

New Zealand Federation of Graduate Women
Charitable Trust Board

Susan Byrne Memorial Award

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

Application Pack

Thank you for your interest in the NZFGW Susan Byrne Memorial Award.

This pack contains the following pages:

- Rules
- Application form (3 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 August. Please allow yourself plenty of time to complete your application.

Sheila Williams
Secretary
NZFGW Charitable Trust Board

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Rules of Award

Purpose

To enable mature graduate women to retrain in order to make a change of career in mid life by furthering their studies at a university or other tertiary institution in New Zealand, or through an overseas institution provided the work is undertaken while the applicant is resident in New Zealand. Any qualification sought must be recognised by the International Federation of University Women (IFUW).

Rules

1. The awards may be made by the Board of the NZFGW Charitable Trust at its discretion to a suitable applicant or applicants.
2. Awards will be made as the Fund permits. The value will normally be at least \$10,000.
3. The awards will be unrestricted as to the field of study or research.
4. An applicant for the award must be:
 - (i) a degree graduate of a university or other degree granting institution;
 - (ii) in an existing career or have had a previous career and intending to make a clear change of career which will necessitate enrolment in a tertiary programme;
 - (iii) a citizen of New Zealand, or permanent resident of New Zealand of at least 5 years standing;
 - (iv) at least 35 years of age at the closing date.
5. An applicant for the award must be planning to enrol for study either:
 - (i) at a tertiary institution in New Zealand, or
 - (ii) through an overseas tertiary institution while remaining resident in New Zealand.
6. An applicant for the award must provide:
 - (i) evidence of her existing qualifications and previous or existing career;
 - (ii) a clear rationale for her wish to pursue a new career and for the particular course of study that she has chosen to enable this career change; a brief outline of her plans for her future career;
 - (iii) evidence of her acceptance into a tertiary course (for a qualification recognised by IFUW) in the year for which she is applying;
 - (iv) a budget of costs for the proposed course of study set against income already available;
 - (v) names of two referees who can provide confidential reports: one a personal reference testifying to character, strengths and current circumstances, and the other a reference testifying to the applicant's academic ability, recent results (where relevant) and likelihood of completing the proposed course of study.

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Continued Rules of Award

7. The Board shall set up a selection committee of at least three persons. This committee, in consultation with the National President of NZFGW, 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.
9. Awardees will be granted honorary membership of the nearest NZFGW Branch for the duration of the award.
10. Successful applicants will be required to:
 - (i) submit proof of New Zealand citizenship, or permanent residency of New Zealand of at least five years standing;
 - (ii) submit a brief progress report to the NZFGW Charitable Trust at six-monthly intervals;
 - (iii) acknowledge the support provided by the NZFGW Charitable Trust in all publicity, publications or material resulting from the course of study.
11. An award shall be paid to the successful applicant in two instalments. The first payment of half the value of the award shall be paid at the time of commencement of study. The second payment shall be paid on receipt of the first six-monthly progress report from the recipient, indicating success to date and with assurance that the course will be completed. The Board shall have the power to:
 - (i) make an advance payment on the first instalment in special circumstances;
 - (ii) withhold payment of the second instalment should the awardee be unsuccessful or unable to continue the study undertaken.

a) Applications close on 31August each year.

Please forward applications to:

12. The NZFGW Charitable Trust
P O Box 21274, Flagstaff, Hamilton 3249, New Zealand.

Please mark your envelope 'NZFGW Susan Byrne Memorial Award Application'.

- Notes:
- (i) A candidate must take up the Award within one year of it being awarded.
 - (ii) Facsimile or email applications must be followed up with hard copy.
 - (iii) Applications received after 5 pm on 31 August will not be accepted.
 - (iv) Applications must be on the forms provided and must be complete in all respects by 31 August. If not, they will be considered invalid.
 - (v) Please note that private couriers will not deliver to a post office box.
 - (vi) Preference will be given to applicants who have not previously held this Award.
 - (vii) Applicants will be notified of the outcome of their application in early October each year. Successful awardees will normally receive payment of 50% of the award offered in the following February, with the second payment of 50% being made later in that year.

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Application Form
(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 career/employment:

Previous career/employment:

Signature: _____ Date: _____

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Application Form Page 2
(Please print)

Intended enrolment and qualifications

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

Plans for future career

Names, addresses and email addresses of two confidential referees

1. _____

2. _____

Signature: _____ Date: _____

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Application Form Page 3
(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 Award 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 tenure of the award. 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 all three 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. academic ability, motivation for career change; personal goals; organisational skills.
2. value of the study to personal goals and to the New Zealand community.

The following documents must be submitted WITH THIS CHECKLIST ATTACHED.

(Please tick each item that you have submitted.)

- Completed application form (3 pages).
- Plan of study or research (not more than two sides of A4); long-term career goals; the relevance of the study to these goals (personal, social, economic)
- Evidence of acceptance into, or eligibility for, the proposed course.
- Official transcript(s) of academic records from tertiary institution(s) attended, or from the institution where your academic work was carried out. 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 employment history and, for example, 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), set against income (including funding from your host institution) already available for this project.
- List of titles of theses submitted for any degree(s) and any publications.
- Signed privacy statement.
- Names of two confidential referees.

Supporting papers should be printed on A4 paper and should not be bound, to allow for photocopying.

Note regarding referees:

Two people who can provide confidential reports should be invited to act as referees in support of this application.

The references should be:

- 1 a personal reference testifying to the applicant's character, strengths, current circumstances and career/work experience;
- 2 a reference testifying to the applicant's academic ability, recent results (where relevant), career/work experience and likelihood of completing the proposed course of study.

Please provide each referee with a copy of the confidential report form and a copy of the Rules of the Award 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 August.

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Privacy Act

The information you have supplied in your application to the New Zealand Federation of Graduate Women for a Susan Byrne Memorial 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 Award.

Signed: _____ Date: _____

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Referee's Confidential Report Form

Please return by 31 August to the address above.

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

NAME OF CANDIDATE: _____

The NZFGW Susan Byrne Memorial Awards selection committee requests your candid opinion of the applicant's character, strengths, current circumstances, seriousness of purpose, motivation for the proposed course of study in order to make a career change, and any other information, such as work/career history and academic ability, that you consider relevant to this application.

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.