

John Houstoun Memorial Award 2011



THE UNIVERSITY OF
WAIKATO
Te Whare Wānanga o Waikato

JOHN HOUSTOUN MEMORIAL AWARD REGULATIONS 2011

BACKGROUND

This Award was established in 1993 with donations from the University of Waikato, the Waikato Students' Union, the New Zealand University Students' Association, relatives, staff and students of the University, as a memorial to John Houstoun, who was an outstanding President of the Waikato Students' Union (Inc) for 1993 until his death in a car accident on 9 July 1993.

REGULATIONS

1. The Scholarship shall be known as the John Houstoun Memorial Award.
2. The Award shall be made annually to a student enrolled at the University of Waikato at any level in the year of tenure. The Award shall be made on the basis of the candidate's:
 - a) academic diligence AND
 - b) contribution to student life and / or the cultural and sporting life of the University.These factors shall be considered equally in making a selection.
3. The Award shall be to a value determined by the Selection Panel on an individual basis, having regard to the funds available. The amount of the Award is normally \$2,500.
4. This Scholarship is open to New Zealand Citizens, Permanent Residents and international students who have completed at least one year of study at the University of Waikato.
5. This Award may not be held by current members of the WSU Executive, or employees of the WSU Executive who hold a fixed-term or continuing contract.
6. Together with their completed application form, applicants must submit a brief CV of no more than 4 A4 pages in length, which addresses the criteria listed in clause 2 above. Applicants must also submit two referees' reports (one academic and one character) which support their academic commitment and social / cultural / sporting contributions.
7. The Scholarship shall be awarded by the Academic Board of the University of Waikato on the recommendation of a Selection Panel which shall include:
 - a) the President of the Waikato Students' Union (or nominee);
 - b) the Vice-President of the Waikato Students' Union (or nominee);
 - c) the Chairperson of the Scholarships Committee of The University of Waikato (or nominee).
8. Students may receive the Award on one occasion only. The Selection Panel may refrain from making a recommendation if it finds no candidate of sufficient merit.
9. The Selection Panel may recommend that the scholarship be re-advertised if there are insufficient applications of merit.
10. On the recommendation of the Selection Panel an Award may be shared.
11. The recipient of the John Houstoun Memorial Award is expected to maintain the integrity of the Award and the good reputation of The University of Waikato.
12. The Scholarships Committee may terminate a Scholarship at any time if it is satisfied that the holder is not following the approved programme of study 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.
13. The Scholarship may be held with any other bursary, scholarship or award except together with the Waikato Students' Union Scholarship for Cultural Contribution and the Waikato Students' Union Sole Parent / Caregiver Award.
14. Any amendments to the regulations should be recommended to the Scholarships Committee by the Selection Panel.
15. Applications must be received by the Scholarships Office by **31 October 2011**.

John Houstoun Memorial Award 2011



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 normally close at 5.00 pm 31 October annually.

Enquiries can be directed to: (07) 858 5136 or
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 (if known): _____

POSTAL ADDRESS

For correspondence regarding this application

Street Number and Name: _____

Suburb: _____ Town / City: _____

Postcode: _____ Telephone: _____

Email: _____ Cell Phone: _____

John Houstoun Memorial Award 2011



THE UNIVERSITY OF
WAIKATO
Te Whare Wānanga o Waikato

APPLICATION DETAILS

PREVIOUS STUDY

If you have transferred from another tertiary institution, please indicate which one and details of study undertaken.

STUDY INTENTIONS

Please indicate the qualification for which you intend to enrol / are enrolled in.

Qualification:

School / Faculty:

Department:

ATTACHMENTS

Please attach the following to your application form:

- A letter of application which addresses clause 2 of the regulations
- A brief curriculum vitae, of no more than four A4 pages in length, indicating your academic diligence as well as your contribution to student life and / or the cultural and sporting life of the University of Waikato (or school / community involvement for students enrolling for the first time at the University)
- Two referees' reports – one academic and one character – which support your academic commitment and social / cultural / sporting contributions
- If you have undertaken study at a tertiary institution / institutions other than the University of Waikato you must attach copies of your academic transcripts from the Institutions at which you have studied. Please also attach details of the Grade Scales where available.

CONDITIONS

I understand that:

1. If I am offered a Scholarship, and accept the offer of the Scholarship, I will only be eligible to be formally awarded the Scholarship if I will be enrolled at The University of Waikato in the year of tenure and complying with any other specific requirements of the scholarship/s for which I have applied.
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.

John Houstoun Memorial Award 2011



THE UNIVERSITY OF
WAIKATO
Te Whare Wānanga o Waikato

PR I V A C Y D E C L A R A T I O N

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 Panel, 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.

S I G N H E R E

Signature:

Date:

John Houstoun Memorial Award 2011



THE UNIVERSITY OF
WAIKATO
Te Whare Wānanga o Waikato

ACADEMIC REFERENCE

Applicant's Name: _____

Student ID: _____ (if known)

Please provide an **academic reference** on, or attached to, this form for the above-named applicant for a John Houstoun Memorial Award. This reference will be used by the Selection Panel in determining the applicant's eligibility for this Scholarship.

Please give the reference to the applicant, or send it to the following address by **31 October 2011**:

The Scholarships Office
The University of Waikato
Private Bag 3105
HAMILTON 3240

Referee's Name: _____

Address: _____

Signature: _____ Date: _____

John Houstoun Memorial Award 2011



THE UNIVERSITY OF
WAIKATO
Te Whare Wānanga o Waikato

CHARACTER REFERENCE

Applicant's Name: _____

Student ID: _____

(if known)

Please provide a **character reference** on, or attached to, this form for the above-named applicant for a John Houstoun Memorial Award. Where possible, please comment on the applicant's social / cultural / sporting contributions to the University. This reference will be used by the Selection Panel in determining the applicant's eligibility for this Scholarship.

Please give the reference to the applicant, or send it to the following address by **31 October 2011**:

The Scholarships Office
The University of Waikato
Private Bag 3105
HAMILTON 3240

Referee's Name: _____

Address: _____

Signature: _____

Date: _____