

UNIVERSITY OF WAIKATO DOCTORAL SCHOLARSHIP REGULATIONS 2012

The University of Waikato Doctoral Scholarships shall be offered by the Scholarships Committee on behalf of the Academic Board, normally twice a year, to full- and part-time candidates for a doctoral degree of the University of Waikato. Candidates for the following doctoral degrees may apply for a University of Waikato Doctoral Scholarship: Doctor of Philosophy (PhD), Doctor of Education (EdD) Part 2 only, Doctor of Juridical Science (SJD) Part 2 only, and Doctor of Musical Arts (DMA) Part 2 only.

1. Candidates for the University Of Waikato Doctoral Scholarship must be New Zealand citizens or permanent residents of New Zealand.
2. Preference will be given to applicants who have completed the entry qualifications for doctoral study
3. Scholarships are awarded on academic merit with a minimum grade of A⁻, in the previous two years of full-time study (four years if part-time), expected for eligibility.
4. In making its selection, the Scholarships Committee may also take financial need into consideration.
5. Candidates already enrolled in a doctoral degree at the University of Waikato may apply. However, the Scholarships Committee is likely to favour applications from new doctoral students, i.e. those about to enrol for the first time, or who are still in the first year of full-time enrolment (first two years if part-time). In exceptional circumstances, the Committee may offer a Scholarship (of reduced duration) to a candidate who has been enrolled in doctoral studies for *more* than six months full-time or twelve months part-time.
6. The closing date for applications is 4 November 2011 and 30 April 2012. Unsuccessful but eligible applications from a given round will be carried over to the next round for consideration, but will not be carried over to a third round.
7. The offer of a University of Waikato Doctoral Scholarship may only be taken up by candidates who have formally completed the entry qualifications for, and then enrol in, doctoral studies.
8. The offer of a Scholarship must be accepted within a maximum of one month after the formal offer of the award is made. If the candidate fails to accept the award within the one month period, the offer shall lapse.
9. During the tenure of the Scholarship, recipients must be enrolled as doctoral candidates in their approved programme of research.
10. The tenure of each University of Waikato Doctoral Scholarship shall commence on a date to be determined in each case by the Scholarships Committee, in consultation with the Postgraduate Studies Committee. Tenure will normally commence from 1 January but no later than 1 June (for 4 November closing) or from 1 July but no later than 1 December (for 30 April closing) in the year of the award.
11. The value of the Scholarship shall be determined from time to time by the University Council.
12. For 2012, the total value of the Scholarships offered shall be a living allowance of up to \$22,000.00 per annum (pro rata for part-time candidates), payable in monthly instalments, and an amount equal to the annual tuition fees payable during the term of the Scholarship. A thesis preparation allowance of up to \$400 is also available, provided the thesis is submitted within four years of full-time (or equivalent part-time) doctoral enrolment.



13. The total term of any Scholarship will not exceed three years of full-time or six years or part-time enrolment. Termination of, or withdrawal from, a doctoral programme for which a Scholarship has been awarded, shall constitute termination of the Scholarship awarded for that doctoral programme.
14. Should a candidate submit their thesis for examination during the Scholarship period (and provided the candidate remains enrolled), the Scholarship will end after its full term or upon the candidate's final completion of doctoral study, whichever is the earlier date. Final completion takes place when the Postgraduate Studies Committee recommends the awarding of the degree.
15. In the event of an application for a new Scholarship subsequent to withdrawal from, or termination of enrolment in a University of Waikato doctoral programme, candidates, if successful, will only be eligible for the outstanding amount of the original Scholarship awarded.
16. Scholars may hold other awards provided the value of all other awards does not exceed fifty per cent of the current value of the living allowance of their University of Waikato Doctoral Scholarship in any one year. Scholars must advise the Scholarships Committee, in writing, of any other awards held.
17. Where the recipient of a University of Waikato Doctoral Scholarship is offered external funding which does not preclude other stipendiary awards, the recipient may apply to the Scholarship Committee for permission to hold the external funding while retaining up to fifty per cent of the current living allowance of their University of Waikato Doctoral Scholarship. Applications would be considered on a case-by-case basis.
18. The University expects that the amount of time that candidates devote to their research will be commensurate with their enrolment status. This should equate to a minimum of 30 hours per week for full-time candidates and 15 hours per week for part-time candidates, over the tenure of this Scholarship.
19. Candidates employed on a non-casual or non-part-time basis by the University of Waikato, will not normally be eligible for a Scholarship.
20. If, during the tenure of a Scholarship, a recipient's circumstances change in such a manner that their continued eligibility for a Scholarship may be affected, they must inform the Scholarships Committee (via the Scholarships Office) immediately.
21. In the event of a recipient's circumstances changing, the Scholarships Committee will assess their status on a case-by-case basis.
22. The Scholarships Committee may terminate a Scholarship at any time if it is not satisfied, after consultation with the Postgraduate Studies Committee, that the holder is following the approved programme of research and making satisfactory progress commensurate with the time required for completion of the degree, or otherwise complying with the conditions governing the Scholarship or devoting the prescribed minimum hours per week to their studies. The holder of a Scholarship shall have the right to appeal to the Academic Board against any decision to terminate the award.
23. Applications for University of Waikato Doctoral Scholarships close at 5pm, on **4 November 2011** and **30 April 2012**. Applications must be received by the University's Scholarships Office by these dates.



UNIVERSITY OF WAIKATO DOCTORAL SCHOLARSHIP 2012 APPLICATION FORM

This application must be submitted to: The Scholarships Office
The Gateway building – Te Kūaha
The University of Waikato
Private Bag 3105
HAMILTON 3240

Applications close at 5.00 pm on the due dates (**4 November 2011** and **30 April 2012**).

Enquiries can be directed to: Tel. +64 7 858 5195 or 858 5136
Fax +64 7 838 4600
E-mail 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.

Application documents should be printed single-sided on white paper, and fastened with a paper clip or bulldog clip.

If your circumstances change after the submission of this application, e.g. you apply for or receive another Scholarship, please inform the Scholarships Office immediately.

YOUR PERSONAL DETAILS

NAME AND ID

Full Name: _____ Student ID: _____

POSTAL ADDRESS

For correspondence regarding this application

Street Number and Name: _____

Suburb: _____ Town/City: _____

Post Code: _____ E-mail: _____

Home Phone: _____ Cell Phone: _____

STUDY INTENTIONS

Faculty/School: _____

Department: _____

Proposed Research Topic: _____



APPLICATION DETAILS

PREVIOUS STUDY

A. AT THE UNIVERSITY OF WAIKATO

If you are, or have been, a student at the University of Waikato, please give details of study undertaken that provides evidence of your academic eligibility for the award of a Doctoral Scholarship.

B. AT ANOTHER INSTITUTION

If you have studied at **any** other tertiary institution(s), please give details of the institution(s) and study undertaken that provides evidence of your academic eligibility for the award of a Doctoral Scholarship.

You must attach verified copies of your academic transcripts from the other tertiary institution(s) attended. Please also attach grade scales where available.

INTENDED STUDY

My enrolment status in doctoral studies is/will be:

Full-time

Part-time

ATTACHMENTS

Please attach a personal statement (of up to four pages in length) which incorporates the following subheadings:

- Proposed research intentions
- A timeline showing the start of your doctoral enrolment, anticipated milestones, and the expected completion date
- Past studies, highlighting research in particular
- Past fieldwork, employment, etc. [relevant to this application]
- Past attendance/presentation at seminars, conferences, and a list of publications
- Future career plans
- Other information [relevant to this application]



PROPOSED DOCTORAL SUPERVISION

Proposed Chief Supervisor: _____

Department: _____

Faculty/School: _____

Declaration of proposed Chief Supervisor

I am available to supervise the doctoral topic proposed above. I understand that any offer of a Doctoral Scholarship does not equate to approval for registration for a doctoral degree at the University of Waikato.

Signature: _____

Date: _____

Comments of Chair of Department

Signature: _____

Date: _____

APPLICATION FOR REGISTRATION FOR DOCTORAL PROGRAMME

All doctoral degree programmes at the University of Waikato must be approved by the Postgraduate Studies Committee. It is helpful to the Scholarships Committee to know your progress in the registration process.

Have you applied to the Postgraduate Studies Committee to register for a doctoral degree at the University of Waikato? (please tick the appropriate boxes)

Yes

No

If yes, has that application been successful?

Yes

No response

No

(The endorsement of your Faculty/School Representative on the Postgraduate Studies Committee is required, even if you have not yet applied for doctoral enrolment.)

Comments of Faculty/School Representative on the Postgraduate Studies Committee

Signature: _____

Date: _____



ACADEMIC REFEREES

Please provide the names and addresses of at least **two** persons you have asked to forward confidential references to the Scholarships Office.

One of these referees must be **either** your proposed Chief Supervisor **or** a member of the academic staff at the institution at where you obtained the entry qualification for the University of Waikato doctoral programme.

Those references (ideally on letterhead paper) may be sent by post or attached to an e-mail.

Title and Name of Referee 1: _____

Address: _____

Telephone: _____

Email: _____

Title and Name of Referee 2: _____

Address: _____

Telephone: _____

Email: _____

Please note that additional references are permitted.

FINANCIAL SUPPORT

If you are employed, how many hours a week do you work? _____

If successful, how many hours a week will you work? _____

Have you applied for, or received, other funding for this programme of study? (please tick the appropriate box)

Yes

No

If yes, please name the funding provider. _____

Please list all scholarships/prizes won in the last two years. _____

Please list all other scholarship applications in process. _____



CONDITIONS

I understand that if I am offered a University of Waikato Doctoral Scholarship, and accept it, I will only be eligible to be formally awarded the Scholarship if I meet all of the following criteria:

- Any anticipated or provisional grades used in calculating my eligibility are confirmed by the final grades awarded
- I am approved for registration for a doctoral degree programme at the University of Waikato by the date indicated in the regulations for the Scholarship
- I am enrolled in a doctoral degree programme at the University of Waikato in the years of tenure.

I also understand that:

- The offer of a Doctoral Scholarship is not an indication that I will automatically receive approval from the Postgraduate Studies Committee of the University of Waikato for registration for a doctoral degree programme
- I must read the [Terms and Conditions](#)¹, prior to submitting my application for a Doctoral Scholarship. [If you have any queries regarding these terms and conditions, please contact the Scholarships Office prior to submitting your application.]
- I will be required to sign the Terms and Conditions on acceptance of the Scholarship
- By accepting a Scholarship, I would agree to participate in any publicity concerning the Scholarship arranged by the University of Waikato
- I must inform the Scholarships Office if I receive any other funding during the tenure of my Scholarship
- The Scholarships Committee may terminate my Scholarship at any time if it is not satisfied that I am following the required programme or am otherwise complying with the conditions governing the Scholarship. I shall have the right to appeal to the Academic Board against any decision to terminate the award.

PRIVACY DECLARATION

The information requested in this application form will be used solely for the purposes of assessing your application for the University of Waikato Doctoral Scholarship. Personal information contained in this application will be made available to 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. In the event that you are unsuccessful in gaining an award, the University of Waikato 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.

The University may contact the persons you have named in your application as referees for further information. Any such direct contact with these referees will be made on a strictly confidential basis. The University may not divulge details to you about the content of such confidential references without the written authorisation of the referee concerned.

SIGN HERE

Signature: _____ Date: _____

¹ The full URL is <http://www.waikato.ac.nz/research/scholarships/pdf/UoWDoctTerms&Conditions.pdf>.



CHECK-LIST

All applicants please check that you have done the following:

- Completed all relevant sections of the application form
- Obtained the signature of your (proposed) Chief Supervisor
- Obtained the comments and signature of your Chairperson of Department
- Obtained the comments and signature of your Faculty/School Representative on the Postgraduate Studies Committee
- Provided the names and contact details of at least two referees
- Asked those referees to send confidential references directly to the Scholarships Office
- Attached verified copies of academic transcripts from any other tertiary institution(s) you have attended (and a grade scale if possible)
- I have attached a personal statement (of up to four pages in length) which incorporates the following subheadings:
 - Proposed research intentions
 - A timeline showing the start of your doctoral enrolment, anticipated milestones, and the expected completion date
 - Past studies, highlighting research in particular
 - Past fieldwork, employment, etc. [considered relevant to this application]
 - Past attendance/presentation at seminars, conferences, and a list of publications
 - Future career plans
 - Other information [considered relevant to this application]

Students new to the University of Waikato please check that you have done the following:

- Attached verified proof of New Zealand citizenship or permanent residence.



REFEREE'S REPORT

Applicant's Name: _____

Student ID: _____

Please provide a confidential academic reference (on, or attached to, this form) for the above-named applicant for a University of Waikato Doctoral Scholarship. This reference will only be used by the Scholarships Committee in determining the applicant's eligibility for the Scholarship.

While you are welcome to give your reference to the applicant, it would be appreciated if you could send it directly to the following address (or e-mail it as an attachment to scholarships@waikato.ac.nz) by **4 November** (for Round 1 applications) or **30 April** (for Round 2 applications):

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

Referee's Name: _____

University/Dept: _____

Signature: _____ Date: _____



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