



## **ASPIRE AWARD APPLICATIONS: TERMS AND CONDITIONS**

### **1. Eligibility for the ASPIRE Award programme**

- 1.1. ASPIRE awards are open to institutions of higher education in the fields of medicine, dentistry, and veterinary science.
- 1.2. There are currently nine award categories, each with distinct criteria. Institutions should carefully review the published criteria for each category before deciding to apply.
- 1.3. Applications are open to both first-time applicants and institutions that have applied previously. Past applicants who were unsuccessful are encouraged to discuss their previous feedback and subsequent improvements with the Panel Chair before reapplying.

### **2. Submission Guidelines**

- 2.1. All applications must be submitted electronically via the designated submission portal.
- 2.2. Submissions must include a comprehensive portfolio of evidence demonstrating how the institution meets the criteria for the selected award category.
- 2.3. The application cannot be submitted to the portal until the application fee has been paid in full.
- 2.4. The submission deadline is 28 February 2025. Late submissions will not be accepted, though applications may be carried forward to the following year at the institution's request.

### **3. Application Fees**

- 3.1. The application fee must be paid in full before the institution can access the submission portal. Current fees are listed on the AMEE website along with criteria, application forms and details about the review panel in each Area of Excellence.
- 3.2. The fee covers the cost of reviewing the application and is non-refundable.
- 3.3. Submitters are advised to consult the Panel Chair before paying the fee if there are any uncertainties about their eligibility or readiness to meet the criteria.

### **4. Evaluation and Selection Process**

- 4.1. Each award category has its own Panel of expert reviewers. Each application is reviewed by a minimum of three expert Panel Members, who will provide individual assessments, feedback and recommendations to the Panel Chair.
- 4.2. The Panel Chair will review the recommendations and make a final award recommendation to the ASPIRE Board alongside preparing detailed feedback
- 4.3. The ASPIRE Board will be responsible for ensuring that all applications were reviewed fairly and in line with current policy, and will endorse the final selection of award winners.

### **5. Award and Recognition**

- 5.1. Institutions will be notified of the outcome of their application, incorporating detailed feedback from the review panel.

- 5.2. Successful institutions will receive the ASPIRE award as formal recognition of educational excellence. Institutions which came close to meeting the criteria but which were deemed by the panel to fall short of the full ASPIRE award may be awarded a Certificate of Merit.
- 5.3. Award recipients will be invited to receive their award at the AMEE Conference and will also be invited to join the ASPIRE Academy. The cost of registering for the AMEE Conference and any associated expenses remains the responsibility of the Institution receiving the award.
- 5.4. Award winners may also be offered the opportunity to present an AMEE webinar or to engage in other AMEE educational activities.

## **6. Use of Institutional Information**

- 6.1. By submitting an application, institutions agree to allow AMEE to use their name and institutional logo for promotional purposes related to the award.
- 6.2. The contents of the application form, including any supporting documents, will remain the intellectual property (IP) of the submitting institution.
- 6.3. AMEE will not use the application content for any purpose other than evaluating the submission.

## **7. Confidentiality and Data Protection**

- 7.1. AMEE will handle all submissions in strictest confidence.
- 7.2. By submitting an application, institutions grant permission for AMEE to share application documents with appointed review panels and the ASPIRE Board for evaluation purposes.
- 7.3. Applications will be handled in compliance with AMEE's privacy policy and UK GDPR regulations.

## **8. Disqualification and Appeals**

- 8.1. Applications may be disqualified if found to contain false information or if they fail to meet the submission requirements.
- 8.2. Appeals will only be considered if there is demonstrable evidence of a breach of process.
- 8.3. All disputes or appeals related to the award process will be handled by the ASPIRE Board, with potential referral to the AMEE Governing Committee if required.

## **9. Application Deadlines**

- 9.1. Applications must be submitted by the deadline of 28 February 2025.
- 9.2. Applications not submitted by the deadline will not be considered, though institutions may request to carry forward their application to the following year's cycle.

## **10. Miscellaneous**

- 10.1. AMEE reserves the right to amend these terms and conditions at any time.
- 10.2. Any such amendments will be communicated via the AMEE website or directly to applicants.