

Guidelines for the preparation and submission of your application for the WOOLF FISHER Scholarships for New Zealand Students

Applications for the Woolf Fisher Scholarships for 2011 close on

1 AUGUST 2010

These guidelines are intended to assist with your application for these awards. If you have any questions that are not answered here you should contact your Scholarships Office staff who will either help you, or put you in touch with the Chairperson of your University Scholarships Committee.

Before proceeding with your application, you must make sure you have read and understood the regulations and are eligible to apply for this scholarship.

General information:

There are three scholarships awarded to New Zealand students each year. You should submit your application to the Scholarships Office at the University you graduated from or are currently enrolled at. If you graduated from a university more than five year's ago then submit your application direct to:

The Scholarships Manager,
New Zealand Vice-Chancellors' Committee,
Level 9, 142 Lambton Quay
PO Box 11-915
Wellington, New Zealand.
Tel: +64 +4 381 8510
Fax: +64 +4 381 8501
E-mail: schols@nzvcc.ac.nz

After applications close and referees' reports have been received by the Scholarships Officer at your university or NZVCC, your University Scholarship Committee will prepare a short list of candidates to be interviewed. These preliminary interviews will take place around September. Each university panel may nominate up to three scholars whose applications will be forwarded to the NZVCC for further consideration.

The Woolf Fisher Scholarships Committee will then prepare a shortlist of candidates who will be invited to a personal interview in Auckland. The announcement of the three successful candidates will be made shortly after these interviews.

Important considerations:

1. Entry to Oxford and Cambridge is becoming increasingly competitive and the academic quality of applicants is normally very high. You should be able to demonstrate exceptional academic strength and a strong enthusiasm for your intended area of research.

You should either have already completed your degree *with First Class Honours*, or expect to do so this year. If you do not expect to complete your degree until the end of the first semester next year, you should discuss your application with the Secretary of the Woolf Fisher Trust. Please contact the NZVCC for their contact details.

You should have thoroughly researched your intended Oxford or Cambridge degree and be aware of the closing dates for admission into Oxford or Cambridge as a graduate student.

2. Watch the age limit. You must be under the age of 25 in the year of application. For those candidates applying for the 2010 round, you should not have been born before **31 December 1985**.

Note: The age criterion is extended by one year for graduates who, along with an MBChB degree, also have either a BHB(Hons) degree from Auckland or a BMedSc(Hons) degree from Otago. They should be under the age of twenty-six in the year of application, i.e. not have been born before 31 December 1984.

3. Referees should be chosen carefully. In preparing a short list of candidates for interview, the Selection Committee has to rely heavily on what referees have to say about the candidate.

You are required to provide the names of three referees, who you will have asked to write in confidence directly to the scholarships officer of your university or the NZVCC by the due date:

- two under whom you have studied at university, preferably most recently
- one who can write of your other activities (ie. community work, sports)

Tip: In choosing your referees, you should resist the temptation to ask somebody to be a referee *simply because* he or she happens to have a high profile. There should be a positive relationship between you and your referees: it is important that the referee knows you well enough to write an informed reference.

4. Fax numbers/E-mail: Wherever possible, include fax numbers or e-mail addresses for your referees. This ensures that your Scholarships Officer can contact your referees should they forget to send in their reference in time.

5. Your written statements:

i) General interests and activities: this statement is important to the Selection Committee. Not only does the committee have to consider what your referees have to say about you as a candidate, it also has to consider very carefully what you have to say about yourself. For example, what have been the major influences on your life, what drives you, why you have chosen the path you have, what your plans are for the future, and so on. A statement is a very personal thing. It should reflect your views and aspirations and, certainly, you should avoid writing what you think people want to hear or read -- when probing candidates during an interview, Selection Committees are very good at separating fact from fiction!

ii) Statement regarding your proposed course of study/future career: The statement regarding your proposed area of research should include your preferred University and the names of any prospective supervisors you have been corresponding with at your chosen department. You should also detail how your future professional career will benefit New Zealand (either directly or indirectly).

After you have written your statement, read it critically. You may find it helpful to have, say, a current supervisor review it as well.

6. Presentation of your Statements is important: typed documents are easier to read than handwritten documents and they **should not exceed 1,500 words**. Do not use a font smaller than 12 point Times. Remember to sign your statements.

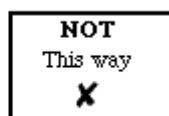
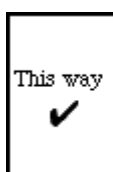
7. Academic transcripts. The Scholarships Officer at your university will add a copy of your transcript to your application. If you are applying directly to the Scholarships Manager at the New Zealand Vice-Chancellors' Committee you will need to attach an original or certified copy of your original academic transcript.

8. Birth certificate. If it is easier for you, you may bring in your original birth certificate to the Scholarships Office, this will enable the staff to take a copy and return the original to you immediately.

9. Presentation. Remember, it is in your interest to make the best possible presentation. Use A4 paper only.

- **Do not put cover sheets** on your statement/s. We will simply discard them to avoid unnecessary copying.
- **Use A4 paper only.**
- **Use white paper only.**
- **Print on one side only.**
- **Submit your application in an envelope.** Do **NOT** bind it. We will only have to pull it apart to copy it, and the binding holes can cause the photocopier to jam!
- **Staple or paper clip** your application together in the top left hand corner.
- **Include 2 photographs** (head and shoulder shots preferred) approx. 12 cm x 10 cm in an envelope with your name on the envelope and on the back of each photograph.

Photographs should be taken in portrait format rather than landscape format (that is, use the long axis of the photograph, not the wide axis).



10. Check your application for completeness:

- Have you included the certified copy of your birth certificate?
- Have you included the certified copy of academic transcript?
- Have you included your written statements?
- Have you signed your statement?
- Have you included fax numbers/email addresses wherever possible for referees?
- Have you signed and dated the application form?
- Have you written your name on the back of the photographs?
- Have you kept a copy of your application?

When you are confident it is complete:

Deliver your application or send by registered mail or courier to reach the scholarships office by the **closing date of 1 August 2010.**