

Teaching Excellence Award 2024/25

Guidelines for E-Submission

Prerequisite

- Storage (folder) size for each institution: max. 15GB
- **ONE PDF** (Adobe Acrobat) **file per submission**
- Name the file with the name of Individual Nominee or Team Leader (whichever applicable).
- Please **encrypt** your **PDF** file before uploading. Click [here](#) for [how-to](#).
- You cannot delete the file after upload. If you must replace your file or withdraw from submission, please send your request to TEA@fste.edu.hk.

Upload Procedure

1. Please click [FSTE Teaching Excellence Award Submission](#) to access designated folder in OneDrive.

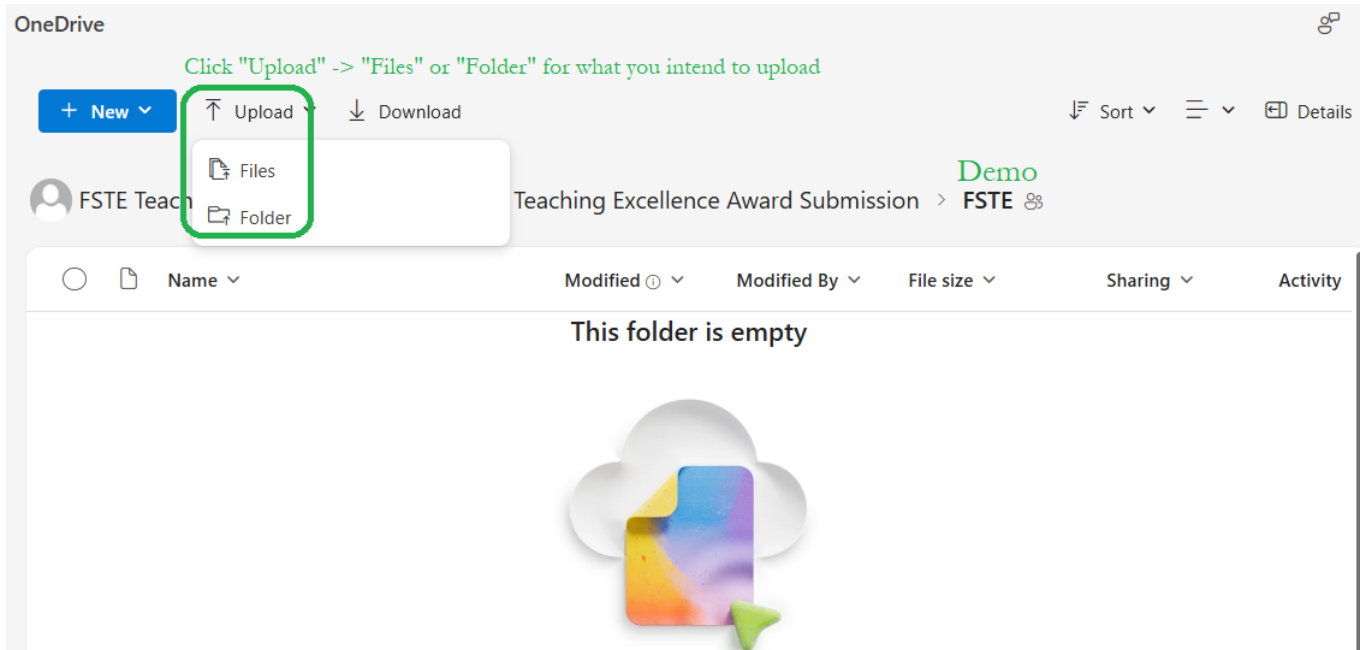
OneDrive

+ New Upload Download

FSTE Teaching Excellence Award > FSTE Teaching Excellence Award Submission

	Name	Modified	Modified By	File size	Sharing
	Caritas	April 24, 2024	FSTE Teaching Exce	0 items	Shared
	Chu Hai	April 24, 2024	FSTE Teaching Exce	0 items	Shared
	CityU	April 24, 2024	FSTE Teaching Exce	0 items	Shared
	CUHK	April 24, 2024	FSTE Teaching Exce	0 items	Shared
	EdUHK	April 24, 2024	FSTE Teaching Exce	0 items	Shared
	HKBU	April 24, 2024	FSTE Teaching Exce	0 items	Shared
	HKCT	April 24, 2024	FSTE Teaching Exce	0 items	Shared
	HKIT	April 24, 2024	FSTE Teaching Exce	0 items	Shared
	HKMU	April 24, 2024	FSTE Teaching Exce	0 items	Shared
	HKU	April 24, 2024	FSTE Teaching Exce	0 items	Shared
	HKUST	April 24, 2024	FSTE Teaching Exce	0 items	Shared
	HPSHCC	6 minutes ago	FSTE Teaching Exce	0 items	Shared
	LU	April 24, 2024	FSTE Teaching Exce	0 items	Shared
	PolyU	April 24, 2024	FSTE Teaching Exce	0 items	Shared
	TWC	April 24, 2024	FSTE Teaching Exce	0 items	Shared
	UOWCHK	6 minutes ago	FSTE Teaching Exce	0 items	Shared
	VTC	April 24, 2024	FSTE Teaching Exce	0 items	Shared
	YCCECE	April 24, 2024	FSTE Teaching Exce	0 items	Shared
	YMCA	April 24, 2024	FSTE Teaching Exce	0 items	Shared

- Click the **folder name** of your **affiliated institution** and upload your PDF file. You may also drag your file to the folder.



- Please notify the FSTE Secretariat of your submission and the password to access your file/folder: [Notification of Nomination Submission AY2024/25](#).

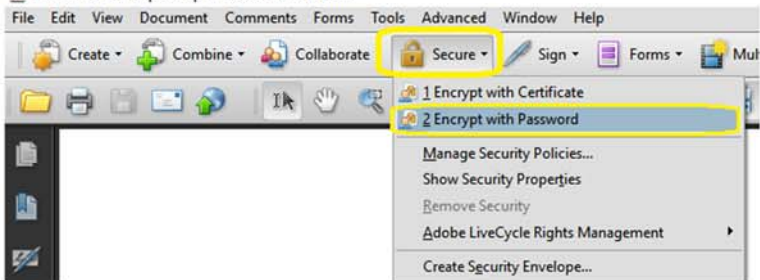


1. Name of FSTE Member Institution *

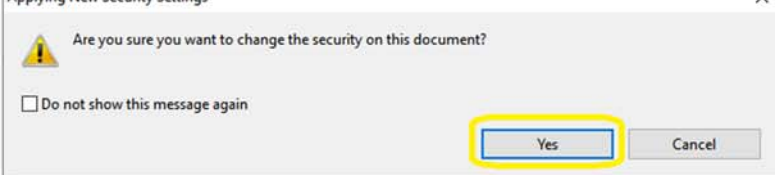
- ☐ Caritas - CBCC / CICE / SFU
- ☐ CityU - SCOPE
- ☐ CUHK - SCS
- ☐ EdUHK
- ☐ HKBU - SCE / CIE
- ☐ Hong Kong Chu Hai College
- ☐ HKCT - HKCT / CTIHE
- ☐ HKIT
- ☐ HKU - HKU SPACE / HKU SPACE CC
- ☐ HKMU - LiPACE
- ☐ HKUST

How to encrypt Adobe Acrobat (PDF) file

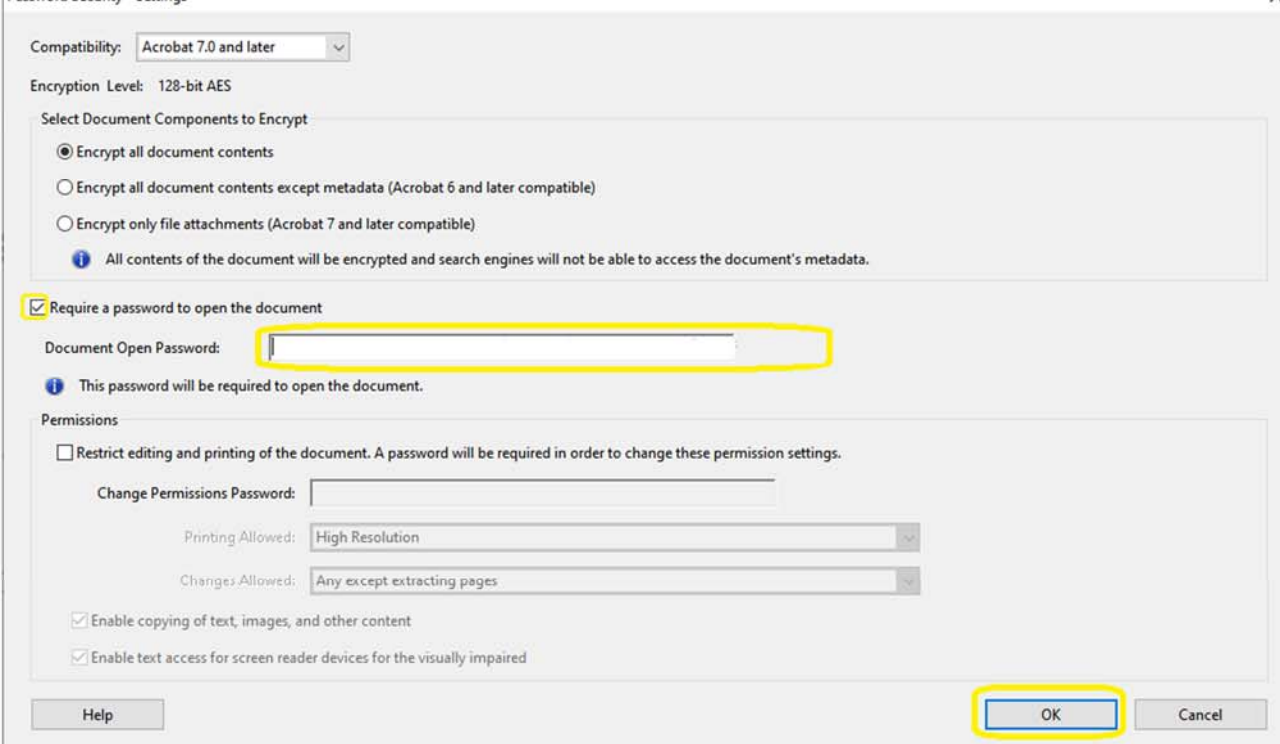
1. FSTE - Membership 2023.pdf - Adobe Acrobat Pro



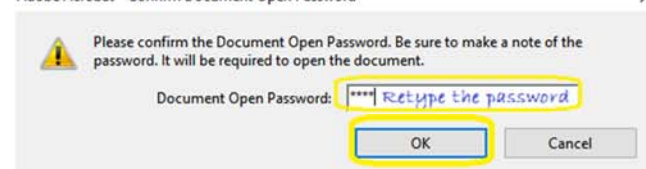
2. Applying New Security Settings



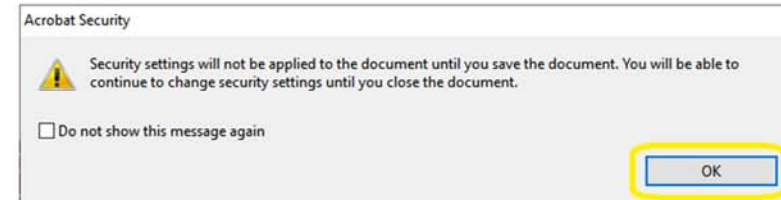
3. Password Security - Settings



4. Adobe Acrobat - Confirm Document Open Password



5.



6. Successful encryption (you will see 'SECURED' and the lock icon):

