

Nomination Form

Nomination Information

I submit my **own** nomination or that of **my team**

I submit this nomination **for** a person or a team

Note: If this practice is being submitted for the 2nd time for the Hublo award, please complete Appendix 1. (see *Eligibility requirements* section of the Regulatory framework).

Team nomination (if applicable)

Team members who have contributed to the implementation and advancement of digital learning practice

Team member

First and last name	
Job title	
Institution	
Main telephone	
Optional phone	
Professional email	

Team member

First and last name	
Job title	
Institution	
Main telephone	
Optional phone	
Professional email	

Team member

First and last name	
Job title	
Institution	

Main telephone	
Optional phone	
Professional email	

Team member

First and last name	
Job title	
Institution	
Main telephone	
Optional phone	
Professional email	

Individual nomination (if applicable)

Nominee for digital learning practice

First and last name	
Job title	
Institution	
Main telephone	
Optional phone	
Professional email	

Nomination File

Before starting to complete this section, refer to the *Nominee evaluation criteria* section of the 2025 Hublo awards Rules and Eligibility document to ensure you provide all information necessary for the analysis and evaluation of the nomination file.

In addition, to ensure an impartial analysis and evaluation of the nomination form, please **anonymize** it by avoiding mentioning the institution and names of people involved in the implementation of the digital learning practice.

Title of digital learning practice

Section 1: Description of needs, context, and objective (11 points)

- 1.1 Describe the needs and issues that were initially identified, and which are at the origin of the digital learning practice that you are presenting. (Clarity of needs and issues) 3 points, 100 words maximum

- 1.2 Describe the pedagogic practice and its main objective. (Description of how it works, how it is structured and its purpose). 5 points, 200 words maximum

NOTE: The allocation of a category to this application will be determined by what is described in this section. Thus, specify the main objective of the practice.

- 1.3 Also describe the context in which the digital learning practice takes place (e.g.: characteristics of the target audience, portrait and role of the people involved, funding and internal resources, potential obstacles to integrating the practice, etc.). 3 points, 200 words maximum

Section 2: Characteristics of the practice (30 points)

2.1 Describe the creative and innovative nature of the digital learning practice that you present and its unique contribution to the higher education sector. 10 points, 300 words maximum

2.2 Demonstrate the proof of the scope of the digital dimension of the practice, its relevance as well as the characteristics of the selected digital resources. (Choice of high-quality digital resources (e.g. user-friendly, accessible, collaborative, etc.)) 10 points, 200 words maximum

- 2.3 Describe, if applicable, its potential for knowledge sharing, transferability, and sustainability (e.g.: stakeholder engagement, target audience awareness and training, adaptability and scalability, consideration of the compatibility of existing IT infrastructure, etc.) 10 points, 200 words maximum

Section 3: Involvement in the development and implementation of the practice (9 points)

Demonstrate that the nominee/team played a key role in the analysis of needs, the ideation process as well as the development of the digital learning practice. (200 mots maximum)

Section 4: Evaluation of impacts (10 points)

Present the data collected and the impact of the practice to assess its scope in relation to the need initially identified. If the practice is currently being implemented, indicate the means put in place to ensure alignment between the practice and the initial objective. (e.g.: statistics, performance indicators, before/after comparison, qualitative evaluation, etc.) 300 words maximum

Identification of persons supporting this nomination

This section must be signed by two members of management or by persons in a position of direct supervision of the candidate or a member of the team.

Supporting 1

First and last name	
Job title	
Institution	
Main telephone	
Optional phone	
Professional email	
Signature	

Supporting 2

First and last name	
Job title	
Institution	
Main telephone	
Optional phone	
Professional email	
Signature	

Declaration of compliance regarding the nominator and the nomination

I, the undersigned _____, declare that I have read the contest rules. I hereby acknowledge that I am qualified to submit this nomination. I also acknowledge that the nomination(s) submitted meet(s) all the eligibility criteria set out in the regulatory framework.

Signature: _____

Date: _____

OTHER DOCUMENTS

Please submit any **anonymized** documents that complement or support the application (photographs, audio-visual documents and/or supporting documents). All files sent must not exceed the maximum size of 50 MB. Please use file-sharing applications to facilitate transmission.

Please send us your completed and signed form no later than **January 19, 2025**, to the following e-mail address: hublo@i-mersioncp.ca.

Appendix 1

Second submission of the same digital learning practice to the Hublo awards

Year of first submission:

Please describe any major changes made to your digital learning practice since the first submission to the Hublo awards. Specify the improvements, adjustments or innovations introduced to enrich the pedagogical impact, learning experience or effectiveness of the digital tools used. This information will help us evaluate the evolution and increased relevance of your application. (300 words maximum)