributions made to a body of knowledge as a result of your engagement activities.** *(Refer to publications, new teaching programmes, technical reports, conference proceedings, etc.)*
 |
|  |
| 1. **Describe the important role performed by you or the team in:**
 |
| * 1. **The leadership and management of the engagement activities and initiatives:**
 |
| * 1. **The level and extent of partnerships/collaborations/networks/linkages formed internally and externally:**
 |
| 1. **Internally** *(inter-departmental, inter-faculty and interdisciplinary):*
 |  |
| 1. **Externally** *(at local, national and international level):*
 |  |
| **SECTION D: Signature** |
| Applicant Signature |  | Date |  |
| **SECTION E: FOR OFFICE USE***(Administered by the Engagement Office)* |
| Resolution regarding application from Awards Committee: |  |
| Feedback to applicant: |  |

**SECTION F: Portfolio of Evidence**

Attach any relevant documents as a portfolio of evidence to support your application. **Limit this portfolio of evidence to a maximum of 20 pages.** This can include photographs, promotional material, commendations from stakeholders/beneficiaries etc., publication references, (extracts from) annual or project reports to funders/sponsors etc., or any other relevant materials that may serve as evidence. **Save your application form and portfolio together as one PDF document and submit it in this format, saved under your name.**

**List of supporting documents submitted along with this application as addendums:**

Please ensure that the documentary evidence below is clearly cross-referenced with the relevant section and number in the application template, for example Section B1 or Section C4.

1.

2.

3.

4.