

# Brian Smith Memorial 499/599 Scholarship



THE UNIVERSITY OF  
**WAIKATO**  
*Te Whare Wānanga o Waikato*

## REGULATIONS FOR THE BRIAN SMITH MEMORIAL 499/599 SCHOLARSHIP

### BACKGROUND

---

The Brian Smith Memorial 499/599 Scholarship was established in 1999 by the Waikato Management School in memory of Professor B. V. Smith, Director of Undergraduate Studies from 1991 to 1998. Professor Smith chaired the School's 499/599 Committee for many years, and his careful stewardship was significant in establishing and maintaining the importance of the Report of an Investigation to BMS graduates and to their employers. The 499/599 Report of an Investigation is the capstone course of the Bachelor of Management Studies and provides an important bridge between the university classroom and the practical world of management.

The purpose of the award is to enable a 499/599 student to undertake research in a business situation. The research conducted will be towards their 499 or 599 Report of an Investigation paper.

### REGULATIONS

---

1. The Brian Smith Memorial 499/599 Scholarship will be awarded:
  - on the basis of academic merit and personal character
  - on the basis of enrolment in the Bachelor of Management Studies
  - on the basis of the academic merit and practical significance of the investigation proposal
  - to students who are enrolling in their 499 or 599 Report of an Investigation in the current year, and who have not completed the paper<sup>1</sup>
  - to students who have not previously been awarded a Brian Smith Memorial 499/599 Scholarship
2. The Brian Smith 499/599 Scholarship will be awarded by the Council of the University on the recommendation of a Selection Committee which shall include the Waikato Management School Associate Dean Academic, one Waikato Management School Department Chairperson, and the Waikato Management School representative on the University's Scholarships Committee, or their nominees.
3. Applicants should submit an application letter, a curriculum vitae, and details of their 499 or 599 Report of an Investigation. The application letter and/or CV should highlight the applicant's suitability in terms of item 1 above.
4. The scholarship will be awarded twice annually. The value of each award will be \$1500.00.
5. The offer of a Scholarship must be accepted by the date indicated in the letter of offer. If any candidate declines a Scholarship or does not take it up, the Council of the University, on the recommendation of the Selection Panel, may offer the Scholarship to another person. A scholarship shall be taken up in the year for which it is offered.
6. Any exception or variation to these arrangements must be approved by the Selection Committee.
7. Applications will close on **31 March** and **30 August** for awarding in the current year.

---

<sup>1</sup> 'Completion' of the paper is defined as the student's paper having been submitted to their Supervisor for review. Students who have not yet submitted their paper and are enrolled at the date that applications for this Scholarship close are still eligible to apply.

# Brian Smith Memorial 499/599 Scholarship



THE UNIVERSITY OF  
**WAIKATO**  
*Te Whare Wānanga o Waikato*

## APPLICATION FORM

This application must be submitted to: The Scholarships Office  
The Gateway  
The University of Waikato  
Private Bag 3105  
HAMILTON 3240.

Applications close at 5.00 pm on the due date (see regulations of the Scholarship)

Enquiries can be directed to: (07) 838 4964 or  
(07) 858 5195 or  
[scholarships@waikato.ac.nz](mailto:scholarships@waikato.ac.nz)

Please ensure that all questions are answered and that all the required attachments accompany this application form. You may jeopardise your chances of success if you do not complete your application properly.

## YOUR PERSONAL DETAILS

### NAME

Surname:

Given name(s):

University of Waikato ID Number:

### POSTAL ADDRESS

*For correspondence regarding this application*

Street Number and Name:

Suburb:

Town/City:

Country:

Telephone:

Email:

Cell Phone:

### DEPARTMENTAL APPROVAL

Please obtain departmental approval for your 499 or 599 Report of an Investigation

Staff member's name

Title

Signature

Date

# Brian Smith Memorial 499/599 Scholarship



THE UNIVERSITY OF  
**WAIKATO**  
*Te Whare Wānanga o Waikato*

## APPLICATION DETAILS

### ATTACHMENTS

---

*Please attach the following to your application form*

- A letter describing why you are applying and highlighting your attributes in terms of the basis for awarding the scholarship outlined in Section 1 of the Brian Smith 499/599 Scholarship Regulations
- A curriculum vitae of no more than four A4 pages in length
- Details of your 499 or 599 Report of an Investigation (this statement should include details of your sponsor and an outline of the project)

### CONDITIONS

---

I understand that:

1. If I am offered and accept a Brian Smith Memorial 499/599 Scholarship, I will only be eligible to be formally awarded the Scholarship if enrol at The University of Waikato in the year of tenure and comply with any other specific requirements of the scholarship.
2. The Scholarships Committee may terminate a Scholarship at any time and recoup any funds awarded, if it is satisfied that the holder is not following the required programme or is not otherwise complying with the conditions governing the Scholarship. The holder of a Scholarship shall have the right to appeal to the Academic Board against any decision to terminate the award.

### ▼ PRIVACY DECLARATION

The information requested in the attached application form will be used solely for the purposes of assessing your application for the Scholarship for which you are applying. Personal information contained in this application will be made available to members of the Selection Committee, members of the Scholarships Committee and staff of the Scholarships Office.

The University of Waikato undertakes to store your application in a secure place in the event that you are successful in gaining an award or are selected as a reserve candidate for an award. The University of Waikato undertakes to destroy your application to preserve its confidentiality, in the event that you are unsuccessful in gaining an award. 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.

### ▼ SIGN HERE

Signature: \_\_\_\_\_

Date: \_\_\_\_\_