



QUALITY ASSURANCE DOCUMENT

NU Annual Awards Guidelines

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Document Summary

Document Title	NU Annual Awards Guidelines		
Description: please explain (a) purpose of the document and (b) whom it applies to.	This document provides guidelines for the NU Awards Scheme, which acknowledges and celebrates excellence, dedication, and innovation among students, faculty, staff, and employees.		
Document Code			
Owner	Deputy Vice Chancellor and Provost, Academic Affairs and Research & Deputy Vice Chancellor for Administrative and Financial Affairs		
Approval date	Effective Date	Revision Date	Date of Next Revision
		Sep 2025	Sep 2027

Revision History (if any)

Rev no.	Date of revision	Statement changed
1		This document consolidates and updates guidelines for NU Award across all six categories.

1. Preamble

The National University of Science and Technology (NU) recognizes the contributions of its students, researchers, and employees through a structured Awards Scheme. This scheme brings together the major awards into one comprehensive framework to ensure fairness, transparency, and consistency across all categories.

2. Abbreviations and Definitions

Table 1: Table of Abbreviations	
Abbreviation	Explanation
DVCAFA	Deputy Vice-Chancellor for Administrative and Financial Affairs
DVCP	Deputy Vice-Chancellor and Provost
HoD	Head of Department
HQ	Head Quarter
NU	National University
SAO	Student Affairs Office
VC	Vice Chancellor

3. Purpose

The purpose of the NU Awards Scheme is to acknowledge and celebrate excellence, dedication, and innovation among students, staff and faculty, and employees. The scheme highlights outstanding performance in academic achievements, research contributions, and professional service to the University.

4. Scope

These guidelines apply to:

- a. all NU students who demonstrate academic excellence and active participation in extracurricular activities.
- b. all full-time faculty with significant research contributions.
- c. all eligible full-time NU employees across academic, administrative, support, and general service roles.

5. Eligibility Criteria

Eligibility requirements vary by award category but generally include:

- a. Minimum years of service or study at NU (for members of staff: continuous service at the NU for at least three years)
- b. A clear disciplinary record over the past three years.
- c. Demonstrated excellence in performance, research, or contribution to the University.
- d. Re-application is allowed only after three years.

6. Award Categories

College	Award					
	Researcher	Faculty	Administrative Staff	Academic Support Staff	Student	General Support Staff
IMCO	✓	✓	✓	✓	✓	✓
CoMHS	✓	✓	✓	✓	✓	✓
CoE	✓	✓	✓	✓	✓	✓
CoP	✓	✓	✓	✓	✓	NA
SoFS	NA	✓	✓	✓	NA	✓
CoP	✓	✓	✓	✓	✓	✓
HQ	NA	NA	✓	NA	NA	

7. Criteria

7.1 NU Student Excellence Award

- Academic Performance: Outstanding academic results, publications, participation in funded projects, and competitions.
- Extracurricular Performance: Leadership in student clubs, student governance, community projects, and recognition at national or international levels.
- Minimum Requirement: Candidates must achieve at least 70% overall in the selection score (See form A).
- NU students (i) after year 2 for CoE/CoP/IMCO of the program and (ii) after Year 3 of the program for CoMHS will be considered for this award.

7.2 NU Research Excellence Award

Evaluation is based on achievements over the last three years in areas such as:

- Leadership in research.
- Teaching–research integration.
- Research and consultancy projects.
- Patents and commercialization.
- Books and refereed journal publications.
- International and regional conference contributions.

- g. Editorial and professional roles.
- h. Research supervision and mentorship.
- i. Professional development activities.
- j. Community engagement and outreach.

Any publications, for example, books and journal publications, are considered only if NU affiliation is referred.

7.3 NU Faculty Excellence Award

This award recognizes faculty members who demonstrate outstanding contributions to teaching, learning, and service.

- a. Application of at least three innovative or effective teaching/assessment methods.
- b. Evidence of excellence in classroom delivery and student feedback.
- c. Active participation in projects, academic activities, or research-related contributions.
- d. Engagement in professional development activities (training, conferences, or workshops).
- e. Service in committees at the College or University level.

7.4 NU Academic Support Staff Excellence Award

This award recognizes the contributions of academic support staff, including laboratory instructors and library staff.

- a. Positive student feedback (applicable for lab instructors).
- b. Successful delivery of laboratory or library services.
- c. Contributions to projects and initiatives that benefit students or academic operations.
- d. Participation in professional development activities.
- e. Service in committees at College or University level.

7.5 NU Administration Staff Excellence Award

This award is dedicated to administrative staff serving in Colleges and at Headquarters.

- a. Evidence of at least three impactful projects or activities that benefited the College or HQ.
- b. Active involvement in administrative or institutional development initiatives.
- c. Participation in training, conferences, or workshops.
- d. Contribution to committees and institutional service.

7.6 NU General Support Services Excellence Award

This award recognizes the essential contribution of general support staff such as drivers, security personnel, and maintenance staff.

- a. Consistent punctuality in duty reporting and task execution.
- b. Seniority and loyalty to the University through years of service.
- c. Demonstrated commitment, dedication, and reliability in fulfilling responsibilities.

8. General Guidelines

- a. All nominations must be supported by appropriate documentation and routed through the designated channels.
- b. Late or incomplete submissions will not be considered.

9. Selection Process

9.1 NU Student Excellence Award

- a. The DVCP's Office issues a call for nominations to all Deans.
- b. Each Dean invites applications from eligible students within their College.
- c. The Dean establishes a College Screening Committee to review and evaluate applications.
- d. The Screening Committee recommends nominees to the Dean.
- e. The Dean submits the recommended nominations to the DVCP's Office.
- f. The DVCP's Office reviews and finalizes selections.
- g. Results are announced on the University Day.

9.2 NU Research Excellence Award

- a. The DVCP's Office issues a call for nominations to all Deans.
- b. Each Dean invites applications from eligible faculty member within their College.
- c. The Dean establishes a College Screening Committee to review and evaluate applications.
- d. The Screening Committee for the NU Research Excellence Award should include members from the **College Graduate Studies, Research & Innovation Committee** for further review and ranking.
- e. The Committee submits the recommended nominations to the **Deanship of Graduate Studies & Research (DGSR)** for endorsement.
- f. Deans submit the nominations, endorsed by the DGSR, to the DVCP's Office.
- g. The DVCP's Office reviews and finalizes selections.
- h. Results are announced on the University Day.

9.3 NU Faculty, Academic Support Staff, and Administration Staff Awards

- a. The DVCP's Office issues a call for nominations to all Deans.
- b. Each Dean invites applications from eligible employees within their College.
- c. The Dean establishes a College Screening Committee to review and evaluate applications.
- d. The Screening Committee recommends nominees to the Dean.
- e. The Dean submits the recommended nominations to the DVCP's Office.
- f. The DVCP's Office reviews and finalizes selections.
- g. Results are announced on the University Day.

For Administration Staff at HQ, the following process will be followed:

- a. The DVCAFA's Office issues a call for nominations to all administrative units' line managers.
- b. Each line manager invites applications from eligible employees within their unit.
- c. The line manager submits the applications to the DVCAFA office.
- d. The Screening Committee, consisting of Executives, reviews submissions and finalizes selection.
- e. Results are announced on the University Day.

9.4 NU General Support Services Excellence Award

- a. The DVCP's Office issues a call for nominations to all Deans.
- b. Each Dean invites nominations from Admin Managers within their College.
- c. The Dean establishes a College Screening Committee to review and evaluate nominations.
- d. The Screening Committee recommends nominees to the Dean.
- e. The Dean submits the recommended nominations to the DVCP's Office.
- f. The DVCP's Office reviews and finalizes selections.
- g. Results are announced on the University Day.

10. Screening Committee Guidelines

Composition:

- a. Each Dean forms a Screening Committee of at least three members.
- b. Members should include Assistant Professors/HoDs for the academic awards, or Unit Head or above for staff awards.
- c. Include at least one member external to the applicant's Department/Unit.

Chairperson:

- a. Appointed by the Dean; Dean does not serve as a member.

Functions:

- a. Review applications for eligibility and completeness.
- b. Evaluate candidates using approved criteria and prepare a ranked list.
- c. Submit recommendations to the Dean.

Conflict of Interest:

- a. Members with conflicts must recuse themselves; alternates may be appointed.

Documentation & Confidentiality:

- a. Record all deliberations and scores.
- b. Maintain strict confidentiality.

11. Award

All awards are conferred during official University ceremonies. In addition to the award, each awardee receives a certificate of recognition and formal acknowledgement from the University leadership. Awardees are also highlighted through University communication channels and honored at institutional events.

Appendix A: NU Student Excellence Award – Form A

Application Form – NU Student Excellence Award			
College Name		Application Date	
Student Name		Student No.	
Program of study		Year of study	
Has the student received any warning letters in the past three years? ¹			
Has the evidence been validated by the Head of Department/Student Affairs? ²			
Head of Department ³		Student Affairs ³	
	Sign		Sign

Important Notes:

This form is to be used to apply for the NU Student Excellence Award. It shows the criteria for selection and indicates the maximum values awarded in each of the subsections. NU students (i) after year 2 for CoE/CoP/IMCO of the program, and (ii) after Year 3 of the program for CoMHS will be considered for this award.

- If the answer is 'Yes' to this question in the table above, please apply again three years after the last warning letter.
- Submit evidence for each point claimed in the table below. Same evidence cannot be used under two different areas. Submit the evidence in a well-organized folder with section dividers/labelled files. Applications missing evidence and untidy presentations will be disqualified.
- The signature of the Head of the department/program and Student Affairs Manager is required as verification of the information in the tables below.

Area	Achievement and Scoring			Formula	Total			
		Max#	Weightage	Sub-Total				
1.Academic Profile	Overall CGPA	/ 4	10	/ 40	Divide by 3 to calculate the score out of <u>50%</u>	/ 50%		
	Note: student should have overall CGPA of 4. All courses studied at the NU should have no marks less than 80% on the first attempt							
	Peer Tutoring	/ 4	2	/ 8				
	Sub-Section Total			/48				
	Recognition in scholarly activities							
	Student publications	/ 2	8	/ 16				
	Participation in funded projects	/ 2	5	/ 10				
	Project competition	First prize	/ 2	6			/ 12	
		Runner up (1 st and 2 nd)	/ 2	4			/ 8	
		Participation only	/ 4	2			/ 8	
	Membership in student chapters	/ 1	8	/ 8				
	Participation in conferences/ seminars/ workshops	/ 5	4	/ 20				
	Participation in PD trainings (for example, internal/external training)	/ 5	4	/ 20				
	Sub-Section Total			/102				

Area	Achievement and Scoring				Formula	Total	
	Section Total				/150		
Area	Achievement and Scoring				Formula	Total	
2. Extra-curricular profile	Leadership role.....		Max #	Weight	Sub-Total	Divide by 2 to calculate the score out of <u>50%</u>	/ 50%
	Membership in Student club(s)	Lead	/ 1	4	/ 4		
		Member	/ 2	2	/ 4		
	Member of Student Advisory Council (SAC)/ SAC office	Head of SAC office	/ 1	4	/ 4		
		Other members	/ 2	2	/ 4		
	Class representatives in College committees		/ 2	2	/ 4		
	Sub-Section Total				/20		
	Participation in projects/activities.....		Max #	Weight	Sub-Total		
	Community/ Environmental/Cultural/ sports-based activities	Project Lead	/ 1	10	/ 10		
		Member	/ 5	8	/ 40		
	Recognition/award from a national/international awarding authority (e.g., Best photography competition)		/ 2	10	/ 20		
	Contributing creative ideas for the overall enhancement of student experience/community (e.g., initiated new student clubs, led role(s) in projects for upliftment of society)		/ 2	5	/ 10		
	Sub-Section Total				/80		
Section Total				/ 100			
Total					/ 100%		

Thank you for completing this application form. Please obtain the student's signature on the declaration below and submit the completed application, along with the portfolio of evidence and endorsements from the Head of Department and Student Affairs Manager to the Dean's Office by the deadline announced by the Evaluation Committee.

Declaration	I hereby confirm that the above information is accurate.	
	Sign	Date

Appendix B: NU Research Excellence Award – Form B

Important Notes:

This form is to be used to apply for the NU Research Excellence Award. It shows the criteria for selection and indicates the maximum values awarded in each of the subsections. All **evidence must be taken from the past three years** (e.g. papers published over three years ago are not relevant to this application). In addition, please note:

- You are not privileged to apply for this award if you have already been given this award in the last three-year period. That is, the candidate must complete a minimum of three years to reapply for the NU Research Excellence Award.
- You must submit evidence for each point you claim in the table below. You cannot use the same evidence under two different areas. Submit the evidence in a well-organized folder with section dividers/labelled files. Applications missing evidence and untidy presentations will be disqualified.
- Please obtain the signatures of your line manager or department head for the statements in the table above.

Application Form – NU Research Excellence Award			
College Name		Application Date	
Name			
Department		Designation	
Have you completed three years or more in NU? ¹			
Have you received any warning letters in the past three years? ²			
Have you submitted evidence and supporting documents? ³			
HOD/Line Managers			
Chair of College Graduate Studies & Research (Verification and ranking)			
Recommendation of the Dean			

Item No.	Category	Number	Score	Total Score
1	Number of full papers of refereed articles (JCR/SJR/WOS) published as the first author in Q1/Q2 journal		4	
2	Number of full papers of refereed articles (JCR/SJR/WOS) published as the second author in Q1 /Q2 journals		3	
3	Number of full papers of refereed articles (JCR/SJR/WOS) published as third or multiple authors in Q1 / Q2 journals		2	
4	Number of full papers of refereed articles (JCR/SJR/WOS) published as the first author in Q3/Q4 journals		3	
5	Number of full papers of refereed articles (JCR/SJR/WOS) published as the second author in Q3/Q4 journals		2	
6	Number of full papers of refereed articles published as third or multiple authors in Q3 and Q4 journals		1	
7	Number of full papers of non-Scopus (JCR/SJR) refereed articles published in the journal as the first author		1	

8	Number of full papers of the referred conference proceedings (National/Regional) as the first author		1	
9	Number of full papers of the refereed conference proceedings (National/Regional) as a co-author author		0.5	
10	Number of Books or chapters in books (Single Author)		3	
11	Number of Books or chapters in books (Co-author)		2	
12	Number of Workshops/seminars/conferences attended		0.5	
13	Number of Workshops/seminars/conferences organized		1	
14	Number of Track Chairing in reputable conferences		0.5	
15	Number of times you have been on the technical or advisory committee of national and international conferences		0.5	
16	Number of times you have been involved with International Organizations/conferences as a keynote speaker.		2	
17	Number of Case Studies or technical reports written, if applicable (relevant to research)		1	
18	Number of Patents Obtained		3	
19	Number of times being chief Editor of scientific journal/s (number of journals being served)		1	
20	Number of times being a member of the editorial board of scientific journal/s (number of journals served)		0.5	
22	Number of academic papers reviewed for reputable journals		0.25	
23	Number of unpaid consulting reports or community research undertaken		1	
24	Number of Research commercialization or Technology Transfers achieved		5	
25	The number of Ph.D./Post-Doctoral theses supervised		2	
26	The number of Master theses supervised		1	
27	The number of UG projects supervised		0.25	
28	Number of times of being a member of a master's or Ph.D. Examining Committees/External Examiner		0.5	
29	Number of research coaching/training sessions organized for junior faculty		0.5	
30	Research /Consultancy Grant Score as a PI <i>*score to be entered using the table</i>	NA (enter score directly)	NA	
31	Research/Consultancy Grant Score as Co-PI <i>*score to be entered using the table</i>	NA (enter score directly)	NA	

32	Research /Consultancy Grant Score as Co-Investigator/member of the research team <i>*score to be entered using the table</i>	NA (enter score directly)	NA	
33	Research /consultancy Grant Score as mentor /supervisor/consultant <i>*score to be entered using the table</i>	NA (enter score directly)	NA	
34	Research teaching nexus <i>**Score to be entered using the table</i>	NA (enter score directly)	NA	
GRAND TOTAL				
Summary of citation achievement:				
Total number of citations for 2021, 22, and 23 publications and citation score without self-citation:				

Funded Research and Consultancy Projects Score *					
Researcher	Total Budget (with all projects) within 2000 OMR	Total Budget between 2000≥X<10000 OMR	Total budget 10000≥X<20000	The total budget above 20000 ≥ X<40000 OMR	Total budget 40000 OMR and above
PI	5	6	8	10	12
Co-PI	4	5	6	7	8
Co-Investigator	2	3	4	5	6
Mentor/supervisor/consultant	2	3	4	5	6

Teaching Research Nexus **				
Initiative in the design and development of curriculum and courses (evidence of at least one course@0.5)	Promoting student learning research in the classroom (research integration in coursework and delivery, research methodology @0.5)	Promoting student involvement in Research Projects (at least one project@0.5)	Promoting research culture among students & research leadership (e.g., leadership in research clubs, research workshops for students, research groups @0.5)	Total Score
Max Score:1	Max Score :1	Max score:1	Max Score: 1	

Thank you for completing this application form. Please sign the following declaration and submit your application, together with your portfolio of evidence and validation, by the Line Manager/Head of Department.

Declaration	I hereby confirm that the above information is accurate.	
	Sign	Date

Appendix C: NU Faculty Excellence Award – Form C

Important Notes:

This form is to be used to apply for the NU Faculty Excellence Award. It shows the criteria for selection. **All evidence must be taken from the past three years.** In addition, please note:

- You are not privileged to apply for the NU Faculty Excellence Award if you have already been awarded the NU Faculty Excellence Award in the last three-year period. That is, the candidate must complete a minimum of three years to reapply for the award
- You must submit evidence for each point you claim in the table below. You cannot use the same evidence under two different areas. Submit the evidence in a well-organized folder with section dividers/labelled files. Applications missing evidence and untidy presentations will be disqualified.
- Please obtain the signatures of your line manager or department head for the statements in the table above.

Application Form – NU Faculty Excellence Award			
Section 1			
College		Application Date	
Name of the Nominee		Employee ID	
Department		Job title	
Date of Joining		Total years of work experience in NU	
Qualification	<input type="checkbox"/> Diploma <input type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> PhD		
Group	<input type="checkbox"/> Lecturer <input type="checkbox"/> Sr. lecturer <input type="checkbox"/> Assistant Prof <input type="checkbox"/> Associate Professor <input type="checkbox"/> Professor		
Latest Performance Appraisal Grade	<input type="checkbox"/> Excellent		
Feedback from students	<input type="checkbox"/> Excellent <input type="checkbox"/> Very Good		
Any warning letter received in the last three years ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Attendance	<input type="checkbox"/> Regular <input type="checkbox"/> Irregular
Line Manager			
Section 2			
List at least 3 successful teaching/assessment methods that were applied in class.	<input type="checkbox"/> Teaching method <input type="checkbox"/> Assessment method Attach evidence		
	<input type="checkbox"/> Teaching method <input type="checkbox"/> Assessment method Attach evidence		
	<input type="checkbox"/> Teaching method <input type="checkbox"/> Assessment method Attach evidence		
List at least 3 best projects/activities	<input type="checkbox"/> Project <input type="checkbox"/> Activity <input type="checkbox"/> Initiated & Created <input type="checkbox"/> Assisted Attach evidence		

that were beneficial for the College	<input type="checkbox"/> Project <input type="checkbox"/> Activity <input type="checkbox"/> Initiated & Created <input type="checkbox"/> Assisted Attach evidence	
	<input type="checkbox"/> Project <input type="checkbox"/> Activity <input type="checkbox"/> Initiated & Created <input type="checkbox"/> Assisted Attach evidence	
Mention at least 3 conferences, workshop or training Attach evidence	<input type="checkbox"/> Attended <input type="checkbox"/> Presented <input type="checkbox"/> Organized <input type="checkbox"/> Training received	
	1	
	2	
	3	
Committee served	1. <input type="checkbox"/> Chair <input type="checkbox"/> Member Mention your contribution	
	2. <input type="checkbox"/> Chair <input type="checkbox"/> Member Mention your contribution	
	3. <input type="checkbox"/> Chair <input type="checkbox"/> Member Mention your contribution	
Any external award/ qualification received, as applicable	Attach Evidence	
Section 3		
Declaration	I hereby confirm that the above information is accurate.	
	Sign	Date
Line Manager Verification		
	Sign	Date

Appendix D: NU Academic Support Staff Excellence Award – Form D

Important Notes:

This form is to be used to apply for the NU Academic Support Staff Excellence Award. It shows the criteria for selection. **All evidence must be taken from the past three years.** In addition, please note:

- You are not privileged to apply for the NU Academic Support Staff Excellence Award if you have already been awarded NU Academic Support Staff Excellence Award in the last three-year period. That is, the candidate must complete a minimum of three years to reapply for the award
- You must submit evidence for each point you claim in the table below. You cannot use the same evidence under two different areas. Submit the evidence in a well-organized folder with section dividers/labelled files. Applications missing evidence and untidy presentations will be disqualified.
- Please obtain the signatures of your line manager or department head for the statements in the table above.

Application Form – NU Academic Support Staff Excellence Award			
Section 1			
College		Application Date	
Name of the Nominee		Employee ID	
Department		Job title	
Date of Joining		Total years of work experience in NU	
Qualification	<input type="checkbox"/> Diploma <input type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> PhD		
Group	<input type="checkbox"/> Lab Instructors <input type="checkbox"/> Library Staff <input type="checkbox"/> Other _____		
Latest Performance Appraisal Grade	<input type="checkbox"/> Excellent		
Feedback from students (applicable to lab instructors only).	<input type="checkbox"/> Excellent <input type="checkbox"/> Very Good		
Any warning letter received in the last three years?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Attendance	<input type="checkbox"/> Regular <input type="checkbox"/> Irregular
Line Manager			
Section 2			
List at least 3 best Project /Activity that was beneficial for the College/HQ	<input type="checkbox"/> Project <input type="checkbox"/> Activity <input type="checkbox"/> Initiated & Created <input type="checkbox"/> Assisted <i>Attach evidence</i>		
	<input type="checkbox"/> Project <input type="checkbox"/> Activity <input type="checkbox"/> Initiated & Created <input type="checkbox"/> Assisted <i>Attach evidence</i>		
	<input type="checkbox"/> Project <input type="checkbox"/> Activity <input type="checkbox"/> Initiated & Created <input type="checkbox"/> Assisted <i>Attach evidence</i>		
	<input type="checkbox"/> Attended <input type="checkbox"/> Presented <input type="checkbox"/> Training received		

Mention at least 3 conferences, workshop or training Attach evidence	1	
	2	
	3	
Committee served	1. <input type="checkbox"/> Chair <input type="checkbox"/> Member <i>Mention your contribution</i>	
	2. <input type="checkbox"/> Chair <input type="checkbox"/> Member <i>Mention your contribution</i>	
	3. <input type="checkbox"/> Chair <input type="checkbox"/> Member <i>Mention your contribution</i>	
Any external award/ qualification received, as applicable	Attach Evidence	
Section 3		
Declaration	I hereby confirm that the above information is accurate.	
	Sign	Date
Line Manager Verification	Sign	Date

Appendix E: NU Administration Staff Excellence Award – Form E

Important Notes:

This form is to be used to apply for the NU Administration Staff Excellence Award. It shows the criteria for selection. **All evidence must be taken from the past three years.** In addition, please note:

- You are not privileged to apply for this award if you have already been awarded this award in the last three-year period. That is, the candidate must complete a minimum of three years to reapply for the award
- You must submit evidence for each point you claim in the table below. You cannot use the same evidence under two different areas. Submit the evidence in a well-organized folder with section dividers/labelled files. Applications missing evidence and untidy presentations will be disqualified.
- Please obtain the signatures of your line manager or department head for the statements in the table above.

Application Form – NU Administration Staff Excellence Award			
Section 1			
College		Application Date	
Name of the Nominee		Employee ID	
Department		Job title	
Date of Joining		Total years of work experience in NU	
Qualification	<input type="checkbox"/> Diploma <input type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> PhD		
Any warning letter received in the last three years?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Attendance	<input type="checkbox"/> Regular <input type="checkbox"/> Irregular
Latest Performance Appraisal Grade	<input type="checkbox"/> Excellent		
Line Manager			
Section 2			
List at least 3 best projects/activities that were beneficial for the College/HQ.	<input type="checkbox"/> Project <input type="checkbox"/> Activity <input type="checkbox"/> Initiated & Created <input type="checkbox"/> Assisted <i>Attach evidence</i>		
	<input type="checkbox"/> Project <input type="checkbox"/> Activity <input type="checkbox"/> Initiated & Created <input type="checkbox"/> Assisted <i>Attach evidence</i>		
	<input type="checkbox"/> Project <input type="checkbox"/> Activity <input type="checkbox"/> Initiated & Created <input type="checkbox"/> Assisted <i>Attach evidence</i>		
Mention at least 3 conferences, workshop or training	<input type="checkbox"/> Attended <input type="checkbox"/> Presented <input type="checkbox"/> Training		
	Attach evidence	1	
	2		

	3	
Committee served	1. <input type="checkbox"/> Chair <input type="checkbox"/> Member <i>Mention your contribution</i>	
	2. <input type="checkbox"/> Chair <input type="checkbox"/> Member <i>Mention your contribution</i>	
	3. <input type="checkbox"/> Chair <input type="checkbox"/> Member <i>Mention your contribution</i>	
Section 3		
Declaration	I hereby confirm that the above information is accurate.	
	Sign	Date
Line Manager Verification	Sign	Date

Appendix F: NU General Support Services Excellence Award – Form F

Important Notes:

This form is to be used to nominate the NU General Support Services Excellence Award by the Admin Managers. It shows the criteria for selection. Please note that the candidate cannot be nominated for this award if s/he has already been awarded this award in the last three-year period. That is, the candidate must complete a minimum of three years to be renominated for the award

Application Form – NU General Support Services Excellence Award			
Section 1			
College		Application Date	
Name of the Nominee		Employee ID	
Department		Job title	
Date of Joining		Total years of work experience in NU	
Any warning letter received in the last three years?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Attendance	<input type="checkbox"/> Regular <input type="checkbox"/> Irregular
Latest Performance Appraisal Grade	<input type="checkbox"/> Excellent		
Line Manager			
Section 2			
Has the candidate demonstrated consistent punctuality in duty reporting and task execution?			
Does the candidate demonstrate loyalty to the University through years of service?			
Does the candidate demonstrate commitment, dedication, and reliability in fulfilling responsibilities?			
Section 3			
Line Manager Verification		Sign	Date