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EFQM – Hamdan Global Educational Award 2024

Application Form “Qualifying Route”- Cycle2

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**EFQM–Hamdan Global Educational Award “Qualifying Route” Application Form**

The Educational Award Application form has four main sections:

* Applicant details – General information about your school and contact details – to be filled in by your school
* Journey to Excellence – information about your school’s experience with the excellence Models implementation and assessments – to be filled by your school
* Declaration – to be signed by the highest-ranking official
* Terms and Conditions – to be read by the people involved within your school

Please complete the different sections and send the Application Form to [EFQM-Hamdan@ha.ae](mailto:EFQM-Hamdan@ha.ae)

**Section 1:**

# **Applicant Details**

|  |  |  |
| --- | --- | --- |
| **School’s Details:** | |  |
| School Name: | Click or tap here to enter text. |  |
| Country: | Choose an item. |
| City: | Choose an item. |
| **Street Address:** | Click or tap here to enter text. |
| **Google map Address:** | Click or tap here to enter text. | *Please add the school Logo* |
| **Postcode:** | Click or tap here to enter text. |
| **VAT # (if applicable):** | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **Contact Person details:** | |
| **Name:** | Click or tap here to enter text. |
| **Position/Title:** | Click or tap here to enter text. |
| **Telephone:** | Click or tap here to enter text. |
| **Mobile:** | Click or tap here to enter text. |
| **Email:** | Click or tap here to enter text. |

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| **Highest Ranking Official’s details:** | |
| **Name:** | Click or tap here to enter text. |
| **Position/Title:** | Click or tap here to enter text. |
| **Telephone:** | Click or tap here to enter text. |
| **Mobile:** | Click or tap here to enter text. |
| **Email:** | Click or tap here to enter text. |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **About the School** | | | | | | | | |
| **Sector:** | | |  | |  | | | |  |
| **Educational level:** | | |  | |  | | | |  |
|  | |  | | | |  |
| **Curriculum:** | | | Click or tap here to enter text. | | | | | | |
| **Last Inspection Cycle:** | | | Click or tap here to enter text. | | | | | | |
| **Inspection Rating**  **(if applicable):** | | |  |  | | |  | | |
|  |  | | |  | | |
| **Number of Sites:** | | Click or tap here to enter text. | | | | **Number of Students:** | | Click or tap here to enter text. | | |
| **Number of Staff:** | | Click or tap here to enter text. | | | | **Number of Classes:** | | Click or tap here to enter text. | | |
| **Turnover:** | | Click or tap here to enter text. | | | | **Operating Budget:** | | Click or tap here to enter text. | | |

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| **Scope** |
| **Completeness:**  **please enter to which extent the entity applying includes functional elements like HR, finance, IT, logistics, planning, design, etc.** |
| Click or tap here to enter text. |
| **Independency:**  **please enter to which extent the entity applying can decide itself about strategic direction** |
| Click or tap here to enter text. |
| **Financial autonomy:**  **please enter to which extent the entity applying has autonomy and responsibility for its budget and financial performance** |
| Click or tap here to enter text. |
| **Number of sites:**  **please enter no. of sites** |
| Click or tap here to enter text. |
| **The geographical spread of activities:**  **please enter whether your activities are local/regional / European / global** |
| Click or tap here to enter text. |
| **The complexity of your products/services:**  **please enter the range of products and/or service portfolio** |
| Click or tap here to enter text. |

**Section 2:**

# **Journey to Excellence**

|  |
| --- |
| 1. **Objectives and Expectations** |
| **Reason for your application**  **Please explain the reason for your application**: |
| Click or tap here to enter text. |
| **Your Expectation**  **Please explain your expectations** |
| Click or tap here to enter text. |

|  |  |  |  |  |  |
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| 1. **Previous Assessment Experience** | | | | | |
| **Have you applied for any Excellence assessment before?**  **(ie. EFQM, Hamdan Educational Award for Distinguished Academic Performance, Dubai Quality Award, SKEA, etc..)?** | | | | | |
|  | | |  | | |
| **If YES, please answer the questions below:** | | | | | |
| **Organized by: Hamdam Educational Award** | | Choose an item. | | | |
| **Date of your last assessment application**  **(year & month)**: | | |  | | |
| **Scoring level achieved:** | | |  | | |
| **In case your last assessment was organized by OTHER, please describe the process shortly** | | | | | |
| **number of assessors** |  | | **days for site-visit** | |  |
| **Other extra info about the process** | | | | | |
| Click or tap here to enter text. | | | | | |
| 1. **Accreditations** | | | | | |
| **Does your school have educational accreditation?** | | | | | |
|  | | | |  | |
| **Please specify the name of the accreditation body *(click + to add)* :** | | | | | |
| Enter any content that you want to repeat, including other content controls. You can also insert this control around table rows in order to repeat parts of a table. | | | | | |
|  | | | | | |
| Click or tap here to enter text. | | | | | |

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| 1. **Awards** | | | | |
| **Did your school receive any educational awards?** | | | | |
|  | |  | | |
| **Please list the main awards for the last three years *(click + to add)*:** | | | | |
| **Year** | **Name of the Award** | | **Field** | **Awarding Body** |
|  |  |  | |  |

**Section 3:**

**Declaration**

I agree, on behalf of my school, to abide by the rules of the EFQM–Hamdan Global Educational Award and accept that the decisions of the EFQM and Hamdan Bin Rashid Al Maktoum Foundation for Medical and Educational Sciences are final. I accept that the Award office has the right to reject applications that do not meet the rules of the programme. In addition:

|  |  |
| --- | --- |
|  | I have read and accept the Terms and Conditions stated in Section 4, including the cancellation policy |
|  | The Award office is allowed to use our school’s name and logo for promotion (Award brochure, Social Media, and Website |

|  |  |
| --- | --- |
| **Signature** | **Name** |
|  | Click or tap here to enter text. |
| **Date** | **Position** |
| Click or tap to enter a date. | Click or tap here to enter text. |

**Section 4:**

**Terms and Conditions**

**Participation Fee**

The participation fee is based on size, scope and complexity of your school. Please contact Award office to confirm your application fee.

The fee above covers all fixed costs to organise and run the award process but excludes all variable costs as:

* Travel and accommodation to meet the assessor team in Dubai (if applicable).
* Travel and accommodation for the whole assessor team visiting you for the site-visit (one week)
* Travel and accommodation for the team leader for the face to face feedback meeting after the receipt of the feedback report (online meeting is an alternative)
* Others, such as participating in the Award ceremony, marketing your achievement etc.

We strongly recommend that you make an overall financial plan for this project. From more than 20 years’ experience, we know the application fee is only part of the overall investment needed to make this engagement a success.

**Note:**

Participation fee is not applicable for the sponsored school by **Hamdan Bin Rashid Al Maktoum Foundation for Medical and Educational Sciences**

# **Cancelation policy**

1. If you have to cancel your application at any point during the process after successfully accepting your signed application by Award office, please advise us immediately in writing.
2. A cancellation fee of 30% of the application fee will be charged. Furthermore, in case the assessors or Award Office have already incurred any additional costs (e.g. accommodation and flights re. briefing), you will need to cover these costs upon showing written evidence (e.g. receipts, invoices) to the assessors directly and to Award office.
3. If you are sponsored by **Hamdan Bin Rashid Al Maktoum Foundation for Medical and Educational Sciences** you have to pay a cancellation fee and any associated costs as mentioned in point 2 above.

**Documentation**

Each applicant needs to complete the Application Form and send it to Award office by email.

Each applicant needs to

1. fill in the **Questionnaire** guided by EFQM Hamdan Coach via Assessbase
2. Prepare **short presentation** including background and supporting evidence to the answers, with the support of EFQM Hamdan Coach

**Eligibility to apply:**

Once you send this application form signed, the Award office will review it and contact you to define the next steps. All applicants must pass the Educational Award Eligibility requirements in order to be officially accepted to participate in the process.

Eligible schools should have a proven record of excellent performance (ex.: awards, accreditation, inspection rating, excellent educational outcomes)

For any questions related to the qualification, please contact us at [EFQM-Hamdan@ha.ae](mailto:EFQM-Hamdan@ha.ae)