

UNIVERSITY OF WAIKATO INTERNATIONAL DOCTORAL SCHOLARSHIP REGULATIONS 2012

The University of Waikato International Doctoral Scholarships shall be offered by the Scholarships Committee on behalf of the Academic Board, normally twice a year, to full-time, international candidates for a doctoral degree of the University of Waikato. Full-time, international candidates for the following doctoral degrees may apply for a University of Waikato International Doctoral Scholarship: Doctor of Philosophy (PhD), Doctor of Education (EdD) Part 2 only, and Doctor of Juridical Science (SJD) Part 2 only, and Doctor of Musical Arts (DMA) Part 2 only. Between 5 and 10 awards will be offered for 2012.

1. University of Waikato International Doctoral Scholarships are offered to doctoral candidates who are studying full time and who are not New Zealand or Australian citizens or permanent residents. Pasifika candidates are able to apply, provided they are not New Zealand citizens or permanent residents.
2. 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.
3. Before applying for a University of Waikato International Doctoral Scholarship, the applicant must have gained the approval of the University of Waikato's Postgraduate Studies Committee to undertake doctoral studies. (See section 1.2.1 of the application form).
4. **Normally, applicants will have gained confirmed enrolment status (i.e. have completed the conditional enrolment period of six to twelve months).**¹ Candidates approved to commence, or currently enrolled in, the conditional enrolment period of doctoral enrolment may apply. However, the Scholarships Committee will normally favour applications from those with confirmed enrolment status.
5. Applications are expected to be able to demonstrate the strong support of the University of Waikato academic staff member appointed as the Chief Supervisor of the doctoral study.
6. Applicants are required to arrange the submission of at least two confidential referee reports, one of which must be from the University of Waikato academic staff member appointed as the Chief Supervisor for the doctoral study.
7. Past tertiary studies must be summarized in section 1.2.3 of the application form. Original documents or certified copies of academic records must be attached to the application form. English translations must be supplied for any originals that are not in English. Academic records from the countries listed in the footnote below may be submitted with the Scholarship application for assessment at the University of Waikato, but academic records from all other countries must be submitted to Educational Credential Evaluators, Inc., for professional assessment².
8. Applications close at 5pm, on **24 October 2011** and **31 March 2012**. Applications must be received by the University Scholarships Office by these dates.
9. Incomplete applications (including those without all compulsory attachments) will be discarded.

¹ More information about conditional and confirmed enrolment can be found on the Postgraduate Studies Office web-site www.waikato.ac.nz/sasd/postgraduate.

² Academic records from the following countries can be attached to this application: Australia, Austria, Belgium, Canada, Denmark, Fiji, France, Germany, Ireland, Italy, Malaysia, Netherlands, New Zealand, Norway, Singapore, Spain, Sweden, Switzerland, United Kingdom, and the United States of America. Academic records from the University of the South Pacific (USP) can also be attached.

If you have not already been studying for sufficient time to gain confirmed enrolments status, your academic records from all other countries (**except those from the USP**) must be assessed by the following:

Educational Credential Evaluators, Inc.
PO Box 514070
Milwaukee
Wisconsin 53203-3470
United States of America
Telephone: +1 414 289 3400
Facsimile: +1 414 289 3411
E-mail: eval@ece.org
Web-site: www.ece.org



10. Unsuccessful applications which particularly impress the Scholarships Committee may be carried over to the next round for consideration, but will not be carried over to a third round.
11. The offer of the 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.
12. The tenure of the Scholarship will not exceed three years. Tenure will normally be reduced where a candidate has been enrolled in doctoral studies for more than six months.
13. The tenure of each 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 within six months of the offer of the Scholarship.
14. The value of the Scholarships shall be determined from time to time by the University Council.
15. For 2012, the total value of the Scholarships offered shall be a living allowance of \$22,000.00 per annum, payable in monthly instalments of \$1,833.33, and an amount equal to the annual domestic 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 doctoral enrolment.
16. Should a candidate submit their doctoral thesis before tenure of the Scholarship has ended, the Scholarship will end on final completion of doctoral study, or at the end of the tenure of the Scholarship, whichever is the earlier date, provided that the candidate is enrolled during this time in a doctoral degree at the University of Waikato. Final completion takes place when the Postgraduate Studies Committee has accepted the report of the examiners and recommends the awarding of the degree.
17. 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 the University of Waikato International Doctoral Scholarship in any one year. Scholars must advise the Scholarships Committee, in writing, of any other awards held.
18. Where the recipient of a 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 the University of Waikato International Doctoral Scholarship. Applications would be considered on a case-by-case basis.
19. Scholars must comply with the conditions of their Immigration New Zealand (INZ) Student Permit.
20. During the tenure of the Scholarship, scholars are required to study as full-time students in their approved doctoral programme.
21. The University expects that the amount of time that candidates devote to their research will be commensurate with their full-time enrolment status. This should equate to a minimum of 30 hours per week over the tenure of this Scholarship.
22. Students employed on a non-casual or non-part-time basis by the University of Waikato, will not normally be eligible for a Scholarship.
23. 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.
24. The Scholarships Committee may terminate a Scholarship in the circumstances detailed in the International Doctoral Scholarship [Terms and Conditions](#)³ document.
25. 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.
26. In the event of a recipient's circumstances changing, the Scholarships Committee will assess their status on a case-by-case basis.
27. In the event of application for a new Scholarship subsequent to withdrawal from, or termination of, a doctoral programme, students, if successful, will only be eligible for the outstanding amount of the original Scholarship awarded.

³ The full URL is <http://www.waikato.ac.nz/research/scholarships/pdf/UOWIntDoctScholTerms&Conditions.pdf>.

UNIVERSITY OF WAIKATO INTERNATIONAL DOCTORAL SCHOLARSHIP 2012 APPLICATION FORM

The application form is divided into two major parts:

Section 1 To be completed by the applicant

Section 2 To be completed by the Chief Supervisor, Chairperson of Department, and Faculty/School representative on the Postgraduate Studies Committee

To be accepted by the Scholarships Office, your application must be fully completed and all the required attachments must accompany the application form.

The required attachments are explained in the Applicant's Check-list on page 6.

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.

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

Applications close at 5.00pm on the due dates (**24 October 2011** and **31 March 2012**).

Enquiries can be directed to: Tel. +64 7 858 5195 or 838 4964
Fax +64 7 838 4600
E-mail scholarships@waikato.ac.nz



▼ 1. TO BE COMPLETED BY APPLICANT

1.1 YOUR PERSONAL DETAILS

1.1.1 NAME AND UNIVERSITY OF WAIKATO STUDENT ID NUMBER

Full Name: _____ Student ID: _____

1.1.2 NATIONALITY/CITIZENSHIP

Nationality/Citizenship: _____ (If not enrolled, attach verified proof)

1.1.3 POSTAL ADDRESS

For correspondence regarding this application

Street Number and Name: _____
Suburb: _____ Town/City: _____
State/Province: _____ Country: _____
Post Code _____ Email: _____
Telephone: _____ Cell Phone: _____

1.2 ACADEMIC DETAILS

1.2.1 YOUR ENROLMENT STATUS

Tick the box which best describes your current enrolment status.

- 1.2.1.1 I have gained confirmed enrolment status as doctoral candidate at the University of Waikato.
OR
- 1.2.1.2 I am currently enrolled in the conditional period of my doctoral studies at the University of Waikato.
OR
- 1.2.1.3 The Postgraduate Studies Committee has offered me a place as a doctoral candidate at the University of Waikato, but I have not enrolled yet.

1.2.2 SUMMARY OF DOCTORAL CANDIDATURE

Faculty/School/Department: _____
Chief Supervisor: _____
Research Topic⁴: _____

⁴ You should provide further information about your proposed research in your personal statement, as explained in the Applicant's Check-List on page 6.



1.2.3 PREVIOUS STUDY

Please provide evidence of your tertiary study to date.

You must supply academic records as explained in clause 7 of the regulations.

Institution	Country	Qualification gained	Date conferred

1.3 FINANCIAL DETAILS

1.3.1 EMPLOYMENT

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

If you gain a Scholarship, how many hours a week will you be employed? _____

1.3.2 OTHER FUNDING

Have you applied for, or received, other funding for your doctoral studies? (please tick the appropriate box)

Yes

No

If yes, please name the funding provider(s) and specify the amount and duration. _____

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

Please list all other scholarship applications in process. _____



1.4 ACADEMIC SUPPORT

1.4.1 REFEREES

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

One of them must be your Chief Supervisor at the University of Waikato.

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

Title and Name of Referee 1

(also my Chief Supervisor): _____

Address: _____

Telephone: _____

Email: _____

Title and Name of Referee 2: _____

Address: _____

Telephone: _____

Email: _____

Please note that additional references are permitted.

1.5 CONDITIONS

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

- I am enrolled full-time in a doctoral degree programme at the University of Waikato for the duration of the Scholarship.

I also understand that:

- The offer of a Scholarship does not guarantee that a Visa/Permit will be granted, and I am responsible for all costs of gaining and retaining an INZ Student Visa/Permit.
- I must comply with the conditions of my INZ Student Permit, and keep it valid for the duration of my study.
- Funds are not available to support any accompanying dependants.
- I must read the [Terms and Conditions](#)⁵ document prior to submitting my application for an International 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
- 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
- If I stop studying at the University of Waikato, my INZ Student Permit will no longer be valid, and the University will inform Immigration of my change of status.

1.6 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 International 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.

1.7 APPLICANT'S SIGNATURE

Signature: _____ Date: _____

⁵ The full URL is <http://www.waikato.ac.nz/research/scholarships/pdf/UOWIntDoctScholTerms&Conditions.pdf>.



1.8 APPLICANT'S CHECK-LIST

I have attached original or verified academic record(s) from the University of the South Pacific (USP), or from one or more of the following countries: Australia, Austria, Belgium, Canada, Denmark, Fiji, France, Germany, Ireland, Italy, Malaysia, Netherlands, New Zealand, Norway, Singapore, Spain, Sweden, Switzerland, United Kingdom, and the United States of America.

OR

I have studied at one or more countries not listed above; I have therefore attached my academic record(s) **and** followed the advice in the footnote below about Educational Credential Evaluators, Inc.

I have attached a personal statement (of up to four pages in length) which incorporates the following subheadings:

- Research topic
- Past studies, highlighting research in particular
- Past fieldwork, employment, etc. [I consider relevant to this application]
- Past attendance/presentation at seminars, conferences, and a list of publications
- Future career plans
- Other information [I consider relevant to this application].

I have attached a timeline showing the start of my doctoral enrolment, any milestones, and the expected completion date.

I have completed all of section 1 of the application form.

I have obtained the support, comments, and signature of my Chief Supervisor, my Chairperson of Department, and my Faculty/School Representative on the Postgraduate Studies Committee (see Section 2 of the application form).

OR

Having completed section 1 of the application form, I have asked my Chief Supervisor to circulate the application form on my behalf to ensure the completion of section 2.

I have asked at least the two referees to send confidential references directly to the Scholarships Office.

Because I have not enrolled at the University yet I have attached verified proof of my current citizenship, e.g. a verified copy of my passport.

I understand that my application may be discarded if I have not followed the instructions below about assessment of academic transcripts.⁶

⁶ Academic records from the following countries can be attached to this application: Australia, Austria, Belgium, Canada, Denmark, Fiji, France, Germany, Ireland, Italy, Malaysia, Netherlands, New Zealand, Norway, Singapore, Spain, Sweden, Switzerland, United Kingdom, and the United States of America.

If you have not already been studying for sufficient time to gain confirmed enrolments status, your academic records from all other countries (**except those from the USP**) must be assessed by the following:

Educational Credential Evaluators, Inc.

PO Box 514070

Milwaukee

Wisconsin 53203-3470

United States of America

Telephone: +1 414 289 3400

Facsimile: +1 414 289 3411

E-mail: eval@ece.org

Web-site: <http://www.ece.org/>



2. TO BE COMPLETED BY ACADEMIC STAFF

2.1 CHIEF SUPERVISOR'S SUPPORT

2.1.1 DOCTORAL SUPERVISION

Chief Supervisor, please tick the appropriate boxes and make comments in the spaces provided.

This applicant has sought, and gained, my support for his/her doctoral enrolment.

Yes

No

Comments: _____

I support this application for a University of Waikato International Doctoral Scholarship.

Yes

No

Comments: _____

I have been asked to send a confidential reference directly to the Scholarships Office.

Yes

No

Comments: _____

There are other comments I wish to make at this time.

Yes

No

Comments: _____

Name and title: _____

Signature: _____ Faculty/School/Department: _____



2.2 DEPARTMENT AND FACULTY/SCHOOL SUPPORT

2.2.1 CHAIRPERSON OF DEPARTMENT'S SUPPORT

This applicant will be/is undertaking research of value to the Department. (Please tick the appropriate boxes)

Yes

No

Adequate supervision and resources are available.

Yes

No

Comments of Chair of Department

Signature: _____ Date: _____

2.2.2 POSTGRADUATE STUDIES COMMITTEE'S SUPPORT

Whether or not the applicant is enrolled as a doctoral candidate, the completion of this section will be helpful.

Comments of Faculty/School Representative on the Postgraduate Studies Committee

Signature: _____ Date: _____



CHIEF SUPERVISOR'S 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 International Doctoral Scholarship. This reference will only be used by the Scholarships Committee in determining the applicant's eligibility for the Scholarship.

On the assumption that the applicant will have completed the 6- to 12-month period of conditional enrolment, the Scholarships Committee asks that you comment in as much detail as possible about the applicant's progress to date.

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 **24 October 2011** (for Round 1 applications) or **31 March 2012** (for Round 2 applications):

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

Referee's Name: _____

University/Dept: _____

Signature: _____ Date: _____



SECOND 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 International Doctoral Scholarship. This reference will only be used by the Scholarships Committee in determining the applicant's eligibility for the Scholarship.

On the assumption that the applicant will have completed the 6- to 12-month period of conditional enrolment, the Scholarships Committee asks that you comment in as much detail as possible about the applicant's progress to date.

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 **24 October 2011** (for Round 1 applications) or **31 March 2012** (for Round 2 applications):

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

Referee's Name: _____

University/Dept: _____

Signature: _____ Date: _____