



MALAYSIA CANADA BUSINESS COUNCIL
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MCBC 6th Business Excellence Awards 2010 AWARD NOMINATION GUIDELINES

Industry Excellence in Education

The MCBC 6th Business Excellence Awards 2010 are designed to recognize achievements and contributions of successful businesses in Malaysia. The awards will be presented at an awards dinner gala on November 10, 2010. Winners will receive an award trophy and must agree to be featured in MCBC's magazine, "The Bridge".

This award is given to an educational institution that demonstrates a commitment and adherence to the highest standard of education, based on the criteria outlined below.

Criteria

The criteria for this category are as follows:

- ✦ **Administration:**
 - Ongoing review and introduction of new programs or services
 - Institutional leadership, administration and planning
 - Student & teacher focus
 - Development of local and international partnerships
- ✦ **Educational:**
 - The application of stringent policies and procedures for the integrity of its teaching
 - Developing relevant qualifications according to the public educational demand
 - Access to education by a wide economic range of students of different backgrounds
 - Development of community consciousness in its student & teacher population
 - Fulfilling the two-pronged focus & criteria of:
 - Excellence in academic teaching
 - Research and development excellence
- ✦ **Social Commitment:**
 - Displaying social responsibility by balancing urban and rural needs,
 - Fostering the true spirit of the educationist.
 - Contributing to furthering the educational endeavours of the less privileged.

Nomination package requirements

Your nomination package should include the following:

- ✦ Completed questionnaire
- ✦ Application fee
- ✦ Current company literature or brochures
- ✦ Photos, videos, or other graphic items in print and soft copy. Preferred file formats are: MS Word for documents; EPS, AI, or high-resolution JPEG for graphics; AVI or MPEG for video
- ✦ Soft copy of the company's logo in EPS format with fonts outlined for use in PowerPoint presentations, banners, and publications
- ✦ Anecdotal evidence/examples of business excellence during the past two years of operation

Award Rules

Nominations are open to members of the Malaysia Canada Business Council and/or any successful Canadian/Malaysian company that feel their achievements in the industry qualify for such recognition.

The nominations will be judged by an independent selection committee established by the MCBC. The committee will be endorsed by the MCBC Board of Governors and will comprise the President of the MCBC, the BEA Chairman, a senior representative from the Canadian High Commission, the MCBC Executive Director, MCBC members-at-large, and high profile Malaysian industry players.

The selection committee reserves the right to not present an award in any of the advertised categories. The decisions of the selection committee will be final and no appeals will be considered.

MCBC BUSINESS EXCELLENCE AWARDS 2010

Industry Excellence in Education – Award Nomination Form

Please complete this form and return it to the MCBC along with any supplementary material that is deemed appropriate for this submission. Any information you provide is considered confidential, will not be shared outside of MCBC, and will only be used for the purpose of considering a Business Excellence Award. If you require more space for your answers, you may attach separate sheets to this form.

1. Basic information

A: Nominee information

Company name:		
Business address:		
City:		
State / Province:		
Postal code:		
Country:		
Telephone no.:		
Fax no.:		
Email:		
Website:		
Head office location:		
Same address?	Yes No	
Head office address:		
City:		
State / Province:		
Postal code:		
Country:		
No. employees:	In Canada:	In Malaysia:
Attach a copy of your latest audited financial statements and corporate profile or annual report		

2. Background

Please provide a brief history of your institution, its philosophy & educational objectives.

3. Growth

Please provide information on your institution's growth in the past two years, reflecting on the effect its approach and philosophy have had on its growth (e.g., financial growth, increase in number of employees & students, and introduction of new courses).

4. Contribution & achievements

Please outline the ways that you believe your institution has contributed to the positive perception and development of the Malaysian/Canadian educational environment.

5. Industry leadership

How have you demonstrated excellence and leadership in your industry through the manner in which you have introduced, developed and nurtured educational services provided to the public?

6. Social contribution

Indicate ways in which you have contributed to the community in the past year through your institutional endeavours or through your educational programs.

7. Management leadership

Describe how the senior management of your institution guides the organization for continuous improvement within all levels of operation, including corporate and social objectives, and how your overall approaches reflect this leadership.

8. Strategic planning

Describe how your institution establishes its strategic educational/operational objectives in response to internal and/or external changes, and how it implements these objectives in order to ensure continuous improvement.

9. Marketplace & stakeholder focus

Describe how your institution determines and balances the demands for overall educational requirements, social obligations, job market changes, as well as stakeholder interests, in order to achieve continuous and balanced institutional objectives.

10. Human resources

Describe how your institution encourages, empowers, and solicits its staff to continuously contribute to the achievement and success of the institutions philosophical and social objectives.

11. Performance measures

Describe how your institution measures performance, and identifies and manages its key processes and knowledge base to create added value within the educational products and/or services offered to students.

12. Any other information

Please include any information you would like to add that has not been covered elsewhere to substantiate this nomination for the Industry Excellence in Education award.

This submission form must be signed by a senior executive (with signing authority) of the nominated company.

I hereby certify that the above information contained in this submission is accurate and correct.

Name:

Position:

Company:

Signature:

Date:

Deadline for submissions: September 20, 2010

Awards Dinner Gala

Executives from the winning companies will be recognized their by peers and colleagues at the MCBC 6th Business Excellence Awards 2010 Dinner Gala at the Sunway Hotel & Spa Grand Ballroom, Petaling Jaya, on **November 10, 2010**.

Submission deadline

Nominations for the MCBC 6th Business Excellence Awards 2010 will be accepted through to **September 20, 2010**.

Additional recognition in The Bridge magazine

Winners will be recognized at the Awards Dinner Gala and will be featured in the **December 2010** issue of MCBC's magazine, "The Bridge".

Completed nomination forms should be mailed or hand delivered, along with the application and application fee, to:

Malaysia Canada Business Council (MCBC)

56-2, Jalan 27/70A, Desa Sri Hartamas, 50480 Kuala Lumpur

For questions regarding the MCBC 6th Business Excellence Awards 2010, please contact MCBC's Executive Assistant Ms. Min Rahim.

Email: mcbc@malaysia-canada.com / Phone: +603 2300 1241

Website: www.malaysia-canada.com