**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.**

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| **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.