

Teaching Award for Tutors 2020

Description of the Application Process

Who can apply?

Tutors that offer or have offered

- an exercise (“Übung”)/ a revision course (“Repetitorium”)
- a mechanical design project (“Konstruktionsprojekt”)
- writing consultation (“Writing Fellows”)
- consultation hours (i.e. “LearnING-Center”) or
- supervised learning (“Betreutes Lernen”)

to TUHH students during the **SoSe 2019** and/or **WiSe 2019/20** and that are currently a student at TUHH. StartING-, TUHH4U, Welcome-Tutors as well as research associates are excluded from the application.

How can one apply?

In order to apply for the Teaching Award for Tutors, the following forms need to be filled out before or on the **31.01.2020**:

- **a motivation letter by the tutor**
- **two support letters by students**, that have participated in one or more courses of the tutor
- **a referral letter by the supervisor¹** of the tutor

There are two ways to apply for the Teaching Award for Tutors:

1. Self-nomination by the tutor

The tutor applies with a motivation letter and thereafter asks his/her supervisor along with two students to fill out their respective forms and send them in.

2. Nomination by students or supervisor

Students as well as supervisors can nominate a tutor for the Teaching Award. For this, the proposing person completes the corresponding form (support letter/supervisor referral) and submits it to us. We will in turn inform the respective tutor about the nomination and motivate her/him to apply.

The nomination should be submitted early² to ensure the tutor has sufficient time to find further backing and complete the application. The tutor is informed via a confirmation mail when all required forms have been submitted.

¹ Person that is the point of contact for the tutor

² In order to accelerate the process, supervisors and students are asked to pass along the name of the tutor to us before handing in the forms, so that we can inform her/him immediately.

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How and in what form can the application forms be submitted?

The forms must be signed and submitted **by the respective author** (i.e. tutor, student, supervisor).

The forms can be sent to tutorenlehrpreis@tuhh.de as a scan or submitted in print form to Caroline Thon-Gairola, Building E, Room 4.026 by mail/in person.

What are the criteria for the Teaching Award for Tutors?

The selection of the award winners will be based on the following criteria: How does the tutor design her/his course etc. with regard to didactics, how does she/he fill the role as a tutor and to what extent is she/he committed to promote good teaching?

How and by whom will the award winners be chosen?

The award winners will be chosen by a selection board. The prospective board members are:

- Vice President for Education
- CEO of the ZLL
- Member of the teaching staff, that has won a teaching award
- Laureates of the last year's Teaching Award for Tutors

How and when will the award winners be announced?

The winners of the Teaching Award for Tutors will be announced at an award ceremony. The award ceremony is planned to take place in the Spring/Summer of 2020.

Can tutors apply for the award more than once?

Laureates of the Teaching award for tutors are excluded from further application.

Tutors whose application has not been successful can apply again in the following year if they are still working as a tutor in the respective summer and/or winter semester. Application forms already submitted can be used again or – if the tutor wishes – can be partly or wholly replaced by new ones.

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Questions concerning the Teaching Award for Tutors?

In case of further questions with regard to the Teaching Award, feel free to contact

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