



# Application for Exemption: Foundations of University Learning and Teaching

Academic staff applying for exemption from the University requirement to undertake the Foundations of University Learning and Teaching (FULT) course should complete this form.

Please submit the application, endorsed by your Head of School, to [FULT@unsw.edu.au](mailto:FULT@unsw.edu.au) for approval by the Pro Vice-Chancellor (Education).

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## Personal details

Title: \_\_\_\_\_ Name: \_\_\_\_\_

zID: \_\_\_\_\_ Email: \_\_\_\_\_ Phone number: \_\_\_\_\_

Faculty: \_\_\_\_\_ School/Unit: \_\_\_\_\_

Position: \_\_\_\_\_ Ongoing / Fixed Term / Other \_\_\_\_\_

Date of appointment to the university: \_\_\_\_\_

## Exemption criteria

**Category 1: Successful completion of a tertiary education-focused award qualification (AQF 7 or above) at UNSW or another university.**

Please attach a copy of the Award Certificate for this award.

Please attach a brief outline of the content of this degree/diploma or a link to an URL that provides such a description.

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**Category 2: Successful completion of a higher education teaching preparation course equivalent to UNSW's Foundations of University Learning and Teaching (FULT) program**

Please attach evidence of course completion (e.g., a copy of Certificate of Completion/Participation, or a letter/document testifying to same from an HR department or other institutional office/officer

Please attach a brief outline of the content of this course or a link to an URL that provides such a description.

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**Category 3: Demonstrated evidence of sustained high- quality university teaching and evidence of proficiency.**

Evidence of proficiency in university teaching includes:

- teaching awards, citations and grants (UNSW, OLT or equivalent)
- demonstrated contribution to the improvement of learning and teaching (e.g. invited presentations, published physical/digital teaching materials, textbooks, e-games)
- recognised leadership in teaching with evidence of influencing and supporting peers to innovate or change their educational practice and/or policy at course/program/school/faculty/UNSW/external level (e.g. Chair of Learning and Teaching Committee, leadership/invited role in academic development activities and workshops, peer mentoring , pivotal role implementing improvements to learning and teaching in relation to Assurance of Learning or other strategic initiatives, leadership role in collaborative course/program design
- a portfolio of evidence equivalent to that assembled to develop a teaching case for promotion (this will include CATEI or MyExperience data but student satisfaction measures alone are insufficient). Refer to the UNSW Academic Promotions Toolkit for guidance.

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## Signature of Applicant

Applicants name: \_\_\_\_\_

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Endorsed by:**  
**Head of School**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Approved by:**  
**Pro Vice-Chancellor (Education)**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

cc: Head of School