

New Zealand Federation of Graduate Women
Charitable Trust Board

Post-Graduate Fellowships

P O Box 6566, Dunedin 9059, New Zealand
smwilliams8@clear.net.nz

Application Pack

Thank you for your interest in the NZFGW Post-Graduate Fellowships.

This pack contains the following pages:

- Rules
- Application form (2 pages)
- Application guidelines and checklist
- Privacy statement
- Confidential referee's report form

Please make two extra copies of the Rules and the confidential referee's report form.
Forward a copy of the Rules and the confidential referee's report form to each of your nominated referees.

Applications must be completed on the forms provided in the pack, otherwise the application may be considered invalid.

I look forward to receiving your application before 31 July. Please allow yourself plenty of time to complete your application.

Sheila Williams
Secretary
NZFGW Charitable Trust Board

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Rules of Awards

Purpose of award:

To provide assistance, in the form of New Zealand Federation of Graduate Women Fellowships, to women post-graduate students, who are New Zealand citizens or have New Zealand permanent residency status, to further their study or research, usually at doctoral level, either in New Zealand or overseas.

Rules:

1. The Board of the NZFGW Charitable Trust may at its discretion make an award or awards to a suitable applicant or applicants.
2. Awards will be made as a Fund permits. The value of a Fellowship will normally be in the range \$5000 to \$15,000.
3. The awards will be unrestricted as to the field of study or research, but will normally be at doctorate level.
4. An applicant for a Fellowship must be:
 - (i) a degree graduate of a university or other degree-granting institution;
 - (ii) a New Zealand citizen, or permanent resident of New Zealand of at least five years standing.
5. Applicants must supply:
 - (i) a plan of the proposed study or research;
 - (ii) a brief curriculum vitae;
 - (iii) official transcripts, or authenticated copies, of academic records from degree-granting institutions attended, or from the institution where academic work is in progress;
 - (iv) a list of titles of theses submitted for any degree;
 - (v) a list of publications in refereed journals, with a copy of the most recent publication;
 - (vi) the names of two referees who can supply confidential reports;
 - (vii) a budget (in New Zealand dollars) of costs for one year set against income already available for the project.
6. Successful applicants will be required to submit:
 - (i) proof of New Zealand citizenship, or permanent residency of New Zealand of at least five years standing;
 - (ii) details of a New Zealand bank account into which the award can be paid.
7. The Board shall set up a selection committee of five persons, one of whom shall be the national president of NZFGW. This committee shall have the power to seek advice from other qualified persons and shall make recommendations to the Board.
8. An award shall not be made if, in the opinion of the Board, there is not a suitable applicant.

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Continued Rules of Award

9. In awarding the Fellowships consideration will be given to the aims of IFUW to promote international understanding and friendship, to further the value of education, and to encourage participation in public life. Personal qualifications will therefore be a selection factor and each Fellow will be encouraged to keep in touch with the National Federation or Association of IFUW in the country where she is studying.

For more information about our organization please go to www.NZFGW.org.nz and www.IFUW.org
10. Successful applicants will be known as *Fellows of the New Zealand Federation of Graduate Women* and will be granted honorary membership of NZFGW during the tenure of the Fellowship.
11. Each Fellowship grant shall be paid by the NZFGW Charitable Trust in two instalments, the first upon receipt of confirmation from the Fellow's supervisor that research or study has commenced, and the second six months later, on receipt of an interim report from the Fellow, provided that the Board shall have the power:
 - (i) to make an advance payment on the first instalment in special circumstances;
 - (ii) to withhold payment of the second instalment should the Fellow be unable or unwilling to continue the proposed study or research.
12. Fellows must agree to submit to the NZFGW Charitable Trust a full report of the study or research done during the tenure of the Fellowship. This report is to be accompanied by a statement from the supervisor under whose guidance the study or research has been conducted, indicating the value of the study or research that has been completed during the tenure of the Fellowship.
13. Fellows must acknowledge the support provided by the NZFW Charitable Trust in all publicity, publications or material arising from the tenure of the Fellowship. In any published report of such work the author shall be designated as *Fellow of the New Zealand Federation of Graduate Women*.
14. **Applications close on 31 July each year.**

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Application Form Page 1

(Please print)

Full name: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Are you a NZ Citizen? (Yes / No) Date of Permanent Residency if not a Citizen: _____

Address in October for notification of results:

Completed qualifications:

Institution	Degree/Diploma	Field of Study (Subject)	Dates: From - To

Current and intended enrolment and qualifications:

Institution	Degree/Diploma	Field of Study (Subject)	Dates: From - To

Names, addresses and email addresses of two confidential referees

1. _____

2. _____

Signature: _____ Date: _____

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Application Form Page 2

(Please print)

Name:

Bank details:

Bank account name: _____

Name of NZ bank: _____ branch: _____

Account number (include bank and branch code and suffix):

Other awards:

List other scholarships and awards that you will hold in the calendar year to which this Fellowship will apply, with the value of each scholarship and award:

If any of these awards restrict the funding that you may receive from other awards please give details:

Supervisor:

Name of supervisor for this research/study: _____

Contact address and phone no. _____

Application material is normally destroyed at the end of the Fellowship. If you particularly wish to have material returned, please indicate here and provide a large stamped addressed envelope.

If changed circumstances affect the continuance of the programme for which this award was made, I undertake to advise NZFGW Charitable Trust Board as soon as possible.

Signed: _____ Date: _____

Please sign both pages to attest to the accuracy of the information provided.

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Application Guidelines and Checklist

The criteria on which the selection of applicants will be made are:

1. scholastic ability, motivation to undertake post-graduate study, personal qualities and goals, organisational skills;
2. value of the study or research programme to personal goals, the current stage of the project, and to NZ; and
3. compatibility with NZFGW and IFUW purposes as outlined in Rule 9.

The following documents must be submitted WITH THIS CHECKLIST ATTACHED.

(Please tick each item that you have submitted.)

- Completed application form (2 pages).
- Plan of study or research (*not more than two sides of A4*) including the current position of the project; long-term goals; the relevance of the study to these goals (*personal, social, economic*).
- Official transcript(s) of academic records from tertiary institution(s) attended, or from the institution where your academic work is in progress. Our preference is for you to send photocopies of the originals, certified by a Justice of the Peace, so that your transcripts need not be returned.
- Brief CV (resume) including, for example, work experience, community activities, sporting activities, clubs.
- Recent passport-size photograph. (Please attach to top right-hand corner of this sheet.)
- Budget of costs (in NZ dollars) for one year (living, travel, fees, research), set against income (including funding from your host institution) already available for this project.
- List of titles of theses submitted for any degree(s).
- List of publications in refereed journals and a copy of the most recent publication.
- Signed privacy statement.

Supporting papers should not be bound, to allow for photocopying.

Note regarding referees:

Two people with first-hand knowledge of your academic work should be invited to act as referees in support of this application.

Please provide each referee with a copy of the confidential report form and a copy of the Rules of the Fellowship supplied with this application form.

Referees' reports should be sent directly to the NZFGW Charitable Trust Board at the above address and should arrive by **31 July**.

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Privacy Act

The information you have supplied in your application to the New Zealand Federation of Graduate Women for a Fellowship award will be used solely for the purpose of assessing your application for the award for which you are applying. Personal information contained in this application will be made available only to the members of the selection committee/Trust Board.

Where references are sent direct to the selection committee/Trust Board by the referee, or given to the applicant in a sealed envelope to be attached to the application, the references will be considered confidential to the application and will not be released to the applicant without the written authorisation of the referee.

Name of applicant:

(please print)

- I agree to the above conditions in respect to my application.
- I have read and understand the regulations/rules/criteria for the award and agree to abide by them.
- Should my application be successful, I agree to allow my name and photograph to be used for publicity purposes in the media, including the NZFGW magazine **Graduate Women**, during the tenure of the Fellowship.

Signed: _____ Date: _____

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Referee's Confidential Report Form

Please return by 31 July to the address above:

Please note that if this report arrives after 31 July it could cause the application to be deemed invalid.

NAME OF CANDIDATE: _____

The NZFGW Post-Graduate Fellowships Awards selection committee requests your candid opinion of the applicant's scholastic ability, motivation to undertake post-graduate research or study, seriousness of purpose, and any other information that you consider relevant to this application. Since scholastic ability is not the sole criterion, we would also welcome your critical appraisal of the candidate's personality and ability to represent the aims of the NZ Federation of Graduate Women, namely, to:

- promote understanding and co-operation among graduate women resident in NZ;
- represent and act for graduate women in matters in which they as an organisation are interested;
- encourage research work by graduate women;
- promote understanding and friendship among the graduate women of the world; and
- encourage the full participation of graduate women at all levels of public life, whether regional, national, or world-wide.

Name: _____ Title or Position _____

Department or Institution _____

Address _____

Signature _____ Date _____

Please use an additional page if necessary. If sending your report by email or facsimile, please post a signed copy as well.