

## REGULATIONS 2013

New Zealand-born Zena Daysh was the founder and Chair of the Commonwealth Human Ecology Council (CHEC). It was in recognition of this fine work and many other accomplishments that the University of Waikato conferred an honorary doctorate on Zena Daysh, in London, in 2009. Dr Daysh was a long-time advocate for sustainability; the term she used was human ecology. When Dr Zena Daysh passed away in 2011, a generous bequest was made from her estate to fund this Fellowship in sustainability research.

### 1. Purpose

- 1.1. The Dr Zena Daysh Doctoral Fellowship in Sustainability provides funds for students to undertake research in the field of sustainability towards a doctoral degree at the University of Waikato.

### 2. Eligibility

- 2.1. Candidates may come from a range of academic disciplines, provided their research focuses on sustainability.
- 2.2. All applicants, domestic or international, must meet the University's enrolment criteria for the doctoral programme. A Fellowship may only be taken up by a candidate who enrolls, or is enrolled, in an approved programme of full-time doctoral study.
- 2.3. Candidates employed on a permanent or full-time basis by the University of Waikato, will not normally be eligible for the Fellowship.

### 3. Value

- 3.1. For the 2013 application round, the value of the Fellowship shall be a living allowance of up to \$22,000 per annum, payable in monthly instalments, and an amount equal to the annual domestic tuition fees payable during the term of the Fellowship.
- 3.2. A thesis preparation allowance of up to \$400 is also available, even after the term of the Fellowship, provided the thesis is submitted within four years of the commencement of doctoral enrolment.

### 4. Application

- 4.1 The Fellowship will normally be open for applications every three years. The next closing date will be **30 November 2012**.



## 5. Selection Criteria

- 5.1. The Selection Panel will be looking for a clear focus on sustainability research.
- 5.2. An alignment with the aims and interests of the Commonwealth Human Ecology Council (CHEC) [www.checinternational.org](http://www.checinternational.org) may strengthen an application.
- 5.3. Academic merit will be another criterion of selection, with a minimum grade average of A<sup>-</sup> (in the previous two years of full-time study) expected for eligibility.
- 5.4. The Selection Panel may also take financial need into consideration.

## 6. Selection Panel

- 6.1. The Selection Panel will comprise at least two experts in aspects of sustainability, the Director of Development, and the Chair of the Scholarships Committee (or nominee) who shall chair the Panel. The experts in sustainability, ideally from two different Faculties, will be nominated by the Chair of the Scholarships Committee.

## 7. Awarding

- 7.1. The offer of a Fellowship must be accepted within a maximum of one month of the formal offer being made. If the candidate fails to accept the award within the one-month period, the offer may lapse.

## 8. Tenure

- 8.1. The tenure of each Daysh Fellowship shall commence on a date determined by the Scholarships Committee, in consultation with the Postgraduate Research Committee.
- 8.2. If the Fellow elect has not already done so, he/she will be expected to enrol in an approved programme of doctoral study, allowing commencement of the Fellowship in the year following application.
- 8.3. The total term of the Fellowship will not normally exceed three years of full-time doctoral enrolment.
- 8.4. Should a recipient submit his/her thesis for examination during the Fellowship period (and provided he/she remains enrolled), the Fellowship will end after its full term **or** upon the recipient'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.
- 8.5. The Fellow may also hold lower-value awards, provided the combined value of all other awards does not exceed fifty per cent of the living allowance of his/her Daysh Fellowship in any one year. The Fellow must advise the Scholarships Committee (via the Scholarships Office), in writing, of any other awards held.



- 8.6. Where the Fellow is offered higher-value external funding which allows co-tenure, the Fellow may apply to the Scholarships Committee for permission to hold the external funding while retaining up to fifty per cent of the current living allowance of the Daysh Fellowship. Applications would be considered on a case-by-case basis.

## 9. Reporting

- 9.1. In addition to the academic and research requirements of the doctoral programme at the University of Waikato, the holder of a Daysh Fellowship must:
- 9.1.1. On (or before) each anniversary of the commencement of the award, in consultation with his/her Chief Supervisor, submit a written report to the CHEC via the Development Office. Each report will provide an overview of the Fellow's research, achievements, and progress to date.
  - 9.1.2. In the final year of the Fellowship, present findings from the doctoral research at a seminar to which University staff and the public are invited.

## 10. Other Conditions

- 10.1. The time a Daysh Fellow devotes to his/her research is required to be commensurate with their full-time enrolment status. This should equate, on average, to a **minimum** of 30 hours per week over the tenure of the Fellowship.
- 10.2. If a recipient's circumstances change in a manner which may affect his/her continued eligibility for this award, the Fellow must inform the Scholarships Committee (via the Scholarships Office) immediately. The Scholarships Committee will assess any change of circumstances on a case-by-case basis.
- 10.3. The Scholarships Committee may terminate a Fellowship at any time if it is not satisfied, after consultation with the Postgraduate Studies Committee, that the recipient is following the approved programme of research, and/or making progress commensurate with timely completion of the degree, and/or otherwise complying with the conditions governing the Fellowship. The Fellow shall have the right to appeal to the Academic Board against any decision to terminate the award.



## DR ZENA DAYSH DOCTORAL FELLOWSHIP IN SUSTAINABILITY 2013 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 **30 November 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](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.

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

Your contact details on the University's database may be used; please keep them updated via [iWaikato](http://iWaikato).

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

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#### 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 doctoral study.

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#### 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 doctoral study.

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

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### KEY ATTACHMENT

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

- Outline of proposed research which emphasises its relevance to sustainability
- Timeline showing the start of your doctoral enrolment, anticipated milestones, and the expected completion date
- Previous studies and/or research of relevance to sustainability
- Previous employment of relevance to sustainability
- Past attendance/presentation at seminars, conferences, etc.
- List of any publications to date
- Future career plans
- Any other information considered relevant to this application.

Other required attachments are listed on the applicant's check-list.



## **PROPOSED DOCTORAL SUPERVISION**

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Proposed Chief Supervisor: \_\_\_\_\_

Department: \_\_\_\_\_

Faculty/School: \_\_\_\_\_

### **Declaration of proposed Chief Supervisor**

I am available to supervise the doctoral topic proposed above.

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

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

### **Comments of Chair of Department**

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

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

## **APPLICATION FOR REGISTRATION FOR DOCTORAL PROGRAMME**

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All doctoral degree programmes at the University of Waikato must be approved by the Postgraduate Studies Committee. It is helpful to the Selection Panel 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**

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

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



## **ACADEMIC REFEREES**

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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**

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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 Dr Zena Daysh Doctoral Fellowship in Sustainability, and accept it, I will only be eligible to be formally awarded the Fellowship 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 an appropriate doctoral degree programme at the University of Waikato for the years of tenure.

I also understand that:

- The offer of a Daysh Fellowship is not an indication that I will automatically receive approval from the Postgraduate Research Committee of the University of Waikato for registration for a doctoral degree programme
- By accepting a Fellowship, I would agree to participate in any publicity concerning the Scholarship arranged by the CHEC and/or the University of Waikato
- On (or before) each anniversary of the commencement of my award, I shall (in consultation with my Chief Supervisor) submit a written report to the CHEC via the Development Office; each report will provide an overview of my research, achievements, and progress to date
- In the final year of the Fellowship, I will present findings from the doctoral research at a seminar to which University staff and the public are invited
- I must inform the Scholarships Office if I receive any other funding during the tenure of my Fellowship
- The Scholarships Committee may terminate my Fellowship 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 Dr Zena Daysh Doctoral Fellowship in Sustainability. 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: \_\_\_\_\_





## APPLICANT'S CHECK-LIST

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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)
- Attached a personal statement (of up to four pages in length) which incorporates the following:
  - Outline of proposed research which emphasises its relevance to sustainability
  - Timeline showing the start of your doctoral enrolment, anticipated milestones, and the expected completion date
  - Previous studies and/or research of relevance to sustainability
  - Previous employment of relevance to sustainability
  - Past attendance/presentation at seminars, conferences, etc.
  - List of any publications to date
  - Future career plans
  - Any other information considered relevant to this application

# Dr Zena Daysh Doctoral Fellowship in Sustainability



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

## REFEREE'S REPORT

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Applicant's Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

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

**It would be very helpful to the Selection Panel if you could comment in as much detail as possible on the applicant's fitness to undertake research in sustainability.**

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](mailto:scholarships@waikato.ac.nz)) by **30 November 2012**:

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

Referee's Name: \_\_\_\_\_

University/Dept: \_\_\_\_\_

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

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



## REFEREE'S REPORT

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Applicant's Name: \_\_\_\_\_

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

Referee's Name: \_\_\_\_\_

University/Dept: \_\_\_\_\_

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

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