

APQN Awards Guidelines

I. Introduction

Asia Pacific Quality Network (APQN) Quality Awards were initiated in 2013 which aimed to mark decennial celebrations of APQN. By 2023, 64 awards have been given to prize winners both within and outside the Asia-Pacific Region. The Awards have given positive energy for APQN's long march of "*Dissolving Boundaries for a Quality Region*" as well as "*to enhance the quality of higher education in Asia and the Pacific region through strengthening the work of quality assurance agencies and extending the cooperation between them*".

APQN Quality Award is intended to identify and distinguish extraordinary or prominent QA contributions and good practices that have potential of replications in the Asia-Pacific area. APQN Criteria and Chiba principles will be generally applied to all categories as selection criteria. Based on "*APQN Procedures Manual (version 3, 2017)*".

APQN would encourage members who have been doing innovative and outstanding work individually, institutionally, nationally as well as internationally to submit applications for the Quality Awards.

II. Award Category

The APQN Quality Award shall have, but not limited to, nine categories. The descriptions and nominees for each category are as follows:

Category	Award Description	Nominee
1. APQN's Best/Model Internal QA Award	This award is for institutional and associate members only. The members who have committed to quality assurance mechanisms and quality culture building are encouraged to apply for this award so as to make much wider circulation about their	Institutional & associate members of APQN

	best or model internal quality assurance (IQA) practices and experiences.	
2. APQN Quality Champions Award	This award is set up for individuals of APQN members who have made outstanding contributions in promoting quality and excellence of higher education and recognized nationally and internationally in his or her research achievements or leadership of quality assurance (QA) activities.	Individuals of APQN members
3. APQN Award of International Cooperation in QA	Category 1: This award is open to full and intermediate APQN members. This award recognizes organizations which have engaged in successful cooperation with other organizations internationally to further cross-border education and quality assurance of international initiatives.	Full and intermediate members of APQN
	Category 2: This award is also open to organizations outside the APQN region. This award recognizes organizations which have engaged in successful cooperation with organizations and institutions within the Asia-Pacific region to further cross-border education and quality assurance of international initiatives.	Organizations outside the APQN region

<p>4. APQN Award of Strengthening QA Profession</p>	<p>The organizations which have taken steps to strengthen quality assurance as a profession by various means such as contributing to formal qualifications in quality QA, providing professional training, courses to staff for professional development, offering sabbatical to employees to gain formal qualifications in QA, introducing short/long courses for assessors/reviewers for empaneling on database, etc.</p>	<p>All members of APQN</p>
<p>5. APQN Award of Staff Capacity Building</p>	<p>This award is open to all categories of APQN members. The members who have made prominent contributions in training all kinds of staff capacity, supporting staff, reviewers locally and/or regionally, especially those who have developed sound and effective material kit of training would be nominated.</p>	<p>All members of APQN</p>
<p>6. APQN Best Consultant Award</p>	<p>This award is open to the 184 consultants listed in Database of Consultants of APQN website (http://www.apqn.org/services/consultantsdb/) who did contribution to quality of higher education in this region, who have provided advice, conducted workshops, did onsite reviews and all other</p>	<p>All the consultants listed in Database of Consultants of APQN website</p>

	activities to the member organizations of APQN, International Network for Quality Assurance Agencies in Higher Education (INQAAHE).	
7. APQN Best Volunteer Award	This award is open to all the volunteers who did contribution for the development of APQN, including expert volunteers, activity volunteers, volunteer translators, etc.	All the volunteers
8. APQN Best Benefactor	This award is open to all the fund and in-kind donators who did contribution for the development of APQN. It is automatically given due to contribution made.	All the donators
9. Successful Hosting APQN Academic Conference	This award is given to the host who holds APQN Academic Conference (AAC) and Annual General Meeting (AGM). It is automatically given to host of the AAC.	The host of AAC and AGM

III. Nomination and Submission

Only Chief Executive Officers of APQN Full, Intermediate and Associate members and APQN Board Directors can send nominations for themselves or other APQN members. The heads of institutional members could send nominations for themselves or other APQN institutional members for APQN's Best IQA Award.

Generally, APQN members will not be considered for award for two consecutive years. Members can submit up to two nominations free of cost. A fee of 50 USD per nomination will be applicable if more nominations are made.

Special attention should be given to the applicants' contribution to APQN because it is "APQN's Award" who has been devoted to "enhancing the quality of higher education in the Asia-Pacific Region".

The nominations made, using the format below, has to be submitted to APQN Administrator by email at apqnsecretariat@163.com The deadline for the submission has to be as per the notification from the AAC.

Award category	
Names and contact details of members being nominated	
Names and contact details of the person making nomination	
Detailed description of Award nomination	(including background, purpose, procedures, reasons of success and impact; relevant evidence, especially its contribution to APQN; up to 800 words)
Promotion value	(especially promoting in the Asia-Pacific Region; up to 200 words)
Description on Contribution to APQN	
Panel Decision	<input type="checkbox"/> Accepted <input type="checkbox"/> Rejected Reasons: _____ (Signed by the Review Committee)

IV. Selection Procedure

After the nomination forms are received, the administrator will fill in the “Description on Contribution to APQN” according to the historical records and then make a list on all the applicants.

The panel of Review Committee comprising of all the Board of Directors will review all the nominations and make the final decision on Quality Awards. No appeal will be provided as this is a peer review or judgment. To mitigate potential conflicts of interest: (i) nominators who also serve as reviewers are prohibited from voting for the applicants they nominated; (ii) reviewers are restricted from voting for applicants from their own affiliations or backgrounds.

V. Award Presentation

APQN Quality Award will be presented during APQN Annual Conference. Attractive mementoes and certificates with appreciation letter from the Chairperson of Review Committee will be awarded to the winners.

In case the award winners cannot make themselves physically attend, they may send the authorization to attend someone on their behalf. If this is also not possible, they may authorize the Secretariat to arrange posting the award at the cost of the winners.

In addition, award winners or their authorised representatives will be invited to present and share their good practices at the Award Ceremony with AAC members, and a 500-word article with 1-2 photos should be submitted to be released in the forthcoming APQNews, Annual Reports, APQN websites, presentation in the parallel session during the AAC, etc.