

## **Guidelines for Applicants**

### **Information to help candidates prepare and submit an application for a Rhodes Scholarship for New Zealand**

#### **Applications for a Rhodes Scholarship for 2017 close on 1 August 2016**

These guidelines are intended to help you with your application for a Rhodes Scholarship for New Zealand.

If you have any questions that are not answered here you should contact the Scholarships Office at your New Zealand university or the Scholarships Manager at Universities New Zealand.

This document covers:

- Rhodes Scholars - Characteristics.
- General Information.
- Eligibility for applications in 2016:
  - Citizenship/Residency.
  - Undergraduate degree.
  - Age limit.
- Applications - where to send them.
- Documents required as part of the application.
- Other parts of the application form.
- Selection process.
- Presentation (of the application).
- Completeness check (of the application).

### **Rhodes Scholars - Characteristics**

Rhodes's vision in founding the Scholarship was to develop outstanding leaders who would be motivated to fight 'the world's fight' and to 'esteem the performance of public duties as their highest aim', and to promote international understanding and peace.

His will outlines four criteria to be used in the election of Scholars:

- literary and scholastic attainments.
- energy to use one's talents to the full.
- truth, courage, devotion to duty, sympathy for and protection of the weak, kindness, unselfishness and fellowship.
- moral force of character and instincts to lead, and to take an interest in one's fellow beings.

Rhodes Scholarship selection committees will be seeking young women and men of outstanding intellect, character, leadership, and commitment to service. The Rhodes Scholarships support students who demonstrate strong potential to emerge as 'leaders for the world's future'.

## General information

Up to three Rhodes Scholarships can be awarded to New Zealand students each year.

These scholarships are a partnership between the Rhodes Trust and the Robertson Foundation.

## Eligibility for applications

In March 2014 the Rhodes Trustees approved a policy statement which introduced changes to both the eligibility criteria and the selection process for New Zealand. These changes remain in place for applications in 2016.

### *Residency and Citizenship*

- on 1 August in the year of application candidates must hold New Zealand citizenship or hold a New Zealand Permanent Resident visa

#### **and**

- by 1 August in the year of application candidates must have spent at least five of the previous ten years in New Zealand.

### *Undergraduate Degree*

- by the time of entry to Oxford applicants have graduated with an undergraduate degree.

### *Candidate's Age*

#### General Applicants

Candidates must be of an age that they will have passed their nineteenth and not passed their twenty-fifth birthday by 1 October in the year they would begin study at Oxford.

For an application in 2016 to begin study at Oxford in 2017 this means that you must not have passed your 25<sup>th</sup> birthday by 1 October 2017.

To put it another way your date of birth must be on or after 1 October 1992, but no later than 1 October 1998.

	Age at	1/10/2017		
Date of Birth	Years	Months	Days	Eligible?
30/09/1992	25	0	1	No
1/10/1992	25	0	0	Yes
2/10/1992	24	11	364	Yes
etc				
30/09/1998	19	0	1	Yes
1/10/1998	19	0	0	Yes
2/10/1998	18	11	364	No
etc				

### MBChB Applicants

Candidates undertaking an MBChB course of study must be of an age that they will have passed their nineteenth and not passed their twenty-sixth birthday by 1 October in the year they would begin study at Oxford.

For an application in 2016 to begin study at Oxford in 2017 this means that you must not have passed your 26<sup>th</sup> birthday by 1 October 2017.

To put it another way your date of birth must be on or after 1 October 1991, but no later than 1 October 1998.

	Age at	1/10/2017		
Date of Birth	Years	Months	Days	Eligible?
30/09/1991	26	0	1	No
1/10/1991	26	0	0	Yes
2/10/1991	25	11	365	Yes
etc				
30/09/1998	19	0	1	Yes
1/10/1998	19	0	0	Yes
2/10/1998	18	11	364	No
etc				

Please refer to the scholarship Regulations for the text of the eligibility criteria.

### **Applications - where to send them**

#### *New Zealand Graduates/Students*

If you have graduated or expect to graduate from a New Zealand university you should apply through the Scholarships Office of your New Zealand university.

Application Forms and other information are available from the university Scholarships Office.

Applications must be received by 1 August.

### *Overseas Graduates/Students*

If you have graduated or expect to graduate from an overseas university you should apply through Universities New Zealand.

Application Forms and other information are available from the Universities New Zealand website.

Applications must be received by 1 August.

## **Documents required as part of the application**

The Application Form identifies the documents that are required to support your application.

### *Evidence of Citizenship/Permanent Residency*

- a certified copy of your birth certificate or of the relevant page of your passport.

### *Evidence of Age*

- if the document you provide to prove citizenship/residency does not show your date of birth you must include a certified copy of another document which does.

### *Academic Record*

- a copy of your New Zealand or overseas university academic transcript.  
In New Zealand this document can be provided by your university.  
From overseas universities it is your responsibility to make sure that your academic record is included with your application at the time of submission.

### *Curriculum Vitae*

- you are asked to provide a Curriculum Vitae - page 4 of the Application Form.  
Your Curriculum Vitae, while having a conventional intent, gives you the opportunity to include details about yourself which may not appear elsewhere in your application documents. It helps the selection committees form a balanced view of you as an applicant for a Rhodes Scholarship.

You can include mention of activities and of leadership roles.

You should not use the Curriculum Vitae as means of extending your personal statement.

The Curriculum Vitae must be no longer than two pages using a font no smaller than 10 point.

### *Personal Statement*

- you are asked to provide a Personal Statement - page 4 of the Application Form.  
This statement should describe the specific area of proposed study and your reasons for wishing to study at Oxford.

It should be written in a simple and direct manner reflecting your own voice and your personal experiences and reasons for wishing to study at Oxford. There is no formula or template for a good Rhodes essay.

Of course, your essay should be carefully written, but what is most important is that it reflects your authentic voice. Your words should give selectors a feel for the experiences and influences that have shaped your life, as well as the aspirations you have for the future.

You may find past “successful” essays online or in your university library. Please do not use these documents as a model. They may be good essays, and the candidates may have won, but they have been seen before and they will not reflect your own story.

You need not rehearse dramatic narratives from overseas experiences or poignant episodes from childhood; just tell the selectors what shaped you and where you want to go.

You are welcome to talk to advisors or to your professors about your aspirations and plans that will shape your essay, but you may not get editorial advice on the statement. You must be the sole editor of your own essay.

Committees may, at their discretion, reject any Personal Statement that fails to meet these requirements.

#### Note 1

Your personal statement must be of a maximum length of 1000 words.

#### Note 2

Your personal statement must be signed.

#### Note 3

You must add the following statement at the conclusion of your personal statement and above your signature:

*“I attest that this personal statement is my own work and is wholly truthful. Neither it nor any earlier draft has been edited by anyone other than me, nor has anyone else reviewed it to provide me with suggestions to improve it. I understand that any such editing or review would disqualify my application.”*

(These words are in addition to the 1,000 word maximum length of your statement).

For this document you should use a font no smaller than 10 point.

### *Photographs*

- please include in an envelope two photographs of yourself. These should be head and shoulder shots, 6” by 4” (15 cm by 10 cm) in size and ‘portrait’ orientation. Write your name on the back of each photograph and on the envelope.

These photographs will be used only if your candidacy reaches the national Selection Committee.

## Other parts of the Application Form

### *Contact Details*

The address, email address and phone numbers that you put on page 1 of the application form will be used for the application and selection process.

It is your responsibility to advise your university Scholarships Office and/or Universities NZ of any changes.

### *Referees*

You should choose your referees carefully.

At each stage in the selection process the selection committees place significant weight on what the referees say about a candidate.

You are required to provide the names of six referees:

- at least three should be from academics under whom you have studied at university.
- at least one should be from someone who can write about and comment on your secondary school years (such as your school principal or a senior subject teacher).
- at least one should be from someone who can write about and comment on your participation and achievements in 'extra curricular' activities.

Once these minimum requirements are satisfied the final combination of referees is up to you.

All the referees that you choose should know you well enough to be able to write informed and considered comments.

You must send each of your referees a copy of the 'Letter for Referees' available from the Universities New Zealand website.

Please make sure that your referees receive these letters in good time.

Please advise your referees that:

- references should be in the form of a letter, on appropriate letterhead, and signed.
- references may be submitted as scanned attachments to an email sent to the appropriate office.
- references need to be received by the closing date for applications - 1 August.

Your Scholarships Office or Universities NZ will ensure that your references are matched up with your application.

Referees should also be made aware that if your application for a scholarship is successful their references will also be used during the process of your application for admission to Oxford and will be given the most thorough scrutiny by admissions officers at Oxford.

### *Statement regarding time in New Zealand*

- the Application Form asks you to confirm that you have spent at least five of the last ten years in New Zealand.

As an eligibility criterion this means actually living in New Zealand, not merely being 'technically resident' in New Zealand for IRD or other such purposes.

If you have spent some time spent overseas as part of a New Zealand degree this may be acceptable. The New Zealand Selection Committee reserves the option of judging eligibility on a case by case basis.

The selectors may ask for evidence of time spent in New Zealand

## **Selection Process**

### *First Stage*

#### New Zealand Graduates/Students

If you are submitting your application through your New Zealand university a preliminary Committee of Selection will be convened by your university. This committee will invite a shortlist of candidates to an interview.

From these interviews the university may nominate up to three candidates to Universities NZ for inclusion in the second stage of the selection process.

#### Overseas Graduates/Students

If you are submitting your application through Universities NZ a preliminary Committee of Selection will be convened by Universities NZ. This committee will invite a shortlist of candidates to an interview.

From these interviews Universities NZ may nominate up to three candidates for inclusion in the second stage of the selection process.

### *Second Stage*

The applications for all the candidates nominated by the universities and by Universities NZ in the first stage will be presented to members of the National Selection Committee for their review.

From this review a final short list of candidates will be created.

### *Third and Final Stage*

The candidates shortlisted in the second stage will be invited to a personal interview with the New Zealand Selection Committee. Reasonable travel expenses incurred within New Zealand will be reimbursed by Universities NZ. If the candidate is based overseas their attendance at the interview in person will be at their own expense.

From these interviews the committee may elect the Rhodes scholars.

## Presentation

After you have submitted your application the various elements will be arranged, rearranged, photocopied and scanned.

Please:

- use standard office A4 size paper.
- do not use or insert coversheets.
- ensure that all documents are single sided (it is accepted that some academic transcripts may be double sided).
- use a paper clip or other strong clip – do not staple.
- do not 'reformat' the Application Form.
- submit your application to your Scholarships Office or to Universities NZ in an envelope.
- note that applications sent as an attachment to an email cannot be accepted.

## Is your application complete?

Before you submit your application to your Scholarships Office or to Universities NZ you should check that it is complete, and that everything is in place.

On the front page of the application form there is a checklist for the documents that need to be included. The following list covers those and other important things:

- have you included a certified copy of your evidence of citizenship or permanent residency?
- have you included a certified copy of evidence of your date of birth?
- have you included, or asked your New Zealand Scholarships Office to add, a certified copy of your university academic record?
- have you included your Curriculum Vitae?
- have you included your Personal Statement?
- have you included the confirmation paragraph and signed your Personal Statement?
- for your referees have you included all the requested information?
- have you sent the "Letter for Referees" to your referees?
- will your referees submit their references by 1 August?
- have you included the photographs?
- have you put your name on the back of the photographs?
- have you signed and dated the application form?
- have you kept a copy of the application form and all the other documents?

When you are confident that your application is complete make sure that it reaches the Scholarships Office at your university or the Scholarships Manager at Universities NZ by the application close date - 1 August 2016.