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NATIONAL POLYTECHNIC UNIVERSITY OF ARMENIA

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on June 16, 2020 (Decision No 68)*

AWARD REGULATION FOR ANNUAL COMPETITION “EXCELLENCE IN INNOVATIVE TEACHING TECHNOLOGIES “

1. INTRODUCTORY CONCEPTS

As it stated in the 5-th Strategic Plan (2016-2020) of National Polytechnic University of Armenia (NPUA) education quality and efficiency increasing have always been and are the main guarantees of the University's competitiveness and the employability of its graduates. The quality and efficiency of education, in parallel with a line of other tasks, suppose provision of regular improvements of teaching and learning (T/L), knowledge assessment technologies. To stimulate it and contribute to the final goal intra-university mechanisms for encouraging and spreading the progressive pedagogical experience are needed to be developed and implemented.

- 1.1 **Establishment of this award** is grounded on the abovementioned NPUA strategic claims and is completely coherent with the main strategies of implementation of OBJECTIVES 2.4 and 5.1 of GOALS 2 and 5 of NPUA Strategic Plan (2016-2020), accordingly.
- 1.2 **The wider objective** of this award's announcement is to contribute to the improvement of education quality aimed to reach international standards through the development of appropriate conditions and services facilitating productive and successful T/L, providing particularly the following as the **first-priority objectives**:
 - favour and encouragement of innovation initiatives of teachers demonstrated in direction of implementing up-to-date methods and technologies of instruction,

- creation and implementation of intra-university mechanisms to encourage and spread the advanced pedagogical experience,
 - raising the role and significance of NPUA Continuing Education and Faculty Development Centre in the mastery of modern methods and forms of instruction.
- 1.3 **The main expectation** from this annual competition is the existence of a working mechanism materially and morally encouraging teaching efficiency of the University Faculty aimed at the stimulation of NPUA lecturers to accomplish further the efficiency of their creative and official duties and spread progressive international experience.
- 1.4 This award regulation (hereinafter referred to as **Regulation**) comes to introduce and clarify the conditions and put in order the procedures to be done for organization and provision NPUA annual competition **“Excellence in Innovative Teaching Technologies”**.

2. ANNOUNCEMENT AND ORGANIZATION OF COMPETITION

- 2.1 “Excellence in Innovative Teaching Technologies” award`s competition (hereinafter referred to as **Competition**) is organized and realized once a year.
- 2.2 Competition for the given academic year is announced within the first decade of October of the current year by the University’s Rector order.
- 2.3 In exceptional cases caused by a necessity of making amendments and/or corrections improving the Regulation, announcement of Competition can be postponed by not more than 1 month from the fixed terms (see Point 2.2).
- 2.4 Following the Competition announcement, a special work-group (hereinafter referred to as **Awards Committee**) is formed for the given academic year to organize and carry out the specified Competition processes (see Points 4.1; 4.2).
- 2.5 Those full-time, part-time and contracted teachers of NPUA who have at least 3-year experience of instructing at NPUA, including obligatory the given academic year, may take part in Competition.
- 2.6 The members of acting Awards Committee, as well as prize-winners of the previous two academic years’ Competitions are not allowed to take part in the ongoing Competition.
- 2.7 The entire procedure of Competition includes two main stages: a) selection of winners and awarding prizes, b) dissemination of best practices through video-recording of at least one full cycle of a classroom course offered and conducted by each prize-winner.
- 2.8 Competition is carried out with 2 separate groups of nominations set up for disciplines related to the fields of: a) Technical and Natural Sciences, b) Socio-Economical Sciences, both conducted by the common rules of this Regulation.

3. NOMINATION OF CANDIDATES

- 3.1 The nominations of candidates are made during one month starting from the date of publishing the conditions of candidates' application and winners' selection procedures announced by Awards Committee (see Point 4.5), which proceeds the announcement of Competition by the NPUA Rector's order.
- 3.2 The candidacy of participant is nominated by appropriate Chair or by the students of academic group/s taught by the candidate, via applying the appropriate meeting's record and the filled in standard application form of Awards Committee. Only one candidate is allowed to be nominated by a chair/group in a year.
- 3.3 The candidate should provide the package of following documents (Teaching Portfolio):
- personal statement addressed to the Head of Awards Committee,
 - Curriculum Vita (CV),
 - package of requested obligatory documents obtained from the chair or academic group/s (see Point 3.2),
 - letter of support from the head of Institute/Faculty or other educational structure of NPUA,
 - list of courses taught in the previous and current academic years,
 - samples of classroom activities implemented in class to promote active learning through innovative methods of T/L (if available),
 - letter(s) of reference from other colleagues (not involved in Awards Committee) and/or students attended the candidate's classes in the last 2 years concerning the methodological, innovative, efficiency and other qualitative features of the taught courses (if available),
 - samples of students' unique works done within the taught courses (if available).
- 3.4 If some applicant submits a portfolio completed not fully or correctly, the Awards Committee gives the applicant 3 additional working days to eliminate all defects and resubmit the application. In case of making it in time the application is accepted as correctly submitted, otherwise it is rejected.

4. AWARDS COMMITTEE AND REGULATION OF ITS ACTIVITY

- 4.1 A week from the announcement of nearby Competition (see Point 2.2) the given year's Awards Committee team (12-15 members) offered by NPUA Vice-rector for Academic Affairs is verified by the Rector's order.

- 4.2 Due to the occupied position the Vice-rector for Academic Affairs is the Head of Awards Committee. The members are selected among the NPUA academic and administrative staff related to the subject with obligatory involvement of representatives of the 2 separate groups of nominations (see Point 2.8).
- 4.3 To provide its activity more effectively and impartially Awards Committee is eligible to involve external experts as well in different phases of award pretender's evaluation.
- 4.4 Awards Committee provides all activities of Competition organization and conduction strongly in accordance with this Regulation and its self-defined work-order, bearing the main responsibility for successful implementation of Competition.
- 4.5 In a month of its forming Awards Committee elaborates and announces the details of candidates' nomination and evaluation (see Point 3.1). Within the same terms Awards Committee develops its work-order containing the evaluation system and criteria, and introduces it to the Rector's validation.
- 4.6 To organize its work Awards Committee holds work-meetings (sessions), which are authorized to adopt resolutions if 2/3 of the list members are present. The decisions are made by the simple majority of the present members' votes.
- 4.7 Of necessity, Awards Committee is eligible to organize lesson-listening, as well as to order the NPUA "Department of Quality Audit and Educational Reforms Planning" to conduct on-Line sociological surveys of some courses taught by award pretender in certain academic groups, with application of Committee's questioners.

5. ASSESSMENT OF CANDIDATES AND SELECTION OF AWARDEES

- 5.1 Applicants accepted to Competition are firstly assessed by each member of Awards Committee separately then the overall estimate is formed according to the rules of Awards Committee work-order approved in advance (see Point 4.5).
- 5.2 To assess a candidate the whole Teaching Portfolio (see Point 3.3) and auxiliary materials obtained by Awards Committee (lesson-listening, student surveys, external experts' review etc.) are used.
- 5.3 Assessments of candidates in Awards Committee and decision makings on awardees are carried out separately for two field-oriented nomination groups (see Point 2.8) set up a priory.
- 5.4 The selection of winners is made by secret voting within the frames of rules stated in the work-order of Awards Committee. The procedure of awardees' selection by Awards Committee should be completed by the end of June of the current academic year.

- 5.5 Awards Committee is obliged to guarantee the confidentiality of its internal discussions around candidates' assessment, opinions of experts and other similar procedures and information.
- 5.6 The concluding results of Competition, as well as the intermediate decisions of Awards Committee are not a subject to publication in advance and to appeal.
- 5.7 The results of Competition are approved and published by NPUA Rector's appropriate order. The publication of Awards Committee's choice of the prize-winners is not to be done before the declaration of the Rector's order.
- 5.8 Awards Committee is eligible not to confer the intended awards in certain cases.

6. ESTABLISHED AWARDS AND AWARD-GIVING

- 6.1 The rewards of the Competition winners are as a rule done during the award-giving ceremony hold within the NPUA Academic Council's September meeting provided with worthy internal and external press coverage.
- 6.2 Per one 1-st, 2-nd and 3-rd category prizes with yearly approved monetary rewards are established for the Competition winners in each of both set up discipline groups (see Point 2.8).
- 6.3 The Competition winners are awarded monetary rewards based on the initial amounts declared in Regulation (see Point 6.4) along with correspondingly designed certificates.
- 6.4 As monetary rewards for prize-winners the following basic amounts are set up:
 - 1-st prize: 100,000 AMD (per each of discipline group),
 - 2-nd prize: 75,000 AMD (per each of discipline group),
 - 3-rd prize: 50,000 AMD (per each of discipline group).

These basic amounts can be dynamically changed (increased) by the decision of NPUA Rectorate depending on the current financial situation of the University.

- 6.5 Within three months after the award-giving, video-recording of full cycle courses offered by awardees must be organized (see Point 2.7) and installed on the University's on-Line educational platform with the assured wide access.

7. CONCLUDING REMARKS

- 7.1 This Regulation is adopted, changed and/or amended by the decision of the University's Academic Council.
- 7.2 Guided by this Regulation NPUA annual competition "Excellence in innovative teaching technologies" is announced each year by appropriate order of the University's rector.

- 7.3 Suggestions on the further improvements and corrections of Regulation are received from the University's educational units in written application format addressed to the NPUA Vice-rector for Academic Affairs, within one month after the official announcement of the ended Competition's results (see Point 5.6).
- 7.4 Suggestions on improvements and/or corrections of Regulation, before being presented to Academic Council, are firstly discussed at the Rectorate meeting and, of necessity, reformulated to specify the problem more clearly.
- 7.5 This Regulation is developed by the Erasmus+ "PRINTeL" project's NPUA work-group taking into account the existing international experience and matching it with NPUA's present realities and capabilities. Monitoring and further improvements of Regulation are ought to be done periodically.