



FREQUENTLY ASKED QUESTIONS (FAQ)



APPLICATION DEADLINE EXTENDED!

17TH DECEMBER 2024, 23.59 CET:

Table of contents

AIM OF THE CALL	3
What is the purpose of the PROFFORMANCE International Higher Education Teacher Award?	3
ELIGIBILITY	3
Who is eligible to apply for the award?.....	3
What categories can applicants submit their good practices under?	3
Can I apply as part of a group, or must it be an individual application?	4
What kind of practices can be submitted for the award?.....	4
Can applicants from any country apply for the award?	4
Can I apply if I applied in the previous call?	4
What if the good practice is a collaboration between different institutions or countries?	4
TIMESCALE AND DEADLINES	4
When is the application deadline for the 2024/25 award?	4
What are the key dates for the 2024/25 award cycle?	4
HOW TO APPLY	4
How do I apply?	4
Application step by step	5
What should applicants indicate in their submission regarding the institution?	5



EVALUATION 5

 What are the evaluation criteria? 5

 What is the evaluation process? 5

AWARDS 5

 What are the benefits of winning the award? 5

SPECIAL CONDITIONS 6

 Is it necessary to include student nominations in my application? 6

 Is it possible to submit a good practice that is already in the PROFFORMANCE Teaching Excellence Database? 6

 What should be done if the good practice was implemented in cooperation with multiple institutions or countries? 6

 How should institutional details be included in the application? 6

INSPIRATION 6

 Where can I find examples of successful past applications? 6

 Where can I find inspiration for a successful application? 6

CONFIDENTIALITY AND AVAILABILITY 6

 Is the award process confidential? 6

FINANCIAL ISSUES 7

 Are there any costs associated with submitting an application? 7

 Will awardees receive financial compensation? 7

CONTEST FOR HIGHER EDUCATION INSTITUTIONS 7

 What is the aim of the Contest for Higher Education Institutions? 7

 Who is eligible to participate in the contest? 7

 How can an institution participate in the contest? 7

 What is the PROFFORMANCE Label of Teaching Excellence? 7

 What benefits do winning institutions receive? 7

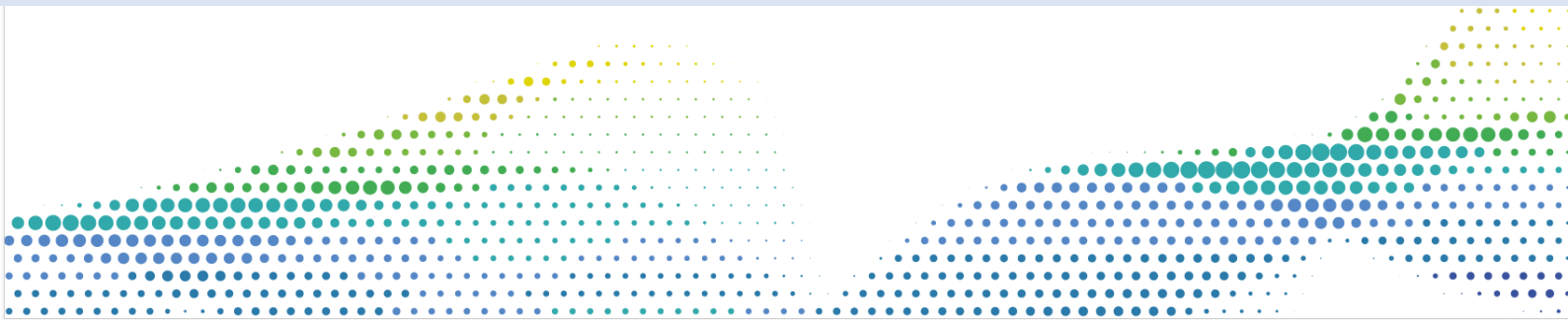
 Can institutions influence their results in the contest? 8

 How will the winners be selected? 8

 Is there a separate application process for the contest? 8

TECHNICAL ISSUES, ASSISTANCE 8

 How can I get help during the application process? 8





FREQUENTLY ASKED QUESTIONS (FAQ)



APPLICATION DEADLINE EXTENDED!

17TH DECEMBER 2024, 23.59 CET

AIM OF THE CALL

What is the purpose of the PROFFORMANCE International Higher Education Teacher Award?

The award aims to **identify, acknowledge, and recognize excellent teaching practices in higher education**. It also encourages the **sharing of best practices** and fosters **cooperation** between higher education institutions across the European Higher Education Area (EHEA).

ELIGIBILITY

Who is eligible to apply for the award?

The call is open to **teaching staff (individuals or groups) from state-recognized higher education institutions** in partner countries such as **Austria, Croatia, Czechia, Georgia, Hungary, and Serbia**.

What categories can applicants submit their good practices under?

Applicants can submit their practices in one of the following **four categories**:

- Student-centred course design
- Innovative teaching and learning
- Students' learning assessment
- Impact and mission with and for society

AND **highlight their practices** based on the following **horizontal priorities** choosing 1 as main, which should be elaborated in more details:

- Digitalization
- Internationalization
- Inclusion and diversity
- Sustainability



Can I apply as part of a group, or must it be an individual application?

You can apply **either individually or as a group**, if all members of the group are involved in teaching at a state-recognized higher education institution

What kind of practices can be submitted for the award?

You can submit **good practices related to both curricular and extracurricular activities, special courses for non-regular students, international weeks, or professional workshops** involving external stakeholders, etc.

Can applicants from any country apply for the award?

Only applicants from **consortium partner countries** within the European Higher Education Area (**Austria, Croatia, Czechia, Georgia, Hungary, Serbia**) are eligible to apply.

Can I apply if I applied in the previous call?

If your application has a proven **added value** (e.g., a significant update or enhancement).

What if the good practice is a collaboration between different institutions or countries?

If the good practice was implemented in cooperation between different institutions or countries,

- **Applicants must include joint approval** and submission.
- **Different aspects of the practice** should also be **highlighted** by the institutions involved.

TIMESCALE AND DEADLINES

When is the application deadline for the 2024/25 award?

The deadline for submitting applications is **17th December 2024, at 23:59 CET**

What are the key dates for the 2024/25 award cycle?

- **Application deadline: 17th December 2024, 23:59 CET**
- Evaluation period: January–February 2025
- Award announcement: May 2025

HOW TO APPLY

How do I apply?

Applicants must submit their application using the [online platform available on the award website](#). A **nomination from** the applicant's **institutional superior** (e.g., head of department, dean, or rector) is mandatory. **Student nominations** are optional but can earn additional points during evaluation.



Application step by step

1. Please visit the call website at award.profformance.eu and read carefully
 - a. The call
 - b. The evaluation form.
2. Register at award.profformance.eu/login/register.
3. Prepare your application on the [application platform](#).
4. Get nomination(s) and attach them duly to the application.
 - a. from your [superior](#) - **mandatory** for an eligible application
 - This document should be filled by the applicant and officially signed by an authorized superior (either by the Vice-dean or the Dean of the Faculty, or by the head of Department/Institution, (Vice-)Rector, ect. of the applicant(s)), for participation at the PROFFORMANCE International Teacher Award Call 2024/25.
 - b. from your HEI' [student organization](#) - **optional**, but worth extra points
 - This document is optional but means extra point in the evaluation of the good practice presented. The document should be filled by the applicant, and a representative of an institutional student organization or a former student of a course organized by the applicant, can recommend the presented good practice for the participation in the PROFFORMANCE International Teacher Award Call 2024/25.
5. Optionally, collect links, materials and upload them to any online space (Dropbox, Google Drive etc.), to complement your application.
6. Check if everything is duly filled in, **finalize and submit before 17th December 2024, 23.59 CET**.

What should applicants indicate in their submission regarding the institution?

Applicants must **clearly specify** the **institution** where the **good practice** was **elaborated and implemented**. If there has been a change of institution, this must also be mentioned in the application.

EVALUATION

What are the evaluation criteria?

[Here](#) you can find all [evaluation criteria](#).

What is the evaluation process?

Applications are evaluated by an **international panel of independent experts**. The evaluation considers the innovation and impact of the submitted practice, along with the alignment to the main category and the chosen main and other 3 horizontal priorities.

AWARDS

What are the benefits of winning the award?

Awardees will:

- Present their best practices at an international event.



- Join the PROFFORMANCE network, which promotes collaboration and sharing of best practices.
- Have their practices featured in publications, websites, and newsletters.

SPECIAL CONDITIONS

Is it necessary to include student nominations in my application?

Student nominations are optional but can contribute extra points during the evaluation process. While not mandatory, they are highly recommended to strengthen your application

Is it possible to submit a good practice that is already in the PROFFORMANCE Teaching Excellence Database?

Yes, but only if the **good practice offers added value**, improved content, methodology, or enhanced quality compared to the previous submission.

What should be done if the good practice was implemented in cooperation with multiple institutions or countries?

The applicant must have approval from all partners to submit the proposal, submit the application jointly, or present a different aspect with recognizable value contributed by the applying partner(s).

How should institutional details be included in the application?

The applicant(s) must indicate the institution where the good practice was developed and implemented, or the institution where team members moved if the good practice has been further developed with added value.

INSPIRATION

Where can I find examples of successful past applications?

The best practices of previous awardees are available in the [PROFFORMANCE Teaching Excellence Database](#), which can be accessed on the official website.

Where can I find inspiration for a successful application?

Watch the Thematic Webinar and get momentum for your project: [Profformance+ Webinars | Profformance](#)

CONFIDENTIALITY AND AVAILABILITY

Is the award process confidential?

Applicants agree that **public content** from their submissions may be **shared on PROFFORMANCE platforms**, but all personal and sensitive information is handled according to the project's privacy policy.



FINANCIAL ISSUES

Are there any costs associated with submitting an application?

No, **there are no fees** associated **with submitting an application** for the PROFFORMANCE International Higher Education Teacher Award.

Will awardees receive financial compensation?

No, **the award does not include financial compensation**. However, **awardees will receive a certificate**, recognition, and opportunities to present their work at international conferences and professional forums.

CONTEST FOR HIGHER EDUCATION INSTITUTIONS

What is the aim of the Contest for Higher Education Institutions?

The contest aims to:

- Promote and give visibility to institutions with numerous good practices.
- Acknowledge institutions that encourage their teachers to apply for the PROFFORMANCE Teacher Award.
- Make teachers' excellent practices visible to the management of the institutions.
- Motivate institutions to organize their own internal teacher awards.

Who is eligible to participate in the contest?

State-recognized or accredited higher education institutions from the **PROFFORMANCE+ partner countries** are eligible to participate

How can an institution participate in the contest?

Institutions do not need to apply directly. They automatically enter the contest if at least one application from their institution is submitted to the **PROFFORMANCE Higher Education Teacher Award 2024/25**. The winners will be selected based on the number and quality of applications submitted by their teachers.

What is the PROFFORMANCE Label of Teaching Excellence?

This **label is awarded to institutions that win the contest**. It recognizes their efforts in promoting teaching excellence and encouraging participation in the PROFFORMANCE awards.

What benefits do winning institutions receive?

Winning institutions will receive:

- A PROFFORMANCE Label of Teaching Excellence certificate.
- Recognition on the PROFFORMANCE website, newsletters, and partner platforms.



- Announcements at the final event of the PROFFORMANCE+ project.
- The opportunity to present their success stories at PROFFORMANCE+ events.
- Promotion through various PROFFORMANCE platforms and products.

Can institutions influence their results in the contest?

Yes, **institutions** can **increase their chances** by actively **encouraging** and **promoting** their **teachers** or teaching teams to submit high-quality applications.

How will the winners be selected?

The winners will be chosen based on the **number and quality of the applications submitted** from their institutions.

Is there a separate application process for the contest?

No, institutions automatically participate if they have teachers who apply for the **PROFFORMANCE International Higher Education Teacher Award 2024/25**

TECHNICAL ISSUES, ASSISTANCE

How can I get help during the application process?

For any questions or **technical assistance**, applicants can contact the **helpdesk** at award.profformance@tpf.hu