

UNDERGRADUATE AND HONOURS BURSARIES

APPLICATION FORM — 2018



Graduate Women Qld Inc. Sunshine Coast Branch (GWQ-SC)

Affiliated with Australian Federation of Graduate Women (AFGW).

"AFGW is the voice of graduate women promoting the advancement of women worldwide and their equality of opportunity, through initiatives in education, friendship and peace."

APPLICATION CLOSING DATE: Wednesday 28 March 2018 | Late applications and late references will **NOT** be accepted after this date. **NOTE:** The decision of the GWQ selection panel is final and no discussion will be entered into.

Information for Applicants and Referees

Download the free **Adobe Reader** to best enable you to fill out and return this form. The use of any other third-party software may result in the submission of a blank form.

BACKGROUND

The aims and objectives of the AFGW are:

- To unite the association of women graduates in Australia for the furtherance of their common interests and for affiliation with the International Federation of University Women (IFUW);
- To promote understanding and friendship among the women of the world, irrespective of their race, nationality, religion or political opinions;
- To encourage international cooperation;
- To further the development of education;
- To represent university women in international organisations;
- To encourage the full application of their knowledge and skills to problems which arise at all levels of public life, whether national, regional or global and to encourage participation in solving these problems.

The GWQ Sunshine Coast Branch offers up to three (3) annual non-renewable bursaries each of AUD\$1,500. These bursaries are to assist with educational expenses for full-time or part-time female students in the 2nd, 3rd, or 4th year (including Honours), of their first undergraduate degree.

Each year the GWQ Sunshine Coast Branch will generally seek to provide one of these bursaries to eligible female students who are a mature-aged student; a student who entered University as an immediate school leaver; an Honours student and a student of Indigenous descent, provided all other eligibility criteria are met.

Visit our website GWQ Sunshine Coast branch: <http://graduatewomen.org.au>

ELIGIBILITY

Applicants must meet the following criteria:

- Minimum GPA of 5.5
- In 2nd year or above
- Studied for at least one year at the University of the Sunshine Coast
- Current Australian Citizen; New Zealand Citizen; Australian Permanent Resident; Permanent Humanitarian Visa Holder
- Female student enrolled either part-time or full-time in her FIRST undergraduate degree or in Honours year at USC.

NOTE: Previous winners of GWQ or AFUW awards are NOT ELIGIBLE. However, previous applicants who were not successful are welcome to reapply.

ENQUIRIES and LODGEMENT

In person: Student Central
Ground floor, Building C

Mail: Student Services and Engagement—ML23
University of the Sunshine Coast
MAROOCHYDORE DC QLD 4558
AUSTRALIA

Email: scholarships@usc.edu.au (Enquiries and lodgement)

Tel: +61 7 5430 2890 (Enquiries only)

Office opening hours:
Monday–Thursday: 8.30am–5pm
Friday: 8.30 am–4.30pm

Applicants must sign the declaration as to the correctness of information provided. Please read Section 9.0 carefully.

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1.0 PERSONAL INFORMATION

USC Student ID Number						Family name:	First name:				
Date of birth:	DD	MM	YYYY	Country of birth:							
<input type="checkbox"/> Australian Citizen						<input type="checkbox"/> New Zealand Citizen		<input type="checkbox"/> Australian Permanent Resident		<input type="checkbox"/> Permanent Humanitarian Visa Holder	

2.0 CONTACT DETAILS

Residential address

Number and Street:		
City / Suburb:	State:	Postcode:
Telephone number:	Mobile telephone number:	
Personal email address:	USC email address:	

3.0 ACADEMIC INFORMATION

Faculty/Faculties: <input type="checkbox"/> Arts, Business and Law (FABL) <input type="checkbox"/> Science, Health, Education and Engineering (FoSHEE) <input type="checkbox"/> FoSHEE/FABL		
Study load: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time		
Degree program enrolled in 2018:		
Current year of study:	OR <input type="checkbox"/> Honours	
Tertiary results at USC (in brief):		
Grade Point Average (GPA):	Total number of subjects you completed at USC:	

4.0 EMPLOYMENT

Please provide details of recent employment, work experience or placement.

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5.0 REFEREES

You are required to provide 2 confidential written references; one from an academic member of staff who has taught you recently; and one from a recent employer. If no recent employment, provide 2 written references from academic staff.

IMPORTANT NOTE: Referee proformas are provided for you to send to your referees. These must be lodged independently by the Referee. Referees are asked to email the completed proforma directly to the USC Scholarships Office, **NOT** to return them to you as the applicant; and **NOT to be lodged with your application form**. Responsibility for following up referees is up to the applicant. Late references will not be accepted and will disadvantage your application.

Referee 1: Academic OR Work

Family name:	First name:	Position:
Work telephone number:	Mobile telephone number:	
Reliable email address:		

Referee 2: Academic OR Work

Family name:	First name:	Position:
Work telephone number:	Mobile telephone number:	
Reliable email address:		

6.0 SELF EVALUATION

→ **NOTE:** The word count from each section from 6.1–6.5 must be added together to a total of **no more than 1500 words**.

6.1 Personal achievements

What has been your greatest achievement to date; what was involved; and why was it satisfying for you?

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6.0 SELF EVALUATION *continued*

6.2 Career and personal goals

What are the three (3) most important things that you aim to achieve in the foreseeable future; and how do you plan to achieve them?

6.3 Commitment to area/s such as the community, environment, family and the University

Provide examples of your active membership or involvement in any of the areas mentioned.

In what ways do you contribute?

Family responsibilities (if applicable and appropriate).

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6.0 SELF EVALUATION continued

6.4 Current and/or past university or community leadership roles

6.5 Other personal interests

If applicable, please provide brief details of:

Any disability:

Your Honours field of study and its broader application:

Connections to the Indigenous community:

Any additional information to support your application:

7.0 PREVIOUS and CURRENT FINANCIAL AWARDS, SCHOLARSHIPS and BURSARIES

Do you receive income from Centrelink (eg Austudy, Abstudy, Youth Allowance, Carer payment)? Yes No

Is your only Centrelink payment Family Tax Benefit? Yes No

→ If yes, please provide Centrelink CRN:

NOTE: By providing your Centrelink information, you are enabling the University of the Sunshine Coast to access your Centrelink record on behalf of GWQ. This information is held confidentially by the University.

Do you receive a Commonwealth Learning Scholarship (if you received Centrelink Start-up Scholarship or Re-location Scholarship, answer NO)?

Yes No

Please provide details of previous bursary/scholarships:

Name of bursary:	Year received:	Amount:
Name of bursary:	Year received:	Amount:
Name of bursary:	Year received:	Amount:

Do you receive any other financial assistance from parents, partner, part-time work or other means? Yes No

→ If yes, please provide brief information below:

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8.0 DOCUMENTATION AND SUBMISSION

Please select the method of submission:

- Email to scholarships@usc.edu.au from your student email account only (as this authenticates your signature)
- In person at Student Central, Building C, Ground floor
- By post
- **Applicants submitting by post or in person** at Student Central must provide three (3) copies of their application form and three (3) copies of any supporting documentation for the GWQ Assessment Panel, including a current academic transcript.
- **Applicants submitting by email** must attach ALL supporting documents. USC will forward these to GWQ on your behalf, along with your academic transcript.
- **Proof of indigenous heritage** if applying for the Indigenous bursary category.
 - Not required, already given to Buranga Centre at USC.
- An **Official Academic Transcript** of all completed undergraduate subjects, demonstrating a minimum GPA of 5.5 (a printout of your Unofficial Transcript from USC Central is sufficient for studies undertaken at the USC).
- **Employment details** if applicable.

Selection process

All short-listed applicants are required to attend a **panel interview**. This will be held at the **University of the Sunshine Coast** on **Saturday 28 April 2018**. A GWQ-SC member will be in contact with all short-listed applicants to confirm the time of interview.

Successful applicants are required to attend the presentation ceremony. This will be a community breakfast event held at the **University of the Sunshine Coast** in **July 2018**. All successful applicants will be required to give a short presentation at this event, as part of personal and professional development to outline their plans and achievements. A GWQ-SC member will advise all successful applicants of the details of the presentation in due course.

APPLICANT'S CHECKLIST

- My Referees have the reference proforma and were reminded to email this direct to scholarships@usc.edu.au
- My application is typed, and has been checked for accuracy and correct grammar
- I have checked that my computer has Adobe Acrobat PDF Reader before completing this application form
- Self-evaluation answers are under the 1500 word limit
- Application is signed, if lodged in person or by post (no signature required if sent from @student.usc.edu.au)
- If shortlisted I agree to attend a panel interview at USC on **Saturday 28 April 2018** and the Award ceremony, if selected

9.0 DECLARATION

I authorise Centrelink / I do not authorise Centrelink (please tick as appropriate) to electronically provide a statement of information to the University of the Sunshine Coast to assist in the assessment of my entitlement to Scholarships and Bursaries provided on an Equity basis. I understand that the information provided by Centrelink may include, where relevant, current or historical details of payments received, dependents, Centrelink deductions, income, assets and confirmation of my current address.

I understand I will be able to obtain a written copy of the Statements at any time from either the University of the Sunshine Coast or Centrelink. A brochure is available from Centrelink that provides more details about the Centrelink Confirmation eServices, or on Centrelink's website at www.centrelink.gov.au

I have read the University's statement on privacy and the purposes for which my information will be used—available at www.usc.edu.au/privacy

I agree to be bound by the statutes, policies, guidelines and rules of the University amended from time to time and agree to pay all fees and charges directly arising from my enrolment.

I consent to receiving information electronically and agree to access the correspondence of my University email account on a regular basis and to maintain current mailing address details.

Further to this, if I am successful as a GWQ-SC Bursary applicant, I grant to GWQ-SC, the use of my photograph and all personal and other information provided with this application for the purpose of publicity. I will also be available to attend the presentation breakfast event in July 2018.

Applicant's name or scanned signature:	Date:
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PRIVACY STATEMENT

The University of the Sunshine Coast collects, stores and uses personal information only for the purposes of administering student and prospective student admissions, enrolment and education. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements. For further information consult the University's Privacy plan at www.usc.edu.au/privacy

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ACADEMIC REFERENCE — 2018

CONFIDENTIAL



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INSTRUCTIONS FOR BURSARY APPLICANTS

- This form must be given to your Academic referee
- Your referee is requested to lodge the form directly with USC—not through the applicant
- It is your responsibility to follow up with your referee, and USC will not advise or disclose if the reference has been received
- Submission by your referee is by email to: scholarships@usc.edu.au and must be received by the closing date: **Wednesday 28 March 2018**

CRITERIA

Critical and conceptual ability:	<input type="checkbox"/> Exceptional	<input type="checkbox"/> Very good	<input type="checkbox"/> Good	<input type="checkbox"/> Above average
Commitment and motivation to study:	<input type="checkbox"/> Exceptional commitment	<input type="checkbox"/> Very committed	<input type="checkbox"/> Committed	<input type="checkbox"/> Partial commitment
Quality of assignment or coursework:	<input type="checkbox"/> Exceptional quality and meticulous presentation	<input type="checkbox"/> Very high standard	<input type="checkbox"/> High standard	<input type="checkbox"/> Average
Research skills and/or ability to plan:	<input type="checkbox"/> Very thorough and discriminating and sophisticated	<input type="checkbox"/> Thorough and discriminating	<input type="checkbox"/> Thorough	<input type="checkbox"/> Adequate
Independent, takes initiative and seeks out further information:	<input type="checkbox"/> Very highly motivated and independent	<input type="checkbox"/> Highly motivated and independent	<input type="checkbox"/> Requires occasional support	<input type="checkbox"/> Requires regular support or encouragement
Willingness to support others in their learning:	<input type="checkbox"/> Works co-operatively, frequently supporting and assisting others	<input type="checkbox"/> Co-operates with and actively supports others	<input type="checkbox"/> Supports others where time allows	<input type="checkbox"/> Occasionally supports others
Contribution in groups, tutorials etc:	<input type="checkbox"/> Very frequent, willing and constructive contribution	<input type="checkbox"/> Frequent willing and constructive contribution	<input type="checkbox"/> Contributes as required	<input type="checkbox"/> Some contribution
Involvement in faculty and/or University activities:	<input type="checkbox"/> Positive and significant involvement in both faculty and general University activities	<input type="checkbox"/> Strong involvement in either faculty or general University activities	<input type="checkbox"/> Some involvement in either faculty or general University activities	<input type="checkbox"/> Limited involvement

Comments:

Referee's name:

Faculty: FABL FoSHEE

Referee's telephone number:

Referee's email address:

Bursary applicant's name:

SUBMISSION

Please submit this form by email to scholarships@usc.edu.au from your USC email account by the due date: **Wednesday 28 March 2018**

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EMPLOYMENT REFERENCE — 2018

CONFIDENTIAL



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- If you do not have current or recent employment, you may lodge two academic references
- Your referee is requested to lodge the form directly with USC—not through the applicant
- It is your responsibility to follow up with your referee, and USC will not advise or disclose if the reference has been received
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CRITERIA

Interaction with colleagues; understanding of diversity; awareness of self and impact on others:	<input type="checkbox"/> Interacts well, positive, constructive	<input type="checkbox"/> Good awareness, constructive	<input type="checkbox"/> Mostly aware and constructive	<input type="checkbox"/> Adequate
Interaction with public, clients, customers or other stakeholders:	<input type="checkbox"/> Always positive, professional and empathetic	<input type="checkbox"/> Acts professionally	<input type="checkbox"/> Positive	<input type="checkbox"/> Adequate
Adjusts communication style and has appropriate and relevant written/verbal communication skills:	<input type="checkbox"/> Excellent	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Average
Understands employer expectations (eg punctual, reliable, diligent, ability to gain consensus):	<input type="checkbox"/> Exemplary in meeting all expectations	<input type="checkbox"/> Meets all expectations	<input type="checkbox"/> Meets most expectations	<input type="checkbox"/> Usually meets most expectations
Independence, responsibility and initiative:	<input type="checkbox"/> Consistently demonstrated	<input type="checkbox"/> Often demonstrated	<input type="checkbox"/> Demonstrated with some assistance	<input type="checkbox"/> Needs direction

Comments:

Referee's name:

Referee's role within the work organisation:

Referee's telephone number:

Referee's email address:

Bursary applicant's name:

Place of employment:

SUBMISSION

Please submit this form by email to scholarships@usc.edu.au by the due date: **Wednesday 28 March 2018**