

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

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 in summer 2009 – details to be confirmed.

The Scholarships are for Doctoral study in New Zealand starting in February 2011.

2. DOCUMENTS TO BE SUBMITTED

One original and 5 copies of each of the following:

- Application form
- Study plan
- Three references (including supporting statement filled in by applicant)
- Certified copies* of any certificates and transcripts (and please provide an overview of your marks to date if you have not yet graduated)
- Any other accompanying documentation, including passport photographs.
- covering letter no longer than two sides of A4, which sets out why you should receive a Commonwealth Scholarship and why you would like to study in New Zealand and how you meet the objectives of the Scholarships as set out on the front page of the application form.
- A certified copy* of your birth certificate or other certificate recording a change of name or nationality. **ONLY ONE REQUIRED**

The closing date for a full application to reach the Commission is Tuesday 20 April 2010. 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 university administrator, lawyer, medical doctor, justice of the peace, post office, 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. If you hold dual New Zealand/British citizenship you are ineligible because New Zealand scholarships will be available to you.

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 final secondary education 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. Please continue on a separate sheet if required.

You must send certified 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. 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, or alternatively provide a print-out of your marks certified by a University Administrator.*

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 the document entitled 'Outline of Study Plan' which appears alongside the application form on the CSC Website (see address above). 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.

Questions 19 & 20

You should start making enquiries about the courses available and the facilities offered, and also contact potential supervisors. If possible you should also make a formal application to the university of your choice, and provide evidence of the contact you have had, and/or an offer (if available). Please be aware however that the final decision of which university you will attend rests with the awarding agency. If you receive/have an offer of a university place and would prefer any Commonwealth Scholarship which may be offered to be available for that place, you must say so on this application form or let us know as soon as possible. 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 June 2010 at the very earliest. You should keep us informed of any such approaches and their results.

PLEASE NOTE: The application form states that candidates, once accepted for a scholarship, should take no steps to secure a place. This means that you should not attempt to secure a place after the awarding country has actually offered you a scholarship. It does not mean that you may not approach universities at all, and indeed, it is recommended that you do try to find out as much information about courses and institutions as possible before you submit an application for an award.

Question 22: References

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

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.

March 2010