

SURNAME.....

Student I.D. Number.....

The Todd Foundation Award for Excellence (Universities)

Application Checklist

Please Note: If you are currently enrolled at a university in New Zealand or graduated from university in New Zealand within the last five years you must send your application to the Scholarships Office at that University. Otherwise please send your application to Universities New Zealand.

You must correctly fill out the application form and **include all documents listed below and requested in the Regulations**. Incomplete applications will not be considered.

Please tick documents attached:

- Universities New Zealand Application Form page 1 (Checklist)
- Universities New Zealand Application Form page 2
- Universities New Zealand Application Form page 3
- Universities New Zealand Application Form page 4
- Universities New Zealand Privacy Form page 5
- Certified copy of your Birth Certificate and proof of New Zealand citizenship or permanent residency
- Certified copy of your academic record
- Statement outlining the proposed project or programme
- A budget
- Publications or other research achievements
- Employment history
- Such other information pertinent to the application or which may from time to time be required by the Selection Committee



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PERSONAL DETAILS

NAME IN FULL:

Ms/Miss/Mrs/Mr/Dr.....

Term Address..... Permanent Address.....

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Telephone..... Telephone.....

Mobile Phone..... Email:.....

Place and date of birth:..... Gender (Please circle one): M F
(If you were not born in New Zealand, please attach proof of New Zealand citizenship or Permanent Residence status.)

Do you hold a University Degree or Diploma? (Please circle one) Yes No

Which University?

On a separate sheet please list:

- a/ tertiary educational record
(Certified copies of your academic record must be attached to this application.)
- b/ publications or other research achievements
- c/ employment history (with dates), current position first

Research: Please give a brief outline below of the original work or research you propose to undertake. On a separate sheet expand this and indicate how your qualifications and/or work experience relate to the project proposed.

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Please explain how you think this proposed work or research will be of benefit to New Zealand:

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Award term required: Start date: Finish date:.....

Present salary:..... Name of employer:

What salary, if any, you would you receive from any employer whilst undertaking this research?:.....
(Do **not** include salary sought in this application.)

Total amount requested as living allowance:
(Details of the basis on which the request is made should be provided on a separate sheet.)

Total amount requested for expenses:
(Airfares, accommodation, research material etc. Please provide details on a separate sheet.)

Total estimated expenditure:

Have you applied for any other funding to assist with the proposed research?
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(Please detail alternatives and co-tenure options on a separate sheet.)

Will you continue to receive salary from your employer if you are awarded a fellowship?
(Please circle one) Yes No

Institution and department at which you propose to work:

Please ask the Chairperson of this department to sign this form below.

If you intend to carry out part or all of this research overseas, please detail whether or not it can be carried out in New Zealand, and why it is necessary for you to travel overseas:

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REFEREES

Give the names of two persons whom you have asked to forward confidential references. They must testify to your qualifications and ability to carry out the proposed research.

- If you are applying through your university your referees should send their reports to the Scholarships Office at that university
- If you are applying directly through Universities New Zealand your referees should send their reports to the Scholarships Manager at Universities New Zealand.

Reports must be received **by 1 October**.

Name: Name:

Address: Address:

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DECLARATION

I have read and understood the regulations for the Todd Foundation Award for Excellence (Universities) and agree to abide by them.

Date : Signature:

Statement by Chairperson of Department

I certify that upon this person being granted a Todd Foundation Award for Excellence (Universities), facilities, material, equipment and adequate supervision will be available for the proposed research programme.

Signature: Date:

Print name: Position:



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UNIVERSITIES NEW ZEALAND PRIVACY FORM

The information that you have provided in this form and your academic record will be used for the purposes of assessing your application for the award. Personal information contained in your application will be made available to members of the Selection Committee, the membership of which is detailed in the award regulations. In assessing your application Universities New Zealand will use references from third parties nominated by you.

In the event that you are successful in gaining an award or are selected as a reserve candidate for an award Universities New Zealand undertakes to store your application in a secure place. In the event that you are unsuccessful in gaining an award Universities New Zealand undertakes to destroy your application to preserve its confidentiality.

Should you have reason to believe that information held about you in either your application or your academic record is incorrect, you have the right of access to, and correction of, that information.

Personal references from the persons you have named are obtained on the strict understanding that they are confidential, and you may not have access to those reports through Universities New Zealand.

Applicants shall agree to Universities New Zealand obtaining their academic results from organisations such as NZQA, necessary to assess their application.

Applicants shall agree to co-operate with any publicity of the award for which they have applied. Such publicity may include material provided with your application, photographs and interviews with award recipients.

I,agree to the above conditions in respect of this application.

Signed:Date:

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ADVICE TO APPLICANTS

Applications must arrive by the date shown on the application form. No undertaking is given to accept late applications.

It is your responsibility to contact your referees and ask them to submit their reports on time.

Referees should **not** be asked to send their reports to you as they must have the opportunity to be completely frank.

References must be clearly marked with your full name and the name of the scholarship for which you are applying.

Please do not send original birth certificates or other original documents. Send only copies that have been certified by a J.P., a solicitor or a staff member in your university.

Please do not send a CV unless this is specifically requested.

Universities New Zealand accepts no responsibility to return any documents.

Please do not put your application into any sort of folder. Simply attach all pages with ONE staple in the top left hand corner. All pages should be A4 size.

If you have any queries regarding your eligibility or how to apply, please contact the Scholarships Office at your university or scholarships@universitiesnz.ac.nz



REFEREE'S REPORT

Applicant's Name:
Student ID Number:
Scholarship Applied for:
This report is due by: (Date)

Please provide a confidential reference (academic or personal) for this applicant.
This reference will only be used by the Selection Committee in determining the applicant's eligibility for the award.
You may use this form or attach a separate document to this form

Where to send this report

- If the applicant is applying through their university please send your report to the Scholarships Office at that university
- If the applicant is applying directly through Universities New Zealand please send your report to the Scholarships Manager at Universities New Zealand, PO Box 11915, Wellington 6142 (scholarships@universitiesnz.ac.nz)

Referee's Name: *(Please print)*
University/Dept:
Signature: Date:



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