

مؤسسة حمدان بن راشد آل مكتوم  
للعلم والطب والتربية  
Hamdan Bin Rashid Al Maktoum Foundation  
for Medical and Educational Sciences



## Participation Guide

### Education Supporting Institutions Award

Our Vision

**“A Pioneering Foundation Fostering Excellence”**



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## About the Foundation

The Hamdan Bin Rashid Al Maktoum Award for Distinguished Academic Performance was established in 1998 in Dubai. The Award included various categories of academic performance and recognizing creative people. In April 2017, the Award became an independent Foundation per a decree issued by His Highness Sheikh Mohammed bin Rashid Al Maktoum - Ruler of Dubai. The Foundation aims to promote distinguished educational experiences that enhance the continuation of developing the educational systems and educational ideas based on sound philosophical origins, sustainable development plans and global competitiveness. The ultimate objective being the preparation of knowledgeable generations equipped with various skills and abilities, familiar with modern curricula, able to compete and deal with the rapid global change. The award was initiated and fully supported by the Late Sheikh Hamdan bin Rashid Al Maktoum, who paid special attention to education, realizing its power as a driving force of humanity. H.H. Sheikh Hamdan believed that education brings harmony between high human values, free movement towards knowledge and science, human development, and subsequently leading to a culture of professional knowledge. The Foundation 's educational strategy focuses on applying the best international standards in the preparation, guidance and performance evaluation of educators and learners. The Foundation recognizes the importance of educational quality in creating a common world of excellence and advancement.

## The Strategic Framework of the Foundation

### Vision

A Pioneering Foundation Fostering Excellence

### Mission

Designing and implementing distinguished awards and programs that empower achievements in medicine and education, while nurturing the giftedness of individuals

### Values

Pioneering - Integrity - Excellence - Innovation - Corporate Agility

### Strategic Goals

- Pioneering education excellence support.
- Pioneering medical excellence support.
- Pioneering the field of giftedness and innovation.
- An agile and leading foundation.

## Definition of Education Supporting Institutions Award

It is an award presented to societal entities inside or outside the country, provided that they have an formal branch inside the UAE -- whether governmental, semi-governmental or private institution -- regardless of the nature of their work, and is an entity officially recognized by the authorities, and provide services designated to serve the education sector in the UAE, provided that 'education' is not the applicant institution's core of business, nor the presented initiative represents the main work of the institution.

## Scope of the Award

Institutions and entities in the United Arab Emirates.

## Application Conditions

- The applicant entity shall be officially recognized.
- In the case of not winning the award, the applicant may re-apply the following year or years using the same initiative.
- A winning applicant may re-apply for the award after two cycles, or more, have passed with a completely new initiative, provided that the new application meets all the basic conditions.
- Institutions with multiple branches may participate annually via any of its branches by submitting a new initiative.
- The initiative submitted for the Award may have not previously won an educational award in the UAE.
- The initiative submitted for the Award shall aim at serving the educational field in the UAE, whether the applicant's headquarters is located inside or outside the UAE. In the case of an institution abroad, it must have an official branch inside the UAE.
- The initiative must have been implemented two years prior to the year of application.

## Guidelines: General Guidelines

### Submission of the Application

- The Applicant shall register electronically via the following link: <https://tahkeem.ha.ae/general>
- The applicant institution shall make sure that it meets the requirements for participation in the award prior to proceeding with the application process.
- The applicant shall submit the nomination application online within the pre-set dates, after which no application may be accepted. For any inquiries related to the electronic system, please contact the Hamdan Bin Rashid Al Maktoum Foundation for Distinguished Academic Performance.
- The applicant shall fill in the application for the award in accordance with the prescribed conditions in terms of the number of words, number of attachments and quality of printed and audio-video evidence, as shown for each criterion and sub-criteria withing the e-application form.

### Guidelines for the Applying Institution

- The application for the Award must be submitted in the name of the applying institution.
- The nomination application shall include an introductory summary, not to exceed (1,000) words, explaining the initiative the institution is submitting for evaluation. The summary shall identify the initiative, its objectives, and the achieved results.
- In the first stage of evaluation (interviews), the applicant institution shall prepare a presentation of no more than an hour about the initiative, its objectives and achieved results focusing on the criteria of excellence of the Award.
- The initiative team, during the first stage of the evaluation (interviews), shall not exceed 10 members, including the team leader.
- The applicant shall attach the institution's sitemap, logo, and seal.

### Proofs and attachments

- All submitted works, documents and proofs shall be the property of the Foundation's management.
- The Foundation may publish the contents of the successful application after the announcement of the result in order to promote the “best educational practices” in the educational community.
- The applicant shall, in the best of its ability, seek to meet the criteria of excellence based on the elements specified in the application form.

## Incentives and Rewards

- The winning entity shall be awarded A “Certificate of Appreciation,” an “Excellence Trophy,” and attend the Honoring Ceremony.

## Applicant's Journey



**First Stage:** Attending the training workshops designated by the Foundation.

The applicant shall attend the training workshops related to the award category he or she is applying for as will be determined by the Foundation.



**Second stage:** The applicant shall apply for the award via the Foundation website.

The applicant shall fill in the **e-application** form and upload all supporting evidence within the timeframe specified by the Foundation.



**Third Stage: Arbitration**

- Theoretical arbitration (document assessment)
- Field arbitration (personal interviews)



**Fourth Stage: Result Announcement.**

The competition results are announced through the Foundation's official channels.

### **First Criterion: Preparing the Initiative (200 points)**

A description of the initiative's framework, which indicates the stakeholders, the purpose or mission of the initiative, the mechanisms of implementation and quality assurance planning. In addition, the initiative shall include a timeframe that links the strategic goals with the practical goals and measurement tools for its indicators.

#### **This criterion includes the following dimensions:**

1. The institution's reasons for thinking of this particular initiative and how its planned goals are set; how the initiative is linked to the entity's strategy **(30 points)**.
2. Determining the capabilities, materials, human and technical resources that shall assist in the success of the initiative **(40 points)**.
3. The strategic and/or operational plan of the initiative and the main indicators of its success **(100 points)**.
4. Creativity and leadership **(30 points)**.

### **Second Criterion: Implementation of the Initiative (300 points)**

Highlighting the steps for implementing the initiative, determining human and financial resources, managing field risks, following up, and submitting supervisory reports to the workflow and the concerned community.

#### **This criterion includes the following dimensions and elements:**

1. Efficiency of implementing the initiative plan (initiative activities and programs, financial expenditure, etc.) **(75 points)**.
2. Difficulties and ways to overcome them **(75 points)**.
3. Initiative implementation reviews and preparation of the reports **(75 points)**.
4. Beneficiaries of the initiative **(75 points)**.



### Third Criterion: Results and Positive Impact of the Initiative (500 points)

Evaluation results of the Initiative's effectiveness and positive impact on the beneficiaries. The collection and analysis of outputs' data for further improvement.

#### This criterion includes the following dimensions and elements:

1. Achieved results (targets and indicators) **(200 points)**.
2. The positive impact of the initiative on the institution, stakeholders (beneficiaries from the community) and any other parties related to the initiative) **(200 points)**.
3. The future perception of the initiative in a way that ensures its and its impact's sustainability **(100 points)**.

#### Terms and definitions:

- **The Applicant Institution/Entity:** Any institution or entity that is officially recognized by the authorities -- whether it is governmental, semi-governmental or private -- regardless if it is located inside or outside the country, or the nature of its work, provided that its services and initiatives are designated to serve education in the UAE. The applicant institution's core business should not be in 'education,' nor should the initiative represent its main/basic work.
- **Educational field:** All entities concerned with education in the UAE, such as the Ministry of Education, or its teachers or students, the taught curricula, and related educational services -- whether in public or private schools, universities, or any other educational institutions.
- **Initiative(s):** Any service/project offered by the applicant to the educational field or its affiliates; services that may be public or private presenting benefits to the educational field.
- **Results achieved and the positive impact of the initiative:** The results achieved from implementing the initiative, in the educational field, the applicant institution/entity, or on future development of the initiative.

## Terms relating to the stages of application and arbitration.

- **Excellence Criteria:** Requirements for educational excellence.
- **Dimensions:** The sub-criteria under each main criterion of excellence.
- **Award Cycle:** The period of time from the application submission up to the announcement of results.
- **Introductory Summary:** The written transcript where the applicant describes, explains, and justifies how its performance, activities, scope of work and accomplishments are in line with the criteria and dimensions of excellence set by the Foundation.
- **Application for Nomination:** The application form available on the Hamdan Bin Rashid Al Maktoum Award for Distinguished Academic Performance website, which shall be filled out by the teacher applying for the award accompanied by the required supporting documents.
- **Theoretical Arbitration:** The initial stage of the application evaluation process which includes a theoretical arbitration of the introductory summaries of all criteria and dimensions and of their supporting proofs.
- **Field Arbitration:** The second stage of the application evaluation process which includes holding interviews and/or conducting field visits, during which the applicant's overall documentation is scrutinized.

## Best Wishes for Continuous Excellence and Innovation