



Engaged University   
of the Year

Submission template

# About this document

This document shall be used to prepare your entry submission for the Triple E Awards.

**Key recommendations:**

* Avoid pure “marketing language” but provide a critical evaluation
* Provide clear examples, data and further evidence (note that you can upload up to 10 pictures during the submission of your entry. Please do not copy these pictures into this document!)

**Checklist:**

[ ] The submission has been prepared in English language

[ ] I responded to all sections of this template

[ ] The section titles and descriptions have been kept

[ ] I deleted the cover page as well as this page

[ ] The submission (after deleting the cover page and this page) does not exceed 3 pages

[ ] The font size and style has been kept and the margins of the documents have not been changed

[ ] I have selected up to 10 pictures (in .jpg or .png format) that can be uploaded together with this document.

**How to submit:**

* Visit <https://europe.triple-e-awards.com/index/apply>
* Create an account
* Click on the “Submit your Entry Now” button
* Select the award category you would like to submit your entry to (Step 1)
* Provide submission details and upload this document in PDF format (Step 2)
* Upload up to 10 pictures for your entry (Step 3)
* Click on “Finish submission” (you can view, edit and delete your entry in the entry overview on the submission landing page)

Institution details

|  |  |
| --- | --- |
| **Total number of students (part and full time; bachelor and master):** |  |
| **Number of academic staff (full time equivalent; FTE)** |  |
| **Annual university budget** |  |

Concept / strategy

What does it mean to your university to be an engaged university? Present your institution’s concept, how this concept is aligned with the environment your institution operates in, and how you (aim to) make this concept a success (strategy).

[Please put your response here]

Commitment

Present how your institution supports the implementation of the engaged university concept presented above, for example in terms of financial commitment, documentation in the university’s vision, mission or values, staff involvement, or communication measures.

[Please put your response here]

Outcomes and impacts

Present the outcomes and impacts your university managed to generate, for examples in terms of how widely external engagement is spread across students and staff, how external stakeholders are impacted and how your university contributes to the creation of societal impacts.

[Please put your response here]

Leadership role

Present how your university’s leadership is a good example of collaboration and engagement, and how the institution takes on a leadership role in promoting societal and community engagement.

[Please put your response here]