

**2018 DIAMOND JUBILEE BURSARY  
POSTGRADUATE COURSEWORK SCHOLARSHIP**

**\$4,500 (up to \$2,500)**

For women or men enrolled in a higher degree by coursework at a South Australian university.

***Other eligibility criteria***

Applicants must:

- be studying for a Masters Degree by Coursework OR studying for a Doctorate where the major component is coursework; and
- have completed six months full time equivalent of their postgraduate program; and
- have a good undergraduate academic record; and
- not be in full time paid employment or on fully paid study leave during the tenure of the Bursary; and
- not have received a bursary or award in the same category in 2017.

There is no restriction on field of study or citizenship. The bursary may be held concurrently with awards offered by organisations other than the AFUW-SA Inc. Trust Fund.

***How a Bursary may be used*** This bursary is not intended to fund basic costs that should be met by your University, unless unforeseen costs are incurred. (Please explain if this is the case). A Bursary may be used for conference attendance, the purchase or hire of equipment, fees incurred because of study commitments or short-term assistance with living expenses. Note that if the bursary is to be used for the purchase of equipment, the equipment must be for the personal possession and use of the applicant, not of the University department. The Bursary must be used within twelve months of the date of the award (June 2018), i.e. by the end of June 2019.

***Selection criteria*** Selection of winners is based primarily on academic merit, but also on the importance of the purpose for which the bursary will be used to the progress or completion of the degree, on financial need as well as community activities and other interests.

***Value*** The total amount of bursaries in this category will not exceed \$4,500 (maximum \$2,500 for a single applicant) but the value for each bursary may vary and may be less depending on requirements of the successful applicant/s, if more than one bursary is offered based on applicant rankings and funds available. No one will be awarded more than one bursary in any one year. In exceptional circumstances the trustees of The AFUW-SA Inc. Trust Fund reserve the right not to award a bursary.

***Source of funds*** Until 2009 funds for these bursaries were raised annually by the Academic Hoods and Gowns Hiring Service run on a voluntary basis by the trustees, members of The AFUW-SA Inc. (now GWSA Inc.) and friends. Funds are now sourced from investments and donations.

***Closing date for applications*** **30th March 2018.**

***Intellectual property*** The Trustees recognise that postgraduate students retain ownership of intellectual property arising from any original work undertaken during their course of study.

Receipt of all applications will be acknowledged. In the normal course of events, the successful applicants will be notified by the last day of June in the year of the award. Subsequently, a list of winners will be loaded to the Trust Fund Web site. The decision of the selection committee will be final and no correspondence will be entered into.

*IMPORTANT INFORMATION ON APPLICATION SUBMISSION OVERLEAF*

## INFORMATION ON APPLICATION SUBMISSION

The following documents *must* accompany the completed application form.

**(NB Four (4) sets of all documentation must be submitted including one original (or certified copy) and three photocopies of the application form and supporting documentation:**

1. Evidence of enrolment at the institution at which you will obtain your postgraduate qualification. Evidence of an offer of a place is not sufficient.
2. Certified copies of official transcripts of academic records covering all undergraduate and postgraduate work completed to date. An interpretation of the grades on academic records (as supplied by the awarding institution) is also required. If records are in any language other than English, please provide a certified translation. *N.B. If originals of documents are sent, they will not be returned; unsuccessful applications will be destroyed 2 months after the bursary is awarded.*
3. Curriculum vitae, including employment record; education and training history; a list of prizes or awards held during your tertiary studies, giving place of study, dates and values; a list of published work (refereed journal articles, books, chapters, news articles or exhibitions); conference presentations; service to the professional community; and service to the community at large.
4. If you are not an Australian or New Zealand citizen you must provide proof of your entitlement to study in Australia. This would usually be a certified copy of a Student Visa or an Australian Permanent Resident Status Visa.

In addition:

5. You must ensure that referee reports from two academic staff familiar with your current postgraduate academic studies are sent by them to the Bursaries Trustees to arrive no later than **11th April 2018**. Each signed report and three copies must be sealed in an envelope with the referee's signature across the seal.

Apart from these items, please include as much pertinent information as possible on the application form rather than on additional pages. If possible, please provide double-sided copies, to minimise paper use.

## CHECKLIST OF ITEMS TO BE SENT

**FOUR (4) sets of all documentation must be submitted including 1 original (or certified copy) and 3 photocopies of the application form, supporting documentation, and two referees' reports are required.**

	Item	Tick when attached
i)	Application – 4 pages ONLY	
ii)	Evidence of enrolment - note 1 above	
iii)	Academic record(s) – note 2 above	
iv)	CV/Resume - note 3 above	
v)	Proof of entitlement to study in Australia (if applicable) – note 4 above	
vi)	Two referees' reports – note 5 above	To be sent separately
vii)	Remove these first 3 explanatory pages before copying and sending	

## LODGEMENT OF APPLICATIONS

Your application must reach:

Bursaries Trustees  
The AFUW-SA Inc. Trust Fund  
213 Greenhill Road,  
Eastwood SA 5063  
Australia

**By close of business**

**30<sup>th</sup> March 2018.**

It can only be posted to the above address.

Applications received after the due date will not be considered.

Applications remain the property of the trustees of The AFUW-SA Inc. Trust Fund.

It is the responsibility of the applicant to ensure that all necessary documentation, including references, are received prior to the closing dates. Please use the checklist on the previous page to ensure your application is complete.

The only exception to this is official documentation not available by the closing date, such as evidence of enrolment at an institution or extension of a visa. Please list such items in a covering letter accompanying your application and forward them as soon as possible.

The Trust Fund managers and bursary selection committee members are all volunteers. Assistance for applicants will be made available where possible by responding to written requests for advice sent to: [bursaries@afuwsa-trust.com.au](mailto:bursaries@afuwsa-trust.com.au). This will not include details concerning receipt of necessary documentation or status of applications. Winners will be notified in writing and results posted on the Trust website after 30<sup>th</sup> June. If you have queries please allow sufficient time for a reply, or consult the FAQ page on our web site at

[www.afuwsa-trust.com.au](http://www.afuwsa-trust.com.au)

*NOTE: No student will be awarded, in any one year, more than one of the bursaries offered by The AFUW-SA Inc. Trust Fund. However, you may apply for all the bursaries for which you are eligible. Details of all the other bursaries offered by the Trust Fund are available on the web site.*

**AFUW-SA INC. TRUST FUND POSTGRADUATE COURSEWORK BURSARIES**

**2018 DIAMOND JUBILEE BURSARY**

**\$4,500 (up to \$2,500 each)**

**APPLICATION FORM**

For women or men enrolled in a higher degree by coursework at a South Australian university.

1. Title: \_\_\_\_\_ Surname: \_\_\_\_\_

First names (underline preferred name): \_\_\_\_\_

Full Address for correspondence: \_\_\_\_\_

\_\_\_\_\_

Email address: \_\_\_\_\_

Date of birth: \_\_\_\_\_(day) \_\_\_\_\_(month) \_\_\_\_\_(year)

Male / Female (circle or underline correct response)

Country of citizenship: \_\_\_\_\_

*NOTE: If you are not an Australian or New Zealand citizen you will need to provide proof that you are legally entitled to study in Australia during the period for which you plan to use the bursary, e.g. attach a certified copy of your Student Visa or Australian Permanent Resident Status Visa stamp or label.*

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**2 ACADEMIC RECORD**

Current qualifications: \_\_\_\_\_

Ensure you have provided certified copies of official transcripts of academic records covering all undergraduate and postgraduate work completed to date.

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**3 CURRENT ENROLMENT**

Full title of postgraduate degree for which bursary is needed (include discipline):

\_\_\_\_\_

Institution at which degree will be obtained: \_\_\_\_\_

Degree is being undertaken: Full time / Part time (circle or underline applicable response)

Dates of enrolment: Commencement \_\_\_\_\_

Expected completion \_\_\_\_\_

Period for which bursary is required \_\_\_\_\_

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4 PURPOSE FOR WHICH THE BURSARY IS REQUESTED

i) What is the purpose for which the bursary is required?

Tick ALL that apply and include costs for each item in v) below.

- Conference presentation/attendance
- Fees incurred because of study commitments
- Short-term assistance with living expenses incurred because of study commitments
- Purchase or hire of equipment
- Other, specify \_\_\_\_\_  
\_\_\_\_\_

ii) Provide more information about the purpose for which the bursary is requested.

iii) When will you use the bursary?

iv) Describe the significance of this purpose to the outcome or completion of your postgraduate studies

v) Detailed estimates of cost related to purpose for the bursary

**Detailed estimates of costs**

Item	Estimated cost	*Evidence
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
	<b>Total \$</b> _____	

\* Please attach quotes or other evidence of estimated quotes wherever possible.

If you are asking for funding to extend the duration of your postgraduate studies, explain the reason for the extension and availability of funding from your department or university for completion grants.

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5 PERSONAL FINANCIAL DETAILS

i) Do you personally receive any of the following? Please tick all that apply.

University sponsored stipend (specify amount) \_\_\_\_\_  Other scholarship/s (specify amount) \_\_\_\_\_

Wage (part-time or casual work) (specify amount) \_\_\_\_\_  Health Care Card \_\_\_\_\_

Government pension or allowance (specify type/s) \_\_\_\_\_

Other (specify, e.g. child support) \_\_\_\_\_  Support from family \_\_\_\_\_

ii) What is your current status with regard to income and financial responsibilities?

Single - living with parent(s)  Partnered, no dependants

Single - not living with parent(s)  Partnered, with dependant(s)

Other (please specify) \_\_\_\_\_  Sole parent/carer \_\_\_\_\_

ii) Estimate your anticipated study expenses from 1 July 2018 to 30 June 2019, including the purpose for which you are applying for the bursary.

University fees	\$	_____
Supplies, e.g. texts, materials, equipment	\$	_____
Conference travel and attendance	\$	_____
Other travel	\$	_____
Other (please specify) _____	\$	_____
_____	\$	_____
_____	\$	_____
<b>Total</b>	\$	_____

iii) Other than stipends, which should be included in 1) above, list the value of any grants, awards or scholarships you know you will receive between 1 July 2018 and 30 June 2019 to assist with the expenses listed above.

<b>Name of award, funding body, date</b>	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
<b>Total</b>	\$	_____

iv) Specify any other grants, scholarships or awards for which you intend to apply, in order to cover your study expenses specified in 1) above.

Name of award	Funding body	Deadline date	Value	Notification date
_____	_____	_____	\$ _____	_____
_____	_____	_____	\$ _____	_____
_____	_____	_____	\$ _____	_____
_____	_____	_____	\$ _____	_____

If the value is not known please provide an estimate.

Please advise the Bursaries Trustees in writing if your application for any of these awards is successful between now and mid-May 2018.

v) Provide any other explanatory or clarifying details about your financial or life situation, e.g. number and ages of dependants or any special circumstances.

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**6. OTHER ACTIVITIES**

Describe your achievements (not directly connected with your studies), interests, activities and involvement with community organisations.

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**7. REFEREES**

Provide the name, position, institution/faculty and email address of two academic staff members who are familiar with your academic studies and have agreed to act as referees.

*Please give each of these referees one of the forms included with this application form and ask them to send their references directly to the Bursaries Trustee to be received no later than **11<sup>th</sup> April 2018**.*

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**NOTE: Ensure that you have included all attachments and followed all of the instructions listed on the information sheet at the front of this application form and that you have answered all questions fully. The Bursaries Trustees will acknowledge receipt of your application but incomplete applications will not be considered when determining the bursary winners.**

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**REFEREE'S REPORT – 2018 POSTGRADUATE COURSEWORK BURSARIES**  
offered by The Australian Federation of University Women – South Australia Inc. Trust Fund

NAME OF APPLICANT: \_\_\_\_\_

To the REFEREE – Please complete this confidential assessment of the applicant.

Your title \_\_\_\_\_ Name \_\_\_\_\_ Position \_\_\_\_\_

Email address \_\_\_\_\_

Institution and country (if not Australia) \_\_\_\_\_

1. How long have you known the applicant and in what capacities (e.g. lecturer, Honours supervisor, etc.):

\_\_\_\_\_  
\_\_\_\_\_

2. How would you rate your knowledge of the applicant as the basis for providing a reference?

Very good       Good       Adequate       Limited/Poor

3. The following two questions will ask you to rate the applicant relative to other coursework degree students you have known and/or taught. Please roughly estimate the number of students with whom you will be comparing the applicant. \_\_\_\_\_

4. Please indicate your overall ranking of the applicant relative to other coursework degree students you have known and/or taught (tick one box only):

Top 5%     Top 10%     Top 15%     Top 20%     Top 40%     Other     Unable to rate

5. Please indicate your ranking of the applicant, relative to other coursework degree students you have known and/or taught, against the following criteria (tick one box only).

Knowledge of the field of study

Top 5%     Top 10%     Top 15%     Top 20%     Other     Unable to rate

Planning – ability to set and keep to a schedule

Top 5%     Top 10%     Top 15%     Top 20%     Other     Unable to rate

Critical ability – ability to appraise and analyse information and arguments

Top 5%     Top 10%     Top 15%     Top 20%     Other     Unable to rate

Written communication skills appropriate to the field of study

Top 5%     Top 10%     Top 15%     Top 20%     Other     Unable to rate

Oral communication skills appropriate to the field of study

Top 5%     Top 10%     Top 15%     Top 20%     Other     Unable to rate

Please turn over ...

6. Please comment on your reasons for the rankings in question 5, and/or add any other comments you wish to make about the applicant's abilities in the space below, or attach a separate sheet if you wish.
7. Please comment on the purpose for which the applicant is applying for this bursary. In particular:
- a) how important the expenditure would be in assisting the applicant to make progress on or complete her degree;
  - b) (if applicable) provide reasons for studies extending past the expiry of a stipend; and
  - c) provide any other supporting or clarifying comments.
8. Please explain why you, the department, school or university are unable to fund this request.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

After signing above and signing any attached sheet, please make three copies of this report and any attachment, seal the four sets in an envelope with your signature across the seal and post the envelope to the following address **by 11th April 2018**:

**Bursaries Trustees, The AFUW-SA Inc. Trust Fund, 213 Greenhill Road Eastwood SA 5063  
AUSTRALIA**

**REFEREE'S REPORT – 2018 POSTGRADUATE COURSEWORK BURSARIES**  
offered by The Australian Federation of University Women – South Australia Inc. Trust Fund

NAME OF APPLICANT:

To the REFEREE – Please complete this confidential assessment of the applicant.

Your title \_\_\_\_\_ Name \_\_\_\_\_ Position \_\_\_\_\_

Email address \_\_\_\_\_

Institution and country (if not Australia) \_\_\_\_\_

1. How long have you known the applicant and in what capacities (e.g. lecturer, Honours supervisor, etc.):

\_\_\_\_\_  
\_\_\_\_\_

2. How would you rate your knowledge of the applicant as the basis for providing a reference?

Very good       Good       Adequate       Limited/Poor

3. The following two questions will ask you to rate the applicant relative to other coursework degree students you have known and/or taught. Please roughly estimate the number of students with whom you will be comparing the applicant. \_\_\_\_\_

4. Please indicate your overall ranking of the applicant relative to other coursework degree students you have known and/or taught (tick one box only):

Top 5%     Top 10%     Top 15%     Top 20%     Top 40%     Other     Unable to rate

5. Please indicate your ranking of the applicant, relative to other coursework degree students you have known and/or taught, against the following criteria (tick one box only).

Knowledge of the field of study

Top 5%     Top 10%     Top 15%     Top 20%     Other     Unable to rate

Planning – ability to set and keep to a schedule

Top 5%     Top 10%     Top 15%     Top 20%     Other     Unable to rate

Critical ability – ability to appraise and analyse information and arguments

Top 5%     Top 10%     Top 15%     Top 20%     Other     Unable to rate

Written communication skills appropriate to the field of study

Top 5%     Top 10%     Top 15%     Top 20%     Other     Unable to rate

Oral communication skills appropriate to the field of study

Top 5%     Top 10%     Top 15%     Top 20%     Other     Unable to rate

Please turn over ...

6. Please comment on your reasons for the rankings in question 5, and/or add any other comments you wish to make about the applicant's abilities in the space below, or attach a separate sheet if you wish.
7. Please comment on the purpose for which the applicant is applying for this bursary. In particular:
- a) how important the expenditure would be in assisting the applicant to make progress on or complete her degree;
  - b) (if applicable) provide reasons for studies extending past the expiry of a stipend; and
  - c) provide any other supporting or clarifying comments.
8. Please explain why you, the department, school or university are unable to fund this request.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

After signing above and signing any attached sheet, please make three copies of this report and any attachment, seal the four sets in an envelope with your signature across the seal and post the envelope to the following address **by 11th April 2018**:  
Bursaries Trustees, **The AFUW-SA Inc. Trust Fund, 213 Greenhill Road Eastwood SA 5063 AUSTRALIA**