

GUIDANCE NOTES FOR APPLICANTS FOR COMMONWEALTH SCHOLARSHIPS IN NEW ZEALAND 2010

Please read the following notes carefully before submitting your application form and note the information on terms and conditions of and eligibility for the Scholarships detailed on the Commission's Website at:

http://www.cscuk.org.uk/apply/outward_awards.asp

1. BACKGROUND AND SELECTION CRITERIA

Please note that there are two stages to the selection process; the first is selection in the UK for candidates to nominate to New Zealand and the second is the selection of candidates for a Scholarship which is undertaken by the awarding body in New Zealand. Candidates will be noted by the Commission in the UK of whether they have been successful or not in being nominated in May/June 2009. This does not mean that a Scholarship has been awarded. The results of the final selections made in New Zealand will be communicated by the end of August 2009.

The Scholarships are for Masters or Doctoral study in New Zealand starting in February 2010.

The Commission's selection committee will judge applicants against three main **selection criteria**: their academic record, quality of the study proposal and their leadership potential. The selection committee will judge academic credentials from the application form and from the comments of the three referees that you are asked to nominate.

2. DOCUMENTS TO BE SUBMITTED

Six copies of the application form and;

Six copies of your plan of study and;

A covering letter no longer than two sides of A4, which sets out why you should receive a Commonwealth Scholarship, and stating, succinctly, how you meet the above selection criteria. In particular, if you have previously studied overseas, you should state how this has benefitted you and your country to date and;

One certified copy* of your birth certificate or other certificate recording a change of name or nationality (if this is relevant) and;

Six copies of all other accompanying documentation, including passport photographs (see list on CSC Website).

The closing date for a full application to reach the Commission is 12 May 2009. A full application must reach the Commission by this date; if part of the application form or the plan of study is missing, the application will be deemed incomplete and not accepted. Candidates' chances of nomination may be seriously diminished if they do not ensure that all necessary supporting documents are received on time.

Please do not send any valuable or irreplaceable documents with your application; a certified copy of your birth certificate is acceptable. * A "**certified copy**" is a photocopy of the original document certified as being a true copy by a competent authority (that is, signed by a lawyer, medical doctor, justice of the peace, university administrator, etc.). Photocopies of 'certified copies' **will not** be accepted.

3. THE APPLICATION FORM

Question 6

If possible, give addresses for the entire period from the date on which you submit your application until the date when the award for which you are applying would commence.

Question 7

Please note that only applications from UK citizens will be accepted

Whether you were born overseas or in the UK, please name any other countries in which you have lived as a permanent resident and the dates on which such permanent residence changed. If you are now a permanent resident of the UK but originally had citizenship of another country it is helpful to include with your application proof of your right to reside in the UK.

Question 8

If you are successful, this name and address may be needed after you have taken up the award; do not therefore give the name of a spouse who would be accompanying you.

Question 9

Please give details of subjects taken at advanced/higher level and give grades. Details of GCSE and A Level study and certificates are not required. In recording your higher education, you should include your present course, naming the main subjects being studied.

You must send copies of official transcripts* and, where relevant, degree certificates for each degree or diploma course recorded under "Higher Education" (including any not yet completed). If your university or college authorities are sending documents to us directly, please ask them to state clearly your name and the scholarship for which you are applying. Candidates are required to include an **original or certified copy** of their transcript(s) and a certified copy of their certificate(s), with their application. Photocopies are not acceptable. Please do not send us original degree certificates as we cannot return them to you.

**A transcript is the official record of the subjects covered, courses attended and the grades awarded in your degree. Copies of transcripts are usually available from the university registry, although sometimes a charge is made. If your university or college does not issue transcripts please ask your supervisor or tutor or director of studies, or head of department to send an authenticated list of the subjects covered, courses attended and, where relevant, the grades awarded.*

FINE ART

In support of their applications, candidates for studies in the practical aspects of Fine Art may wish to submit examples of their work, illustrating its development and your present interests. Please contact us if you require more information on how to do this.

Question 17

Please note that the Commonwealth Scholarship Commission is not in a position to advise on individual courses or entrance requirements or individual universities. For information about courses, we recommend you consult individual institution's websites (see the links on the CSC Website at: http://www.cscuk.org.uk/apply/outward_awards.asp)

Question 18

This question should be answered **on a separate sheet of A4 paper**. If you are applying for Masters study you should write no more than 300 words and if you are applying for PhD study you should write no more than 500 words in your plan of study (please disregard application form which says 200 words).

It is strongly recommended that you consult your tutor (if currently studying) before filling in this section of the form. It is essential that you include in your plan of study the reasons why you feel it is necessary for you to study in New Zealand specifically, explain your choice of course and institution and outline any areas of special interest to you. Projects which involve research activity should mention likely methods and approaches to be adopted, particularly stressing any novel features.

You should add a summary of your plan of study to the document entitled 'supporting statement' (which appears alongside the application form on the CSC Website) to send to your referees. **(see Question 22 below).**

Questions 19 & 20

We recommend that you research your preferred New Zealand University and find out as much information about courses and possible supervisory staff as possible before you submit an application for an award. Although you do not need to secure a university place before applying for a scholarship, if you have applied directly and secured admission or an 'Offer of a Place' then this may be viewed positively by the awarding body.

You may tell any university in the awarding country that you have applied for a Commonwealth Scholarship, but that no decision on nomination will be made until August 2009 at the very latest.

You should inform us as soon as possible if you have already secured admission to an institution. If you haven't approached any institution directly then the awarding body will make a choice for you, taking into consideration all information contained in your application.

Question 22: References

Please use a copy of the "Supporting Statement" for your references; the first part of each form should contain a summary of your plan of study, and then one copy of the form should be given to each of your three referees. The referee should return **one original plus five copies** of their signed reference (on page two of the supporting statement), which you can include in your application or they may send this to us directly. Please ensure that we receive the original signed copy.

You should make sure that your academic referees realise they are required to comment on your suitability for postgraduate study; a character reference will not suffice. It is therefore advisable to ensure your referees are aware of your recent work rather than simply requesting a reference from your Head of Department who may not necessarily have knowledge of your work. Your third reference may be an employer or a person you have worked with professionally. **Please note that it is your responsibility to ensure that references have been sent to the Commission; the Commission cannot pursue outstanding documentation on your behalf.**

Question 23

You should include information on your non-academic interests and activities.

Declaration by Applicant

Please sign the declaration on the final page of the form. All candidates are expected to return to the United Kingdom at the end of their Scholarship should one be awarded.

April 2009 (3)