



Guidelines for ELLS Award

Objectives:

To recognise the continued, outstanding work of

- ELLS teachers
- ELLS administrative personnel
- ELSA students

for ELLS by matching the goals and defined purposes of ELLS in excellent manner. Priority is given to achievements

Screening of candidates: Each Task Force Member is entitled to propose outstanding individuals or groups along with a one-page justification (see nomination form below) until two months before each spring meeting of Board & Task Force.

Nomination: The nominations are screened by the Task Force and one individual / group (e.g. Subject Area or Support Team) per year is proposed to the Board at each spring meeting. A vote of at least 5 out of the 7 Task Force members supporting the nomination is required.

Decision: During each spring meeting, the Board decides on the proposal put forward by the Task Force. A vote of at least 5 out of the 7 Board members is required.

Award / Budget: The recipient (either individual or group) will be awarded € 5000 out of the Fund for Incentives along with a maximal contribution of € 500 towards travel and accommodation for receiving the prize during the annual ELLS conference. The awarded person / group will also receive a certificate at an Award Ceremony scheduled during the annual ELLS Conference. If the award is given to a group, the prize may be split among selected individuals of the group who provided outstanding service to ELLS in line with the objectives as defined above. The Task Force makes a proposal to the Board regarding the share of the money between these individuals.

Nomination Form

1. Information on the nominated individual(s) (1/4 page for each person):

Professional background (brief CV and role within university)

2. Information on the group (1/4 page)

Brief history / record of the group

3. Information on the outstanding achievements / services for ELLS qualifying for the ELLS Award (1/2 page):