

New Zealand Commonwealth Scholarships - 2013 Awards

Information for Applicants

1. The Application Form

The application form is available from the applicant's Nominating Agency.

The form has been updated for use for applications in 2013.

Applicants must complete the application form for the **New Zealand Commonwealth Scholarships for tenure from 2014**.

Applications on any other application form will not be considered.

2. Applicant Enquiries

When seeking information or making enquiries concerning eligibility, process, timing etc. for the New Zealand Commonwealth Scholarships applicants should contact the Nominating Agency in their country of citizenship.

3. The Application Process - Applicants

Intending applicants must ensure that they are eligible to apply for this Commonwealth scholarship.

Applications can be for either Master's or PhD level study in New Zealand.

Completed applications on the correct form must be sent to the Nominating Agency in the applicant's country of citizenship.

Applications must include all the documents specified in Section 9 (Application Procedure) of this document.

4. New Zealand University - Offer of Place

It is essential that each applicant includes with their application a letter of offer from their preferred New Zealand university.

Therefore applicants are encouraged to make an early start with their investigations about and applications for postgraduate programmes of study at New Zealand universities.

It will help the universities understand the applicant's position if they are told that the enquiry / application is being made to support an application for a New Zealand Commonwealth Scholarship for tenure from the start of the 2014 academic year.

Enquiries and applications can be made to more than one university but only one letter of offer can be included with the application.

If an applicant is fortunate enough to have received more than one letter of offer, the applicant must decide which is their preferred programme/university and include with the application the letter of offer from that university.

This letter of offer should correspond with the information relating to the 'Proposed Study Programme' entered at Section 8 on the application form.

It is acceptable to have a letter of offer that is 'conditional'. But any offer of a scholarship will itself be conditional on all requirements in the university's offer being met.

5. The Nomination Process - Nominating Agencies

From the applications received each Nominating Agency will identify up to **two** applications to nominate to Universities NZ.

The specific process to assess the applications that have been received will be determined and established by the Nominating Agency in each country.

It is expected that it is the Nominating Agency who will advise applicants whether or not their application has been nominated to Universities NZ.

6. The Decision Process - Universities NZ

Universities NZ will receive the nominated applications from the Nominating Agencies.

These applications will be subject to a final check for eligibility and completeness. Any nominated applications that are found to be ineligible or incomplete will be rejected.

Complete and eligible applications will be assessed and reviewed by a selection committee in Wellington, New Zealand. Members of this committee will be representatives from the New Zealand Aid Programme at MFAT and representatives from the Scholarships Committee of Universities NZ.

The selection committee will make scholarship award recommendations to the New Zealand Aid Programme team at MFAT.

Only those nominees whose recommendation by Universities NZ is endorsed by the New Zealand Aid Programme will be offered a scholarship.

The New Zealand Aid Programme will liaise with staff at the applicant's preferred university to coordinate the details of the offer of scholarship with the offer of place.

7. Timeline and Due Dates

Each Nominating Agency will set their own country deadline for the receipt of applications.

Applicants must be aware of this date and abide by it.

Nominating Agencies are aware that their nominations must be received by Universities NZ in Wellington, New Zealand no later than 31 July 2013.

The selection committee will meet in Wellington in early September 2013.

As soon as possible after the committee meeting Universities NZ will write to Nominating Agencies to advise them of the result for each of their nominees.

Universities NZ will also make direct contact (by email) to advise successful nominees that they have been recommended to MFAT for a scholarship award.

Universities NZ expects that the Nominating Agencies will advise the unsuccessful nominees.

From late September/early October onwards the New Zealand Aid Programme team at MFAT will issue the formal offers of scholarship.

8. Eligibility Criteria

To be eligible to be considered for a Commonwealth Scholarship an applicant must:

- a. have citizenship of a participating developing Commonwealth country; permanent residents of a participating country are not eligible to apply;
- b. be residing in their country of citizenship, preferably for at least two years prior to application;
- c. not have citizenship or permanent residence status of New Zealand or Australia, or another developed country¹, except where their country does not issue passports and they hold a New Zealand passport (i.e. the Cook Islands, Niue or Tokelau);
- d. not be married or engaged to be married to a person who holds, or who is eligible to hold, citizenship or permanent residence status of New Zealand, Australia or another developed country, except where their country does not issue passports and they hold a New Zealand passport (i.e. the Cook Islands, Niue or Tokelau);
- e. be applying to commence a new qualification and not be seeking funding for one already commenced at PhD or Masters level;

¹ A developed country is defined as a country not included on the OECD's Development Assistance Committee's list of aid recipients.

- f. satisfy the admission requirements of the New Zealand university at which the qualification is to be undertaken, including English language criteria;
- g. have been working in their country of citizenship, preferably for at least two years prior to application;
- h. hold a first degree of upper second class Honours (or above); or a second class degree and a relevant postgraduate qualification, which will normally be a Master's degree;
- i. be available to commence their academic studies in New Zealand at the start of the New Zealand academic year in February 2014;
- j. have already secured admission to their preferred New Zealand university; evidence of admission (eg. a letter of offer) is required with the application form; a conditional letter of offer from a New Zealand university is sufficient to allow an application to be accepted;
- k. have a planned programme start date (in the letter of offer) at the start of the New Zealand Academic year in February 2014; offers for a planned start date for Semester 2, 2014 cannot be accepted.

Applicants cannot:

- a. be studying full time at post-secondary level;
- b. be transferring from another tertiary scholarship (either in New Zealand or in another country) to a Commonwealth Scholarship;
- c. hold, or have held, a New Zealand Government or Australian Government scholarship in the 24 months preceding the scholarship start date;
- d. have been terminated from a New Zealand or Australian Government scholarship previously.

9. Application Procedure

Each applicant must submit to their Nominating Agency one (1) original application form and all requested attachments.

Please note that the Nominating Agency must receive complete applications containing all of the information stated below.

Applications that are incomplete and do not contain all documentation stated below will not be assessed.

The application declaration in Section 11 must be signed by the applicant.

In addition to the application form the following documents are required:

- a. Certified copy of applicant's birth certificate (in English);
- b. Certified copy of official evidence of any name change for applicant (in English);
- c. Certified copy of the personal pages of applicant's passport;
- d. Certified copy of the academic transcript for all tertiary qualifications held by the applicant and the grading schedule for each qualification (in English);
- e. Certified copy of the completion or graduation certificate for each tertiary qualification that the applicant has completed (in English);
- f. If the applicant is employed, a current job description confirming their position and outlining their responsibilities and duties;
- g. A current (dated) curriculum vitae - a brief history of the applicant's education, work experiences and skills;
- h. Three (3) references (no more than 24 months old) on official letterhead, supporting the scholarship application to study in New Zealand, and relevant to their proposed study programme or research topic. References should be provided from the applicant's current employer, a former lecturer or academic supervisor (in an area of study relevant to the application) and, where possible, a relevant government or community based organisation;
Note: Applications with less than three references will be disadvantaged;
- i. An letter of offer from the New Zealand University at which the applicant wishes to study (see Section 8 of the application form);
- j. A 500 word statement describing the specific skills and knowledge the applicant wishes to gain from the proposed study and how this will contribute to the applicant's current and/or future job (see Section 9 of the application form);
- k. A 500 word statement describing how the applicant's proposed area of study will enable them to contribute to the social or economic development of their home country (see Section 9 of the application form);
- l. A 500 word statement outlining the proposed research topic (see Section 9 of the application form).

10. Nominations

Each Nominating Agency may nominate to Universities NZ no more than **two** candidates from their country.

Nominations can be for study at either Master's or PhD level.

11. Priority Study Sectors

Scholarships will be awarded in agreed priority study sectors to meet countries' or regions' human resources development needs and training priorities, as set by the New Zealand Government and nominating agencies (as outlined, wherever possible, in countries' National Strategic Development Plans and Human Resources Planning Frameworks).

The priority study sectors are:

<p>Leadership and Governance including, but not limited to, development studies, development planning, management, law, political science, social science research, demography, social policy, indigenous studies, organisational psychology, strategic studies.</p>
<p>Economics including, but not limited to, development economics, agricultural economics, development studies, development planning, international trade, banking, finance, business management, commerce, marketing, rural economic development.</p>
<p>Public sector governance and reform including, but not limited to, budgeting, tax reform, public auditing, public sector management, public policy, public sector finance, public sector administration, management, statistics.</p>
<p>Environmental studies including, but not limited to, land and water management, forestry, renewable energy technology, resource management, land rehabilitation, marine conservation, waste management, urban environment, town planning, eco-tourism, geothermal energy.</p>
<p>Education including, but not limited to, education administration, management and leadership, education planning, teaching (including early childhood), and research.</p>
<p>Health including, but not limited to, nursing, primary health, public health, HIV/AIDS, infectious diseases.</p>
<p>Agriculture and Fisheries including, but not limited to, agricultural sciences, agribusiness, animal husbandry, applied sciences/technology related to rural development, marine science, veterinary science related to rural development.</p>
<p>Biosecurity and Food Safety including, but not limited to, quarantine, sanitary and phytosanitary standards, plant and animal health, food quality and food technology.</p>
<p>Infrastructure and utility including, but not limited to, engineering and architecture.</p>
<p>Human Rights and Gender including, but not limited to, conflict prevention and reconstruction.</p>

12. Selection Criteria

The nominations submitted to Universities NZ will be considered by the selection committee according to the following selection criteria:

- academic merit of the candidate.
- the quality of the research proposal.
- the likely impact of the work on the development of the candidate's home country.

The assessment schedule which will be used is:

Academic Merit

- Examination results.
- Academic transcripts.
- Referees' reports.
- Any academic prizes.
- Other relevant activities.
- Publications, where appropriate.

Development Impact

- The extent to which the candidate illustrates that the proposed study will increase knowledge about development and / or solutions to poverty reduction (including, amongst other themes, public health, education, governance, political, social and economic development and environment).
- Relevance and extent to which the Plan of Study fits well with the strengths and career aspirations of the candidate.

Quality of Study Plans - PhD Applications

- Extent to which the study programme has been well researched and thought out, including the identification of appropriate institution and supervisor.
- Degree of innovation.
- Likely impact.
- Clarity of presentation.
- Relevance to field.
- Feasibility.

Quality of Study Plans - Masters Applications

- Extent to which the proposed course / institution of study has been well researched (including specific options and dissertation topics, where appropriate) and presented.
- Clarity of presentation.

13. After the Nomination

It is expected that applicants will continue to reside in their country of citizenship during the Commonwealth Scholarships application and selection process.

14. Nominees who are offered a scholarship

If offered a Commonwealth Scholarship, candidates must:

- a. be able to satisfy Immigration New Zealand requirements for international student entry to New Zealand (i.e. medical examination and police clearance/character checks, etc.).
- b. not hold another scholarship during the period of the Commonwealth Scholarship.
- c. agree in writing that they will return to their country of citizenship for a minimum period of two years following completion of their scholarship in order to contribute to their country's social or economic development.

15. Value of Scholarships²

The New Zealand Commonwealth Scholarships scheme funds tuition and enrolment fees, an establishment allowance, a basic stipend, approved scholarship-related travel, some course-related costs, and medical and travel insurance.

Each Scholarship provides:

- a. **Travel:** International, and New Zealand domestic, air travel at the start and end of the scholarship for awardee, and reimbursement of awardee's visa costs. In addition, a reunion travel entitlement may be available to awardees who have left dependants in their home country.
- b. **Tuition Fees** and other compulsory institutional course costs.
- c. **Postgraduate research and thesis allowance:** An allowance of NZ\$1,500, and a return economy airfare to awardee's home country for overseas fieldwork, if research component is 50% or greater.
- d. **Medical and Travel Insurance**
- e. **Establishment allowance:** NZ\$3,000 paid on arrival in New Zealand to meet text book costs and to assist with other set up costs in New Zealand. At the beginning of each additional study year NZ\$1,000 will be paid to cover the full year.
- f. **Living Allowance:** The annual rate of NZ\$21,580 (NZ\$415 per week) is paid fortnightly and is a contribution to living costs for day-to-day expenses, including accommodation (rent or board), food costs, utility expenses (telephone, electricity etc.), transport, personal items, and course-related costs (stationery, field trips, workshops etc.).

² **Indicative only.** The coverage and value of any and all elements of the scholarship award will be confirmed by staff at the New Zealand Aid Programme at the New Zealand Ministry of Foreign Affairs and Trade

PLEASE NOTE:

- Since 21 July 2010 funding has not been available for dependants. Scholars who choose to have their immediate family members join them in New Zealand will be responsible for their financial support.
- The New Zealand Government has the right to amend the terms and conditions of the scholarships as needed.